

# BIE ISEP Instructional Certification Report

Last Modified on 10/21/2024 8:20 am CDT

Tool Search: Instructional Certification

[Report Logic](#) | [Report Editor](#) | [Report Layout](#) | [Eligibility Calculation](#) | [Attendance Calculations](#)

ISEP (Indian School Equalization Program ) Verification and Certification is the Education Resource Center (ERC) process that verifies student eligibility. The ISEP Instructional Verification Report collects the required information for verification of student eligibility (e.g., demographics, instructional program enrollments, and Instructional program enrollments). Report information is used in calculating and distributing ISEP funding.

ISEP Certification is a two-step process involving verification and certification of student information. The ISEP Verification Report is generated and printed, then evaluated by the school and ERC. As errors in the data are found and corrected in the District Edition, the Verification Report is re-run and reviewed again. The process of running the Verification Report, evaluating the student information, and correcting errors is repeated until the data is considered accurate. When the school and ERC confirm that the data is accurate in the Verification Report, the Certification Report (a formal roster) is run and the data is printed and signed by the Education Program Administrator, school principal, and the school board chairperson. Certification is the official endorsement of the roster (student list).

## BIE ISEP Instructional Certification Report ☆

**BIE Instructional Certification Report**

This report will use the Year and School selected in the top toolbar. This report can reprint the report using data from last certification OR run report against current data. The report will be generated as PDF format.

**Report Options**

Type

Reprint Certification Report (PDF) ▾

Generate Report

Submit to Batch

**Select Calendars**

CTRL-click and SHIFT-click for multiple

Refresh Show top 50 ▾ tasks submitted between 05/26/2023 and 06/02/2023

Batch Queue List			
Queued Time	Report Title	Status	Download

BIE ISEP Instructional Certification Report Editor

The ISEP Instructional Certification Report has individual tool rights for each type of report generated (CSV / PDF). Users must have **Read** tool rights for the report type selected as well as rights to any calendar(s) selected. If generating the report for a historical calendar, the user must have modify tool rights for the calendar to generate the report for new data. Please refer to the [User Calendar Rights](#) article for more information.

## Report Logic

Report can be generated at the state and district levels.

Report is based on the entire instructional calendar. The first day in the calendar marked as 'Instruction' through the last day in the calendar marked 'Instruction'.

Enrollment records with any of the following indicators are **excluded** from the reports and all calculations:

- BIE Exclude
- No Show
- Not in a BIE Grade Level (01-12) tied to an appropriate BIE Grade Level Code

## Report Editor

Report Option	Description
<b>Type</b>	<p><b>Run Certification Report on New Data (PDF)</b> : Real-time district data reported in PDF format.</p> <p><b>Reprint Certification Report (PDF)</b>: Data already existing in the BIEISEPVerInstructional table reported in PDF format.</p> <p><b>Reprint Certification Report (CSV)</b>:Data already existing in the BIEISEPVerInstructional table reported in CSV format.</p>
<b>Select Calendars</b>	The schools available for selection are determined based on the District / School selected in the Campus toolbar. At least one school calendar must be selected in order to generate the report.
<b>Generate Report</b>	To display the results of the report immediately, click the <b>Generate Report</b> button. This is best if the selection criteria is small (one or two calendars, a short date range, a smaller student selection, etc.).
<b>Submit to Batch</b>	To display the results of the report at a later time, click the <b>Submit to Batch</b> button. The Batch Queue tool is used by some districts /states to generate large, system-intense reports. This tool helps prevent report time-out errors and/or system performance issues. See the <a href="#">Batch Queue</a> article for more information.

## Report Layout

The following sections describe each section of the ISEP BIE Instructional Certification Report.

### Header

The header describes the reporting entity, calendar, ISEP reporting date range, and the number of records for the Program Type, Eligibility status, and grade level listed.

▶ [Click here to expand...](#)

Generated on 06/02/2023 11:04:37 AM  
 Data extracted on 06/02/2022  
 Page 1 of 14

### ISEP Eligible/Non-Eligible/Exceptions Roster Report Type: Certification

**CONTROLLED:** This page contains PII and should be handled to protect privacy.

Education Resource Center Name and Code:  
 BIE Region Name and Code:  
 District Name:  
 School Name and BIE School Number:  
 Calendar:  
 Program Type I: Instructional  
 ISEP Reporting Date Range: 08/19/2021 - 05/19/2022 (176 Inst. Days)  
 Calendar:  
**Total Eligible Grade 04 Students for Program Type I: 3**

Program Type I: Instructional      Status: Eligible      Grade: 04

*Header Section of BIE ISEP Instructional Certification Report*

Field	Description	Location
<b>Education Resource Center Name and Code</b>	The Code and Name of the Education Resource Center selected on the school's School History at the time of report generation.	System Administration > Resources > School > School History > Education Resource Center (ERC)  school.ercBIE
<b>BIE Region Name and Code</b>	A school's BIE Region affiliation is determined by the Education Resource Center (ERC) value entered on the School History active at the time of report generation. <ul style="list-style-type: none"> <li>Returns as Navajo (NAV) if the school's ERC value is NCHITC, NCHIBO, NCROTC, NCROBO, NSHPTC, NSHPBO, NTUBTC, NTUBBO, NWINTC, or NWINBO</li> <li>Returns as Tribally Controlled (TCS) if the school's ERC value is ABQTCS, FLATCS, KYLTCS, MINTCS, BISTCS, NASTCS, or SEATCS</li> <li>Returns as Bureau Operated (BOS) if the school's ERC value is ABQBOS, BELBOS, PHXBOS, or PINBOS</li> </ul>	System Administration > Resources > School > School History > Education Resource Center (ERC)  school.schoolTypeBIE

Field	Description	Location
<b>District Name</b>	The name of the reporting district.	System Administration > Resources > District Information > Name  district.name
<b>School Name and BIE School Number</b>	The school name and BIE School Number of the reporting school.	System Administration > Resources > School > Name and BIE School Number  School.name School.groupNumber
<b>Calendar</b>	The calendar used for reporting data.	System Administration > Calendar > Calendar > Name  calendar.name
<b>Program Type</b>	Always reports a value of I: Instructional.	System Administration > Calendar > Calendar > BIE Type
<b>ISEP Reporting Date Range</b>	Based on the Calendar(s) selected on the Extract Editor. Reports the earliest and most recent Date marked as Instructional on the Days Editor. Inst. Days returns count of total days marked as instruction in the Calendar selected.  <i>Date format: MM/DD/YYYY</i>	System Administration > Calendar > Calendar > Days > Day Detail > Instruction
<b>Sub header</b>		
<b>Calendar</b>	The calendar used for reporting data.	System Administration > Calendar > Calendar > Name  calendar.name
<b>Program Type</b>	Always reports a value of I: Instructional.	System Administration > Calendar > Calendar > BIE Type

Field	Description	Location
<b>Status</b>	<p>The type of status being reported.</p> <ul style="list-style-type: none"> <li>• Reports as Eligible if the student's Enrollment Type = 1: ISEP</li> <li>• Reports as Non-Eligible: if the student's Enrollment Type does NOT = 1: ISEP</li> </ul> <p>All records of the same status are grouped together.</p>	<p>Student Information &gt;            General &gt;            Enrollments &gt; Bureau of Indian Education Reporting &gt;            Enrollment Type</p>
<b>Grade</b>	<p>The mapped BIE Grade Level code of the students being reported for that page.</p>	<p>Student Information &gt;            General &gt;            Enrollments &gt; General Enrollment Information &gt; *Grade</p> <p>System Administration &gt;            Resources &gt;            &gt; Grade Level Definitions &gt;            BIE Grade Level Definitions &gt;            BIE Grade Level Definitions Editor &gt;            BIE Grade Level Definitions Detail &gt;            *Code</p>
<b>Total Eligible Grade XX Students for Program Type</b>	<p>The total number of students for the reporting status and within the grade being reported. Each student is only counted once regardless of the number of enrollments.</p>	<p>Not dynamically stored.</p>

## Body of Report

The body of the report describes detailed information about each eligible student.

▶ [Click here to expand...](#)

Student Name	DOB	Gender	NASISID	Tribe												
Student A	01/01/1901	M														
Start	End	DIS	SpedPlace	G/T	LEP	NLL	Prog	MemDays	ADM	F/H/L	% Enroll	Min%Enroll	No Tribe	No DOB	Non-ISEP	Entry Age
08/17/2022				N	N	I	175	1.00	F	100						
Student B	01/01/1901	M														
Start	End	DIS	SpedPlace	G/T	LEP	NLL	Prog	MemDays	ADM	F/H/L	% Enroll	Min%Enroll	No Tribe	No DOB	Non-ISEP	Entry Age
08/11/2022	09/20/2022			N	N	I	28	0.16	F	100						
Student C	01/01/1901	M														
Start	End	DIS	SpedPlace	G/T	LEP	NLL	Prog	MemDays	ADM	F/H/L	% Enroll	Min%Enroll	No Tribe	No DOB	Non-ISEP	Entry Age
08/16/2022				N	N	I	175	1.00	F	100						

Body of BIE ISEP Instructional Certification Report

Field	Description	Location
<b>Student Name</b>	The student's first, middle and last name.  <i>Alphanumeric</i>	Census > People > Demographics > Person Information > First Name, Middle Name, Last Name  Identity.firstName Identity.middleName Identity.lastName
<b>DOB</b>	The student's date of birth.  <i>Date/Time Field, 10 digits</i>	Census > People > Demographics > Person Information > Birth Date  Identity.birthdate
<b>Gender</b>	The student's gender.  Alphanumeric, 2 characters	Census > People > Demographics > Person Information > Gender  Identity.gender
<b>NASISID</b>	The student's NASIS ID.  <i>Numeric, 15 digits</i>	Census > Demographics > Person Identifiers > NASIS ID  Person.otherID
<b>Tribe</b>	The student's tribe.  <i>Numeric, 3 digits</i>	Student Information > Program Participation > NASIS Programs > NASIS  NASIS.tribalCode
<b>Start</b>	The start date of the student's enrollment record.  <i>Date Format, MM/DD/YYYY</i>	Student Information > General > Enrollments > Start Date  Enrollment.startDate

Field	Description	Location
<b>End</b>	<p>The end date of the student's enrollment record.</p> <p><i>Date Format, MM/DD/YYYY</i></p>	<p>Student Information &gt; General &gt; Enrollments &gt; End Date</p> <p>Enrollment.endDate</p>
<b>DIS</b>	<p>The student's primary disability.</p> <ul style="list-style-type: none"> <li>• 40 = Mental Retardation</li> <li>• 41 = Hearing Impairments / Deafness</li> <li>• 42 = Speech or Language Impairments</li> <li>• 43 = Visual Impairments</li> <li>• 44 = Emotional Disturbance</li> <li>• 45 = Orthopedic Impairments</li> <li>• 46 = Other Health Impairments</li> <li>• 47 = Specific Learning Disabilities</li> <li>• 48 = Deaf / Blindness</li> <li>• 49 = Multiple Disabilities</li> <li>• 50 = Autism</li> <li>• 51 = Traumatic Brain Injury</li> <li>• 52 = Developmental Delay</li> </ul> <p><i>Numeric, 2 digits</i></p>	<p>Student Information &gt; General &gt; Enrollments &gt; Bureau of Indian Education Reporting &gt; Primary Disability</p> <p>EnrollmentBIE.disability1BIE</p>



Field	Description	Location
<b>SpedPlace</b>	<p>The student's Special Ed Setting.</p> <ul style="list-style-type: none"> <li>• A01 = EC/KG age 3-5 Regular at least 80%</li> <li>• A02 = EC/KG age 3-5 Regular 40% - 79%</li> <li>• A03 = EC/KG age 3-5 Regular less than 40%</li> <li>• B01 = EC/KG age 3-5 Separate class</li> <li>• B02 = EC/KG age 3-5 Separate school</li> <li>• B03 = EC/KG age 3-5 Residential facility</li> <li>• B04 = EC/KG age 3-5 Home</li> <li>• B05 = EC/KG age 3-5 Service Provider Location</li> <li>• A = Inside regular class 80% or more of day</li> <li>• B = Inside regular class 40% - 79% of day</li> <li>• C = Inside regular class less than 40% of day</li> <li>• D = Separate School</li> <li>• E = Residential Facility</li> <li>• F = Homebound/Hospital</li> <li>• G = Correctional Facility</li> <li>• H = Parentally Placed in Private Schools</li> </ul> <p><i>Alphanumeric, 3 characters</i></p>	<p>Student Information &gt; General &gt; Enrollments &gt; Bureau of Indian Education Reporting &gt; Special Ed Setting</p> <p>EnrollmentBIE.specialEdSettingBIE</p>
<b>G/T</b>	<p>The student's gifted/talented code.</p> <ul style="list-style-type: none"> <li>• A = Intellectual Ability</li> <li>• B = Creativity/Divergent Thinking</li> <li>• C = Academic Aptitude/Achievement</li> <li>• D = Leadership</li> <li>• E = Aptitude in Visual and Performing Arts</li> </ul> <p><i>Alpha, 1 character</i></p>	<p>Student Information &gt; General &gt; Enrollments &gt; Bureau of Indian Education Reporting &gt; Gifted/Talented</p> <p>EnrollmentBIE.giftedTalentedBIE</p>

Field	Description	Location
<b>LEP</b>	<p>Indicates if the student is considered and counted as an English Learner (EL).</p> <p>A student will be counted as EL if they meet the following criteria:</p> <ul style="list-style-type: none"> <li>The student has an EL Status = EL and the EL Start Date is on or before the last instructional day of the calendar where the student is enrolled.</li> <li>The student has an EL Status = Exited EL and the Program Exit Date, First Year Monitoring or Second Year Monitoring data is on or between the calendar start and end dates where the student has a qualifying enrollment record.</li> </ul> <p><i>Alpha, 1 character</i></p>	<p>Student Information &gt; Program Participation &gt; English Learner (EL) &gt; EL</p> <p>Lep.programStatus Lep.exitDate Lep.identifiedDate</p>
<b>NLL</b>	<p>Indicates if the student is considered and counted as a Native Language Learner for Maintenance or Restoration (NLL).</p> <p><i>Alpha, 1 character</i></p>	<p>Student Information &gt; General &gt; Enrollments &gt; Bureau of Indian Education Reporting &gt; NLL for Maint or Resto</p> <p>EnrollmentBIE.mllMaintResto</p>
<b>Prog</b>	<p>Program Type for the report. Always reports a value of "I".</p>	
<b>MemDays</b>	<p>Total number of days marked as "Instruction" during the student's enrollment record period. See the <a href="#">Attendance Calculations</a> section below for more information.</p> <p><i>Numeric, 3 digits</i></p>	<p>Calculated, not dynamically stored</p>

Field	Description	Location
<b>ADM</b>	<p>Student membership days divided by total instructional days in calendar. This number is rounded to two decimal places (#.##). See the <a href="#">Attendance Calculations</a> section below for more information.</p> <p><i>Numeric, 3 digits #.##</i></p>	<p>Calculated, not dynamically stored</p>
<b>F/H/L</b>	<p>Indicates the student's Percent Enrolled.</p> <p><i>F = 100%</i> <i>H = 99-50%</i> <i>L = 49% or below</i></p> <p><i>Alphanumeric, 1 character</i></p>	<p>Student Information &gt; General &gt; Enrollments &gt; Bureau of Indian Education Reporting &gt; Percent Enrolled</p> <p>enrollmentBIE.percentEnrolledBIE</p>
<b>% Enroll</b>	<p>The student's Percent Enrolled.</p> <p><i>Decimal, 6 digits XXX.XXX</i></p>	<p>Student Information &gt; General &gt; Enrollments &gt; Bureau of Indian Education Reporting &gt; Percent Enrolled</p> <p>enrollmentBIE.percentEnrolledBIE</p>
<b>Min % Enroll</b>	<p>Indicates if the student does not meet minimum Percent Enrolled criteria.</p> <p>X = If student Grade Level is 1-6 and Percent Enrolled is not 100% or if student Grade Level is KG or 7-12 and Percent Enrolled is equal to or less than 50%.</p> <p><i>Alphanumeric, 1 character</i></p>	<p>Student Information &gt; General &gt; Enrollments &gt; Bureau of Indian Education Reporting &gt; Percent Enrolled</p> <p>enrollmentBIE.percentEnrolledBIE</p>
<b>No Tribe</b>	<p>Indicates if the student is not a tribal member.</p> <p><i>X = If Tribe is null or 999: Non Tribal Member</i></p> <p><i>Alphanumeric, 1 character</i></p>	<p>Student Information &gt; Program Participation &gt; NASIS Programs &gt; NASIS</p> <p>NASIS.tribalCode</p>

Field	Description	Location
<b>No DOB</b>	<p>Indicates if the student has no date of birth entered within Campus.  X = No date of birth  Null = Date of birth exists within Campus</p> <p><i>Alphanumeric, 1 character</i></p>	<p>Census &gt; People &gt; Demographics &gt; Person Information &gt; Birth Date</p> <p>Identity.birthdate</p>
<b>Non-ISEP</b>	<p>Indicates if the student's enrollment record Enrollment Type is not ISEP.  X = Enrollment Type is 2: Non-ISEP or 3: Public Enrolled</p> <p><i>Alphanumeric, 1 character</i></p>	<p>Student Information &gt; General &gt; Enrollments &gt; Bureau of Indian Education Reporting &gt; Enrollment Type</p> <p>enrollmentBIE.stateAidBIE</p>
<b>Entry Age</b>	<p>Indicates if the student does not satisfy report age requirements.</p> <p>A value of X is reported if any of the following are true:</p> <ul style="list-style-type: none"> <li>• Student is in KG and less than 5 years old as of 12/31 of the start year of the reporting calendar.</li> <li>• Student is in 1st grade and is less than 6 as of 12/31 of the start year of the reporting calendar.</li> <li>• Student is a Special Education student who is 22 years old or over as of the first day of the student's first enrollment in the reporting school year.</li> <li>• Student is a non-Special Education student who is 21 years or older as of the first day of the student's first enrollment in the reporting school year.</li> </ul> <p><i>Alphanumeric, 1 character</i></p>	<p>Census &gt; People &gt; Demographics &gt; Person Information &gt; Birth Date</p> <p>Identity.birthDate</p>

## Exceptions and Totals

The Exceptions section describes all students for whom the report could not determine eligibility. See the [Eligibility Calculation](#) section for more information.

The Verification Summary for Qualified Students table provides a breakdown of how many students per grade qualified for each category (ADM, SPED, Lang, GT).

▶ [Click here to expand...](#)

Exceptions Certifications						
Total Exceptions: 0						
Name	Grade	Exception Type				
Verification Summary for Qualified Students						
Grade	Total Students	ADM*	SPED	LEP	NLL	GT
04	3	2.19	1	0	0	0
05	4	3.23	0	0	0	0
06	9	6.39	2	1	0	0
07	16	8.80	2	2	0	0
08	29	19.75	4	5	0	0
Total	61	40.36	9	8	0	0

  

	Total Students	ADM*	SPED	Language	GT
School Total	61	40.36	9	8	0

\*Average Daily Membership: student membership days divided by total instructional days in calendar multiplied by percent enrolled.

*Exceptions and Totals Section of BIE ISEP Instructional Certification Report*

Column	Description
<b>Total Exceptions</b>	Total number of students who have eligibility exceptions.
<b>Name</b>	The name of each student with an eligibility exception.
<b>Grade</b>	The grade of each student with an eligibility exception.
<b>Exception Type</b>	The type of exception tied to the student.

Column	Description
<b>Verification Summary for Qualified Students</b>	<p>The Verification Summary for Qualified Students section lists totals for each of the following categories:</p> <ul style="list-style-type: none"> <li>• <b>Grade:</b> The reporting grade level.</li> <li>• <b>Total Students:</b> Total number of students eligible per grade.</li> <li>• <b>ADM:</b> Sum of eligible individual student's ADM per grade.</li> <li>• <b>SPED:</b> Total number of eligible students in the grade that have a primary disability and/or special education setting.</li> <li>• <b>LEP:</b> Total number of eligible students considered and counted as an English Learner (EL).</li> <li>• <b>NLL:</b> Total number of eligible students considered and counted as a Native Language Learner for Maintenance or Restoration.</li> <li>• <b>GT:</b> Total number of eligible students in the grade with a Gifted/Talented code.</li> </ul>
<b>School Total</b>	<p>The School Totals section lists a school-wide count of the following categories:</p> <ul style="list-style-type: none"> <li>• <b>Total Students:</b> Total number of students eligible within the school.</li> <li>• <b>ADM:</b> Sum of eligible individual student's ADM in the school.</li> <li>• <b>SPED:</b> Total number of eligible students in the school that have a primary disability and/or special education setting.</li> <li>• <b>Language:</b> Total number of eligible students in the school in Language Program.</li> <li>• <b>GT:</b> Total number of eligible students in the school with a Gifted/Talented code.</li> </ul>

## Signature Page

Generated on 06/02/2023 11:04:37 AM  
Data extracted on 06/02/2022

**ISEP Eligible/Non-Eligible/Exceptions Roster cont.**  
**Report Type: Certification**  
**CONTROLLED:** This page contains PII and should be handled to protect privacy.

Education Resource Center Name and Code:

BIE Region Name and Code:

School Name and Calendar:

**Example School**

**Certification of the ISEP Student Instructional Membership**

We certify that this account was conducted in accordance with 25 CFR, Part 39 the Indian School Equalization Program (ISEP) Membership Regulations, and that all forms were completed by personnel instructed in and knowledgeable of ISEP rules and regulations. The attached Student Roster accurately represents the membership of the school and education programs for the school year specified.

\_\_\_\_\_  
Name and Title of Chief School Administrator

\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
Name and Title of Education Program Administrator

\_\_\_\_\_  
Signature and Date

**CERTIFICATION OF SCHOOL BOARD**

I, the lawfully appointed or elected Chairperson of the above named school, have reviewed the Student Roster herewith submitted and processes under which the count was completed. I attest that information accurately represents the school's membership and educational programs for the school year specified.

\_\_\_\_\_  
Name and Title of Board Chairperson

\_\_\_\_\_  
Signature and Date

*BIE ISEP Instructional Certification Report-Signature Page*

## Eligibility Calculation

ISEP funding is distributed to schools and dormitories based on membership eligibility. If a student's membership / enrollment meets **all** of the required eligibility criteria, that student's record receives a status of Eligible. In cases where a record fails to meet one or more of the eligibility criteria, that record is listed as Non-Eligible. Each enrollment is analyzed individually to determine eligibility status; therefore, the same student may have enrollment records that appear under both sections.

▶ [Click here to expand...](#)

### Student enrollment records are considered eligible if they meet all of the following criteria:

- Enrolled in an Instructional program for the selected calendar (Calendar.calendarID matches enrollment.calendarID and calendar.type = I)
- Enrollment record has an Enrollment Type = 1: ISEP.
- Student has a valid birth date.
- Student has a Tribal Code not null or 999: Non-Tribal Member.

- Student is enrolled in a recognized BIE grade level of 01-12. The grade level should be mapped to a BIE Grade Mapping. If not, logic looks at the State and Local Grade level to determine if it matches a BIE Grade Mapping value.
- Student has a gender of Male or Female.
- The student meets ISEP age requirements:
  - Kindergarten: At least 5 years old by December 31 of the start year of the reporting calendar.
  - First Grade: At least 6 years old by December 31 of the start year of the reporting calendar.
  - Special Education student (with a Special Ed Status = 03: Receiving Services or 04: Terminated from Services), must be under 22 years old as of the first day of the student's enrollment for the reporting school year.
  - Non-Special Education students must be under 21 years old as of the first day of the student's first enrollment record for the reporting school year.
- The student must meet the minimum percent enrolled.
  - If student is in BIE grades KG or 7-12, Percent Enrolled must be equal to or greater than 50%.
  - If student is in BIE grades 1-6, Percent Enrolled must equal 100%.

## **Student enrollment records are considered Non-eligible if they meet any of the following criteria:**

Student enrollment records that fail to meet one or more of the following eligibility criteria will receive a status of Non-Eligible and will appear after all Eligible enrollments are listed. If a student has multiple enrollments, they may have non-eligible enrollments and an eligible enrollment. Students who do not have any eligible enrollments will report in the Non-Eligible section of the report will not be eligible for ISEP funding.

- Enrollment record has a Enrollment Type = null or any value other than 1: ISEP.
- Student has a Tribal Code = null or 999: Non-Tribal Member.
- Student is in BIE grades KG or 7-12 with a Percent Enrolled less than 50%.
- Student is in BIE grades 1-6 with a Percent Enrolled less than 100%.
- Student is in Kindergarten and is less than 5 years old as of December 31st of the start year of the reporting calendar.
- Student is in First Grade and is less than 6 years old as of December 31st of the start year of the reporting calendar.
- Student is a Special Education student who is 22 years old or over as of the first day of the student's first enrollment in the reporting school year.
- Student is a non-Special Education student who is 21 years or older as of the first day of the student's first enrollment in the reporting school year.

## **Student enrollment records are considered Exceptions when any of the following data inconsistencies are identified:**

Students are listed in the Exceptions section of the report when their eligibility or non-eligibility requires further investigation. Students who are listed with Exceptions are listed in the Eligible or Non-Eligible section of the report.



- Student is enrolled in more than one instructional program. (Exception Code: MultiCal)
- Student has enrollment records in different grade levels within the same calendar. In most cases, a student should not be enrolled in two different grade levels at the same time. If this exception is identified the enrollment records are flagged for further investigation by the school and ELO. (Exception Code: MultGrade)

## Attendance Calculations

Only calendars meeting the following criteria report data:

- Flagged as Instructional.
- Does NOT have the Exclude checkbox marked.

▶ [Click here to expand...](#)

## Membership Days Calculation

The total number of days marked as Instruction during the student's enrollment period.

- If a student's enrollment starts or stops during the first 10 day instructional days of the calendar, adjustment may be necessary. To determine the adjustment, you must look at the student's attendance.
- If the student was present for 5 or more of the first 10 instructional days, the student gets credit for the full 10 days. These adjustment days must be added on to the student's total membership count.
- If a student has more than 5 instructional days in membership over the first 10 days but less than 10, and there is another enrollment during those first 10 days, the sum of membership days between the two enrollments should not equal more than 10.
- If the student qualifies for the adjustment, the membership days of the most recent enrollment should be calculated as (10 - membership days of other enrollment) so that the total membership days during those first 10 days is equal to 10.

## Instructional Days Calculation

The total number of days marked Instruction for the calendar being reported. The number:

- Is not tied to the student's enrollment.
- Should be the same for all students on the report.
- Is displayed in the header and used for student ADM calculations.

## ADM Calculation

Student membership days divided by total instructional days in the calendar multiplied by the student's percent enrolled. This number is rounded to two decimal places (##.##).