

BIE ISEP Residential 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 residential 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).

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BIE ISEP Residential Certification Report ☆

BIE Residential 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

Select Calendars

CTRL-click and SHIFT-click for multiple

Show top tasks submitted between and

Batch Queue List			
Queued Time	Report Title	Status	Download

BIE ISEP Residential Certification 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 only be run at the state level.

Report generates on only one school at a time.

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	<p>Run Certification Report on New Data: Real-time district data is reported in PDF format. Use this option to generate the most recent information.</p> <p>*Reprint Certification Report (PDF): Data already existing in the ISEP_Ver table reported in PDF format.</p> <p>*Reprint Certification Report (CSV): Data already existing in the ISEP_Ver table reported in CSV format.</p> <p><i>*Reported data is that which was last requested and stored on the table.</i></p>
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.
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. See the Batch Queue article for more information.

Report Layout

The following sections describe each section of the ISEP BIE Residential 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 (Residential, ECR, IRG).

[▶ Click here to expand...](#)

Signature Page

Education Resource Center Name and Code:
 BIE Region Name and Code:
 School Name and Calendar:

Example School
Certification of the ISEP Student Membership

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

122 Total Students (both ISEP and Non-ISEP)

 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 Residential 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 Residential.
- Does NOT have the Exclude checkbox marked.
- Does NOT have the Non-Instructional checkbox marked.

[▶ Click here to expand...](#)
