

a date.

3. Select the **Format** in which the report should generate. Use *State Format (CSV)* for submission to the state and *HTML* or *XML* for data review and verification.
4. If desired, mark **Header Off** to remove the header from the extract.
5. Select an **Ad hoc Filter** to limit records reported.
6. Indicate which **Calendar(s)** should be included in the report.
7. Click **Generate Extract** to view the report in the selected format or **Submit to Batch** to schedule when the report will generate.

Users have the option of submitting a SASID export 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 the use of Campus. For more information about submitting a report to the batch queue, see the [Batch Queue](#) article.

Report Example

DOEHEAD	DISTRICT=00440000						
DOEHEAD	ELEMENTS	DOE003	DOE004	DOE005	DOE006	DOE008	DOE009
DOEHEAD	DATEFORMAT=D10						
DOEHEAD	GENDERF	M=Male	F=Female	N=Nonbinary			
111111	Andy	Tester	1/1/2002		M		888
111112	CLAYTON	Test	2/8/2000	SCHOOL	M		44
111113	COLIN	FAKE	#####		M		44
111114	MARIO	NOTREAL	#####		M		44
111115	LIZETH	Tester	#####	SCHOOL	F		44
111115	LAULUE	Tester	#####	SCHOOL	F		888

SASID Export Example - State Format (CSV)

MA SASID Export Records:7							
LASID	First Name	Middle Name	Last Name	Date of Birth	City of Birth	Gender	Town of Residence
123456	JASMINE	AALIYAH	STUDENT	07/20/2002	BOSTON MA	F	044
234567	AARON	SAMUEL	STUDENT	06/23/2006	BOSTON MA	M	044
345678	JESSALYN	MARY JEAN	STUDENT	12/11/2001	BROCKTON	F	888
456789	MCKENZI	ELIZABETH	STUDENT	07/18/2002	BOSTON MA	F	044
567890	DERRICK	ALPHANSO	STUDENT	06/30/2002	KINGSTON	M	044
678901	WILBER	ANTONIO	STUDENT	01/04/2005	BOSTON MA	M	044
789012	ANNIKA	ELLEN	STUDENT	05/05/1996	Test Town	F	888

SASID Export Example - HTML Format

Report Layout

Element	Description	Type, Format, and Length	Campus UI and Database Location
LASID	The locally assigned student identification number.	Alphanumeric, 5 characters	Census > People > Demographics > Person Identifiers > Student Number Enrollment. localStudentNumber
First Name	The student's first name.	Alphanumeric, 50 characters	Census > People > Demographics > Person Information > First Name Identity.firstName
Middle Name	The student's middle name.	Alphanumeric, 50 characters	Census > People > Demographics > Person Information > Middle Name Identity.middleName
Last Name	The student's last name. Suffix also reports in this field, if applicable.	Alphanumeric, 50 characters	Census > People > Demographics > Person Information > Last Name Identity.lastName
Suffix	The student's suffix.	Alphanumeric, 2 characters	Census > People > Demographics > Person Information > Suffix Identity.suffix
Date of Birth	The student's birth date.	Date, 10 characters MM/DD/YYYY	Census > People > Demographics > Person Information > Birth Date Identity.birthDate
City of Birth	The student's city of birth.	Alphanumeric, 50 characters	Census > People > Demographics > Person Information > Town of Birth Identity.birthCity

Element	Description	Type, Format, and Length	Campus UI and Database Location
Gender	<p>The student's gender. Logic reports a Gender value as follows:</p> <ol style="list-style-type: none"> 1. Report "F" when a non-binary flag does not exist and Gender (Census > People > Demographics > Gender) = Female. 2. Report "M" when a non-binary flag does not exist and Gender (Census > People > Demographics > Gender) = Male. 3. Report "N" when the student is assigned a Flag on the Flags tab (Student Information > General > Flags), where the following are true: <ol style="list-style-type: none"> 1. Start Date of flag is on or before extract Effective Date. 2. End Date of flag is after extract Effective Date or is Null. 3. The flag must have a Code of "GndrNB" (Program Admin > Flags > Flags Detail > Code). 4. The flag must have State Reported checked. 	Alphanumeric, 1 character	<p>Census > People > Demographics > Person Information > Gender</p> <p>Identity.gender</p>
Town of Residence	The student's town of residence.	Alphanumeric, 10 characters	<p>Student Information > General > Enrollments > State Reporting Tab > City/Town of Residence</p> <p>Enrollment.fiscalTown</p>
SASID	Reports blank.	N/A	N/A