

# E-O-Y Enrollment Report (New Hampshire)

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At the end of the school year, districts must provide data for each student who was enrolled in the district at any point during the prior school year. This submission includes non-special education students who were the responsibility of the school but placed out-of-district (including nonpublic schools in state and all schools out-of-state).

i4see Extracts ☆

Reporting > NH State Reporting > i4see Extracts

i4see Extracts

This tool will extract data to complete several formats of the New Hampshire State-defined i4see reporting extracts. Choose the State Format (CSV) to get the file in the state defined format, otherwise choose HTML for testing/debugging. Note: Prior to submission, you must remove the header row, if one exists, and save the file as a "comma separated file".

Extract Options

Extract Type

E-O-Y Enrollment Report

Start Date

End Date

Ad Hoc Filter

Report Format

State Format (CSV)

Generate Report

Submit to Batch

Select Calendars

Which calendar(s) would you like to include in the report?

☒ active year
 ☐ list by school
 ☐ list by year

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

CTRL-click or SHIFT-click to select multiple

Refresh

Show top 50

tasks submitted between

12/28/2023

and

01/04/2024

Batch Queue List

Queued Time	Report Title	Status	Download

*End of Year Enrollment Report Editor*

## Report Logic

Students who attend one or more days of school during the selected calendar year will report. All entry and exit dates will report for a student as long as Enrollment has End Date and End Status. It is possible for one student to have more than one record on this report.

## Start and End Dates

- If a Start Date is entered on the Extract Editor, an End Date must also be entered. A warning message displays indicating the need for the End Date.
- If an End Date is entered on the Extract Editor, a Start Date must also be entered. A warning

message displays indicating the need for the Start Date.

- If a Start Date or End Date is not entered, the extract will generate for the entire school year for the selected calendar(s).
- If the Enrollment Start Date is on or after the Start Date entered on the report editor, the count is based on the enrollment start date.

## Half Days in Attendance

Half Days in Attendance (field 16) reports the number of half days a student was in attendance during the selected school year. Only days where the student was in attendance for at least half of the school day are counted. If an exit date exists for this record, the half days in attendance include only half days between the entry and exit dates.

- In-school suspensions are considered days in attendance.
- Out-of-school suspensions are considered absences.
- Expulsions are not included as they fall after the Exit Date and before a re-Entry date.

Only instructional days in the selected calendar are counted, and only those days that are on or between the dates entered in the Start and End Date fields on the report editor.

- If a student's enrollment start date is after the report editor start date, the count is based on the student's enrollment start date.
- If the student has an enrollment exit date that is before the report editor end date, the count is based on the student's enrollment exit date.
- If the Percent Enrolled (FullDayPct) field is not null, it must be multiplied by the Half Days in Attendance total.
- If the student exited, only the days in attendance during the enrollment start and date are counted.

Any student with an enrollment start date and enrollment end date equal to the first day of school AND an enrollment status of 7, a value of 0 reports.

### Percent Enrolled

When the Percent Enrolled field has a value and the Enrollment End Date has a value:

- All days are counted for that calendar that are instructional and where the day is after or the same day as the start date of the enrollment and before or the same day as the end date of the enrollment. Multiply by two.
- Subtract from that the sum of all absent half days.
- Multiply that by the Percent Enrolled divided by 100.

When the Percent Enrolled field has a value and the Enrollment End does not have a value:

- All days are counted for that calendar that are instructional and where the day is after or the same day as the start date of the enrollment. Multiply by two.
- Subtract from that the sum of all absent half days.
- Multiply that by the Percent Enrolled divided by 100.

When the Percent Enrolled field does not have a value and the Enrollment End Date does have a

value:

- All days are counted for that calendar that are instructional and where the day is after or the same day as the start date of the enrollment and before or the same day as the end date of the enrollment. Multiply by two.
- Subtract from that the sum of all absent half days.

When the Percent Enrolled field does not have a value and the Enrollment End Date does not have a value:

- All days are counted for that calendar that are instructional and where the day is after or the same day as the start date of the enrollment. Multiply by two.
- Subtract from that the sum of all absent half days.

## Half Days in Absence

Half Days in Absence (field 17) reports the number of half days the student was absent during the given school year. Only days where the student was absent at least half of the school day report. If an exit date exists for this record, the half days absent includes only half days between the entry and exit dates.

- In-school suspensions are considered days in attendance.
- Out-of-school suspensions are considered absences.
- Expulsions are not included as they fall after the Exit Date and before a re-Entry date.

Only instructional days in the selected calendar are counted, and only those days that are on or between the dates entered in the Start and End Date fields on the report editor.

- If a student's enrollment start date is after the report editor start date, the count is based on the student's enrollment start date.
- If the student has an enrollment exit date that is before the report editor end date, the count is based on the student's enrollment exit date.

Any student with an enrollment start date and enrollment end date equal to the first day of school AND an enrollment status of 7, a value of 0 reports.

### Percent Enrolled

If the Percent Enrolled (FullDayPct) is not null, it is multiplied by the Half Days Absent total.

For every person/day with attendance/calendar/enrollment:

- When the difference between the period start time and the period end time minus the period lunch time minus the attendance present minutes is greater than or equal to the Half Day Absence value on entered on the Calendar or 180, the difference is greater than or equal to the whole day absence value or 240, the Absent Half Days value is 2.
- Otherwise, the absent half day value is 1.

## Start and End Dates

- If a Start Date is entered on the Extract Editor, an End Date must also be entered. A warning message displays indicating the need for the End Date.
- If an End Date is entered on the Extract Editor, a Start Date must also be entered. A warning message displays indicating the need for the Start Date.
- If a Start Date or End Date is not entered, the extract will generate for the entire school year for the selected calendar(s).

## Report Editor Options

Data Element	Description
<b>Extract Type</b>	Indicates the type of extract selected. Select E-O-Y Enrollment Report 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 can be selected by the active year, by the school year, or by the year. Students in the chosen calendars are included in the extract.

## Generate the E-O-Y Report

1. Select the **E-O-Y Enrollment 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.

	A	B	C	D	E	F	G	H	I	J	K
1	1234567890	1/20/1998	5	1	54	461	12345	461	461	8	100
2	2345678901	2/1/2000	5	1	54	461	12345	461	461	6	100
3	3456789012	8/7/2006	5	1	54	461	12345	461	461	14	100
4	4567890123	4/29/1998	5	1	54	461	12345	461	461	8	100
5	5678901234	4/30/1999	5	1	54	461	12345	461	461	7	100
6	6789012345	5/3/1994	4	1	54	461	12345	461	461	10	100
7	7890123456	10/22/1993	5	1	54	461	12345	461	461	11	100
8	8901234567	11/23/1991	5	1	54	461	12345	461	461	12	100
9	9012345678	10/19/1991	5	1	54	461	12345	461	461	12	100
10	1123456789	2/28/1992	5	1	54	461	12345	461	461	12	100

E-O-Y Enrollment Report - State Format (CSV)

E-O-Y Enrollment Report Records:199									
SASID	DateOfBirth	Race	EnrollmentStatus	SauNbr	DistNbr	SchoolNbr	TownResponsible	DistrictResponsible	Grade
1234567890	05/03/1994	4	1	54	461	12345	461	461	10
2345678901	10/22/1993	5	1	54	461	12345	461	461	11
3456789012	11/23/1991	5	1	54	461	12345	461	461	12
4567890123	10/19/1991	5	1	54	461	12345	461	461	12
5678901234	02/28/1992	5	1	54	461	12345	461	461	12
6789012345	09/09/1991	5	1	54	461	12345	461	461	12
7890123456	11/20/1991	5	1	54	461	12345	461	461	12
8901234567	11/27/1991	5	1	54	461	12345	461	461	12
9012345678	04/03/1992	5	1	54	461	12345	461	461	12
1123456789	06/08/1992	5	1	54	461	12345	461	461	12
1123456780	02/09/1992	5	1	54	461	12345	461	461	12
1123456788	01/31/1992	5	1	54	461	12345	461	461	12
1123456777	09/16/1991	5	1	54	461	12345	461	461	12
1123456779	07/17/1992	5	1	54	461	12345	461	461	11

E-O-Y Enrollment Report - HTML Format

## Extract Layout

Data Element	Description	Location
<b>SASID</b>	Indicates the State Assigned Student ID.  <i>Numeric, 10 digits</i>	Census > People > Demographics > Person Identifiers > State ID  Person.stateID
<b>Date of Birth</b>	Indicates the student's date of birth.  <i>Date field, 10 characters (MM/DD/YYYY)</i>	Census > People > Demographics > Person Information > Birth Date  Identity.birthdate
<b>Race</b>	Indicates the student's federally-designated race/ethnicity.  <i>Numeric, 2 digits</i>	Census> People > Demographics > Person Information > Race/Ethnicity  Identity.hispanicEthnicity Identity.raceEthnicityFed

<b>Data Element</b>	<b>Description</b>	<b>Location</b>
<b>Enrollment Status</b>	Indicates the student's enrollment status. If the Enrollment Status is 7, will not report.  <i>Numeric, 2 digits</i>	Student Information > General > Enrollments > State Reporting Fields > Enrollment Status  Enrollment.stateAid
<b>SAU Number</b>	Indicates the School Administrative Unit Number.  <i>Numeric, 3 digits</i>	School & District Settings > District > District Information > SAU Number  School.SAUnumber
<b>District Number</b>	Indicates the district number.  <i>Numeric, 3 digits</i>	School & District Settings > District > District Information > State District Number  District.number
<b>School Number</b>	Indicates the school number.  <i>Numeric, 5 digits</i>	School & District Settings > Schools > School Information > State School Number  School.number
<b>Town Responsible</b>	Identifies the town fiscally responsible for the student's education.  <i>Numeric, 5 digits</i>	Student Information > General > Enrollments > State Reporting Fields > Fiscal Town  EnrollmentNH.fiscalTown
<b>District Responsible</b>	Identifies the district fiscally responsible for the student's education. For students who are the responsibility of another state but are attending the school, specify the district for that state.  <i>Numeric, 3 digits</i>	Student Information > General > Enrollments > State Reporting Fields > Fiscal District  EnrollmentNH.fiscalDistrict
<b>Grade</b>	Indicates the student's grade level.  <i>Numeric, 2 digits</i>	Student Information > General > Enrollments > General Information > Grade  Enrollment.grade
<b>Full Day Participation</b>	Identifies the percentage of full days in which the student participated.  <i>Numeric, 3 digits</i>	Student Information > General > Enrollments > State Reporting Fields
<b>Entry Date</b>	Identifies the student's start date of enrollment for the selected calendar	Student Information > General > Enrollments > General

Data Element	Description	Location
	<i>Date field, 10 characters (MM/DD/YYYY)</i>	Enrollment.startDate
<b>Entry Code</b>	Indicates the start status of enrollment.  <i>Numeric, 3 digits</i>	Student Information > General > Enrollments > General Information > Start Status  Enrollment.startStatus
<b>Exit Date</b>	Identifies the student's end date of enrollment for the selected calendar year.  <i>Date field, 10 characters (MM/DD/YYYY)</i>	Student Information > General > Enrollments > General Information > End Date  Enrollment.endDate
<b>Exit Code</b>	Indicates the end status of enrollment.  <i>Numeric, 3 digits</i>	Student Information > General > Enrollments > General Information > End Status  Enrollment.endStatus
<b>Half Days In Attendance</b>	Indicates the number of half days the student was present during the selected calendar year. If the student exited, only the days in attendance during the enrollment start and end date will be counted.  <i>Numeric, 3 digits</i>	Student Information > General > Attendance
<b>Half Days Absent</b>	Indicates the number of half days the student was absent during the selected calendar year. If the student exited, only the days in attendance during the enrollment start and end date will be counted.  <i>Numeric, 3 digits</i>	Student Information > General > Attendance
<b>Promoted Indicator</b>	Indicates the student was promoted to the next sequential grade level. <ul style="list-style-type: none"> <li>• If the Enrollment End Status is W11, a value of 3 reports.</li> <li>• If the Graduation Diploma Type is 1, 2, 3, 4, 5, 6 or 7, a value of 3 reports.</li> <li>• If the Enrollment End Action is P, a value of 2 reports.</li> <li>• If the Enrollment End Action is R, a value of 1 reports.</li> </ul>	Student Information > General > Enrollments > General Enrollment Information > End Action, End Status  Enrollment.endAction  Student Information > General > Graduation > Diploma Type

Data Element	Description	Location
	<p>value of 1 reports. When the End Action field on the Enrollment record is not populated, the default value of 2 reports.</p> <p><i>Numeric, 1 digit</i></p>	Graduation.diplomaType
<b>Diploma Type</b>	<p>Identifies the type of diploma the student received. This field must be populated for all students who have a Promoted Indicator of 3 (school completed).</p> <p><i>Numeric, 2 digits</i></p>	<p>Student Information &gt; General &gt; Graduation &gt; Diploma Type</p> <p>Graduation.diplomaType</p>
<b>Post Grad Plans</b>	<p>Indicates a student's plans after high school graduation. This field must be populated for all students who have a Promoted Indicator of 3 (school completed).</p> <p><i>Numeric, 2 digits</i></p>	<p>Student Information &gt; General &gt; Graduation &gt; Post Grad Plans</p> <p>Graduation.postGradplans</p>
<b>Full Days Suspended IS</b>	<p>Indicates a student's total number of In-School Suspension days. If no suspension days, reports 0.</p> <p><i>Numeric, 3 digits</i></p>	<p>Behavior &gt; Behavior Management &gt; New Resolution &gt; Resolution</p>
<b>Full Days Suspended OS</b>	<p>Indicates a student's total number of Out-of-School Suspension days. If no suspension days, reports 0.</p> <p><i>Numeric, 3 digits</i></p>	<p>Behavior &gt; Behavior Management &gt; New Resolution &gt; Resolution</p>
<b>Residential Home</b>	<p>Indicates if the student lived in a group home at any point during the selected calendar year. Reports 1 as default.</p> <p><i>Numeric, 3 digits</i></p>	<p>Student Information &gt; General &gt; Enrollments &gt; State Reporting Fields</p> <p>EnrollmentNH.residentialHome</p>
<b>Homeless Code</b>	<p>Identifies whether or not the student meets the federal definition of being homeless.</p> <p><i>Numeric, 3 digits</i></p>	<p>Student Information &gt; General &gt; Enrollments &gt; State Reporting Fields &gt; Homeless</p> <p>Enrollment.homeless</p>
<b>Original Graduation Year</b>	<p>Identifies the original year the student is expected to graduate (four years after the student is promoted from 8th grade to 9th grade).</p> <p><i>Numeric, 4 digits (YYYY)</i></p>	<p>Student Information &gt; General &gt; Graduation &gt; Graduation Year</p> <p>GraduationNH.gradYear</p>



Data Element	Description	Location
<b>Military Code</b>	<p>Reports the student's parent/guardian military status.</p> <ul style="list-style-type: none"> <li>• 1 - Military Status does not apply for this student (default value)</li> <li>• 2 - Active Duty in Armed Forces</li> <li>• 3 - Full Time National Guard</li> <li>• 4 - Active Duty AND Full Time National Guard</li> <li>• 5 - Armed Services Reserves</li> </ul> <p>A value of 1 reports when the student has parents/guardians who do not have a military status.</p> <p>A value of 2 reports when the student has parents/guardians who have an active duty status (Active Duty Deployed or Active Duty Not Deployed) in any branch of the military (does not National Guard).</p> <p>A value of 3 reports when the student has parents/guardians who have an active duty status (Active Duty Deployed or Active Duty Not Deployed) in the National Guard or Air National Guard.</p> <p>A value of 4 reports when the student has parents/guardians who have both an active duty status (Active Duty Deployed or Active Duty Not Deployed) in any branch of the military AND in the National Guard or Air National Guard.</p> <p>A value of 5 reports when the student has parents/guardians who have an active duty status (Active Duty Deployed or Active Duty Not Deployed) in the Armed Services Reserves (Air Force Reserve, Army Reserve, Coast Guard Reserve, Marine Corps Reserve, Navy Reserve).</p> <p><i>Numeric, 1 digit</i></p>	<p>Census &gt; People &gt; Military Connections</p> <p>MilitaryConnections.status</p>