iNHDEX

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iNHDEX (Initiative for New Hampshire's Data Exchange) is the Statewide Student Information System being deployed and phased into all New Hampshire public schools and districts over the next three years (2023-2025). The New Hampshire Department of Education plans for iNHDEX to eventually replace the existing i4see data collection system.

iNHDEX Report Editor

Report Editor

Data Element	Description
Set Up	
Search Calendars	Use the search field to narrow the list of calendars to select. Use the Expand All/Collapse All option. Place a checkmark next to the desired school and calendars.
Show Active Year Only	Only calendars for the active school year are available for selection when set to ON. When set to OFF, all calendars from all school years are available for selection based on the user's tool rights.
Report Options	
Extract Type *(required)*	Determines which iNHDEX report generates. Click on the hyperlink for more information about the specific extract. See table below.

Extract	Description
Calendar 🔗	Used to define the academic school year for each school in the district.
Calendar Blocking Days 🔗	Used to define instructional periods within the academic school year and the hours of instruction in each period. The calendar session details will be used to calculate student membership at the school.
Calendar Sessions 🔗	Used to define instructional periods within the academic school year and the hours of instruction in each period.
Charter Payment Verification 🔗	Charter schools can use this to update student enrollments outside the Enrollment submission windows for payment verification purposes.
College and Career Readiness 🔗	Required for districts (including charter schools) with high schools (grades 9-12). Allows for reporting a student's attainment of identified CCR indicators that occurred at any point during their high school tenure.
Course Assignments 🔗	Reports data for all courses offered.
Education Tax Credit 🔗	Reports a record for all students with an Enrollment Status of '28: Education Free Account (EFA) Program'.

Data Element	Description	Reports all students enrolled at any time during the academic year. It excludes Homeschooled and Adult Education students who are not enrolled full-time.
	Enrollment Transfers 🖉	Reports students who were previously reported on the current school year Enrollment submission and have since left the school. Students who leave school during the academic year must be reported before the next Enrollment submission.
	Extended Learning Opportunities 🖉	Reports data for high school students who participated in an extended learning opportunity (ELO) during the school year.
	Free and Reduced 🖉	Reports all students in the selected calendar(s) with a FRAM Eligibility record status (F: Free or R: Reduced) or with the 'Free Milk Eligible' checkbox marked.
	Home School Academic 🖉	Reports homeschooled students participating in academic classes in public schools from grades classified 'Ninth Grade' - 'Post Graduate'.
	Program Participation 🖉	Reports students participating in the following school programs: • Adult Education ○ *Manually entered by districts using the flag with the code 'ADULT'.* • NH Career Academy • 504 Education Plan
	Student Absence 🖉	Reports when students have an attendance event designated with an absence code associated with a State Code. The data is used to calculate chronic absenteeism and the attendance rate at the district and school.
	Student Class 🖉	Pulls course-level enrollment data for students in district schools.
	Student Roster 🖉	Can be used to register K-12 students for all state assessments and NHSAS Interim testing.

Data Element	Description	
	Summer Graduates and Withdrawals 🔗	Reports students who either graduated/completed high school or withdrew from the district over the summer.
	Title I Academic 🔗	Reports the designation of students receiving Title I Services.
Start Date / End Date *(required)*	Dates determine the time frame of the extract. Dates are entered in mmddyy format or can be chosen using the calendar icon.	
Display Course Number *(Does not display for all extract types)*	The course number is displayed on the report when the checkbox is selected.	
Exclude Cross-Site Data *(Does not display for all extract types)*	Cross-site section enrollment data is **not** included in the report when checked. • Cross-site enrollment functionality must be enabled at the district level for the checkbox to display.	
Ad Hoc Filter	Allows for the selection of a previously created filter. Only students included in the selected filter return on the report.	
Output Options		
Report Processing	**Generate Now:** Select to generate the report immediately. **Submit to Batch:** Useful when generating reports for several calendars or larger amounts of reported data. See the Batch Queue article for more information.	

Data Element	Description
Format Type	Determines in which format the report is generated. • CSV (State Format) • HTML **CSV Format Best Practice** The accepted state format for all iNHDEX extracts is Comma-Separated Value (CSV). If the Microsoft Excel application is installed on your computer, this file type usually defaults to opening with it. Microsoft Excel handles date-time values in a very specific way. The default handling of date values removes leading 0s, **which will cause issues with your reporting**. To avoid issues, make sure to perform edits to CSV files through a text editor application such as Notepad, Notepad++, or a similar text editor application. If you want to continue using Excel, ensure that all date fields are set to format MM/DD/YYYY **with leading 0's** (e.g., "8/4/2024" should display as "08/04/2024"). This article from Microsoft provides detailed instructions on how to change the format of dates within Excel: [Format a date the way you want - Microsoft Support](#).

Generate the Extract

1. Select the **School(s)/Calendar(s)** to include in the report.
2. Select the **Extract Type** from the droplist.
3. Enter a **Start Date.**
4. Enter an **End Date**.
5. Mark the **Display Course Number** checkbox to include in the report. (This option only displays for certain extract types.)
6. Mark the **Exclude Cross-Site** checkbox to not include cross-site section enrollment data in the report. (This option only displays for certain extract types.)
7. Select an **Ad Hoc Filter** if desired.
8. Mark **Generate Now** or **Submit to Batch**.
9. Indicate the **Format** in which the report should be generated. Note the *CSV Format Best Practice* outlined above.
10. Click the **Generate** button to generate the report in the desired format.