BIE ISEP Residential Verification Report

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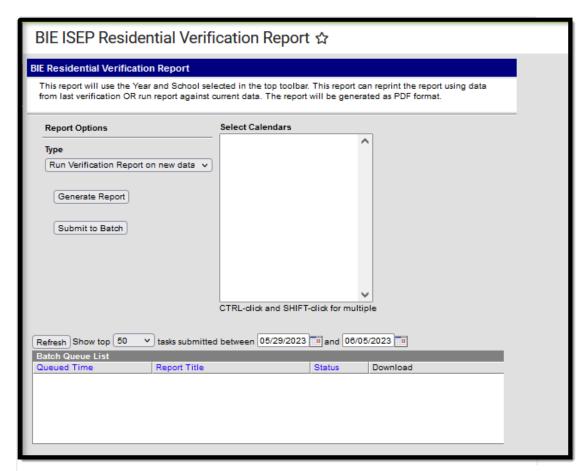
Tool Search: BIE ISEP Residential Verification Report

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).

Report Logic | Report Editor | Report Layout | Eligibility Calculation | Attendance Calculations

BIE ISEP Residential Verification 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 be generated at the state and district levels.
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 is divided into three sections:
- Eligible
- Non-Eligible
- Exceptions

Within each section the report is grouped with page breaks by Grade. Students within each grade are sorted alphabetically by last name, first name, middle name.

Report Editor

Report Option	Description
Type	**Run Verification Report on New Data**: Real-time district data is reported in PDF format. Use this option to generate the most recent information. ***Reprint Verification Report (PDF)**: Data already existing in the ISEP_Ver table reported in PDF format. ***Reprint Verification Report (CSV)**:Data already existing in the ISEP_Ver table reported in CSV format. **Reported data is that which was last requested and stored on the table.*
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. It also allows users to view and access historical ISEP Residential Verification reports. See the Batch Queue article for more information.

Report Layout

The following sections describe each section of the ISEP BIE Residential Verification 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...

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...