ISEP Student Count Waiver Request

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[Report Logic](#) | [Report Editor](#) | [Report Layout](#) | [Report Generation](#)

Tool Search: Student Count Waiver Request

The Bureau of Indian Education (BIE) utilizes the Student Count Waiver Request form as part of the funding process for the Indian School Equalization Program (ISEP). The form is completed and submitted when a student is not physically present (at the school) to meet the funding attendance requirements. The form displays student demographics data and should be handled in the same manner as any document that includes personally identifying information (PII). Please see the [Controlled Reports and PII](#) article for more information.

Student Count Waiver Request Editor

Report Logic

Reports for the student currently selected.

Reports from the active school year calendar.
- Calendar must be designated as 'Type R: Residential' or 'I: Instructional'. This determines the appropriate wording that displays on the form.
- Calendar must have data entered in ISEP Mgmt. The report generates as 'No data exists for given report options ' if ISEP Mgmt data is not present. (System Administration > Calendar > IESP Mgmt)

Calculates submission deadlines to print on the form:
- The Residential deadline is 14 calendar days after the last date of the school's residential count period. The system looks at the ISEP Dates table to determine the last day of the school's last count week and adds 14 calendar days.
- The Instructional deadline is 10 days before the end of the school year. The system looks at the Calendar Day Detail to determine the last day of the school year marked School Day, Instruction, and Attendance and counts back 10 school days for this calculation.

Determines the Number of Days (Instructional or Residential) requested by calculating the number of School Days that occur starting with the start date and ending with the end date chosen on the editor (including dates entered). This value displays on the form.
(System Administration > Calendar > Calendar > Days marked as School Day, Instruction, and Attendance)

Report Editor

The report editor allows the user to select a date range for the request form and the student waiver category.

Option	Description
Start Date *Required*	The first school/instruction/attendance day in calendar. The initial date considered when determining the Number of Days (Instructional or Residential) requested.
End Date *Required*	The last school/instruction/attendance day in calendar. The final date considered when determining the Number of Days (Instructional or Residential) requested.
Student Waiver Category *Required*	Drop list options: A: Homebound B: Located in an institutional setting outside of the school

Student Waiver Sub-Category	Drop list options:
Only displays if option 'B' is selected under the Student Waiver Category	1: Paying for the student to receive educational services from facility 2: Providing educational services by certified school staff at least 5 documented count hours each week

Report Layout

The ISEP Student Count Waiver Request form generates in PDF file format.

Data Element Label	Description	Location
A: Demographic School and Student Data		
School	Name of the school	School & District Settings > Schools > School Information > School Detail > Name sch.name
Education Resource Center	Displays Education Resource Center (ERC) Concatenated code + description	School & District Settings > Schools > School Information > School History > Education Resource Center (ERC)
School Telephone Number	Telephone number of the student's school	School & District Settings > Schools > School Information > School Detail > Phone sch.phone
School Telefax Number	Fax number of the student's school	School & District Settings > Schools > School Information > School Detail > Fax sch.fax

Student Name	Student's first, middle, and last name	Census > People > Demographics > • First Name • Middle Name • Last Name student.firstName student.middleName student.lastName
NASIS ID	Student's NASIS ID number	Census > People > Demographics > NASIS ID student.otherID
Date of Birth	Month, date, and year of the student's birth	Census > People > Demographics > Birth Date student.birthDate
Gender	Student's gender	Census > People > Demographics > Gender student.gender
Grade	Mapped BIE Grade Level Code	Student Information > General > Enrollment > Grade student.grade
Tribe	Concatenated display of the student's Tribal Code and the related description	Student Information > General > NASIS > • Tribal Code • Description nasis.tribalCode
B. Instructional OR Residential Program Requested		
ISEP Program	**R** (Residential) or **I** (Instructional) Based on calendar selected in toolbar - return calendar type selected (limited to valid values by reporting population requirements)	Scheduling & Courses > Calendar Setup > Calendar Information > BIE Type cal.typeBIE

Start Date	The first school/instruction/attendance day in calendar. The initial date considered when determining the Number of Days (Instructional or Residential) requested.	Scheduling & Courses > Calendar Setup > Day Setup > Day Detail
End Date	The last school/instruction/attendance day in calendar. The final date considered when determining the Number of Days (Instructional or Residential) requested.	Scheduling & Courses > Calendar Setup > Day Setup > Day Detail
Number of Instructional Days Requested **or** **Number of Residential Nights Requested**	The correct statement AND total count for the number of school / instruction / attendance days in the calendar that fall on / between the Waiver Start Date and Waiver End Date selected on the Forms Editor. Dependent upon the ISEP PROGRAM (BIE Type-field 11) reported *Derived & Calculated*	Scheduling & Courses > Calendar Setup > Calendar Information > BIE Type Scheduling & Courses > Calendar Setup > Day Setup
C. Student Count Waiver Category		

Student Count Waiver Category	Based on the value selected in **Student Waiver Category** on the forms editor:
	• If **A: Homebound:**
	  ◦ Display the category code & description selected AND the circumstances under which student can be included in the school's membership that correlates to the type of student selected.
	    ▪ Circumstance under which student can be included in school's membership
	      ▪ (1) The student is temporarily
		Student Information > General > Student Waiver Request > ISEP Student Count Waiver Request Form > Student Waiver Category

confined to the home for some or all of the school day for medical, family emergency, or other reasons required by law or regulation;
- (2) The student is being provided by the school with at least 5 documented contact hours each week of academic services by certified educational personnel; and
- (3) Appropriate documentations is on file at the school."
- If **B: Located in an institutional setting outside of the school:**
  - Display the **Student Waiver Sub-Category** selected on the Forms Editor (This is the "Circumstances under which student can be included in the school's membership") - either:
    - 1)Paying for the student to receive educational services from the facility, or
    - 2)Providing educational services by certified school staff for at least 5 documented contact hours each week.
      - Code B and

		description appear on form with the selected circumstance	
E. School Administrator Approval Signature			
Principal's Name	Name of the school's Principal based on the Calendar selected	School & District Settings > Schools > School Information > School Detail > Principal Name sch.principalName	
G. BIE Central Office Use Only			
Number of Instructional Days Requested or Number of Residential Nights Requested	The correct statement based on the generated calendar's BIE Type: R:Residential or I:Instructional	Scheduling & Courses > Calendar Setup > Calendar Information > BIE Type	
H. Appeal			
Report generated on	System Date and Time stamp MM/DD/YYY HH:MM:SS when the form was generated		

Report Generation

1. Enter the **Start Date**.
2. Enter the **End Date**.
3. Select the applicable **Student Waiver Category.**
4. Select the applicable **Student Waiver Sub-Category** (if **'B: Located in an institutional setting outside of the school'** is chosen in step 3
5. Click the **Generate Student Waiver Request Form** button to generate the PDF document.