

*****Department of Education - ESS/ESSP Data Collection Guidelines**

If a due date falls on a holiday or weekend the due date will be the next business day.

(***These guidelines only include ESS & ESSP data collections. This list is not inclusive of all data collection released by the NHED.)

	Data Collection Name	myNHDOE System	Purpose	Who is responsible for Completing?	Go live timeframe	Due Date (Ordered by Due Date)	Frequency	Certification required by superintendent ?	Contact	E-mail address
1	(A12C) General Fall Report of Nonpublic Schools as of October 1	ESSP	To collect students enrollments and classroom teachers as of 10/1 for non-public schools.	Non-Public school principals	October 1st	October 13th	Annually	NO	Help Desk	ESS/ESSP HELPDESK
2	(A12G) SAU and School Contact Collection	ESS	To update SAU and school staff ensuring Dept of ED communications are being directed to the correct individuals.	Each school district, including charter schools, and certified by the superintendent	October 1st	October 16th	Annually	YES	Help Desk	ESS/ESSP HELPDESK
3	(A12B) Class and Staffing Form (Starting in the 2019-2020 school year, the questions from the Personnel Data Collection have been added	ESS	Number of classrooms per each grade and staffing for public schools as of 10/1.	Superintendents, including charter schools principals, and certified by the superintendent	October 1st	October 31st	Annually	YES	Help Desk	ESS/ESSP HELPDESK
4	(A12D) General Fall Report - Central Office Personnel as of October 1	ESSP	Number of SAU Personnel as of 10/1.	Superintendents, not including charter schools	October 1st	October 31st	Annually	YES	Help Desk	ESS/ESSP HELPDESK
5	(A12E) General Fall Report District Level Home Schooled Count	ESSP	Number of home schooled students for whom the district is the participating agent.	Superintendents, not including charter schools.	October 1st	October 31st	Annually	NO	Help Desk	ESS/ESSP HELPDESK
6	(A12F) Teacher Attainment And Average Salary	ESS	Level of education and average salary per district.	Each school district, including charter schools, and certified by superintendent	October 1st	October 31st	Annually	YES	Help Desk	ESS/ESSP HELPDESK
7	Critical Shortage Survey	ESSP	To determine which teaching positions are lacking in qualified applicants.	Each school district, including charter schools, and certified by the superintendent	TBD - December timeframe	TBD	Annually	YES	Help Desk	ESS/ESSP HELPDESK
8	School Health Profile Lead Health Education Teacher		This collection has been discontinued through the ESS data collection system and will now be managed by DHHS. 8/30/2023							
9	School Health Profile Principal		This collection has been discontinued through the ESS data collection system and will now be managed by DHHS. 8/30/2023							
10	IBAS - Adequate Pubic Education, Input Based Accountability System (IBAS) Data Collection)	ESSP	Required of all schools, due January 15 th of each even-numbered year. The purpose is to collect school adequacy information.	Public building principal associated with the school. This collection does not include charter schools.	Sept 1st	January 15th	Every other Year, Even Years	YES	Office of State and Federal Accountability	accountability@doe.nh.gov

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11	Health Education Biennial Data Collection	ESSP	To ensure that the following topics- Physiology, Hygiene, Health Education (as it relates to the effects of alcohol and drugs), Physical Education (as it relates to the effects of alcohol and drugs), Child Abuse (as defined in RSA 169-C:3,II), Human Immunodeficiency virus (HIV)/Acquired Immunodeficiency Syndrome (AIDS) and Sexually Transmitted Diseases on the human system, are taught as part of the basic curriculum of school.	Public Schools	Jan 16th	Feb 16th	Biennially	NO	Help Desk	ESS/ESSP HELPDESK
12	EVALUATION OF NEW HAMPSHIRE 21ST CENTURY COMMUNITY LEARNING CENTERS Older Youth Survey	ESS	Student:To provide feedback and assess the impact of afterschool.	21st Century Century Community Learning Center participants Grades 6-12	March	March 31st	Annually	NO	Whitney McVeigh	whitney.r.mcveigh@doe.nh.gov
13	EVALUATION OF NEW HAMPSHIRE 21ST CENTURY COMMUNITY LEARNING CENTERS Youth Survey	ESS	Student:To provide feedback and assess the impact of afterschool.	21st Century Century Community Learning Center participants Grades 3-5	March	March 31st	Annually	NO	Whitney McVeigh	whitney.r.mcveigh@doe.nh.gov
14	Unique Entity ID)	ESS	To assist Federal program subrecipients in ensuring they have a UEI that is registered on the System for Award Management that is required when applying to the NHDOE for participation in Federal grant programs. (previously the DUNS number).	Public schools, including charter schools	March 3rd	March 24th	Annually	YES	Help Desk	ESS/ESSP HELPDESK
15	School Board	ESSP	To report/update district school board members and positions as elected by voters.	School district clerks/SAU office personnel, including charter schools, and certified by the superintendent	May 1st	May 31st	Annually	NO, Certified by General Users	Help Desk	ESS/ESSP HELPDESK
16	Teacher Salary Schedule -	ESSP	To report the pay schedule for teachers in the district.	SAU, this collection does not include charter schools with Superintendent certification	April 22th	May 24th	Annually	NO, Certified by General Users	Help Desk	ESS/ESSP HELPDESK
17	NEW HAMPSHIRE 21ST CENTURY COMMUNITY LEARNING CENTERS Principal Survey	ESS	To collect information regarding the partnership between the afterschool program and the school and the perceived impact of the program.	Principals of schools with 21st Century Community Learning Centers	April 1st	June 15th	Annually	NO	Whitney McVeigh	whitney.r.mcveigh@doe.nh.gov
18	NEW HAMPSHIRE 21ST CENTURY COMMUNITY LEARNING CENTERS Program Director Survey	ESS	To collect information regarding program structure and inputs.	Program Directors for 21st Century Community Learning Centers	April 1st	June 15th	Annually	NO	Whitney McVeigh	whitney.r.mcveigh@doe.nh.gov
19	NEW HAMPSHIRE 21ST CENTURY COMMUNITY LEARNING CENTERS Site Director Survey	ESS	To collect information regarding program structure and inputs.	Site Directors for 21st Century Community Learning Centers	April 1st	June 15th	Annually	NO	Whitney McVeigh	whitney.r.mcveigh@doe.nh.gov

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20	Indoor Air Quality Data collection	ESS	To consider physical factors that can influence the air quality within the school house or building. The review shall require a physical assessment of the facilities, not a measurement of the air quality.	Public school principals, including charter school principals.	May 30th	June 28th	Annually	NO		facilities@doe.nh.gov
21	Student Information System Data Collection	ESS	To collect current SIS system and version used by the schools.	Public schools, including charter schools	June 1st	June 30th	Annually	NO, Certified by General Users	Help Desk	ESS/ESSP_HELPDESK
22	Unused Facility Collection	ESS	To collect facilities which are not used for academic purposes, extracurricular activities, administrative school functions, or sports and for which the school district has no school board approved written plan for future use.	Public schools, not including charter schools	June 1st	July 1st	Annually	NO	Carrie Gorman	carrie.a.gorman@doe.nh.gov
23	School Facilities Data Collection	ESS	to prepare for potential federal and state legislation to support school construction.	Facility Manager	Closed. May be reopened in the next school year	Closed. May be reopened in the next school year	No Frequency	NO		facilities@doe.nh.gov
24	Nonpublic Restraint and Seclusion	ESS	RSA126u requires to collect restraint and seclusion from non public schools.	Non-Public school principals	June 4th	June 28th	Annually	NO	Help Desk	ESS/ESSP_HELPDESK
25	School Safety Data Collection	ESS	To collect school safety data such as bullying, harassment, incidents resulting in suspensions, expulsions, robberies, etc.	Public school principals, including charter school principals, and certified by the superintendent	June 1st	June 28th	Annually	YES	Help Desk	ESS/ESSP_HELPDESK
26	(A3N) General Statistics of Nonpublic Schools	This data collection is no longer being collected.								
27	Public School Facilities Renewal to Operate Data Collection	ESSP	To collect school information for renewal to operate a facility for educational purposes.	Public school principals, school leaders, and facilities managers	July 1st	Sept 30th	Annually	YES		facilities@doe.nh.gov
28	Public School Facilities Renewal to Operate Health Inspection Data Collection	ESSP	To collect school health inspections to ensure schools are operating in a suitable sanitary facility.	Public school principals, school leaders, and facilities managers	July 1st	Dec 31st	Annually	YES		facilities@doe.nh.gov