

## i4see and NHSEIS Reconciliation

For assistance, contact Terry Hersh at [Terry.Hersh@doe.nh.gov](mailto:Terry.Hersh@doe.nh.gov) or 603-271-3775.

### Description

The Department of Education is integrating the i4see system with the NHSEIS system so that student SASIDs, names and key demographics are synchronized between the two systems. The i4see system will be the official source for this information.

**To implement this new integration we must first ensure all records are reconciled.**

To support this effort, we ask that you view a new report on the i4see workbench and for any of the anomalies that have been identified and **correct the data in the system that is incorrect**. (Please see your district i4see coordinator for assistance. A list of i4see contacts can be found on the Department website at: <https://my.doe.nh.gov/Profiles/PublicReports/PublicReports.aspx?ReportName=i4seeContacts.>)

### To View the Report

Login to i4see  
Choose: Analysis-Anomaly and State Reports  
Select: General Reports  
Click: on the Excel link for "NHSEIS Mismatch" report.

The screenshot displays the i4see Workbench interface. At the top, there is a navigation menu with the following items: Home, WorkQueue, Upload Files, Students, Analysis, Admin, Schools, Help, and LogOut. The 'Analysis' menu is expanded, showing 'District Review' and 'Anomaly and State Reports', with an orange arrow pointing to the latter. Below the navigation, a welcome message reads 'Welcome to the i4see Workbench. Please call Mike C'. The user's name is 'Hello Michael Schwartz'. The district is '111 - Concord' and the SAU is '8 - Concord SAU Office'. There is a 'School Data' link. On the right, there is a 'Color Scheme' dropdown set to 'Choose:' and a 'Concord' dropdown. Below this, there is a 'Reports' section with a dropdown menu set to 'General Reports' and a '2015-2016' dropdown. A 'Refresh' button is located at the bottom right. An orange arrow points to the 'General Reports' dropdown.

NH Department of Education  
As of April 18, 2016

Please Select a Submission Type: General Reports

Please Select a School Year: 2015-2016

[Refresh](#)

State Reports

<a href="#">Batch Status by Submission</a>	
<a href="#">SSO Users with no Alternate Email Address</a>	
<a href="#">Student Roster – SASID Information</a>	
<b>Assessment Upload Issues</b>	
<a href="#">PPLUS - Student Scores NOT Loaded - Summary</a>	
<a href="#">PPLUS - Student Scores NOT Loaded - Details</a>	
<a href="#">PPLUS - Student Scores NOT Loaded - Distinct Students</a>	
<b>NHSEIS Review</b>	
<a href="#">NHSEIS Mismatch</a>	

**Review the Report**

Please review the report. An *Error* column is included to assist in identifying data discrepancies between the two systems. For example, in the sample below, the second row has an error code of “Last” indicating a mismatch in the student’s last name which is hyphenated name in one system whereas the other has a space. In the third row, the gender does not match. *Note: Only students with discrepancies will be included in the report.*

Sample file:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	dstid	Error	CustomerNa	Student	DistrictOfLial	School	SASID	DOB	Last Name	First Name	SpEdLname	SpEdFname	SpEdDOB	i4seeGender	SpEdGender
2	199	Race	nhgoffstown	Active	Goffstown	Easter Seal Society/Ro	1326207011	8/3/99	Silva	Jasmine	Silva	Jasmine	8/3/99	M	M
3	199	Last	nhgoffstown	Active	Goffstown	Glen Lake School	1531303637	5/6/01	Gens-Boule	Phoenix	Gens Boule	Phoenix	5/6/01	M	M
4	199	Gender	nhgoffstown	Active	Goffstown	Glen Lake School	1526113487	8/27/09	Madison	Kyle	Madison	Kyle	8/27/09	M	F

For each mismatch, make the necessary corrections in NHSEIS or i4see as appropriate, so that the two systems match.

When you have completed your review, please email Terry Hersh at [Terry.Hersh@doe.nh.gov](mailto:Terry.Hersh@doe.nh.gov). **ALL discrepancies must be reconciled by May 20<sup>th</sup>** in order to proceed with this integration process.

Thank you!