

# BIE ISEP Instructional Certification Report

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**PATH:** *BIE Reports > BIE ISEP Instructional Certification Report*

ISEP Verification & Certification is the Education Line Officer (ELO) process that verifies student eligibility. The ISEP Instructional Verification Report is used to certify instructional facilities separate from residential facilities. This report collects the required information for verification of student eligibility (e.g., demographics, instructional program enrollments, and residential program enrollments). Report information is used in calculating and distributing of ISEP funding.

ISEP Certification is a two-step process involving verification and certification of student information. The ISEP Verification Report is generated and printed, then evaluated by the school and ELO. As errors in the data are found and corrected in the District Edition, the Verification Report is re-run and reviewed again. The process of running the Verification Report, evaluating the student information, and correcting errors is repeated until the data is considered accurate. When the school and ELO confirm that the data is accurate in the Verification Report, the Certification Report (a formal roster) is run and the data is printed and signed by the ELO, school principal and the school board chairperson. Certification is the official endorsement of the roster (student list).

This article includes the following topics:

[Report Logic](#) | [Eligibility Calculation](#) | [Attendance Calculations](#) | [Tool Rights](#) | [Generate the Extract](#) | [Understanding the BIE ISEP Instructional Certification Report \(PDF\)](#)

*BIE ISEP Instructional Certification Report Editor*

## Report Logic

This report uses the following business logic:

- The BIE ISEP Instructional Certification Report can be run for any year to which the user has Calendar Rights.
- ISEP Instructional certification is based off the entire instructional calendar. The first day in the calendar marked as "Instruction" through the last day in the calendar marked "Instruction" (System Administration > Calendar > Calendar > Days > Days Detail > Instructional).
- The Certification Report can be run at the state and district level.
- All enrollment records with the BIE Exclude checkbox marked are not included on the report and excluded from all calculations.
- All enrollment records with the No Show checkbox marked are not included on the report and excluded from all calculations.
- All enrollment records not in a recognized BIE Grade of 01-12 will not be included on the report and excluded from all calculations. Users must ensure each grade level is appropriately tied to a BIE Grade Level Code (System Administration > Calendar > Calendar > Grade Levels > BIE Grade Level Code).

## Eligibility Calculation

ISEP funding is distributed to schools and dormitories based on membership eligibility. If a student's membership/enrollment meets **all** of the required eligibility criteria, that student's record receives a status of Eligible.

In cases where a record fails to meet one or more of the eligibility criteria, that record is listed as Non-Eligible. Each enrollment is analyzed individually to determine eligibility status; therefore, the same student may have enrollment records that appear under both sections.

### **Student enrollment records are considered eligible if they meet all of the following criteria:**

- Enrolled in an Instructional program for the selected calendar (Calendar.calendarID matches enrollment.calendarID and calendar.type = I).
- Enrollment record has an Enrollment Type = 1: ISEP (System Administration > General > Enrollment > BIE Reporting > Enrollment Type).
- Student has a valid birth date.
- Student has a Tribal Code not null or 999: Non-Tribal Member (Student Information > Program Participation > NASIS Programs > NASIS > Tribe).
- Student is enrolled in a recognized BIE grade level of 01-12. The grade level should be mapped to a BIE Grade Mapping. If not, logic looks at the State and Local Grade level to determine if it matches a BIE Grade Mapping value.
- Student has a gender of Male or Female (Identity.gender = M or F).
- The student meets ISEP age requirements:
  - Kindergarten: At least 5 years old by December 31 of the start year of the reporting calendar.
  - First Grade: At least 6 years old by December 31 of the start year of the reporting calendar.
  - Special Education student (with a Special Ed Status = 03: Receiving Services or 04: Terminated from Services), must be under 22 years old as of the first day of the student's enrollment for the reporting school year.
  - Non-Special Education students must be under 21 years old as of the first day of the student's first enrollment record for the reporting school year.
- The student must meet the minimum percent enrolled (Student Information > General > Enrollments > BIE Reporting > Percent Enrolled):
  - If student is in BIE grades KG or 7-12, Percent Enrolled must be equal to or greater than 50%.
  - If student is in BIE grades 1-6, Percent Enrolled must equal 100%.

## Student enrollment records are considered Non-eligible if they meet any of the following criteria:

Student enrollment records that fail to meet one or more of the following eligibility criteria will receive a status of Non-Eligible and will appear after all Eligible enrollments are listed. If a student has multiple enrollments, they may have non-eligible enrollments and an eligible enrollment. Students who do not have any eligible enrollments will report in the Non-Eligible section of the report will not be eligible for ISEP funding.

- Enrollment record has a Enrollment Type = null or any value other than 1: ISEP (System Administration > General > Enrollment > BIE Reporting > Enrollment Type).
- Student has a Tribal Code = null or 999: Non-Tribal Member.
- Student is in BIE grades KG or 7-12 with a Percent Enrolled less than 50%.
- Student is in BIE grades 1-6 with a Percent Enrolled less than 100%.
- Student is in Kindergarten and is less than 5 years old as of December 31st of the start year of the reporting calendar.
- Student is in First Grade and is less than 6 years old as of December 31st of the start year of the reporting calendar.
- Student is a Special Education student who is 22 years old or over as of the first day of the student's first enrollment in the reporting school year.
- Student is a non-Special Education student who is 21 years or older as of the first day of the student's first enrollment in the reporting school year.

## Student enrollment records are considered Exceptions when any of the following data inconsistencies are identified:

Students are listed in the Exceptions section of the report when their eligibility or non-eligibility requires further investigation. Students who are listed with Exceptions will also be listed in the Eligible or Non-Eligible section of the report.

- The student is enrolled in more than one instructional program. (Exception Code: MultiCal)
- The student has enrollment records in different grade levels within the same calendar. In most cases, a student should not be enrolled in two different grade levels at the same time. If this exception is identified the enrollment records are flagged for further investigation by the school and ELO. (Exception Code: MultGrade)

## Attendance Calculations

Only calendars meeting the following criteria will report data:

- Flagged as Instructional (System Administration > Calendar > Calendar > Calendar > Type = Instruction).
- Does NOT have the Exclude checkbox marked (System Administration > Calendar > Calendar > Calendar > Exclude).

## Membership Days Calculation

The total number of days marked as Instruction during the student's enrollment period (System Administration > Calendar > Calendar > Days > Day Detail > Instruction).

- If a student's enrollment starts or stops during the first 10 day instructional days of the calendar, adjustment may be necessary. To determine the adjustment, you must look at the student's

attendance.

- If the student was present for 5 or more of the first 10 instructional days, the student gets credit for the full 10 days. These adjustment days must be added on to the student's total membership count.
- If a student has more than 5 instructional days in membership over the first 10 days but less than 10, and there is another enrollment during those first 10 days, the sum of membership days between the two enrollments should not equal more than 10.
- If the student qualifies for the adjustment, the membership days of the most recent enrollment should be calculated as (10 - membership days of other enrollment) so that the total membership days during those first 10 days is equal to 10.

## Instructional Days Calculation

The total number of days marked Instruction for the calendar being reported (System Administration > Calendar > Calendar > Calendar > Type = Instruction).

This number is not tied to the student's enrollment. This number should be the same for all students on the report. This number is displayed in the header and used for student ADM calculations.

## ADM Calculation

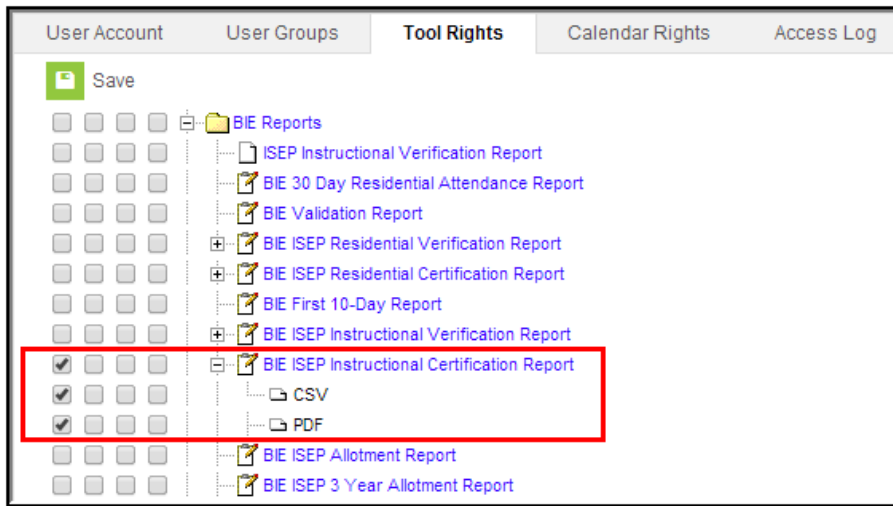
Student membership days divided by total instructional days in the calendar multiplied by the student's percent enrolled. This number is rounded to two decimal places (##.##).

## Tool Rights

**PATH:** *System Administration > User Security > Users > Tool Rights, Calendar Rights*

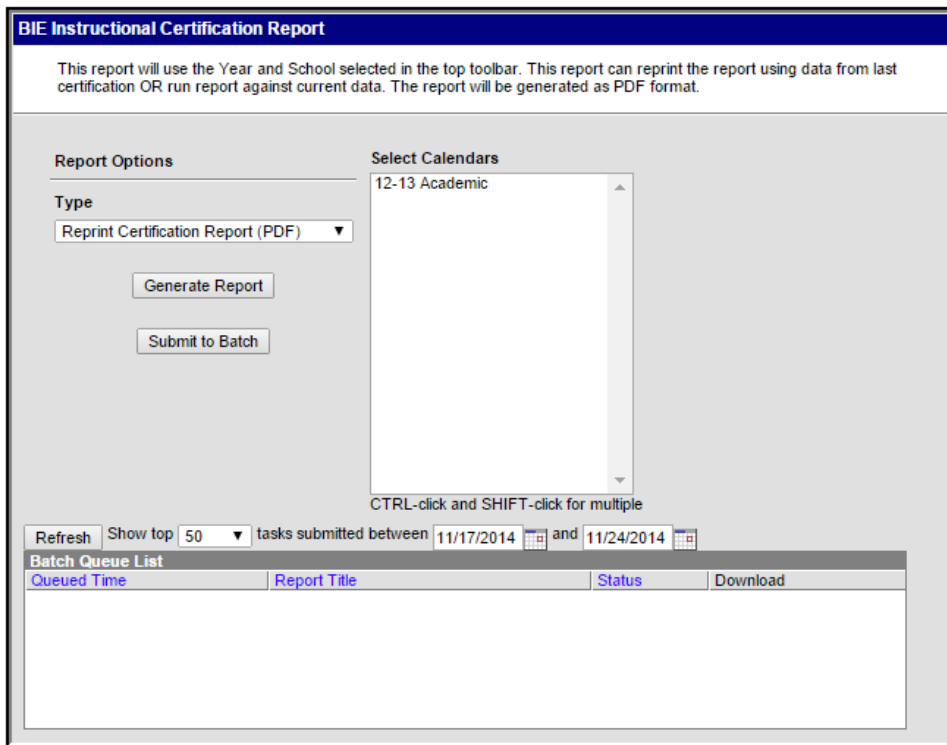
The ISEP Instructional Certification Report has individual tool rights for each type of report generated. In order to generate this report, users must have tool rights for the report type selected as well as rights to any calendar(s) selected.

If generating the report for a historical calendar, the user must have modify tool rights for the calendar in order to generate the report for new data (System Administration > User Security > Users > Calendar Rights > School Year Rights > Modify Rights).



*BIE ISEP Instructional Certification Report - Tool Rights*

## Generate the Extract



*BIE ISEP Instructional Certification Report Editor*

1. Select the **Type**.
  - **Run Certification Report on new data**: Real-time district data is reported. Use this option to report the up-to-date information.
  - **Reprint Certification Report (PDF)**: Data already existing in the BIEISEPVerInstructional table is reported. Reported data is only as new as the last time new data was requested and stored the table.
  - **Reprint Certification Report (CSV)**: Data already existing in the BIEISEPVerInstructional table

is reported. Reported data is only as new as the last time new data was requested and stored on the table.

2. The school(s) included in the report are determined based on the **District** and **School** value selected in the Campus toolbar.
3. If All Districts is selected, the **Select ELO Office** field will appear, allowing users to select which school(s) to include within the report.
4. Click the **Generate Report** button. The report will appear in a separate window in the designated format.
5. Click the **Submit to Batch** button to send the extract to the Batch Queue. Batch Queue functionality provides the ability to schedule when the extract is generated and reduces the amount of impact generating the report has on system performance. The Batch Queue also lets you view and access historical ISEP Instructional Certification reports.

## Understanding the BIE ISEP Instructional Certification Report (PDF)

The following sections describe each section of the ISEP BIE Instructional Certification Report.

[Header](#) | [Body of Report](#) | [Exceptions and Totals](#)

### Header

The header describes the reporting entity, calendar, ISEP reporting date range and the number of records for the Program Type, Eligibility status and grade level listed.

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Data extracted on  
Page 1 of 14

**ISEP Eligible/Non-Eligible/Exceptions Roster**  
**Report Type: Certification**

Education Line Office Name and Code: [REDACTED]  
District Name: [REDACTED]  
School Name and BIE School Number: [REDACTED]  
Calendar: 11-12 LCS 7-8  
Program Type I: Instructional  
ISEP Reporting Date Range: 07/20/2011 - 05/03/2012 (182 Inst. Days)

Calendar: 11-12 LCS 7-8 Program Type I: Instructional    Status: Eligible    Grade: 07

**Total Eligible Grade 07 Students for Program Type I: 40**

*Header Section of BIE ISEP Instructional Certification Report*

Field	Description	Location
<b>Education Line Office Name and Code</b>	The name of the Education Line Office and Agency Number for the school reporting data.	System Administration > Resources > School > Educational Line Office  <b>Database:</b> school.agency

Field	Description	Location
<b>District Name</b>	The name of the reporting district.	System Administration > Resources > District Information > Name  <b>Database:</b> district.name
<b>School Name and BIE School Number</b>	The school name and BIE School Number of the reporting school.	System Administration > Resources > School > Name and BIE School Number  <b>Database:</b> School.name School.groupNumber
<b>Calendar</b>	The calendar used for reporting data.	System Administration > Calendar > Calendar > Name  <b>Database:</b> calendar.name
<b>Program Type</b>	Always reports a value of I: Instructional.	N/A
<b>ISEP Reporting Date Range</b>	The date range used for calculating attendance.  <i>MM/DD/YYYY</i>	System Administration > Calendar > Calendar > ISEP Dates
<b>Status</b>	The type of status being reported (i.e., Eligible, Non-Eligible, Exceptions). All records of the same status are grouped together.	N/A
<b>Grade</b>	The grade of the students being reported for that page.	Not dynamically stored
<b>Total Eligible Grade XX Students for Program Type</b>	The total number of students for the reporting status and within the grade being reported. The student count is unduplicated as each student is only counted once regardless of the number of enrollments.	Not dynamically stored

## Body of Report

The body of the report describes detailed information about each eligible student.

<b>Student Name</b> Kay	<b>DOB</b> [REDACTED]	<b>Gender</b> F	<b>NASISID</b> [REDACTED]	<b>Tribe</b> 607: White Mountain Apache of Fort Apache Res.														
<b>Start</b> 07/22/2013	<b>End</b>	<b>DIS</b>	<b>SpedPlace</b>	<b>G/T</b> Y	<b>LEP</b> Y	<b>NLL</b> I	<b>Prog</b> I	<b>MemDays</b> 185	<b>ADM</b> 1.00	<b>F/H/L</b> F	<b>% Enroll</b> 100	<b>Min%Enroll</b>	<b>No Tribe</b>	<b>No DOB</b>	<b>Non-ISEP</b>	<b>Entry Age</b>		
<b>Student Name</b> Mali	<b>DOB</b> [REDACTED]	<b>Gender</b> F	<b>NASISID</b> [REDACTED]	<b>Tribe</b> 616: San Carlos Apache														
<b>Start</b> 07/22/2013	<b>End</b>	<b>DIS</b>	<b>SpedPlace</b>	<b>G/T</b> E	<b>LEP</b> Y	<b>NLL</b> I	<b>Prog</b> I	<b>MemDays</b> 185	<b>ADM</b> 1.00	<b>F/H/L</b> F	<b>% Enroll</b> 100	<b>Min%Enroll</b>	<b>No Tribe</b>	<b>No DOB</b>	<b>Non-ISEP</b>	<b>Entry Age</b>		
<b>Student Name</b> Lindsey	<b>DOB</b> [REDACTED]	<b>Gender</b> F	<b>NASISID</b> [REDACTED]	<b>Tribe</b> 607: White Mountain Apache of Fort Apache Res.														
<b>Start</b> 07/22/2013	<b>End</b> 07/23/2013	<b>DIS</b>	<b>SpedPlace</b>	<b>G/T</b> N	<b>LEP</b> N	<b>NLL</b> I	<b>Prog</b> I	<b>MemDays</b> 2	<b>ADM</b> 0.01	<b>F/H/L</b> F	<b>% Enroll</b> 100	<b>Min%Enroll</b>	<b>No Tribe</b>	<b>No DOB</b>	<b>Non-ISEP</b>	<b>Entry Age</b>		

Body of BIE ISEP Instructional Certification Report

Column	Description	Type, Format and Length	Campus Database	Campus Application
<b>Student Name</b>	The student's first, middle and last name.	Alphanumeric	Identity.firstName Identity.middleName Identity.lastName	Census > People > Demographics > Person Information > First Name, Middle Name, Last Name
<b>DOB</b>	The student's date of birth.	Date/Time Field, 10 digits	Identity.birthdate	Census > People > Demographics > Person Information > Birth Date
<b>Gender</b>	The student's gender.	Alphanumeric, 2 characters  M or F	Identity.gender	Census > People > Demographics > Person Information > Gender
<b>NASISID</b>	The student's NASIS ID.	Numeric, 15 digits	Person.otherID	Census > Demographics > Person Identifiers > NASIS ID
<b>Tribe</b>	The student's tribe.	Numeric, 3 digits	NASIS.tribalCode	Student Information > Program Participation > NASIS Programs > NASIS > Tribe
<b>Start</b>	The start date of the student's enrollment record.	Numeric, 10 digits  MM/DD/YYYY	Enrollment.startDate	Student Information > General > Enrollments > Start Date
<b>End</b>	The end date of the student's enrollment record.	Numeric, 10 digits  MM/DD/YYYY	Enrollment.endDate	Student Information > General > Enrollments > End Date



Column	Description	Type, Format and Length	Campus Database	Campus Application
<b>DIS</b>	The student's primary disability.	Numeric, 2 digits	EnrollmentBIE. disability1BIE	Student Information > General > Enrollments > Bureau of Indian Education Reporting > Primary Disability
<b>SpedPlace</b>	The student's Special Ed Setting.	Alphanumeric, 3 characters	EnrollmentBIE. specialEdSettingBIE	Student Information > General > Enrollments > Bureau of Indian Education Reporting > Special Ed Setting
<b>G/T</b>	The student's gifted/talented code.	Alpha, 1 character	EnrollmentBIE. giftedTalentedBIE	Student Information > General > Enrollments > Bureau of Indian Education Reporting > Gifted/Talented

Column	Description	Type, Format and Length	Campus Database	Campus Application
<b>LEP</b>	<p>Added in E.1450 Indicates if the student is considered and counted as an English Learner (EL).</p> <p>A student will be counted as EL if they meet the following criteria:</p> <ul style="list-style-type: none"> <li>• The student has an EL Status = EL and the EL Start Date is on or before the last instructional day of the calendar where the student is enrolled.</li> <li>• The student has an EL Status = Exited EL and the Program Exit Date, First Year Monitoring or Second Year Monitoring data is on or between the calendar start and end dates where the student has a qualifying enrollment record.</li> </ul>	Alpha, 1 character	Lep.programStatus Lep.exitDate Lep.identifiedDate	Student Information > Program Participation > English Learners (EL) > EL

Column	Description	Type, Format and Length	Campus Database	Campus Application
<b>NLL</b>	Added in E.1450 Indicates if the student is considered and counted as a Native Language Learner for Maintenance or Restoration (NLL).	Alpha, 1 character	EnrollmentBIE.mIIIMaintResto	Student Information > General > Enrollments > Bureau of Indian Education Reporting > NLL for Maint or Resto

Column	Description	Type, Format and Length	Campus Database	Campus Application
<b>Lang</b>	<p>No longer reported as of E.1450. The student's language program. Reports a value of Y if any of the following is true:</p> <ul style="list-style-type: none"> <li>• Program Status on the EL tab is marked as EL.</li> <li>• Program Status on the EL tab is marked as Existed EL and the Two Year Monitoring Date is after the current date (the date the report is being run for new data).</li> <li>• NLL for Maint or Resto is marked.</li> <li>• Receiving Instruction in their NL is marked</li> <li>• Non-language subjects in NL is marked.</li> </ul> <p>If none of the above are true, a value of N is reported.</p>	<p>Alphanumeric, 1 character</p> <p>Y or N</p>	Calculated, not dynamically stored	Calculated, not dynamically stored

Column Prog	Description Program Type for the report.	Type, Format Always and Length reports a value of "I"	Campus Database N/A	Campus Application N/A
<b>MemDays</b>	Total number of days marked as "Instruction" during the student's enrollment record period. See the <a href="#">Attendance Calculations</a> section for more information.	Numeric, 3 digits	Calculated, not dynamically stored	Calculated, not dynamically stored
<b>ADM</b>	Student membership days divided by total instructional days in calendar. This number is rounded to two decimal places (##.##). See the <a href="#">Attendance Calculations</a> section above for more information.	Numeric, 3 digits  #.##	Calculated, not dynamically stored	Calculated, not dynamically stored
<b>F/H/L</b>	Indicates the student's Percent Enrolled.	Alphanumeric, 1 character  F = 100% H = 99-50% L = 49% or below	enrollmentBIE. percentEnrolledBIE	Student Information > General > Enrollments > Bureau of Indian Education Reporting > Percent Enrolled
<b>% Enroll</b>	The student's Percent Enrolled.	Decimal, 6 digits  XXX.XXX	enrollmentBIE. percentEnrolledBIE	Student Information > General > Enrollments > Bureau of Indian Education Reporting > Percent Enrolled

Column	Description	Type, Format and Length	Campus Database	Campus Application
<b>Min % Enroll</b>	Indicates if the student does not meet minimum Percent Enrolled criteria.	Alphanumeric, 1 character  X = If student Grade Level is 1-6 and Percent Enrolled is not 100% or if student Grade Level is KG or 7-12 and Percent Enrolled is equal to or less than 50%.	enrollmentBIE. percentEnrolledBIE	Student Information > General > Enrollments > Bureau of Indian Education Reporting > Percent Enrolled
<b>No Tribe</b>	Indicates if the student is not a tribal member.	Alphanumeric, 1 character  X = If Tribe is null or 999: Non Tribal Member	NASIS.tribalCode	Student Information > Program Participation > NASIS Programs > NASIS > Tribe
<b>No DOB</b>	Indicates if the student has no date of birth entered within Campus.	Alphanumeric, 1 character  X = No date of birth  Null = Date of birth exists within Campus	Identity.birthdate	Census > People > Demographics > Person Information > Birth Date
<b>Non-ISEP</b>	Indicates if the student's enrollment record Enrollment Type is not ISEP.	Alphanumeric, 1 character  X = Enrollment Type is 2: Non-ISEP or 3: Public Enrolled	enrollmentBIE.stateAidBIE	Student Information > General > Enrollments > Bureau of Indian Education Reporting > Enrollment Type
<b>Entry Age</b>	Indicates if the student does not satisfy report age	Alphanumeric, 1 character	Identity.birthDate	Census > People > Demographics > Person Information > Birth Date

Column	Requirements. Description	Type, Format and Length	Campus Database	Campus Application
	<p>A value of X is reported if any of the following are true:</p> <ul style="list-style-type: none"> <li>• Student is in KG and less than 5 years old as of 12/31 of the start year of the reporting calendar.</li> <li>• Student is in 1st grade and is less than 6 as of 12/31 of the start year of the reporting calendar.</li> <li>• Student is a Special Education student who is 22 years old or over as of the first day of the student's first enrollment in the reporting school year.</li> <li>• Student is a non-Special Education student who is 21 years or older as of the first day of the student's first enrollment in the reporting</li> </ul>			

Column	Description	Type, Format and Length	Campus Database	Campus Application
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## Exceptions and Totals

The Exceptions section describes all students for whom the report could not determine eligibility. See the [Eligibility Calculation](#) section for more information.

The Verification Summary for Qualified Students table provides a breakdown of how many students per grade qualified for each category (ADM, SPED, Lang, GT).

Students with multiple enrollment records in different grade levels are only counted once in all total fields. Students with multiple enrollment records in different grade levels are only counted for the grade level they were most recently enrolled in for the reporting year.

Exceptions Verifications						
Total Exceptions: 0						
<u>Name</u>	<u>Grade</u>	<u>Exception Type</u>				
If a student has multiple enrollments or an exception type of Multi-Grade, they will be counted once in each category where they are eligible. If the student is eligible in multiple grade levels, they will only report in their most recent grade level.						
If a student is both LEP and NLL eligible, they will be counted in each category in the Summary table but only once in the School Total for Language.						
Verification Summary for Qualified Students						
Grade	Total Students	ADM*	SPED	LEP	NLL	GT
02	48	43.82	5	36	0	10
03	46	45.65	7	44	0	3
04	48	44.51	8	46	0	1
05	38	35.20	8	30	0	5
06	34	30.75	5	30	0	6
Total	214	199.93	33	186	0	25
	Total Students	ADM*	SPED	Language	GT	
School Total	214	199.93	33	186	25	
*Average Daily Membership: student membership days divided by total instructional days in calendar multiplied by percent enrolled.						

*Exceptions and Totals Section of BIE ISEP Instructional Certification Report*

Column	Description
<b>Total Exceptions</b>	Total number of students who have eligibility exceptions.
<b>Name</b>	The name of each student with an eligibility exception.
<b>Grade</b>	The grade of each student with an eligibility exception.
<b>Exception Type</b>	The type of exception tied to the student.



Column	Description
<b>Verification Summary for Qualified Students</b>	<p>The Verification Summary for Qualified Students section lists totals for each of the following categories:</p> <ul style="list-style-type: none"> <li>• <b>Grade:</b> The reporting grade level.</li> <li>• <b>Total Students:</b> Total number of students eligible per grade.</li> <li>• <b>ADM:</b> Sum of eligible individual student's ADM per grade.</li> <li>• <b>SPED:</b> Total number of eligible students in the grade that have a primary disability and/or special education setting.</li> <li>• <b>LEP</b></li> <li>• <b>NLL</b></li> <li>• <b>GT:</b> Total number of eligible students in the grade with a Gifted/Talented code.</li> </ul>
<b>School Total</b>	<p>The School Totals section lists a school-wide count of the following categories:</p> <ul style="list-style-type: none"> <li>• <b>Total Students:</b> Total number of students eligible within the school.</li> <li>• <b>ADM:</b> Sum of eligible individual student's ADM in the school.</li> <li>• <b>SPED:</b> Total number of eligible students in the school that have a primary disability and/or special education setting.</li> <li>• <b>Lang:</b> Total number of eligible students in the school in Language Program.</li> <li>• <b>GT:</b> Total number of eligible students in the school with a Gifted/Talented code.</li> </ul>

## Previous Versions