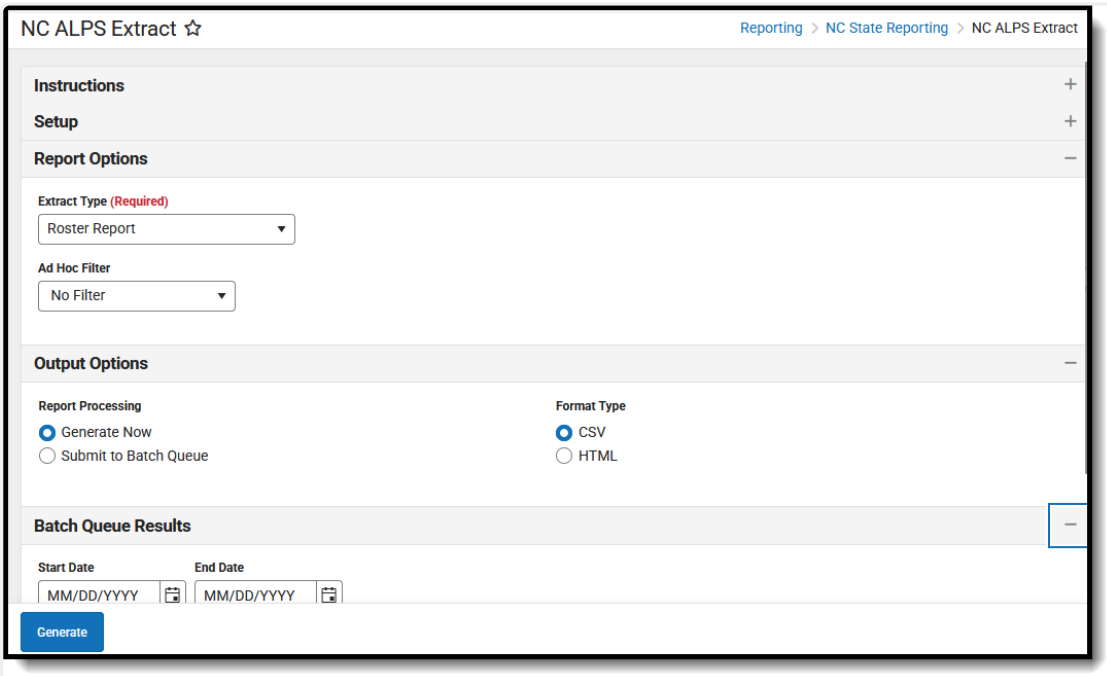
NC ALPS Roster Report

Last Modified on 07/23/2026 12:47 pm CDT

The NC ALPS Roster Report captures all ALPS program records that are active or closed within the reporting window (July 1 – June 30 of the selected school year). It includes demographic, district, school, and program data for each unique ALPS record.

This report is available at the district level and the state level.

- At the district level, the Roster Report queries the entire district and aligns a student's ALPS program record to the student's closest Primary enrollment with a Start Date prior to the Start Date of the ALPS program record.
- At the state level, the report queries the entire state and aligns a student's ALPS program record to the student's Primary enrollment that occurs within the district that created the ALPS program record AND has a Start Date prior to the Start Date of the ALPS program record.



ALPS Roster Report

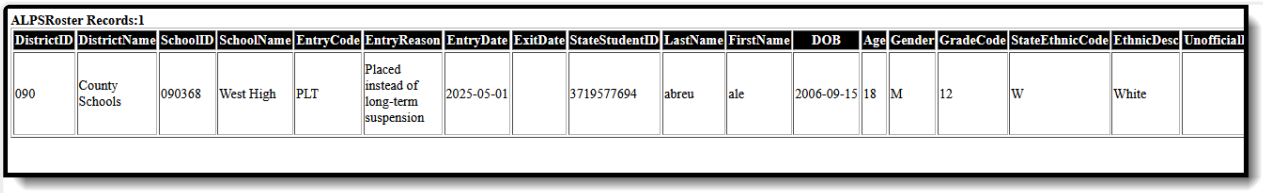
Report Editor

Data Element	Description
Set Up	

Data Element	Description
Search Calendars	Use the search field to narrow the list of available calendars. Use the Expand All/Collapse All option. Place a checkbox next to the desired school and calendars. As noted previously, all calendars are automatically selected because this is a school-wide report.
Report Options	
Extract Type	Determines which Extract Type reports. Available options are: • NC ALPS Report - June 2026
Include Records with No School Information	When marked, any record with a SchoolID and SchoolName = NULL would display in addition to other selection criteria. Scenarios where this could occur: 1. If a student had no prior enrollments, and their current enrollment starts on the same start date of the ALPS program record. 2. If a student had no prior enrollments, and their current enrollment starts after the start date of the ALPS program record.
Ad hoc Filter	A selection in this field causes the extracts to only include students included in the Ad hoc filter. For example, if an Ad hoc filter is selected that lists all 9th grade students, only those students are included in the extract.
Output Options	
Report Processing	To generate the report immediately, select **Generate Now** option. To choose when the report generates, use the **Submit to Batch** option. The Batch Queue processing can be used for both the report generation and the report review, allowing results to be reviewed at a later time.
Format Type	Determines in which format the report generates - CSV or HTML. **CSV Best Practice** CSV files usually open with the Microsoft Excel application. The default handling of date values in Excel removes leading zeros. **This causes issues with reporting**. To prevent this issue, perform edits to CSV files through a text editor application such as Notepad, Notepad++, etc. Or, to use Excel, ensure that all date fields are set to format MM/DD/YYYY **with leading zeros** (e.g., 8/4/2024 should display as 08/04/2024).

Generate the Report

1. Select the applicable **Calendar(s)** to include in the report.
2. Select **Roster Report** from the **Extract Type** field.
3. Select an **Ad hoc Filter** from the dropdown list, if desired.
4. Select the desired **Report Processing** option of **Generate Now** or **Submit to Batch Queue**.
5. Select the desired **Format Type**.
6. Click **Generate**. The report displays in the selected format.



ALPSRoster Records:1

DistrictID	DistrictName	SchoolID	SchoolName	EntryCode	EntryReason	EntryDate	ExitDate	StateStudentID	LastName	FirstName	DOB	Age	Gender	GradeCode	StateEthnicCode	EthnicDesc	Unofficiall
090	County Schools	090368	West High	PLT	Placed instead of long-term suspension	2025-05-01		3719577694	abreu	ale	2006-09-15	18	M	12	W	White	

ALPS Roster Report - HTML Format