(iNHDEX) NH - Program Participation 24-25

May
2025

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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 – This situation must be manually entered by districts as Infinite Campus has no way to determine the associated School, etc. for this person without an Enrollment.

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	**Adult Education** programs are identified by the student having a Flag with a code of "ADULT" that is marked as State Reported. • The flag dates must overlap the Extract Editor dates by at least a single day to be included in the report.
R1. BR2	**NH Career Academy** programs are identified by students who have a Career Academy program. • 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	**Section 504** programs are identified by students who have a Section 504 program. • 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	Do not include any records that match the following exclusions: • 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	**CSV Format Best Practice** 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**. 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.
R5	If multiple calendars are selected, the report will sort in the following order: • District Number • School Number • State Assigned Student Identifier • Program Type • Program Entry Date
R6	The file name that is generated will be titled **NH_ProgramParticipation**.

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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	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

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)	*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

• Reports the **OOD School ID** from Enrollment if the OOD School ID is populated.
• Reports the **State School Number** from School Information in all other situation. | Y | Enrollment > OOD School ID

School Information > State School Number | Enrollment .outOfDistrictSchool

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 |

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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	**programType**
	
	(Program Participation Type)
		The type of program the student was involved with (e.g. Adult Education).
		
		• **Adult Education**
		  ◦ Reports **1** (Adult Education).
		• **NH Career Academy**
		  ◦ Reports **3** (NH Career Academy).
		• **Section 504**
		  ◦ Reports **2** (504 Plan).
			Y	N/A	N/A	Numeric	1 character exactly

7	**programEntryDate** (Program Entry Date)	*The first day the student was involved with this program during the current school year.*	Y			Date (MM/DD /YYYY)	10 characters exactly

- **Adult Education**
  - Reports **Start Date** of the Calendar if **Flag Start Date** is before the **Start Date** of the Calendar and there is no **Flag End Date**
  - Reports the **Flag Start Date** .
- **NH Career Academy**
  - Reports **Start Date** of the Calendar if **Career Academy Start Date** is before the **Start Date** of the Calendar and there is no **Career Academy End Date**
  - Reports the **Career Academy Start Date**.

- **Adult Education**
  - Flags
- **NH Career Academy**
  - Career Academy
- **Section 504**
  - Section 504

- **Adult Education**
  - ProgramParticipation . startDate
- **NH Career Academy**
  - ExtendedLearningOpportunity .startDate
- **Section 504**
  - Section504 .startDate

Must be 0-padded (e.g. "8" would be "08")

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- **Section 504**
  - Reports **Start Date** of the Calendar if **Section 504 Start Date** is before the **Start Date** of the Calendar and there is no **Section 504 End Date**
  - Reports the **Section 504 Start Date**.

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| 8 | **programExitDate**

(Program Exit Date) | *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).*

• **Adult Education**
  ○ Reports the **Flag End Date**.
• **NH Career Academy**
  ○ Reports the **Career Academy End Date**.
• **Section 504**
  ○ Reports the **Section 504 End Date**. | N | • **Adult Education**
  ○ Flags
• **NH Career Academy**
  ○ Career Academy
• **Section 504**
  ○ Section 504 | • **Adult Education**
  ○ ProgramParticipation . endDate
• **NH Career Academy**
  ○ ExtendedLearningOpportunity .endDate
• **Section 504**
  ○ Section504 .endDate | Date (MM/DD /YYYY)

Must be 0-padded (e.g. "8" would be "08") | 10 characters exactly |
| 9 | **programExitCode**

(Program Exit Code) | *The exit code associated with the student's exit of the program.*

• **Adult Education**
  ○ Reports in the following priority order: | N | | • **Adult Education**
  ○ Graduation .diplomaType
  ○ ProgramParticipation . endDate
• **NH Career Academy**
  ○ ExtendedLearningOpportunity .exitReason
• **Section 504**
  ○ Section504 .exitReason | Numeric | 1 character exactly |

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- Reports **2** (Graduated) if the student has a Diploma Type of *7: Diploma - Issued by Adult Ed Program*.
- Reports **1** (Exited) if the ADULT flag being reported has an End Date.
- Reports **3** (Aged Out)
  - If the student has an IEP and is 22 years of age.
  - If the student does not have an IEP and is 21 years of age.

- **Adult Education**
  - Graduation
  - Flags
- **NH Career Academy**
  - Career Academy
- **Section 504**
  - Section 504

- ▪ Reports NULL in all other situations.
- **NH Career Academy**
  - ○ Reports the **Exit Reason**.
    - ▪ Removes leadings 0's before reporting (e.g. 03 reports as 3).
- **Section 504**
  - ○ Reports the **Exit Reason**.
    - ▪ Removes leadings 0's before reporting (e.g. 03 reports as 3).

| 10 | **programIndicator**

 (Program Indicator) | *An indicator showing the type of involvement (for adult ed, '1' if involved with this program).*

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 • **Adult Education**
  ○ Reports **1**.
 • **NH Career Academy**
  ○ Reports **1**.
 • **Section 504**
  ○ Reports **1**. | Y | N/A | N/A | Numeric | 1 character exactly |

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| 11 | **programValue**

(Program Value) | *A text field used to describe the type of involvement for the specific program.* ***Not currently used by the state.***

Reports NULL.

• 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 |