

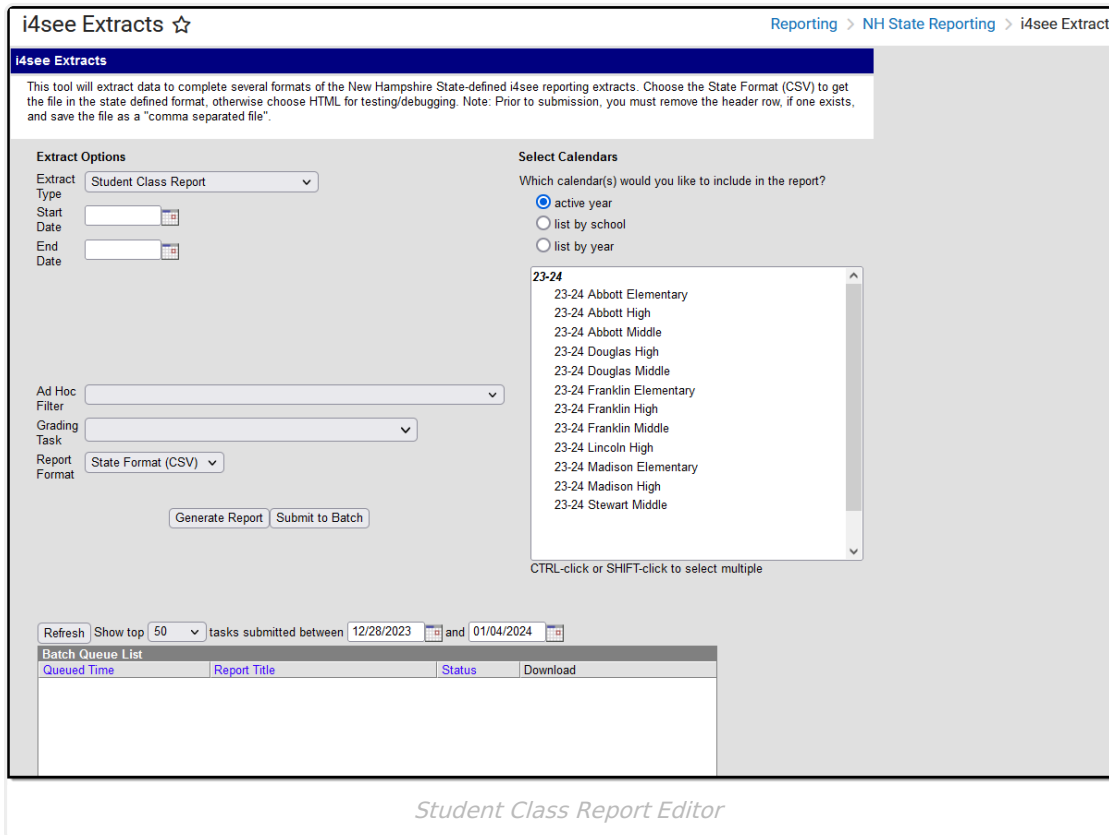
# Student Class Report (New Hampshire)

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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.



The screenshot shows the 'i4see Extracts' interface for generating a 'Student Class Report'. The page title is 'i4see Extracts ☆' and the breadcrumb trail is 'Reporting > NH State Reporting > i4see Extracts'. A blue header bar contains the text 'i4see Extracts'. Below this, a grey box contains instructions: '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".'

The main interface is divided into two columns. The left column, titled 'Extract Options', includes:
 

- 'Extract Type' dropdown set to 'Student Class Report'.
- 'Start Date' and 'End Date' input fields.
- 'Ad Hoc Filter' dropdown.
- 'Grading Task' dropdown.
- 'Report Format' dropdown set to 'State Format (CSV)'.
- 'Generate Report' and 'Submit to Batch' buttons.

 The right column, titled 'Select Calendars', asks 'Which calendar(s) would you like to include in the report?' and has three radio button options: 'active year' (selected), 'list by school', and 'list by year'. Below these is a scrollable list of school names for the '23-24' school year, including Abbott Elementary, Abbott High, Abbott Middle, Douglas High, Douglas Middle, Franklin Elementary, Franklin High, Franklin Middle, Lincoln High, Madison Elementary, Madison High, and Stewart Middle. A note below the list says 'CTRL-click or SHIFT-click to select multiple'.

At the bottom of the interface, there is a 'Refresh' button, a 'Show top' dropdown set to '50', and a date range filter 'tasks submitted between 12/28/2023 and 01/04/2024'. Below this is a 'Batch Queue List' table with columns for 'Queued Time', 'Report Title', 'Status', and 'Download'. The table is currently empty.

At the bottom of the screenshot, the text 'Student Class Report Editor' is displayed in a light grey font.

## 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
<b>Extract Type</b>	Indicates the type of extract selected. Select <b>Student Class 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>Grading Task</b>	A list of all of the grading tasks in the district.
<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 **Student Class 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 **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 Records:17655**

SASID	Date of Birth	SauNbr	DistNbr	SchoolNbr	LocalClassCode	CourseGradeID	SectionID	SchoolYear	TermID
1234567890	01/27/2001	54	461	12345	006		19	2011	30
2345678901	09/25/1997	54	461	12345	040112		3	2012	7
3456789012	11/19/1995	54	461	12345	030222		1	2012	6
4567890123	07/19/2000	54	461	12345	006		32	2011	30
5678901234	11/06/1993	54	461	12345	010111		2	2012	2
6789012345	04/03/1997	54	461	12345	030223		1	2012	7
7890123456	09/24/1995	54	461	12345	090051		1	2012	2
8901234567	10/26/1993	54	461	12345	140111		3	2012	6
9012345678	08/20/1995	54	461	12345	040252		7	2012	2
1123456789	09/23/1995	54	461	12345	020152		5	2012	1
1223456789	05/21/1996	54	461	12345	090211		5	2012	6
1233456789	09/03/1996	54	461	12345	120051		1	2012	7
1234456789	05/16/2002	54	461	12345	006		14	2011	30

Student Class Report - HTML Format

	A	B	C	D	E	F	G	H	I
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
<b>SASID</b>	The State Assigned Student ID. <i>Numeric, 10 digits</i>	Census > People > Demographics > Person Identifiers > State ID  Person.stateID
<b>Date of Birth</b>	The 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

Data Element	Description	Location
<b>SAU Number</b>	<p>The School Administrative Unit Number.</p> <p><i>Numeric, 3 digits</i></p>	<p>School &amp; District Settings &gt; District &gt; District Information &gt; SAU Number</p> <p>School.SAUnumber</p>
<b>District Number</b>	<p>The state-assigned district number.</p> <p><i>Numeric, 3 digits</i></p>	<p>School &amp; District Settings &gt; District &gt; District Information &gt; State District Number</p> <p>District.number</p>
<b>School Number</b>	<p>The district-assigned school number.</p> <p><i>Numeric, 5 digits</i></p>	<p>School &amp; District Settings &gt; Schools &gt; School Information &gt; State School Number</p> <p>School.number</p>
<b>Local Class Code</b>	<p>Identifies the course number.</p> <p><i>Alphanumeric, 6 characters</i></p>	<p>Scheduling &gt; Courses &gt; Course &gt; Course Editor &gt; Number</p> <p>Course.number</p>
<b>Course Grade ID</b>	<p>Indicates the grade received for the course. If the student does not have a grade for the selected grading task, reports NULL.</p> <p><i>Numeric, 3 digits</i></p>	<p>Scheduling &gt; Courses &gt; Course &gt; Grading Task</p> <p>Course.gradingTask</p>
<b>Section ID</b>	<p>Identifies the section number of the course the student is taking.</p> <p><i>Numeric, 3 digits</i></p>	<p>Scheduling &gt; Courses &gt; Section &gt; Section Editor &gt; Section Number</p> <p>Section.Number</p>
<b>School Year</b>	<p>Identifies the school year.</p> <p><i>Numeric, 4 digits</i> YYYY</p>	<p>System Administration &gt; Calendar &gt; School Years &gt; School Year Editor &gt; End Year</p> <p>Calendar.year</p>
<b>Term ID</b>	<p>Indicates the term when the course occurred.</p> <ul style="list-style-type: none"> <li>• If the section occurs in each division of the school year (semester, trimester, etc.), reports as Year Long (30).</li> <li>• If school year division is Quarters: <ul style="list-style-type: none"> <li>◦ If the section spans 3 out</li> </ul> </li> </ul>	<p>Scheduling &gt; Courses &gt; Section &gt; Section Schedule Placement</p> <p>Calendar.term</p>

Data Element	Description	Location
	<p>of 4 quarters, reports as Multi Term (31)</p> <ul style="list-style-type: none"> <li>◦ If the section spans 2 quarters and the minterm = 1 and maxterm = 2, reports as Semester 1 (01)</li> <li>◦ If the section spans 2 quarters and the minterm = 3 and maxterm = 4, reports as Semester 2 (02).</li> <li>◦ Otherwise reports as Multi Term (31).</li> <li>◦ If the section spans 1 term based on maxTerm, reports the appropriate Quarter number (01, 02, etc.).</li> </ul> <ul style="list-style-type: none"> <li>• If school year division is Trimesters               <ul style="list-style-type: none"> <li>◦ If section spans 2 out of 3 trimesters, reports as Multi Term (31)</li> <li>◦ If section spans 1 trimester, based on maxTerm, reports the appropriate Trimester number (01, 02, etc.).</li> </ul> </li> <li>• If school year division is Semesters and section spans 1 out of 2 semesters, reports the appropriate Semester number (01 or 02).</li> <li>• If school year division is Terms based on the maxterm, reports the appropriate Term number (01, 02, etc.).               <ul style="list-style-type: none"> <li>◦ If section spans more than one term, reports as Multi Term (31).</li> </ul> </li> </ul> <p><i>Numeric, 2 digits</i></p>	