Alpha List Report (Michigan)

Last Modified on 10/22/2022 10:25 am CDT

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PATH: *MI State Reporting > Alpha List Report*

The Alpha List Report provides an alphabetical listing of students and associated Primary Education Providing Entity (PEPE) district. 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.
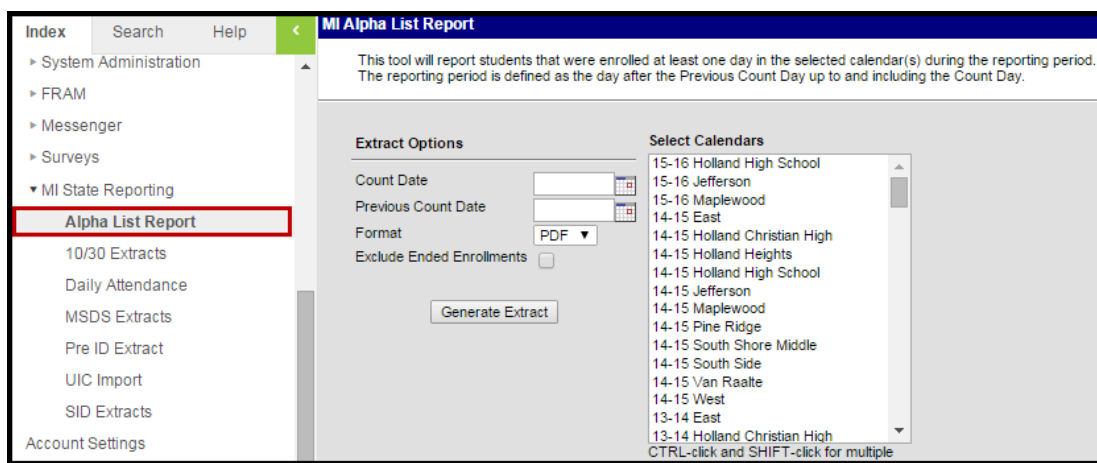

Image 1: Alpha List Report

Report Logic

Reports students enrolled for 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. 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, or HTML.
4. Mark the checkbox to **Exclude Ended Enrollments**. Enrollments that have an End Date prior to the Count Date will not be included in the report.
5. Select the **Calendars** to include in the report.
6. Click **Generate.**

Report Example

Image 2: Alpha List Report - PDF Example

Report Layout

Element	Description	Campus Location
Last Name	The student's last name. *Alphanumeric, 25 characters*	Census > People > Demographics > Person Information > Last Name AND Student Information > General > MSDS > Single Record Submission > Seat Time Participant Identity.lastName
First Name	The student's first name. *Alphanumeric, 15 characters*	Census > People > Demographics > Person Information > First Name Identity.firstName
Middle Initial	The student's middle initial. *Alphanumeric, 1 character*	Census > People > Demographics > Person Information > Middle Name Identity.middleName
Address	The student's street address. *Alphanumeric, 20 characters*	Census > People > Households > Address Information Address.street
City	The city or town of the student's primary household. *Alphanumeric, 20 characters*	Census > People > Households > Address Information > City Address.city
Zip	The zip code of the student's primary household. *Numeric, #####-####*	Census > People > Households > Address Information > Zip Address.zip

Element	Description	Campus Location
Student ID	The student's local student identifier. *Numeric, 20 digits*	Census > People > Demographic > Person Identifiers > Student Number Person.personID
UIC	The Unique Identification Code (UIC) assigned to the student. *Numeric, 10 digits*	Census > Demographics > Person Identifiers > State ID Person.stateID
Date of Birth	The student's date of birth. *Date field, MM/DD/YYYY*	Census > People > Demographics > Person Information > Birthdate Identity.birthDate
Grade	The student's grade level. *Alphanumeric, 2 characters*	Student Information > General > Enrollments > General Enrollment Information > Grade; System Administration > Calendar > Calendar > Grade Level > State Grade Level Code Identity.grade
Enrollment Date	The start date of the student's enrollment. *Date field, MM/DD/YYYY*	Student Information > General > Enrollment Tab > State Reporting Fields > District Start Date; Enrollment Tab > General Enrollment Information > Start Status & Start Date Enrollment.startDate
Resident District	The LEA Number of the student's resident district. *Numeric, 5 digits*	Student Information > General > Enrollments > State Reporting Fields > Resident District; System Administration > Resources > District Information > State District Number Enrollment.residentDistrict
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*	Student Information > Program Participation > Student Residency BorderStudent.borderStatus

Element	Description	Campus Location
Exit Date	The date after the student's exit date. *Date field, MM/DD/YYYY*	Student Information > General > Enrollments > General Enrollment Information > End Status, End Date; MI State Reporting > Alpha List > Count Date, Previous Count Date Enrollment.endDate
FTE General	The student's FTE General Education Membership. *Alphanumeric, X.XX*	Student Information > General > Enrollments > State Reporting Fields > FTE in General Education Enrollment.percentEnrolled
FTE SpEd 52	The student's FTE In Section 52 Membership. *Alphanumeric, X.XX*	Student Information > General > Enrollments > Special Ed Fields > FTE Section 52 Enrollment.fteSection52
FTE SpEd 53	The student's FTE In Section 53 Membership. *Alphanumeric, X.XX*	Student Information > General > 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*	Student Information > General > Enrollments > State Reporting Fields > FTE in General Education; Student Information > General > Enrollment Tab > Special Ed Fields > FTE Section 52; Student Information > General > Enrollment Tab > Special Ed Fields > FTE Section 53 Enrollment.percentEnrolled + Enrollment.fteSection52 + Enrollment.fteSection53