Virtual Instruction Report (New Hampshire)

Last Modified on 10/21/2024 8:22 am CDT

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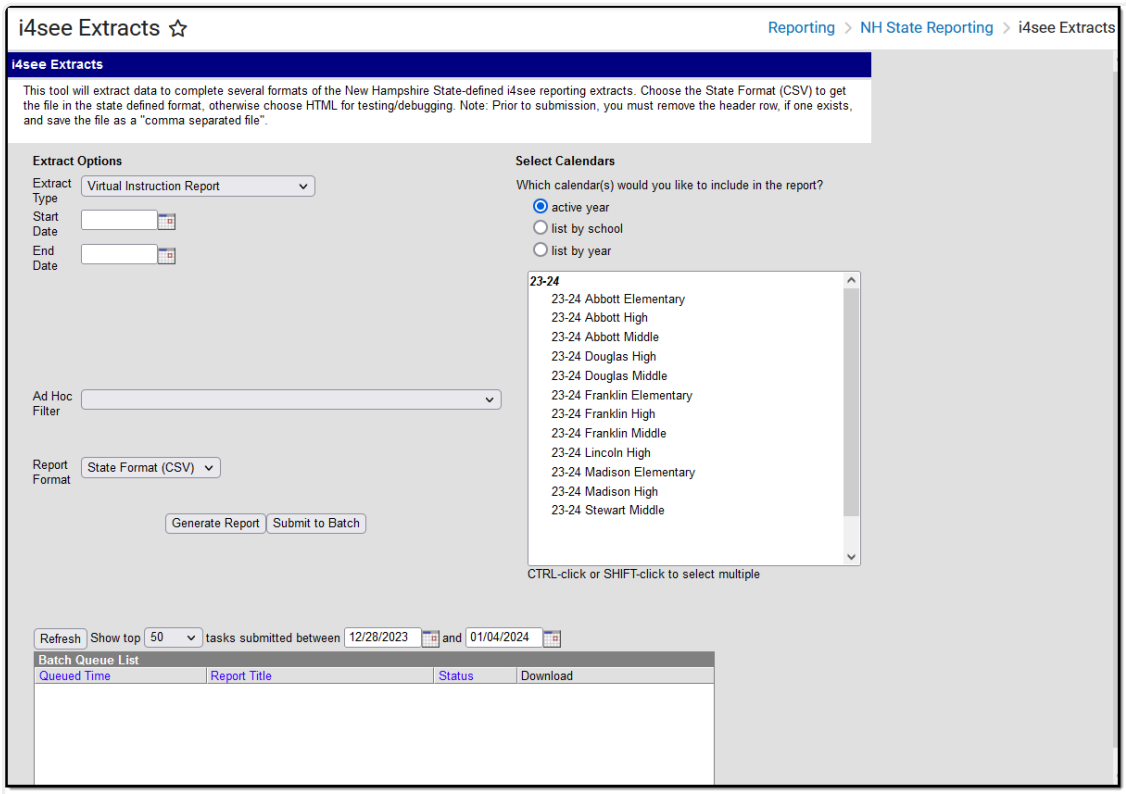
The Virtual Instruction Report includes information on the percentage of time students spend in virtual instruction and in-classroom instruction. This report can be submitted at any time during the year, but is required to be submitted at the end of the year, and every student included in the E-O-Y Enrollment Report also needs to be included in this report.



Virtual Instruction Report Editor

Report Logic

All students who have any enrollment record between he entered Start and End Dates are included on the report.

Students are not included when:

- The Enrollment record is marked as State Exclude or No Show.
- The Grade Level of Enrollment is marked as State Exclude.
- The Calendar of Enrollment is marked as State Exclude.

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Report Editor

Data Element	Description
Extract Type	Indicates the type of extract selected. Different options may appear depending on the selection. For this instance, choose **Virtual Instruction Report.**
Start Date	Entered date is used to return students who have an enrollment in the selected calendar(s) that begins on or after this date. Dates are entered in *mmddyy* format or can be selected by using the calendar icon.
End Date	Entered date is used to return students who have an enrollment that end on or before this date. Dates are entered in *mmddyy* format or can be selected by using the calendar icon.
Ad hoc Filter	Selection of previously made filter that contains specific students to include in the label request.
Report Format	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.
Select Calendars	At least one calendar must be selected in order for the extract to generate. Students in the chosen calendars are included in the extract. Calendars can be selected by the active year, the school or the year.
Report Generation	Use the **Generate Report** to immediately display the results. For larger selections of data (multiple calendars, multiple years), use the **Submit to Batch** option to choose when the report generates.

Generate the Virtual Instruction Report

1. Select the **Virtual Instruction Report** options from the **Extract Type** dropdown list.
2. Enter the **Start Date** and **End Date** of the program 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 desired **Report Format**.
5. Select the desired **Calendars** from which to report students.
6. Click the **Generate Extract** or the **Submit to Batch** button. The report displays in the selected format.

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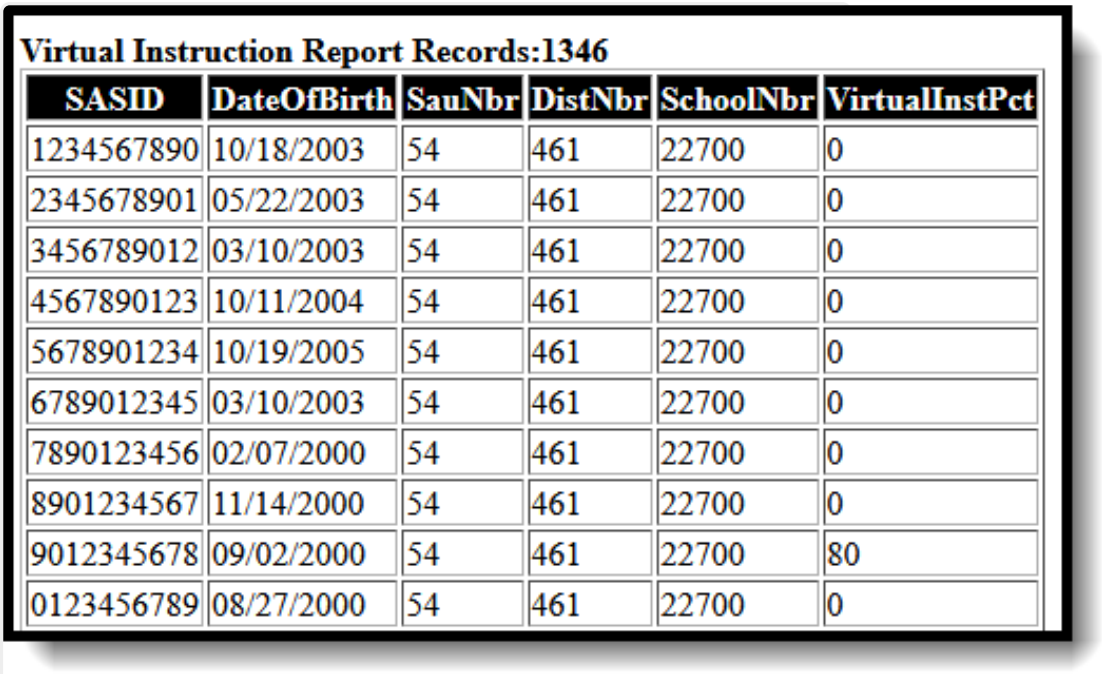
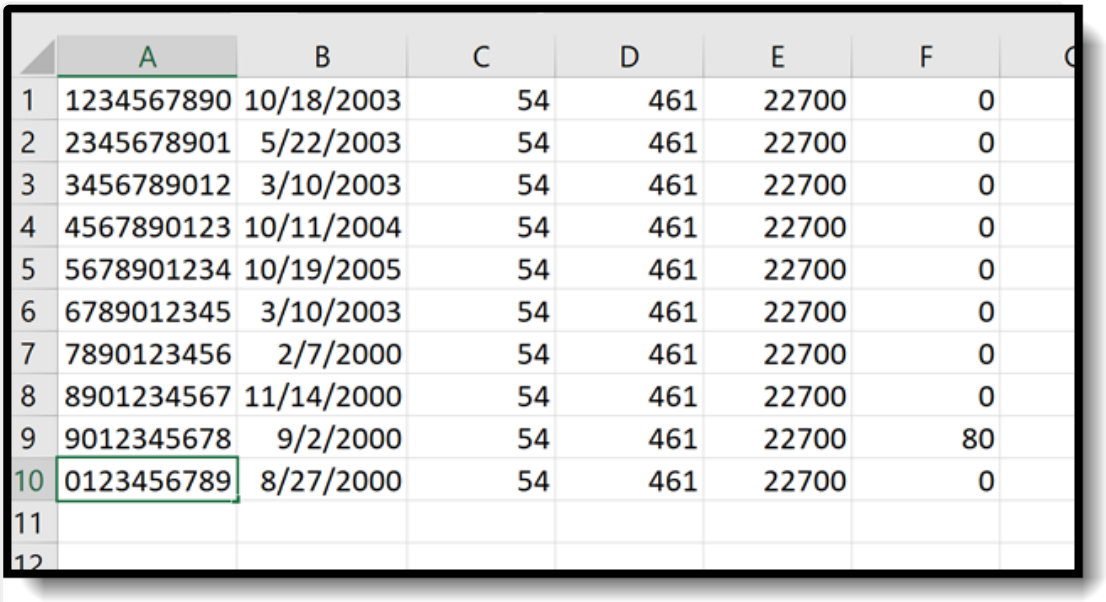


Virtual Instruction Report Records:1346

SASID	DateOfBirth	SauNbr	DistNbr	SchoolNbr	VirtualInstPct
1234567890	10/18/2003	54	461	22700	0
2345678901	05/22/2003	54	461	22700	0
3456789012	03/10/2003	54	461	22700	0
4567890123	10/11/2004	54	461	22700	0
5678901234	10/19/2005	54	461	22700	0
6789012345	03/10/2003	54	461	22700	0
7890123456	02/07/2000	54	461	22700	0
8901234567	11/14/2000	54	461	22700	0
9012345678	09/02/2000	54	461	22700	80
0123456789	08/27/2000	54	461	22700	0

Virtual Instruction Report - HTML Format



	A	B	C	D	E	F
1	1234567890	10/18/2003	54	461	22700	0
2	2345678901	5/22/2003	54	461	22700	0
3	3456789012	3/10/2003	54	461	22700	0
4	4567890123	10/11/2004	54	461	22700	0
5	5678901234	10/19/2005	54	461	22700	0
6	6789012345	3/10/2003	54	461	22700	0
7	7890123456	2/7/2000	54	461	22700	0
8	8901234567	11/14/2000	54	461	22700	0
9	9012345678	9/2/2000	54	461	22700	80
10	0123456789	8/27/2000	54	461	22700	0
11						
12						

Virtual Instruction Report - CSV Format

Report Layout

Data Element	Description	Location

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Data Element	Description	Location
SASID	State-assigned student identification number. *Numeric, 10 digits*	Census > People > Demographics > Person Identifiers > State ID Person.stateID
Date of Birth	Student's date of birth. *Date field, 10 characters (MM/DD/YYYY)*	Census > People > Demographics > Person Information > Birth Date Identity.birthdate
SAU Number	Indicates the School Administrative Unit Number. *Numeric, 3 digits*	School & District Settings > District > District Information > SAU Number School.SAUnumber
District Number	Indicates the district number. *Numeric, 3 digits*	School & District Settings > District > District Information > State District Number District.number
School Number	Indicates the school number. *Numeric, 5 digits*	School & District Settings > Schools > School Information > State School Number School.number
Virtual Instruction Percentage	Reports the percentage of virtual minutes for which the student was scheduled in the selected calendar. This is a calculation of the Minutes Virtual divided by the Total Minutes Scheduled. This is an override field. If there is no value entered on the Enrollment Record, the value reports from Blended Learning. *Numeric, 3 digits*	Student Information > General > Enrollments > State Reporting Fields > Virtual Instruction Percentage Enrollment.virtualInstructionPercentage

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