(iNHDEX) NH - Free and Reduced 24-25

Overview

Summary, Scope, and Purpose

This submission includes students who are eligible to receive free or reduced-priced meals. Students must be reported for each school year. Students do not need to be receiving free or reduced-price meals to be included in this submission.

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 for all students in the selected calendars that have a FRAM Eligibility record with an Eligibility of *F: Free* or *R: Reduced* or has *Free Milk Eligible* checked.
R1. BR1	Student's Enrollment must be within the Start Date and the End Date entered on the Extract Editor.
R1. BR2	Student's FRAM Eligibility must be within the Start Date and the End Date entered on the Extract Editor by at least one day.
R1. BR3	A maximum of one record is reported per student.
R1. BR 3. SR1	If a student has multiple FRAM records within the Extract Start and End Dates, we will use the FRAM record with the latest Start Date. • If multiple FRAM records have the same Start Date, we will use the FRAM record with the highest internal ID.
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: ○ *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_FreeAndReduced**.

Extract Editor Requirements

Path: NH State Reporting > iNHDEX

	Editor Options	Field Type	Requirements
1	Report Type	Drop list	
2	End Date	Date field	
3	Start 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	**fandRIndicator** (Free and Reduced Indicator)	*Indicates the Free and Reduced code associated with the student.* Reports in the following priority order: - Reports **3** if Free Milk Eligible is checked. - Reports **1** if Eligibility is *F: Free*. - Reports **2** if Eligibility is *R: Reduced*.	Y	FRAM > Eligibility	POSEligibility .eligibility .freeMilk	Numeric	1 character exactly