

Alpha List Report (Michigan)

Last Modified on 10/21/2024 8:20 am CDT

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Tool Search: Alpha List Report

The Alpha List Report provides an alphabetical listing of students and associated Primary Education Providing Entity (PEPE) districts. 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.

Alpha List Report ☆
Reporting > MI State Reporting > Alpha List Report

MI Alpha List Report

This tool will report students that were enrolled at least one day in the selected calendar(s) during the reporting period. The reporting period is defined as the day after the Previous Count Day up to and including the Count Day.

Extract Options

Count Date:

Previous Count Date:

Format: PDF

Exclude Ended Enrollments:

Include Protected Identity Info:

Select Calendars

Which calendar(s) would you like to include in the report?

active year
 list by school
 list by year

24-25

24-25 Campus High School

24-25 Campus Middle School

CTRL-click or SHIFT-click to select multiple

Refresh Show top 50 tasks submitted between 09/05/2024 and 09/12/2024

Batch Queue List	Report Title	Status	Download
Queued Time			

Alpha List Report Editor

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.

Generating the Report

1. Enter the **Count Date** in mmddyyyy format or by clicking the calendar icon and selecting a date
2. Input the **Previous Count Date**.
3. Select the **Format** of PDF, CSV, DOCX, or HTML.
4. 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. Select the **Calendars** to include in the report.
6. Click **Generate**.

Report Layout

Element	Description	Campus Location
Last Name	The student's last name. <i>Alphanumeric, 25 characters</i>	Demographics > Person Information > Last Name AND MSDS > Single Record Submission > Seat Time Participant Identity.lastName
First Name	The student's first name. <i>Alphanumeric, 15 characters</i>	Demographics > Person Information > First Name Identity.firstName
Middle Initial	The student's middle initial. <i>Alphanumeric, 1 character</i>	Demographics > Person Information > Middle Name Identity.middleName
Address	The student's street address. <i>Alphanumeric, 20 characters</i>	Households > Address Information Address.street
City	The city or town of the student's primary household. <i>Alphanumeric, 20 characters</i>	Households > Address Information > City Address.city

Element	Description	Campus Location
Zip	The zip code of the student's primary household. <i>Numeric, #####-####</i>	Households > Address Information > Zip Address.zip
Student ID	The student's local student identifier. <i>Numeric, 20 digits</i>	Demographic > Person Identifiers > Student Number Person.personID
UIC	The Unique Identification Code (UIC) assigned to the student. <i>Numeric, 10 digits</i>	Demographics > Person Identifiers > State ID Person.stateID
Date of Birth	The student's date of birth. <i>Date field, MM/DD/YYYY</i>	Demographics > Person Information > Birthdate Identity.birthDate
Grade	The student's grade level. <i>Alphanumeric, 2 characters</i>	Enrollments > General Enrollment Information > Grade Grade Level Setup > Grade Level Detail > State Grade Level Code Identity.grade
Enrollment Date	The start date of the student's enrollment. <i>Date field, MM/DD/YYYY</i>	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. <i>Numeric, 5 digits</i>	Enrollments > State Reporting Fields > Resident District District Information > District Detail > State District Number Enrollment.residentDistrict

Element	Description	Campus Location
Student Residency	<p>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.</p> <p><i>Numeric, 2 digits</i></p>	<p>Program Participation > Student Residency</p> <p>BorderStudent.borderStatus</p>
Exit Date	<p>The date after the student's exit date.</p> <p><i>Date field, MM/DD/YYYY</i></p>	<p>Enrollments > General Enrollment Information > End Status, End Date MI State Reporting > Alpha List REport > Count Date, Previous Count Date</p> <p>Enrollment.endDate</p>
FTE General	<p>The student's FTE General Education Membership.</p> <p><i>Alphanumeric, X.XX</i></p>	<p>Enrollments > State Reporting Fields > FTE in General Education</p> <p>Enrollment.percentEnrolled</p>
FTE SpEd 52	<p>The student's FTE In Section 52 Membership.</p> <p><i>Alphanumeric, X.XX</i></p>	<p>Enrollments > Special Ed Fields > FTE Section 52</p> <p>Enrollment.fteSection52</p>
FTE SpEd 53	<p>The student's FTE In Section 53 Membership.</p> <p><i>Alphanumeric, X.XX</i></p>	<p>Enrollments > Special Ed Fields > FTE Section 53</p> <p>Enrollment.fteSection53</p>
Total FTE	<p>The total FTE. This is calculated by summing the previous three fields.</p> <p><i>Alphanumeric, X.XX</i></p>	<p>Enrollments > State Reporting Fields > FTE in General Education Enrollments > Special Ed Fields > FTE Section 52 Enrollments > Special Ed Fields > FTE Section 53</p> <p>Enrollment.percentEnrolled + Enrollment.fteSection52 + Enrollment.fteSection53</p>