

(iNHDEX) NH - Title 1 Academic

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Overview

Summary, Scope, and Purpose


Following the close of school in June, any district that receives Title I funds and operates a Targeted Assistance School (TAS) Program as part of your Title I funds, must provide designation of students receiving Title I Services. This submission is used to identify school and district academic success indicators and evaluate program effectiveness. Only schools in your district with a Targeted Assistance program need to submit this data

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	7/1/2024	6/30/2025

Functional Requirements

Reporting Population and Business Rules

#	Requirement
R1	Report a record for all students who have a Title 1 Area of Support checkbox checked on their Enrollment.
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	A separate record will report for each Title 1 Area of Support checkbox checked on the student's Enrollment.
R1. BR3	<p>Do not include any records that match the following exclusions:</p> <ul style="list-style-type: none"> • Enrollment No Show • Enrollment State Exclude • Enrollment Grade Level Exclude • Enrollment Status of: <ul style="list-style-type: none"> ◦ 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 ◦ 28: Education Free Account (EFA) 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	<div style="border: 1px solid green; padding: 10px;"> <p> CSV Format Best Practice</p> <p>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.</p> <p>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.</p> </div>
R5	The file name that is generated will be titled NH_Title1Academic .

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	<ol style="list-style-type: none">1. Defaults to the Calendar selected in the Campus Toolbar2. 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: <ul style="list-style-type: none">• 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)	<i>The state-assigned code for the SAU.</i> Reports the SAU Number from District Information.	Y	District Information > SAU Number	CustomDistrict.value	Numeric	1-4 characters
2	distNbr (District Number)	<i>The state-assigned code for the district.</i> Reports the State District Number from District Information.	Y	District Information > State District Number	District.number	Numeric	1-4 characters
3	schoolNbr (School Number)	<i>The state-assigned code for the school.</i> Reports the State School Number from School Information.	Y	School Information > State School Number	School.number	Numeric	5 characters exactly
4	sasld (State Assigned Student Identifier)	<i>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.</i> Reports the Student State ID from Demographics.	Y	Demographics > Student State ID	Person.stateID	Numeric	10 characters exactly
5	dob (Date Of Birth)	<i>The Date of Birth of the student. This field will be used validate a student's identity and age.</i> 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	title1Area (Title 1 Area of Support)	<i>The code for the Title Area being reported for this student.</i> Reports based on the checkbox that is checked on the student's Enrollment: <ul style="list-style-type: none"> • Reports 1 if <i>Title 1 - Math</i> is checked. • Reports 2 if <i>Title 1 - Reading</i> is checked. • Reports 3 if <i>Title 1 - Science</i> is checked. • Reports 4 if <i>Title 1 - Social Studies</i> is checked. • Reports 5 if <i>Title 1 - Job Prep</i> is checked. • Reports 6 if <i>Title 1 - Other Instructional</i> is checked. • Reports 7 if <i>Title 1 - Health</i> is checked. • Reports 8 if <i>Title 1 - Counseling</i> is checked. • Reports 9 if <i>Title 1 - Other</i> is checked. 	Y	Enrollment > Title 1	Enrollment.title1Math .title1Reading .title1Science .title1SocialStudies .title1JobPrep .title1Instructional .title1Health .title1Counseling .title1Other	Numeric	1 character exactly

7	title1AreaIndicator (Title 1 Indicator)	<p><i>The indicator stating that the student participated in this program and the school is receiving targeted Title I aid. Indicator = 1 is participation.</i></p> <hr/> <p>Reports 1 (Participated) if any of the Title 1 checkboxes are checked on the student's Enrollment AND the School's Title 1 setting is NOT Not a Title 1 School or NULL.</p> <ul style="list-style-type: none"> • Reports NULL in all other situations. 	Y	Enrollment > Title 1 School Information > School History > Title 1	See above for Enrollment fields School .title1 SchoolHistory .title1	Numeric	1 character exactly
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