**MCIR ROSTER BUILD INSTRUCTIONS**

**If running before the start of school**

First pass:

/entrycode not in RT, PR, 91;entrydate<1/1/YYYY;exitdate>9/8/YYYY

Second pass:

+/MCIR\_addl="X"

Next year

Current year

If elementary, use Third pass:

+/grade\_level <= 0

If middle school, use Third pass:

+/grade\_level = 7

If AAO, use Third pass:

+/grade\_level in 0,7

Export Using Template > Students > MCIR Roster Upload

Do not open with Excel; only SimpleText or TextEdit

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