

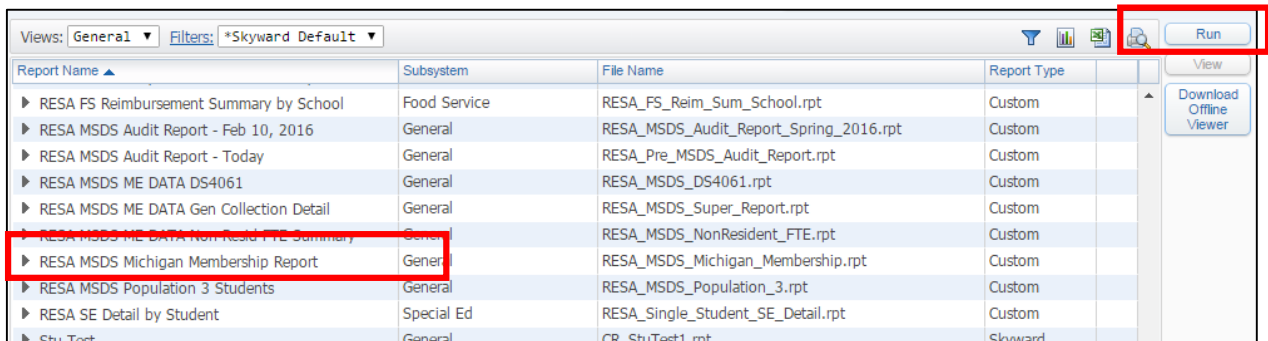
# Michigan Membership Report

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). **This task is completed at the District level AFTER count day.**
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, **be sure to select the correct report.** Click Run



4. Select the appropriate Count Date and click Print

**Prompt Values**

Report Name: RESA MSDS Michigan Membership Report

Report Comment: 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 Cleared Student Profile, the exceptions include the 10/30 days and FTEs

Export Method: PDF Export Options

Page Range

All

Page Range

From: 1 To: 1

Create bookmarks from group tree

Entity ID: PENTITYID

Select a Value: 400 [Algonac Jr/Sr High School]

Count Date: PCountDate

Select a Value: 02/10/2016

Print

Reset

Back

This is what your Membership Report should look like.

924	Gr	9104 Windward Dr, Algonac 48001	06/02/02	09/01/15	07	White			1.00
552	Zo	1619 Saint Clair Blvd, Algonac 48001	03/21/03	08/31/09	07	White			1.00
134	Na	405 Clay St, Algonac 48001	10/03/02	09/05/07	SE 07	White	0.83	0.17	1.00
975	Ch	525 Green St, Algonac 48001	09/17/03	08/25/08	07	White			1.00
736	En	9267 Field Rd, Clay 48001	04/21/03	08/25/08	07	White			1.00
348	Dy	6559 Swartout, Clay 48001	08/02/02	08/25/08	07	White			1.00
939	Ta	8808 Marsh Rd, Clay 48001	12/02/02	08/25/08	07	White			1.00
245	Te	959 Lee St, Algonac 48001	02/21/03	08/25/08	07	White			1.00
546	Ch	6860 Holland Rd, Clay 48001	09/06/03	09/05/07	SE 07	White	0.83	0.17	1.00
884	Aly	9204 Field Rd, Clay 48001	03/23/03	08/25/08	07	White			1.00
406	Ca	326 Colonial Ln, Algonac 48001	05/07/03	08/25/08	07	White			1.00
877	Ma	9115 Maple Rd, Clay 48001	09/24/03	01/18/11	07	White			1.00
666	Ol	6715 Springborn Rd, China 48054	09/29/03	08/25/08	SE 07	White	N02	74050	1.00
473	Jor	7930 Alexandria Dr, Fair Haven 48023	09/09/02	12/08/14	07	White			1.00
648	Ha	321 Green St, Algonac 48001	08/22/03	08/25/08	07	White			1.00
041	Eit	7820 Wagner Ln, Ira 48023	10/17/02	08/31/07	SE 07	White	0.83	0.17	1.00

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.

UIC	Stu	Address	DOB	Enroll	Type	Gr	Ethnicity	10/30	Res	Res LEA	NonTradCode	GE	SE	FTE
92	Gr	9104 Windward Dr, Algonac 48001	06/02/02			07	White							
55	Zo	1619 Saint Clair Blvd, Algonac 48001	03/21/03			07	White							
13	Na	405 Clay St, Algonac 48001	10/03/02		SE	07	White							
97	Ch	525 Green St, Algonac 48001	09/17/03			07	White							

**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.