

Early Roster (Michigan)

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The Early Roster Extract is a collection of expected fall student enrollments within a district. This report is required for creating the Direct Certification Report and fulfills MSDS data submission requirements.

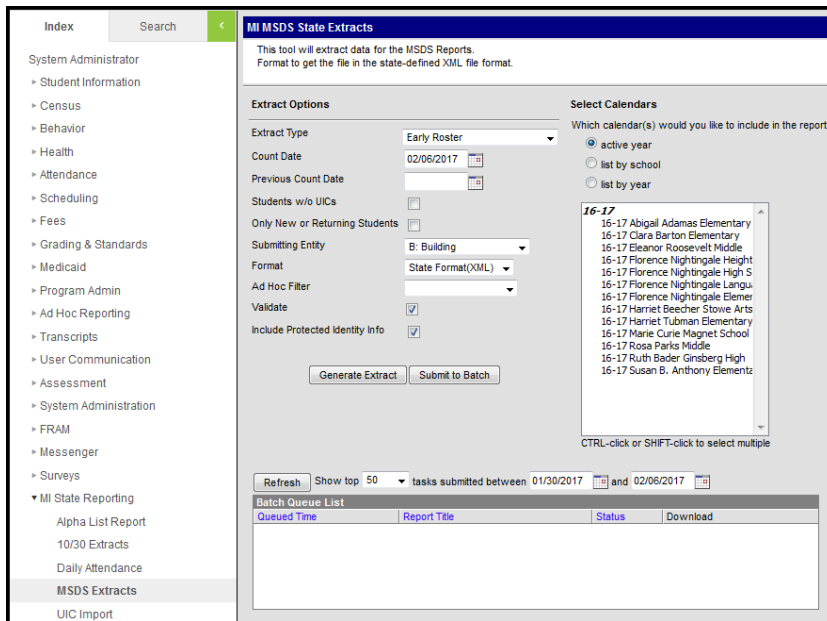


Image 1: MSDS Early Roster

Students reported on the Early Roster Extract should not be included in the End of Year submission.

Report Logic

The following describes report logic:

- Report a record for all active students enrolled in the selected calendar(s) during the date range entered on the extract editor. Active students are those whose Enrollment End Dates are Null or after the Count Date.
- If a date is only entered in the Count Date field, a snapshot of data is taken as of that date.
- Students with the State Exclude checkbox selected on their enrollment record will not be included in the extract.
- The most recent enrollment record prior to the Count Date is used when reporting data.
- If the Only New or Returning Students checkbox is checked, only students meeting the following conditions will report:
 - Student has only one enrollment record.
 - If the most recent prior calendar year's enrollment record does not have an End Status = 19 or null, the student is reported.

Generating the Report

1. Select the Early Roster **Extract Type**.
2. Enter the **Count Date** in *mmddyyyy* format or by clicking the calendar icon and selecting a date. If no date is entered in the Previous Count Date field, a snapshot of data is taken as of 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 to create a date range. Student data within this data range will report.
4. Check the **Students w/o UICs** checkbox, if desired. Checking this checkbox means only students within the selected calendar(s) that do not have a State ID assigned are reported.
5. Check the **Only New or Returning Students** checkbox, if desired. Refer to the Report Logic section above for more information about this field.
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 Campus will run a check on the XML data to validate 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 which **Calendar(s)** to include within the extract.
11. 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.

Records:210									
SubmittingEntityTypeCode	SubmittingEntityCode	UIC	LastName	FirstName	MiddleName	Suffix	DateOfBirth	MultipleBirthOrder	Gender
B	04622	1000000000	Marie	Kelsey	Marie		1998-06-06	0	F
B	04622	1000000000	Marie	Alexander	Tripp		1997-02-20	0	M
B	04622	1000000000	Marie	Phonesavanh			1996-08-29	1	F
B	04622	1000000000	Marie	Kylie	Ruth		1997-05-04	0	F

Image 2: MSDS Early Roster - HTML Format

Submitting	SubmittingEntityCode	UIC	LastName	FirstName	MiddleName	Suffix	DateOfBirth	MultipleBirt	Gender	OperatingIDESANumber	DistrictStateNumber	SchoolFacilityNumber
B		4622	1111111111	TESTER	Kelsey	TEST	6/6/1998	0	F	70	70350	4622
B		4622	1111111111	TESTER	Alexander	TEST	2/20/1997	0	M	70	70350	4622
B		4622	1111111111	TESTER	Phonesavanh		8/29/1996	1	F	70	70350	4622
B		4622	1111111111	TESTER	Kylie	TEST	5/4/1997	0	F	70	70350	4622
B		2196	1111111111	TESTER	Madelyn	II	12/14/2004	0	F	70	70350	2196
B		4622	1111111111	TESTER	Andrew	TEST	9/21/1996	0	M	70	70350	4622
B		4622	1111111111	TESTER	Corey	TEST	4/3/1996	0	M	70	70350	4622
B		4622	1111111111	TESTER	Cheyenne	TEST	11/21/1996	0	F	70	70350	4622
B		2196	1111111111	TESTER	Garret		8/7/2005	0	M	70	70350	2196
B		4622	1111111111	TESTER	Colin	TEST	7/15/1996	0	M	70	70350	4622

Image 3: MSDS Early Roster - CSV Format

```

<?xml version="1.0" encoding="utf-8" ?>
- <EarlyRosterGroup SchemaVersionMajor="Collection" SchemaVersionMinor="1" CollectionId="101"
  CollectionName="EarlyRoster" SubmittingSystemVendor="Infinite Campus" SubmittingSystemName="Infinite
  Campus" SubmittingSystemVersion="2009.1.2">
- <EarlyRoster>
  - <SubmittingEntity>
    <SubmittingEntityTypeCode>B</SubmittingEntityTypeCode>
    <SubmittingEntityCode>11111</SubmittingEntityCode>
  </SubmittingEntity>
  - <PersonalCore>
    <UIC>1111111111</UIC>
    <LastName>Infinite </LastName>
    <FirstName>Kaley</FirstName>
  </PersonalCore>
  </EarlyRoster>
</EarlyRosterGroup>

```

Image 4: MSDS Early Roster - State Format (XML)

Extract Layout

Element	Description & Format	Campus Location
Schedule Version Major	Always reports a value of Collection.	N/A
Schedule Version Minor	Always reports a value of 1.	N/A
Collection ID	Always reports a value of 101.	N/A
Collection Name	Always reports a value of EarlyRoster.	N/A
Submitting System Vendor	Always reports a value of Infinite Campus.	N/A
Submitting System Name	Always reports a value of Campus.	N/A
Submitting System Version	Always reports the current system version.	N/A

Element	Description & Format	Campus Location
Submitting Entity Type Code	<p>Reports the Submitting Entity.</p> <p>Reported values include:</p> <ul style="list-style-type: none"> • A: Agreement Number • D: District • B: Building <p><i>Alphanumeric, 1 character</i></p>	<p>MI State Reporting > MSDS Extracts > Submitting Entity</p> <p>Not dynamically stored</p>
Submitting Entity		
Submitting Entity Code	<p>The state-assigned identification code of the entity submitting the extract.</p> <p>If the Submitting Entity = D: District, the State District Number is reported. If the Submitting Entity = B: Building, 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; System Administration > Resources > School > State School Number</p> <p>District.districtID Enrollment.schoolOverride School.schoolID</p>
Personal Core		
UIC	<p>The student's Unique Identification Code (UIC), also known as the State ID.</p> <p><i>Numeric, 10 characters</i></p>	<p>Census > Demographics > Person Identifiers > Student 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>
First Name	<p>The student's legal 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 or initial.</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 a 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>

Element	Description & Format	Campus Location
Date of Birth	The student's date of birth. <i>Date field, 10 characters</i>	Census > People > Demographics > Person Information > Birth Date Identity.birthDate
Multiple Birth Order	Indicates the student is part of a multiple birth. This field is intended to provide 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. If null, reports as 1. <i>Alphanumeric, 1 character</i>	Census > People > Demographics > Multiple Birth Order Identity.multipleBirthOrder
Gender	The student's gender. <i>Alphanumeric, 1 character</i>	Census > People > Demographics > Gender Identity.gender
School Demographics		
Operating District Number	The State-assigned district number. <i>Numeric, 5 digits</i>	System Administration > Resources > District Information > State District Number District.stateNumber
School Facility Number	The State-assigned school number as determined by SCM/EEM. <i>Numeric, 5 digits</i>	Student Information > General > Enrollments > State Reporting Fields > School Override; System Administration > Resources > School > State School Number School.Number
Student ID	The student's Local Student Number (not UIC). <i>Numeric, 20 characters</i>	Census > People > Demographic > Person Identifiers > Student Number Person.studentID
Grade	The student's grade level. <i>Alphanumeric, 2 characters</i>	Student Information > General > Enrollments > Grade Enrollment.Grade

Element	Description & Format	Campus Location
S2E2 Code	<p>Reports the S2E2 Code for the student being educated in a Specialized Shared Educational Entity.</p> <p><i>Numeric, 5 digits</i></p>	<p>Student Information > General > Enrollments > State Reporting Fields > S2E2 Code</p> <p>Enrollment.s2e2</p>
Bldg Otherwise Attend	<p>Reports the building the student would otherwise attend.</p> <p><i>Numeric, 5 digits</i></p>	<p>Student Information > General > Enrollments > State Reporting Fields > Building Otherwise Attend</p> <p>Enrollment.facilityCode</p>
Personal Demographics		
Resident LEA Number	<p>State assigned, five-digit code for the district in which the student resides.</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	<p>Primary county code in which the child resides.</p> <p><i>Numeric, 2 digits</i></p>	<p>Census > Addresses > Address Info > County</p> <p>Address.county</p>
Ethnicity	<p>The student's race ethnicity.</p> <p>This field is an aggregate field in which character positions pertain to a specific race. For example, a student who is considered Asian (010000) and White (000010) would report a value of 010010, indicating both race ethnicity values.</p> <p>The following describes each race and corresponding character position:</p> <ul style="list-style-type: none"> American Indian or Alaska Native = 100000 Asian = 010000 Black or African American = 001000 Native Hawaiian or Other Pacific Islander = 000100 White = 000010 Hispanic/Latino = 000001 <p><i>Numeric, 6 digits</i></p>	<p>Census > People > Demographics > Race Ethnicity</p> <p>Identity.raceEthnicity</p>

Element	Description & Format	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.apt</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 & Format	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