(iNHDEX) NH - Student Roster 24-25

December
2024

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Overview

Summary, Scope, and Purpose

The Student Roster submission can be used to register K-12 students for all state assessments as well as NHSAS Interim testing. Home school students wishing to take a state assessment may be rostered through this submission. Submit student rosters outside of enrollment submissions (including home schooled students) who need to take a NH state assessment.

Due Dates

Window Name	Submission Start	Submission End	Collection Start	Collection End
AOY	9/2/2024, 12:00 AM	6/16/2025, 12:00 AM	07/01/2024	06/30/2025

Functional Requirements

Reporting Population and Business Rules

#	Requirement
R1	Reports a record for each student with an Enrollment.
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	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	
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_StudentRoster**.

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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	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

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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

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	grade (Grade)	The student's grade level. Reports the **State Grade Level Code** associated to the Grade from Enrollment. • Remove leading 0s from code before reporting.	Y	Enrollment > Grade	Enrollment .grade	Numeric	1-2 characters

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7	**enrollmentStatus** (Enrollment Status)	*The status of the student for the time period covered by the record.* Reports the **Enrollment Status**.	Y	Enrollment > Enrollment Status	Enrollment .stateAid	Numeric	2 characters exactly
8	**entryDate** (Entry Date)	*The date the student entered into the district for the period covered by the record.* Reports the **Start Date**.	Y	Enrollment > Start Date	Enrollment .startDate	Date (MM/DD/YYYY) Must be 0-padded (e.g. "8" would be "08")	10 characters exactly
9	**entryCode** (Entry Code)	*The reason the student entered school in this district, on the entry date for this record. Every time a student enters or re-enters the district a separate record with the appropriate entry reason should be created.* Reports the **State Start Status** associated with the Local Start Status selected on the Enrollment.	Y	Enrollment > State Start Status	Enrollment . startStatus	Numeric	1 character exactly

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10	**exitDate** (Exit Date)	*The last day of a student's enrollment. This may be the date a student withdraws from the district, or the date their enrollment status changes within the district (e.g., changing grade levels mid-year).* Reports the **End Date**. • Reports NULL if End Date is NULL.	N	Enrollment > End Date	Enrollment .endDate	Date (MM/DD /YYYY) Must be 0-padded (e.g. "8" would be "08")	10 characters exactly
11	**exitCode** (Exit (withdrawal) Code)	*The reason for a student's exit.* Reports the **State End Status** associated with the Local Start Status selected on the Enrollment. • Reports NULL if Local End Status is NULL.	N	Enrollment > State End Status	Enrollment . endStatus	Numeric	1-2 characters
12	**dlmEligible** (DLM Eligibility Indicator)	*Indicator that student will take DLM assessment.* • Reports **1** if the student has a Flag with a Code of "*DLME*" that overlaps their Enrollment. • Reports **0** in all other situations.	N	Flags	ProgramParticipation .programID	Numeric	1 character exactly

| 13 | **assessmentGrouping**

(Assessment Group for LEA) | *Free form text field for LEA grouping value.*

Reports NULL.

• This is an open-text field for the LEA to populate with their own grouping value(s). | N | N/A | N/A | Alphanumeric | 0-100 characters |
| 14 | **testSchool**

(Override Test School) | *School number to override the test center.*

Reports the Test School ID Override from Enrollment.

• Reports NULL if Test School ID Override is NULL. | N | Enrollment | EnrollmentNH . assessmentSchool | Numeric | 5 characters exactly |