Checklist Summary : General Student Level Data Submissions (EOY, BOY, etc.)

This overview describes the major steps required to complete the following submissions:

1. Beginning of Year (BOY)
2. NECAP Assessment Labels
3. End of Year – Enrollment (EOY-Enrollment)
4. End of Year – Academic (EOY-Academic)
5. Free and Reduced Lunch (F&R)

All school districts are required to submit student level data submissions. In addition to improving the data submission process, improving student retention, and enabling analysis, such as gains based analysis of assessment results, these submissions help provide valuable information to teachers and administrators to help improve the education of every child.

A consistent process has been defined to submit i4see student level data submissions. The i4see application, containing the Submission Workbench, can be accessed through the myNHDOE Single Sign On (SSO) system here: https://my.doe.nh.gov/myNHDOE/Login/Login.aspx.

The file formats are defined in the data dictionary, which can be found on the i4see home page – http://www.education.nh.gov/data/i4see.htm . All files should be in a .csv (comma separated variable) format. All fields should be included as described in the data dictionary.

For a given submission (e.g. EOY Enrollment), a single file can be submitted at the District level (e.g. a file with all the students in the district) or files can be submitted for each school within the district (e.g. an EOY Enrollment submission for each school). All separate submissions of the same type and year will be combined for reporting purposes.

Each submission should follow this process:

Submitting Student Level Data

✓ Extract The Data From Your SIS (student information system) : steps 1-3

1. The i4see 'home page' is located here: http://www.education.nh.gov/data/i4see.htm
2. Select the data dictionary from the list on the i4see home page, to find a list of the fields required for each submission.
3. Extract the information for the given submission from your Student Information System (SIS). The data should be saved into a .csv (comma separated variable) file. You can contact your SIS vendor if you need help doing this. A list of vendors can be found on the i4see home page under Tip Sheets. The data can be reviewed using Excel or a similar spreadsheet program. If some fields were missing from your SIS, you can add the field(s) in Excel.

✓ Upload the Data to the DOE : steps 4-5

4. Each i4see user needs to have a user account name and password to access myNHDOE and the i4see icon. Upload the extracted data to the Department using the tab "Upload Files" in the i4see application. The upload files page will allow you to specify the type of submission.

You will be able to preview the upload and should verify that the data in each column lines up with the column headings.

5. If you need help with the i4see application, please contact i4seehelp@ed.state.nh.us.

✓ Verify Your File : steps 6-8

6. Once your file has been uploaded it will be verified. If errors are found (for example in the BOY submission one of your students has an invalid race code), then you must correct the error and re-validate the file. By 'selecting' the batch from the WorkQueue tab and clicking 'view detail' you will see the specific errors. Click on the error count, to see the specific student records. At this point you will be able to correct the data directly on-line. You can also correct the error in your SIS and resubmit the file. Either way you choose, the correction should be made in your SIS. On the WorkQueue, you can also click on the 'Edit' button to edit all the records in a submitted batch.

7. When you are done editing your file, click 'verify' to re-run the validation check. When no errors are found, the batch status will be changed to 'Batch Verified'.

8. If necessary, you can always delete a batch prior to the Superintendent's 'certifying' the submission. Select the batch and click on the 'Delete' button.

✓ District Review: step 9 (Not required for F&R, NECAP Label Requests, and Couse/Class submissions.)

9. For a given submission type, such as the BOY (Beginning of Year) submission, districts may submit all their students in a single district submission, or in several submissions (perhaps one per school). Once all of your submissions are complete and have been verified, you can proceed to the District Review page. This page will perform checks against all your batches (for example, if two schools identified a child as in attendance for 360 half days each, then the system would flag the student's records.) At this point you will be able to correct any errors and re-verify across the district. Additionally, this page will allow you to view reports that summarize the data you submit – for example, there are reports that will provide summaries of student counts by race and by gender. These reports may require confirmation before the Superintendent can "Certify" the data. They should be reviewed by the appropriate people to confirm their accuracy. Be sure to confirm these reports and put a check mark where required. The Superintendent will not be able to Certify unless the reports are checked where required.

✓ State Reports : step 10 (Not Required for All Submission Types)

10. As soon as your district data has been uploaded, state level reports are also generated to compare the data across the state. There are two kinds of state level reports. Anomaly reports provide a list of potential problems. Anomaly reports, when resolved, should be empty. The second type of state level reports summarize your data and that of other school districts. Many of these reports need to be signed by the Superintendent and sent to the Bureau of Data Management after the data is certified. Please note due dates on the Workbench.

Please let us know if you have any questions. You can email i4seeHelp@ed.state.nh.us.