

2019-2020 Instructions to Completing End of Year Nonpublic ESS Data Collections

These are instructions to complete each of the **TWO** required data collections/surveys for Nonpublic Schools. The data collections are the A3N General Statistic of Nonpublic Schools, **due June 29**, and the Nonpublic Restraint and Seclusion Data Collection, **due June 30**. Please follow these instructions carefully through to the very end. Be prepared to complete each survey in one sitting.

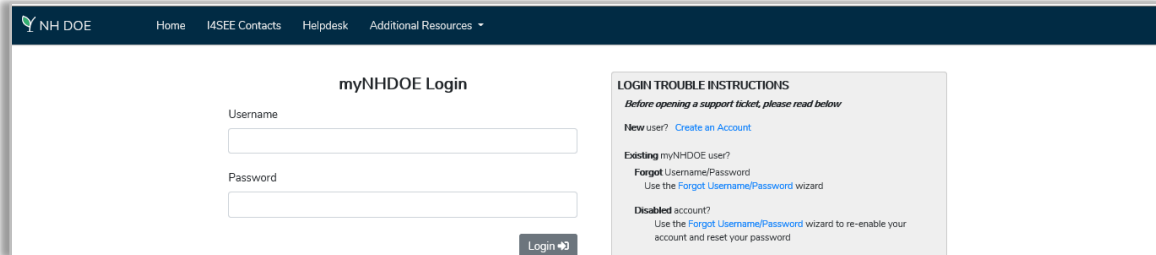
Abbreviated instructions in completing A3N and Restraint and Seclusion Surveys:

1. Sign into your <https://my.doe.nh.gov/myNHDOE/Login/Login.aspx>.
2. Select Education Statistics System (ESS).
3. Make sure the school year in the drop down menu says 2019-2020.
4. Scroll down to find the A3N or Restraint and Seclusion. Click the **Blue Arrow** to start one survey.
5. Enter your contact information.
6. On the next page, click on **Start**.
7. Enter the data for your school.
8. At the bottom of the survey, click on **Save**.
9. You should see the following at the bottom: **Saved Successfully**.
10. Scroll to the top and click on **Return To Form Home**.
11. Select **View Audit**.
12. Review your data.
13. Click on **Certify**, located at the bottom.
14. You should see the following at the bottom: *This form has already been certified by etc.*
15. Scroll to the top and click on **Return To Form Home**.
16. At the top of the page, you should see *Yes* under *Certified*.
17. You are done with the one survey. Click on **Survey Home** to access the second one.

Comprehensive instructions can be found on the following pages.

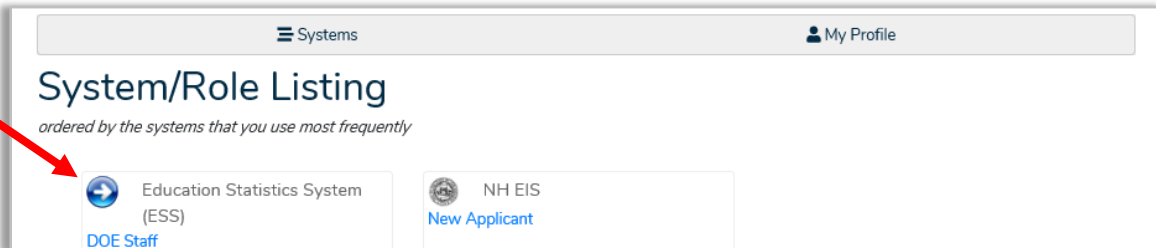
Comprehensive Instructions to Completing A3N and Restraint/Seclusion

1. Sign into your myNHDOE Account: <https://my.doe.nh.gov/myNHDOE/Login/Login.aspx>. If you are having issues getting into or creating a myNHDOE account, please email Gregory.Polish@doe.nh.gov.



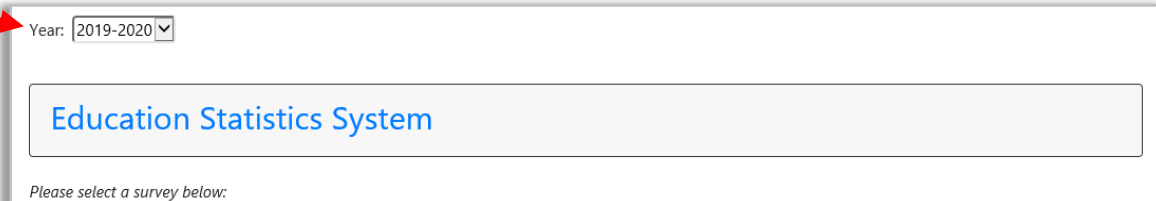
The screenshot shows the myNHDOE Login page. It has a dark blue header with the NH DOE logo and navigation links: Home, I4SEE Contacts, Helpdesk, and Additional Resources. The main content area is white and titled "myNHDOE Login". It contains two input fields: "Username" and "Password", followed by a "Login" button. To the right of the login fields is a grey box titled "LOGIN TROUBLE INSTRUCTIONS" with the text "Before opening a support ticket, please read below". It lists three categories: "New user?" with a link to "Create an Account", "Existing myNHDOE user?" with links for "Forgot Username/Password" and "Use the Forgot Username/Password wizard", and "Disabled account?" with a link to "Use the Forgot Username/Password wizard to re-enable your account and reset your password".

2. Under the System/Role Listing, select Education Statistics System (ESS). If you do not see ESS at this system listing screen, please email Gregory.Polish@doe.nh.gov.



The screenshot shows the "System/Role Listing" page. It has a grey header with "Systems" and "My Profile" links. The main content area is white and titled "System/Role Listing" with the subtitle "ordered by the systems that you use most frequently". There are two system cards: "Education Statistics System (ESS)" with a blue circular icon and "DOE Staff" link, and "NH EIS" with a circular icon and "New Applicant" link. A red arrow points to the "Education Statistics System (ESS)" card.

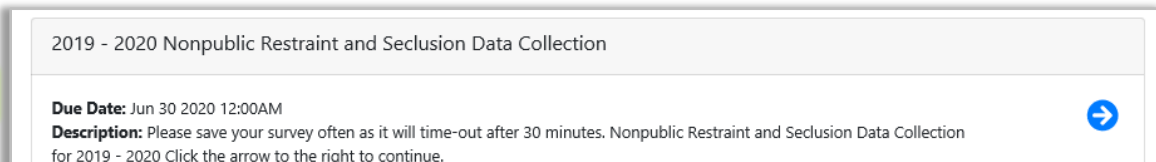
3. Make sure the school year in the drop down menu says 2019-2020.



The screenshot shows the "Education Statistics System" selection screen. It has a grey header with "Year: 2019-2020" and a dropdown arrow. Below the header is a large grey box with the text "Education Statistics System". At the bottom, it says "Please select a survey below:". A red arrow points to the "Year: 2019-2020" dropdown menu.

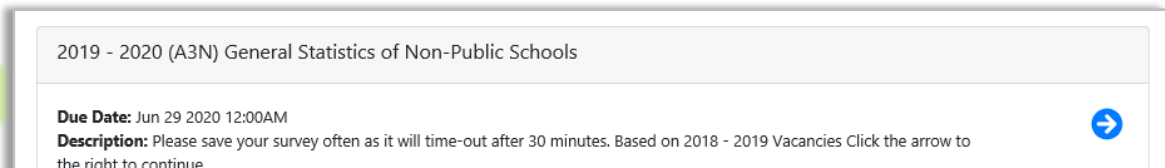
4. Scroll down towards the bottom of the page to find both of these collections listed separately. Then click the **BLUE ARROW** to start either survey. (You will need to complete both).

Restraint



The screenshot shows a card for the "2019 - 2020 Nonpublic Restraint and Seclusion Data Collection". It has a grey header with the title. Below the header, it says "Due Date: Jun 30 2020 12:00AM" and "Description: Please save your survey often as it will time-out after 30 minutes. Nonpublic Restraint and Seclusion Data Collection for 2019 - 2020 Click the arrow to the right to continue." There is a blue circular arrow icon on the right side of the card.

A3N



The screenshot shows a card for the "2019 - 2020 (A3N) General Statistics of Non-Public Schools". It has a grey header with the title. Below the header, it says "Due Date: Jun 29 2020 12:00AM" and "Description: Please save your survey often as it will time-out after 30 minutes. Based on 2018 - 2019 Vacancies Click the arrow to the right to continue." There is a blue circular arrow icon on the right side of the card.

5. The next two screens will ask for your contact information if the collection has not yet been started by your school.

NHDOE Survey ->

1) Please select entities from **each** list below.


Select an SAU:

Select a District:

You are missing required data in your contact information. Please enter that data and proceed.

*First Name:

6. The next screen shows the steps to complete the collection. Click on **Start**.

Steps required to complete the form		
1	Click " Instructions/FAQ " to get instructions on how to complete the form.	Instructions/FAQ
2	This survey has 1 section(s).	Start 
3	Select an audit report to view. This will display a printer-friendly version of the completed form for your records.	View Audit
4	This survey should now be complete. Click 'New Form' to select another school to work on.	New Form
5	Go back to Survey List	Survey Home

7. Enter the data for your school, and be prepared to do this is one sitting. **IMPORTANT:** You must enter a value in every cell, even if that value is 0. You will not be able to save your work until every field is populated. You have 30 minutes to complete this section. Take a screenshot of your data before moving onto the next step, as back up.

Restraining Students

1.1 Number of restraint reports generated this school year

Of the restraint reports in the previous question, how many were investigated and;

1.1.1 are Active/On-going investigations

1.1.2 and Closed

Restraint

The data collection will timeout in: **29 Minutes, 53 Seconds**

STUDENT REGISTRATION TABLE

Total Number of Students Registered during the Year - This number should include any student that came to your school over the course of the school year, even if the student withdrew mid-year.

Grade	Male	Female	Grand Total
Preschools	<input type="text"/>	<input type="text"/>	0
K	<input type="text"/>	<input type="text"/>	0

A3N

8. Once you reach the bottom of the survey, click on **Save**. Remember, you will not be able to Save until every field is populated.

1.4.2 Closed

1.4.3 **NEW!** occurred at a location other than the school building and/or campus.

Please contact Greg Polish by e-mail, Gregory.Polish@doe.nh.gov , or phone, 603-271-5198 , with questions.

Restraint → [Save](#)

Total		114	94	Grand Total: 208
Total High School Graduates/Completers:		Dropouts(Withdrawal codes W20-29 Only):		
Male	Female	Secondary (9-12)		
<input type="text" value="150"/>	<input type="text" value="180"/>	<input type="text" value="25"/>		

A3N → [Save](#)

9. If you were successful in saving your data, you will notice the words **Saved Successfully** in green lettering at the bottom of the next screen

1.4.3 **NEW!** occurred at a location other than the school building and/or campus.

Please contact Greg Polish by e-mail, Gregory.Polish@doe.nh.gov , or phone, 603-271-5198 , with questions.

Restraint → **Your data has been saved successfully.**

[Save](#)

Total High School Graduates/Completers:		Dropouts(Withdrawal codes W20-29 Only):	
Male	Female	Secondary (9-12)	
<input type="text" value="150"/>	<input type="text" value="180"/>	<input type="text" value="25"/>	

A3N → **Survey Saved Successfully!**

[Save](#)

10. Scroll to the top of the page, and click on **Return To Form Home**, located in the top right hand corner.

Restraint → [Return To Form Home](#)

Nonpublic Restraint and Seclusion Data Collection

SAU Number - 53, District Number - 9,
School: Pine Haven Boys Center
School Year: 2020

Year:

A3N → **A3N - General Statistics of Nonpublic Schools**

[Return To Form Home](#)
[Last Year's Survey](#)

11. Select **View Audit**.

Steps required to complete the form	
1	Click "Instructions/FAQ" to get instructions on how to complete the form. Instructions/FAQ
2	This survey has 1 section(s). Start
3	Select an audit report to view. This will display a printer-friendly version of the completed form for your records. View Audit

12. Review your data carefully to make sure it is accurate.

Restraining Students

1.1 Number of restraint reports generated this school year

Of the restraint reports in the previous question, how many were investigated and:

1.1.1 are Active/On-going investigations

1.1.2 and Closed

1.1.3 **NEW!** occurred at a location other than the school building and/or campus.

Restraint

STUDENT REGISTRATION TABLE

Total Number of Students Registered during the Year - This number should include any student that came to your school over the course of the school year, even if the student withdrew mid-year.

Grade	Male	Female	Total
Preschool	3	4	7
K	5	6	11
Readiness	7	8	15
1	9	8	17

A3N

13. If the data is accurate, then click on **Certify**, located at the bottom left hand corner of the screen.

1.4.2 Closed

1.4.3 **NEW!** occurred at a location other than the school building and/or campus.

Please contact Greg Polish by e-mail, Gregory.Polish@doe.nh.gov , or phone, 603-271-5198 , with questions.

[Certify](#)

Restraint

Total High School Graduates/Completers:		Dropouts(Withdrawal codes W20-29 Only):
Male	Female	Secondary (9-12)
150	180	25

[Certify](#)

A3N

14. Next, you should notice the following at the bottom of the screen: *This form has already been certified by: Name, Date, Time*. Make sure that the your name, the date, and the time are accurate.

Restraint

1.4.3 0 **NEW!** occurred at a location other than the school building and/or campus.

Please contact Greg Polish by e-mail, Gregory.Polish@doe.nh.gov , or phone, 603-271-5198 , with questions.

Form Certified successfully!

This form has already been certified by: **Shireen Meskoob 6/9/2020 3:57:45 PM**

A3N

Total High School Graduates/Completers:

Male	Female
150	180

Dropouts(Withdrawal codes W20-29 Only):

Secondary (9-12)
25

[Certify](#)

This form has already been certified by: **Shireen Meskoob 6/9/2020 10:39:36 AM**

15. Scroll to the top of the page, and click on **Return To Form Home**, located in the top right hand corner.

Restraint

[Return To Form Home](#)

Nonpublic Restraint and Seclusion Data Collection

SAU Number - 53, District Number - 9,
School: Pine Haven Boys Center
School Year: 2020

A3N

Year: 2019-2020

A3N - General Statistics of Nonpublic Schools

[Return To Form Home](#)

[Last Year's Survey](#)

16. In the banner at the top of the page, you should see, *Yes* under *Certified* and the *Certify Date/Time* (again, confirm that it is accurate).

Certified	Certified By	Certify Date/Time	Last Revision Date
Yes	smeskoob	6/9/2020 10:39:36 AM	6/2/2020 4:16:22 PM

School Contact Info: [Change Contact Info](#)

Shireen Meskoob, 603-271-2831, shireen.meskoob@doe.nh.gov

17. Congratulations! You are done with one of the surveys. Please make sure you complete the second survey. Click on [Survey Home](#) to access the survey list to select the second survey. Or click on [New Form](#) to select another school to work on of the same survey. To return to the top of these instructions, [please click here](#).

Steps required to complete the form		
1	Click " Instructions/FAQ " to get instructions on how to complete the form.	Instructions/FAQ
2	This survey has 1 section(s).	Start
3	Select an audit report to view. This will display a printer-friendly version of the completed form for your records.	View Audit
4	This survey should now be complete. Click 'New Form' to select another school to work on.	New Form
5	Go back to Survey List	Survey Home

*If you have a question about a data collection please reach out to Shireen Meskoob: Shireen.Meskoob@doe.nh.gov
For any technical support problems please reach out to Greg Polish: Gregory.Polish@doe.nh.gov*