

# **New Hampshire Student Accounting Handbook**

*SEE REVISION LOG  
ON PG 48 FOR RECENT CHANGES*

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**REVISED  
JULY  
2007**

# Student Accounting For NH Schools

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## INTRODUCTION AND PURPOSE

Accurate and timely student information is needed to assist local, state and federal officials in making appropriate, cost-effective program, policy and funding decisions. There are many types of student information, including attendance, academic performance, health, discipline and special education information.

This version of the NH Student Accounting Handbook includes information that will assist you with your student attendance data collection and reporting. We hope that the instructions, illustrations, and definitions will help you track the attendance of your students using either the paper Student Register provided by the Department of Education or an automated attendance system. If this document proves to be a useful tool, other sections may be added.

The Bureau of Information Services welcomes your comments and questions on this handbook. Please contact Sandy Hyslop at 271-2831 or by email at [shyslop@ed.state.nh.us](mailto:shyslop@ed.state.nh.us).

## PRIVACY

Student education records are official and confidential documents protected by one of the nation's strongest privacy protection laws, the Family Educational Rights and Privacy Act (FERPA). FERPA, also known as the Buckley Amendment, defines educational records as all records that schools or education agencies maintain about students.

FERPA gives parents the right to review and confirm the accuracy of educational records. This and other federal privacy laws ensure that information about citizens collected by schools and government agencies can be released only for specific and legally defined purposes.

FERPA's legal statute citation can be found in the U.S. code (20 USC 1232g). The US Department of Education has provided a handbook called "Protecting the Privacy of Student Records" for Education Agencies that can be accessed on-line at the NCES (National Center for Education Statistics) web site at [www.nces.ed.gov](http://www.nces.ed.gov).

RSA 189:1-e New Hampshire's statute governing the information that may be released to the public reads as follows:

**RSA 189:1-e Directory Information.** - A local education agency which maintains education records may provide information designated as directory information consistent with FERPA. Each year schools shall give parents public notice of the types of information designated as directory information. By a specified time after parents are notified of their review rights, parents shall request in writing to remove all or part of the information on their child that they do not wish to be available to the public. Such approval shall be renewed on an annual basis. Items of directory information, which is information not generally considered harmful or an invasion of privacy if disclosed, may include:

- I. Name and address of a student.
- II. Field of study.
- III. Weight and height of athletes.
- IV. Most recent previous school attended.
- V. Date and place of birth.
- VI. Participation in officially recognized activities and sports.
- VII. Date of attendance, degrees, and awards.

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## BASIC STUDENT INFORMATION

RSA 186:11 charges the State Board of Education with prescribing the content of the school register and annually providing paper registers to all public and private schools. All items within the register must be completed, and attendance must be recorded on a daily basis. RSA 189:27 allows for the use of a computer based enrollment and attendance system provided the system maintains all the detailed information identified in the paper register.

Whether the paper register or a computer system is used for attendance, each year's register must be retained permanently by the district. The registers provided by the State Board are printed on high quality paper that will last a century if protected from humidity. Schools using computer systems must take special care to preserve register information. If records are to be retained on electronic media, the information should be translated to a basic text format that can be read by any computer. Periodically, all old records should be transferred to the current industry standard media, as media (5<sup>1/4</sup>" floppys, 3<sup>1/2</sup>" floppys, CDs) eventually becomes obsolete. If computer printouts are to serve as permanent records, special care must be taken to ensure that the paper and ink are appropriate for permanent storage. Wide continuous feed paper and ribbon impact printing is particularly susceptible to deterioration and fading.

Student information systems, manual or electronic, will need to record certain basic biographical information. Bear in mind that this information, as well as attendance records, must be maintained for an indefinite period of time by all schools in NH.

### Student Registration Record – Basic Biographical Information

1. Student Name
2. SASID - State Assigned Student Identifier - A random number issued by the NHDoe upon request by a school district. Each student who must be tracked by a public school system will be issued a student identifier. For more detailed information on SASID's please go to [www.gencourt.state.nh.us/legislation/2004/SB0333.html](http://www.gencourt.state.nh.us/legislation/2004/SB0333.html).
3. Gender
4. Date of Birth
5. Race/Ethnic code - The manner of collecting the racial/ethnic information is left to the discretion of the institution, provided that the system which is established results in reasonably accurate data. See "Definitions" for race codes.
6. Place of Birth - Town and state if within the United States or the country if outside the United States.
7. District/Town of Residence - This is **NOT** necessarily the same as the mailing address. This refers to the town financially responsible for the education of the student. Verify the town in which the student resides. Town of Residence is particularly important in cooperative school districts and for tuition students.

8. Resident - Place a check mark if the student is a resident of that school district.
9. Tuition - Place a check mark if tuition is paid for that student to attend school.
10. Transportation - Indicate a bus number if applicable.
11. LEP - Place an "X" in the box if this is a Limited English Proficient student. See "Definitions" for LEP student.
12. Contact Information - Information about the parent/guardian and any other information deemed necessary by the school.
13. Memoranda - Use this for recording special student information. For example, information regarding foreign exchange status, students receiving temporary home instruction/tutoring and all other special information concerning the attendance record of the student. This information should also be collected if using an electronic student tracking system.

### **Student Attendance**

"Student attendance" refers to the tracking of daily school participation by a student. Do not carry any out-of-district placement students on your register. These students will be counted on the register for the district or private school they actually attend. Home schooled students (i.e. students educated at home by their parents) are not part of the regular membership and should be accounted for separately. (*See Home Schooled Students, page 4.*) Except for the purpose of identifying dropouts, the tracking begins anew at the start of each school year. State reporting captures only the events for ONE school year. It is recommended that each classroom be kept in a separate register. It will be easier to complete state reports if multi-age classrooms use a separate register for each grade. Your student tracking system needs to record the following activity:

- E(ntry): The proper entry code number for each student. When a student enrolls in a New Hampshire school (public or private) for the first time during a school year, record his enrollment as an E1 or E2. Use E1 for students enrolled at the beginning of the year or transferring from a country or territory outside of the US during the year. Use E1 for students entering mid-year, but not previously enrolled in any school this year. Use E2 for students transferring mid-year from a public or private school in another state.
- R(e-entry): The proper re-entry code for each student transferring mid-year from another public or private school in New Hampshire. See "Definitions" for re-entry codes.
- W(ithdrawal): The proper withdrawal code for each student that withdraws from your school. See "Definitions" for withdrawal codes.



## **Suggested Method for Recording Absences, Tardiness, and Dismissals**

Attendance must be recorded for each half-day session separately. The upper half of each rectangular block on the attendance pages should be reserved for the morning sessions, and the lower half should be reserved for the afternoon session. Within each block, an absence may be indicated by a short diagonal line “/”; a tardiness by a capital letter “T”; a dismissal by a capital letter “D”; and a non-membership by a capital “N”. The total number of half-days in the school year is usually 360.

### **Kindergarten and Preschool**

For half-day kindergarten classes (morning or afternoon), place an “N” for non-membership in the top or bottom section representing the half-day they are not supposed to be in school. For example, a morning kindergartner would display a non-member “N” for the afternoon session. In the remaining half of the box use a short diagonal line “/” to indicate an absence and leave blank to indicate attendance. In computing attendance and absence for half-day kindergarten students each such single session should be counted as one half-day and the total number of half days will usually be 180. See page 24, Calculating ADM for further instructions. *NOTE: Adequacy Aid pays for half day kindergarten only. You must be able to count the average daily membership that exceeds five half-days per week.*

For preschool record keeping, the smallest unit is a half-day session, regardless of the number of hours. For example, if a preschool class is conducted for 2 hours per day, 3 days per week, the attendance would be kept similar to Kindergarten; place an “N” for non-membership in the top or bottom of the box when the preschool is not in session. A student is not absent if he/she is not supposed to be there. *NOTE: Although preschool students are no longer included in the formula for determining Adequacy Aid, it is still necessary for the Department of Education to collect this information.*

### **Home Schooled Students**

In 2003, new legislation changed the statutory definition of average daily membership to explicitly exclude home schooled students. Home schooled students should not be reported on the A3 (districts average daily membership), and must not be included in the regular fall enrollment count. While the district must keep a list of home schooled students, it is not expected to track their daily activities, so in most cases, it is not necessary to list home schooled students in a register. To avoid misreporting home schooled students it is strongly recommended that home schooled students not be listed in school registers unless he is taking a course. Information about home schooled students for whom the district is the participating agency should be kept on a separate roster in the central office.

If a home schooled student attends a class or participates in a cocurricular activity, the district must keep track of the student’s attendance. This may be done on a separate roster or within the regular register. If attendance is tracked in the regular register it is essential that the entries be coded or listed in a way that will ensure that these students will not be counted in either the regular fall enrollment or the year-end ADM count. As with other attendance records, this information should be saved in perpetuity. The state Adequacy Aid distribution for 2003-2004 included an allocation for home schooled students participating in classes or cocurricular activities, and this allocation may be part of future distributions.

## No Show Students and Dropouts

Students that are expected, but do not return to school in September, should be carried as absent until a different status has been determined. If it is verified that the student moved out of the district prior to the start of school, the student should be expunged from the register. The student should not be counted as an E1 entry and the absent days should be removed, or crossed out and not counted (*See illustration for Addie Smith on page 3*). Do not record this student as a transfer. The student will be an E1 in his new school.

If it is determined that the student dropped out over the summer (*See illustration on page 3*), the name and the E1 should remain in the register, and a dropout withdrawal code should be entered (*See illustration for Robert Quinn on page 3*). The withdrawal date may be the date the dropout status was verified, or it may be the first day of school. Students over the age of 16 may be carried as absent for up to 15 days. (A student may be carried for longer than 15 days if the district is actively working to persuade the student to return.) Each district should establish its own policy for setting the exact withdrawal date for no show dropouts. Under state law, students younger than 16 are not permitted to drop out, therefore they must be carried as absent until other arrangements are made. (For complete instructions on dropout reporting requirements, see the document called Dropout Reporting Procedures available in the “Reports and Statistics” section of the Department’s website at [www.ed.state.nh.us](http://www.ed.state.nh.us) under Dropout Data.)

## Balancing the Register Pages

1. For each week, the total half-days attendance, half-days absence, and half-days non-membership must equal the result of multiplying the total number of pupils registered by the number of half-days in session during the week.

Examples:

A student whose attendance was equal to a total number of 8 half-days, whose absence was equal to 2 half-days and whose non-membership was equal to 0 half-days would be in balance if the school was in session for 10 half-days during that week. ( $8 + 2 + 0 = 10 \times 1$ )

Four students whose attendance equals 32 half-days, whose absence equals 6 half-days and whose non-membership equals 2 half-days would be in balance if the school was in session for 10 half-days. ( $32 + 6 + 2 = 10 \times 4$ )

2. Local policies will govern the frequency and period-length for compiling summary attendance information. The paper register is organized for quarterly reporting, but could be used for two or three periods as well. The two columns provided at the end of each insert page should be used in the balancing of the register for that four or five week period, whichever is used by your district. Use the two columns to record the result of adding horizontally the half-days attendance and half-days absence for each student. The entries in the two columns for each four or five-week summary should be added vertically. Also, add horizontally the totals at the bottom of the page. **All totals obtained horizontally and vertically for attendance and absence must agree for each four or five-week summary.**

3. A "Periodical Summary" should be completed at the close of each period of the school year. At the start of each period, begin with a new attendance page. The process described in the preceding paragraph should be followed in full in preparing each "Periodical Summary." On this page as well, totals obtained horizontally and vertically for the sum of attendance and absence must agree. This means that the third column in each "Periodical Summary," the total of half-days attendance and half-days absence, must agree with the line of vertical totals at the bottom of the page marked "Total (a + b)."
4. On the Periodical Summaries Page, "Total for Year," half-day attendance, half-day absence, and the sum of both, is obtained by adding the total columns in the four "Periodical Summaries." Totals for half-days non-membership must be entered for each student. The sum of "Total Half-days Membership" and "Half-days Non-Membership" for each student must equal the total number of half-days the school was actually in session.

**Examples:**

(Adding horizontally) A single student (see Freda Harris below) whose half-days attendance plus half-days absence is equal to 344 and whose non-membership (because she enrolled in school late in September) is equal to 16 half-days would be in balance if the school was in session for 360 half-days. (344 + 16 = 360 x 1)

(Adding vertically) The four students whose total half-days attendance plus half-days absence is equal to 560 and whose non-membership equals 880 half-days would be in balance if the school was in session for 360 half-days. (560 + 880 = 1,440 = 360 x 4)

**ILLUSTRATION OF BALANCING THE TOTAL FOR THE YEAR**

*(Periodical Summaries and Registration Record pages condensed together for illustration purposes)*

----- Represents where the sections were condensed

No.	Grade	CODE			NAME OF STUDENT	PERIODICAL SUMMARIES						TOTAL FOR YEAR					
		E's	R's	W's		3rd Period			4th Period			1/2 Day Att.	1/2 Day Abs.	TOTAL	1/2 Days Non Memb.	Not Promoted (X)	No.
						1/2 Day Att.	1/2 Day Abs.	TOTAL 1/2 Day	1/2 Day Att.	1/2 Day Abs.	TOTAL 1/2 Day						
1	K	1			<i>Brown, Ruth</i>	42	3	45	43	2	45	165	15	180	180		1
2	1	1		22	<i>Chase, Nancy</i>	0	0	0	0	0	0	8	0	8	352	X	2
3	1	2	2	02	<i>Harris, Freda</i>	86	4	90	84	6	90	244	100	344	16		3
4	1		4	04	<i>Jones, Alice</i>	0	0	0	0	0	0	20	8	28	332	X	4
(a)	TOTAL HALF-DAYS ATTENDANCE					128			127			437	XXX	XXX	XXX		
(b)	TOTAL HALF-DAYS ABSENCE						7			8		XXX	123	XXX	XXX		
	TOTAL (a+b)							135			135	XXX	XXX	560	XXX		
	TOTAL HALF-DAYS NON-MEMBERSHIP											XXX	XXX	XXX	880		

### **Instructions for the Register Summary (See sample on page 8)**

The register summary is used by the Superintendent to prepare the General Statistical Report (A3) for each district. The A3 is submitted to the State Department of Education and is used to prepare many state and federal reports. *NOTE: Because these numbers are used in determining various state aid amounts, accuracy is essential.*

Please be guided by the definitions of terms in the section entitled "Definitions."

Lines #1 through #12 should be completed from the information entered on the "Registration Record" page, broken out by male and female.

Line #14, Total Number of Half-Days Actually in Session during the school year. In most cases this will be 360 or greater, 180 days x 2 = 360, 181 days x 2 = 362, etc.

Lines #15 and #16 should be completed from the attendance and membership information recorded at the bottom of the "Total for Year" summaries.

"Number of students graduated from Grade 12" should include all the students who have completed the final year of high school work necessary for graduation. If some students receive a certificate of attendance instead of a diploma, include those students with the number graduated. Do not include post graduate students. Include early graduates, W-11's, on the line provided.

"Number of Tuition Students" is obtained from the check marks made in the "Tuition" column of the "Registration Record" page.

### **Instructions for the Summaries Chart (See sample on page 9)**

#### **UNREPEATED STATE REGISTRATION**

Report, by grade and by gender, the unrepeated state registration. This must equal line 10 of the register summary.

#### **STUDENT PROGRESS TABLE**

Report for each grade the number of students promoted from that grade, and the number not promoted from that grade. Report as a subset of the not promoted, those students not promoted a second time from the same grade. This applies to students who were retained at this grade level for more than one school year, either in your district or a prior district attended. (This is for information purposes only. These students are included in the "Number not Promoted.") Do not include early graduates, W-11's, in grade 12 of the student progress table. Any 12th grade students that do not meet the required credits by graduation, even if they will be attending summer classes, should be reported in the not promoted column.

#### **WITHDRAWAL SUMMARY**

Report the various types of withdrawals during the school year for each grade. This information is taken from the "CODE" column on the "Registration Record" page. Total each type of withdrawal on the right and total all withdrawals for each grade at the bottom of the summary.

To confirm that the register is in balance, add up the number promoted, plus the number not promoted (do not include those not promoted a second time), plus the total number of withdrawals, this should equal line 1 of the register summary (total E's and R's).



**UNREPEATED STATE REGISTRATION (This total must equal No. 10 of Register Summary)**

	PRE SCH	KDG	READI NESS	1	2	3	4	5	6	7	8	SPED ELEM	UNGR ELEM	9	10	11	12	SPED SEC	UNGR SEC	PG	TOTALS		
Male																							
Female																							
Total																							

**STUDENT PROGRESS TABLE**

	PRE SCH	KDG	READI NESS	1	2	3	4	5	6	7	8	SPED ELEM	UNGR ELEM	9	10	11	12	SPED SEC	UNGR SEC	PG	TOTALS			
Number Promoted																								
Number not Promoted																								
Number not Promoted 2nd Time*																								

\* This number is a sub-set of the not promoted figure.

**WITHDRAWAL SUMMARY**

	PRE SCH	KDG	READI NESS	1	2	3	4	5	6	7	8	SPED ELEM	UNGR ELEM	9	10	11	12	SPED SEC	UNGR SEC	PG	TOTALS				
W1																									
W2																									
W3																									
W4																									
W5																									
W6																									
W8																									
W9																									
W10																									
W11	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX
W12																									
W14																									
W20-W29	XX	XX	XX	XX	XX	XX	XX	XX	XX																
Total, All Withdrawals																									

**Instructions for the Dropout Worksheet (See sample on page 11)**

Prior to 2002-2003 the School Register listed withdrawal codes W20 through W29 as specific dropout reasons. The Department no longer utilizes these codes, so districts have the option to develop their own dropout coding system using W20 through W29. It will be for district use only and will not be reported to the state. For state reporting purposes ALL W20 through W29 codes are aggregated.

The dropout worksheet may be used during the school year to keep track of students who have dropped out under withdrawal codes W20-W29. These are students 18 or older who have declared their dropout status, or students 16 to 18 whose parents have declared the child a dropout. Students 16 or older who fail to attend school for 15 days without explanation are usually considered a dropout and should be recorded as such. (For complete instructions on dropout reporting requirements, see the document called Dropout Reporting Procedures available in the "Reports and Statistics" section of the Department's website at [www.ed.state.nh.us](http://www.ed.state.nh.us).)

Add to the dropout worksheet:

1. September no show dropouts
2. Students that dropout mid year

Cross off the worksheet:

1. A dropout that returns before the end of the year
2. A listed dropout that later enrolls in another school or establishes a home school program
3. A student listed in error

This worksheet will be used by someone to complete the High School Dropout report on October 1<sup>st</sup> of the following school year. At that time, any dropout that has returned will be crossed off the list. For example, a student that dropped out on December 2, 2002 would appear on the 02-03 Dropout Worksheet. If that student returns to school in September of 2003 and is still enrolled on October 1, 2003, her name would be crossed off the 02-03 Dropout Worksheet, and she would not be reported as a dropout for the 02-03 school year.

## DROPOUT WORKSHEET

See "Dropout Reporting Procedures" for complete dropout reporting requirements

STUDENT NAME AND DISTRICT/TOWN OF RESIDENCE (FINANCIALLY RESPONSIBLE)	SEX		RACE CODE	GRADE	ORIGINAL GRADUATION CLASS	DROPOUT DATE	DROPOUT CODE (OPTIONAL)	REASON FOR DROPOUT (OPTIONAL)	DATE OF RE-ENTRY
	M	F							
-----									
-----									
-----									
-----									
-----									

### District/Town of Residence

This is **NOT** necessarily the same as the mailing address. This refers to the town financially responsible for the education of the student. Verify the town in which the student resides. Town of Residence is particularly important in Cooperative school districts and for tuition students.

### Original Graduation Class

Four years after the student first entered 9th grade (i.e., 2006 for students entering high school in 2002).

### Date of Re-entry

The date the student re-entered the school after dropping out under a W20-W29 withdrawal code.

## STATE REPORTING

The attendance register is the basis for State reporting of Public and Non-public School students. The Bureau of Information Services collects student counts twice a year:

1. Fall Enrollments - Forms A12A (public) and A12C (non-public) (*See notes starting on page 13 and samples on page 16*). This is a beginning-of-the-year count of the number of students attending public and private schools in New Hampshire. This results in a headcount of all students, as well as a count of Limited English Proficient students, class size, and the full time equivalent counts of teachers and other school staff.

The information is used for Federal Reporting, Title I and other grant allocations. It provides a “snapshot” of enrollment in NH schools as of October 1<sup>st</sup> each year.

High School Dropout Report - This report captures the number of students who have dropped out of school in the past year. (*See notes on page 20 and sample on page 21*).

2. Average Daily Membership - Forms A3, A3A, A3K, and A13E & S (*See notes starting on page 25 and samples starting on page 28*). These forms provide the data for the end of the year determination of the average daily membership (ADM) of all students attending and residing in New Hampshire School Districts.

ADM is used for the **Distribution of Adequacy Aid**, Apportionment of Local Taxes for Cooperative School Districts, Apportionment of SAU Costs, and in the calculation of Cost Per Student which is the basis for Catastrophic Aid distribution and 402 reimbursement.

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## NOTES FOR THE GENERAL FALL REPORT (A12)

### PUBLIC SCHOOL FALL ENROLLMENT AS OF OCTOBER 1 (A12A) - PART A

1. Complete the column "Number of Classes" bearing in mind that this number will be used to calculate an "average class size" that will be published as part of your School Profile on the internet. The number of classes is collected for grades R through 8. If a classroom is multi-grade, please prorate the classroom using the number of students as a ratio. Round this number to the nearest tenth.

For example, in a combined class of 1<sup>st</sup> and 2<sup>nd</sup> graders, the number of classes should be prorated and reported under the grade that includes the student population.

If there were 4 first graders in a combined classroom with 16 second graders, it would result in the following:

$$4 + 16 = 20$$

$$4 \text{ divided by } 20 = 0.2$$

$$16 \text{ divided by } 20 = 0.8$$

You would report 0.2 classrooms under 1<sup>st</sup> grade and 0.8 classrooms under 2<sup>nd</sup> grade.

2. Make sure that the sum of the male and female rows under the individual race columns equal the total male and female columns and that the sum of the total male and female columns equals the grand total.
3. Under Spec Ed Elem and Spec Ed Sec report the number of students that spend the majority of their time in multi-grade level classes that are made up exclusively of special education students. If a student spends some of his time with a regular grade level class and is considered a member of that class, report him with that class and not here. Do not report the same student in two places.
4. Do not change race headings. We have no way of modifying the computer program.
5. Home school students will NO LONGER be collected on this form. Home school students will be collected on the District Level Information form (A12E).
6. Preschools should be included with their corresponding elementary school unless they are located in a separate building or at a non-primary school. If your school district does not offer free public kindergarten to all students, but operates a small program (for example, special education or at-risk students), report these students under preschool.
7. LIMITED ENGLISH PROFICIENT (LEP): LEP students meet one or more of the following criteria: Individuals who were not born in the U.S. or whose native

language is a language other than English; Individuals who come from environments where a language other than English is dominant; or Individuals who are American Indians and Alaskan Natives and who come from environments where a language other than English has had a significant impact on their level of English language proficiency; and who, by reason thereof, have sufficient difficulty speaking, reading, writing, or understanding the English language, denying such individuals the opportunity to learn successfully in classrooms where the language of instruction is English or to participate fully in our society. Their enrollment is also included within the grade/race and totals columns to the left on the form. Do not include foreign exchange students in LEP counts.

8. In cases where a single school includes annexes or more than one building please report the combined school enrollment.

### **NONPUBLIC SCHOOL FALL ENROLLMENTS AS OF OCTOBER 1 (A12C) - PART A**

1. Home Schooled students should be shown separately. Their numbers should not be included in the race columns or in the "Grand Total" columns.
2. Make sure that the sum of the male and female rows under the individual race columns equal the total male and female columns and that the sum of the total male and female columns equals the grand total.
3. Special education students should be counted in their appropriate grade level. Only self-contained special education students who cannot be assigned a grade should be counted under the Special Education row.
4. Do not change race headings. We have no way of modifying the computer program.
5. In cases where a single school includes annexes or more than one building please report the combined school enrollment.

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**PART B – PROFESSIONAL, NON-PROFESSIONAL PERSONNEL BY SCHOOL**

1. If you have preschool and/or kindergarten students, be sure to put preschool (line 1a) and/or kindergarten (line 1b) teachers under the elementary columns.
2. If you have personnel or staff that work both with elementary and secondary students, put a percentage under each column.  
Example: 1 Male Principal oversees Elementary and High School  
Elementary Male = 0.50  
Secondary Male = 0.50
3. In the secondary school column please include grades 9 - 12 only.
4. All personnel data will be collected in **FULL-TIME EQUIVALENCY**. Full-time equivalency (FTE) is the amount of time required to perform an assignment stated as a proportion of a full-time position. It is computed by dividing the number of work hours for an individual by the number of full-time hours for that position. PLEASE ROUND TO THE NEAREST TENTH.
5. An employee having more than one assignment should be counted in terms of full-time equivalency in each assignment. For example, if the full-time work day is 7 hours and a person works 3.5 hours per day as a teacher and 2 hours as a guidance counselor he should be counted as 0.5 teacher and 0.3 guidance counselor.
6. Music teachers and art teachers are considered classroom teachers. Please report in full time equivalents as defined above.

NEW HAMPSHIRE STATE DEPARTMENT OF EDUCATION  
 DIVISION OF PROGRAM SUPPORT  
 BUREAU OF INFORMATION SERVICES  
 101 Pleasant Street CONCORD, NH  
 Tel. 271-2778 Fax 271-3875

FORM A 12A  
 PLEASE FOLLOW THE ACCOMPANYING  
 INSTRUCTIONS CAREFULLY

Place Label Here

**GENERAL FALL REPORT 2001-2002**  
**PART A. FALL ENROLLMENTS AS OF OCTOBER 1, 2001**  
*Complete and return to the Bureau of Information Services by October 15, 2001*  
**Do NOT INCLUDE HOME STUDY**

GRADE	AMERICAN INDIAN ALASKAN NATIVE		ASIAN		HISPANIC		BLACK NON-HISPANIC		WHITE NON-HISPANIC		TOTALS		GRAND TOTAL		LEP (included in race and total columns at left)		NUMBER OF CLASSES
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
PRE SCH																	XXXXXXXXXX
K																	XXXXXXXXXX
READINESS																	
1																	
2																	
3																	
4																	
5																	
6																	
7																	
8																	
Spec Ed Elem*																	XXXXXXXXXX
Un Gr Elem																	XXXXXXXXXX
<b>Total Elem</b>																	XXXXXXXXXX
9																	XXXXXXXXXX
10																	XXXXXXXXXX
11																	XXXXXXXXXX
12																	XXXXXXXXXX
Spec Ed Sec*																	XXXXXXXXXX
Un Gr Sec																	XXXXXXXXXX
PG																	XXXXXXXXXX
<b>Total High</b>																	XXXXXXXXXX
<b>TOTAL</b>																	XXXXXXXXXX

\* Spec Ed Elem and Spec Ed Sec: Report the number of students who spend the majority of their time in a multi-grade level class containing only special education students. Do not duplicate students(s) already counted in a specific grade.

**PART B. PROFESSIONAL, NON-PROFESSIONAL PERSONNEL BY SCHOOL**

See accompanying instructions for definitions

**Teaching Personnel***Round all FTE's to the nearest tenth*

	Elementary P - 8		Secondary 9 - 12	
	Male	Female	Male	Female
1a. Number of pre-school teachers in <b>full-time equivalents</b>				
1b. Number of kindergarten teachers in <b>full-time equivalents</b>				
2a. Number of regular education classroom teachers in <b>full-time equivalent</b>				
2b. Number of special education classroom teachers in <b>full-time equivalent</b>				
3a. Number of regular instructional aides in <b>full-time equivalent</b>				
3b. Number of special education aides in <b>full-time equivalent</b>				

**Other Professional Personnel and Support Staff***Round all FTE's to the nearest tenth*

	Elementary P - 8		Secondary 9 - 12	
	Male	Female	Male	Female
4. Number of principals in <b>full-time equivalents</b>				
5. Number of assistant principals in <b>full-time equivalents</b>				
6. Number of guidance counselors/directors in <b>full-time equivalents</b>				
7. Number of librarians/media specialists in <b>full-time equivalents</b>				
8. Number of library/media support staff in <b>full-time equivalents</b>				
9. Number of non-teaching special education professionals not included above in <b>full-time equivalents</b>				
10. Number of clerical support staff in <b>full-time equivalents</b>				
11. Number of other support services staff in <b>full-time equivalents</b>				

I certify, under the pains and penalties of perjury, that all of the information contained in this document is true, accurate, and complete.

---

 Superintendent of Schools

---

 Date

I certify, that, to the best of my knowledge, all of the information contained in this document is true, accurate, and complete.

---

 Chairperson, School Board

---

 Date

GENERAL FALL REPORT (NONPUBLIC) - FORM A12C

NEW HAMPSHIRE STATE DEPARTMENT OF EDUCATION  
 DIVISION OF PROGRAM SUPPORT  
 BUREAU OF INFORMATION SERVICES  
 101 Pleasant Street CONCORD, NH  
 Tel. 271-2778 Fax 271-3875

FORM A 12C

PLEASE FOLLOW THE ACCOMPANYING  
 INSTRUCTIONS CAREFULLY

Place Label Here

**GENERAL FALL REPORT OF NONPUBLIC SCHOOLS 2001-2002**  
**PART A. FALL ENROLLMENTS AS OF OCTOBER 1, 2001**  
*Complete and return to the Bureau of Information Services by October 15, 2001*

GRADE	AMERICAN INDIAN ALASKAN NATIVE		ASIAN		HISPANIC		BLACK NON-HISPANIC		WHITE NON-HISPANIC		TOTALS	GRAND TOTAL	HOME SCHOOL <small>(DO NOT INCLUDE IN RICE COLUMNS TO THE LEFT)</small>
	M	F	M	F	M	F	M	F	M	F			
PRE SCH													
K													
READINESS													
1													
2													
3													
4													
5													
6													
7													
8													
Spec Ed Elem*													
Un Gr Elem													
<b>Total Elem</b>													
9													
10													
11													
12													
Spec Ed Sec*													
Un Gr Sec													
PG													
<b>Total High</b>													
<b>TOTAL</b>													

\* Spec Ed Elem and Spec Ed Sec: Report the number of students who spend the majority of their time in a multi-grade level class containing only special education students. Do not duplicate students(s) already counted in a specific grade.

Equal Opportunity Employer - Equal Educational Opportunities

**PART B. PROFESSIONAL, NON-PROFESSIONAL PERSONNEL BY SCHOOL**

See accompanying instructions for definitions

**Teaching Personnel***Round all FTE's to the nearest tenth*

	Elementary P - 8		Secondary 9 - 12	
	Male	Female	Male	Female
1a. Number of pre-school teachers in <b>full-time equivalents</b>				
1b. Number of kindergarten teachers in <b>full-time equivalents</b>				
2a. Number of regular education classroom teachers in <b>full-time equivalent</b>				
2b. Number of special education classroom teachers in <b>full-time equivalent</b>				
3a. Number of regular instructional aides in <b>full-time equivalent</b>				
3b. Number of special education aides in <b>full-time equivalent</b>				

\_\_\_\_\_  
Contact Person\_\_\_\_\_  
Tel. Number\_\_\_\_\_  
Ext.\_\_\_\_\_  
Signature Principal or Headmaster\_\_\_\_\_  
Date

## NOTES FOR HIGH SCHOOL DROPOUT REPORT

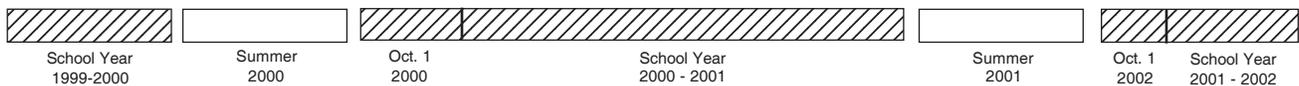
(Dates are for sequence purposes only, they may not coincide with the current year.)

The following example uses the 2000-2001 Dropout Report.

A 2000-2001 Dropout is a student who:

1. Finished the 1999-2000 school year
2. Did not return after the summer of 2000 **OR** dropped out during the 2000-2001 school year
3. **AND** did not return by October 1, 2001

This is the dropout calendar for the 2000-2001 school year.



Keep a list of the students that dropout beginning with those students that don't show up in September 2000. If the student returns during the school year, cross him off the dropout list. The list should include:

1. Student's name
2. District / town of residence
3. Date the student left school
4. Original graduation date

Open communication between the person handling register information and the guidance department is important. This ensures that one department does not send transcripts on a student to another school without the registrar's knowledge. (If transcripts were sent to another school the student is a transfer, not a dropout.)

Dropout data was collected on October 1, 2001 for school year 00-01.

A student who completed the 00-01 school year, but failed to return in September, 2001 was not a 00-01 dropout. If that student does not return, he will be a 01-02 dropout.

A student who finished the 99-00 school year, but did not return at any time between September, 2000 and October 1, 2001 was counted as a dropout. A student who dropped out during the 00-01 school year and did not return between the start of school and October 1, 2001 was counted as a dropout.

Any student that leaves your school to pursue a GED is counted as a dropout.

Report students based on their original graduating class. Add 4 to the year in which the student first entered 9th grade. For example, a student entering high school in September, 2000 is in the graduating class of 2004. A student's original class never changes, and is not affected by the number of credits he has earned.



**High School Dropouts**      District: \_\_\_\_\_  
**20XX-20XX School Year**      High School: \_\_\_\_\_

**Section 3:**

Total by Race and Gender Class of	American Indian Alaskan Native		Asian		Hispanic		Black Non-Hispanic		White Non-Hispanic		Total
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
20XX											
20XX											
20XX											
20XX											
20XX											
19XX or earlier											
Total											

This total must match the total in Section 1.

**Section 4:**

8th grade students that were promoted in June of 20XX but never enroll in a public or private high school or home school are either 9th grade dropouts or truants of the public HS they would have attended.

Yes	No/Unknown	Partially	Not Applicable

No show 8th graders from this district or the elementary districts that comprise this HS cooperative are included above.

No show 8th graders from an elementary district that sends all it's 8th graders to this district (under an AREA or tuition agreement) are included above.

**If you were unable to fully comply with the instructions in some other way please describe the situation below:**

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

---

## FORMS USED FOR COLLECTING AVERAGE DAILY MEMBERSHIP DATA

For Public schools, the calculation of Average Daily Membership (ADM) is a critical function within the student accounting system because it is the basis for New Hampshire's state adequacy aid distribution. In the next section are examples of the forms used for reporting the data necessary to begin this calculation (A3, A3A, A3K, and A13E&S). Potential problems can be avoided by using the checklist with the A3 and related forms included in this handbook. Forms used in this process, but not illustrated here, are the A13N and A13-OTHER. All the above mentioned reports are due to the Department of Education on August 1<sup>st</sup> of each year. Districts that submit documents after that date may be subject to withholding of aid payments. **On-line submissions must be printed, signed and sent to the Department by the due date.**

The A13 E&S forms record the ADM of students who are tuitioned to the district. These are forms completed from the attendance register for students who are the responsibility of another school district or are residents of another district attending your school by permission of the school board. Tuition fees may be paid by another district, by the parents, or may be waived by the school board.

The A13N and the A13-OTHER are reports, usually done by the Central Office, to report students from your district attending Non-Public schools. The A13N students are tracked by the Special Education Information System (SPEDIS). A13-OTHER students are not part of the SPEDIS tracking system, but attend non-public school at the expense of your school district. They may be "at-risk" students or students with a non-public placement under the 504 ruling. Neither category of student should be part of the attendance register kept in your school.

Nonpublic schools can benefit from the hints included on the following pages in completing the A3.

## CALCULATING AVERAGE DAILY MEMBERSHIP (ADM)

Students Attending Public Schools are reported on the A3, General Statistical Report by Membership.

Membership is the  $\frac{1}{2}$  days attendance and absence added together – divided by the number of  $\frac{1}{2}$  days in the year's instructional program, usually 360, to determine average daily membership. See "Definitions" for explanation of half-day.

EXAMPLES:	Elem or High School Student: (September to May)	330 one-half days membership. $330/360 = .9$
	Elem or High School Student: (December to June)	280 one-half days membership $280/360 = .7$
	Kindergarten Student: (September to June <u>only <math>\frac{1}{2}</math> day</u> program)	180 one-half days membership $180/360 = 0.5$
	Preschool Student: (September to June <u>only <math>\frac{1}{2}</math> day</u> program and only 4 days per week)	144 one-half days membership $144/360 = .4$

Students who are tuitioned out of their resident district to other PUBLIC SCHOOLS are reported by the receiving public school district on an A13E (Elementary) or A13S (Secondary). Some of your SPEDIS students attend other public schools and some of your schools receive SPEDIS students from other districts. You will need to work with the others in your office who report public school students on the E's and S's.

When calculating ADM in Residence these students are subtracted from the receiving district and added to the sending (paying) district. The ADM in Residence must also include the ADM of the students who attend nonpublic schools at district expense. Their ADM is provided to the Department through the Special Education Information System (SPEDIS).

## NOTES FOR GENERAL STATISTICAL REPORT (A3)

Home schooled students for whom the district is the participating agent should NO LONGER be reported on the A3 or associated documents.

- Line 1 All students registered during the year
1. This total number should equal the sum of the total Number Promoted and the total Number Not Promoted from the Student Progress Table (section 2) plus the total Withdrawal Summary (section 3) on page 2
  2. Column “a”, Preschool, applies only to students enrolled in district operated classes for preschool students or for students at a kindergarten level within a district that does not offer public kindergarten for all students
  3. Column “b”, Kindergarten, applies only if your district offers free public kindergarten for all students
  4. Students in readiness programs should be included in column “c” (elementary)
  5. Students in special elementary and ungraded elementary classes should be included in column “c” (elementary)
  6. Students in special secondary and ungraded secondary classes should be included in column “f” (sr. high)
  7. Columns “d” (5-8) and “e” (9) should be used only by schools that have been approved as middle schools or junior high schools by the State Department of Education. If your middle school or junior high approval is for a grade range other than 5-8 cross off the “5-8” and enter the appropriate grades.
- Lines 2–4b Re-entry codes R1, R2, R6, R7  
Reminder: Any student carrying a code of R7 must have a corresponding withdrawal code of W20 thru W29
- Line 5 Number of different students registered (1 minus 2-4b)
- Lines 6-9 Re-entry codes R3, R4, R5, R8
- Line 10 Unrepeated State Registration (5 minus 6-9)  
Reminder: This number must match the total of the Unrepeated State Registration Table (section 1) on page 2.
- Line 11 E2's
- Line 12 Unrepeated National Registrations (10 minus 11)  
Reminder: Be sure your male/female counts equal the total of line 12

Line 14 Half days in session (360)  
In columns a-f report the number of instructional half days. Report 360 if school was in session for 180 full days. Kindergarten and preschool must show 360 half days even though they actually attend 180 half days. Throughout the year they should be counted as non-members when not scheduled to attend the program. For pre-school and kindergarten enter the same number of half days used for elementary. If different schools of the same classification were in session for different number of half days, insert the number of half days which applied to the greatest number of students.

Lines 15-21 Figure as per instructions  
Compute the total average daily membership first (item 21). Then compute the average daily attendance (item 19). Then subtract item 19 (attendance) from item 21 (membership) to get the average daily absence (item 20).  
Reminder: For items 18-21 carry to two decimal places and round off to the nearest tenth (ex. 10.76 = 10.8)

## PAGE 2 OF THE GENERAL STATISTICAL REPORT

UNREPEATED STATE REGISTRATION TABLE (section 1)

Must equal line 10 from page 1. If it does not match, check your figures again.

STUDENT PROGRESS TABLE

Account for all students promoted and not promoted - except for mid-year graduates. They should be counted on the Withdrawal Summary table as W11's. *Reminder: Number Not Promoted a 2<sup>nd</sup> time is a sub-set of the Not Promoted column.*

Use the columns "Sped Elem" or "Sped Sec" for reporting students who spend the majority of their time in a multi-grade level class made up exclusively of special education students and are not considered members of a regular grade level class. Report a student as not promoted only if the grade designation on next year's placement will be the same as this year's grade designation. Use the columns "Ungr Elem" or "Ungr Sec" for reporting ungraded students in multi-grade level classrooms that are not designated as exclusively for special education. These students should be reported annually as promoted through the period they are expected to be in the ungraded classroom. Report these students as not promoted only if they remain in the ungraded classroom beyond the expected period.

WITHDRAWAL SUMMARY

List all withdrawals for all students. Make sure that for codes W20 thru W29 you only make entries for grades 7-12. *Reminder: Double check that all R7's have a code of W20 thru W29.*

## FINAL CHECK

1. On the front page be sure that column entries agree with the current school approval from the State Department of Education.
2. Check all math going across and going down.
3. QUICK ACCURACY CHECK - This is used to make sure that your A3 balances.

	Total number promoted	
+	Total number not promoted	
+	Total number of withdrawals	
=	Total from Line 1 on page 1	

4. The total of line 10 on the front of the A 3, “Unrepeated State Registration” MUST EQUAL the total of the table “UNREPEATED STATE REGISTRATION” on the back.
5. A comparison should be made between line 21 “Average Daily Membership” and line 1 “Total of all E’s and R’s” for each grade grouping. **Preschool and Kindergarten figures on line 21 should be no more than HALF of the figures on line 1 if the pupils are in a half-day program.** For elementary and middle/junior high levels, item 21 should be slightly less than item 5. For high school level, item 21 should be approximately the same as item 5 less the number of dropouts.
6. **Cooperative Districts** must also complete the Cooperative District Supplement to Form A3 to show the breakdown by pre-existing district of the Average Daily Membership (ADM) on line 21 of the A3. For ADM numbers entered on the “Nonresident Tuition Students” line of the A3A, you **MUST SUBMIT** the Receiving District Tuition Reports (A13 E and/or S) **at the same time** as the A3A.

Form A3  
Please follow the  
accompanying  
instructions carefully.

NEW HAMPSHIRE STATE DEPARTMENT OF EDUCATION  
BUREAU OF INFORMATION SERVICES  
CONCORD

District or Name of Non-Public School

**GENERAL STATISTICS OF PUBLIC AND NON-PUBLIC SCHOOLS, 20XX - 20XX**

To be returned to the State Department of Education by August 1.

	Pre-Sch (a)	Kinder- garten (b)	Elementary (c)	Approved Middle/Jr. High		Sr. High 9-12 or 10-12 (f)	Post Grad- uate (g)	TOTALS (h)
				5-8 (d)	9 (e)			
1. Total number of students registered during year (Total of all E's and R's)								
2a. Number of students received from one room to another room in the same school (R-1's)								
2b. Number of students who remained in the same school but whose town of fiscal responsibility changed (R12's)								
3. Number of students received from a public school to another school in the same district (R-2's)								
4a. Number of students re-entering same school district after W6 thru W9 withdrawal. (R-6's)								
4b. Number of students re-entering same school district after W20 thru W29 withdrawal (R-7's)								
5. Number of different students registered (5 equals 1 minus 2 minus 3 minus 4a minus 4b)								
6. Number of students received from NH a NH non-public school (R-3's)								
7. Number of students received from a NH public school outside the school district (R-4's)								
8. Number of students received from an approved home school program (R-5's)								
9. Number of students re-entering from another State who previously registered in NH this year (R-8's)								
10. UNREPEATED STATE REGISTRATION (10 equals 5 minus 6 minus 7 minus 8 minus 9)								
11. Number of students previously registered in another school in another State (E-2's)								
12. UNREPEATED NATIONAL REGISTRATIONS (E-1's) (12 equals 10 minus 11)	A. Males							
	B. Females							
	TOTAL (A + B)							

Does Pre-School or Kindergarten include students with an ADM greater than 0.5? <input type="checkbox"/> NO <input type="checkbox"/> YES - Complete A3K	Pre- Sch (a)	Kinder- garten (b)	Elementary (c)	Approved Middle/Jr. High		Sr. High 9-12 or 10-12 (f)	TOTALS (g)	Post Grad- uate (h)
				5-8 (d)	9 (e)			
14. Number of half-days actually in session								
15. Total half-days attendance for the year								
16. Total half-days absence for the year								
17. Total half-days membership for the year (17 equals 15 plus 16)								
18. Percent of attendance (18 equals 15 divided by 17)								
# 19. Average daily attendance (19 equals 15 divided by 14)								
# 20. Average daily absence (20 equals 21 minus 19)								
# 21. Average daily membership (21 equals 17 divided by 14)								
TOTAL AVERAGE DAILY MEMBERSHIP (Item 21)	Total Cols. a-d			Total Cols. e-f				

# For columns a thru h, compute the total average daily membership first (item 21), carry to two places and round off to the nearest tenth. Then compute the average daily attendance (item 19) and round off to the nearest tenth. Then subtract item 19 from item 21 to get average daily absence (item 20).

**UNREPEATED STATE REGISTRATION (This total must equal No. 10 of Register Summary)**

	PRE SCH	KDG	READI NESS	1	2	3	4	5	6	7	8	SPED ELEM	UNGR ELEM	9	10	11	12	SPED SEC	UNGR SEC	PG	TOTALS		
Male																							
Female																							
Total																							

**STUDENT PROGRESS TABLE**

	PRE SCH	KDG	READI NESS	1	2	3	4	5	6	7	8	SPED ELEM	UNGR ELEM	9	10	11	12	SPED SEC	UNGR SEC	PG	TOTALS		
Number Promoted																							
Number not Promoted																							
Number not Promoted 2nd Time*																							

\* This number is a sub-set of the not promoted figure.

**WITHDRAWAL SUMMARY**

	PRE SCH	KDG	READI NESS	1	2	3	4	5	6	7	8	SPED ELEM	UNGR ELEM	9	10	11	12	SPED SEC	UNGR SEC	PG	TOTALS		
W1																							
W2																							
W3																							
W4																							
W5																							
W6																							
W8																							
W9																							
W10																							
W11	<b>XX</b>	<b>XX</b>	<b>XX</b>	<b>XX</b>	<b>XX</b>	<b>XX</b>	<b>XX</b>	<b>XX</b>	<b>XX</b>	<b>XX</b>	<b>XX</b>	<b>XX</b>	<b>XX</b>	<b>XX</b>	<b>XX</b>	<b>XX</b>	<b>XX</b>	<b>XX</b>	<b>XX</b>	<b>XX</b>	<b>XX</b>	<b>XX</b>	
W12																							
W14																							
W20-W29	<b>XX</b>	<b>XX</b>	<b>XX</b>	<b>XX</b>	<b>XX</b>	<b>XX</b>	<b>XX</b>	<b>XX</b>	<b>XX</b>	<b>XX</b>	<b>XX</b>	<b>XX</b>	<b>XX</b>	<b>XX</b>	<b>XX</b>	<b>XX</b>	<b>XX</b>	<b>XX</b>	<b>XX</b>	<b>XX</b>	<b>XX</b>	<b>XX</b>	
Total, All Withdrawals																							

## NOTES FOR COOPERATIVE DISTRICT SUPPLEMENT (A3A)

1. Check your math!!
2. Make sure that the Grand Total of this sheet equals what you have for line 21 of the General Statistical Report (A3).
3. Make sure that you have all your non-resident tuition students' Average Daily Membership entered on the A3A and that you have the corresponding Receiving District Reports on Tuition Pupils (A13E&S) to support that figure.
4. Round all numbers to the nearest tenth.

Form A3A

NEW HAMPSHIRE DEPARTMENT OF EDUCATION  
 DIVISION OF PROGRAM SUPPORT  
 BUREAU OF INFORMATION SERVICES  
 101 PLEASANT STREET  
 CONCORD, NH 03301-3860  
 TEL. 271-2778 FAX 271-3875

District \_\_\_\_\_

**COOPERATIVE DISTRICT SUPPLEMENT  
 TO GENERAL STATISTICAL REPORT (A3)**

School Year 20XX-20XX

**INSTRUCTIONS**

**THIS FORM IS FOR COOPERATIVE SCHOOL DISTRICTS ONLY**

This form is used to collect the Average Daily Membership for each "pre-existing district" (town) in a cooperative school district. This information is used to compute the resident pupil membership for both the cooperative and for the towns within the cooperative. Please submit this report with the A3, General Statistical Report for each cooperative.

1. List each Town within the Cooperative with the average daily membership of that town broken out by approved grade level.
2. Subtotal the ADM reported for all the towns.
3. List the average daily membership of the Nonresident Tuition Students. This information **MUST** match exactly the total ADM of all the Forms A13E & S submitted by this district.
4. Add together the resident and non-resident ADMs by grade level. The Grand Total line **MUST** match exactly the ADM on line 21 of the A3. Due to rounding, minor adjustments may be necessary to the A3A numbers to ensure that the Grand Total equals line 21 of the A3.
5. ROUND ALL NUMBERS TO THE NEAREST TENTH.

<u>Town of Residence</u>	<u>Pre-Sch</u>	<u>Kind</u>	<u>Elem</u>	<u>Mid/Jr</u>	<u>High</u>	<u>Total</u>
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
Subtotal	_____	_____	_____	_____	_____	_____
Nonresident Tuition Students (From A13 E's & S's)	_____	_____	_____	_____	_____	_____
<b>GRAND TOTAL*</b>	_____	_____	_____	_____	_____	_____

\* This GRAND TOTAL line must agree exactly with each column on line 21 of the Cooperative District's General Statistical Report (A3).

\_\_\_\_\_ Contact Person \_\_\_\_\_ Tel # \_\_\_\_\_ Ext #

I certify, under the pains and penalties of perjury, that all of the information contained in this document is true, accurate, and complete, and that the school board chairperson has received a copy of this document.

\_\_\_\_\_ Superintendent of Schools \_\_\_\_\_ Date

## NOTES FOR A3K SUPPLEMENT SHEET

1. Be sure line 1 of the A3K Supplement matches the kindergarten column (Line 21, column b) on the A3.
2. If none of your kindergarten students individually have an ADM greater than 0.5 write "none" on line 2 and return it to Information Services.
3. To complete line 2 of this form, add together only the portion for each kindergarten student that exceeds 0.5 and report that separately for each resident town.
4. If you have pre-school students that individually have an ADM greater than 0.5, please call Kathleen Schoeneman at 271-2778.

Form A3K

NEW HAMPSHIRE DEPARTMENT OF EDUCATION
DIVISION OF PROGRAM SUPPORT
BUREAU OF INFORMATION SERVICES
101 PLEASANT STREET
CONCORD, NH 03301-3860
TEL. 271-2778 FAX 271-3875

District \_\_\_\_\_

TO BE COMPLETED BY DISTRICTS WITH KINDERGARTEN STUDENTS
WHOSE ADM FOR THE YEAR EXCEEDS 0.5

School Year 20XX-20XX

Complete and return by August 1 to the Bureau of Information Services

Equitable Education Aid Law, RSA 198:38 X, specifies that the average daily membership in residence of a preschool or kindergarten pupil shall not count as more than 0.5.

This form is to request information on the Kindergarten ADM reported on the A3, General Statistical Report. If some or all of your Kindergarten students have an ADM greater than 0.5, please report below the ADM of those students. If any of these students are non-resident students, please specify their town of residence.

In addition, if any of your pre-school students have an ADM greater than 0.5, please call Kathleen Schoeneman at 271-2778. Although pre-school students are no longer included in the formula for determining Equitable Education Aid, it is still necessary for the Department of Education to collect this information.

ADM OF KINDERGARTEN STUDENTS GREATER THAN 0.5:

1. The Kindergarten ADM of this district as reported on the A3, General Statistics of Public Schools, (Line 21, Col. b) is: \_\_\_\_\_

2. The portion of Kindergarten ADM from line 1 above for resident students that exceeds 0.5 per student: \_\_\_\_\_
If a cooperative district, please list below the name of the pre-existing town and the portion of ADM the exceeds 0.5.
(This will be used to adjust your kindergarten ADM for adequacy purposes.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. For non-resident Kindergarten students, please list below the name of the sending district/town and the portion of ADM that exceeds 0.5:
(This will be used to adjust the resident ADM of the sending district.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. TOTAL ADM THAT EXCEEDS 0.5 (Do not include amount from Line 1) \_\_\_\_\_

Contact Person \_\_\_\_\_ Tel # \_\_\_\_\_ Ext # \_\_\_\_\_

I certify, under the pains and penalties of perjury, that all of the information contained in this document is true, accurate, and complete, and that the school board chairperson has received a copy of this document.

Superintendent of Schools \_\_\_\_\_ Date \_\_\_\_\_

## NOTES FOR RECEIVING DISTRICT REPORT ON TUITION PUPILS (A13E&S)

1. Check your math!!
2. Make sure students are listed for the correct grade level and the correct section for district vs. parent paid.
3. If the sending district is a cooperative district make sure to list the name of the cooperative district and the town of residence.
4. If you are a cooperative school district make sure that the A13E&S data is properly reported on the Cooperative District Supplement report (A3A).
5. Since this report is filled out by the receiving district, a copy must be sent to the sending district as well as the Department of Education.
6. If you are sending your students to an out of state public school, you will need to complete the report for them and send a copy to the Department of Education.
7. Any out of district students with waived tuition (*ex. child of district employee, etc.*) should be recorded under the section of "Tuition charged to parents or others" for the proper grade level.
8. If a student is placed in your district due to a "hardship" or "best interest" reassignment, as defined in RSA 193:3, he should be recorded under "Tuition charged to sending district" for the proper grade level, even if there is no tuition charged.
9. A foreign exchange student should be reported in the same manner as other residents of the town where he resides with his host family.

Form A 13E

**NEW HAMPSHIRE STATE DEPARTMENT OF EDUCATION  
BUREAU OF INFORMATION SERVICES  
CONCORD**

Please follow the accompanying instructions carefully

District or Public Academy

**RECEIVING DISTRICT REPORT ON TUITION STUDENTS, GRADES P - 8  
20XX - 20XX**

REPORT ON STUDENTS WHO ARE RESIDENTS OF THE DISTRICT (AND TOWN) OF \_\_\_\_\_

1. SEND ONE COPY TO THE SENDING DISTRICT AND ONE COPY TO THE STATE DEPARTMENT OF EDUCATION, AND KEEP ONE COPY FOR YOUR FILES. THIS REPORT IS DUE AUGUST 1.
2. This report is for pupils in grades Preschool-8 only. Use Form A 13S for pupils in grades 9-12.
3. List in sections A,C,E, and G only pupils for whom the sending district pays the tuition charge. List other Students only in section B, D, F, and H. Students whose tuitions are paid by more than one district during the year should be included in reports for each such district. The membership record given in each report should cover only the part of the year for which the tuition charge is made.
4. List in sections G and H only Students enrolled in grades 4-8 of Approved Middle/Junior High Schools.
5. The Enrollment Record of Membership should be reported in half-days of membership, which is the sum of attendance and absence. DO NOT include half days of non-membership. To find Total Average Daily Membership, divide Total Membership of each section by the number of half-days schools were in session. ROUND OFF TO ONE DECIMAL PLACE.
6. All Special Education students are to be reported by SPEDIS number ONLY.

FOR OFFICE USE ONLY	
Attending	Resident

	Name of Student or SPEDIS Number	Grade	Date		Tuition Charged	Enrollment Record of Membership	Total Average Daily Membership
			Entered	Discharged			
A. Preschool Students - Tuition charged to sending district.					Schools in session _____ half-days.		
1		P					
2		P					
3		P					
4		P					
5		P					
	TOTAL	XXXX	XXXXXXXX	XXXXXXXX			
B. Preschool Students - Tuition charged to parents or others.					Schools in session _____ half-days.		
1		P					
2		P					
3		P					
4		P					
5		P					
	TOTAL	XXXX	XXXXXXXX	XXXXXXXX			
C. Kindergarten Students - Tuition charged to sending district.					Schools in session _____ half-days.		
1		K					
2		K					
3		K					
4		K					
5		K					
	TOTAL	XXXX	XXXXXXXX	XXXXXXXX			
D. Kindergarten Students - Tuition charged to parents or others.					Schools in session _____ half-days.		
1		K					
2		K					
3		K					
4		K					
5		K					
	TOTAL	XXXX	XXXXXXXX	XXXXXXXX			

	Name of Student or SPEDIS Number	Grade	Date		Tuition Charged	Enrollment Record of Membership	Total Average Daily Membership
			Entered	Discharged			
E. Elementary Students - Tuition charged to sending district.					Schools in session _____ half-days.		
1							
2							
3							
4							
5							
6							
7							
8							
TOTAL		XXXX	XXXXXXXX	XXXXXXXX			

F. Elementary Students - Tuition charged to parents or others.					Schools in session _____ half-days.		
1							
2							
3							
4							
5							
TOTAL		XXXX	XXXXXXXX	XXXXXXXX			

G. Approved Middle/Junior High Students - Tuition charged to sending district.					Schools in session _____ half-days.		
1							
2							
3							
4							
5							
6							
7							
8							
TOTAL		XXXX	XXXXXXXX	XXXXXXXX			

H. Approved Middle/Junior High Students - Tuition charged to parents or others.					Schools in session _____ half-days.		
1							
2							
3							
4							
5							
TOTAL		XXXX	XXXXXXXX	XXXXXXXX			

\_\_\_\_\_  
Contact Person

\_\_\_\_\_  
Tel #

\_\_\_\_\_  
Ext #

I certify, under the pains and penalties of perjury, that all of the information contained in this document is true, accurate, and complete, and that the school board chairperson has received a copy of this document.

\_\_\_\_\_  
Superintendent of Schools

\_\_\_\_\_  
Date

Form A 13S

NEW HAMPSHIRE STATE DEPARTMENT OF EDUCATION  
BUREAU OF INFORMATION SERVICES  
CONCORD

Please follow the accompanying instructions carefully

District or Public Academy

RECEIVING DISTRICT REPORT ON TUITION STUDENTS, GRADES 9-12  
20XX - 20XX

REPORT ON STUDENTS WHO ARE RESIDENTS OF THE DISTRICT (AND TOWN) OF \_\_\_\_\_

1. SEND ONE COPY TO THE SENDING DISTRICT AND ONE COPY TO THE STATE DEPARTMENT OF EDUCATION, AND KEEP ONE COPY FOR YOUR FILES. THIS REPORT IS DUE AUGUST 1.
2. This report is for students in grades 9-12 only. Use Form A 13E for students in grades P-8. Do not include post-graduate students.
3. List in section I only pupils for whom the sending district pays the tuition charge. List other students only in section J. Students whose tuitions are paid by more than one district during the year should be included in reports for each such district. The membership record given in each report should cover only the part of the year for which the tuition charge is made.
4. The Enrollment Record of Membership should be reported in half-days of membership, which is the sum of attendance and absence. DO NOT include half days of non-membership. To find Total Average Daily Membership, divide Total Membership of each section by the number of half-days schools were in session. ROUND OFF TO ONE DECIMAL PLACE.
5. All Special Education students are to be reported by SPEDIS number ONLY.

FOR OFFICE USE ONLY	
Attending	Resident

	Name of Student or SPEDIS Number	Grade	Date		Tuition Charged	Enrollment Record of Membership	Total Average Daily Membership
			Entered	Discharged			
I. Senior High Students (9-12) - Tuition charged to sending district.					Schools in session _____ half-days.		
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							

	Name of Student or SPEDIS Number	Grade	Date		Tuition Charged	Enrollment Record of Membership	Total Average Daily Membership
			Entered	Discharged			
I. Senior High Students (9-12) - Tuition charged to sending district.					Schools in session _____ half-days.		
27							
28							
29							
30							
31							
32							
33							
34							
35							
36							
37							
38							
39							
40							
41							
42							
43							
TOTAL		XXXX	XXXXXXXX	XXXXXXXX			

J. Senior High Students (9-12) - Tuition charged to parents or others.					Schools in session _____ half-days.		
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
TOTAL		XXXX	XXXXXXXX	XXXXXXXX			

\_\_\_\_\_  
Contact Person

\_\_\_\_\_  
Tel #

\_\_\_\_\_  
Ext #

I certify, under the pains and penalties of perjury, that all of the information contained in this document is true, accurate, and complete, and that the school board chairperson has received a copy of this document.

\_\_\_\_\_  
Superintendent of Schools

\_\_\_\_\_  
Date

## CALCULATING AVERAGE DAILY MEMBERSHIP IN RESIDENCE

FORM	DATA PROVIDED
A 3	ADM of students attending your schools
A13E & A13S	minus Out-of-District (public) students reported on forms completed by you for students attending your schools from other districts
A13E & A13S	plus students tuitioned to other public schools and reported on forms completed by the other schools
A13N & A13-OTHER	plus Out-of-District (nonpublic) placements reported by SPEDIS or your central office
EQUALS:	ADM in Residence

SCHOOL DISTRICT  
ANY DISTRICTNEW HAMPSHIRE STATE DEPARTMENT OF EDUCATION  
BUREAU OF INFORMATION SERVICES000 District Number  
000 SAU Number  
000 Location Code

## DETERMINATION OF RESIDENT PUPIL MEMBERSHIP

School Year 20XX-200XX

	PRE SCH	KIND	ELEM (1-8)	MID/JR	ALL ELEM	HIGH	TOTAL
ADM - Attendance of Pupils In Schools of District	14.8	52.8	452.3	482.9	1,002.8	448.5	1,451.3
Plus Pupils Sent To Other Schools - See Detail A							
	2.0	1.0	9.5	4.5	17.0	3.0	20.0
Less NonResident Pupils - See Detail B	0.5	2.3	7.0	2.0	11.8	3.5	15.3
ADM of Residence Pupils In District	16.3	51.5	454.8	485.4	1008.0	448.0	1456.0
<b>Detail A: ADM Of Pupils Sent To Other School Districts</b>							
A13 E&S, A13N, and A13-Other Data	2.0	1.0	9.5	4.5	17.0	3.0	20.0
<b>Total of Detail A</b>	<b>2.0</b>	<b>1.0</b>	<b>9.5</b>	<b>4.5</b>	<b>17.0</b>	<b>3.0</b>	<b>20.0</b>
<b>Detail B: ADM Of Nonresident Pupils</b>							
A13 E&S Data	0.5	2.3	7.0	2.0	11.8	3.5	15.3
<b>Total Of Detail B:</b>	<b>0.5</b>	<b>2.3</b>	<b>7.0</b>	<b>2.0</b>	<b>11.8</b>	<b>3.5</b>	<b>15.3</b>

\_\_\_\_\_  
Contact Person\_\_\_\_\_  
Tel #\_\_\_\_\_  
Ext #

I certify, under the pains and penalties of perjury, that all of the information contained in this document is true, accurate, and complete, and that the school board chairperson has received a copy of this document.

\_\_\_\_\_  
Superintendent of Schools\_\_\_\_\_  
Date

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## DEFINITIONS

Consistency in the use of terminology will lead to more meaningful reporting. The following definitions provide a basis by which items of information about students can be recorded, reported, and compared from school to school and district to district.

### ABSENCE

If a student is not present during any part of the  $\frac{1}{2}$  day, he should be considered absent. If he is present during a part of the  $\frac{1}{2}$  day, he should be considered tardy or dismissed, according to school policy.

### ABSENCE, TOTAL HALF-DAYS

The sum of the half-days absent of all students when school was actually in session during the year, as compiled on the register summary and reported on the A3, General Statistical Report at year-end.

ADM - See Membership, Average Daily

### ATTENDANCE

Full-time participation in a program of instruction under the direction of a teacher employed by the school district. Educationally disabled home educated students educated at school district expense under the direction of a teacher employed by the school district shall be included.

### ATTENDANCE, AVERAGE DAILY MEMBERSHIP

The aggregate half-day membership of students attending schools operated by a school district divided by the number of half-days of instruction offered. The average daily membership in attendance for preschool and kindergarten students shall be divided by the number of instructional days offered to higher-level elementary grades.

### CHARTER SCHOOL - STATE APPROVED

An open enrollment public school, operated independent of any school board and managed by a board of trustees. These schools operate as nonprofit secular organizations under a charter granted by the state board and in conformance with RSA 194-B:1-22.

### CLASS

A group of students assembled for instruction for a given period of time under the guidance of a teacher.

### CLASS-SIZE

The number of students enrolled in a grade divided by the number of classrooms reported for that grade.

**CLASSES, SPECIAL ED ELEMENTARY, SECONDARY**

A class exclusively of special education students of multiple grades.

**CLASSES, UNGRADED**

A class of elementary or secondary students to whom a grade cannot be assigned (for example, LEP students) with a focus other than special education.

**DROPOUT, W20-W29**

A student is considered a dropout:

1. On the day following the student's declaration of dropout status, if age 18 or older.
2. On the day following the parent's or guardian's declaration of dropout status, if age 16 or older.
3. On the 16<sup>th</sup> consecutive day of failure to attend school, when the absence has not been excused by the school board and when the student is 18 or older.
4. On the 16<sup>th</sup> day following the end of an expulsion period if the student has failed to return to school or to enroll in another school or home schooled program and the student is 18 or older.
5. On the day a district removes a student from the attendance roster because he has reached age 21 and has not yet graduated. (A district may permit continued attendance of a student over 21.)
6. On the day a student leaves school to pursue a GED.

A student is NOT considered a dropout:

1. During a period of suspension or temporary expulsion. (He should be marked as absent.)
2. If she/he has transferred to another approved public, private or out-of-state school, or to a home schooled program within NH.
3. If the student is enrolled in an adult education program and is expected to earn a high school diploma before she/he turns 21 and the school board has approved such attendance as an alternative program.

**ENROLLMENT**

The total number of students enrolled in a given school on a given day.

**ENTRY**

When a student enrolls in a New Hampshire school for the first time during a school year, this event is recorded as an "original entry." Use "re-entry" codes for students returning or transferring mid-year.

- E1 Students enrolled at the beginning of the school year. A student who enters a New Hampshire school for the first time in a given school year. The number of original entries is a cumulative total. The number increases during the year, it never decreases. Students who have been in school in a territory and transferred to this state should be recorded as original entries. Foreign Exchange students should also be considered E1's.

E2 A student who began the school year in another state, but this is the first NH school entered.

#### ESS EDUCATION STATISTICS SYSTEM

An Internet-based data entry and collection application designed to collect critical Enrollment and End-of-year data through on-line forms. The system is intended to replace many of the paper forms that are currently used by the Department of Education.

#### GRADE

That portion of the school course in elementary and secondary schools which represents the work of one school year.

#### HALF-DAY IN SESSION

A half-day on which the school is open for the instruction of students and the students are under the guidance and direction of teachers in the teaching process, whether within or outside the school building. Half-days on which school is closed or when activities are limited to teacher workshops or parent conferences should not be considered as in session. For further information see ED 306.04 of the Minimum Standards for Public School Approval.

#### HALF-DAY OF ATTENDANCE

A half-day in which a student is present for the half-day session under the guidance and direction of a teacher. An excused absence because of sickness or for any other reason should not be counted as a half-day of attendance. (See definition of "Half-day in Session.")

#### HIGH SCHOOL GRADUATE

An individual who has received formal recognition for the successful completion of a prescribed program of studies. If some students receive a certificate of attendance instead of a diploma, include those students with the number graduated. Do not include post graduate students.

#### HOME SCHOOLED

A student who is being taught at home by a parent(s) or other appropriate party under the provisions of the State Board of Education's Regulations and Procedures for Home Education Programs in New Hampshire (Part Ed 315) and for whom the district is the participating agent. For public schools, it is recommended that these students be kept on a roster at the central office for reporting at the district level.

#### JOINT MAINTENANCE AGREEMENTS

A school financed and governed through a arrangement between two or more districts. A JMA is not a cooperative district because it does not have it's own elected school board, and it's budget is not presented directly to voters.

#### LIMITED ENGLISH PROFICIENT (LEP)

LEP students meet one or more of the following criteria: Individuals who were not born in the U.S. or whose native language is a language other than English; Individuals who come from environments where a language other than English

is dominant; or Individuals who are American Indians and Alaskan Natives and who come from environments where a language other than English has had a significant impact on their level of English language proficiency; and who, by reason thereof, have sufficient difficulty speaking, reading, writing, or understanding the English language, denying such individuals the opportunity to learn successfully in classrooms where the language of instruction is English or to participate fully in our society.

#### MEMBERSHIP

Students of whom attendance is expected, whether a student is present or absent on any given day.

#### MEMBERSHIP, TOTAL HALF-DAYS

The sum of the half-day present and absent of all students when school was actually in session during the year, as compiled on the register summary and reported on the A3, General Statistical Report at year-end. (See definitions of "Half-day in Session," and "Half-day of Attendance.")

#### MEMBERSHIP, AVERAGE DAILY (IN RESIDENCE)

The average daily membership in attendance of student who are legal residents of the school district pursuant to RSA 193:12 or RSA 193:27, IV and are attending any public school, or who are attending any charter school or private school program approved by the Department of Education at the expense of the school district.

#### NON-MEMBERSHIP

The designation that may be used to "balance" the paper register or to account for  $\frac{1}{2}$  days when school is in session, but a student is not receiving instruction as in the case of a kindergarten student attending Kindergarten in a  $\frac{1}{2}$  day program.

#### PRESCHOOL

A group or class of students that is taught during the year or years preceding the kindergarten grade, and excludes Headstart students.

#### RACE

A student may be included in the racial/ethnic group to which he or she appears to belong, identifies with, or is regarded in the community as belonging to. However, no student should be counted in more than one racial/ethnic group category. The manner of collecting the racial/ethnic information is left to the discretion of the institution provided that the system which is established results in reasonably accurate data. The five code definitions are:

##### Code 1 American Indian or Alaskan Native

A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.

##### Code 2 Asian or Pacific Islander

A person having origins in any of the original peoples of the Far East,

Southeast Asia, the Pacific Islands or the Indian subcontinent. This area includes, for example: China, India, Japan, Korea, the Philippine Islands, and Samoa.

**Code 3 Hispanic**

A person of Mexican, Puerto Rican, Cuban, Central or South America, or other Spanish Culture or origin – regardless of race.

**Code 4 Black (Not of Hispanic Origin)**

A person having origins in any of the Black racial groups of Africa.

**Code 5 White (Not of Hispanic Origin)**

A person having origins in any of the original peoples of Europe, North Africa or the Middle East.

### RE-ENTRIES

For each school year, the students received from another classroom in the same school or another school in the State should be recorded as Re-entries. These students have already been recorded as original entries in some other school in the State. The following re-entry codes should be used for student tracking and state reporting:

- R1 Student received from another room in the same school when home room registers are kept (can be used for students returning to the physical school after exiting to attend adult high school or similar program when student progress will be monitored by the school and attendance in the alternative program is tracked)
- R2 Student received from another public school in the same school district
- R3 Student received from a NH non-public school
- R4 Student received from a NH public school outside the school district (including public academies, JMA, and charter schools)
- R5 Student received from an approved home schooled program
- R6 A student re-entering the same school district after withdrawal under a code of W6–W9
- R7 Student re-entering the same school district in the same school year after withdrawal under a code of W20–W29
- R8 Student re-entering from another state who was previously registered in NH this school year
- R12 Student remained in the same school but the town of fiscal responsibility changed

### SASID - STATE ASSIGNED STUDENT IDENTIFIER

A random number issued by the NHDoE upon request by a school district. Each student who must be tracked by a public school system will be issued a student identifier.

### STUDENTS, SPECIAL ELEMENTARY

Students that spend the majority of their time in elementary multi-grade level classes that are made up exclusively of special education students.

**STUDENTS, SPECIAL SECONDARY**

Students that spend the majority of their time in secondary multi-grade level classes that are made up exclusively of special education students.

**STUDENTS, TRANSPORTED**

Students transported is for local use and is not collected by the Department of Education.

**STUDENTS, TUITION**

Students attending a school in a school district outside the district in which they are residents. NOTE: Students tuitioned to a vocational program for PART OF THE DAY should be considered full-time students in their home district and NOT counted in the attendance figures reported by the district providing the vocational program.

**STUDENTS, UNGRADED ELEMENTARY**

Students who are part of a class of elementary students to whom a grade cannot be assigned (for example, LEP students) with a focus other than special education.

**STUDENTS, UNGRADED SECONDARY**

Students who are part of a class of secondary students to whom a grade cannot be assigned (for example, LEP students) with a focus other than special education.

**TARDINESS AND DISMISSAL**

See local school policy for definitions.

**WITHDRAWALS**

For each school year, those students who have permanently severed their connection with classes, grades and/or schools should be recorded as Withdrawals. The following withdrawal codes should be used for student tracking and state reporting:

- W1 Student promoted or transferred to another room in the same school during this school year when home room registers are kept (can be used for students leaving to attend adult high school or similar program when student progress will be monitored by the school and attendance in the alternative program will be tracked)
- W2 Student promoted or transferred to another public school in the same school district
- W3 Student transferred to a NH non-public school
- W4 Student promoted or transferred to another NH public school outside the school district (including public academies, JMA, and charter schools)
- W5 Student transferred to an approved home schooled program
- W6 Student transferred to another public institution such as prison, juvenile institution, or mental institution; for example, Tobey School, YDC, and Philbrook Center
- W8 Student expelled
- W9 Student who left school for a reason not covered under withdrawal codes W1-W8, but who is not considered a drop out. Do not use this code if the student's whereabouts cannot be determined. This is not a dropout code
- W10 The student deceased
- W11 Student graduated midyear or completed graduation requirements during the summer

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W12 Student's town of fiscal responsibility changed but the student remained in the same school

W14 Student transferred outside the state (including foreign exchange students returning to home countries)

W20 thru W29

Students in grades 7-12 who dropped out of school. Districts may wish to assign specific reasons to these codes for internal use. Students intending to pursue GEDs or programs similar to Job Corps would be appropriately listed in one of these categories. For state reporting purposes, all W-20's will be collapsed into one category; no specific dropout reasons need to be reported under the W20's.

## REVISION LOG FOR NH STUDENT ACCOUNTING HANDBOOK

<u>MONTH REVISED</u>	<u>PAGES</u>	<u>TOPIC</u>
March 2003	4	Preschool no longer included in Adequacy Aid Formula
	8	Update Register Summary to correspond with updated E&R Codes
	14	Change to A12C (Nonpublic School Fall Enrollment)
	22	Update to Dropout Form
	26	update references to Withdrawal Codes
August 2003	4,45	Change in accounting for home schooled students
	12,23	Form A3HS no longer required
	25,26	Home schooled students are no longer reported on A3, General Statistical Report
	28,33,37,39	Due date changed to August 1
	34,35	Home Schooled Participation notes and form replace A3HS
	36	Home schooled students are no longer reported on A13E&S Tuition Reports
	43	New definitions for Attendance and Average Daily Attendance
45,46	New definition of Membership and Average Daily Membership	
May 2004	26	Revision to paragraph 5 line 4 to say not promoted
August 2004	1	Removed the last sentence of item 5
	2	Added item 10 in regards to LEP section being added to the register
	8	Reworded the lines about graduates/completers
	13	Added a second sentence to item 6
	25	Added on to item 2 and added a new item 3 in reference to column "b" of A3
	34,35	Removed the pages relating to the Home Schooled Participation Sheet
	41	Added the definition for Charter School
	43	Added the definition for Joint Maintenance Agreements
	45	Reworded R3
46	Reworded W3	
March 2005	34	Added 3 notes on how to record students on A13E&S forms
August 2005	1	Added SASID-State Assigned Student Identifier to biographical information (Item 2)
	7	Added a clarifying sentence to the "Student Progress Table" description
	8,9	Redesigned Register Summary to account for the new R12 & W12 codes (effective school year 05-06)
	23	Added clarifying sentences to the end of the first paragraph
	45	Added a new R12 code (effective school year 05-06)
	45	Added SASID definition
	46	Added a new W12 code (effective school year 05-06)
July 2007	8	Reworded line 2a and line 6

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## REVISION LOG FOR NH STUDENT ACCOUNTING HANDBOOK (Continued)

<u>MONTH REVISED</u>	<u>PAGES</u>	<u>TOPIC</u>
July 2007 (cont.)	9	Added W14 on the Withdrawal Summary
	45	Reworded codes R1, R3, and R4
	46	Reworded codes W1, W3, W4, W6, W9, and W11
	46	Added W14 definition

### **Notice of Nondiscrimination**

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