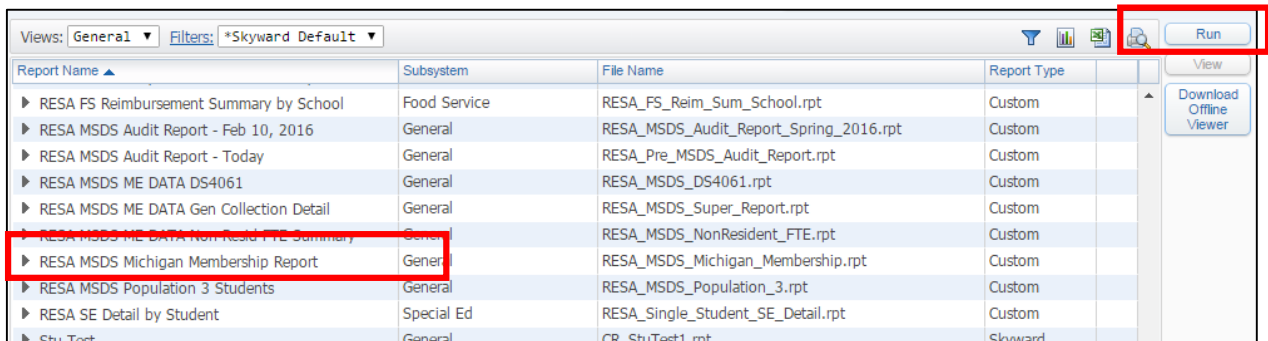# Michigan Membership Report

This report is an alternative for the Skyward Membership report. The improvements include consolidating the student information to a single line and eliminating extraneous data. The majority of the data is drawn from the Skyward Student Profile, the exception include the 10/30 day rule and FTEs which are drawn from the MSDS Extracted Data. The user will select the count day and school prior to generating the report.

1. You will first need to run an Extract from your 000 entity (Federal/State Reporting – Extract MSDS Data – ensure you are running the extract for the correct count day). <mark>This task is completed at the District level AFTER count day.</mark>

2. Membership Reports are run at the building level. Click on Custom Reports and then Reports

3. Select RESA Michigan Membership Report – There may be many reports in this area, <mark>**be sure to select the correct report**</mark>. Click Run

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4.   Select the appropriate Count Date and click Print

This is what your Membership Report should look like.

If you do not see FTE information listed as in the example below it is because an extract has not yet been pulled. Please see Step 1 above.

IMPORTANT: If changes occur to a student's attendance or FTE a new extract will need to be ran (see Step 1) before printing the new Membership Report.