

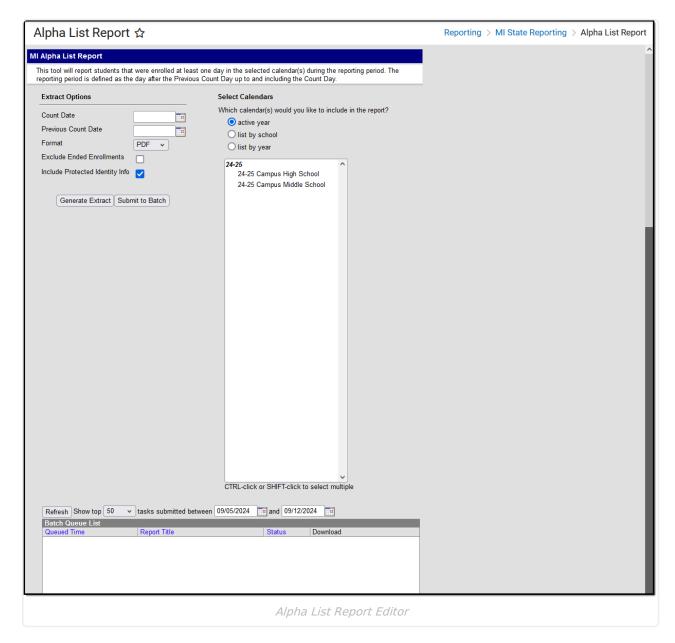
Alpha List Report (Michigan)

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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.



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



Element	Description	Campus Location
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. 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
Enrollment Date	The start date of the student's enrollment. 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



Element	Description	Campus Location
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
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