(iNHDEX) NH - Extended Learning Opportunities 24-25

December
2024

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Overview

Summary, Scope, and Purpose

High schools should submit all students who have participated in an extended learning opportunity (ELO) this school year. An ELO allows for the acquisition of knowledge outside the traditional classroom through opportunities such as internships, community service, online courses, etc. One record should be submitted for each ELO course that a student is attending. Students participating in multiple ELO courses should have the same number of records included in the submission. For example, students participating in three ELO courses should have three records included in the submission, etc. If you have no data to report, please certify that you have zero records.

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	Reports a record for each instance a student is in an Extended Learning Opportunity (ELO) course.
R1.BR1	ELO Courses are identified by Courses that have a Type of: • **APP** - Apprenticeship • **ATH** - Athletics • **CE** - Career Exploration • **CS** - Community Service • **INT** - Internship • **IS** - Independent Study • **OLC** - On-Line Course Not VLAC course • **PG** - Performing Group • **PCC** - Pre-College Course • **PI** - Private Instruction • **ROB** - Robotics • **TRAV** - Travel • **VLAC** - Virtual Learning Academy • **WBLE** - Work Based Learning - External Partner • **WBLI** - Work Based Learning - In School
R1.BR2	Student's Enrollment must be within the Start Date and the End Date entered on the Extract Editor.

R1.BR3	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* • 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	
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_ExtendedLearningOpportunities**.

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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	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

10	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
11	Display Course Number	Checkbox	If checked, include Course Number in the extract.

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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

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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	**eloType** (ELO Type)	*This field is to report HOW the type of Work/Program is being completed in the reported ELO.* Reports the Course **Type**.	Y	Course Information > Type	Course .type	Numeric	1-2 characters
7	**eloSubjectArea1** (ELO Primary Subject Area)	*This field is to report the major subject area for the reported ELO. (Based on the NH Minimum Subject Requirements for Graduation.)* Reports the Couse **ELO Subject Area**.	Y	Course Information > ELO Subject Area	Course . wblCourseType	Numeric	1-2 characters

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8	**eloCareerCluster** (ELO Career Cluster)	*The field is to report which Career Cluster best describes the type of work being completed during this reported ELO.* Reports the Course **ELO Career Cluster**.	Y	Course Information > ELO Career Cluster	Course . careerClusterELO	Numeric	1-2 characters
9	**eloCommunityPartner** (ELO Community Partner/Mentor Name)	*Identifies the ELO Community Partner. If WBLE is entered, then ELO Community Partner is required. Avoid special characters whenever possible, in particular commas, underscores, and apostrophes.* Reports the Course **ELO Partner**. • Reports NULL if ELO Partner is NULL.	N	Course Information > ELO Partner	Course . statePartnerCode	Alphanumeric	0-100 characters
10	**offCampusElo** (Off Campus ELO)	*Identifies if the ELO was off campus.* Reports **Y** if Off Campus ELO is checked. • Reports **N** in all other situations.	Y	Course Information > Off Campus ELO	Course . offCampusELO	Alphanumeric	1 character exactly

11	**wereEloCreditsEarned** (Were ELO Credits Earned?)	*Identifies if credits were earned for the ELO.* Reports **N** if the transcript associated with the Course being reported has Credits Earned of NULL or 0. • Reports **Y** in all other situations.	Y	Transcripts	TranscriptCredit . creditsEarned	Alphanumeric	1 character exactly
12	**eloCreditsEarned** (ELO Credits Earned)	*Identifies the number of ELO credits earned.* Reports the **Credits Earned** from the transcript associated with the Course being reported. • NULL should report as 0.	Y	Transcripts	TranscriptCredit . creditsEarned	Numeric (0-5 only, 0.25 increments only)	1-4 characters
13	**eloCreditsAttempted** (ELO Credits Attempted)	*Identifies the number of ELO credits attempted.* Reports the **Credits Attempted** from the transcript associated with the Course being reported. • NULL should report as 0.	Y	Transcripts	TranscriptCredit . creditsAttempted	Numeric (0-5 only, 0.25 increments only)	1-4 characters

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