

Nonpublic School Student Roster (Michigan)

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Tool Search: MSDS Extracts

The Nonpublic School Student Roster extract reports data for actively enrolled students.

The screenshot shows the 'MSDS Extracts' interface. At the top, there is a green header with the Infinite Campus logo and a search icon. Below the header, the page title is 'MSDS Extracts ☆'. A blue bar indicates 'MI MSDS State Extracts'. A text box explains: 'This tool will extract data for the MSDS Reports. Format to get the file in the state-defined XML file format.'

The interface is divided into two main sections: 'Extract Options' and 'Select Calendars'.

Extract Options:

- Extract Type: Nonpublic School Student Roster (dropdown)
- Count Date: 10/25/2022 (calendar icon)
- Previous Count Date: (calendar icon)
- Students w/o UICs:
- Only New or Returning Students:
- Submitting Entity: B: Building (dropdown)
- Format: State Format(XML) (dropdown)
- Ad Hoc Filter: (dropdown)
- Validate:
- 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

A list of schools for the 21-22 calendar is shown:

- 21-22 Ada Lovelace Elementary
- 21-22 Florence Nightingale High S
- 21-22 Florence Nightingale Middle
- 21-22 Florence Nightingale Pine R
- 21-22 Florence Nightingale Rose P
- 21-22 Florence Nightingale South
- 21-22 Harriet Tubman
- 21-22 Marie Curie High School
- 21-22 Marie Curie Language Acade
- 21-22 Marie Curie Middle School
- 21-22 Marie Curie Virtual Tech Hig

At the bottom, there are two buttons: 'Generate Extract' and 'Submit to Batch'.

The Nonpublic School Student Roster reports student enrollment data.

Report Logic

This extract reports students actively enrolled in the selected calendar(s) during the date range entered. Active enrollments are those that do not have an End Date or with an End Date after the Count Date entered on the extract editor. Data reports from the student's most recent enrollment.

If *Only New or Returning Students* is marked on the extract editor, records report for the following students:

- Students who have only had one enrollment.
- Students whose enrollments in the three most recent previous calendars have an End Status other than 19 or null.

Generating the Report

1. Select the *Nonpublic School Student Roster* **Extract Type**.
2. Enter the **Count Date** in *mmddyyyy* format or by clicking the calendar icon and selecting a date. A snapshot of data is taken as it exists on this date.
3. Enter the **Previous Count Date** in *mmddyyyy* format or by clicking the calendar icon and selecting a date. This date correlates with the Count Date entered. Student data reports within the date range entered in these two fields.
4. Check the **Student w/o UICs** checkbox, if desired. Checking this checkbox means only those students within the selected calendar(s) that do not have a State ID assigned will be reported. Not checking this checkbox means all students within the selected calendar(s) are eligible for reporting.
5. Indicate if the extract should include **Only New or Returning Students**. If marked, students report based on the End Status of their previous enrollment; see the Report Logic section for more information.
6. Select the **Submitting Entity**. This describes the entity submitting the extract to the state.
7. Select the **Format**. For submission to the state, use the State Format (XML).
8. Select an **Ad hoc Filter** to limit records reported. When an Ad hoc Filter is selected, records report based on the options selected in the editor, not the Campus toolbar.
9. Check the **Validate** checkbox, if desired. Checking this checkbox means Infinite Campus will run a check on the XML data to validate that it is correct. If errors are found, the extract will list these errors for correction based on the schema.

For guidance in validating the XML file against your state's schema using a free, third-party program, see the [Validating an XML File Against a Schema File](#) article.

10. Select **Include Protected Identity Info** to report Demographics fields from Census > People > Identities > Active Identity > Protected Identity Information.
11. Select which **Calendar(s)** to include within the report.
12. 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 report request to the batch queue by clicking **Submit to Batch** instead of Generate Extract. This process allows 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.

Nonpublic School Student Roster Extract Layout

Element	Description	Campus Location
Submitting Entity		
Submitting Entity Type Code	<p>A code used by the system to identify which type of entity code will be reported in the Submitting Entity Code characteristic. Entity codes in EEM are unique within type categories. This characteristic identifies which category the system uses for validation of the submitting entity and to confirm user entity permissions.</p> <p>This field always reports as B.</p> <p><i>Alphanumeric, 1 character</i></p>	<p>MI State Reporting > MSDS Extracts > Submitting Entity</p>
Submitting Entity Code	<p>The entity responsible for the certification of the collection (if applicable). Generally this is the entity receiving funding from the state. It may or may not be the entity that is directly providing education services to the student.</p> <p>If Submitting Entity = D, the State District Number is reported. If Submitting Entity = B, the School Override is reported. If School Override is null, the State School Number is reported.</p> <p><i>Alphanumeric, 10 characters</i></p>	<p>Student Information > General > Enrollments > State Reporting Fields > School Override</p> <p>Enrollment.schoolOverride</p> <hr/> <p>System Administration > Resources > School > State School Number</p> <p>School.schoolID</p>
Personal Core		
UIC	<p>The Unique Identification Code (UIC) produced by the Center for Educational Performance and Information.</p> <p><i>Numeric, 10 digits</i></p>	<p>Census > People > Demographics > Person Identifiers > State ID</p> <p>Person.stateID</p>
Last Name	<p>The student's legal last name.</p> <p><i>Alphanumeric, 25 characters</i></p>	<p>Census > People > Demographics > Last Name</p> <p>Identity.lastName</p>

Element	Description	Campus Location
First Name	<p>The student's first name.</p> <p><i>Alphanumeric, 15 characters</i></p>	<p>Census > People > Demographics > First Name</p> <p>Identity.firstName</p>
Middle Name	<p>The student's middle name.</p> <p>Students are not required to report a middle name. Users may submit a middle initial or the full middle name.</p> <p><i>Alphanumeric, 25 characters</i></p>	<p>Census > People > Demographics > Middle Name</p> <p>Identity.middleName</p>
Suffix	<p>The abbreviated name suffix that follows the student's full name and provides additional information about the student.</p> <p><i>Alphanumeric, 9 characters</i></p>	<p>Census > People > Demographics > Suffix</p> <p>Identity.suffix</p>
Date Of Birth	<p>The student's date of birth.</p> <p><i>Date field, YYYY-MM-DD</i></p>	<p>Census > People > Demographics > Date of Birth</p> <p>Identity.birthDate</p>
Multiple Birth Order	<p>Indicates the student was part of a multiple birth.</p> <p>This field is intended to prove some distinguishing data for cases where the cultural practice is to provide twins (triplets, etc) of the same gender with the same first name or where children of the same gender have similar first names.</p> <p>If null, reports as 1.</p> <p><i>Numeric, 1 digit</i></p>	<p>Census > People > Demographics</p>
Gender	<p>The student's gender.</p> <p>Report Legal Gender. If Legal Gender = NULL, report Gender.</p> <p><i>Alphanumeric, 1 character</i></p>	<p>Census > People > Demographics > Protected Identity</p> <p>Identity.gender</p>

Element	Description	Campus Location
School Demographics		
Operating District Number	The state-assigned code that identifies the district submitting the student data. <i>Numeric, 5 digits</i>	System Administration > Resources > District Info > State District Number District.number
School Facility Number	State-assigned numbers in the official Educational Entity Master (EEM). <i>Numeric, 5 digits</i>	Student Information > General > Enrollments > State Reporting Fields > School Override; System Administration > Calendar > Calendar > Grade Levels > State Grade Level Code School.number
Student ID Number	The student's local student number. <i>Alphanumeric, 20 characters</i>	Census > People > Demographics > Person Identifier > Student Number Person.studentNumber
Grade Or Setting	The student's grade level or the education setting in which the student is enrolled. <i>Alphanumeric, 2 characters</i>	Student Information > General > Enrollments > Grade; System Administration > Calendar > Calendar > Grade Levels > State Grade Level Code Enrollment.grade
S2E2 Code	The code from the Educational Entity Master (EEM) for the student being educated through a Specialized Shared Educational Entity (S2E2). <i>Alphanumeric, 5 characters</i>	Student Information > General > Enrollments > State Reporting Fields > S2E2 Code EnrollmentMI.s2e2Code
Bldg Otherwise Attend	This field reports the Building Otherwise Attend value selected on the student's enrollment, indicating the school that the student would have otherwise attended other than the enrolled school. <i>Numeric, 5 digits</i>	Student Information > General > Enrollments > State Reporting Fields > Building Otherwise Attend Enrollment.facilityCode
Personal Demographics		

Element	Description	Campus Location
Resident LEA Number	<p>State-assigned code for the district in which the student resides. This number may differ from the operating district if a student is enrolled in multiple districts (with total fulltime equivalency (FTE) less than or equal to "1.00"). The two numbers may also differ if a student takes part in schools of choice, charter schools, or certain other programs.</p> <p><i>Numeric, 5 digits</i></p>	<p>Student Information > General > Enrollments > State Reporting Fields > Resident District</p> <p>Enrollment.residentDistrict</p>
Student Resident County	<ol style="list-style-type: none"> Report County associated with the address reported in the Contacts component where AddressTypeDescriptor = 'Physical'. If County = NULL on address, report County that is associated with the student's Resident District on enrollment. <p>List of Values (choose from list) See County Codes tab for list</p> <p><i>Numeric, 2 digits</i></p>	<p>System Administration > Resources > District Counties/Counties</p> <p>Address > County</p> <p>Student Information > General > Enrollments > State Reporting > Resident District</p> <p>Enrollment.residentDistrict</p>

Element	Description	Campus Location
<p>Ethnicity</p>	<p>Identifies the student's race ethnicity.</p> <p>This field is an aggregate field in which certain character positions pertain to a specific race. The following describes reported values:</p> <ul style="list-style-type: none"> • If the American Indian or Alaska Native checkbox is checked, a value of 100000 is reported. • If the Asian checkbox is checked, a value of 010000 is reported. • If the Black or African American checkbox is checked, a value of 001000 is reported. • If Native Hawaiian or Other Pacific Islander checkbox is selected, a value of 000100 is reported. • If the White checkbox is checked, a value of 000010 is reported. • If the Is the Individual Hispanic/Latino? = Y: Yes, a value of 000001 is reported. <p>Using the values described above, if a student has both the American Indian and White checkboxes marked, a value of 100010 is reported (combination of both character positions).</p> <p><i>Numeric, 6 digits</i></p>	<p>Census > People > Demographics > Race Ethnicity</p> <p>Identity.raceEthnicity</p>

Element	Description	Campus Location
Contact	<p>This component is not reported if the Homeless component is reported for a student.</p> <p>An address is reported if the student has an active Household address prior to the Count Date that is marked as Physical and is not marked as Secondary. An address is also reported if the student has an active household address with Secondary and Mailing marked. If more than one address that meets report criteria is found, reports the address that includes a household relationship to the student with Guardian marked and the lowest Emergency Priority number. If multiple Guardians or no Guardians are found, reports the address with the highest record ID. Additionally, reports any Physical Address that have a relationship of Mother, Father, or Other.</p>	
Address Type Descriptor	<p>The type of address being reported. Reports as Physical if the student has an active household address with Physical marked. Reports as Mailing if the student has an active household address with Secondary and Mailing marked. If the student has an address associated with a Guardian relationship of Mother, Father, or Other, reports as Mother, Father, or Other (respectively).</p> <p><i>Alphanumeric</i></p>	<p>Census > Household > Address > Physical, Mailing</p> <p>Address.physical Address.mailing</p>
Street Number Name	<p>The number and name of the address being reported. Reports Number + Prefix + Street + Tag + Direction.</p> <p><i>Alphanumeric, 100 characters</i></p>	<p>Census > Households > Address Info</p> <p>Address.number Address.street Address.tag Address.dir</p>
Apartment Room Suite Number	<p>Reports additional address information, such as apartment, room, suite, or lot number.</p>	<p>Census > Households > Addresses > Apt</p> <p>Address.aprt</p>
City	<p>The city or town of the address.</p> <p><i>Alphanumeric, 50 characters</i></p>	<p>Census > Households > Address Info > City</p> <p>Address.city</p>

Element	Description	Campus Location
State Abbreviation Descriptor	The abbreviation of the state of the address. <i>Alphanumeric, 2 characters</i>	Census > Households > Address Info > State Address.state
Postal Code	The 5 or 9 digit zip code of the address. <i>Numeric, 10 digits</i>	Census > Households > Address Info > Zip Address.zip
Telephone Number	The primary telephone number of the student's parent or guardian. Reports the household Phone Number	Census > Households > Phone Address.phone
Electronic Mail Address	The email address of the student's parent or guardian. <i>Alphanumeric</i>	Census > People > Demographics > Personal Contact Information > Email Contact.email
Homeless	This component reports if the student has a homeless record that is active on or between the Previous Count Date and the Count Date entered on the extract editor. To report, a Primary Nighttime Residence must be entered	
Homeless	Reports the student's Primary Nighttime Residence. <i>Alphanumeric, 2 characters</i>	Student Information > Program Participation > Homeless > Primary Nighttime Residence Homeless.primaryNightTimeResidence
Unaccompanied Youth	Indicates if the student is considered to be an Unaccompanied Youth. If marked, reports as true. Otherwise reports as false. <i>Alphanumeric, 5 characters</i>	Student Information > Program Participation > Homeless > Unaccompanied Youth Homeless.unaccompaniedYouth
SNE		

Element	Description	Campus Location
Supplemental Nutrition Eligibility	<p>The student's eligibility status for free or reduced-price meal/milk program for the current school year.</p> <p>Reports the lowest number from any eligibility status tied to the reported calendar year. If Eligibility = paid or null, reports as null.</p> <p><i>Numeric, 1 digit</i></p>	<p>FRAM > Eligibility > Eligibility</p> <p>POSEligibility.eligibility</p>