

# BIE ISEP Residential Certification Report

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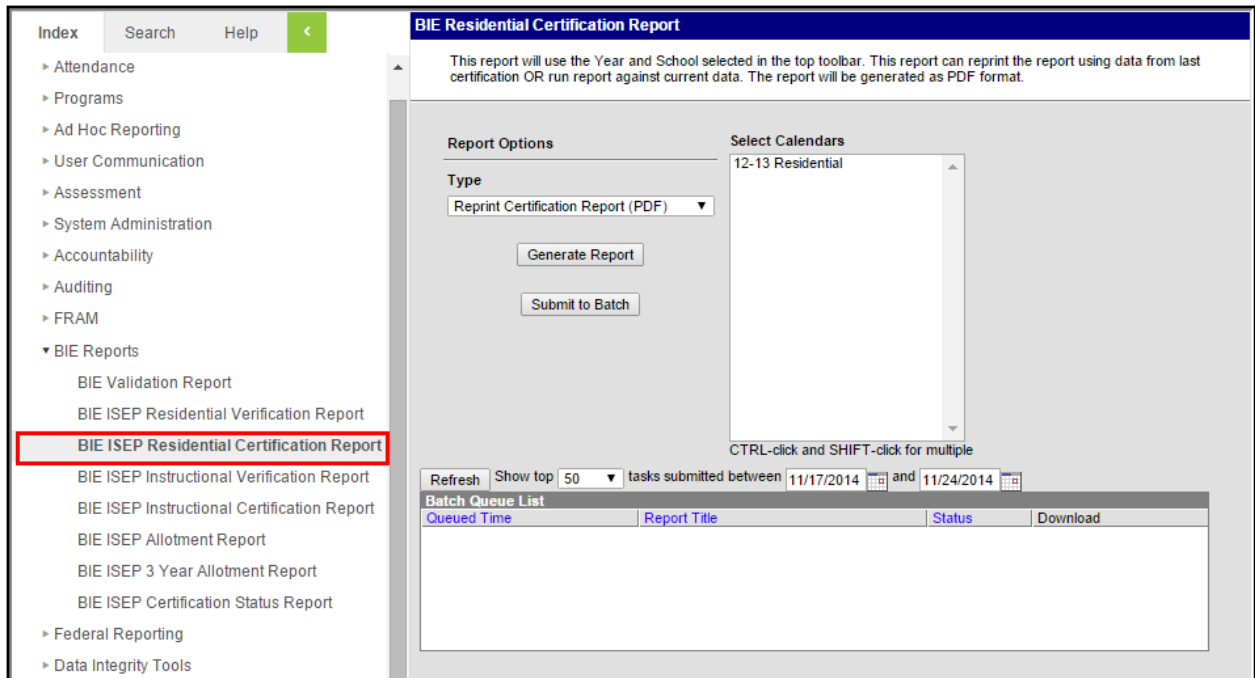
**PATH:** *BIE Reports > BIE ISEP Residential Certification Report*

ISEP Verification & Certification is the Education Line Officer (ELO) process that verifies student eligibility. The ISEP Residential Verification 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 Calculation](#) | [Tool Rights](#) | [Generate the Extract](#) | [Understanding the BIE ISEP Residential Certification Report \(PDF\)](#)



*BIE ISEP Residential Certification Report*

## Report Logic

This report uses the following business logic:

- The Certification Report can only be run at the state 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 a Residential program for the selected calendar (Calendar.calendarID matches enrollment.calendarID and calendar.type = R)
- 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 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).
- Attendance marked present at afterschool and midnight bed checks at least one day for each of the dorm's three count weeks (see the Attendance Calculation section for more information).

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

- Enrollment record has an 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 Kindergarten.
- Student's enrollment record start date is after the end of the first count week.
- Student's enrollment record end date is prior to the start of the third week count week.
- Students who were not present for both checks on at least one day of each of the three count weeks, with the exception of students with an attendance status of absent: exempt.

## 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 Residential program. This can occur if a student terminates enrollment and then re-enrolls. (Exception Code: MultCal)
- 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)
- The student has multiple enrollment records during the count weeks (i.e., the student left and came back during count weeks). It is possible that neither enrollment record would be eligible but combined enrollments would make the student eligible. (Exception Code: MultEnroll)

## Attendance Calculation

Only calendars meeting the following criteria will report data:

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

Students must be present for both instructional periods for 1 or more days each count week to be considered eligible. This is calculated using the following logic:

- Count week start and end dates are determined for the calendar (System Administration > Calendar > Calendar > ISEP Dates).
- Logic determines the number of instructional days a student was enrolled for the count week. Logic looks at the student's enrollment record start and end dates to determine if they were enrolled for all or a portion of count week. Instructional days are marked on the Days tab as School Day, Instructional and Attendance (System Administration > Calendar > Calendar > Days > School Day, Instructional, Attendance).
- Logic determines the number of distinct days the student is marked as Absent for one or both instructional periods for an instructional day within the date range. Absences marked as AEX: Absent Exempt or EREX: Early Release Exempt do not count as an absence.
- If the number of days the student was absent is greater than or equal to the number of instructional days enrolled, the student is considered ineligible for attendance.

If a student has multiple enrollment records included in the report, the calculation is made one time, using attendance from all enrollments:

- The count weeks are determined for each calendar; if the student is enrolled in more than one calendar (System Administration > Calendar > Calendar > ISEP Dates), unique count weeks are determined. A unique week is any week with a unique start date/end date combination. If all calendars have the same count weeks, only 3 weeks are possible, but more weeks are possible if calendars do not all have the same count weeks.
- If student is in attendance or has an absence with an Excuse code of Exempt for instructional periods in at least one day in at least 3 unique count weeks, the student will be counted as eligible for all enrollments used in the calculation. If the student is not present and does not have an absence with an Excuse code of Exempt for at least one day in at least 3 unique count weeks, the student will be counted as ineligible for all enrollments used in the calculation.
- When attendance for a student is calculated from multiple enrollments, each record for that student will report an asterisk next to the student’s name. At the bottom of the exceptions page at the end of the report, a note will read “Records marked with \* next to a student’s name have had residential attendance eligibility calculated from multiple enrollments.”

## Tool Rights

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

The ISEP Residential 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 Residential Certification Report - Tool Rights*

## Generate the Extract

BIE Residential Certification Report

This report will use the Year and School selected in the top toolbar. This report can reprint the report using data from last certification OR run report against current data. The report will be generated as PDF format.

**Report Options**

Type

Reprint Certification Report (PDF) ▼

Generate Report

Submit to Batch

**Select Calendars**

12-13 Residential

CTRL-click and SHIFT-click for multiple

Refresh Show top 50 ▼ tasks submitted between 11/17/2014 and 11/24/2014

Batch Queue List	Queued Time	Report Title	Status	Download

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 ISEP\_Ver table is reported. Reported data is only as new as the last time new data was requested and stored on the table.
  - **Reprint Certification Report (CSV)**: Data already existing in the ISEP\_Ver 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. If All Districts is selected, the **Select ELO Office** field will appear, allowing users to select which school(s) to include within the report.
3. Click the **Generate Report** button. The report will appear in a separate window in the designated format.
4. 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 Residential Certification reports.

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

The following sections describe each section of the ISEP BIE Residential 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 Eligibility status and grade level listed.

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Data extracted on  
Page 1 of 22

**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 Res  
Program Type R: Residential  
ISEP Reporting Date Range: 09/25/2011 10/15/2011

Total Eligible Enrollment Records for Program Type R: 61  
Total Eligible Grade # 01 Students for Program Type R: 6  
Status: Eligible  
Grade 01

*Header Section of BIE ISEP Residential 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
<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

Field	Description	Location
<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 R: Residential.	N/A
<b>ISEP Reporting Date Range</b>	The date range used for calculating attendance.	System Administration > Calendar > Calendar > ISEP Dates  <b>Database:</b> Not dynamically stored
<b>Total Eligible Enrollment Records for Program Type R</b>	The total number of enrollment records for the status being reported (i.e., Eligible). The student count may be duplicated as each student is counted once per enrollment.	Not dynamically stored
<b>Total Eligible Grade #XX Students for Program Type R</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
<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

## Body of Report

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

<b>Student Name</b> Brandon	<b>DOB</b> [REDACTED]	<b>Gender</b> M	<b>NASISID</b> [REDACTED]	<b>Tribe</b> 785: Navajo Nation Chinle Agency Navajo				
<b>Start</b> 08/23/2011	<b>End</b>	<b>ECR</b> N	<b>IRG</b>	<b>Prog</b> R	<b>NoResAtt</b>	<b>No Tribe</b>	<b>No DOB</b>	<b>Non-ISEP</b>
<b>Student Name</b> Gerlilah	<b>DOB</b> [REDACTED]	<b>Gender</b> F	<b>NASISID</b> [REDACTED]	<b>Tribe</b> 785: Navajo Nation Chinle Agency Navajo				
<b>Start</b> 07/25/2011	<b>End</b>	<b>ECR</b> N	<b>IRG</b>	<b>Prog</b> R	<b>NoResAtt</b>	<b>No Tribe</b>	<b>No DOB</b>	<b>Non-ISEP</b>
<b>Student Name</b> Durena	<b>DOB</b> [REDACTED]	<b>Gender</b> F	<b>NASISID</b> [REDACTED]	<b>Tribe</b> 785: Navajo Nation Chinle Agency Navajo				
<b>Start</b> 07/25/2011	<b>End</b>	<b>ECR</b> N	<b>IRG</b>	<b>Prog</b> R	<b>NoResAtt</b>	<b>No Tribe</b>	<b>No DOB</b>	<b>Non-ISEP</b>

Body of BIE ISEP Residential Certification Report

Field	Description	Location
<b>Student Name</b>	The student's first, middle and last name.	Census > People > Demographics > Person Information > First Name, Middle Name, Last Name  <b>Database:</b> Identity.firstName Identity.middleName Identity.lastName
<b>DOB</b>	The student's date of birth.  Date/Time Field, 10 digits	Census > People > Demographics > Person Information > Birth Date  <b>Database:</b> Identity.birthdate
<b>Gender</b>	The student's gender.  <i>Alphanumeric, 2 characters M or F</i>	Census > People > Demographics > Person Information > Gender  <b>Database:</b> Identity.gender
<b>NASISID</b>	The student's NASIS ID.  <i>Numeric, 15 digits</i>	Census > Demographics > Person Identifiers > NASIS ID  <b>Database:</b> Person.otherID
<b>Tribe</b>	The code indicating the student's tribe.  <i>Numeric, 3 digits</i>	Student Information > Program Participation > NASIS Programs > NASIS > Tribe  <b>Database:</b> NASIS.tribalCode



Field	Description	Location
<b>Start</b>	The start date of the student's enrollment record.  <i>Numeric, 10 digits MM/DD/YYYY</i>	Student Information > General > Enrollments > Start Date  <b>Database:</b> Enrollment.startDate
<b>End</b>	The end date of the student's enrollment record.  <i>Numeric, 10 digits MM/DD/YYYY</i>	Student Information > General > Enrollments > End Date  <b>Database:</b> Enrollment.endDate
<b>ECR</b>	Indicates if the student is receiving Special Ed Services in a Residential Setting.  <i>Alphanumeric, 1 character Y or N</i>	Student Information > General > Enrollments > Bureau of Indian Education Reporting > Rec Sped Svcs / Res Setting  <b>Database:</b> enrollmentBIE.recServcsResSettingBIE
<b>IRG</b>	The Intensive Residence Guidance (IRG) code entered for a residential student with a severe behavior event.  IRG Codes: <ul style="list-style-type: none"> <li>• <b>1</b> = Court or Juvenile Authority</li> <li>• <b>2</b> = Expulsion from Previous School</li> <li>• <b>3</b> = Refer by Lic Psyc/Psychiatrist/Cert Psychiatric SW</li> <li>• <b>4</b> = Truancy Last School Yr or Extreme Disruptive Behavior</li> </ul> <b>Numeric, 1 digit</b>	Student Information > General > Enrollments > Bureau of Indian Education Reporting > IRG Code  <b>Database:</b> enrollmentBIE.irgCodeBIE
<b>Prog</b>	The Program Type for the report. This field will always report a value of R.	N/A

Field	Description	Location
<b>NoResAtt</b>	<p>Indicates if the student has no Residential Attendance Eligibility. See the Attendance Calculation section for more information.</p> <p>Residential Attendance Eligibility is determined as follows:</p> <ul style="list-style-type: none"> <li>• At least 1 attendance day = 2 attendance bedchecks present for 1 days of each count week.</li> <li>• Date range for the enrollment start and end date is for at least one day of each count week.</li> </ul> <p><i>Alphanumeric, 1 character</i>  <i>X = Student is not eligible Null = Student is eligible.</i></p>	Not dynamically stored
<b>No Tribe</b>	<p>Indicates if the student is not a tribal member.</p> <p><i>Alphanumeric, 1 character</i>  <i>X = If Tribe is null or 999: Non Tribal Member</i></p>	<p>Student Information &gt; Program Participation &gt; NASIS Programs &gt; NASIS &gt; Tribe</p> <p><b>Database:</b>            NASIS.tribalCode</p>
<b>No DOB</b>	<p>Indicates if the student has no date of birth entered within Campus.</p> <p><i>Alphanumeric, 1 character</i>  <i>X = No date of birth Null = Date of birth exists within Campus</i></p>	<p>Census &gt; People &gt; Demographics &gt; Person Information &gt; Birth Date</p> <p><b>Database:</b>            Identity.birthdate</p>
<b>Non-ISEP</b>	<p>Indicates if the student's enrollment record Enrollment Type is not ISEP.</p> <p><i>Alphanumeric, 1 character</i>  <i>X = Enrollment Type is 2: Non-ISEP or 3: Public Enrolled</i></p>	<p>Student Information &gt; General&gt;Enrollments &gt; Bureau of Indian Education Reporting &gt; Enrollment Type</p> <p><b>Database:</b>            enrollmentBIE.stateAidBIE</p>

## Exceptions and Totals

The Exceptions section describes all students who the report could not determine whether they are eligible or non-eligible. 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 (Residential, ECR, IRG).

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: 1				
Name	Grade	Exception type		
██████████ Kiona	09	MultEnroll		
Verification Summary for Qualified Students				
Grade	Residential	ECR	IRG	Total
07	6	0	0	6
08	14	0	0	14
09	13	0	0	13
10	11	0	0	11
11	14	0	0	14
12	15	1	0	15
<b>Total</b>	<b>73</b>	<b>1</b>	<b>0</b>	<b>73</b>
	Residential	ECR	IRG	Total Students
<b>School Total</b>	<b>73</b>	<b>1</b>	<b>0</b>	<b>73</b>

*Exceptions and Totals Section of BIE ISEP Residential 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 grade for each reported value.</li> <li>• <b>Residential:</b> Total number of students eligible per grade.</li> <li>• <b>ECR:</b> Total number of students per grade marked "Y" for ECR.</li> <li>• <b>IRG:</b> Total number of students per grade with an IRG code.</li> <li>• <b>Total:</b> Total number of eligible students per grade.</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>Residential:</b> Total number of eligible students within the school.</li> <li>• <b>ECR:</b> Total number of students within the school marked "Y" for ECR.</li> <li>• <b>IRG:</b> Total number of students within the school with an IRG code.</li> <li>• <b>Total Students:</b> Total number of eligible students within the school.</li> </ul>

## Previous Versions