(iNHDEX) NH - Course Assignments 24-25

January 2026

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Overview

Summary, Scope, and Purpose

This submission collects all courses offered, including all teacher, instructional specialists, educational specialists and para-assignments. The Submission Course and Student Class submissions should disregard any courses with a CIP code (CATE), (i.e. any course with a Classification of Instruction Code).

Due Dates

Window Name	Submission Start	Submission End	Collection Start	Collection End
BOY	08/08/2025, 12:00 AM	10/3/2025, 12:00 AM	07/01/2025	10/01/2026
MOY	10/04/2025, 12:00 AM	3/15/2026, 12:00 AM	07/01/2025	06/30/2026
EOY	3/16/2025, 12:00 AM	6/30/2026, 12:00 AM	07/01/2025	06/30/2026

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Functional Requirements

Reporting Population and Business Rules

#	Requirement
R1	Report a record for all Primary Teachers tied to a Section associated with the Calendar(s) selected.
R1. BR1	The Extract Start and End Dates will not impact the scope of this extract. Return all eligible courses associated to the Calendar(s) selected.
R1. BR2	If the Section occurs in multiple Term Schedules, it will receive a record for each **UNIQUE** termId that can be calculated.
R1. BR2. SR1	Term Schedule 1 = Quarters. Term Schedule 2 = Semesters. If Term Schedule 1 is in every quarter but Term Schedule 2 is only in semester 1, we would generate **two rows** in the extract.
R1. BR2. SR2	Term Schedule 1 = Quarters. Term Schedule 2 = Semesters. If both Term Schedule 1 and Term Schedule 2 are year long, we would generate **one row** in the extract.
R1. BR3	Do not include any records that match the following exclusions: • Course State Exclude • Course has a value for Classification of Instruct Program (CIP Code) • Section has no rostered students • Section has no Primary Teacher • Section Staff History of *Teacher* or *Section Staff* • 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.

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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 - Educator ID - Section ID
R6	The file name that is generated will be titled **NH_CourseAssignments**.

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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	Not used for this report.
3	End Date	Date field	Not used for this report.
4	Ad Hoc Filter	Drop list	Not used for this report.
5	Cross Site Exclude	Checkbox	When checked, exclude Cross Site records from this report. Cross Site records are found on the following areas: • Course (Course.crossSiteCourse = '1') • Section • Roster • GradingScore • Attendance / AttendanceCode
6	Calendar Selector	Multiple Calendar Selector	1. Defaults to the Calendar selected in the Campus Toolbar 2. At least one calendar is Required
7	Generate Report	Trigger button	Trigger the creation of the extract when selected
8	Submit to Batch	Trigger button	Send extract to Batch Queue when selected
9	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	**educatorId** (Educator ID)	*The educator number that is assigned to the educator in the Educator Information System.* Reports the **License Number** from District Employment. • Reports from the most recent District Employment where License Number is **NOT** NULL if multiple exist.	Y	District Employment > License Number	Employment . licenseNumber	Numeric	4-10 characters
5	**subjectCode** (Subject Code)	*The subject of the course. See the list of valid subject codes.* Reports the **State Code**. • A full list of the current valid subject codes can be found on: NH Public Schools	NH Department of Education	Y	Course Information > State Code	Course .stateCode	Numeric	5 characters exactly
6	**sectionId** (Section Identifier)	*The section of the course. For example, there may be 2 or more sections of an Algebra course offered in semester 1.* Reports the **Section Number**.	Y	Section Information > Section Number	Section .number	Alphanumeric	1-10 characters

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| 7 | **beginDate**

(Begin Date of Section) | *The first day of this section of the course.*

Reports the first instructional day of the earliest Term associated with the Section.

• E.g. if the first day of the earliest Term is not an instructional day (due to a snow day or some other event), reports the next earliest date from that Term that is an instructional day.
  ◦ 07/01/2024 is not instructional. 07/02/2024 through 07/04/2024 are also not instructional. 07/05/2024 is instructional. We would report 07/05/2024. | N | Calendar > Days

Section Information > Section Schedule Placement | Day .instruction

SectionPlacement . termID | Date (MM/DD /YYYY)

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

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8	**endDate** (End Date of Section)	*The last day of this section of the course.* Reports the last instructional day of the latest Term associated with the Section. • E.g. if the last day of the latest Term is not an instructional day (due to a snow day or some other event), reports the next past date from that Term that is an instructional day. ○ 06/30/2025 is not instructional. 06/27/2025 through 06/29/2025 are also not instructional. 06/26/2025 is instructional. We would report 06/26/2025.	N	Calendar > Days Section Information > Section Schedule Placement	Day .instruction SectionPlacement . termID	Date (MM/DD /YYYY) Must be 0-padded (e.g. "8" would be "08")	10 characters exactly
9	**termId** (Term Identifier)	*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).* If there are multiple term schedules, reports based on the Term Schedule that is marked as **Primary**.	Y	Section Information > Section Schedule Placement	SectionPlacement . termID	Numeric	1-2 characters

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- Regardless of School Year Term Division:
    - Reports **30** (Year Long) if the Section occurs in every term of the school year.

- 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.

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- 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.

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		- If the School Year Term Division is Anything Not Mentioned Above (5+ Terms): - Report **11** (Term 1) if the Section only occurs in Term 1. - Report **12** (Term 2) if the Section only occurs in Term 2. - Report **13** (Term 3) if the Section only occurs in Term 3. - Report **14** (Term 4) if the Section only occurs in Term 4. - Report **15** (Term 5) if the Section only occurs in Term 5. - Report **16** (Term 6) if the Section only occurs in Term 6. - Report **17** (Term 7) if the Section only occurs in Term 7. - Report **18** (Term 8) if the Section only occurs in Term 8. - Report **19** (Term 9) if the Section only occurs in Term 9. - Report **31** (Multi Term) in all other scenarios.					
10	**credits** (Credits)	*The number of credits offered for this section of the course.*	N	Course Grading Tasks	GradingTaskCredit . credit .termMask	Numeric (Between 0-9 only)	1-6 characters

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Reports the result of the following calculation for high-school courses only:

- 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.

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		• High-school courses are defined as sections with a **Primary Grade Level** of:
		  ○ *09: 9th Grade*
		  ○ *10: 10th Grade*
		  ○ *11: 11th Grade*
		  ○ *12: 12th Grade*
		  ○ *31: 9-12*
		  ○ This value can be found on Section or the most recent District Assignment of the associated Staff Member in the School.
		• Reports **9** if the calculation results in a value above 9.
		• Reports **0** if the course has no State Reported Grading Tasks or does not have a Primary Grade Level listed above.					

11	**courseGradeRangeId** (Course Grade Range)	*The primary grade range for which the section of the course is offered.* Reports the **Primary Grade Level** from Section. • Remove leading 0s from code before reporting. • Report the **Primary Grade Level** from the most recent District Assignment in the School for the associated Staff member if the Section value is NULL.	Y	Section > Primary Grade Level District Assignment > Primary Grade Level	CustomSection . value CustomEmployment Assignment .value	Numeric	1-2 characters

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12	**localClassCode** (Local Class Code)	*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.* Reports the **Course Number**.	Y	Course Information > Number	Course .number	Alphanumeric	1-15 characters
13	**localClassName** (Local Class Name)	*Local class name is a description of the course.* Reports the **Course Name**.	Y	Course Information > Name	Course .name	Alphanumeric	1-50 characters

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| 14 | **scedCommonCourseCode**

(SCED Common Course Code) | *The code identified by the US Department of Education for this course. Only required for high schools.*

Reports **"SCED"** + **SCED Subject Area** + **SCED Course Identifier** + **SCED Course Level** without any spaces in between them.

• Example:
 ○ SCED Subject Area = 01
 ○ SCED Course Identifier = 001
 ○ SCED Course Level = G
 ○ We would report this as "SCED01001G"

Notes:

• Only reports if the **Primary Grade Level** is one of the following on the Section:
 ○ *09: 9th Grade*
 ○ *10: 10th Grade*
 ○ *11: 11th Grade*
 ○ *12: 12th Grade*
 ○ *31: 9-12*
 ○ This value can be found on Section or the most recent District Assignment of the associated Staff Member in the School. | N | Course Information > NCES Data | Course . scedSubjectArea

.scedCourseId

.scedCourseLevel | SCED#####Y

• SCED is always present
• ##### is the SCED Course Code
• Y is the SCED Course Level | 10 characters exactly |

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| 15 | **competencies**

(Competencies) | *The number of competencies offered for this section of the course.*

Reports the count of Standards associated with the Course.

• The Standards must be marked as **State Reported** in the Standards Bank to be included in reporting.
• Reports **0** if the Course has no State Reported Standards. | N | Course Standards | GradingTaskCredit . taskCreditID | Numeric

(0 or Positive numbers only) | 0-3 characters |

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