

# Home School Report (New Hampshire)

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Tool Search: i4see Extracts

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The Home School Report collects course data on students whose Enrollment Status is set to '4: Home School' and attend classes at a public school.

The screenshot shows the 'i4see Extracts' tool interface. At the top, a message states: '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".' Below this, the 'Extract Options' section includes dropdowns for 'Extract Type' (set to 'Home School Report'), 'Start Date' (set to 12/28/2023), 'End Date' (set to 01/04/2024), and 'Report Format' (set to 'State Format (CSV)'). The 'Select Calendars' section contains radio buttons for 'active year' (selected), 'list by school', and 'list by year'. A dropdown menu for 'Ad Hoc Filter' lists various school names under '23-24', such as 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. At the bottom, buttons for 'Generate Report' and 'Submit to Batch' are visible, along with a note: 'CTRL-click or SHIFT-click to select multiple'. Below the tool interface, a 'Batch Queue List' table is shown with columns: 'Queued Time', 'Report Title', 'Status', and 'Download'. The table is currently empty. At the bottom of the interface, the text 'Home School Report Editor' is displayed.

## Report Logic

- All students who have their Enrollment Status on the State Reporting Enrollment Editor marked as 4: Home School report.
- The student must be enrolled any time between the start and end date entered on the report editor.
- Students are not included when their enrollment record, grade level of enrollment, calendar of enrollment, or course is marked as State Exclude, or if their enrollment record is marked as No Show.

## Report Editor

Data Element	Description
<b>Extract Type</b>	Indicates the type of extract selected. Select <b>Home School 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>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.

## Generate the Report

1. Select the **Home School 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.

Home School Report Records:35																
SASID	DateOfBirth	Race	Enrollment Status	SauNbr	DistNbr	SchoolNbr	TownResponsible	DistrictResponsible	Grade	EntryDate	ExitDate	SCEDCommonCourseCode	LocalClassName	Credits	PercentComplete	
1234567890	05/23/1999	43	4	54	461	22700	461	461	11	07/01/2015		CHORUS	1.000	100		
1234567890	05/23/1999	43	4	54	461	22700	461	461	11	07/01/2015		MUSIC	0.500	100		
2345678901	02/01/2000	5	4	54	461	22700	461	461	09	07/01/2015		ALGEBRA	1.000	100		
2345678901	02/01/2000	5	4	54	461	22700	461	461	09	07/01/2015		BIOLOGY	1.000	100		
2345678901	02/01/2000	5	4	54	461	22700	461	461	09	07/01/2015		CHEMISTRY	0.500	100		
2345678901	02/01/2000	5	4	54	461	22700	461	461	09	07/01/2015		ECONOMICS	0.500	100		
2345678901	02/01/2000	5	4	54	461	22700	461	461	09	07/01/2015		ENGLISH 1	1.000	100		
2345678901	02/01/2000	5	4	54	461	22700	461	461	09	07/01/2015		ENGLISH 2	1.000	100		
2345678901	02/01/2000	5	4	54	461	22700	461	461	09	07/01/2015		HEALTH	0.500	100		
2345678901	02/01/2000	5	4	54	461	22700	461	461	09	07/01/2015		HEALTH SCIENCE	0.500	100		

Homeless Report - HTML Format

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	1234567890	5/23/1999	43	4	54	461	22700	461	461	11	7/1/2015			CHORUS	1	100
2	1234567890	5/23/1999	43	4	54	461	22700	461	461	11	7/1/2015			MUSIC	0.5	100
3	2345678901	2/1/2000	5	4	54	461	22700	461	461	9	7/1/2015			ALGEBRA	1	100
4	2345678901	2/1/2000	5	4	54	461	22700	461	461	9	7/1/2015			BIOLOGY	1	100
5	2345678901	2/1/2000	5	4	54	461	22700	461	461	9	7/1/2015			CHEMISTRY	0.5	100
6	2345678901	2/1/2000	5	4	54	461	22700	461	461	9	7/1/2015			ECONOMICS	0.5	100
7	2345678901	2/1/2000	5	4	54	461	22700	461	461	9	7/1/2015			ENGLISH 1	1	100
8	2345678901	2/1/2000	5	4	54	461	22700	461	461	9	7/1/2015			ENGLISH 2	1	100
9	2345678901	2/1/2000	5	4	54	461	22700	461	461	9	7/1/2015			HEALTH	0.5	100
10	2345678901	2/1/2000	5	4	54	461	22700	461	461	9	7/1/2015			HEALTH SCIENCE	0.5	100
11																
12																

*Homeless Report - CSV Format*

## Report 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>	Reports the student's race/ethnicity.  <i>Numeric, 2 digits</i>	Census > People > Demographics > Person Information > Race/Ethnicity  Identity.raceEthnicity
<b>Enrollment Status</b>	Reports the student's Enrollment Status when it is a value of 4: Home Schooled (students not assigned this value do not report).  <i>Numeric, 1 digit</i>	Student Information > General > Enrollment > 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>Data Element</b>	<b>Description</b>	<b>Location</b>
<b>District Number</b>	<p>Indicates the 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>Indicates the 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>Town Responsible</b>	<p>Reports the name of the town responsible for the student's education.</p> <p><i>Numeric, 5 digits</i></p>	<p>Student Information &gt; General &gt; Enrollments &gt; State Reporting Fields &gt; Fiscal Town</p> <p>EnrollmentNH.fiscalTown</p>
<b>District Responsible</b>	<p>Reports the name of the district responsible for the student's education.</p> <p><i>Numeric, 3 digits</i></p>	<p>Student Information &gt; General &gt; Enrollments &gt; State Reporting Fields &gt; Fiscal District</p> <p>Enrollment.residentDistrict</p>
<b>Grade</b>	<p>Reports the student's grade of enrollment.</p> <p><i>Numeric, 2 digits</i></p>	<p>Student Information &gt; General &gt; Enrollments &gt; General Enrollment Information &gt; Grade</p> <p>Enrollment.grade</p>
<b>Entry Date</b>	<p>Reports the start date of the student's enrollment.</p> <p><i>Date field, 10 characters (MM/DD/YYYY)</i></p>	<p>Student Information &gt; General &gt; Enrollments &gt; General Enrollment Information &gt; Start Date</p> <p>Enrollment.startDate</p>
<b>Exit Date</b>	<p>Reports the end date of the student's enrollment.</p> <p><i>Date field, 10 characters (MM/DD/YYYY)</i></p>	<p>Student Information &gt; General &gt; Enrollments &gt; General Enrollment Information &gt; End Date</p> <p>Enrollment.endDate</p>

Data Element	Description	Location
<b>SCED Common Course Code</b>	<p>Reports the 10-digit SCED Subject Area, SCED Course Identifier and SCED Course Level assigned to the course.</p> <p>This code prints as SCEDxxxxxY.</p> <ul style="list-style-type: none"> <li>xxxxx = SCED Course Code</li> <li>Y = SCED Course Level</li> </ul> <p>This only reports for high school level courses for students in grades 9-12 with Grade Level Codes of 9, 10, 11, 12 and 31.</p> <p><i>Numeric, 10 digits</i></p>	<p>Scheduling &gt; Courses &gt; NCES Data &gt; SCED Subject Area, SCED Course Identifier, SCED Course Level</p> <p>Course.scedSubjectArea Course.scedCourseId Course.scedCourseLevel</p>
<b>Local Class Name</b>	<p>Reports the name of the course into which the homeschooled student is enrolled.</p> <p><i>Alphanumeric, 50 characters</i></p>	<p>Scheduling &gt; Courses &gt; Course &gt; Course Editor &gt; Name</p> <p>Course.name</p>
<b>Credits</b>	<p>Reports the number of credits the student received for completion of the course.</p> <p>This only reports for high schools (grade level = 9, 10, 11, 12). The reported value must be numeric and between the values of 0 and 9.</p> <p>The grading task must be marked as <a href="#">State Reported</a>.</p> <p><i>Numeric, 5 digits</i></p>	<p>Scheduling &gt; Courses &gt; Course &gt; Grading Tasks &gt; Credit</p> <p>Grading and Standards &gt; Grading Tasks &gt; State Reported</p> <p>GradingTaskCredit.credit</p>

Data Element	Description	Location
<b>Percent Complete</b>	<p>Reports the percentage of the course that was completed by the student.</p> <p>This field defaults to a value of 100%.</p> <p>If student drops the course or withdraws from the school (enrollment ends) before the course end date, a value of 0% reports.</p> <p><i>Numeric, 3 digits</i></p>	Calculated value