Overview of Required Submission Steps

There are three steps required to submit student level data to the department.

1. Upload and Verify the Batch

2. Verify a Submission at the District Level

3. Certify via the Superintendent

1. Upload and Verify the Batch

1. Once you have uploaded a file, you want it to be in a status of ‘Batch Verified’.

2. If the status is ‘Batch Verified with Errors’, then use the View Detail button to see the errors. You can edit the data right online.

3. If you edit the data, the status will change to ‘Batch Editing’.

4. When you are done editing the data, or at any time, you can click Verify to re-verify the data. Any errors that have been corrected will disappear and the status will be updated appropriately.
1. Once all of your uploaded files for a given submission type, such as BOY or EOY: Enrollment, have a status of ‘Batch Verified’ you should click District Review to verify the submissions for the entire district.

2. Verify at the District Level

   1. On the District Review page you should first choose the submission type for which you have submitted all your files.
   
   2. Click ‘Verify Across District’ to verify the submission(s) for your district. This will check for a few rules that can only be checked when the system is sure you have submitted all your files for a given submission.
   
   3. If the status is ‘District Verified with Errors’, then use the View District Detail button to see the errors. You can edit the data right on-line.
   
   4. If you edit the data, the status will change to ‘District Editing’.
   
   5. When you are done editing the data, or at any time, you can click Verify Across District to re-verify the data. Any errors that have been corrected will disappear and the status will be updated appropriately.

Remember, you should view the reports to make sure the data matches your expectations!
1. Once the status is set to ‘District Verified’ for all the files for a given submission, the superintendent can ‘Certify’ the data. Login with the user id SUPxxx and click **Certify District Data**.

2. The status will be updated to ‘Certified’ and you are done for that submission type.

**NOTE:** You do not need to perform a district review for the F&R data, this data is complete when the status is ‘Batch Verified’.

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### 3. Certify via the Superintendent

**Remember this year we have the following deadline:**

Due **November 18th**:

1. **2004-2005** End-of-Year Enrollment data; (Schools with any grade 1-8 ONLY)
2. **2004-2005** End-of-Year Academic Data; (Schools with any grade 1-8 ONLY)
3. **2005-2006** Beginning-of-Year Enrollment Data; (ALL Schools!)
4. **2005-2006** Free and Reduced Priced Lunch Data. (Schools with grades 3-8 ONLY)

**For Assistance:**

i. Contact your Distinguished Educator. Contact information can be found at: [www.ed.state.nh.us/i4see](http://www.ed.state.nh.us/i4see) (list can be found at top of page under ‘recent highlights’).

ii. Contact: Sandy Hyslop, 271-2831, shyslop@ed.state.nh.us

iii. Or email i4seehelp@ed.state.nh.us.