BIE ISEP Instructional Verification Report

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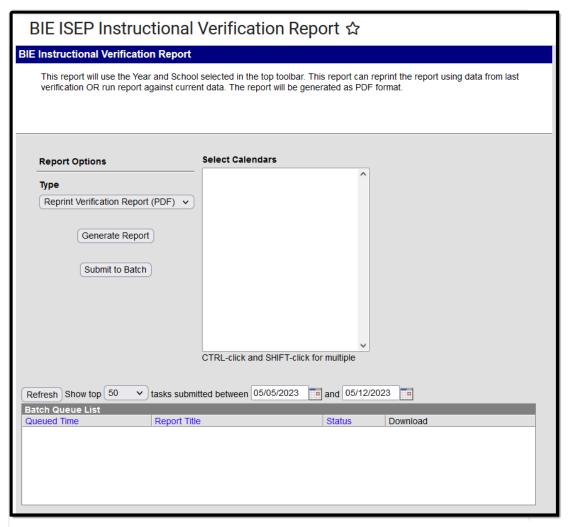
Tool Search: BIE ISEP Instructional Verification Report

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).

Report Logic | Report Editor | Report Layout | Eligibility Calculation | Attendance Calculations

BIE ISEP Instructional Verification Report Editor

Read -Generate the report.
Write- N/A
Add- N/A
Delete - N/A

In order to generate this report, 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 in order to generate the report for new data. Please refer to the User Calendar Rights article for more information. For more information about Tool Rights and how they function, see the Tool Rights article.

Report Logic

Report can be generated at the state and district levels.
Report can be run for any year for which the user has Calendar Rights.

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
Type	**Run Verification Report on New Data (PDF)** : Real-time district data reported in PDF format. **Run Verification Report on New Data (CSV)** : Real-time district data reported in CSV format. ***Reprint Verification Report (PDF)**: Data already existing in the BIEISEPVerInstructional table reported in PDF format. ***Reprint Verification Report (CSV)**:Data already existing in the BIEISEPVerInstructional table reported in CSV format. **Reported data is that which was last requested and stored on the table.*
Select Calendars	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.
Generate Report	To display the results of the report immediately, click the **Generate Report** button. This is best if the selection criteria is small (one or two calendars, a short date range, a smaller student selection, etc.).
Submit to Batch	To display the results of the report at a later time, click the **Submit to Batch** 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 Batch Queue article for more information.

Report Layout

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

Header Section of BIE ISEP Instructional Verification Report

Field	Description	Location
Education Resource Center Name and Code	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
BIE Region Name and Code	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. • Returns as Navajo (NAV) if the school's ERC value is NCHITC, NCHIBO, NCROTC, NCROBO, NSHPTC, NSHPBO, NTUBTC, NTUBBO, NWINTC, or NWINBO • Returns as Tribally Controlled (TCS) if the school's ERC value is ABQTCS, FLATCS, KYLTCS, MINTCS, BISTCS, NASTCS, or SEATCS • Returns as Bureau Operated (BOS) if the school's ERC value is ABQBOS, BELBOS, PHXBOS, or PINBOS	System Administration > Resources > School > School History > Education Resource Center (ERC) school.schoolTypeBIE
District Name	The name of the reporting district.	System Administration > Resources > District Information > Name district.name

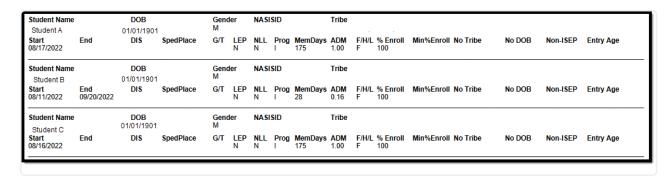| Field	Description	Location
School Name and BIE School Number	The school name and BIE School Number of the reporting school.	System Administration > Resources > School > Name and BIE School Number School.name School.groupNumber
Calendar	The calendar used for reporting data.	System Administration > Calendar > Calendar > Name calendar.name
Program Type	Always reports a value of I: Instructional.	System Administration > Calendar > Calendar > BIE Type
ISEP Reporting Date Range	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. *Date format: MM/DD/YYYY*	System Administration > Calendar > Calendar > Days > Day Detail > Instruction
Sub header		
Calendar	The calendar used for reporting data.	System Administration > Calendar > Calendar > Name calendar.name
Program Type	Always reports a value of I: Instructional.	System Administration > Calendar > Calendar > BIE Type
Status	The type of status being reported. • Reports as Eligible if the student's Enrollment Type = 1: ISEP • Reports as Non-Eligible: if the student's Enrollment Type does NOT = 1: ISEP All records of the same status are grouped together.	Student Information > General > Enrollments > Bureau of Indian Education Reporting > Enrollment Type

Field	Description	Location
Grade	The mapped BIE Grade Level code of the students being reported for that page.	Student Information > General > Enrollments > General Enrollment Information > *Grade

System Administration > Resources > Grade Level Definitions > BIE Grade Level Definitions > BIE Grade Level Definitions Editor > BIE Grade Level Definitions Detail > *Code |
| **Total Eligible Grade XX Students for Program Type** | 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. | Not dynamically stored. |

Body of Report

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

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Body of BIE ISEP Instructional Verification Report

Field	Description	Location

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

Field	Description	Location
DIS	The student's primary disability. • 40 = Mental Retardation • 41 = Hearing Impairments / Deafness • 42 = Speech or Language Impairments • 43 = Visual Impairments • 44 = Emotional Disturbance • 45 = Orthopedic Impairments • 46 = Other Health Impairments • 47 = Specific Learning Disabilities • 48 = Deaf / Blindness • 49 = Multiple Disabilities • 50 = Autism • 51 = Traumatic Brain Injury • 52 = Developmental Delay *Numeric, 2 digits*	Student Information > General > Enrollments > Bureau of Indian Education Reporting > Primary Disability EnrollmentBIE.disability1BIE

Field	Description	Location
SpedPlace	The student's Special Ed Setting. • A01 = EC/KG age 3-5 Regular at least 80% • A02 = EC/KG age 3-5 Regular 40% - 79% • A03 = EC/KG age 3-5 Regular less than 40% • B01 = EC/KG age 3-5 Separate class • B02 = EC/KG age 3-5 Separate school • B03 = EC/KG age 3-5 Residential facility • B04 = EC/KG age 3-5 Home • B05 = EC/KG age 3-5 Service Provider Location • A = Inside regular class 80% or more of day • B = Inside regular class 40% - 79% of day • C = Inside regular class less than 40% of day • D = Separate School • E = Residential Facility • F = Homebound/Hospital • G = Correctional Facility • H = Parentally Placed in Private Schools *Alphanumeric, 3 characters*	Student Information > General > Enrollments > Bureau of Indian Education Reporting > Special Ed Setting EnrollmentBIE.specialEdSettingBIE
G/T	The student's gifted/talented code. • A = Intellectual Ability • B = Creativity/Divergent Thinking • C = Academic Aptitude/Achievement • D = Leadership • E = Aptitude in Visual and Performing Arts *Alpha, 1 character*	Student Information > General > Enrollments > Bureau of Indian Education Reporting > Gifted/Talented EnrollmentBIE.giftedTalentedBIE

Field	Description	Location
LEP	Indicates if the student is considered and counted as an English Learner (EL). A student will be counted as EL if they meet the following criteria: • 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. • 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. *Alpha, 1 character*	Student Information > Program Participation > English Learner (EL) > EL Lep.programStatus Lep.exitDate Lep.identifiedDate
NLL	Indicates if the student is considered and counted as a Native Language Learner for Maintenance or Restoration (NLL). *Alpha, 1 character*	Student Information > General > Enrollments > Bureau of Indian Education Reporting > NLL for Maint or Resto EnrollmentBIE.mllMaintResto
Prog	Program Type for the report. Always reports a value of "I".	
MemDays	Total number of days marked as "Instruction" during the student's enrollment record period. See the Attendance Calculations section below for more information. *Numeric, 3 digits*	Calculated, not dynamically stored

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

Field	Description	Location
No DOB	Indicates if the student has no date of birth entered within Campus. X = No date of birth Null = Date of birth exists within Campus *Alphanumeric, 1 character*	Census > People > Demographics > Person Information > Birth Date Identity.birthdate
Non-ISEP	Indicates if the student's enrollment record Enrollment Type is not ISEP. X = Enrollment Type is 2: Non-ISEP or 3: Public Enrolled *Alphanumeric, 1 character*	Student Information > General>Enrollments > Bureau of Indian Education Reporting > Enrollment Type enrollmentBIE.stateAidBIE
Entry Age	Indicates if the student does not satisfy report age requirements. A value of X is reported if any of the following are true: • Student is in KG and less than 5 years old as of 12/31 of the start year of the reporting calendar. • Student is in 1st grade and is less than 6 as of 12/31 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. *Alphanumeric, 1 character*	Census > People > Demographics > Person Information > Birth Date Identity.birthDate

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...

Students with multiple enrollment records in different grade levels are only counted once in all total fields. Students with multiple enrollment records in different grade levels are only counted for the grade level they were most recently enrolled in for the reporting year.

Exceptions Verifications

Total Exceptions: 0

Name	Grade	Exception Type

If a student has multiple enrollments or an exception type of Multi-Grade, they will be counted once in each category where they are eligible. If the student is eligible in multiple grade levels, they will only report in their most recent grade level.

If a student is both LEP and NLL eligible, they will be counted in each category in the Summary table but only once in the School Total for Language.

Verification Summary for Qualified Students

Grade	Total Students	ADM*	SPED	LEP	NLL	GT
02	48	43.82	5	36	0	10
03	46	45.65	7	44	0	3
04	48	44.51	8	46	0	1
05	38	35.20	8	30	0	5
06	34	30.75	5	30	0	6
Total	214	199.93	33	186	0	25

	Total Students	ADM*	SPED	Language	GT
School Total	214	199.93	33	186	25

*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 Verification Report

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

Column	Description
Verification Summary for Qualified Students	The Verification Summary for Qualified Students section lists totals for each of the following categories: • **Grade**: The reporting grade level. • **Total Students**: Total number of students eligible per grade. • **ADM**: Sum of eligible individual student's ADM per grade. • **SPED**: Total number of eligible students in the grade that have a primary disability and/or special education setting. • **LEP**: Total number of eligible students considered and counted as an English Learner (EL). • **NLL**: Total number of eligible students considered and counted as a Native Language Learner for Maintenance or Restoration. • **GT**: Total number of eligible students in the grade with a Gifted/Talented code. *If a student is both LEP and NLL eligible, they are counted in each category in the Summary table but only once in the School Total for Language.*
School Total	The School Totals section lists a school-wide count of the following categories: • **Total Students**: Total number of students eligible within the school. • **ADM**: Sum of eligible individual student's ADM in the school. • **SPED**: Total number of eligible students in the school that have a primary disability and/or special education setting. • **Lang**: Total number of eligible students in the school in Language Program. • **GT**: Total number of eligible students in the school with a Gifted/Talented code. *If a student is both LEP and NLL eligible, they are counted in each category in the Summary table but only once in the School Total for Language.*

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.

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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 (#.##).