(iNHDEX) NH - Education Tax Credit 24-25

Overview

Summary, Scope, and Purpose

This submission should be used to report each student eligible pursuant to RSA 77-G:1, VIII(a)(1) and (2) who received a scholarship, and the subparagraph under which he or she was eligible, to the department of education.

Due Dates

Window Name	Submission Start	Submission End	Collection Start	Collection End
EOY	5/15/2025, 12:00 AM	6/30/2025, 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 have an Enrollment Status of *28: Education Free Account (EFA) Program*.
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	Only one record should be reported per student.

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:
	    ○ *21: Enrolled in and is the financial responsibility of the district*
	    ○ *22: Formal tuition agreement, financial responsibility of another district*
	    ○ *23: No formal tuition agreement, financial responsibility of another district or parent paid*
	    ○ *24: Home Schooled*
	    ○ *25: Resides in a NH district, tuitioned to out-of-state public school*
	    ○ *26: Resides in a NH district, placed by district in a nonpublic school*
	    ○ *27: Foreign Exchange Program*
	    ○ *29: Dually enrolled in VLACS*
	• 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: • State Assigned Student Identifier
R6	The file name that is generated will be titled **NH_EducationTaxCredit**.

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	**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