

Enrollment (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).

All districts must provide data for each student enrolled in their district at any point during the school year. All districts must also report students who are/were the financial responsibility of the school district but were placed out-of-district at nonpublic schools (in- or out-of-state), or at public schools out-of-state. The New Hampshire Department of Education uses this data to report datasets, including October 1st Enrollment Counts, Graduation and Dropouts, Participation Rates for state assessments, ADM and Adequacy Aid funding, State Assessments, and Federal Accountability reporting.

Submissions	
BOY	Beginning of the Year
MOY	Middle of the Year
EOY	End of the Year

iNDEX ☆
Reporting > NH State Reporting > iNDEX

Instructions

This tool will extract data to complete several formats of the New Hampshire State-defined iNDEX reporting extracts.

Setup

Search Calendars Show Active Year Only

Find Schools & Calendars ON

Expand All Collapse All

▼ 24-25

- ▶ Campus High School
- ▶ Campus Middle School

Report Options

Extract Type *

Start Date *

End Date *

Ad Hoc Filter

Output Options

Report Processing

Generate Now

Submit to Batch Queue

Format Type

CSV (State Format)

HTML

Batch Queue Results

Start Date End Date

Report Title	Queued Time ↓	Status
No records available.		
<input type="button" value="⏪"/> <input type="button" value="⏩"/>		0 - 0 of 0 items

iNDEX Enrollment Editor

Report Logic

Report all students who attended one or more school days during the selected calendar.

- Excludes:
 - Homeschooled students
 - Adult Education students who are not enrolled full-time

Report all entries and dates for the student.

Report Exit Dates if the Enrollment has End Date and End Status.

A student can have more than one record for this report

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 checkbox next to the desired school and calendars.
Show Active Year Only	<p>Only calendars for the active school year are available for selection when set to ON.</p> <p>When set to OFF, all calendars from all school years are available for selection based on the user's tool rights.</p>
Report Options	
Extract Type <i>(required)</i>	<p>Determines which iNHDEX report generates.</p> <ul style="list-style-type: none"> • Enrollment
Start Date / End Date <i>(required)</i>	Dates determine the time frame of the extract. Dates are entered in mmddyy format or can be chosen using the calendar icon.
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	

Data Element	Description
Report Processing	<p>Generate Now: Select to generate the report immediately,</p> <p>Submit to Batch: Select when you want to determine when the report is generated. Submit to Batch is useful when generating reports for several calendars or larger amounts of reported data. See the Batch Queue article for more information.</p>
Format Type	<p>Determines in which format the report is generated.</p> <ul style="list-style-type: none"> • CSV (State Format) • HTML

Generate the Extract

1. Select the School(s)/Calendar(s) to include in the report.
2. Select Enrollment in the **Extract Type** droplist.
3. Enter a **Start Date**.
4. Enter an **End Date**.
5. Select an **Ad Hoc Filter**, if desired.
6. Mark **Generate Now** or **Submit to Batch**.
7. Indicate the **Format** in which the report should be generated.
8. Click the **Generate** button to generate the report in the desired format.

Report Layout

Data Element	Description	Location
sauNbr	<p>The school administrative unit number.</p> <p><i>Numeric, 3 digits</i></p>	<p>District Information > District Detail > SAU Number</p> <p>District.sauNumber</p>
distNbr	<p>The district number.</p> <p><i>Numeric, 3 digits</i></p>	<p>District Information > District Detail > State District Number</p> <p>District.number</p>
schoolNbr	<p>The school number.</p> <p><i>Numeric, 5 digits</i></p>	<p>School Information > School Detail > State School Number</p> <p>School.number</p>
stateID	<p>The student's State-assigned student identification number.</p> <p><i>Alphanumeric, 10 characters</i></p>	<p>Demographics > Person Identifiers > State ID</p> <p>Person.stateID</p>

Data Element	Description	Location
dob	<p>The student's date of birth.</p> <p><i>Date Field, MM/DD/YYYY</i></p>	<p>Demographics > Person Information > Birth Date</p> <p>Identity.dateOfBirth</p>
grade	<p>The student's grade level.</p> <p><i>Numeric, 2 digits</i></p>	<p>Enrollments > General Enrollment Information > Grade</p> <p>Enrollment.grade</p>
enrollmentStatus	<p>The status of the student for the time period covered by the record.</p> <p><i>Numeric, 2 digits</i></p>	<p>Enrollments > State Reporting Fields > Enrollment Status</p> <p>Enrollment.stateAid</p>
entryDate	<p>The date the student entered the district for the period covered by the record.</p> <p><i>Date Field, MM/DD/YYYY</i></p>	<p>Enrollments > General Enrollment Information > Start Date</p> <p>Enrollment.startDate</p>
entryCode	<p>The reason the student entered school in this district on the entry date for this record. A separate record with the appropriate entry reason should be created every time a student enters or re-enters the district.</p> <p><i>Date Field, MM/DD/YYYY</i></p>	<p>Enrollments > General Enrollment Information > Local Start Status</p> <p>Enrollment.startStatus</p>
exitDate	<p>The last day of a student's enrollment. This may be the date a student withdraws from the district or the date their enrollment status changes within the district (e.g., changing grade levels mid-year).</p> <p><i>Date Field, MM/DD/YYYY</i></p>	<p>Enrollments > General Enrollment Information > End Date</p> <p>Enrollment.endDate</p>

Data Element	Description	Location
exitCode	<p>The reason for a student's exit.</p> <p><i>Numeric, 3 digits</i></p>	<p>Enrollments > General Enrollment Information > Local End Status</p> <p>Enrollment.endStatus</p>
districtResponsible	<p>The district that bears fiscal responsibility for the education of this child.</p> <p><i>Numeric, 3 digits</i></p>	<p>Enrollments > State Reporting Fields > Fiscal District</p> <p>EnrollmentNH.fiscalDistrict</p>
townResponsible	<p>The town that bears fiscal responsibility for the education of this child.</p> <p><i>Numeric, 3 digits</i></p>	<p>Enrollments > State Reporting Fields > Fiscal Town</p> <p>EnrollmentNH.fiscalTown</p>
fullDayPct	<p>The percent of the school week that is available for the given student. It indicates if the student is attending a full-day or partial-day program.</p> <p><i>Numeric, 3 digits</i></p>	<p>Enrollments > State Reporting Fields > Percent Enrollment</p> <p>Enrollment.percentEnrolled</p>
diplomaType	<p>The type of diploma received by the student. Report Diploma Type if End Status is W11. Otherwise, report null.</p> <p><i>Numeric, 2 digits</i></p>	<p>Graduation > General Graduation Information > Diploma Type</p> <p>Graduation.diplomaType</p>
postGradPlans	<p>An indication of the student's plans following their completion of high school.</p> <p><i>Numeric, 2 digits</i></p>	<p>Graduation > General Graduation Information > Post Grad Plans</p> <p>Graduation.postGradplans</p>
race	<p>The student's race. Report "9" if Race/Ethnicity is NULL. Otherwise, report Race/Ethnicity.</p> <p><i>Numeric, 2 digits</i></p>	<p>Demographics > Person Information > Race/Ethnicity</p> <p>Identity.raceEthnicityFed</p>

Data Element	Description	Location
ethnicity	<p>The student's ethnicity. Report "1" if the student is Hispanic or Latino. Otherwise, report "2".</p> <p><i>Numeric, 2 digits</i></p>	<p>Demographics > Person Information > Race/Ethnicity > "Is the individual Hispanic/Latino?"</p> <p>Identity.hispanicEthnicity</p>
sex	<p>The student's natal sex.</p>	<p>Demographics > Gender</p> <p>identity.gender</p>
residentialHome	<p>Identifies the specific facility for students who live in a residential or group home.</p> <p><i>Numeric, 3 digits</i></p>	<p>Enrollments > State Reporting Fields > Residential Home</p> <p>EnrollmentNH.residentialHome</p>
parentMilitaryCd	<p>Indicates if a student has a parent who is a member of the armed forces on active duty or serves on full-time National Guard duty.</p> <p>Reports Code Based on Student's Parent/Guardian Military Status:</p> <ol style="list-style-type: none"> 1. If the student's Parent(s) or Legal Guardian(s) does not have a military status, report "1". 2. Report "2" if the student's Parent(s) or Legal Guardian(s) have the Status of "Active Duty, Deployed" or "Active Duty, Not Deployed" AND is in one the Branch listed below: <ol style="list-style-type: none"> 1. Air Force 2. Army 3. Coast Guard 4. Marine Corps 5. Navy 3. Report "3" if the student's Parent(s) or Legal Guardian(s) have Status of "Active Duty, 	<p>Census > People > Military Connections</p> <p>MilitaryConnections.status</p>

Data Element	Description	Location
	<p>Deployed" or "Active Duty, Not</p> <p>Deployed" AND is in the Branch listed below:</p> <ol style="list-style-type: none"> Air National Guard Army National Guard Report "4" if both 2 and 3 are true for the student. Report "5" if the student's Parent(s) or Legal Guardian(s) have Status of "Active Duty, Deployed" or "Active Duty, Not Deployed" AND is in the National Reserve listed below: Air Force Reserve Army Reserve Coast Guard Reserve Marine Corps Reserve Navy Reserve <p><i>Numeric, 1 digit</i></p>	
fosterStatus	<p>Indicates if the student is in the foster system. Reports "1" if the Program Status is "01: Foster Care". Otherwise, reports "0".</p> <p><i>Numeric, 1 digit</i></p>	<p>Program Participation > Foster Care > Foster Care Detail</p> <p>fostercare.programStatus</p>

Example Report

SASID	DOB	Grade	EnrollmentStatus	EntryDate	EntryCode	ExitDate	ExitCode	DistrictResponsible	TownResponsible	FullDayPct	DiplomaType	PostGradPlans	Race	Ethnicity	Sex	ResidentialHome	ParentMilitaryCode	FosterStatus
123456781	11/22/2011	07	1	7/1/2024	E1			123	123	100			5	2	M	1	1	0
123456782	11/18/2009	08	1	7/1/2024	E1			123	123	100			2	2	M	1	1	0
123456783	10/8/2010	08	1	7/1/2024	E1			123	123	100			5	2	F	1	1	0
123456784	12/16/2010	08	1	7/1/2024	E1			123	123	100			5	2	M	1	1	0
123456785	10/28/2010	08	1	7/1/2024	E1			123	123	100			5	2	M	1	1	0
123456786	11/12/2010	08	1	7/1/2024	E1			123	123	100			5	2	M	1	1	0
123456787	10/10/2010	08	1	7/1/2024	E1			123	123	100			5	2	F	1	1	0
123456788	2/22/2011	08	1	7/1/2024	E1			123	123	100			5	2	F	1	1	0
123456789	11/18/2010	08	1	7/1/2024	E1			123	123	100			5	2	M	1	1	0
123456790	2/23/2011	08	1	7/1/2024	E1			123	123	100			5	2	F	1	1	0
123456791	3/14/2011	07	1	7/1/2024	E1			123	123	100			2	2	F	1	1	0
123456792	1/27/2011	08	1	7/1/2024	E1			123	123	100			5	2	F	1	1	0
123456793	3/16/2011	08	1	7/1/2024	E1			123	123	100			5	2	M	1	1	0

Example iNHDEX EnrollmentReport- CSV (State Format)