Master Schedule Report (MSC) (Virginia)

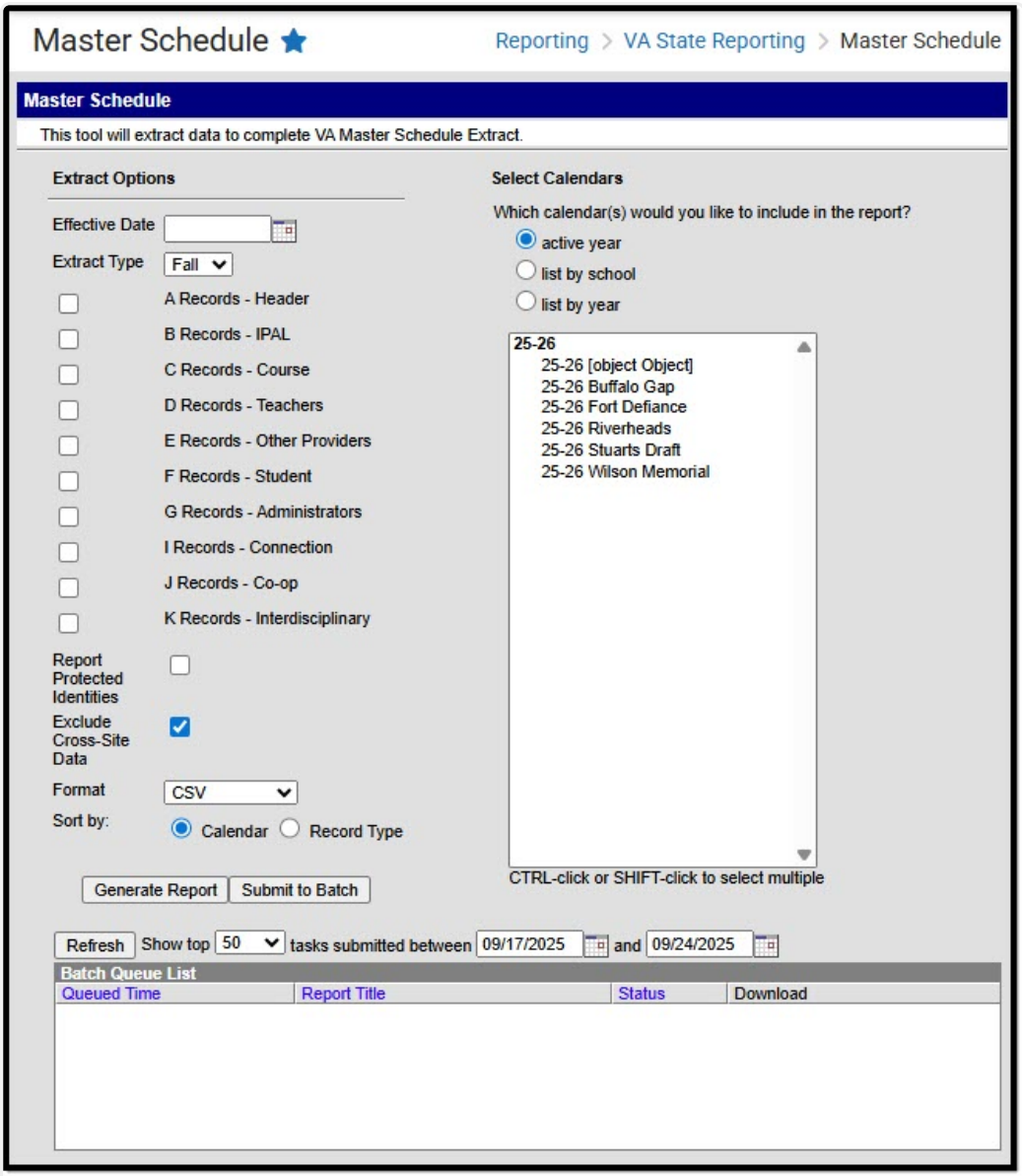
Last Modified on 10/15/2026 12:29 pm CDT

Path: Reporting > VA State Reporting > Master Schedule

The Master Schedule Report collects data about student, course, and staff information. This report collects data required to satisfy federal assurances for Indicators (b)(1), (b)(2), and (b)(3) of the State Fiscal Stabilization Fund (SFSF). In meeting the vast requirements of those indicators, this collection also provides data that was previously collected through Instructional Personnel (IPAL) and Math & Science Course Enrollment (CEDC).

It also includes enrollments for nontraditional students in designated Career and Technical Education classes.

See the Report logic and layout section for detailed information.



Virginia Master Schedule Report Editor

Read - Generate the extract.
Write - N/A
Add - N/A
Delete - N/A

For more information about Tool Rights and how they function, see this Tool Rights article.

Generate the Master Schedule Report

1. Enter an **Effective Date** in mmddyyyy format or by clicking the calendar icon and selecting a date. The report includes students who are scheduled into a course on or before this date for at least 20 hours.

2. Select the **Extract Type** to generate, *Fall* or *EOY*.

   When you select **EOY**, the **Prior Reporting Date** field displays. Enter the same date as the Effective date of the Fall report generation. Doing this captures students who were reported in the Fall reporting period and students who entered after the Fall Effective Date of report generation.

3. Indicate which **Records** should be included in the extract by marking the checkboxes.
4. Mark to **Report Protected Identities**, if applicable.
5. Unmark the **Exclude Cross-Site Data** checkbox, if applicable.
6. Indicate the **Format** in which the extract should generate. Options are CSV, Tab Delimited, and HTML.
7. Select to **Sort by** Calendar or Record Type.
8. Indicate which **Calendar(s)** should be included in the extract.
9. Select the **Generate Report** button to generate the extract in the desired format.

Users can submit a report request to the batch queue by clicking **Submit to Batch** instead of Generate Extract. This process allows larger reports to generate in the background without disrupting use of Campus. For more information about submitting a report to the batch queue, see the Batch Queue article.

Report logic and layout

Click this Master Schedule (MSC) (Mid-October 2026) PDF link to view the Master Schedule Report logic and layout information.
