

# (iNHDEX) NH - Home School Academic 24-25

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## Overview

### Summary, Scope, and Purpose


The Home School Academic submission should include homeschooled students participating in academic classes in the public school in grades 9 - Post Graduate. Academic classes do not include clubs, advisory, athletics, or other non-credit bearing and/or non-academic activity. This submission will be used for the distribution of additional adequacy aid, when available, for eligible homeschooled students participating in academics at the public school.

### 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	The report will generate course information for Home Schooled students in Grades 9 - Post Graduate that are enrolled in at least one non-excluded course.
R1. BR1	Home Schooled students are identified by an Enrollment Status of 24: <i>Home Schooled</i> .
R1. BR2	Home Schooled students must be in at least one non-excluded course. All non-excluded courses will appear as separate records in this report.
R1. BR3	Home Schooled students must be in Grades 9 through Post Graduate to report. <ul style="list-style-type: none"> <li>• 9: Ninth Grade</li> <li>• 10: Tenth Grade</li> <li>• 11: Eleventh Grade</li> <li>• 12: Twelfth Grade</li> <li>• 15: Post Graduate</li> </ul>
R1. BR4	Home Schooled student's Enrollment must be within the Start Date and the End Date entered on the Extract Editor.
R1. BR5	Do not include any records that match the following exclusions: <ul style="list-style-type: none"> <li>• Enrollment No Show</li> <li>• Enrollment State Exclude</li> <li>• Enrollment Grade Level Exclude</li> <li>• Enrollment Status of: <ul style="list-style-type: none"> <li>◦ 21: <i>Enrolled in and is the financial responsibility of the district</i></li> <li>◦ 22: <i>Formal tuition agreement, financial responsibility of another district</i></li> <li>◦ 23: <i>No formal tuition agreement, financial responsibility of another district or parent paid</i></li> <li>◦ 25: <i>Resides in a NH district, tuitioned to out-of-state public school</i></li> <li>◦ 26: <i>Resides in a NH district, placed by district in a nonpublic school</i></li> <li>◦ 27: <i>Foreign Exchange Program</i></li> <li>◦ 28: <i>Education Free Account (EFA) Program</i></li> <li>◦ 29: <i>Dually enrolled in VLACS</i></li> </ul> </li> <li>• Course Exclude</li> <li>• Calendar Exclude</li> <li>• School Exclude</li> </ul>
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	 <b>CSV Format Best Practice</b> <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. <b>This will cause issues with your reporting.</b></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 <b>with leading 0's</b> (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: <a href="#">Format a date the way you want - Microsoft Support</a>.</p>
R5	If multiple calendars are selected, the report will sort in the following order: <ul style="list-style-type: none"> <li>• District Number</li> <li>• School Number</li> <li>• State Assigned Student Identifier</li> </ul>
R6	The file name that is generated will be titled <b>NH_HomeSchoolAcademic</b> .

# Extract Editor Requirements

Path: *NH State Reporting > iNHDEX*

	Editor Options	Field Type	Requirements
1	Report Type	Drop list	
2	Start Date	Date field	
3	End Date	Date field	
4	Ad Hoc Filter	Drop list	
5	Cross Site Exclude	Checkbox	<p>When checked, exclude Cross Site records from this report. Cross Site records are found on the following areas:</p> <ul style="list-style-type: none"> <li>• Course               <ul style="list-style-type: none"> <li>◦ This report specifically checks for Course.crossSiteCourse = '1'</li> </ul> </li> <li>• Section</li> <li>• Roster</li> <li>• GradingScore</li> <li>• Attendance / AttendanceCode</li> </ul>
6	Calendar Selector	Multiple Calendar Selector	<ol style="list-style-type: none"> <li>1. Defaults to the Calendar selected in the Campus Toolbar</li> <li>2. At least one calendar is Required</li> </ol>
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	<p>Drop list will contain:</p> <ul style="list-style-type: none"> <li>• Comma Separated (CSV)</li> <li>• HTML</li> </ul>

# 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	<b>sauNbr</b>  (School Administrative Unit Number)	<i>The state-assigned code for the SAU.</i>  Reports the <b>SAU Number</b> from District Information.	Y	District Information > SAU Number	CustomDistrict.value	Numeric	1-4 characters
2	<b>distNbr</b>  (District Number)	<i>The state-assigned code for the district.</i>  Reports the <b>State District Number</b> from District Information.	Y	District Information > State District Number	District.number	Numeric	1-4 characters
3	<b>schoolNbr</b>  (School Number)	<i>The state-assigned code for the school.</i>  Reports the <b>State School Number</b> from School Information.	Y	School Information > State School Number	School.number	Numeric	5 characters exactly
4	<b>sasid</b>  (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 <b>Student State ID</b> from Demographics.	Y	Demographics > Student State ID	Person.stateID	Numeric	10 characters exactly
5	<b>dob</b>  (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 <b>Birth Date</b> 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	<b>grade</b>  (Grade)	<i>The student's grade level.</i>  Reports the <b>State Grade Level Code</b> associated to the Grade from Enrollment.	Y	Enrollment > Grade	Enrollment.grade	Numeric	1-2 characters
7	<b>enrollmentStatus</b>  (Enrollment Status)	<i>The status of the student for the time period covered by the record.</i>  Reports <b>24</b> (Homeschooled).  <ul style="list-style-type: none"> <li>This is hard-coded. All students included on this extract are homeschooled students.</li> </ul>	Y	N/A	N/A	Numeric	2 characters exactly
8	<b>classStartDate</b>  (Class Start Date)	<i>The start date of the class.</i>  Reports the earliest <b>Term Start Date</b> associated with the Section.	Y	Section Information > Section Schedule Placement	Term.startDate	Date (MM/DD/YYYY)  Must be 0-padded (e.g. "8" would be "08")	10 characters exactly
9	<b>classEndDate</b>  (Class End Date)	<i>The end date of the class.</i>  Reports the latest <b>Term End Date</b> associated with the Section.	Y	Section Information > Section Schedule Placement	Term.endDate	Date (MM/DD/YYYY)  Must be 0-padded (e.g. "8" would be "08")	10 characters exactly
10	<b>districtResponsible</b>  (District Financially Responsible for Education)	<i>The district that bears fiscal responsibility for the education of this child.</i>  Reports the <b>Fiscal District</b> .	Y	Enrollment > Fiscal District	Enrollment.residentDistrict	Numeric	1-4 characters

11	<b>townResponsible</b>  (Town Financially Responsible for Education)	<i>The town that bears fiscal responsibility for the education of this child.</i>  Reports the <b>Fiscal Town</b> .	Y	Enrollment > Fiscal Town	EnrollmentNH .fiscalTown	Numeric	1-4 characters
12	<b>scedCommonCourseCode</b>  (SCED Common Course Code)	<i>The SCED code associated with the course.</i>  Reports " <b>SCED</b> " + <b>SCED Subject Area</b> + <b>SCED Course Identifier</b> + <b>SCED Course Level</b> without any spaces in between them.  • Example: ◦ SCED Subject Area = 01 ◦ SCED Course Identifier = 001 ◦ SCED Course Level = G ◦ We would report this as "SCED01001G"	Y	Course Information > NCES Data	Course .scedSubjectArea .scedCourseId .scedCourseLevel	SCED#### #Y  • SCE D is always present • #### # is the SCE D Course Code • Y is the SCE D Course Level	10 characters exactly
13	<b>localClassCode</b>  (Local Class Code)	<i>The class code used by the school to identify a class. This code, along with term id, section id should be unique for a conduct of the course.</i>  Reports the <b>Course Number</b> .	Y	Course Information > Number	Course .number	Alphanumeric	1-15 characters
14	<b>localClassName</b>  (Local Class Name)	<i>Local class name is a description of the course.</i>  Reports the <b>Course Name</b> .	Y	Course Information > Name	Course .name	Alphanumeric	1-50 characters
15	<b>creditsAtt</b>  (Credits Attempted)	<i>Number of credits attempted for the course.</i>  Reports the Sum of <b>Credits</b> on the Grading Tasks associated with the Course.  • Grading Task must be marked as State Reported. • Reports <b>0</b> if no Grading Task is marked as State Reported on the Course <b>OR</b> if all Grading Tasks associated with the Course have Credits as NULL.	Y	Course Grading Tasks > Credit	GradingTask Credit .credit	Numeric  Hundredths decimal only (##.##)	1-5 characters
16	<b>percentComplete</b>  (Percent of Course Completed)	<i>Percentage of the course completed.</i>  Reports the result of the following calculation rounded up to the nearest whole number:  • $100 * (\text{Days Attended} / \text{Days Scheduled})$ ◦ Days Attended is determined by performing a count of the instructional days in between the Roster Start Date (or the earliest Term Start Date if NULL) and the Roster End Date (or the latest Term End Date if NULL) inclusive of both dates. ◦ Days Scheduled is determined by performing a count of the instructional days in between the earliest Term Start Date and the latest Term End Date inclusive of both dates.  • Example: ◦ Days Attended = 67 ◦ Days Scheduled = 81 ◦ $100 * (67 / 81) = 82.71$ . We round up to the nearest whole number and report 83.	Y	Section Roster > End Date  Enrollment > End Date  Section Information > Section Schedule Placement	Roster .endDate  Enrollment .endDate  Term .endDate	Numeric  (1-100 only)	1-3 characters