

1030 Extracts

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PATH: *MI State Reporting > 10/30 Extracts*

The 10/30 Extracts report all students who have an unexcused absence on the Count Date, have attended school prior to the Count Date, and will return to school within ten school days.

Students must be enrolled and scheduled for classes; however, students do not have to attend the school prior to the Count Date to be included in the extracts.

All schedule structures into which a student is enrolled will be reported.

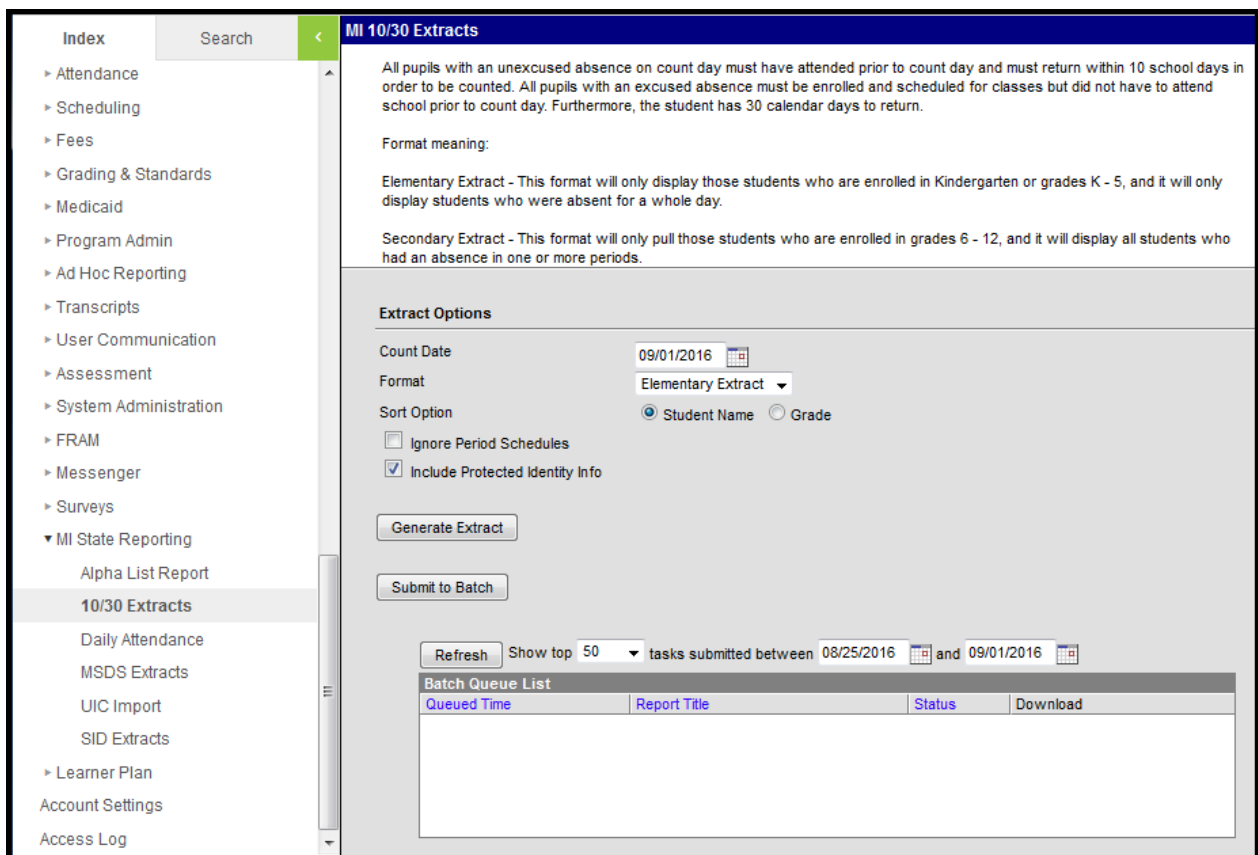


Image 1: 10/30 Extract Generator

Generating a 10/30 Extract

1. Enter the **Count Date** in *mmddyyyy* format or by clicking the calendar icon and selecting a date.
2. Choose the **Format**. This can be either Elementary Extract or Secondary Extract.
3. Choose a **Sort Option**. The extract can be sorted by Student Name or Grade.
4. Check the **Ignore Period Schedule** if desired to ignore period schedules if there is more than one. Does not apply to the Course/Section extract.
5. Mark **Include Protected Identity Info** to report demographics fields from Census > People > Identities > Active Identity > Protected Identity Information.
6. Click **Generate Extract** to generate the report in the indicated format or **Submit to Batch** to

schedule when the report will generate.

Users have the option of submitting a Student Assessment report request to the batch queue by clicking **Submit to Batch** instead of Generate Extract. This process will allow 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.

10/30 Extracts

The following table lists the available 10 /30 Extracts.

Extract Name	Extract Description
Elementary Extract	This format reports those students who are enrolled in Kindergarten or grades K - 5 and who were absent for a whole day.
Secondary Extract	This format reports those students who are enrolled in grades 6 - 12 who had an absence in one or more periods.
Course/Section Extract	This format reports student absences with course/sections indicated.