

BIE Attendance Data Mart

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Data Marts provide a way for states and districts to federally report on a variety of student data collections. The information stored in a data mart is collected by a snapshot and cannot be altered. Each data mart follows the same validation and authentication workflow process to allow for corrections to be made to student information fields before final sign-off and submission to federal reporting.

The **BIE Attendance Data Mart** is used to collect and store student chronic absenteeism records for federal reporting. This tool relies on aggregated attendance records and does not include same-day or future dated attendance marks.

Before you start, consider the following:

On a nightly basis, an attendance aggregation processing job runs at the district-level to update the aggregated attendance data to include the prior days attendance. Because this job only looks at changes made to attendance fields the day prior, backdated attendance changes may not be included. To ensure all attendance data (including any backdated changes) are included in the attendance aggregation, districts should periodically run the [Attendance Aggregation Refresh](#) tool.

The BIE Graduation Rate Data Mart tool is available in both BIE District Edition and NASIS State Edition sites. However, the **Authentication Snapshot** is only available to State Edition users.

BIE Attendance Data Mart Editor

This tool is used to collect, validate and authenticate student attendance data for federal reporting.

Users must begin by selecting the 'Snapshot' button to start the data capture process. Data from the snapshot is then built into a table where it can be extracted into a readable report by selecting the 'Report' button.

It is recommended this tool be used after the completion of the school year. Example: if the 19-20 year is complete, a snapshot is collected for the school year of '20.

Snapshot

Captures a snapshot of student data for validation and authentication.



Report

Print a report of the data gathered by the snapshot. This option is not available until after a snapshot is captured.



BIE Attendance Data Mart Editor

Read - View the BIE Attendance Rate Data Mart tool.

Write - Generate snapshots and reports using the BIE Attendance Rate Data Mart tool.

Add- N/A

Delete - N/A

Users must have tool rights to both the BIE Attendance Rate Data Mart tool and its validation / authentication sub-tools. Users with **Read** rights to the BIE Attendance Rate Data Mart tool will receive a notification in their [Process Alerts](#) when either a snapshot or report has finished processing. Only BIE State Edition users can generate an Authentication Snapshot. The Authentication Snapshot sub-right is ONLY available in NASIS State Edition sites.

For more information about Tool Rights and how they function, see the [Tool Rights](#) article.

BIE Attendance Data Mart Logic

► [Click here to expand...](#)

School and Calendar:

- Calendar Type must be marked as BIE Type I: Instructional to report.
- Calendar must NOT be marked excluded.
- Chronic absenteeism must be calculated for a calendar to report.
- Calendar Grade Levels must be mapped to BIE Grade Level Code (KG-12).
- Requires DIS be enabled for data to sync and reporting to complete in both District and State Edition.
- Calendars having 10 or fewer days where Attendance is marked are excluded.

Student:

- Enrollment must NOT be marked as BIE enrollment type of 3: Public Enrolled or the student will not report.

- Enrollment start date must NOT EQUAL enrollment end date.
- Enrollment must NOT be marked as No Show.
- Enrollment must NOT be marked BIE Exclude.
- Student MUST have a NASIS ID to report.
- Student MUST be enrolled into a grade level mapped to one of the BIE Grade Level Codes (KG-12).
- Student MUST be scheduled into one or more instructional periods for at least one day.
- If a student is enrolled into multiple calendars within the same school, BIE Attendance Data Mart calculations will aggregate a student's attendance across all calendars.

Snapshot:

- Only one validation snapshot will be retained for a school. The existing snapshot will be overwritten each time a new snapshot is generated.
- Only one authentication snapshot will be retained for a school. The existing snapshot will be overwritten each time a new snapshot is generated. This snapshot type is only available in State Edition sites.

Understand Attendance Calculations

► [Click here to expand...](#)

Chronic Absenteeism Calculations

Per federal guidelines, chronic absenteeism is calculated by school. Students can be enrolled into multiple calendars within the same school during a school year. The *Attendance Data Mart* will aggregate student attendance across all calendars for a school.

The following details the **federal definition** in regards to how a student is considered chronically absent:

- A student who is enrolled for at least 10 days **in a school** and is absent for 10% or more of those days enrolled at that school. This includes:
 - Kindergarten through grade 12
 - students who were enrolled in the school for at least (a minimum of) 10 school days at any time during the school year.
- The un-duplicated number of students absent 10% or more school days during the school year.
 - Students are counted once for each school they have an enrollment.
 - If a student has multiple enrollments in a school within the same year the following applies:
 - the number of days enrolled on each enrollment record should be added to get the total number of days enrolled at that school in the school year.
 - the number of days absent during each enrollment record should be added together to get the total number of days absent at that school in the school year.
 - the above two calculations should be done prior to calculating if the student was

absent for 10% or more of the total days enrolled at that school.

- A student is not considered to be absent for school/instruction related activities (i.e. field trips).
- A full day absence is calculated by identifying those students who are gone for at least half of their scheduled day.

Aggregate Attendance Calculations

The following aggregate attendance logic applies for chronic absenteeism attendance to calculate. A student who's attendance has not been aggregated will not be included in the reports.

For each day a student is enrolled, aggregate attendance calculations will:

- **SUM** the total number of minutes the student is scheduled (rostered). The following requirements must be met for scheduled minutes to be included in aggregate attendance calculations:
 - Course must be marked for attendance
 - The period must be instructional
 - The day must be marked for attendance

Lunch minutes, exempt minutes and future dated attendance records are not included in aggregate attendance calculations.

- **SUM** the total number of minutes the student is absent (Status = Absent; Excuse = Excused, Unexcused or Unknown).
 - This calculates by subtracting the Present minutes on the period from the total number of absent minutes
- **SUM** the total number of days the student is scheduled (rostered).

Comparing the total number of minutes the student is scheduled for a day against the total number of minutes the student is absent for a day, federal days absent is identified as the number of days a student is more than 50% absent.

Standard Day is not considered in chronic absenteeism calculations.

The Attendance Aggregation Quartz Job only considers attendance taken the previous calendar day marked attendance and does not look at calendar and course attendance changes further in the past (anything outside of the previous calendar day). Users should consider manually triggering the attendance aggregation calculation using the [Attendance Aggregation Refresh](#) tool for reasons such as:

- Unforeseen school closures (i.e. weather) did not get updated in the calendar until a later date in time. This is done by removing the mark from the Attendance check box on the [Days](#) tab in the Calendar.
- A course was updated to take attendance where previously student attendance had not been collected.

Data Mart Workflow

Additional information regarding the process and workflow of a Data Mart can be viewed in the [Data Mart Workflow](#) article.

All Data Marts follow a two-step Validation and Authentication process. By following this process, student data can be reviewed and corrected before it is submitted on for federal reporting.

Generate a Snapshot

Snapshots are the student data collection method data marts use to capture specific data points (first name/last name, gender, etc.) at a particular moment in time and build them into a data table. Student information captured by a snapshot is static and will not be reflective of real-time changes made in the user interface where the data fields live.

For each school included in the snapshot, one data table is built. A school must have at least one eligible calendar for a snapshot to generate. This process can be done for one to multiple schools at a time; however, processing time may vary when more than one school is selected.

► [Click here to expand...](#)

The **Authentication Snapshot** is only available to State Edition users.

BIE Attendance Data Mart Editor

This tool is used to collect, validate and authenticate student attendance data for federal reporting.

Users must begin by selecting the 'Snapshot' button to start the data capture process. Data from the snapshot is then built into a table where it can be extracted into a readable report by selecting the 'Report' button.

It is recommended this tool be used after the completion of the school year. Example: if the 19-20 year is complete, a snapshot is collected for the school year of '20.

Snapshot

Captures a snapshot of student data for validation and authentication.

Report

Print a report of the data gathered by the snapshot. This option is not available until

BIE Attendance Data Mart Snapshot Editor

Instructions

Snapshot Set Up

School Year *

19-20

Snapshot Type *

Validation

Authentication

School Selection Filter (Ad Hoc)

School *

Count of selected schools: 0

Select All

School ↑	Validation Snapshot	Authentication Snapshot
<input type="checkbox"/> BuckingHorse Elem.	Awaiting Validation	Awaiting Authentication
<input type="checkbox"/> Celebrate Community School	Awaiting Validation	Awaiting Authentication
<input type="checkbox"/> Central Community School	Awaiting Validation	Awaiting Authentication
<input type="checkbox"/> High School	Awaiting Validation	Awaiting Authentication
<input type="checkbox"/> Middle School	Awaiting Validation	Awaiting Authentication
<input type="checkbox"/> Rick Moss Community School	Awaiting Validation	Awaiting Authentication

View Selected

Generate

Reset

Back

Only available in State Edition. Individual tool rights are required for each of the snapshot types shown.

BIE Attendance Data Mart Snapshot Editor

Page 5

1. Select **Snapshot** from the BIE Attendance Data Mart Editor.
2. Select a **Snapshot Type**: Validation or Authentication. District Edition sites automatically default to Validation therefore no selection is required.
3. Select a **School Year**.
4. Select a pre-created Ad Hoc filter from the **School Selection Filter**. (Optional) This field is only available in State Edition.
5. Select one or multiple **schools**. One snapshot will generate per school.
6. Select **Generate**. Notification will be sent to [Process Alerts](#) when the snapshot is done processing.

Consider generating a new snapshot when (but not limited to):

- Corrections were made to student attendance affecting the amount of days the student was present/absent.
- Changes were made to the calendar - instructional days added/removed because of unforeseen events (i.e. weather).
- A length of time has passed from when the last snapshot was generated and a final authentication report is ready for submission.

*Snapshots can be generated as needed; however, a history of snapshots will not be stored and data from the previous snapshot will be overwritten when a new snapshot is generated.

Snapshot Editor Field Descriptions

Field	Description
Snapshot Type <i>(State Edition only)</i>	<p>This field determines the type of snapshot to generate.</p> <ul style="list-style-type: none"> • Validation captures the records from the user interface and builds a data table. A validation snapshot is required before an authentication snapshot can be generated. After generating the validation snapshot use the validation report to review the data. • Authentication is a copy of the data collected from the most recent validation snapshot and is used for federal reporting submission. After generating the authentication snapshot use the authentication report for final sign-off and submission. <p>Consider generating a final validation snapshot before the authentication snapshot is generated. This will ensure any changes made during the validation process are captured and all correct information is submitted for final reporting.</p>
School Year	Identifies the year the snapshot is capturing and collecting attendance data from.

Field	Description
School Selection Filter (Ad hoc) (State Edition only)	Allows for the selection of an ad hoc filter to filter down to a pre-defined list of schools.
School	<p>Allows for the selection of one or multiple schools. Snapshot processing time may vary if more than one school is selected. Use the search field located at the top of the school list to search for a specific school.</p> <p>Only one snapshot will be generated and stored per school.</p>
Count of Selected Schools	Displays a numeric value for the amount of schools that have been selected to be included in the snapshot.
Select All	Selects all, or deselects all schools across all pages to be included in the snapshot.
View Selected	Displays a view-only side panel with a listing of all the schools selected for the snapshot.
Generate	<p>Select after all other required field selections have been made. A report is not automatically produced when a snapshot has finished generating. Refer to the Report section for further details.</p> <p>Campus does not retain a history of snapshots. When a new snapshot is generated, data from the previous snapshot will be overwritten. Users may choose to generate a new snapshot as corrections are being made to various areas of student information.</p>
Reset	Returns screen to original defaults.
Back	Returns user to the BIE Attendance Data Mart editor screen.

Notifications

Users with **Read** access to the BIE Attendance Rate Data Mart tool will receive notifications in their [Process Alerts](#) when:

- **A snapshot has been submitted**. Only the user who submitted the snapshot will receive this notification. A notification report displays by clicking on the message link.
- **A snapshot (validation or authentication) has been submitted and has completed syncing**. To view the data captured by the completed snapshot, a report must be generated.
- **A report is available**. If a user selected Submit to Batch Queue to generate the report (validation or authentication), a notification will display when it is ready to view. Click the message link to view the report. The report can also be retrieved from the data mart's Report

tool.

- **An error has prevented a record from syncing to the state** . The DIS Sync error can be further reviewed in the Error Log under System Administration > Data Interchange.
 - Errors can not be corrected in the snapshot. If a correction is needed, it must be made in the location the data is entered. Generate a new snapshot to sync the corrected record.
 - If a record failed to sync, only that record is affected and will not prevent other records from syncing.

[illegible]

Generate a Report

Generate a report for a specific school and school year to review or authenticate the student information captured by the snapshot. Only one school and school year may be selected at a time.

A sign-off page appends to the end of the printed PDF version of the Authentication Report.

► [Click here to expand...](#)

The BIE Attendance Data Mart report includes personally identifying student information including NASIS IDs.

BIE Attendance Data Mart Editor

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It is recommended this tool be used after the completion of the school year. Example: if the 19-20 year is complete, a snapshot is collected for the school year of '20.

Snapshot

Captures a snapshot of student data for validation and authentication.

>

Report

Print a report of the data gathered by the snapshot. This option is not available until after a snapshot is captured.

>

BIE Attendance Data Mart Report Editor

Instructions +

Report Set Up -

School Year *

19-20

Snapshot Type * i

Validation

Authentication

School *

	School ↑	Validation Snapshot	Authentication Snapshot
<input type="checkbox"/>	ABC Day School	Awaiting Validation	Awaiting Authentication
<input type="checkbox"/>	ABCD Community School	Awaiting Validation	Awaiting Authentication
<input type="checkbox"/>	Bucking Horse Elem.	Awaiting Validation	Awaiting Authentication
<input type="checkbox"/>	High School	Awaiting Validation	Awaiting Authentication
<input type="checkbox"/>	Middle School	Awaiting Validation	Awaiting Authentication
<input type="checkbox"/>	West Middle School	Awaiting Validation	Awaiting Authentication

Output Options -

Report Processing

☒ Generate Now

☐ Submit to Batch Queue

Format Type

☐ PDF

☒ CSV

Generate

Reset

Back

BIE Attendance Data Mart Report Editor

1. Select **Report** from the BIE Attendance Data Mart Editor.
2. Select a **Snapshot Type**.
3. Select a **School Year**.
4. Select a **school**. This does not allow for selection of more than one school.
5. Select *Generate Now* or *Submit to Batch Queue* from **Report Processing**.
 - If Submit to Batch Queue is selected, a Process Alerts notification will be sent to the user's Message Center when the report is ready to view.
6. Select **Report Format** (CSV or PDF). The Signature Page will only print when PDF is selected for the Authentication Report.
7. Select **Generate**.

Report Editor Field Descriptions

Field	Description
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Field	Description
Snapshot Type	<p>Determines which table to generate the report from (Validation or Authentication).</p> <ul style="list-style-type: none"> • Only the Validation Report can be used with the Validation Snapshot. • Only the Authentication Report can be used with the Authentication Snapshot.
School Year	Identifies the school year the chronic absenteeism attendance is based from.
School	Allows for the selection of a single school to view the data records captured by the snapshot.
Output Options	
Report Processing	<p>Determines if the report should be generated now or processed at a later time.</p> <p>If Batch Queue is selected, users will receive a notification in their Process Alerts inbox when the report is ready.</p>
Format Type	<p>Select Report Format (CSV or PDF).</p> <p>The Authentication Signature page only appends when the Authentication Report is generated in PDF format.</p> <div> <p>This report returns a high amount of data points. Users may find it easier to review in CSV format first.</p> </div>

Report Example

BIE Attendance Data Mart Report

School Year: 19-20

District: River School

School: River School

Authentication Date: Awaiting Authentication

Validation Snapshot Date: 04/21/2021 03:04:00 PM

Generated On: 4/21/2021 3:20:45 PM

NASIS ID	Federal Days Absent	Federal Percent Absent	Chronically Absent
	1	0.63	N
	0	0.00	N
	2	1.24	N
	0	0.00	N
	1	0.62	N
	2	1.25	N
	5	3.13	N
	1	0.63	N
	1	0.66	N
	6	3.75	N
	2	1.32	N
	1	0.62	N
	0	0.00	N
	1	0.62	N
	1	0.62	N
	3	1.86	N
	0	0.00	N

Attendance Data Mart Validation Report - PDF Format

BIE Attendance Data Mart Report

School Year: 19-20

District: River School **School:** River School

Authentication Date: 04/22/2021 12:22:00 PM **Validation Snapshot Date:** 04/22/2021 12:07:00 PM

Generated On: 4/22/2021 1:50:28 PM

I (we) have completed the steps necessary to authenticate the data contained within the BIE Attendance Data Mart. I (we) conclude that the data accurately reflects attendance details for students associated to the specified school year.

Signature

Name (please print)

Title

Date

Signature

Name (please print)

Title

Date

BIE Attendance Data Mart Authentication Signature Page - PDF

BIE Attendance Data Mart Reported Fields

Field	Description	Location
Authentication Date	The date and time when the BIE Attendance Data Mart snapshot was authenticated for the school.	N/A
Validation Date	The date and time of the last BIE Attendance Data Mart validation snapshot for the school.	N/A
NASIS ID	The unique identifier for the student.	Census > People > Demographics > NASIS ID Database: person.otherID

Field	Description	Location
Last Name <i>CSV Only</i>	Reports the student's last name.	Census > People Identities > Current Identity > Last Name Database: identity.lastName
First Name <i>CSV Only</i>	Reports the student's first name.	Census > People Identities > Current Identity > First Name Database: identity.firstName
Middle Name <i>CSV Only</i>	Reports the student's middle name.	Census > People Identities > Current Identity > Middle Name Database: identity.middleName
Suffix <i>CSV Only</i>	Reports the suffix of the student's name.	Census > People Identities > Current Identity > Suffix Database: Identity.suffix
Birth Date <i>CSV Only</i>	Reports the student's date of birth.	Census > People > Identities > Current Identity > Birth Date Database: Identity.birthDate
Gender <i>CSV Only</i>	Reports the student's sex.	Census > People > Identities > Current Identity > Gender Database: student.gender
Grade <i>CSV Only</i>	Reflects the student's instructional grade of their latest enrollment for all calendars within the school for the school year.	Student Information > General > Enrollment > Grade Database: enrollment.grade
Federal Days Absent	Reports the total number of days a student is considered to be chronically absent within the school. Further information regarding the Federal Days Absent logic can be found in the Chronic Absenteeism section of this article.	Calculated

Field	Description	Location
Federal Percent Absent	<p>Reports the students percentage of chronic absenteeism.</p> <p>The following calculation is used: (Federal Days Absent / Scheduled Days) * 100 = Federal Percent Absent.</p>	Calculated
Chronically Absent	<p>Reports 'Yes' if the student is considered to be chronically absent. Reports 'No' if the student <i>is not</i> considered to be chronically absent.</p>	Calculated
Count Date Enrollment <i>CSV Only</i>	<p>Identifies if the student had an active enrollment at the time of the Count Date - October 1. <i>October 1 must be marked Instructional to be considered the Count Date for the calendar for the school year. If October 1 falls on a non-instructional day, such as a weekend, the next calendar day marked Instructional is considered the Count Date for calendar for the school year.</i></p> <p>Reports 'Y' if the student had an active enrollment on the Count Date. Otherwise, 'N' reports.</p>	<p>Student Information > General > Enrollments > Start Date/End Date</p> <p>Database: Calculated</p>
Primary Disability <i>CSV Only</i>	<p>Reports the student's primary disability from their latest plan of the selected school year. A plan is eligible if the plan dates overlap the student's primary enrollment start and end dates.</p> <p>The following LOCKED BIE plan types will report:</p> <ul style="list-style-type: none"> • BIE IEP • BIE IEP with Transition 	<p>Student Information > Special Ed > General > Documents > Plans > Enrollment Status > Primary Disability</p> <p>Database: planstate.disability1</p>

Field	Description	Location						
Special Ed Setting <i>CSV Only</i>	<p>Reports the student's Special Ed Setting from their latest plan of the selected school year. A plan is eligible if the plan dates overlap the student's primary enrollment start and end dates.</p> <p>The following LOCKED BIE plan types will report:</p> <ul style="list-style-type: none">• BIE IEP• BIE IEP with Transition	<p>Student Information > Special Ed > General > Documents > Plans > Enrollment Status > Special Ed Setting</p> <p>Database: planstate.specialEdSetting</p>						
English Learner <i>CSV Only</i>	<p>The English Learner (EL) Code populates when when the student meets one of the following conditions.</p> <p>'Not EL' reports if:</p> <ul style="list-style-type: none">• the student's program status is not EL• the student's program status is not Exited EL <table><tr><th>If...</th><th>Reports as...</th></tr><tr><td colspan="2">The following logic is used to determine the temporary reporting window:<ul style="list-style-type: none">• Active EL Window Start is the Identified Date• Active EL Window End is the Fourth Year Monitoring Date</td></tr><tr><td>Student's Program Status equals EL OR the student's Program Status equals exited EL with an exit date AFTER the temporary reporting window.</td><td>EL</td></tr></table>	If...	Reports as...	The following logic is used to determine the temporary reporting window: <ul style="list-style-type: none">• Active EL Window Start is the Identified Date• Active EL Window End is the Fourth Year Monitoring Date		Student's Program Status equals EL OR the student's Program Status equals exited EL with an exit date AFTER the temporary reporting window.	EL	<p>Student Information > General > Program Participation > English Learners (EL) > Program Status</p> <p>Student Information > General > Program Participation > English Learners (EL) > Fourth Year Monitoring</p> <p>Database: Calculated</p>
If...	Reports as...							
The following logic is used to determine the temporary reporting window: <ul style="list-style-type: none">• Active EL Window Start is the Identified Date• Active EL Window End is the Fourth Year Monitoring Date								
Student's Program Status equals EL OR the student's Program Status equals exited EL with an exit date AFTER the temporary reporting window.	EL							

Field	Description	Reports as...	Location
	Student Program Status = Exited EL AND the First Year Monitoring Date is on or within the reporting window	1st Year Monitoring	
	Student Program Status = Exited EL AND the Second Year Monitoring Date is ON OR WITHIN the Reporting Window	2nd Year Monitoring	
	Student Program Status = Exited EL AND the Third Year Monitoring Date ON OR WITHIN the Reporting Window	3rd Year Monitoring	
	Student Program Status = Exited EL AND the Fourth Year Monitoring Date ON OR WITHIN the Reporting Window	4th Year Monitoring	
	Student did NOT meet any of the above conditions	NOT EL	

Field	Description	Location
Economic Disadvantaged <i>CSV Only</i>	Reports a status of Y.	N/A
Migrant <i>CSV Only</i>	Reports a status of N.	N/A
Homeless <i>CSV Only</i>	Reports the student's homeless status of the Homeless Nighttime Residence field from the last year of their enrollment within the cohort.	<p>Student Information > General > Enrollment > Service Type</p> <p>Student Information > General > Enrollment > BIE Reporting > Homeless Nighttime Residence</p> <p>Database: bie.homelessNighttimeResidenceBIE</p>
Foster Care <i>CSV Only</i>	<p>Reports the student's BIE foster care status for the selected school year.</p> <p>Otherwise, 'N' reports.</p>	<p>Student Information > Program Participation > BIE Foster Care > Start Date</p> <p>Student Information > Program Participation > BIE Foster Care > End Date</p>
Race/Ethnicity <i>CSV Only</i>	Reports the student's race/ethnicity code tied to their current identity.	<p>Census > People > Identities > Race Ethnicity > Federal Designation</p> <p>Database: Identity.raceEthnicity</p>
Military Connection Status <i>CSV Only</i>	<p>Reports the status of the student's relationship to the military for the selected school year.</p> <p>Otherwise, 'N' reports.</p>	<p>Student Information > General > Enrollment > BIE Reporting > Military Connected</p> <p>Database: enrollmentBIE.militaryConnected</p>

Field	Description	Location
Section 504 <i>CSV Only</i>	<p>Reports the student's 504 plan status.</p> <p>Otherwise, 'N' reports.</p>	<p>Student Information > Program Participation > BIE Section 504 > Start Date</p> <p>Student Information > Program Participation > BIE Section 504 > End Date</p>
Tribe <i>CSV Only</i>	<p>Reports the tribal code of the tribe the student belongs to.</p>	<p>Student Information > General > NASIS > Tribe</p> <p>Database: nasis.tribalCode</p>
BIE Enrollment Type (ISEP Status) <i>CSV Only</i>	<p>Reports the student's BIE Enrollment Type for the school year selected.</p>	<p>Student Information > General > Enrollment > BIE Reporting > Enrollment Type</p> <p>Database: bie.stateAidBIE</p>
BIE District Number <i>CSV Only</i>	<p>Reports the BIE District Number of the District tied to the reporting school.</p>	<p>System Administration > Resources > District Information > BIE District Number</p> <p>Database: District.groupNumber</p>
BIE Group Number (State School Number) <i>CSV Only</i>	<p>Reports the BIE Group Number of the reporting school.</p>	<p>System Administration > Resources > School > BIE Group Number</p> <p>Database: School.groupNumber</p>