



## **(iNHDEX) NH - Student Class 24-25**

January  
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## (iNHDEX) NH - Student Class 24-25

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### Overview

### Summary, Scope, and Purpose

This submission collects course-level enrollment data for students in district schools. Courses included in this file must also be in the district's Course submission.

### 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	7/12/2025, 12:00 AM	07/01/2024	06/30/2025

## Functional Requirements

### Reporting Population and Business Rules

#	Requirement
R1	Reports a record for each Section a student is rostered into.
R1. BR1	Student's Enrollment must be within the Start Date and the End Date entered on the Extract Editor <a href="#">by at least one day</a> .
R1. BR2	It is possible for one student to have more than one record on this report: <ul style="list-style-type: none"> <li>• Multiple enrollments in different schools.</li> <li>• Multiple enrollments in the same school.</li> <li>• Etc.</li> </ul>
R1. BR3	A student cannot have more than one record per section.
R1. BR4	Do not include any records that match the following exclusions: <ul style="list-style-type: none"> <li>• Enrollment No Show</li> <li>• Enrollment State Exclude</li> <li>• Enrollment Grade Level Exclude</li> <li>• Enrollment Status of: <ul style="list-style-type: none"> <li>◦ 25: <i>Resides in a NH district, tuitioned to out-of-state public school</i></li> <li>◦ 26: <i>Resides in a NH district, placed by district in a nonpublic school</i></li> <li>◦ 28: <i>Education Free Account (EFA) Program</i></li> </ul> </li> <li>• Course State Exclude</li> <li>• Course has a value for Classification of Instruct Program (CIP Code)</li> <li>• Calendar Exclude</li> <li>• School Exclude</li> </ul>
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	<p><b>CSV Format Best Practice</b></p> <p>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. <b>This will cause issues with your reporting.</b></p> <p>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 <b>with leading 0's</b> (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: <a href="#">Format a date the way you want - Microsoft Support</a>.</p>
R5	<p>If multiple calendars are selected, the report will sort in the following order:</p> <ul style="list-style-type: none"> <li>• District Number</li> <li>• School Number</li> <li>• State Assigned Student Identifier</li> </ul>
R6	The file name that is generated will be titled <b>NH_StudentClass</b> .

## 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	Grading Task	Drop list	<p>Determines the Grading Task used for courseGradeId.</p> <ul style="list-style-type: none"> <li>• Should list all Grading Task(s) that have State Reported checked.</li> </ul>
6	Effective Date	Date	Determines the Grading Task used for courseGradeId.
7	Cross Site Exclude	Checkbox	<p>When checked, exclude Cross Site records from this report. Cross Site records are found on the following areas:</p> <ul style="list-style-type: none"> <li>• Course</li> <li>• Section</li> <li>• Roster</li> <li>• GradingScore</li> <li>• Attendance / AttendanceCode</li> </ul>
8	Calendar Selector	Multiple Calendar Selector	<ol style="list-style-type: none"> <li>1. Defaults to the Calendar selected in the Campus Toolbar</li> <li>2. At least one calendar is Required</li> </ol>
9	Generate Report	Trigger button	Trigger the creation of the extract when selected
10	Submit to Batch	Trigger button	Send extract to Batch Queue when selected

11	Report Format	Drop list	Drop list will contain: <ul style="list-style-type: none"><li>• Comma Separated (CSV)</li><li>• HTML</li></ul>
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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	<b>sauNbr</b> (School Administrative Unit Number)	<i>The state-assigned code for the SAU.</i> <hr/> Reports the <b>SAU Number</b> from District Information.	Y	District Information > SAU Number	CustomDistrict . value	Numeric	1-4 characters
2	<b>distNbr</b> (District Number)	<i>The state-assigned code for the district.</i> <hr/> Reports the <b>State District Number</b> from District Information.	Y	District Information > State District Number	District .number	Numeric	1-4 characters

3	<b>schoolNbr</b> (School Number)	<p><i>The state-assigned code for the school.</i></p> <hr/> <p>Reports the <b>State School Number</b> from School Information</p> <ul style="list-style-type: none"> <li>• Reports the <b>OOD School ID</b> from Enrollment if the OOD School ID is populated.</li> <li>• Reports the <b>State School Number</b> from School Information in all other situation.</li> </ul>	Y	<p>Enrollment &gt; OOD School ID</p> <p>School Information &gt; State School Number</p>	<p>Enrollment . outOfDistrictSchool</p> <p>School .number</p>	Numeric	5 characters exactly
4	<b>sasId</b> (State Assigned Student Identifier)	<p><i>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.</i></p> <hr/> <p>Reports the <b>Student State ID</b> from Demographics.</p>	Y	<p>Demographics &gt; Student State ID</p>	Person .stateID	Numeric	10 characters exactly
5	<b>dob</b> (Date Of Birth)	<p><i>The Date of Birth of the student. This field will be used validate a student's identity and age.</i></p> <hr/> <p>Reports the <b>Birth Date</b> from the current Identity record.</p>	Y	Identities > Birth Date	Identity .birthDate	<p>Date (MM/DD/YYYY)</p> <p>Must be 0-padded (e.g. "8" would be "08")</p>	10 characters exactly



6	<b>localClassCode</b> (Local Class Code)	<p><i>The class code used by the school to identify a class. This code, along with term ID, section ID should be unique for a conduct of the course.</i></p> <hr/> <p>Reports the <b>Course Number</b>.</p>	Y	Course Information > Number	Course .number	Alphanumeric	1-15 characters
7	<b>courseGradeId</b> (Grade Received)	<p><i>The grade a student receives for a course. This field can only be included for the classes that have been completed and the student has been assigned a grade.</i></p> <hr/> <p>Reports the first three characters of the <b>Score</b> for each student for the calculated Grading Task.</p>	N	Transcripts > Score	TranscriptCourse . score	Alphanumeric	1-3 characters

		<ul style="list-style-type: none"> <li>• The calculated Grading Task for each Student/Course combination is determined using the following priority order: <ul style="list-style-type: none"> <li>◦ Only consider Grading Tasks marked as <b>State Reported</b>.</li> <li>◦ Only consider Grading Tasks where the student has a Score.</li> <li>◦ Uses the Grading Task with the highest Task ID if there are still multiple Grading Tasks at this point.</li> </ul> </li> <li>• Use the Effective Date to determine which term the calculated Grading Task is reported for. <ul style="list-style-type: none"> <li>◦ The Term used (if multiple grades exist in different terms) will be the Term that contains the Effective Date.</li> <li>◦ In other words, the Effective Date must be equal to or between the Term Start Date and the Term End Date.</li> </ul> </li> <li>• Report <b>NULL</b> if the student does not have a grade for the calculated Grading Task in the Effective Date.</li> </ul>					
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8	<b>sectionId</b> (Section Identifier)	<p><i>The section of the course. For example, there may be 2 or more sections of an Algebra course offered in semester 1.</i></p> <hr/> <p>Reports the <b>Section Number</b>.</p>	Y	Section Information > Section Number	Section .number	Alphanumeric	1-10 characters
9	<b>termId</b> (Term Identifier)	<p><i>The term of the course. For example, there may be 2 or more terms of an Algebra course offered throughout the year (e.g. Semester 1 and Semester 2).</i></p> <hr/> <ul style="list-style-type: none"> <li>Regardless of School Year Term Division: <ul style="list-style-type: none"> <li>Reports <b>30</b> (Year Long) if the Section occurs in every term of the school year.</li> </ul> </li> </ul>	Y	Section Information > Section Schedule Placement	SectionPlacement . termID	Numeric	1-2 characters

- If the School Year Term Division is Quarters:
  - Report **1** (Semester 1) if the Section spans Quarter 1 and 2 only.
  - Report **2** (Semester 2) if the Section spans Quarter 3 and 4 only.
  - Report **6** (Quarter 1) if the Section only occurs in Quarter 1.
  - Report **7** (Quarter 2) if the Section only occurs in Quarter 2.
  - Report **8** (Quarter 3) if the Section only occurs in Quarter 3.
  - Report **9** (Quarter 4) if the Section only occurs in Quarter 4.
  - Report **31** (Multi Term) in all other scenarios.

- If the School Year Term Division is Trimesters:
  - Report **20** (Linked Trimester 1-2) if the Section spans Trimester 1 and 2 only.
  - Report **21** (Linked Trimester 2-3) if the Section spans Trimester 2 and 3 only.
  - Report **3** (Trimester 1) if the Section only occurs in Trimester 1.
  - Report **4** (Trimester 2) if the Section only occurs in Trimester 2.
  - Report **5** (Trimester 3) if the Section only occurs in Trimester 3.
  - Report **31** (Multi Term) in all other scenarios.
- If the School Year Term Division is Semesters:
  - Report **1** (Semester 1) if the Section only occurs in Semester 1.
  - Report **2** (Semester 2) if the Section only occurs in Semester 2.

		<ul style="list-style-type: none"> <li>• If the School Year Term Division is Anything Not Mentioned Above (5+ Terms):               <ul style="list-style-type: none"> <li>◦ Report <b>11</b> (Term 1) if the Section only occurs in Term 1.</li> <li>◦ Report <b>12</b> (Term 2) if the Section only occurs in Term 2.</li> <li>◦ Report <b>13</b> (Term 3) if the Section only occurs in Term 3.</li> <li>◦ Report <b>14</b> (Term 4) if the Section only occurs in Term 4.</li> <li>◦ Report <b>15</b> (Term 5) if the Section only occurs in Term 5.</li> <li>◦ Report <b>16</b> (Term 6) if the Section only occurs in Term 6.</li> <li>◦ Report <b>17</b> (Term 7) if the Section only occurs in Term 7.</li> <li>◦ Report <b>18</b> (Term 8) if the Section only occurs in Term 8.</li> <li>◦ Report <b>19</b> (Term 9) if the Section only occurs in Term 9.</li> <li>◦ Report <b>31</b> (Multi Term) in all other scenarios.</li> </ul> </li> </ul>					
10	<b>participationType</b> (Participation Type)	<i>An indicator to identify if the student is enrolled full-time, is dually enrolled, or any other special arrangement in the school while attending the class.</i> <hr/>	Y	Enrollment > Enrollment Status	Enrollment . stateAid	Numeric	1 character exactly

- Reports **1** (Full Time School Enrollment - Reported on Enrollment Submission) if the student's Enrollment Status is one of the following codes:
  - *21: Enrolled in and is the financial responsibility of the district*
  - *22: Formal tuition agreement, financial responsibility of another district*
  - *23: No formal tuition agreement, financial responsibility of another district or parent paid*
  - *27: Foreign Exchange Program*
- Reports **2** (Dual Enrollment - 29 VLAS Student) if the student's Enrollment Status is *29: Dually enrolled in VLACS*
- Reports **4** (Homeschool taking classes at their resident district when the student's Enrollment status is *24: Home School*)
- Reports **5** (Charter school taking classes at their resident district) when the student's Enrollment Status is *31: Charter school taking class at their resident district*
- Reports **6** (EFA taking classes in a public district, not enrolled full-time) when the student's Enrollment Status is *28: Education Free Account (EFA) Program*

		<ul style="list-style-type: none"> <li>• Reports <b>7</b> (Nonpublic taking classes in a public district, not enrolled full-time) when the student's Enrollment Status is 26: <i>resides in a NH district, placed by district in a nonpublic school</i></li> <li>• Reports <b>3</b> (Other) in all other situations.</li> </ul>					
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11	<b>competenciesCompleted</b> (Competencies Completed )	<p><i>The number of competencies completed by the student in this course (only required for VLACs).</i></p> <hr/> <p>Reports the total number of Standards the student has received a Passing Score in for the Section.</p> <ul style="list-style-type: none"> <li>• Only reports for students with an Enrollment Status of 29: <i>Dually enrolled in VLACS.</i></li> <li>• Passing Score is defined by the Score having the "Passing Score" checkbox checked in the Rubric setup.</li> <li>• The Standard must be marked as State Reported to be included in the calculation.</li> <li>• The completed standards do <b>NOT</b> need to be posted to Transcript.</li> <li>• Reports <b>9.9999</b> if total number is greater than 10.</li> <li>• Reports <b>NULL</b> for students that do not have an Enrollment Status of 29: <i>Dually enrolled in VLACS.</i></li> </ul>	N	Grades	GradingScore .score	Numeric  (Greater than 0, Less than 10, Format of # to #.####)	1-6 characters
12	<b>creditsAvail</b> (Credits Available)	<p><i>The number of credits available for the student in this class. This is only for VLACs.</i></p> <hr/>	N	Course Grading Tasks	GradingTaskCredit .credit  .termMask	Numeric  (Greater than 0, Less than 10, Format of # to #.####)	1-6 characters

- If the student has an Enrollment Status of 29: *Dually enrolled in VLACS*:
  - Performs the following calculation on all Grading Tasks associated with the Course and then reports the sum of those calculations:
    - Calculation: **Credit \* Term Masks**
    - Example:
      - A Course has two Grading Tasks. One Grading Task has a Credit of 0.25 and a Term Mask with all 4 quarters checked. The other Grading Task has a Credit of 0.75 and a Term Mask with only 2 quarters checked.
      - $(0.25 * 4) + (0.75 * 2) = 2.5$ . We would report 2.5.
    - If the ending result is a precision beyond the max allowable state precision (#####), round the result to the max allowable state precision.
      - #####5 or above rounds up. Otherwise round down.
    - Only Grading Tasks marked as State Reported are considered.

		<ul style="list-style-type: none"> <li>• Reports <b>9.9999</b> if total number is greater than 10.</li> <li>• Reports NULL in all other situations.</li> </ul>					
13	<b>pctComplete</b> (Percent Complete)	<i>The percent of the credits that were completed by the student during this class. This is only for VLACs.</i> <hr/>	N	Transcripts > Credits Earned /Attempted	TranscriptCredit . creditsEarned .creditsAttempted	Numeric (1-100 only)	1-3 characters

- If the student has an Enrollment Status of 29: *Dually enrolled in VLACS*:
  - Performs the following calculation on all Transcripts associated with the Course and then reports the resulting number rounded up to the nearest whole number:
    - Calculation:  **$100 * (\text{Total Credits Earned} / \text{Total Credits Attempted})$**
    - Example:
      - A student has two course transcripts associated with the Course. One transcript has Earned Credits of 0.5 and Attempted Credits of 1. The other transcript has Earned Credits of 0.5 and Attempted Credits of 0.5.
      - $100 * ((0.5 + 0.5) / (1 + 0.5)) = 66.66$ . We would round up and report 67.
    - Only credits that are associated with Grading Tasks marked as State Reported are considered.
- Reports **1** if the calculated value is below 1.
- Reports **100** if the calculated value is above 100.
- Reports **NULL** in all other situations.

CAMPUS STATE SPECIFIC LOCALIZATIONS - (INHDEX) NH - STUDENT CLASS 24-25

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