(iNHDEX) NH - Enrollment 24-25

Overview

Summary, Scope, and Purpose

All districts must provide data for each student who was enrolled in their district at any point during the school year. All districts must also report students who are/were the financial responsibility of the school district but were placed out-of-district at nonpublic schools (in- or out-of-state), or at public schools out-of-state. This data is used by the Department to report the following datasets and many others: October 1st Enrollment Counts, Graduation and Dropouts, Participation Rates for state assessments, ADM and Adequacy Aid funding, State Assessment and Federal Accountability reporting. Please include all students enrolled anytime during the academic year, either in your school or placed out-of-district or out-of-state. Please EXCLUDE Homeschooled students and Adult ED students not enrolled fulltime in your school.

Due Dates

Window Name	Submission Start	Submission End	Collection Start	Collection End
BOY	9/16/2024, 12:00 AM	10/26/2024, 12:00 AM	07/01/2024	10/25/2024
MOY	2/15/2025, 12:00 AM	3/15/2025, 12:00 AM	07/01/2024	03/15/2025
EOY	5/15/2025, 12:00 AM	7/12/2025, 12:00 AM	07/01/2024	06/30/2025

Functional Requirements

Reporting Population and Business Rules

#	Requirement
R1	Report a record for all students who attended one or more days of school during the selected calendar(s).
R1. BR1	Student's Enrollment must be within the Start Date and the End Date entered on the Extract Editor by at least one day.
R1. BR2	It is possible for one student to have more than one record on this report: • Multiple enrollments in different schools. • Multiple enrollments in the same school. • Etc.

R1. BR3	Do not include any records that match the following exclusions:
	
	• Enrollment No Show
	• Enrollment State Exclude
	• Enrollment Grade Level Exclude
	• Enrollment Status of:
	   ○ *24: Home Schooled*
	   ○ *28: Education Free Account (EFA) Program*
	• Calendar Exclude
	• School Exclude

R2	The report can be run against a district's active year as well as any prior year.
R3	The report can be run in District Editions.
R4	The report will be generated in CSV format as well as a human-readable format (HTML). The CSV format is the State Format.
R4. BR1	⊘ **CSV Format Best Practice** The accepted state format for all iNHDEX extracts is Comma-Separated Value (CSV) files. CSV files usually default to opening with the Microsoft Excel application if you have it installed on your computer. Microsoft Excel handles date-time values in a very specific way. The default handling of date values will remove leading 0's. **This will cause issues with your reporting**. To prevent this issue, make sure to perform edits to CSV files through a text editor application such as Notepad, Notepad++, or any number of other text editor applications. If you want to continue using Excel, ensure that all date fields are set to format MM/DD/YYYY **with leading 0's** (e.g. "8/4/2024" should display as "08/04/2024"). This article from Microsoft provides detailed instructions on how to change the format of dates within Excel: Format a date the way you want - Microsoft Support.
R5	If multiple calendars are selected, the report will sort in the following order: • District Number • School Number • State Assigned Student Identifier
R6	The file name that is generated will be titled **NH_Enrollment**.

Extract Editor Requirements

Path: NH State Reporting > iNHDEX

	Editor Options	Field Type	Requirements
1	Extract Type	Drop list	
2	Start Date	Date field	
3	End Date	Date field	
4	Ad Hoc Filter	Drop list	
5	Calendar Selector	Multiple Calendar Selector	1. Defaults to the Calendar selected in the Campus Toolbar 2. At least one calendar is Required
6	Generate Report	Trigger button	Trigger the creation of the extract when selected
7	Submit to Batch	Trigger button	Send extract to Batch Queue when selected
8	Report Format	Drop list	Drop list will contain: • Comma Separated (CSV) • HTML

Report Data Elements

The numbers below represent the sequence the fields should appear in.

	Data Element Label	Description / Business Rules	Required (Y/N)	Data Source GUI Path	Database Field(s)	Format	Length
1	**sauNbr** (School Administrative Unit Number)	*The state-assigned code for the SAU.* Reports the **SAU Number** from District Information.	Y	District Information > SAU Number	CustomDistrict .value	Numeric	1-4 characters
2	**distNbr** (District Number)	*The state-assigned code for the district.* Reports the **State District Number** from District Information.	Y	District Information > State District Number	District . number	Numeric	1-4 characters
3	**schoolNbr** (School Number)	*The state-assigned code for the school.* Reports the **State School Number** from School Information.	Y	School Information > State School Number	School . number	Numeric	5 characters exactly
4	**sasId** (State Assigned Student Identifier)	*Unique state assigned student ID. Each student should receive only one SASID and the SASID should remain with the student throughout his/her education in the state of NH.* Reports the **Student State ID** from Demographics.	Y	Demographics > Student State ID	Person . stateID	Numeric	10 characters exactly
5	**dob** (Date Of Birth)	*The Date of Birth of the student. This field will be used validate a student's identity and age.* Reports the **Birth Date** from the current Identity record.	Y	Identities > Birth Date	Identity . birthDate	Date (MM/DD /YYYY) Must be 0-padded (e.g. "8" would be "08")	10 characters exactly
6	**grade** (Grade)	*The student's grade level.* Reports the **State Grade Level Code** associated to the Grade from Enrollment.	Y	Enrollment > Grade	Enrollment . grade	Numeric	1-2 characters
7	**enrollmentStatus** (Enrollment Status)	*The status of the student for the time period covered by the record.* Reports the **Enrollment Status**.	Y	Enrollment > Enrollment Status	Enrollment . stateAid	Numeric	2 characters exactly
8	**entryDate** (Entry Date)	*The date the student entered into the district for the period covered by the record.* Reports the **Start Date**.	Y	Enrollment > Start Date	Enrollment . startDate	Date (MM/DD /YYYY) Must be 0-padded (e.g. "8" would be "08")	10 characters exactly
9	**entryCode** (Entry Code)	*The reason the student entered school in this district, on the entry date for this record. Every time a student enters or re-enters the district a separate record with the appropriate entry reason should be created.* Reports the **State Start Status** associated with the Local Start Status selected on the Enrollment.	Y	Enrollment > State Start Status	Enrollment . startStatus	Numeric	1 character exactly
10	**exitDate** (Exit Date)	*The last day of a student's enrollment. This may be the date a student withdraws from the district, or the date their enrollment status changes within the district (e.g., changing grade levels mid-year).* Reports the **End Date**. • Reports NULL if End Date is NULL.	N	Enrollment > End Date	Enrollment . endDate	Date (MM/DD /YYYY) Must be 0-padded (e.g. "8" would be "08")	10 characters exactly
11	**exitCode** (Exit (withdrawal) Code)	*The reason for a student's exit.* Reports the **State End Status** associated with the Local Start Status selected on the Enrollment. • Reports NULL if Local End Status is NULL.	N	Enrollment > State End Status	Enrollment . endStatus	Numeric	1-2 characters
12	**districtResponsible** (District Financially Responsible for Education)	*The district that bears fiscal responsibility for the education of this child.* Reports the **Fiscal District**.	Y	Enrollment > Fiscal District	Enrollment . residentDistrict	Numeric	1-4 characters

13	townResponsible (Town Financially Responsible for Education)	*The town that bears fiscal responsibility for the education of this child.* Reports the **Fiscal Town**.	Y	Enrollment > Fiscal Town	EnrollmentNH . fiscalTown	Numeric	1-4 characters
14	fullDayPct (Full or Partial Grade Program Length)	*This field should contain the percent of the school week that is available for the given student. It indicates if the student is attending a full-day or partial-day program.* Reports the **Percent Enrolled**. • Reports NULL if Percent Enrolled is NULL.	N	Enrollment > Percent Enrolled	Enrollment . percentEnrolled	Numeric (1-100 only)	1-3 characters
15	diplomaType (Diploma Type)	*The type of diploma received by the student.* Reports the **Diploma Type** from Graduation if the Enrollment State End Status is *11: Completed High School Education.* • Reports NULL in all other situations.	N	Graduation > Diploma Type	Graduation . diplomaType	Numeric	1 character exactly
16	postGradPlans (Post Graduation Plans)	*An indication of the student's plans following their completion of high school.* Reports the **Post Grad Plans** from Graduation if the Enrollment State End Status is *11: Completed High School Education.* • Reports NULL in all other situations.	N	Graduation > Post Grad Plans	Graduation . postGradPlans	Numeric	1-2 characters
17	race (Race)	*The student's race.* Report based on the table below from the current Identity record. This table represents the calculated **Race Ethnicity**. Race Ethnicity = Reports As = Race(s) Selected:	Y	Identity > Race /Ethnicity (checkboxes)	Identity . raceEthnicity	Numeric	1-2 characters

Race(s) Selected	Reports As:
American Indian or Alaska Native	1
Asian	2
Black or African American	4
White	5
Native Hawaiian or Other Pacific Islander	6
American Indian or Alaska Native **AND** Asian	7
American Indian or Alaska Native **AND** Black or African American	8
American Indian or Alaska Native **AND** White	10
American Indian or Alaska Native **AND** Native Hawaiian or Other Pacific Islander	11
Asian **AND** Black or African American	12
Asian **AND** White	13
Asian **AND** Native Hawaiian or Other Pacific Islander	14
Black or African American **AND** White	15
Black or African American **AND** Native Hawaiian or Other Pacific Islander	16
White **AND** Native Hawaiian or Other Pacific Islander	17
American Indian or Alaska Native **AND** Asian **AND** Black	18
American Indian or Alaska Native **AND** Asian **AND** White	19

	American Indian or Alaska Native **AND** Asian **AND** Native Hawaiian or Other Pacific Islander	20	
	American Indian or Alaska Native **AND** Black or African American **AND** White	21	
	American Indian or Alaska Native **AND** Black or African American **AND** Native Hawaiian or Other Pacific Islander	22	
	American Indian or Alaska Native **AND** White **AND** Native Hawaiian or Other Pacific Islander	23	
	Asian **AND** Black or African American **AND** Native Hawaiian or Other Pacific Islander	24	
	Asian **AND** Black or African American **AND** White	25	
	Asian **AND** White **AND** Native Hawaiian or Other Pacific Islander	26	
	Black or African American **AND** White **AND** Native Hawaiian or Other Pacific Islander	27	
	American Indian or Alaska Native **AND** Asian **AND** Black or African American **AND** White	28	
	American Indian or Alaska Native **AND** Asian **AND** White **AND** Native Hawaiian or Other Pacific Islander	29	
	American Indian or Alaska Native **AND** Black or African American **AND** White **AND** Native Hawaiian or Other Pacific Islander	30	
	American Indian or Alaska Native **AND** Asian **AND** Black or African American **AND** Native Hawaiian or Other Pacific Islander	31	
	Asian **AND** Black or African American **AND** White **AND** Native Hawaiian or Other Pacific Islander	32	
	American Indian or Alaska Native **AND** Asian **AND** Black or African American **AND** White **AND** Native Hawaiian or Other Pacific Islander	33	

18	**ethnicity** (Ethnicity)	*The student's ethnicity.* - Reports **1** if *Is the individual Hispanic/Latino?* is set to *Y: Yes* on the current Identity record. - Reports **2** in all other situations.	Y	Identity > Is the individual Hispanic /Latino?	Identity . hispanicEthnicity	Numeric	1 character exactly
19	**sex** (Sex)	*The student's natal sex.* - Reports **1** if the *Legal Gender* is *M: Male.* - Reports **2** if the *Legal Gender is F: Female.* - If the Legal Gender is NULL: - Reports **1** if the *Gender* is *M: Male.* - Reports **2** if the *Gender* is *F: Female.*	Y	Identity > Legal Gender Identity > Gender	Identity . legalGender .gender	Numeric	1 character exactly
20	**residentialHome** (Residential Home)	*Identifies the specific facility for students who live in a residential or group home.* Reports the **Residential Home**.	Y	Enrollment > Residential Home	EnrollmentNH . residentialHome	Numeric	1-2 characters
21	**parentMilitaryCd** (Parent Military Status Code)	*Identifies if a student has a parent who is a member of the armed forces on active duty or who serves on full-time National Guard duty.* The below reporting only utilizes relationships to the student that are marked as Guardian **AND** have a Military Connections record where the Start Date is prior to or equal to the Extract Editor's End Date. - Reports **1** (Parent(s) or Legal Guardian(s) Military Status does not apply for this student) if the student has no related person marked as Guardian with a Military Connections record. - Reports **2** (Active Duty in Armed Forces (not including National Guard)) if the student has a related person where: - The Military Connections Status is: *Active Duty, Deployed* or *Active Duty, Not Deployed* **AND** - The Military Connections Branch is one of the following: - *Air Force* - *Army* - *Coast Guard* - *Marine Corps* - *Navy* - Reports **3** (Full Time National Guard) if the student has a related person where: - The Military Connections Status is: *Active Duty, Deployed* or *Active Duty, Not Deployed* **AND** - The Military Connections Branch is one of the following: - *Air National Guard* - *Army National Guard* - Reports **4** (Student has parent or legal guardian(s) in both 2 and 3) if the student has a related person eligible to report for code 2 and a related person eligible to report for code 3 above. - Reports **5** (Student's parent(s) or legal guardian(s) are members of the Armed Services Reserves or are part-time National Guard, and DO NOT fall into any of the above categories.) if the student has a related person where: - The Military Connections Status is: *Active Duty, Deployed* or *Active Duty, Not Deployed* **AND** - The Military Connections Branch is one of the following: - *Air Force Reserve* - *Army Reserve* - *Coast Guard Reserve* - *Marine Corps Reserve* - *Navy Reserve*	Y	Census > Military Connections	RelatedPair . guardian ImpactAidEmployment . startDate .endDate .militaryBranch .militaryStatus	Numeric	1 character exactly
22	**fosterStatus** (Foster Status)	*Identifies if the student is in the foster system.* - Reports **1** (Foster) if the student has a Foster Care record with: - Program Status of *01: Foster Care* **AND** - Foster Start Date is prior to or equal to the Extract Editor End Date **AND** - Foster Care End Date is after or equal to the Extract Editor Start Date - Reports **0** (Not Foster) in all other situations.	Y	Foster Care	FosterCare . startDate .endDate .programStatus	Numeric	1 character exactly