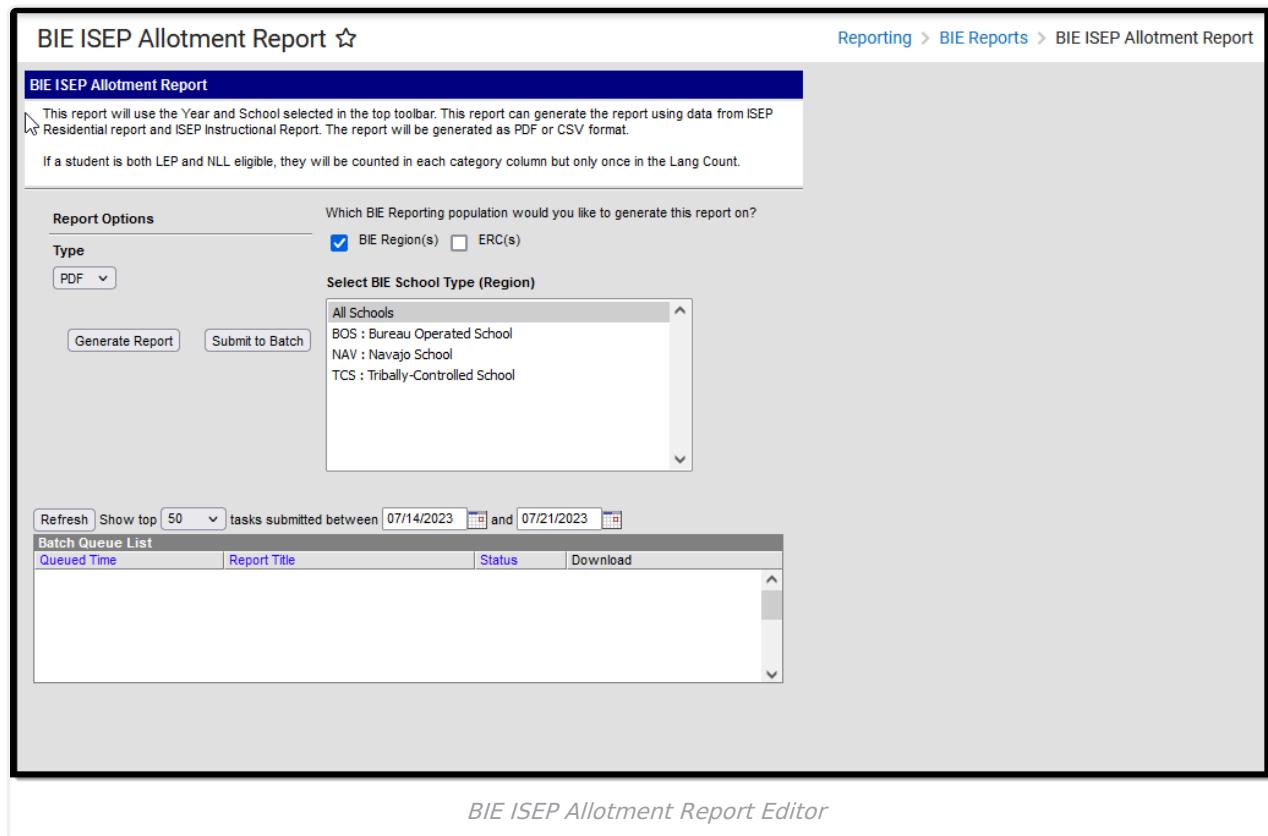# BIE ISEP Allotment Report

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

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The BIE ISEP Allotment Report is used to allocate congressionally appropriated funds to Bureau of Indian Education-funded schools (based on all Instructional and Residential calendars combined).

BIE ISEP Allotment Report Editor

Report Logic

This extract uses the following reporting logic.

- When this report is run for a school with multiple calendars, all calendars are combined into one report.

- All student data is pulled from the ISEP Certification table.

- ISEP Mgmt data (Isolation Factor, School Board Training, Residential Type) is pulled at the time the report is generated.

- Enrollment records determined to be ineligible in the Certification process are not included in the report.

- All counts throughout the report are unduplicated student counts.

- If a student has multiple eligible enrollment records in multiple grades, the student is included with the counts for the grade level they in which they were most recently enrolled for the year selected. ADM is separated for each grade in which the student has been enrolled.

- Each section of the report is grouped by students in KG, 1-3, 4-6, 7-8, 9-12 and totals for all grades.

- All calculations are rounded to two decimal places.

- Weights used throughout the report are hard-coded values. Weight values do not change from year to year.

- Residential/ B weights pull the Residential Type (4 Nights or 5-7 Nights) from the ISEP Mgmt table to determine which weight applies for the year/ school being reported.

Report Editor

Report Option	Description
Type	Indicates how the report generates: - PDF (*default)* - CSV
Which BIE Reporting Population would you like to generate this report on?	BIE Reporting Population options display when 'All Districts' is selected in the Campus toolbar: - BIE Region(s) - ERC (s)

Select BIE School Type (Region)	**BIE Region(s)** • All Schools *(default)* • BOS: Bureau Operated Schools • NAV: Navajo School • TCS: Tribally-Controlled Schools **ERC(s)** • All Schools *(default)* • ABQBOS: Albuquerque Bureau Operated • ABQTCS: Albuquerque Tribally Controlled • BELBOS: Belcourte Bureau Operated • BISTCS: Bismarck Tribally Controlled • FLATCS: Flandreau Tribally Controlled • KYLTCS: Kyle Tribally Controlled • MINTCS: Minneapolis Tribally Controlled • NASTCS: Nashville Tribally Controlled • NCHIBO: Navajo Chinle Bureau Operated • NCHITC: Navajo Chinle Tribally Controlled • NCROBO: Navajo Crownpoint Bureau Operated • NCROTC: Navajo Crownpoint Tribally Controlled • NSHPBO: Navajo Shiprock Bureau Operated • NSHPTC: Navajo Shiprock Tribally Controlled • NTUBBO: Navajo Tuba City Bureau Operated • NTUBTC: Navajo Tuba City Tribally Controlled • NWINBO: Navajo Window Rock Bureau Operated • NWINTC: Navajo Window Rock Tribally Controlled • PHXBOS: Phoenix Bureau Operated • PINBOS: Pine Ridge Bureau Operated • SEATCS: Seattle Tribally Controlled
Generate Report	To display the results of the report immediately, click the **Generate Report** button. This is best if the selection criteria is small (one or two calendars, a short date range, a smaller student selection, etc.). 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. This tool helps prevent report time-out errors and/or system performance issues. See the Batch Queue article for more information

Generating the Extract

1. Select the **Type** (CSV or PDF).
2. The school(s) included in the report are determined based on the **District** and **School** value selected in the Campus toolbar. If 'All Districts' is selected, the **Select BIE School Type (Region)** field appears, allowing State Edition users to determine which BIE Region or ERC schools to include in the report.
3. Click the **Generate Report** button. The report appears in a separate window in the

designated format.

4. Click the **Submit to Batch** button to send the extract to the Batch Queue. Batch Queue functionality provides the ability to schedule when the extract is generated and reduces the amount of impact generating the report has on system performance.

ISEP Allotment Report

Example School

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School Year Ending: 2023

Inst Totals (ADM)

Grades	Head Count	Inst ADM	Weights	Total Weights
KG	6	5.09	1.15	5.85
1-3	24	22.18	1.38	30.61
4-6	25	23.25	1.15	26.74
7-8	24	21.31	1.38	29.41
9-12	54	41.63	1.50	62.45
Totals	133	113.46		155.06

B Totals (Head Count)

B Counts	Weights	Total Weights
0	0.00	0.00
0	1.75	0.00
0	1.60	0.00
0	1.60	0.00
0	1.60	0.00
0		0.00

R Totals (Head Count)

R Counts	Weights	Total Weights
0	0.00	0.00
0	1.75	0.00
0	1.60	0.00
0	1.60	0.00
0	1.60	0.00
0		0.00

Basic Weights Totals

Basic Weights Totals
5.85
30.61
26.74
29.41
62.45
155.06

Language Totals (Head Count)

Grades	LEP	NLL	Lang Count	Weights	Total Weights
KG			6	0.13	0.78
1-3			24	0.13	3.12
4-6			25	0.13	3.25
7-8			24	0.13	3.12
9-12			53	0.13	6.89
Totals	0	0	132		17.16

G/T Totals (Head Count)

G/T Counts	Weights	Total Weights
1	0.85	0.85
1	0.62	0.62
6	0.85	5.10
0	0.62	0.00
5	0.50	2.50
13		9.07

B ECR Totals

0

R ECR Totals

0

Total Of ECR

0

Totals Basic/Lang/GT

Basic Weights Totals
7.48
34.35
35.09
32.53
71.84
181.29

I School Totals (ADM)

	Head Count	ADM
Total Students	133	113.46
Total 9-12	54	41.63
Small School Weight		0.00
Small HS Weight		0.00
Totals	133	0.00

Combined B and R School Totals (Head Count)

	Head Count
Total Students	0
Total 9-12	0
Small School Weight	0.00
Totals	0.00

Totals

Total Students/ADM	113.46
Total Students/ADM 9-12	41.63

Small School Weight	0.00
Small HS Weight	0.00
School Board Training	0.00
Isolation Factor	0.00
Weight Totals	0.00

Total for all weights: 181.29

ISEP Allotment Report - PDF Format

Understanding the ISEP Allotment Report

Inst Totals (ADM)

Inst Totals (ADM)

Grades	Head Count	Inst ADM	Weights	Total Weights
KG	6	5.09	1.15	5.85
1-3	24	22.18	1.38	30.61
4-6	25	23.25	1.15	26.74
7-8	24	21.31	1.38	29.41
9-12	54	41.63	1.50	62.45
Totals	133	113.46		155.06

ISEP Allotment Report - Inst Totals (ADM)

Column	Description
Grades	Grades grouped together for reporting purposes.
Head Count	An unduplicated student count of eligible enrollment records in Instructional calendars for the school/year.

Column	Description

Inst ADM	The sum of students' ADM for the grade group. ADM is calculated on a per student basis using the following calculations:
	• Student ADM = (Membership Days / Instruction Days) multiplied by percent enrolled
	• Percent enrolled is calculated as follows:
	   ○ If percent enrolled is equal to or greater than 100, percent enrolled = 1
	   ○ If percent enrolled is equal to or greater than 50 but less than 100, percent enrolled = 0.5
	   ○ If percent enrolled is less than 50, percent enrolled = 0
	• Membership days include the adjustment for the first 10 days and an individual student cannot receive more than 10 membership days for the first 10 instructional days of the calendar, even if they have multiple enrollments during that period. If there are multiple eligible enrollments, the most recent enrollment will receive the adjustment so that the ADM of all eligible enrollments for the first 10 days is equal to 10.
	• ADM will be split between grades if the student has multiple enrollments in different grades within the same year and within the same school.
	   ○ Each enrollment will have its own ADM calculation that will be added to the Inst ADM calculation for the grade level group that the enrollment grade is included in. ADM for each enrollment will be calculated with the same equation as all other ADM calculations but the Membership Days calculation will be calculated as follows:
	      ■ Membership Days = The number of instructional days included in the student's enrollment record (between the start date and end date) where there is not another enrollment with a more recent start date that includes the same days within the same school. If there is a more recent start date in another enrollment within the same school on the same days, those overlapping membership days will be counted for the most recent enrollment.

Weights	Hard-coded values by grade group. • KG = 1.15 • 1-3 = 1.38 • 4-6 = 1.15 • 7-8 = 1.38 • 9-12 = 1.50
Total Weights	Total weights of each grade group. Total Weight = Inst ADM * Weights

B Totals (Head Count)

ISEP Allotment Report -
B Totals (Head Count)

Column	Description
B Counts	An unduplicated student count of eligible enrollment records for students who have an eligible enrollment record in both Instructional and Residential calendars for the school/year.
Weights	Hard-coded values. When the report is generated, the Residential Type (4 Nights or 5-7 Nights) is pulled from the ISEP Mgmt table for the Residential calendar to determine which weight applies for the school/year being reported. • KG = 0 • 1-3 = 1.75 • 4-12 = 1.6
Total Weights	Total weight for each B Count / Weight combination. • If Residential Type for the Residential calendar is 5-7 Nights, Total Weights = B Counts * Weights • If Residential Type for the Residential calendar is 4 Nights, Total Weights = B Counts * Weights * 0.57 (rounded to two decimals)

R Totals (Head Count)

ISEP Allotment Report -
R Totals (Head Count)

Column	Description
R Counts	An unduplicated student count for eligible enrollment records where the student only has an enrollment record in Residential calendars for the school/year.

Column	Description
Weights	Hard-coded values. When the report is generated, the Residential Type (4 Nights or 5-7 Nights) is pulled from the ISEP Mgmt table for the Residential calendar to determine which weight applies for the school/year being reported. • KG = 0 • 1-3 = 1.75 • 4-12 = 1.6
Total Weights	Total weight for each R Count / Weight combination. • If Residential Type for the Residential calendar is 5-7 Nights, Total Weights = R Counts * Weights • If Residential Type for the Residential calendar is 4 Nights, Total Weights = R Counts * Weights * 0.57 (rounded to two decimals)

Basic Weight Totals

The Basic Weight Totals table is the sum of total weights from Inst Totals (ADM), B Totals (Head Count) and R Totals (Head Count) tables.

ISEP Allotment Report

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Basic Weight Totals

Language Totals (Head Count)

ISEP Allotment Report - Language Totals (Head Count)

Column	Description
Grades	Grades grouped together for reporting purposes.

Column	Description
LEP	Indicates the number of students considered Limited English Proficient (LEP). A student is counted as LEP if they meet the following criteria: 1. Student has a LEP Status = LEP and the LEP start date is on or before the last instructional day of the calendar where the student is enrolled that is being reported. 2. Student has a LEP Status = Exited LEP and the Program Exit Date, First Year Monitoring or Second Year Monitoring Date is on or between the calendar start and end dates where the student's qualifying enrollment.
NLL	Indicates the number of students a Native Language Learner (NLL). This means the student is taking a language class in their native language.
Lang Count	An unduplicated student count of eligible enrollment records where students were flagged as Y for participating in a Language Program in the Instructional Certification for the school/year.
Weights	Hard-coded as 0.13.
Total Weights	Total weights for each grade group. Total weights = Lang Count * Weights

G/T Totals (Head Count)

ISEP Allotment Report -
G/T Totals (Head Count)

Column	Description
G/T Counts	An unduplicated student count of eligible enrollment records where the student has a G/T code populated in the Instructional Certification for the school/year.
Weights	Hard-coded values. • KG = 0.85 • 1-3 = 0.62 • 4-6 = 0.85 • 7-8 = 0.62 • 9-12 = 0.50
Total Weights	Total Weight = G/T Counts * Weights

ECR Totals

ISEP Allotment Report - ECR Totals

Row	Description
B ECR Totals	An unduplicated student count where students have both an Instructional and Residential eligible enrollment record and has an ECR code populated in the Residential Certification for the school/year.
R ECR Totals	An unduplicated student count where a student only has a Residential eligible enrollment record (no eligible enrollment in the Instructional Certification) and has an ECR code populated in the Residential Certification for the school/year.
Total of ECR	The total sum of B ECR and R ECR totals (B ECR Total + R ECR Totals).

Total Basic/Lang/GT

The Total Basic/Lang/GT is the sum of the total weights from the Basic Weights Totals, Language Totals (Head Count) and G/T Total (Head Count) tables.

ISEP Allotment Report - Total Basic/Lang/GT

I School Totals (ADM)

ISEP Allotment Report - I School Totals (ADM)

Row	Description
Total Students	• **Head Count** - The sum of Head Count by grade found in the Inst Totals (ADM) table. • **ADM** - The sum of Inst ADM by grade found in the Inst Totals (ADM) table.
Total 9-12	• **Head Count** - The sum of Head Count for 9-12 found in the Inst Totals (ADM) table. • **ADM** - The Inst ADM for 9-12 found in the Inst Totals (ADM) table.

Small School Weight	• **Head Count** - Reports blank.
	• **ADM**- The following describes field logic:
	  ○ If Total Students ADM field is between 50.01-99.99, Small School Weight ADM = (100 - Total Students ADM) / 200 * Total Students ADM
	  ○ If Total Students ADM field is between 1-50, Small School Weight ADM = 12.5
	  ○ If Total Students ADM field is 0, Small School Weight ADM = 0

Small HS Weight	• **Head Count** - Reports blank.
	• **ADM**- The following describes field logic:
	  ○ If Total Students ADM is greater than 99.99 and 9-12 ADM for eligible high school calendars is between 50.01-99.99, Small HS Weight = (100 - Total 9-12 ADM) / 200 * Total 9-12 ADM
	  ○ If Total Students ADM is greater than 99.99 and 9-12 ADM for eligible high school calendars is between 1-50, Small HS Weight = 12.5
	  ○ If Total Students ADM is between 50.01-99.99, Small HS Weight Weight = (100 - Total 9-12 ADM) / 200 * Total 9-12 ADM
	  ○ If Total Students ADM is between 1-50, Small HS Weight Weight = 12.5
	  ○ If Total Students ADM is between 50.01-99.99 and 9-12 ADM for eligible high school calendars is between 50.01-99.99, Small HS Weight = (100 - Total 9-12 ADM) / (200 * Total 9-12 ADM) / 2
	  ○ If Total Students ADM is between 50.01-99.99 and 9-12 ADM for eligible high school calendars is between 1-50, Small HS Weight = 6.25
	  ○ If Total Students ADM field is between 1-50 and 9-12 ADM for eligible high school calendars is between 1-50, Small HS Weight = 6.25
	  The ADM field will report blank unless the "Eligible High School" checkbox is marked at System Administration > Calendar > ISEP Mgmt.

Row	Description
Totals	• **Head Count** - The sum of Head Counts by grade found in the Inst Totals (ADM) table. • **ADM** - The sum of Small School Weight + Small HS Weight

Combined B and R School Totals (Head Count)

Combined B and R School Totals (Head Count)	
Total Students	0
Total 9-12	0
Small School Weight	0.00
Totals	0.00

ISEP Allotment Report - Combined B and R School Totals (Head Count)

Row	Description
Total Students	The sum of head counts by grade found in the B Totals (Head Count) table + R Totals (Head Count)
Total 9-12	Head counts for 9-12 in the B Total (Head Count) table + head counts for 9-12 in the R Totals (Head Count) table.
Small School Weight	If Total Student in this table = • Between 50.01 - 99.99, Small School Weight = (100-head count) / 200 * head count • Between 1-50, Small School Weight = 12.5 • 0 or greater than 100, Small School Weight = 0
Totals	Reports the value reported in the Small School Weight field.

Totals

Totals	
Total Students/ADM	46.53
Total Students/ADM 9-12	0.00
Small School Weight	12.50
Small HS Weight	0.00
School Board Training	0.00
Isolation Factor	0.00
Weight Totals	12.50

Total for all weights: 76.80

ISEP Allotment Report - Totals

Row	Description
Total Students/ADM	Total Students/ADM = Total Inst ADM from the Inst Totals (ADM) table + Total R counts from the R Totals (Head Count) table.
Total Students/ADM 9-12	Total Students/ADM 9-12 = 9-12 Inst ADM from the Inst Totals (ADM) + 9-12 R counts from the R Totals (Head Count) table.
Small School Weight	Small School Weight = Sum of Small School Weight fields from the I School Totals (ADM) table + B & R Total (Head Count) table totals.
Small HS Weight	The Small HS Weight reported on the I School Totals (ADM) table.
School Board Training	A hard-coded value. When the report is generated, the School Board Training field is pulled from the ISEP Mgmt table for the calendar to determine if the school/year is eligible for the School Board Training Weight. If the School Board Training field is marked for any calendar in the school for that year, the school will report a value of 1.2. A school will never report more than 1.2, regardless of how many calendars within the year have the School Board Training checkbox marked.
Isolation Factor	A hard-coded value. When the report is generated, the Isolation Factor field is pulled from the ISEP Mgmt table for the calendar to determine if the school/year is eligible for the Isolation Factor Weight. If eligible, a value of 12.50 is reported.
Weight Totals	Weight Totals = Small School Weight + Small HS Weight + School Board Training + Isolation Factor
Total for all weights	The sum of the Totals field from the Totals Basic/Lang/GT table + Weight Totals from the Totals table.

ISEP Allotment Totals for all Schools Report

ISEP Allotment Totals for all Schools Report- PDF

- When more than one School is selected on the Extract Editor, an 'ISEP Allotment Totals for all Schools Report' page generates at the end of the allotment report.
  - Includes all the same fields/ tables as the individual Allotment Report.
  - Populates with the sums of the calculated fields for all individual Allotment Reports printed at that time.
- The ISEP Allotment for All Schools Report page prints, summing:
  - all fields for all schools in the ERC(s) selected.
  - all fields for all schools in the BIE Region(s) selected.

Understanding the ISEP Allotment Report (CSV)

ISEP Allotment Report - CSV

The following table describes each column.

Column	Description
School Name	The reporting school's name.
BIE_School_Number	The reporting school's BIE School Number.

Column	Description
Year	The reporting year.
Inst_Tot_AMD_HdCt	Total unduplicated student count of eligible enrollment records in Instructional calendars for the school/year. See the **Head Count** field in the Inst Totals (ADM) table above for more information.
Inst_Tot_ADM_Inst_ADM	Total sum of students' ADM multiplied by Percent Enrolled. See the **Inst ADM** field in the Inst Totals (ADM) table above for more information.
Inst_Tot_ADM_TotWts	Total weights for all grade groups. See the **Weights** field in the Inst Totals (ADM) table above for more information.
B_Tot_HdCt_B_Cts	Total unduplicated student count of eligible enrollment records for students who have an eligible enrollment record in both Instructional and Residential calendars for the school/year. See the **B Counts** field in the B Totals (Head Count) table above for more information.
B_Tot_HdCt_Tot_Wts	Total weight for each B Count / Weight combination. See the **Total Weights** field in the B Totals (Head Count) table above for more information.
R_Tot_HdCt_R_Cts	Total unduplicated student count for eligible enrollment records where the student only has an enrollment record in Residential calendars for the school/year. See the **R Counts** field in the R Totals (Head Count) table above for more information.
R_Tot_HdCt_Tot_Wts	Total weight for each R Count / Weight combination. See the **Total Weights** field in the R Totals (Head Count) table above for more information.
Lang_Tot_HdCt_Lang_Cts	Total unduplicated student count of eligible enrollment records where students were flagged as Y for participating in a Language Program in the Instructional Certification for the school/year. See the **Lang Count** field in the Language Totals (Head Count) table above for more information.
Lang_Tot_HdCt_Lang_Wts	Total weights for each grade group. See the **Total Weights** field in the Language Totals (Head Count) table above for more information.
GT_Tot_HdCt_GT_Cts	Total unduplicated student count of eligible enrollment records where the student has a G/T code populated in the Instructional Certification for the school/year. See the **G/T Counts** field in the G/T Totals (Head Count) table above for more information.
GT_Tot_HdCt_GT_Wts	Total Weight = G/T Counts * Total Weights. See the **Total Weights** field in the G/T Totals (Head Count) table above for more information.

Column	Description
I_Tot_SmSch_Wts	Reports the Small School Weight ADM. See the **Small School Weight** field in the I School Totals (ADM) table above for more information.
BR_Tot_SmSch_Wts	Total Small School Weight. See the **Small School Weight** field in the Combined B and R School Totals (Head Count) table above for more information.
Tots_Tot_Student_ADM	Total Students/ADM = Total Inst ADM from the Inst Totals (ADM) table + Total R counts from the R Totals (Head Count) table. See the **Total Students/ADM** field in the Totals table above for more information.
Tots_Tot_Student_ADM_9-12	Total Students/ADM 9-12 = 9-12 Inst ADM from the Inst Totals (ADM) + 9-12 R counts from the R Totals (Head Count) table. See the **Total Students/ADM 9-12** field in the Totals table above for more information.
Tots_SmSch_Wts	Small School Weight = Sum of Small School Weight fields from the I School Totals (ADM) table + B & R Total (Head Count) table totals. See the **Small School Weight** field in the Totals table above for more information.
Tots_SmSch_HS_Wts	The Small HS Weight reported on the I School Totals (ADM) table. See the **Small HS Weight** field in the Totals table above for more information.
Tots_Sch_Board_Training	A hard-coded value. When the report is generated, the School Board Training field is pulled from the ISEP Mgmt table for the calendar to determine if the school/year is eligible for the School Board Training Weight. If the School Board Training field is marked for any calendar in the school for that year, the school will report a value of 1.2. A school will never report more than 1.2, regardless of how many calendars within the year have the School Board Training checkbox marked.
Tots_Isolation_Factor	A hard-coded value. When the report is generated, the Isolation Factor field is pulled from the ISEP Mgmt table for the calendar to determine if the school/year is eligible for the Isolation Factor Weight. If eligible, a value of 12.50 is reported.
Tot_Wts_Tots	Weight Totals = Small School Weight + Small HS Weight + School Board Training + Isolation Factor.
Tot_For_All_Wts	The sum of the Totals field from the Totals Basic/Lang/GT table + Weight Totals from the Totals table. See the **Total for all weights** field in the Totals table above for more information.