

# **B-O-Y Enrollment Report (New Hampshire)**

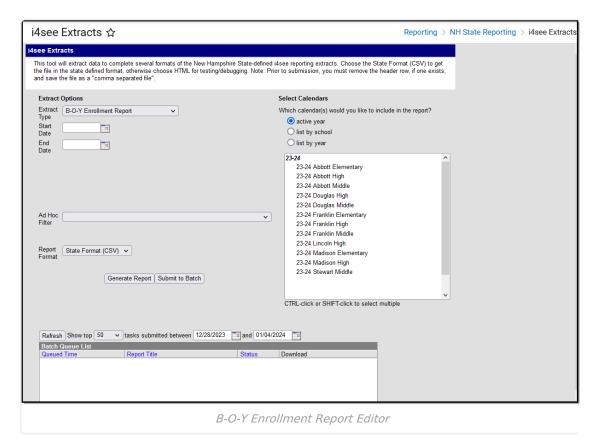
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The Beginning of Year (BOY) Enrollment Report is used to identity enrollment counts, track dropout students, and identify participation rates for NECAP. Each district must provide data for each student enrolled in the schools or who live in towns served by the district.

This report includes students who are currently enrolled at the time of submission and students who were enrolled in the school at any point since the beginning of the school year.



## **Report Logic**

The following students are included in the BOY Enrollment Report:

- All students who have a State ID.
- All students who are currently enrolled at the time of the submission.
- All students whose Enrollment Start Date is greater than or equal to the Start Date entered on the report editor.
- All students who were enrolled in the school at any point since the beginning of the school year.



• All students who have multiple enrollment records with different reportable information. Meaning, all enrollment records are reported.

If a student started in the school, withdrew and then returned, two (or more) records are included for that student. Each record corresponds to a given entry date and exit date.

Students who have an enrollment record between the entered start and end date will be included in the report, if the enrollments meet the reporting logic.

#### Start and End Dates

- If a Start Date is entered on the Extract Editor, an End Date must also be entered. A warning message displays indicating the need for the End Date.
- If an End Date is entered on the Extract Editor, a Start Date must also be entered. A warning message displays indicating the need for the Start Date.
- If a Start Date or End Date is not entered, the extract will generate for the entire school year for the selected calendar(s).
- If the Enrollment Start Date is on or after the Start Date entered on the report editor, the count is based on the enrollment start date.

### **Half Days in Attendance**

Half Days in Attendance (field 16) reports the number of half days a student was in attendance during the selected school year. Only days where the student was in attendance for at least half of the school day are counted. If an exit date exists for this record, the half days in attendance include only half days between the entry and exit dates.

- In-school suspensions are considered days in attendance.
- Out-of-school suspensions are considered absences.
- Expulsions are not included as they fall after the Exit Date and before a re-Entry date.

Only instructional days in the selected calendar are counted, and only those days that are on or between the dates entered in the Start and End Date fields on the report editor.

- If a student's enrollment start date is after the report editor start date, the count is based on the student's enrollment start date.
- If the student has an enrollment exit date that is before the report editor end date, the count is based on the student's enrollment exit date.
- If the Percent Enrolled (FullDayPct) field is not null, it must be multiplied by the Half Days in Attendance total.
- If the student exited, only the days in attendance during the enrollment start and date are counted.

Any student with an enrollment start date and enrollment end date equal to the first day of school AND an enrollment status of 7, a value of 0 reports.

#### **Percent Enrolled**

When the Percent Enrolled field has a value and the Enrollment End Date has a value:



- All days are counted for that calendar that are instructional and where the day is after or the same day as the start date of the enrollment and before or the same day as the end date of the enrollment. Multiply by two.
- Subtract from that the sum of all absent half days.
- Multiply that by the Percent Enrolled divided by 100.

When the Percent Enrolled field has a value and the Enrollment End does not have a value:

- All days are counted for that calendar that are instructional and where the day is after or the same day as the start date of the enrollment. Multiply by two.
- Subtract from that the sum of all absent half days.
- Multiply that by the Percent Enrolled divided by 100.

When the Percent Enrolled field does not have a value and the Enrollment End Date does have a value:

- All days are counted for that calendar that are instructional and where the day is after or the same day as the start date of the enrollment and before or the same day as the end date of the enrollment. Multiply by two.
- Subtract from that the sum of all absent half days.

When the Percent Enrolled field does not have a value and the Enrollment End Date does not have a value:

- All days are counted for that calendar that are instructional and where the day is after or the same day as the start date of the enrollment. Multiply by two.
- Subtract from that the sum of all absent half days.

## **Half Days in Absence**

Half Days in Absence (field 17) reports the number of half days the student was absent during the given school year. Only days where the student was absent at least half of the school day report. If an exit date exists for this record, the half days absent includes only half days between the entry and exit dates.

- In-school suspensions are considered days in attendance.
- Out-of-school suspensions are considered absences.
- Expulsions are not included as they fall after the Exit Date and before a re-Entry date.

Only instructional days in the selected calendar are counted, and only those days that are on or between the dates entered in the Start and End Date fields on the report editor.

- If a student's enrollment start date is after the report editor start date, the count is based on the student's enrollment start date.
- If the student has an enrollment exit date that is before the report editor end date, the count is based on the student's enrollment exit date.

Any student with an enrollment start date and enrollment end date equal to the first day of school AND an enrollment status of 7, a value of 0 reports.



#### **Percent Enrolled**

If the Percent Enrolled (FullDayPCt) is not null, it is multiplied by the Half Days Absent total.

For every person/day with attendance/calendar/enrollment:

- When the difference between the period start time and the period end time minus the period lunch time minus the attendance present minutes is greater than or equal to the Half Day Absence value on entered on the Calendar or 180, the difference is greater than or equal to the whole day absence value or 240, the Absent Half Days value is 2.
- Otherwise, the absent half day value is 1.

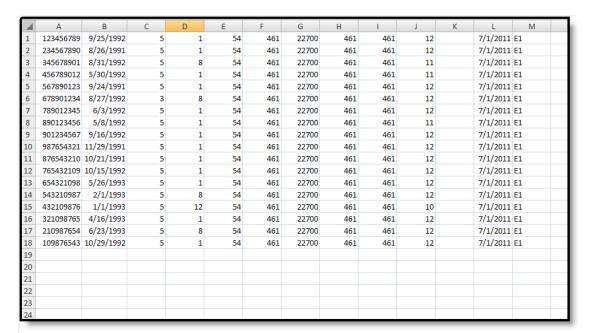
# **Report Editor Options**

Data Element	Description
Extract Type	Indicates the type of extract selected. Different options may appear depending on the selection.
Start Date	Beginning date of the student enrollment records. Dates are entered in <i>mmddyy</i> format or can be selected by using the calendar icon.
End Date	End date of the student enrollment records. Dates are entered in mmddyy format or can be selected by using the calendar icon.
Ad hoc Filter	Selection of previously made filter that contains specific students to include in the label request.
Report Format	Determines how the request is generated - in the State Format (CSV) or HTML. Use the HTML format when reviewing data. Use the State Format when submitting the list to the state.
Select Calendars	At least one calendar must be selected in order for the extract to generate.  Students in the chosen calendars are included in the extract.  Calendars can be selected by the active year, the school or the year.

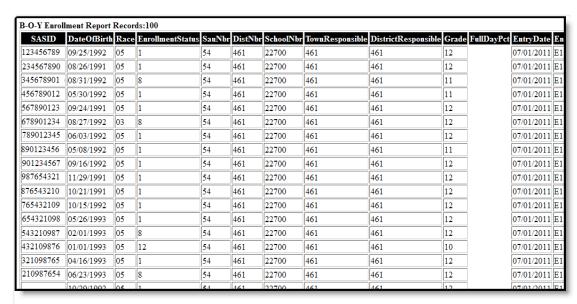
# **Generate the B-O-Y Enrollment Report**

- 1. Select the **BOY Enrollment Report** options from the **Extract Type** dropdown list.
- 2. Enter the **Start Date** and **End Date** of the enrollment records to include.
- Select an Ad hoc filter from the dropdown list to reduce the amount of students included in the extract.
- 4. Select the **Report Format**.
- 5. Select the **Calendars** from which to pull students in the report.
- 6. Click the **Generate Extract** button. The report will display in the selected format.





B-O-Y Enrollment Report - State Format (CSV)



B-O-Y Enrollment Report - HTML Format

# **Extract Layout**

Data Element	Description	Location
SASID	State-assigned student identification number.  Numeric, 10 digits	Census > People > Demographics > Person Identifiers > State ID  Person.stateID



Data Element	Description	Location
Date of Birth	Student's date of birth.	Census > People > Demographics > Person Information > Birth Date
	Date field, 10 characters (MM/DD/YYYY)	Identity.birthdate
Race	Indicates the student's federally-designated race/ethnicity.	Census > People > Demographics > Person Information > Race/Ethnicity
	Numeric, 2 digits	Identity.hispanicEthnicity Identity.raceEthnicityFed
Enrollment Status	Reports the student's assigned enrollment status.	Student Information > General > Enrollments > General Enrollment Information > Enrollment Status
	Numeric, 1 digit	Enrollment.status
SAU Number	School Administrative Unit Number.	School & District Settings > District > District Information > SAU Number
	Numeric, 3 digits	School.SAUnumber
District Number	State-assigned district number.	School & District Settings > District > District Information > State District Number
	Numeric, 3 digits	District.number
School Number	District-assigned School number.	School & District Settings > Schools > School Information > State School Number
	Numeric, 5 digits	School.number
Town Responsible	Numeric code assigned to the town that is responsible for the education of the child. This determines state education aid.	Student Information > General > Enrollments > State Reporting Fields > Fiscal Town
	Numeric, 5 digits	EnrollmentNH.fiscalTown
District Responsible	Numeric code assigned to the district that is responsible for the education of the child. This determines state education aid.	Student Information > General > Enrollments > State Reporting Fields > Fiscal District
	Numeric, 3 digits	EnrollmentNH.fiscalDistrict
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Data Element	Description	Location
Grade	Student's grade level of enrollment.  Numeric, 2 digits	Student Information > General > Enrollments > General Information > Grade  Enrollment.grade
Full Day Participation	Reports the student's Percent Enrollment value in whole numbers only (e.g., 30.5 reports as 30).  Numeric, 3 digits	Student Information > General > Enrollments > State Reporting Fields > Percent Enrollment  Enrollment.percentEnrolled
Entry Date	Student's start date of enrollment for the selected calendar year.  Date field, 10 characters (MM/DD/YYYY)	Student Information > General > Enrollments > General Information > Start Date  Enrollment.startDate
Entry Code	Start status of enrollment.  Alphanumeric, 2 characters	Student Information > General > Enrollments > General Information > Start Status  Enrollment.startStatus
Exit Date	Student's end date of enrollment for the selected calendar year.  Date field, 10 characters (MM/DD/YYYY)	Student Information > General > Enrollments > General Information > End Date  Enrollment.endDate
Exit Code	End status of enrollment.  Alphanumeric, 2 characters	Student Information > General > Enrollments > General Information > End Status  Enrollment.endStatus
Half Days in Attendance	Reports the number of half days the student was in attendance during the school year for which the report is being generated.  See the Report Logic section for more information on how this field calculates.  Numeric, 3 digits	System Administration > Calendar > Calendar > Grade Levels > Grade Level Detail > Maximum Membership Days  GradeLevel.maxMembershipDays



Data Element	Description	Location
Half Days Absent	Reports the number of half days the student was absent during the school year for which the report is being generated.  See the Report Logic section for more information on how this field calculates.  Numeric, 3 digits	Calculated, value not stored
Promote Indicator	Indicates that the student was promoted to the next sequential grade level.  If the End Status is W11 - Early Graduation/Completion, the value reports 3. If not 3, no value is reported.  Numeric, 1 character	Student Information > General > Enrollments > General Enrollment Information > End Action Enrollment.endAction
Diploma Type	Type of diploma the student received. This field must be populated for all students who have a Promoted Indicator of 3 (school completed).  If the student's Promoted Indicator value is 3, the Graduation Type is reported. If not 3, no value is reported.  Numeric, 1 character	Student Information > General > Graduation > Diploma Type  Graduation.diplomaType
Post Grad Plans	Indication of the student's plans after high school graduation. This field must be populated for all students who have a Promoted Indicator of 3 (school completed).  Numeric, 1 character	Student Information > General > Graduation > Post Grad Plans Graduation.postGradplans
Full Days Suspended IS	This field is not reported.	N/A



Data Element	Description	Location
Full Days Suspended OS	This field is not reported.	N/A
Residential Home	Indicates if any time during the prior year the student lived in a group home. If the student lived in multiple homes, the most current home reports.  Numeric, 2 digits	Student Information > General > Enrollments > State Reporting Fields > Residential Home  EnrollmentNH.residentialHome
Homeless Code	Indicates the student meets the federal definition of being homeless.  Numeric, 1 character	Student Information > General > Enrollments > State Reporting Fields > Homeless  Enrollment.homeless
Original Graduation Year	Represents the original year the student is expected to graduate (four years after the student is promoted from 8th grade to 9th grade.  Numeric, 4 characters (YYYY)	Student Information > General > Graduation > Graduation Year  Graduation.gradYear



Data Element	Description	Location
Parent Military Code	Reports the student's parent/guardian military status.  • 1 - Military Status does not apply for this student (default value)  • 2 - Active Duty in Armed Forces  • 3 - Full Time National Guard  • 4 - Active Duty AND Full Time National Guard  • 5 - Armed Services Reserves  A value of 1 reports when the student has parents/guardians who do not have a military status.  A value of 2 reports when the student has parents/guardians who have an active duty status (Active Duty Deployed or Active Duty Not Deployed) in any branch of the military (does not National Guard).  A value of 3 reports when the student has parents/guardians who have an active duty status (Active Duty Deployed or Active Duty Not Deployed) in the National Guard or Air National Guard.  A value of 4 reports when the student has parents/guardians who have both an active duty status (Active Duty Deployed) in any branch of the military AND in the National Guard or Air National Guard.  A value of 5 reports when the student has parents/guardians who have an active duty status (Active Duty Deployed) in the National Guard or Air National Guard.  A value of 5 reports when the student has parents/guardians who have an active duty status (Active Duty Deployed) in the National Guard or Air National Guard.  A value of 5 reports when the student has parents/guardians who have an active duty status (Active Duty Deployed) in the Armed Services Reserves (Air Force Reserve, Army Reserve, Coast Guard Reserve, Marine Corps Reserve, Navy Reserve).	Census > People > Military Connections  MilitaryConnections.status



<b>Data Element</b>	Numeric 1 digit Description	Location