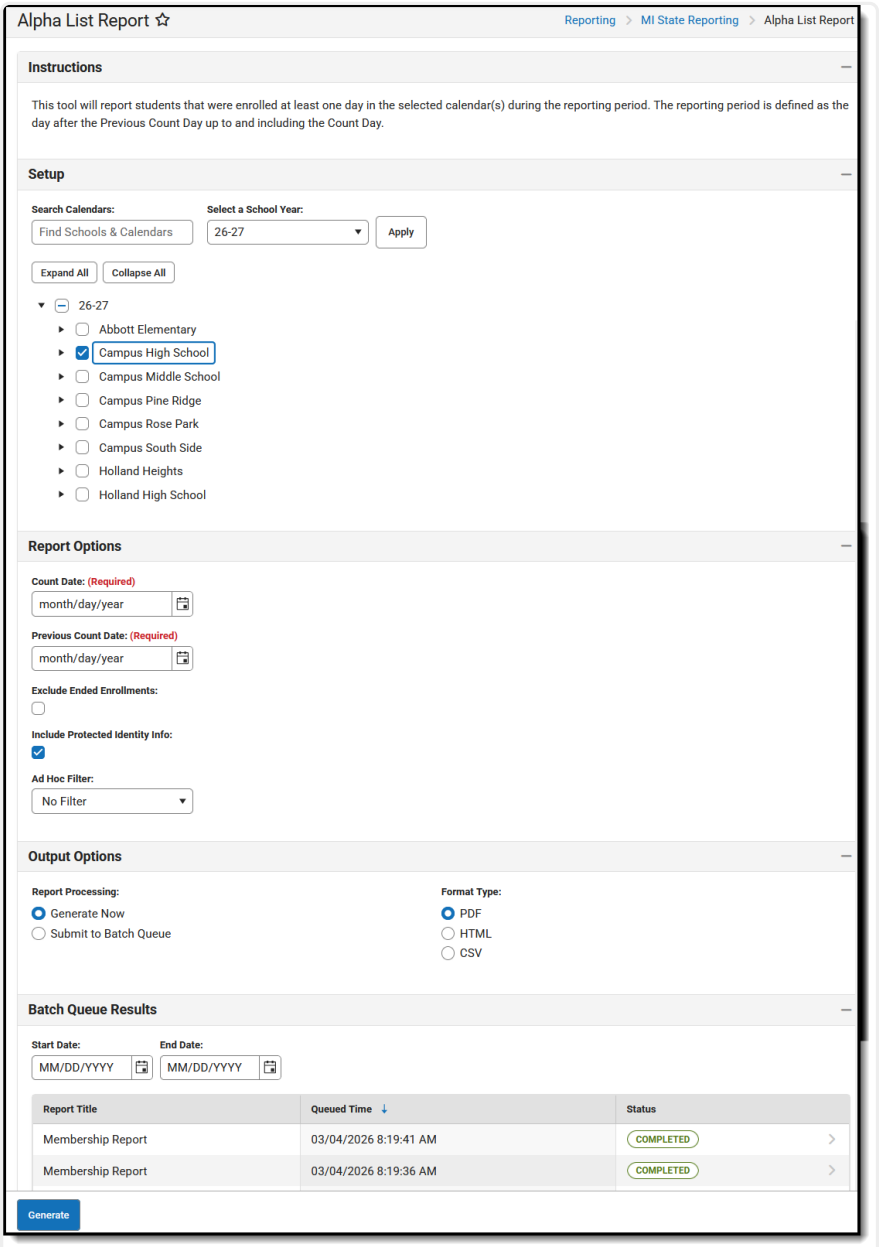
Alpha List Report (Michigan)

Last Modified on 10/07/2026 8:19 am CDT

Path: Reporting > MI State Reporting > Alpha List Report

The Alpha List Report provides an alphabetical listing of students and the Primary Education Providing Entity (PEPE) districts associated with each student. Students will report if they were enrolled at least one day in the selected calendar(s) during the reporting period, defined as the day after the Previous Count Day up to and including the Current Day.



Configure, generate, and track Alpha List Report requests for selected schools and reporting periods.

Report logic

Reports students enrolled for at least one day in the selected calendar(s) during the reporting period. The reporting period is the day after the Previous Count Day, including the Count Day. If a student is concurrently enrolled in multiple schools or calendars, reports for each enrollment. Only active enrollments report.

Generate the report

1. Select the **Calendars** to include in the report.
2. Enter the **Count Date** in mmddyyyy format or by clicking the calendar icon and selecting a date
3. Input the **Previous Count Date.**
4. If desired, mark the checkbox to **Exclude Ended Enrollments**. Enrollments that have an End Date before the Count Date will not be included in the report.
5. The **Include Protected Identity Info** checkbox is selected by default. If desired, this can be unchecked.
6. Select an **Ad hoc Filter** to limit the records reported.
7. Select the **Format** of PDF, CSV, DOCX, or HTML.
8. Click **Generate Now** or **Submit to Batch Queue** to schedule the report's generation.
    - Users may select **Submit to Batch** to generate larger reports in the background without disrupting Campus. For more information on submitting a report to the batch queue, see the Batch Queue article.

Report layout

Element	Description	Campus Location
Last Name	The student's last name. Reports from the identity record active on the Count Date of the extract editor • If Legal Last Name = NOT NULL, report Legal Last Name • If Legal Last Name = NULL, report Last Name **Exception** If Seat Time Waiver Participant is selected, add ** to the beginning of the student's LastName *Alphanumeric, 25 characters*	Demographics > Identity > Protected Identity Information > Legal Last Name Demographics > Identity > Last Name Identity.lastName MSDS > Single Record Submission > Seat Time Participant

Element	Description	Campus Location
First Name	The student's first name. Reports from the identity record active on the Count Date of the extract editor • If Legal Last Name = NOT NULL, report Legal First Name • If Legal First Name = NULL, report First Name *Alphanumeric, 15 characters*	Demographics > Identity > Protected Identity Information > Legal First Name Demographics > Identity > First Name Identity.firstName
Middle Initial	The student's middle initial. Reports from the identity record active on the Count Date of the extract editor • If Legal Last Name = NOT NULL, report Legal Middle Initial • If Legal Middle Name = NULL, report Middle Initial *Alphanumeric, 1 character*	Demographics > Identity > Protected Identity Information > Legal Middle Name Demographics > Identity > Middle Name Identity.middleName
Address	The student's street address. If the student has an active primary household address on the Count Date with Secondary deselected and Physical selected, report the address. 1. If more than one primary household is found, report from the household whose member has the lowest Emergency Priority. If Emergency Priority is the same, use the household start date. 2. If multiple Guardians are found or no Guardian exists, report the address of the highest record ID. *Alphanumeric, 20 characters*	Households > Address Information Address.street

Element	Description	Campus Location
City	The city or town of the student's primary household. *Alphanumeric, 20 characters*	Households > Address Information > City Address.city
Zip	The zip code of the student's primary household. *Numeric, #####-####*	Households > Address Information > Zip Address.zip
Student ID	The student's local student identifier. *Numeric, 20 digits*	Demographic > Person Identifiers > Student Number Person.personID
UIC	The Unique Identification Code (UIC) assigned to the student. *Numeric, 10 digits*	Demographics > Person Identifiers > State ID Person.stateID
Date of Birth	The student's date of birth. Reports from the identity record active on the Count Date of the extract editor *Date field, MM/DD/YYYY*	Demographics > Person Information > Birthdate Identity.birthDate
Grade	The student's grade level. *Alphanumeric, 2 characters*	Enrollments > General Enrollment Information > Grade Grade Level Setup > Grade Level Detail > State Grade Level Code Identity.grade

Element	Description	Campus Location
Enrollment Date	The start date of the student's enrollment. Report District Start Date. If NULL, use the following calculation. 1. Look back to the most recent enrollment with an End Status NOT = 19 or NULL. Then report the start date of the next enrollment. (the calculation looks back until it finds a code, then moves forward to the next future enrollment and reports the Start Date) 2. Calculation Exception If no code NOT = 19 or NULL is found, report the start date of the student's oldest enrollment on record. 3. Calculation Exception Please disregard the most recent enrollment in the calculation if the End Status NOT = ** or NULL. 4. Note: The most recent enrollment considered should be within the Date Range entered on the extract editor *Date field, MM/DD/YYYY*	Enrollments > State Reporting Fields > District Start Date Enrollments > General Enrollment Information > Start Status & Start Date Enrollment.startDate
Resident District	The LEA Number of the student's resident district. *Numeric, 5 digits*	Enrollments > State Reporting Fields > Resident District District Information > District Detail > State District Number Enrollment.residentDistrict
Student Residency	The student's residency status code. Reports from the Residency record that is active on the Count Date entered on the extract editor. If no record exists, reports as 14. *Numeric, 2 digits*	Program Participation > Student Residency BorderStudent.borderStatus

Element	Description	Campus Location
Exit Date	The date after the student's exit date. *Date field, MM/DD/YYYY*	Enrollments > General Enrollment Information > End Status, End Date MI State Reporting > Alpha List Report > Count Date, Previous Count Date Enrollment.endDate
FTE General	The student's FTE General Education Membership. *Alphanumeric, X.XX*	Enrollments > State Reporting Fields > FTE in General Education Enrollment.percentEnrolled
FTE SpEd 52	The student's FTE In Section 52 Membership. *Alphanumeric, X.XX*	Enrollments > Special Ed Fields > FTE Section 52 Enrollment.fteSection52
FTE SpEd 53	The student's FTE In Section 53 Membership. *Alphanumeric, X.XX*	Enrollments > Special Ed Fields > FTE Section 53 Enrollment.fteSection53
Total FTE	The total FTE. This is calculated by summing the previous three fields. *Alphanumeric, X.XX*	Enrollments > State Reporting Fields > FTE in General Education Enrollments > Special Ed Fields > FTE Section 52 Enrollments > Special Ed Fields > FTE Section 53 Enrollment.percentEnrolled + Enrollment.fteSection52 + Enrollment.fteSection53