

(iNHDEX) NH - Program Participation 24-25

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Overview

Summary, Scope, and Purpose


The Program Participation submission should include any students participating in the following school programs: Adult Education, NH Career Academy and students on a 504 Education Plan. Adult ED can be reported without an enrollment record.

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 | 6/30/2025, 12:00 AM | 07/01/2024 | 06/30/2025 |

Functional Requirements

Reporting Population and Business Rules

| # | Requirement |
|------------|---|
| R1 | This report will generate a record for each instance of a program that the student is involved in. |
| R1. BR1 | <p>Adult Education programs are identified by the student having a Flag with a code of "ADULT" that is marked as State Reported.</p> <ul style="list-style-type: none"> The flag dates must overlap the Extract Editor dates by at least a single day to be included in the report. |
| R1. BR2 | <p>NH Career Academy programs are identified by students who have a Career Academy program.</p> <ul style="list-style-type: none"> The Career Academy program dates must overlap the Extract Editor dates by at least a single day to be included in the report. |
| R1. BR3 | <p>Section 504 programs are identified by students who have a Section 504 program.</p> <ul style="list-style-type: none"> The Section 504 program dates must overlap the Extract Editor dates by at least a single day to be included in the report. |
| R1. BR4 | Student's Enrollment must be within the Start Date and the End Date entered on the Extract Editor. |
| R1. BR5 | <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 Course Exclude 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 | <p>If multiple calendars are selected, the report will sort in the following order:</p> <ul style="list-style-type: none"> District Number School Number State Assigned Student Identifier |
| R6 | The file name that is generated will be titled NH_ProgramParticipation . |

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 | 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.

| 1 | 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 | sasid (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 | programType (Program Participation Type) | <i>The type of program the student was involved with (e.g. Adult Education).</i> <ul style="list-style-type: none"> • Adult Education <ul style="list-style-type: none"> ◦ Reports 1 (Adult Education). • NH Career Academy <ul style="list-style-type: none"> ◦ Reports 3 (NH Career Academy). • Section 504 <ul style="list-style-type: none"> ◦ Reports 2 (504 Plan). | Y | N/A | N/A | Numeric | 1 character exactly |
| 7 | programEntryDate (Program Entry Date) | <i>The first day the student was involved with this program during the current school year.</i> <ul style="list-style-type: none"> • Adult Education <ul style="list-style-type: none"> ◦ Reports the Flag Start Date. • NH Career Academy <ul style="list-style-type: none"> ◦ Reports the Career Academy Start Date. • Section 504 <ul style="list-style-type: none"> ◦ Reports the Section 504 Start Date. | Y | <ul style="list-style-type: none"> • Adult Education <ul style="list-style-type: none"> ◦ Flags • NH Career Academy <ul style="list-style-type: none"> ◦ Career Academy • Section 504 <ul style="list-style-type: none"> ◦ Section 504 | <ul style="list-style-type: none"> • Adult Education <ul style="list-style-type: none"> ◦ ProgramParticipation .startDate • NH Career Academy <ul style="list-style-type: none"> ◦ ExtendedLearningOpportunity .startDate • Section 504 <ul style="list-style-type: none"> ◦ Section504 .startDate | Date (MM/DD/YYYY) Must be 0-padded (e.g. "8" would be "08") | 10 characters exactly |

| | | | | | | | |
|----|--|---|---|---|--|--|-----------------------|
| 8 | programExit Date (Program Exit Date) | <p><i>The last day the student was involved with this program during the current school year (leave null if the student is involved through the end of the school year).</i></p> <hr/> <ul style="list-style-type: none"> • Adult Education <ul style="list-style-type: none"> ◦ Reports the Flag End Date. • NH Career Academy <ul style="list-style-type: none"> ◦ Reports the Career Academy End Date. • Section 504 <ul style="list-style-type: none"> ◦ Reports the Section 504 End Date. | N | <ul style="list-style-type: none"> • Adult Education <ul style="list-style-type: none"> ◦ Fl ags • NH Career Academy <ul style="list-style-type: none"> ◦ C ar ee r Ac ad e my • Section 504 <ul style="list-style-type: none"> ◦ S ec tio n 504 | <ul style="list-style-type: none"> • Adult Education <ul style="list-style-type: none"> ◦ Progra mParticipatio n . endDa te • NH Career Academy <ul style="list-style-type: none"> ◦ Extend edLear ningO pportu nity . endDa te • Section 504 <ul style="list-style-type: none"> ◦ Sectio n504 . endDa te | Date (MM/DD/YYYY) Must be 0-padded (e.g. "8" would be "08") | 10 characters exactly |
| 9 | programExit Code (Program Exit Code) | <p><i>The exit code associated with the student's exit of the program.</i></p> <hr/> <ul style="list-style-type: none"> • Adult Education <ul style="list-style-type: none"> ◦ Reports in the following priority order: <ul style="list-style-type: none"> ▪ Reports 2 (Graduated) if the student has a Diploma Type of <i>007: Graduated from an Adult Education Program</i>. ▪ Reports 1 (Exited) if the ADULT flag being reported has an End Date. ▪ Reports NULL. • NH Career Academy <ul style="list-style-type: none"> ◦ Reports the Exit Reason. <ul style="list-style-type: none"> ▪ Removes leading 0's before reporting (e.g. 03 reports as 3). • Section 504 <ul style="list-style-type: none"> ◦ Reports the Exit Reason. <ul style="list-style-type: none"> ▪ Removes leading 0's before reporting (e.g. 03 reports as 3). | N | <ul style="list-style-type: none"> • Adult Education <ul style="list-style-type: none"> ◦ Gr ad ua tion ◦ Fl ags • NH Career Academy <ul style="list-style-type: none"> ◦ C ar ee r Ac ad e my • Section 504 <ul style="list-style-type: none"> ◦ S ec tio n 504 | <ul style="list-style-type: none"> • Adult Education <ul style="list-style-type: none"> ◦ Gr adua tion . diplom aType ◦ Progra mParticipatio n . endDa te • NH Career Academy <ul style="list-style-type: none"> ◦ Extend edLear ningO pportu nity . exitRe ason • Section 504 <ul style="list-style-type: none"> ◦ Sectio n504 . exitRe ason | Numeric | 1 character exactly |
| 10 | programIndicator (Program Indicator) | <p><i>An indicator showing the type of involvement (for adult ed, '1' if involved with this program).</i></p> <hr/> <ul style="list-style-type: none"> • Adult Education <ul style="list-style-type: none"> ◦ Reports 1. • NH Career Academy <ul style="list-style-type: none"> ◦ Reports NULL. • Section 504 <ul style="list-style-type: none"> ◦ Reports NULL. | Y | N/A | N/A | Numeric | 1 character exactly |
| 11 | programValue (Program Value) | <p><i>A text field used to describe the type of involvement for the specific program. Not currently used by the state.</i></p> <hr/> Reports NULL. <ul style="list-style-type: none"> • Infinite Campus does not collect this information as it is not used by the state. We instead generate a blank value so districts can manually fill in the programValue if they choose to do so. | N | N/A | N/A | Alphanumeric | 1-100 characters |