

# Special Education Public Schools Report (New Hampshire)

Last Modified on 12/14/2025 8:45 pm CST

Tool Search: i4see Extracts

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The Special Education Public Schools Report sends information to the state for all students who enter the district after a user specified date.

The screenshot shows the 'i4see Extracts' tool interface. At the top, a header bar displays 'Reporting > NH State Reporting > i4see Extracts'. The main area is titled 'i4see Extracts ☆'. On the left, there's a 'Select Calendars' section with a radio button for 'active year' (selected) and two other options: 'list by school' and 'list by year'. Below this is a list of school names under the heading '23-24':  
23-24 Abbott Elementary  
23-24 Abbott High  
23-24 Abbott Middle  
23-24 Douglas High  
23-24 Douglas Middle  
23-24 Franklin Elementary  
23-24 Franklin High  
23-24 Franklin Middle  
23-24 Lincoln High  
23-24 Madison Elementary  
23-24 Madison High  
23-24 Stewart Middle  
A note at the bottom of this list says 'CTRL-click or SHIFT-click to select multiple'. On the left side of the main area, there are 'Extract Options' including 'Extract Type' (set to 'Special Ed Public Schools Report'), 'Start Date' and 'End Date' fields, an 'Ad Hoc Filter' dropdown, and a 'Report Format' dropdown set to 'State Format (CSV)'. At the bottom left are 'Generate Report' and 'Submit to Batch' buttons. At the very bottom of the interface, there's a 'Batch Queue List' with columns for 'Queued Time', 'Report Title', 'Status', and 'Download'. A message above the list says 'Refresh Show top 50 tasks submitted between 12/28/2023 and 01/04/2024'.

Special Ed Public Schools Report Editor

## Report Logic

The report includes all students meeting these requirements:

- The student has locked IEP.
- The student's Start Date in their IEP falls between the Editor Start Date and Editor End Date.
- The student has IEP End Date.

## Report Editor Options

Data Element	Description
<b>Extract Type</b>	Indicates the type of extract selected. Select <b>Special Ed Public Schools Report</b> from the list of options.
<b>Start Date</b>	Beginning date of the student enrollment records. Dates are entered in <i>mmddyy</i> format or can be selected by using the calendar icon.
<b>End Date</b>	End date of the student enrollment records. Dates are entered in the <i>mmddyy</i> format or can be selected by using the calendar icon.
<b>Ad Hoc Filter</b>	Selection of previously made filter that contains specific students to include in the label request.
<b>Report Format</b>	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.
<b>Select Calendars</b>	At least one calendar must be selected in order for the extract to generate. Calendars are selected by the active year, by the school or by the year. Students in the chosen calendars are included in the extract.

## Generate the Report

1. Select the **Special Ed Public Schools Report** from the **Extract Type** dropdown list.
2. Enter the **Start Date** and **End Date** of the enrollment records to include.
3. 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.

## Extract Layout

Data Element	Description	Location
<b>SASID</b>	State-assigned student identification number.  <i>Numeric, 10 digits</i>	Census > People > Demographics > Person Identifiers > State ID  Person.stateID
<b>Date of Birth</b>	Student's date of birth.  <i>Date field, 10 characters</i> <i>MM/DD/YYYY</i>	Census > People > Demographics > Person Information > Birth Date  Identity.birthdate

<b>Data Element</b>	<b>Description</b>	<b>Location</b>
<b>IEP Begin Date</b>	<p>Identifies the begin date for the period during the school year the student was under IEP.</p> <p><i>Date field, 10 characters MM/DD/YYYY</i></p>	<p>Student Information &gt; Special Ed &gt; Documents &gt; Plan &gt; Plan Outline &gt; Education Plan &gt; Start Date</p> <p>Plan.startDate</p>
<b>IEP End Date</b>	<p>Identifies the end date for the period during the school year the student was under IEP. If no End Date is in the student's IEP, reports blank.</p> <p><i>Date field, 10 characters MM/DD/YYYY</i></p>	<p>Student Information &gt; Special Ed &gt; Documents &gt; Plan &gt; Plan Outline &gt; Education Plan &gt; End Date</p> <p>Plan.endDate</p>