(iNHDEX) NH - Enrollment Transfers

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Overview

Summary, Scope, and Purpose

The Enrollment Transfers submission should be used to report students previously reported on your current school year Enrollment submission and has since exited your school. Students exiting your school during the academic school year must be reported on this submission before your next Enrollment submission is reported. Maintaining this process regularly will help minimize cross-district errors and simplify your Enrollment submission reporting.

Due Dates

Window Name	Submission Start	Submission End	Collection Start	Collection End
Pre-EOY	5/16/2025, 12:00 AM	5/30/2025, 11:59 PM	07/01/2024	06/30/2025
EOY	6/2/2025, 12:00 AM	7/7/2025, 11:59 PM	07/01/2024	06/30/2025
EOY Certification	5/15/2025, 12:00 AM	7/11/2025, 12:00 AM	07/01/2024	06/30/2025

Functional Requirements

Reporting Population and Business Rules

#	Requirement
R1	Report a record for all students who attended one or more days of school during the selected calendar(s) and have exited the school during the academic year or have graduated
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	It is possible for one student to have more than one record on this report: • Multiple enrollments in different schools. • Multiple enrollments in the same school. • Etc.

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:
	   ○ *24: Home Schooled*
	   ○ *28: Education Free Account (EFA) Program*
	• Inactive Enrollment Statuses
	
	• 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
R6	The file name that is generated will be titled **NH_EnrollmentTransfers**

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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 • 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
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	**entryDate** (Entry Date)	*The date the student entered into the district for the period covered by the record* Reports the **Start Date** of the enrollment	Y	Enrollment > Start Date	Enrollment . startDate	Date (MM/DD /YYYY) Must be 0-padded (e.g. "8" would be "08")	10 characters exactly

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7	**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** of the enrollment	Y	Enrollment > End Date	Enrollment . endDate	Date (MM/DD /YYYY) Must be 0- padded (e.g. "8" would be "08")	10 characters exactly
8	**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

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9	**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.* • Reports based on the conversion below: ○	N	Graduation > Diploma Type	Graduation . diplomaType	Numeric	1 character exactly

Diploma Type conversion table (within cell above):

Diploma Type	Reports As
1	1
2	1
3	3
4	4
6	1
7	7

• Reports **NULL** for Diploma Types not listed above (including NULL).

10	**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.*	N	Graduation > Post Grad Plans	Graduation . postGradPlans	Numeric	1-2 characters

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