(iNHDEX) NH - Student Absence 24-25

Overview

Summary, Scope, and Purpose

The Student Absence submission is required for all students attending public schools in New Hampshire. All districts must submit student absences, in school suspensions and out of school suspensions. This data will be used to calculate chronic absenteeism and the attendance rate at the district and 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	Reports a record when a student has an absence code associated with a State Code on a date.
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 report records for Attendance Dates that fall within the Extract Editor Start and End Dates.
R1. BR3	A student is eligible to report multiple records for the same day when: • They have multiple different absenceTypes on the same day. 　○ This only applies to absenceTypes of the following: 　　▪ *1: Unexcused Absence* 　　▪ *2: Excused Absence*
R1. BR4	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* 　○ *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	**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_StudentAbsence**.

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	Cross Site Exclude	Checkbox	When checked, exclude Cross Site records from this report. Cross Site records are found on the following areas: • Course • Section • Roster • GradingScore • Attendance / AttendanceCode
6	Calendar Selector	Multiple Calendar Selector	1. Defaults to the Calendar selected in the Campus Toolbar 2. At least one calendar is Required
7	Generate Report	Trigger button	Trigger the creation of the extract when selected
8	Submit to Batch	Trigger button	Send extract to Batch Queue when selected
9	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	**absenceType** (Absence Type)	*The type of absence being reported for the student.* Reports the **State Code** associated with the Attendance Code being reported. • *3: In School Suspension* and *4: Out of School Suspension* State Codes will only report one record in the School Absence report. ○ If both OSS and ISS are present on a given day, **4** (OSS) will be reported.	Y	Attendance	AttendanceCode .stateCode	Numeric	1 character exactly
7	**absenceDate** (Absence Date)	*The date the student was absent on. Must be an open school day.* Reports the **Date**.	Y	Attendance	Attendance . date	Date (MM/DD /YYYY) Must be 0-padded (e.g. "8" would be "08")	10 characters exactly

| 8 | **absenceDatePct**

(Percent of Absence) | *Percent of the school day the student was absent. This percentage will be applied to the percent of enrollment in the school.*

Reports the result of the following calculation rounded up to the nearest whole number:

- 100 * (State Code Minutes / Scheduled Minutes)
  - State Code Minutes is defined as all minutes associated with attendance codes that are mapped to a specific State Code.
  - Scheduled Minutes is defined as all minutes eligible for attendance-taking associated with the student's schedule for the day reporting.
- Report **100** if the Attendance Type reporting is *3: In School Suspension* or *4: Out of School Suspension.*
- Examples:
  - Situation 1:
    - State Code Reporting = Unexcused Absence
    - State Code Minutes = 73
    - Scheduled Minutes = 123
    - 100 * (73/123) = 59.34%. This is then rounded up and reports as 60.
  - Situation 2:
    - Day has attendance codes attributes to Excused Absence, Unexcused Absence, In School Suspension, and Out of School Suspension.
    - Regardless of the minutes associated to each, we will report **100** because of a code associated with In School Suspension / Out of School Suspension. | Y | N/A | N/A | Numeric

(1-100 only) | 1-3 characters |