

## **NH-IBSAS**

### **NH Input Based School Accountability System**

***Please read this information before you begin.  
Starting here will save you time and effort in the long run.***

If anyone has questions or needs assistance, please contact:

**Deb Wiswell, Administrator for Accountability**  
**New Hampshire Department of Education.**  
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#### **Purpose of the User's Guide**

This guide is designed to help you with the data collection and entry processes for the New Hampshire Input Based School Accountability System (IBSAS), in accordance with RSA 193:E: <http://www.gencourt.state.nh.us/rsa/html/XV/193-E/193-E-3-b.htm>

#### **How to Use this Guide**

This guide contains instructions for gathering, entering, storing, and maintaining data. Examples of key screens are shown to help guide the user through the data entry process.

Before you begin, you may want to start a notebook where you can keep copies of the printed narratives and compile hardcopies of the evidence referenced in the survey. It will also be a place to keep notes on the process. Especially this first year, your feedback is very important to the NHDOE.

#### **Minimum Standards for School Approval**

This survey asks each school to demonstrate that it is providing an opportunity for an adequate education by establishing that it met certain school approval standards (mostly curricular areas). The complete text of those standards can be found at:

[http://www.education.nh.gov/legislation/documents/306\\_adopted.pdf](http://www.education.nh.gov/legislation/documents/306_adopted.pdf)

**PLEASE NOTE:** THE CONCORD SCHOOL DISTRICT WAS USED TO CREATE SOME OF THE EXAMPLES IN THIS GUIDE. THIS IS **NOT** CONCORD SCHOOL DISTRICT DATA, BUT **COMPLETELY FICTITIOUS DATA** USED TO ILLUSTRATE THE EXAMPLES.

### **3 Easy Steps to Gaining Access to the Adequacy Survey**

1. The Adequacy Survey is housed in the secure Education Statistic System (ESS). To gain access to the system, use the myNHDOE log-in process at <https://my.doe.nh.gov/myNHDOE> .

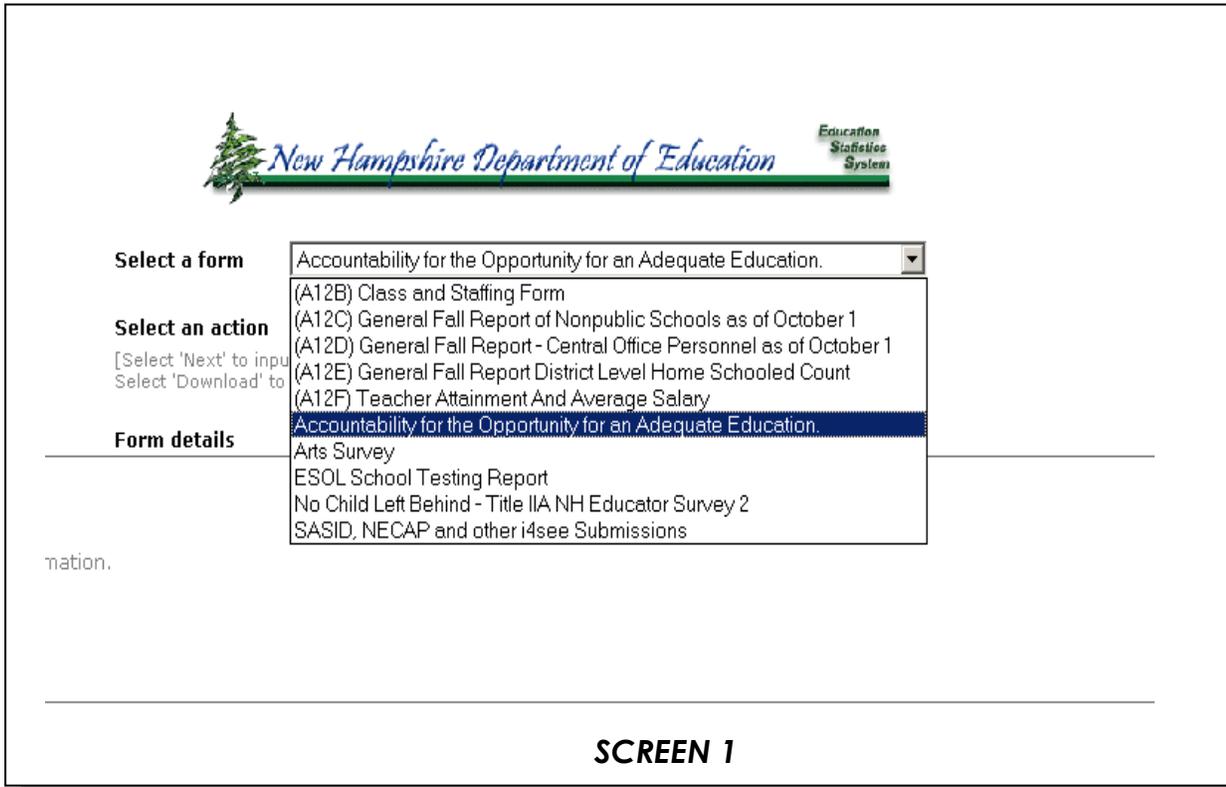
If you have not already done so, each school-based user will need to create a username and password. This is simple and straightforward and should look familiar to anyone who has set up a web-based account. If you need help, the process for creating your username and password is explained in the New Hampshire Department of Education *myNHDOE User Manual*. You can access the manual from the myNHDOE log-in page or by clicking <https://my.doe.nh.gov/myNHDOE/Documentation/User%20Manual.pdf>

2. Enter your username and password and click on the "Login to System" button. This brings up a screen where you can select the Adequacy Survey. (See **SCREEN 1**) Once selected, the ESS screen will appear. (See **SCREEN 2**). Your sign-on will automatically send you to the correct district and school(s).

3. The survey requests your contact information, (See **SCREEN 4**) once "Saved", you will be directed to the first part of the Adequacy Survey. (See **SCREEN 5**)

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The screenshot displays the New Hampshire Department of Education's Education Statistics System. At the top, there is a logo with a tree and the text "New Hampshire Department of Education" and "Education Statistics System". Below the logo, there are three main sections: "Select a form", "Select an action", and "Form details". The "Select a form" section has a dropdown menu that is currently open, showing a list of forms. The first option, "Accountability for the Opportunity for an Adequate Education.", is selected and highlighted in blue. The other options in the list are: "(A12B) Class and Staffing Form", "(A12C) General Fall Report of Nonpublic Schools as of October 1", "(A12D) General Fall Report - Central Office Personnel as of October 1", "(A12E) General Fall Report District Level Home Schooled Count", and "(A12F) Teacher Attainment And Average Salary". The "Select an action" section has two options: "[Select 'Next' to input]" and "Select 'Download' to". The "Form details" section is currently empty. Below the form details, there is a horizontal line and the text "nation.". At the bottom of the screenshot, the text "SCREEN 1" is displayed in bold.

## Getting Started

Your NHDOE Single Sign-on will automatically grant you access to the appropriate District.

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As depicted in **SCREEN 2**, this user has been directed to the Concord School District because the user name and password is associated with the Concord District.

Once you click on the green arrow you will be sent to the next page.

The screenshot shows the New Hampshire Department of Education (NHDOE) website. At the top, it says "an official NEW HAMPSHIRE government website". The main header features the NHDOE logo and the text "New Hampshire Department of Education Serving New Hampshire's Education Community". Below the header, there are links for "Home myNHDOE Logout" and a "Year:" dropdown menu set to "2009-2010". The main content area displays a welcome message: "Welcome ESS General User, General User, Concord" with a red arrow pointing to "Concord School District". Below this, there is a section for "NHDOE Surveys" with a dropdown menu set to "2009-2010 - SB 180". A callout box with a green arrow points to the survey selection, saying "Click on Green Arrow To Continue". The footer contains contact information for the NHDOE and logos for "NH School District Profiles", "NHEON! NEW HAMPSHIRE EDUCATORS ONLINE", and "online LEARNING NH".

**SCREEN 2**

The next screen will differ slightly with each user.

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**SCREEN 3A** depicts the screen as seen by the Superintendent, or District Administrator who has access to all the schools in the district.

The screenshot displays the NHDOE Survey interface. At the top, there is a header with the New Hampshire Department of Education logo and the text "an official NEW HAMPSHIRE government website". Below the header, there are navigation links: "Home", "myNHDOE", and "Logout". The main content area starts with a welcome message: "Welcome ESS General User, General User, Concord". This is followed by the survey title: "NHDOE Survey -> SB 180 - 2009-2010". Below the title, there is a form with three dropdown menus: "Select an SAU:" (Concord SAU Office), "Select a District:" (111 - Concord), and "Select a School:" (Select a School...). A callout box with a blue border and a white background points to the "Select a School:" dropdown menu. The callout text reads: "A district administrator is given a choice of which school to access. Click on the arrow to see choices." Below the form, there is a green arrow button and the instruction: "2) Click the green arrow to view the survey for the selected entity." At the bottom of the page, there is contact information for the New Hampshire Department of Education: "101 Pleasant Street | Concord, NH | 03301-3494" and "Telephone: (603) 271-3494 | TDD Access: Relay NH 711". There are also logos for "NH School District Profiles", "NHEON! NEW HAMPSHIRE EDUCATORS ONLINE", and "online LEARNING NH". The footer contains links for "NH.gov | privacy policy | accessibility policy" and "copyright 2010. State of New Hampshire".

**SCREEN 3A**

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**SCREEN 3B** depicts the screen as seen by Principal or School Administrator who has access to a single school in the district.

The screenshot shows the NHDOE Survey interface. At the top, there is a header for the New Hampshire Department of Education with the tagline "Serving New Hampshire's Education Community". The page is titled "NHDOE Survey -> RSA 193-E:3-b Accountability for the Opportunity for an Adequate Education. - 2009-2010". A welcome message reads "Welcome ESS General User, General User, Concord". Below this, there are three dropdown menus for selecting entities: "Select an SAU" (Concord SAU Office), "Select a District" (111 - Concord), and "Select a School" (20260 - Broken Ground School). A green arrow button is located to the right of the school selection. A callout box points to the school selection dropdown with the text: "A principal's sign-on will bring the user directly to the assigned school". At the bottom of the page, there is contact information for the New Hampshire Department of Education and logos for NH School District Profiles, NHEON! (New Hampshire Educators Online), and online Learning NH. The footer includes "NH.gov | privacy policy | accessibility policy" and "copyright 2010, State of New Hampshire".

**SCREEN 3B**

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With **SCREEN 4** you are asked to enter basic contact information. Simply fill in the required information and click on Save (located below the email address).

Note the "Current Status" line. Once you have started the form, this will change to, "Started". When you have completed all the forms and have submitted them to the Superintendent, this will change to, "Ready for Superintendent Approval".

The screenshot shows the NHDOE Survey form for the 2009-2010 school year. The header includes the New Hampshire Department of Education logo and navigation links. The main content area displays the survey title, the school name (20280 - St. Raphael School), and the current status (Not Started). A callout box points to the 'Current Status' dropdown, stating: "Current Status" will change as the forms are completed. Below this, there are input fields for Person Responsible, Telephone, and Email Address, along with a 'Save' button. The form also shows 'Created On' and 'Last Updated' fields.

**SCREEN 4**

**SCREEN 5A** begins the actual input form. You will note the tabs. They follow the sections in the School Approval Standards, which may be found with this link: [http://www.education.nh.gov/legislation/documents/306\\_adopted.pdf](http://www.education.nh.gov/legislation/documents/306_adopted.pdf)

The user may choose three possible responses to each statement:

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**Yes** - which means that you are in agreement with the statement.

**No** - which means that you are not in agreement with the statement. **Please note a "No" response will require additional explanation** - See **SCREEN 6**.

**Other** - Which means that you meet the standard in some other way that you believe is appropriate. When "other" is selected, you will be presented with a pop-up box that requires that you explain how you meet the standard in some other manner.

By clicking on the various tabs the user can navigate through the entire survey. You can also access this manual and a How-To Video from this screen.

**SCREEN 5A**

You will note that the first tabs deal with how you maintain your school year. Whether you count days or hours, be sure to enter an "other" response on the

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system that you do NOT use and indicate N/A or a statement about how you calculate your school year.

**Screen 5B** illustrates the response to the School Year (Days) standards, where a school uses the School Year (Hours) option.

Save Cancel

School Year (Hours) **School Year (Days)** Arts Language Arts/Reading Health Physical Education Information Tech Mathematics Science

Social Studies Technology Ed World Lang

**Pursuant to RSA 189:1 and 189:24 each school shall maintain a school year option as stated using either hours or days. Each elementary school with a school year option based on days shall be subject to the following requirements:**

Yes Eastman School maintains a standard school year of at least 180 days of instructional time.  
 No  
 Other

Our School uses the "hours" option.

(2000 character limit; 1965 remaining.)

Yes Eastman School insures that the regular school day shall be 6 hours in duration with at least 5.25 hours devoted to instructional time. No more than 30 minutes of recess or break time, or both, are counted toward the 5.25 hour requirement and,lunch time and homeroom periods are not counted toward meeting the 5.25 hour requirement.  
 No  
 Other

Our School uses the "hours" option.

(2000 character limit; 1965 remaining.)

**SCREEN 5B**

***It is important to note that NONE OF THE INFORMATION IS SAVED UNTIL THE Save is clicked.***

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Just as in any work with computers, it is a good idea to you save your work often. The survey times out after 30 minutes of inactivity. However, saving or entering anything, starts the clock over again.

Save Cancel

School Year (Hours) | School Year (Days) | Arts | Language Arts/Reading | Health | Physical Education | Information Tech | Mathematics | Science  
Social Studies | Technology Ed | World Lang

**Pursuant to RSA 189:1 and 189:24 each school shall maintain a school year option as provided in either hours or days. Each school with a school year option based on hours shall be subject to the following requirements:**

<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Other	Eastman School maintains a school year of at least 945 hours of instructional time
<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Other	Eastman School insures that the school day of an individual student does not exceed 8 hours of instructional time
<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Other	Eastman School insures that the school has in its school year an additional 10 days of at least 6 hours in duration to provide for instructional time lost due to inclement weather or unexpected circumstances, staff development, and parent-teacher conferences.

EXAMPLES AND/OR EVIDENCE THAT DEMONSTRATE HOW WE MEET THE STANDARDS LISTED ABOVE

Evidence of the statements above may be found on our website:  
Student Handbook: [www.SPS.edu/Student\\_handbook\\_2010/requirements](http://www.SPS.edu/Student_handbook_2010/requirements)  
Staff Handbook: [www.SPS.edu/staff\\_handbook\\_2010/prof\\_development](http://www.SPS.edu/staff_handbook_2010/prof_development)  
School Calendar: [www.SPS.edu/Calendar\\_2010](http://www.SPS.edu/Calendar_2010)

(2000 character limit; 2000 remaining.)

ALL "NO" RESPONSES REQUIRE AN EXPLANATION - USE THIS SPACE TO EXPLAIN

(2000 character limit; 2000 remaining.)

**SCREEN 6**

All standards require supporting documentation or "evidence".

Some examples of documentation are: excerpts from school district policy, excerpts from student guides, relevant portions of the school's program of studies, curriculum guides, links to appropriate documentation on district's or school's web site, school calendar and schedules, etc.

All "No" responses require an explanation as to why the school does not meet the standard.

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**Note: Both the "Evidence" and the "Other" boxes, allow the user to cut and paste information from other documents.**

**NHDOE Survey -> RSA 193-E:3-b Accountability for the Opportunity for an Adequate Education. - 2009-2010**

20280 - [View/Print Narrative](#)

Current Status: [Started](#) Created On: 6/8/2010 11:33:08 AM Last Updated: 6/8/2010 11:33:08 AM

Person Responsible:	H. Granger	<a href="#">View/Print Narrative</a>
Telephone:	234-1234	
Email Address:	hgranger@gmail.com	

[Save](#) [Cancel](#)

School Year (Hours) | School Year (Days) | Arts | Language Arts/Reading | Health | Physical Education | Information Tech | Mathematics | Science | Social Studies | Technology Ed | World Lang | Credits

**Pursuant to RSA 189:1 and 289:24, each school shall maintain a school year option as provided calculated using either hours or days. Each school with a school year option based on hours shall be subject to the following requirements.**

**Other indicates**  Yes  No  Other

When "other" is selected, this pop-up box is appears for the user to enter an explanation as to how the school meets the standard in some "other" manner.

All students are required to participate in co-curricular activities. These activities are an important part of the total educational program at our school, and as such the time is included in the total number of instructional hours.

(2000 character limit; 2000 remaining.)

**SCREEN 7**

The "Other" selection is provided to allow for explanations of how the school is meeting the requirement in a manner that is believed to be appropriate and in keeping with the school approval standard.

Each alternative means of meeting the standard will be reviewed by DOE personnel to determine whether or not the standard has been met.

Please write your response in a complete sentence beginning with your school name as it will automatically be transferred into the School Narrative immediately following the appropriate standard.

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Once the survey has been completed, or at any time during the process, you may view and/or print the narrative. However, it is very important that you click on the Save link PRIOR to viewing or printing the narrative. (See **SCREEN 8A**).

If the information is properly saved, a message will be displayed. (See **SCREEN 8B**). The narrative is created as a result of your responses.

NHDOE Survey -> SB 180 - 2009-2010

20255 - Rumford School

Current Status: [Started](#) Created On: 6/3/2010 4:13:24 PM Last Updated: 6/3/2010 4:13:24 PM

Person Responsible:	N. Longbottom	<a href="#">View/Print Narrative</a>
Telephone:	234-9087	
Email Address:	hlongbottom@hogwarts.edu	

[Edit](#)

[Save](#) [Cancel](#)

School Year (Hours) School Year (Days) Arts Language Arts/Reading Health Physical Education Information Tech Mathematics Science  
Social Studies Technology Ed World Lang

**SCREEN 8A**

New Hampshire Department of Education  
an official NEW HAMPSHIRE government website

Home myNHDOE Logout

Welcome ESS General User, General User, Concord

NHDOE Survey -> RSA 19 for an Adequate Education. - 2009-2010

20280 - RSA 19 for an Adequate Education

Current Status: [Started](#) Created On: 6/8/2010 11:33:08 AM Last Updated: 6/8/2010 11:39:33 AM

Person Responsible:	H. Granger	<a href="#">View/Print Narrative</a>
Telephone:	234-1234	
Email Address:	hgranger@gmail.com	

[Edit](#)

**SCREEN 8B**

**SCREEN 9** is an excerpt from a sample narrative.

When you create your narrative, the footer will contain information about the survey contact, and the date and time the narrative was created.

NHDOE RSA 193-E:3-b Accountability for the Opportunity for an Adequate Education.  
2009-2010 - 20270 Rundlett Middle School  
Current Status: Started on 5/17/2010 10:03:20 AM

**School Year (Hours)**

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Rundlett Middle School maintains a school year of at least 945 hours of instructional time 

Rundlett Middle School insures that the school day of an individual student does not exceed 8 hours of instructional time

All students are required to participate in co-curricular activities. These activities are an important part of the total educational program at our school., and as such are included in the total number of instructional hours for each student. Therefore, in some cases students may exceed 8 hours of instructional time in a day. 

**Rundlett Middle School does not insure that the school has in its school year an additional 10 days of at least 6 hours in duration to provide for instructional time lost due to inclement weather or unexpected circumstances, staff development, and parent-teacher conferences. (SEE EXPLANATION BELOW)** 

EXAMPLES AND/OR EVIDENCE THAT DEMONSTRATE HOW WE MEET THE STANDARDS LISTED ABOVE

Evidence of the statements above may be found on our website:  
Student Handbook: [www.rms.k12.nh.us/student\\_handbook.htm](http://www.rms.k12.nh.us/student_handbook.htm)   
Staff Handbook: [www.rms.k12.nh.us/prof\\_development\\_calendar.htm](http://www.rms.k12.nh.us/prof_development_calendar.htm)  
School Calendar: [www.rms.k12.nh.us/student\\_calendar.htm](http://www.rms.k12.nh.us/student_calendar.htm)

ALL "NO" RESPONSES REQUIRE AN EXPLANATION - USE THIS SPACE TO EXPLAIN

It is district policy never to officially close schools, however in some extreme emergencies, schools may be closed early. 

**SCREEN 9**

***If at any time you need to review the School Approval Standards or the NH Curriculum Frameworks, you can click on the appropriate icon at the top of the screen. There is also a video manual that can be accessed at the top of the page.***

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Once the survey is completed at the school level, the school administrator clicks on the "Current Status" link (See **SCREEN 10A**) and is presented with a pop-up for submission to the Superintendent for review. (**SCREEN 10B**) If it is ready, click in the box next to: "Yes, submit this survey for review!", and then click the "Submit" button.

**SCREEN 10 A**

**SCREEN 10 B**

Forms that are ready for approval by the Superintendent will show, "Ready for Superintendent Approval" in "Current Status". See **SCREEN 11**.

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When the principal chooses to "submit", an email will automatically go to the Superintendent letting him know that your survey is ready for review.

Welcome ESS General User, General User, Concord

Home myNHDOE Logout  
Year: 2009-2010

**NHDOE Survey -> SB 180 - 2009-2010**  
20240 - Conant Elementary School

Current Status: Ready for Superintendent Approval

Person Responsible:	Harry Potter	<a href="#">View/Print Narrative</a>
Telephone:	456-0987	
Email Address:	hpotter@aol.com	

Last Updated: 5/24/2010 10:58:55 AM  
Created On: 5/17/2010 9:56:01 AM

**SCREEN 11**

The Superintendent will see "Current Status" as shown in **SCREEN 12** when the form is ready for review and approval.

Welcome ESS SAU Superintendent, SAU Superintendent, Concord SAU Office

Home myNHDOE Logout  
Year: 2009-2010

**NHDOE Survey -> SB 180 - 2009-2010**  
20240 - Conant Elementary School

Current Status: [Ready for Superintendent Approval](#)

Person Responsible:	Harry Potter	<a href="#">View/Print Narrative</a>
Telephone:	456-0987	
Email Address:	hpotter@aol.com	

Last Updated: 5/24/2010 10:58:55 AM  
Created On: 5/17/2010 9:56:01 AM

School Year (Hours) | School Year (Days) | Arts | Language Arts/Reading | Health | Physical Education | Information Tech | Mathematics | Science | Social Studies | Technology Ed | World Lang

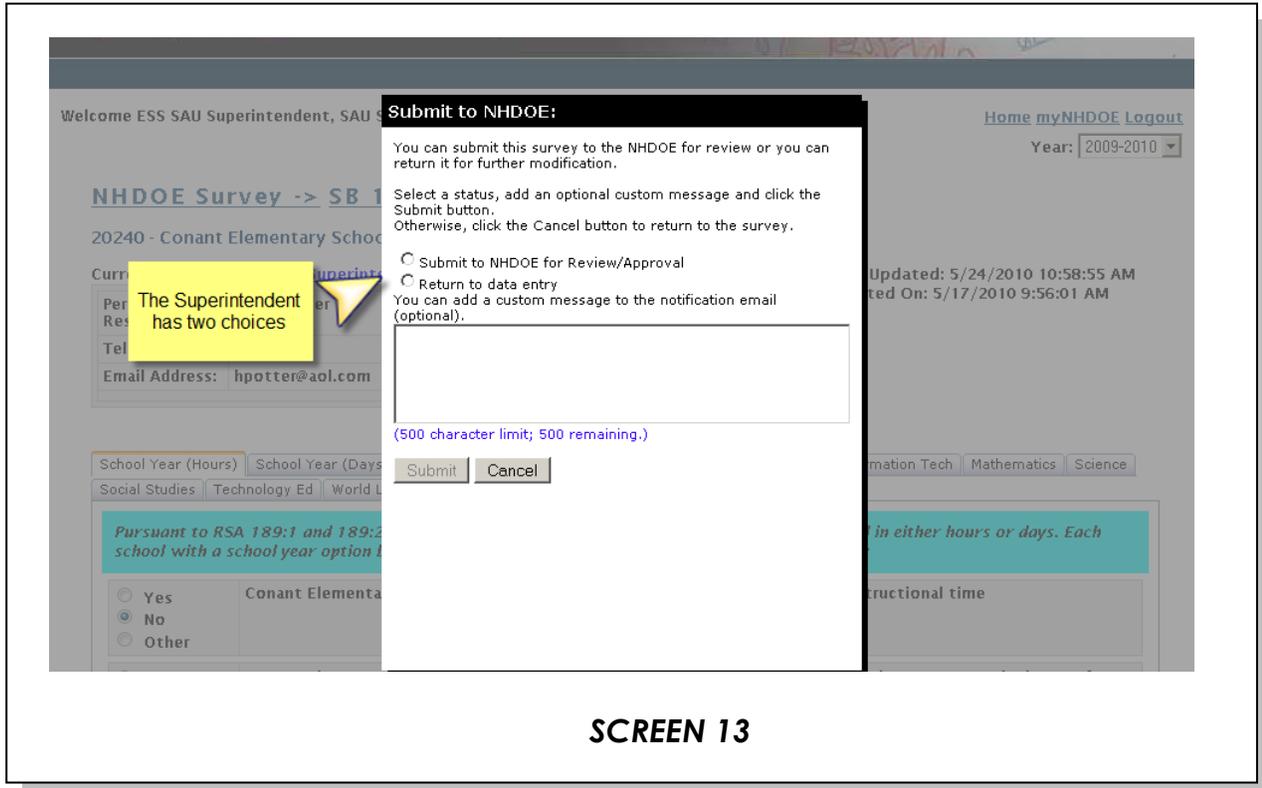
**SCREEN 12**

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The Superintendent is presented with two choices: Submit the form to NHDOE or Return it to the principal for correction, review, more detail, etc. See **SCREEN 13**. Our suggestion to Superintendents is to read through the tabs (or narrative) noting yes's, no's, others, and evidence. An open Word document on your desktop may be helpful for jotting down thoughts. If you choose to review the narrative, any questions not answered or answered as "no" will show up in **red**. See **SCREEN 9**.

**Note: Each time the Superintendent views or comments in the submission box below that more data needs to be entered, an email is sent to the Principal. For this reason, we suggest that the survey in its entirety be reviewed before sending comments to the Principal. (Just a suggestion.)**



**SCREEN 13**

Once the Superintendent submits the form to NHDOE, it is locked from further changes, unless returned to the Superintendent by the NHDOE for corrections, additions, clarification, etc.

When the Superintendent submits the survey forms to the NHDOE, all further changes are locked out. **The NHDOE cannot alter the survey forms.** However, NHDOE personnel may RETURN the forms to the district for further action such as

clarification, additional information, missing data, etc. Once reviewed, you will receive notification of your approval status.

When the survey forms are returned from the NHDOE, they become "unlocked" and changes may be made by school and district personnel. An email notification will also be sent.

**Once your information is filled in the first year, it will be saved so that in future years, the information will need only to be updated.**

**RSA 193:E states that** (a) *The commissioner shall require school officials to submit a narrative explanation detailing how the school has complied with each of the standards included in the opportunity for an adequate education. The school principal and school district superintendent shall certify in writing that the responses submitted are accurate.*

(b) *The commissioner shall **review the responses** to each school's self-assessment required under this section and shall verify that the responses comply with the standards included in the opportunity for an adequate education.*

(c) *Schools that successfully demonstrate that they provide the opportunity for an adequate education through the input-based school accountability system for any year beginning with the 2009-2010 school year shall be required by the commissioner to **resubmit** the narrative explanations **at least once every 2 years**.*

(d) *Schools that are unable to demonstrate that they provide the opportunity for an adequate education through the input-based school accountability system for the 2009-2010 school year, or for any year thereafter, shall be required by the commissioner to **resubmit** the narrative explanations **annually** until such demonstration has been made.*

## **Roles and Responsibilities of Key Personnel**

**Principal**—the principal is key to this process. It is suggested that the principal identify key individual(s) to help identify the evidence and responses required. The principal assures accuracy of the information by reviewing the data prior to submission to the Superintendent.

**Superintendent**- The final step in the process is review by the Superintendent. The Superintendent may either return the form to the principal for further review and/or corrections, or submit the form to the NHDOE for approval.

Both Principals and Superintendents have read and write capabilities in this survey. The DOE has Read Only access.

**CAUTION**

The system is designed so that data entry may occur over multiple sessions therefore giving you the ability to enter data at your convenience. However, this convenience comes with a caveat. Once data is entered on a page the user must select "Save" to have the data saved. Leaving an entry page without choosing the "Save" button will result in the loss of any data entered on that page during that session. Closing the browser without choosing "Save" will result in the loss of any data entered after the last save. If you do not save periodically, the system may time-out on you and you will lose your entered data. Information may be corrected or changed until the user has finalized the data by hitting the "Submit" button. (See SCREEN 10B) At this point, the data entry screens will no longer be available to the school administrator. The survey information is locked once the Superintendent verifies it by submitting it to NHDOE.

Instructions in a Nut Shell

1. Log onto <https://my.doe.nh.gov/myNHDOE> and enter your username and password. Select **Accountability for the Opportunity for an Adequate Education**.
2. Enter your data. Data entry may occur over multiple sessions.
3. Finalize your data by selecting the "Started" and "Submit" button. See **SCREENS 10A and B**.
4. Superintendent reviews completed surveys. If approved, the Superintendent submits final form to NHDOE.

*We hope that we have created a survey that is simple and straightforward and minimizes the amount of time and effort required by schools to respond to the legislation. In this first year of compliance, the DOE would appreciate any and all feedback.*

*Send comments and/or suggestions to: Deb Wiswell at [dwiswell@ed.state.nh.us](mailto:dwiswell@ed.state.nh.us).*