

NHSEIS – i4see Integration and New Add Student Interface

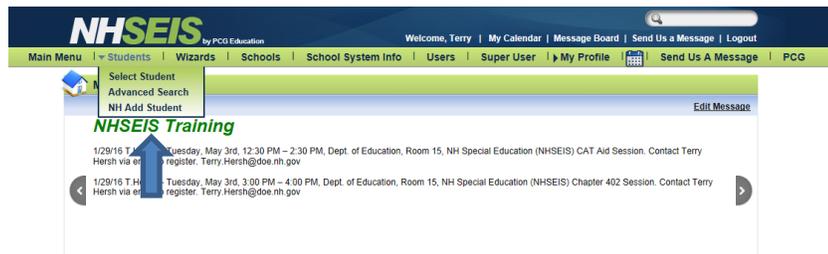
The Department of Education is integrating the i4see system with the NHSEIS system to support data integrity across both systems and reduce data burden at the local level. As part of this integration, NHSEIS will now verify student SASIDs as well as retrieve student demographic data from i4see. In addition, NHSEIS will share information with i4see with the intent of eliminating the separate SpedPublic and Alternate Assessment (tentative) reports currently being uploaded into i4see.

In this integration, i4see will be the official source for student demographics (including name, date of birth, ethnicity, gender, and LEP status) and NHSEIS will be the official source for special education participation.

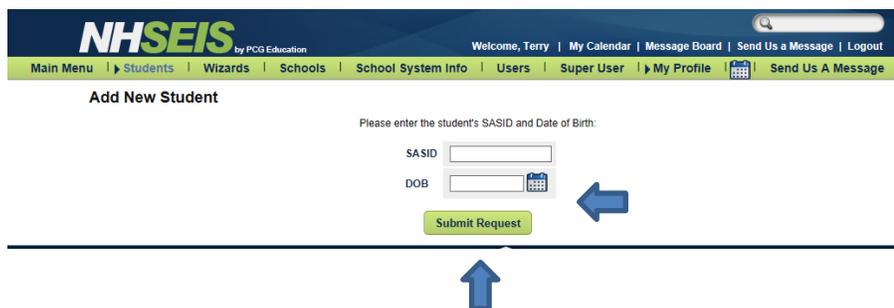
To facilitate this integration, NHSEIS will be releasing a new Add Student process in June.

Add New Student

To add a new student, select Students on the green menu bar, then choose NH Add Student from the dropdown.



A new window will open where you can enter the student SASID and Date of Birth (DOB). Click Submit Request. The system will then verify the SASID and date of birth with i4see.

A screenshot of the 'Add New Student' form in the NHSEIS application. The form is titled 'Add New Student' and has a subtitle 'Please enter the student's SASID and Date of Birth:'. It contains two input fields: 'SASID' and 'DOB'. The 'DOB' field has a calendar icon next to it. A blue arrow points to the 'Submit Request' button. Below the form, a horizontal line is shown with a blue arrow pointing up to the 'Submit Request' button.

Student Found in i4see

If a matching record is found, a pop-up window will appear, asking you to confirm the student's along with their SASID and date of birth. Click "Yes" or "No" as appropriate.

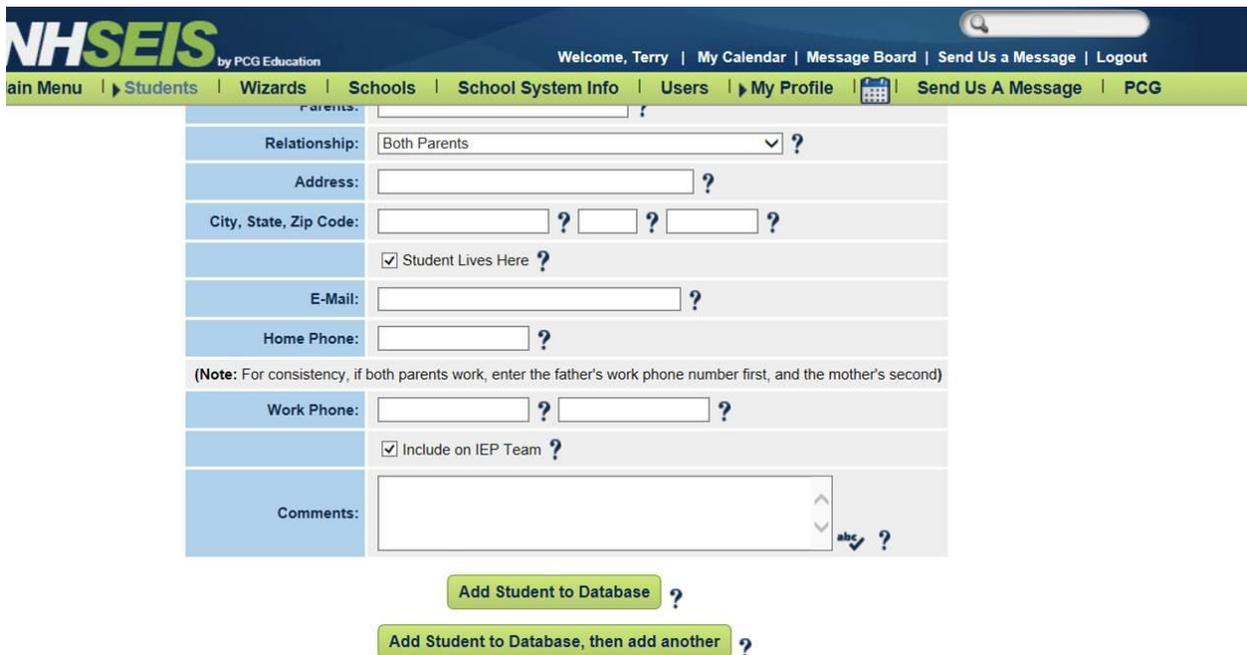
Add New Student

Please confirm that this is the student that you are adding:

Name:	Test Student
SASID	1234567890
Date Of Birth:	1/1/2000

Selecting “No” at the confirmation screen will bring you back to the Add New Student screen where the student’s SASID and DOB can be reentered or changes can be made as needed.

Selecting “Yes” will prepopulate the student’s demographic information (name, SASID, DOB, gender and ethnicity) on the student information page in NHSEIS. Districts will need to add the additional information requested and click Add Student to Database. *Please note: once the i4see verification has occurred and the student record created in NHSEIS, the student demographic fields in NHSEIS will be locked out and any changes will need to be made via i4see. Please see Updating Student Demographics below.*



Relationship: Both Parents ?
Address: ?
City, State, Zip Code: ? ? ?
 Student Lives Here ?
E-Mail: ?
Home Phone: ?
(Note: For consistency, if both parents work, enter the father's work phone number first, and the mother's second)
Work Phone: ? ?
 Include on IEP Team ?
Comments: ?
 ?
 ?

Student Already in NHSEIS

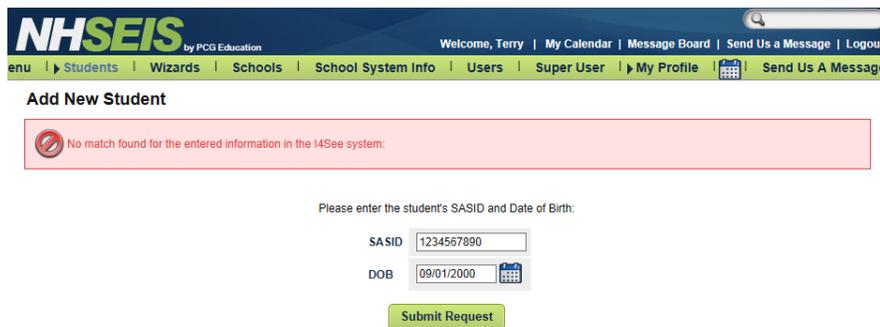
After clicking Add Student to Database (above), NHSEIS will verify that a record does not already exist for this student. If a duplicate record is found (e.g. in another district), an error message will display indicating that a student with the same SASID already exists in the database. If the sending district is known, please contact them directly and request that the student be transferred in the system. For additional assistance, please contact Terry Hersh at Terry.Hersh@doe.nh.gov or by phone at 271-3775.

 **Error** There is already a Student in the database with SASID '0011223347'

Student Not Found in i4see

If the SASID and DOB do not match the records in i4see, an error message will appear indicating “No match found for the entered information in the i4See system. Please re-check your information and try again. For further assistance, please contact your local i4see coordinator. For your convenience, a list of i4see contacts can be found on the Department website at:

<https://my.doe.nh.gov/Profiles/PublicReports/PublicReports.aspx?ReportName=i4seeContacts>.



Add New Student

 No match found for the entered information in the i4See system.

Please enter the student's SASID and Date of Birth:

SASID:

DOB:

Students Referred from ESS

Student referrals from ESS will continue through the existing process. Once a SASID is entered for them in NHSEIS, they will go through a verification process as part of the nightly update (described under Updating Student Demographics below). If the student’s SASID and DOB matches records in i4see, then the student’s demographic information (gender, ethnicity, and LEP status) will be updated based on the information contained in i4see and a message indicating that the student record is validated in i4see verified will appear on the bottom of the Student Information Page under Additional Information (see screenshot below). If the student’s SASID and DOB do not match, then update will not occur and the Additional Information Section of the Student Information Page will display “No” for the student validated in i4see criteria. Please note: ***The i4see validation indicator must be set to “Yes” in order to successfully finalize an IEP.***

Additional Information	
<input type="checkbox"/>	Check this box if student is Responsible (student has parent 's rights)
<input type="checkbox"/>	Check this box if the student has limited English proficiency.
No	Student was transferred to NHSEIS from ESS
Yes	Student was validated in i4See

Updating Student Demographics

Following the integration of NHSEIS and i4see, student demographic information including student names, dates of birth, gender, ethnicity, and LEP status will come from i4see. So, if updates are needed, changes will need to be made directly in i4see. Local i4see coordinators (a complete list can be found at <https://my.doe.nh.gov/Profiles/PublicReports/PublicReports.aspx?ReportName=i4seeContacts>) will be able to assist with this process.

Any updates made to the i4see system will be communicated to NHSEIS via a nightly update and reflected in NHSEIS the following day.