

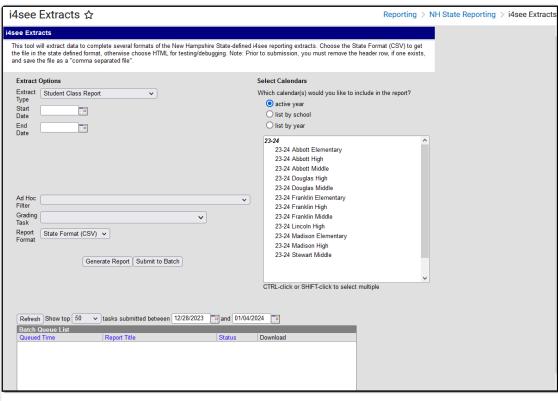
Student Class Report (New Hampshire)

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

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The Student Class Report is used to report the student's grade at the end of each term and the progress grade.



Student Class Report Editor

Report Logic

- If the Start Date and End Date are blank on the Extract Editor, reports all students who are enrolled at the school in the year selected to report. This allows districts to report students who have future enrollments.
- If the Start Date and End Date are populated on the Extract Editor, reports all students who are enrolled at the school during the entered date range. This allows district to update data at the state level for a single quarter, semester, etc.
- Students do not need to finish a course to be reported.
- Only grading tasks marked as State Reported are included in the report.
- If the Exclude from State Reporting checkbox is marked on the Course tab, the course will be removed from State Reporting.
- Courses assigned a CIP Code are not included.



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).

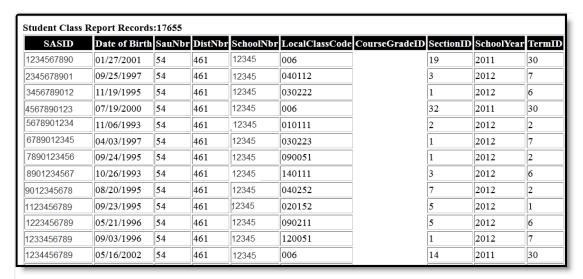
Report Editor Options

Data Element	Description
Extract Type	Indicates the type of extract selected. Select Student Class Report from the list of options.
Start Date	Beginning date of the student enrollment records. Dates are entered in <i>mmddyy</i> format or can be selected by using the calendar icon.
End Date	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.
Ad Hoc Filter	Selection of previously made filter that contains specific students to include in the label request.
Grading Task	A list of all of the grading tasks in the district.
Report Format	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.
Select Calendars	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 **Student Class Report** from the **Extract Type** dropdown list.
- 2. Enter the Start Date and End Date of the enrollment records to include.
- Select an Ad Hoc Filter from the dropdown list to reduce the amount of students included in the extract.
- 4. Select the **Grading Task** from the dropdown list to be reported.
- 5. Select the **Report Format**.
- 6. Select the **Calendars** from which to pull students in the report.
- 7. Click the Generate Extract button. The report will display in the selected format.





Student Class Report - HTML Format

1	Α	В	С	D	Е	F	G	Н	1
1	1234567890	10/4/1993	54	461	12345	16404		1	201
2	2345678901	3/26/1994	54	461	12345	16405		2	201
3	3456789012	10/21/1995	54	461	12345	16408		2	201
4	4567890123	7/14/1994	54	461	12345	16409		1	201
5	5678901234	7/4/1994	54	461	12345	16418		2	201
6	6789012345	2/9/2002	54	461	12345	6		17	201
7	7890123456	4/9/2004	54	461	12345	P001		1	201
8	8901234567	11/18/2003	54	461	12345	P001		1	201
9	9012345678	5/21/2004	54	461	12345	P001		3	201
10	1123456879	7/1/1998	54	461	12345	1824		1	201
11	1223456789	2/12/2004	54	461	12345	6		4	201
12	1233456789	4/12/2001	54	461	12345	6		21	201
13	1234456789	12/18/2003	54	461	12345	6		1	201

Student Class Report - State Format (CSV)

Extract Layout

Data Element	Description	Location
SASID	The State Assigned Student ID. Numeric, 10 digits	Census > People > Demographics > Person Identifiers > State ID Person.stateID
Date of Birth	The Student's date of birth. Date field, 10 characters MM/DD/YYYY	Census > People > Demographics > Person Information > Birth Date Identity.birthdate



Data Element	Description	Location
SAU Number	The School Administrate Unit Number.	School & District Settings > District > District Information > SAU Number
	Numeric, 3 digits	School.SAUnumber
District Number	The state-assigned district number. Numeric, 3 digits	School & District Settings > District > District Information > State District Number District.number
School Number	The district-assigned school number. Numeric, 5 digits	School & District Settings > Schools > School Information > State School Number School.number
Local Class Code	Identifies the course number. Alphanumeric, 6 characters	Scheduling > Courses > Course > Course Editor > Number Course.number
Course Grade ID	Indicates the grade received for the course. If the student does not have a grade for the selected grading task, reports NULL. Numeric, 3 digits	Scheduling > Courses > Course > Grading Task Course.gradingTask
Section ID	Identifies the section number of the course the student is taking. Numeric, 3 digits	Scheduling > Courses > Section > Section Editor > Section Number Section.Number
School Year	Identifies the school year. Numeric, 4 digits YYYYY	System Administration > Calendar > School Years > School Year Editor > End Year Calendar.year
Term ID	Indicates the term when the course occurred. • If the section occurs in each division of the school year (semester, trimester, etc.), reports as Year Long (30). • If school year division is Quarters: • If the section spans 3 out	Scheduling > Courses > Section > Section Schedule Placement Calendar.term



of the section spans 2 quarters and the minterm = 1 and maxterm = 2, reports as Semester 1 (01) of the section spans 2 quarters and the minterm = 3 and maxterm = 4, reports as Semester 2 (02). of Otherwise reports as Multi Term (31). of the section spans 1 term based on maxTerm, reports the appropriate Quarter number (01, 02, etc.). of school year division is Trimesters of section spans 2 out of 3 trimesters, reports as Multi Term (31) of section spans 1 trimesters, reports the appropriate Trimester number (01, 02, etc.). of school year division is Semesters and section spans 1 out of 2 semesters, reports the appropriate Semester number (01 or 02). of school year division is Semesters and section spans 1 out of 2 semesters, reports the appropriate Semester number (01 or 02). of school year division is Terms based on the maxterm, reports the appropriate Term number (01, 02, etc.). of section spans more than one term, reports as Multi Term (31).	Data Element	Description Multi Term (31)	Location
= 1 and maxterm = 2, reports as Semester 1 (01) o If the section spans 2 quarters and the minterm = 3 and maxterm = 4, reports as Semester 2 (02). o Otherwise reports as Multi Term (31). o If the section spans 1 term based on maxTerm, reports the appropriate Quarter number (01, 02, etc.). o If section spans 2 out of 3 trimesters o If section spans 2 out of 3 trimesters, reports as Multi Term (31) o If section spans 1 trimester, based on maxTerm, reports the appropriate Trimester number (01, 02, etc.). of school year division is Semesters and section spans 1 out of 2 semesters, reports the appropriate Semester number (01 or 02). of school year division is Terms based on the maxterm, reports the appropriate Term number (01, 02, etc.). o If section spans more than one term, reports as Multi		 If the section spans 2 	
Numeric, 2 digits	Element	o If the section spans 2 quarters and the minterm = 1 and maxterm = 2, reports as Semester 1 (01) o If the section spans 2 quarters and the minterm = 3 and maxterm = 4, reports as Semester 2 (02). o Otherwise reports as Multi Term (31). o If the section spans 1 term based on maxTerm, reports the appropriate Quarter number (01, 02, etc.). o If school year division is Trimesters o If section spans 2 out of 3 trimesters, reports as Multi Term (31) o If section spans 1 trimester, based on maxTerm, reports the appropriate Trimester number (01, 02, etc.). If school year division is Semesters and section spans 1 out of 2 semesters, reports the appropriate Semester number (01 or 02). If school year division is Terms based on the maxterm, reports the appropriate Term number (01, 02, etc.). o If section spans more than one term, reports as Multi Term (31).	