

# Alpha List Report (Michigan)

Last Modified on 05/29/2026 11:58 am CDT

Tool Search: 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.

# Alpha List Report ☆

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## Instructions

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.

## Setup

Search Calendars:  Select a School Year:

- ▼ 25-26
  - ▶  Abbot Elementary
  - ▶  Franklin High School
  - ▶  Franklin Middle School
  - ▶  Harrison Elementary
  - ▶  Harrison High School
  - ▶  Jefferson High School
  - ▶  Madison Elementary
  - ▶  Madison High School
  - ▶  Randolph Language Academy

## Report Options

Count Date: (Required)

Previous Count Date: (Required)

Exclude Ended Enrollments:

Include Protected Identity Info:

## Output Options

Report Processing:  
 Generate Now  
 Submit to Batch Queue

Format Type:  
 PDF  
 HTML  
 CSV

## Batch Queue Results

Start Date:   End Date:

Report Title	Queued Time ↓	Status
Membership Report	03/04/2026 8:19:41 AM	COMPLETED >
Membership Report	03/04/2026 8:19:36 AM	COMPLETED >
Membership Report	03/04/2026 8:06:49 AM	COMPLETED >

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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.

## 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 the **Format** of PDF, CSV, DOCX, or HTML.
7. 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
<b>Last Name</b>	<p>The student's last name. Reports from the identity record active on the Count Date of the extract editor</p> <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> <p><b>Exception</b> If Seat Time Waiver Participant is selected, add ** to the beginning of the student's LastName</p> <p><i>Alphanumeric, 25 characters</i></p>	<p>Demographics &gt; Identity &gt; Protected Identity Information &gt; Legal Last Name</p> <p>Demographics &gt; Identity &gt; Last Name</p> <p>Identity.lastName</p> <p>MSDS &gt; Single Record Submission &gt; Seat Time Participant</p>

Element	Description	Campus Location
<b>First Name</b>	<p>The student's first name. Reports from the identity record active on the Count Date of the extract editor</p> <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> <p><i>Alphanumeric, 15 characters</i></p>	<p>Demographics &gt; Identity &gt; Protected Identity Information &gt; Legal First Name</p> <p>Demographics &gt; Identity &gt; First Name</p> <p>Identity.firstName</p>
<b>Middle Initial</b>	<p>The student's middle initial. Reports from the identity record active on the Count Date of the extract editor</p> <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> <p><i>Alphanumeric, 1 character</i></p>	<p>Demographics &gt; Identity &gt; Protected Identity Information &gt; Legal Middle Name</p> <p>Demographics &gt; Identity &gt; Middle Name</p> <p>Identity.middleName</p>
<b>Address</b>	<p>The student's street address.</p> <p>If the student has an active primary household address on the Count Date with Secondary deselected and Physical selected, report the address.</p> <ol style="list-style-type: none"> <li>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.</li> <li>2. If multiple Guardians are found or no Guardian exists, report the address of the highest record ID.</li> </ol> <p><i>Alphanumeric, 20 characters</i></p>	<p>Households &gt; Address Information</p> <p>Address.street</p>

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

Element	Description	Campus Location
<b>Enrollment Date</b>	<p>The start date of the student's enrollment. Report District Start Date. If NULL, use the following calculation.</p> <ol style="list-style-type: none"> <li>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)</li> <li>2. Calculation Exception If no code NOT = 19 or NULL is found, report the start date of the student's oldest enrollment on record.</li> <li>3. Calculation Exception Please disregard the most recent enrollment in the calculation if the End Status NOT = ** or NULL.</li> <li>4. Note: The most recent enrollment considered should be within the Date Range entered on the extract editor</li> </ol> <p><i>Date field, MM/DD/YYYY</i></p>	<p>Enrollments &gt; State Reporting Fields &gt; District Start Date</p> <p>Enrollments &gt; General Enrollment Information &gt; Start Status &amp; Start Date</p> <p>Enrollment.startDate</p>
<b>Resident District</b>	<p>The LEA Number of the student's resident district.</p> <p><i>Numeric, 5 digits</i></p>	<p>Enrollments &gt; State Reporting Fields &gt; Resident District</p> <p>District Information &gt; District Detail &gt; State District Number</p> <p>Enrollment.residentDistrict</p>
<b>Student Residency</b>	<p>The student's residency status code.</p> <p>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 &gt; Student Residency</p> <p>BorderStudent.borderStatus</p>

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