MOY/EOY Tips and Frequently Asked Questions

This tip document has been created to assist with frequently asked questions concerning the MOY and EOY submissions.

Warnings vs. Errors – There are two types of verification errors you are likely to receive when submitting files: Warnings and Standard Errors.

Warnings only require confirmation and are used to verify that data variations between the BOY and MOY/EOY are accurate (e.g., race change, grade change, etc). Even if confirmed, Warnings will remain on the list of verification errors until all Standard Errors are corrected.

Standard Errors represent actual problems with the submitted data that must be corrected before the batch can be verified (e.g., "SASID and date of birth do not match combination on record", "District ID must match district submitting the record", etc.).

SASID Look-Up - When you receive an error or a warning, look up the SASID to check the data associated with that student to see what may be causing the problem. There are two ways to research a SASID's submission history:

1. Use the SASID Search option, found under STUDENTS → STUDENT SEARCH; or
2. In the "Edit Batch" screen, click the ⓘ icon beneath the "Edit" link associated with a record. Clicking the ⓘ icon will bring up a new window/tab that lists the student's submission history for the past two years. **This option is only available in BOY/MOY/EOY batches that are "Batch Verified with Errors" and "Batch Editing"**.

Common Errors
Errors on Exit and Entry –
1. Make sure to use the appropriate exit/entry code combination for the situation. For example, a student transferring from Public School District A to Public School District B should have an exit code of W4 from District A and an entry code of R4 to District B.

   A frequent combination error encountered by users relates to how to exit and enter out of district (OOD) placement students.
   - A student *leaving public* school to *enter nonpublic* placement should be exited/entered with a W3/R4 combination.
   - A student *leaving nonpublic* placement to *enter public* school should use a W4/R3 combination.
   - A student transferring from one *nonpublic* placement to another *nonpublic* placement should use a W3/R3 combination.

2. Make sure the student's *withdrawal* from a previous school **PRECEDES** the student's *entry* into a new school. If the dates don't match up, you will receive an error. For example, a student who transferred out of School A on 2/8/2018 should have an entry date in School B of 2/9/2018 or later. There should be no overlap of enrollment dates.

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3. Each student should only have one "E" entry code (E1 or E2), except…
   - Students who are split tuition or dually enrolled (enrollment status 10) may have an E1 or E2 entry code in both their primary enrollment and their dual enrollment records.
   - Students who were enrollment status 7 in the BOY will have an E1 entry code associated with their enrollment status 7 record, but should also have an E1 or E2 code associated with their first primary enrollment of the school year.

   For example, a student who was in District A in 2016-2017 but moved to District B over the summer would be enrollment status 7 with entry code E1 in District A's 2017-2018 BOY, but would be enrollment status 1 or 2, also with entry code E1, in District B's 2017-2018 BOY.

Anomaly Report Errors – Commonly encountered errors associated with anomaly reports are:

1. BOY students not found in MOYs - With the exception of students who were enrollment status 7 in the BOY, any student that was reported in the district's BOY *must also* be reported in the district's MOY and EOY. This includes students who exited the district before the BOY was certified, students who were withdrawn and re-entered using the Real Time Withdrawal/Entry screen, and students who were "claimed" by another district after leaving their initial district. Adequacy Aid is calculated using EOY data, so if a student is missing from your EOY, you will not get credit for that student.

2. One SASID Too Many Days - Any student that is reported by any districts in NH with a total half days attendance + absence of more than 360 will appear in this report. Double-check to make sure that there isn't an error in the number of half days the student attended or was absent. Also check that the entry date is correct.

3. High School Withdrawal Anomalies *and* 1st to 8th Grade Withdrawal Anomalies – MAKE SURE TO CHECK YOUR DATES AND CODES. As explained above under "Errors on Exit and Entry", withdrawal dates should precede entry dates, and your withdrawal/entry code combinations should be appropriate for the situation. In addition, students that are reported as withdrawn with a W4 Exit Code must have another record in the MOY/EOY with a Re-entry Code of R4. W4 represents a transfer to another public school district in New Hampshire, so there must be a record showing that the transfer was completed.

4. MOY/EOY Entry Date does not match BOYs – Check the BOY entry date. If the BOY entry date was incorrect, please notify the help desk and they will update it for you, otherwise, update your submission.

5. Realtime Entry in the BOY with no matching MOY (or EOY) record – The Real Time Withdrawal/Entry screen is used to track the transfer of high school students within and between districts. The Real Time Withdrawal/Entry system updates and adds to the BOY, and as such, Real Time records become BOY records. This means that student withdrawals and entries recorded in the Real Time Withdrawal/Entry system must have those withdrawals and entries reported in the MOY and EOY as well.

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Tips

Out-Of-District Placements – In your district's BOY, MOY, and EOY, you must report out of district (OOD) placements who are enrollment status 5, 6, and 9, or who are attending an alternative education program (enrollment status 8).

Students placed in another New Hampshire public school district will be reported by that district, but the student's town and district of responsibility (TOR/DOR) should reflect your district. For example, a student who is the responsibility of Town A/District A, but who has been placed in District B, would *only* be reported by District B as enrollment status 2, with Town A as the TOR and District A as the DOR.

What to do when the town and district of responsibility for an OOD student changes, but they remain in the same placement location - The original DOR should use W3 (student exiting to a nonpublic school) to withdraw the student, and the new DOR should re-enter the student using R3 (student entering from a nonpublic school). The student's school ID would not change, but the reporting SAU and District numbers would change.

What to do when a high school student leaves the district and was expected to attend school in another district but never showed up - If the student never showed up in the new district then it is up to the *original* school district to do the due diligence to find out what happened to the student. If the student dropped out, then the appropriate dropout code should be used by the original school. The student's new district is not responsible for reporting the student unless the student actually enrolled with them.

The difference between enrollment status 8 and 12 (both statuses are used for high schools only) -
- **Enrollment status 8** – This status is used for students attending alternative education programs, such as adult education. Enrollment status 8 students are monitored by the school, but are not taking part in the traditional class structure and may not even be in the building.
- **Enrollment Status 12** – This status is used for students who are choosing to pursue their high school equivalency (HiSET) but remain enrolled in the high school at the same time. The student is physically in the high school and is still taking traditional high school classes while pursuing the HiSET.

For more information, please contact the i4see Help Desk at i4see.help@doe.nh.gov or call 603-271-2775.