

# BIE ISEP Instructional Certification Report

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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...](#)

### Body of Report

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

▶ [Click here to expand...](#)

## 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...](#)

## 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...](#)

## Attendance Calculations

Only calendars meeting the following criteria report data:

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

▶ [Click here to expand...](#)

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