(iNHDEX) NH - Summer Graduates and Withdrawals

December
2024

(iNHDEX) NH - Summer Graduates and Withdrawals

Overview

Summary, Scope, and Purpose

The Summer Graduates and Withdrawals submission should be used to report students who either graduated/completed high school or withdrew from the district over the summer.

Students previously reported as enrolled by your district who meet the following criteria should be included in this submission:

1. Students who graduated over the summer (prior to the first day of school).
2. Students who have not returned to any NH public district this school year (including students who completed the grade span of your school last year and were exited as exit code 2).
3. Students who should not have been reported as enrolled in the previous Enrollment Submission window and need to be removed.
   a. Infinite Campus does **NOT** include these students automatically as we have no identifier for an erroneously reported student. Districts will need to manually add these students to the CSV file after it has been generated.
4. Students who were reported for the current school year in error, never attended. Student will be removed from district reporting.
   a. Infinite Campus does **NOT** include these students automatically as we have no identifier for an erroneously reported student. Districts will need to manually add these students to the CSV file after it has been generated.

Due Dates

Window Name	Submission Start	Submission End	Collection Start	Collection End
BOY	9/6/2024, 12:00 AM	10/26/2024, 12:00 AM	07/01/2024	06/30/2025

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| MOY | 2/15/2025, 12:00 AM | 3/15/2025, 12:00 AM | 07/01/2024 | 06/30/2025 |
| EOY | 5/15/2025, 12:00 AM | 7/12/2025, 12:00 AM | 07/01/2024 | 06/30/2025 |

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Functional Requirements

Reporting Population and Business Rules

#	Requirement
R1	Include any students previously reported to the state that have either graduated or withdrawn over the summer (prior to the first day of school).
R1. BR1	Students who have graduated over the summer are identified by having an Enrollment associated with a Calendar where Summer School is checked **AND** the Diploma Date overlaps the summer school Enrollment **AND** the Diploma Date is within the same year that the Start Date used on the Extract Editor
R1. BR1. SR1	A maximum of one record will report for these students. Priority order to determine which Enrollment should be used (if multiple in Summer School Calendars exist) will be the following: 1. Primary > Partial > SPED 2. Latest Enrollment Start Date 3. Latest Enrollment End Date 4. Highest Enrollment ID This enrollment is necessary to determine which school to report the student under.
R1. BR1. SR2	Exclusions from R1.BR3 below do not apply to the Summer School enrollments.
R1. BR2	Students who have withdrawn over the summer are identified by having an enrollment in a previous school year's calendar, but no enrollment in the current school year's calendar of any school in the site. • For current year enrollments, we do **NOT** look at any of the exclusions from R1.BR3 below. ○ E.g. If the student has an Enrollment that is marked as State Exclude in the current year, we will **NOT** include them on the report as a Summer Withdrawal.
R1. BR2. SR1	These students must **NOT** be graduated. If the students have a Diploma Date and Diploma Type, do not report them (These are students who did not return because they graduated).

R1. BR2. SR2	"Previous School Year's Calendar" will look through all calendars associated to the School(s) selected in the Extract Editor. Students excluded in some form on these calendars (R1.BR3) are not included.
R1. BR2. SR3	Only Primary Enrollments from the Previous School Year's Calendar will be considered. The latest primary enrollment from the Previous School Year will be used.

R1. BR2. SR4	Summer withdrawals can be summed up as follows:
	
	• Has a valid enrollment in any calendar from the school(s) selected on the Extract Editor (not counting enrollments that match exclusions from R1.BR3 below). This enrollment must be in a Calendar that has an End Year that is the same as the Start Year used on the Extract Start Date.
	• The same student has no enrollment in any of the schools on the site (regardless of what is selected in the Extract Editor and exclusions from R1.BR3 below - There are no exclusions here).
	   ○ This enrollment would be in a Calendar that has an End Year that is the same as the Start Year + 1 used on the Extract Start Date.
	• This student cannot have a graduation record.
	   ○ We consider having a Graduation record as having a Diploma Type and Diploma Date.

R1. BR3	Do not include any students that match the following exclusions:
	
	• Enrollment No Show
	• Enrollment State Exclude
	• Enrollment Grade Level Exclude
	• Enrollment Status of:
	   ○ *24: Home Schooled*
	   ○ *28: Education Free Account (EFA) Program*
	   ○ *29: Dually enrolled in VLACS*
	• 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_SummerGraduatesAndWithdrawals**.

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Extract Editor Requirements

Path: NH State Reporting > iNHDEX

	Editor Options	**Field Type**	**Requirements**
1	Extract 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

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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	**withdrawalType** (Withdrawal Type)		Y	N/A	N/A	Numeric	1 character exactly

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The type of withdrawal code the student is assigned.

Reports the calculated value based on the logic below:

- Reports **1** (Summer Withdrawal) if the student had an enrollment in the previous school year's calendar, but no enrollment in the current school year's calendar of any school in the site.
- Reports **2** (Completed High School Over the Summer) if the student's Enrollment is associated with a Calendar where Summer School is checked **AND** the student has a Diploma Date that overlaps the Enrollment and is within the same year that the Start Date used on the Extract Editor.
    - Example:
        - Diploma Date = 06/15/2024
        - Enrollment Start Date = 05/15/2024
        - Enrollment End Date = 06/30/2024
        - Enrollment Calendar Summer School = Checked
        - Start Date Extract Editor = 07/01/2024
        - This student would be reported as "2" because 06/15/2024 is within the same year used on the Start Date of the Extract Editor (2024) and within the Enrollment dates and their enrollment is associated to a Calendar where Summer School is checked.
- Enter **3** (Student Included on Enrollment Submission in Error) if you are hand-entering the student into the CSV file.
    - Infinite Campus does **NOT** include these students automatically as we have no identifier for an erroneously reported student. Districts will need to manually add these students to the CSV file after it has been generated.

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7	**exitCode** (Exit (withdrawal) Code)	*The reason for a student's exit.* Reports the **State End Status** associated to the Local End Status from Enrollment.	Y	Enrollment > Local End Status	Enrollment . endStatus	Numeric	1-2 characters
8	**diplomaType** (Diploma Type)	*The type of diploma received by the student.* Reports the **Diploma Type** from Graduation if the Enrollment State End Status is *11: Completed High School Education*. • Only reports for Summer Graduates. • Reports **NULL** for Summer Withdrawals.	N	Graduation > Diploma Type	Graduation . diplomaType	Numeric	1 character exactly
9	**postGradPlans** (Post Graduation Plans)	*An indication of the student's plans following their completion of high school.* Reports the **Post Grad Plans** from Graduation if the Enrollment State End Status is *11: Completed High School Education*. • Only reports for Summer Graduates. • Reports **NULL** for Summer Withdrawals.	N	Graduation > Post Grad Plans	Graduation . postGradPlans	Numeric	1-2 characters

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