M-O-Y Enrollment Report (New Hampshire)

Last Modified on 10/22/2022 10:31 am CDT

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The M-O-Y (Middle of Year) Enrollment Report reports each student who was enrolled in the district at any point during the prior school year. It included non-special education students who are placed out-of-district (including non-public schools in the state and all schools out of state). This report mirrors the End of Year (E-O-Y) submission and can be used to clean up data prior to the E-O-Y Submission. It reports the most up to date student information as of when the date is submitted.

M-O-Y Enrollment Report

Report Logic

All students who attendance one or more days of school during the selected calendar report. All enrollment records for a student for the selected year report, which means a student may have more than one record in the report.

Start and End Dates

- If a Start Date is entered on the Extract Editor, an End Date must also be entered. A warning message displays indicating the need for the End Date.
- If an End Date is entered on the Extract Editor, a Start Date must also be entered. A warning message displays indicating the need for the Start Date.
- If a Start Date or End Date is not entered, the extract will generate for the entire school year for the selected calendar(s).
- If the Enrollment Start Date is on or after the Start Date entered on the report editor, the count is based on the enrollment start date.

Half Days in Attendance

Half Days in Attendance (field 16) reports the number of half days a student was in attendance during the selected school year. Only days where the student was in attendance for at least half of the school day are counted. If an exit date exists for this record, the half days in attendance include only half days between the entry and exit dates.

- In-school suspensions are considered days in attendance.
- Out-of-school suspensions are considered absences.
- Expulsions are not included as they fall after the Exit Date and before a re-Entry date.

Only instructional days in the selected calendar are counted, and only those days that are on or between the dates entered in the Start and End Date fields on the report editor.

- If a student's enrollment start date is after the report editor start date, the count is based on the student's enrollment start date.
- If the student has an enrollment exit date that is before the report editor end date, the count is based on the student's enrollment exit date.
- If the Percent Enrolled (FullDayPct) field is not null, it must be multiplied by the Half Days in Attendance total.
- If the student exited, only the days in attendance during the enrollment start and date are counted.

Any student with an enrollment start date and enrollment end date equal to the first day of school AND an enrollment status of 7, a value of 0 reports.

Percent Enrolled

When the Percent Enrolled field has a value and the Enrollment End Date has a value:

- All days are counted for that calendar that are instructional and where the day is after or the same day as the start date of the enrollment and before or the same day as the end date of the enrollment. Multiply by two.
- Subtract from that the sum of all absent half days.
- Multiply that by the Percent Enrolled divided by 100.

When the Percent Enrolled field has a value and the Enrollment End does not have a value:

- All days are counted for that calendar that are instructional and where the day is after or the same day as the start date of the enrollment. Multiply by two.
- Subtract from that the sum of all absent half days.

- Multiply that by the Percent Enrolled divided by 100.

When the Percent Enrolled field does not have a value and the Enrollment End Date does have a value:

- All days are counted for that calendar that are instructional and where the day is after or the same day as the start date of the enrollment and before or the same day as the end date of the enrollment. Multiply by two.
- Subtract from that the sum of all absent half days.

When the Percent Enrolled field does not have a value and the Enrollment End Date does not have a value:

- All days are counted for that calendar that are instructional and where the day is after or the same day as the start date of the enrollment. Multiply by two.
- Subtract from that the sum of all absent half days.

Half Days in Absence

Half Days in Absence (field 17) reports the number of half days the student was absent during the given school year. Only days where the student was absent at least half of the school day report. If an exit date exists for this record, the half days absent includes only half days between the entry and exit dates.

- In-school suspensions are considered days in attendance.
- Out-of-school suspensions are considered absences.
- Expulsions are not included as they fall after the Exit Date and before a re-Entry date.

Only instructional days in the selected calendar are counted, and only those days that are on or between the dates entered in the Start and End Date fields on the report editor.

- If a student's enrollment start date is after the report editor start date, the count is based on the student's enrollment start date.
- If the student has an enrollment exit date that is before the report editor end date, the count is based on the student's enrollment exit date.

Any student with an enrollment start date and enrollment end date equal to the first day of school AND an enrollment status of 7, a value of 0 reports.

Percent Enrolled

If the Percent Enrolled (FullDayPCt) is not null, it is multiplied by the Half Days Absent total.

For every person/day with attendance/calendar/enrollment:

- When the difference between the period start time and the period end time minus the period lunch time minus the attendance present minutes is greater than or equal to the Half Day Absence value on entered on the Calendar or 180, the difference is greater than or equal to the whole day absence value or 240, the Absent Half Days value is 2.
- Otherwise, the absent half day value is 1.

Report Editor Options

Data Element	Description
Extract Type	Indicates the type of extract selected. Select M-O-Y Enrollment Report from the list of options.
Start Date	Beginning date of the student enrollment records. Dates are entered in *mmddyy* format or can be selected by using the calendar icon.
End Date	End date of the student enrollment records. Dates are entered in the *mmddyy* format or can be selected by using the calendar icon.
Ad Hoc Filter	Selection of previously made filter that contains specific students to include in the label request.
Report Format	Determines how the request is generated - in the State Format (CSV) or HTML. Use the HTML format when reviewing data. Use the State Format when submitting the list to the state.
Select Calendars	At least one calendar must be selected in order for the extract to generate. Calendars can be selected by the active year, by the school year, or by the year. Students in the chosen calendars are included in the extract.

Generate the Report

1. Select the **M-O-Y Enrollment Report** from the **Extract Type** dropdown list.
2. Enter the **Start Date** and **End Date** of the enrollment records to include.
3. Select an **Ad Hoc Filter** from the dropdown list to reduce the amount of students included in the extract.
4. Select the **Report Format**.
5. Select the **Calendars** from which to pull students in the report.
6. Click the **Generate Extract** button to display the report immediately, or use the **Submit to Batch** button to choose when the report generates. The report will display in the selected format.

	A	B	C	D	E	F	G	H	I	J	K
1	123456789	4/28/2001	5	1	54	461	22700	461	461	9	100
2	234567890	9/4/2000	5	2	54	461	22700	543	543	11	100
3	345678901	6/26/2000	5	1	54	461	22700	461	461	11	100
4	456789012	6/2/2000	5	2	54	461	22700	543	543	11	100
5	567890123	8/22/2002	4	1	54	461	22700	461	461	9	100
6	678901234	7/13/2002	5	2	54	461	22700	543	543	9	100
7	789012345	3/13/2003	5	1	54	461	22700	461	461	9	100
8	890123456	6/15/2001	5	1	54	461	22700	461	461	11	100
9											
10											
11											

M-O-Y Enrollment Report - State Format(CSV)

M-O-Y Enrollment Report Records:8

SASID	DateOfBirth	Race	EnrollmentStatus	SauNbr	DistNbr	SchoolNbr	TownResponsible	DistrictResponsible	Grade	FullDa
	04/28/2001	5	1	54	461	22700	461	461	09	100
123456789	09/04/2000	5	2	54	461	22700	543	543	11	100
234567890	06/26/2000	5	1	54	461	22700	461	461	11	100
345678901	06/02/2000	5	2	54	461	22700	543	543	11	100
4567890123	08/22/2002	4	1	54	461	22700	461	461	09	100
5678901234	07/13/2002	5	2	54	461	22700	543	543	09	100
6789012345	03/13/2003	5	1	54	461	22700	461	461	09	100
7890123456	06/15/2001	5	1	54	461	22700	461	461	11	100

M-O-Y Enrollment Report - HTML Format

Report Layout

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
SASID	Indicates the State Assigned Student ID.	Numeric, 10 digits	Person.stateID	Census > People > Demographics > Person Identifiers > State ID
Date of Birth	Indicates the student's date of birth.	Date field, 10 characters MM/DD/YYYY	Identity.birthdate	Census > People > Demographics > Person Information > Birth Date
Race	Indicates the student's federally-designated race/ethnicity.	Numeric, 2 digits	Identity.hispanicEthnicity Identity.raceEthnicityFed	Census> People > Demographics > Person Information > Race/Ethnicity

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
Enrollment Status	Indicates the student's enrollment status. If the Enrollment Status is 7, will not report.	Numeric, 2 digits	Enrollment.stateAid	Student Information > General > Enrollments > State Reporting Fields > Enrollment Status
SAU Number	Indicates the School Administrative Unit Number.	Numeric, 3 digits	School.SAUnumber	System Administration > Resources > District Information > SAU Number
District Number	Indicates the district number.	Numeric, 3 digits	District.number	System Administration > Resources > District Information > Number
School Number	Indicates the school number.	Numeric, 5 digits	School.number	System Administration > Resources > School > Number
Town Responsible	Identifies the town fiscally responsible for the student's education.	Numeric, 5 digits	EnrollmentNH.fiscalTown	Student Information > General > Enrollments > State Reporting Fields > Fiscal Town

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
District Responsible	Identifies the district fiscally responsible for the student's education. For students who are the responsibility of another state but are attending the school, specify the district for that state.	Numeric, 3 digits	EnrollmentNH.fiscalDistrict	Student Information > General > Enrollments > State Reporting Fields > Fiscal District
Grade	Indicates the student's grade level.	Numeric, 2 digits	Enrollment.grade	Student Information > General > Enrollments > General Information > Grade
Full Day Participation	Identifies the percentage of full days the student participated in.	Numeric, 3 digits	Data not stored	Student Information > General > Enrollments > State Reporting Fields
Entry Date	Identifies the student's start date of enrollment for the selected calendar year.	Date field, 10 characters MM/DD/YYYY	Enrollment.startDate	Student Information > General > Enrollments > General Information > Start Date
Entry Code	Indicates the start status of enrollment.	Numeric, 3 digits	Enrollment.startStatus	Student Information > General > Enrollments > General Information > Start Status

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
Exit Date	Identifies the student's end date of enrollment for the selected calendar year.	Date field, 10 characters MM/DD/YYYY	Enrollment.endDate	Student Information > General > Enrollments > General Information > End Date
Exit Code	Indicates the end status of enrollment.	Numeric, 3 digits	Enrollment.endStatus	Student Information > General > Enrollments > General Information > End Status
Half Days In Attendance	Indicates the number of half days the student was present during the selected calendar year. If the student exited, only the days in attendance during the enrollment start and end date will be counted.	Numeric, 3 digits	Not Dynamically Stored	Student Information > General > Attendance
Half Days Absent	Indicates the number of half days the student was absent during the selected calendar year. If the student exited, only the days in attendance during the enrollment start and end date will be counted.	Numeric, 3 digits	Not Dynamically Stored	Student Information > General > Attendance

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
Promote Indicator	Indicates the student was promoted to the next sequential grade level. • If the Enrollment End Status is W11, a value of 3 reports. • If the Graduation Diploma Type is 1, 2, 3, 4, 5, 6 or 7, a value of 3 reports. • If the Enrollment End Action is P, a value of 2 reports. • If the Enrollment End Action is R, a value of 1 reports. • Otherwise, the Promote Indicator reports blank.	Numeric, 1 digit	Enrollment.endAction Graduation. diplomaType	Student Information > General > Enrollments > General Enrollment Information > End Action, End Status Student Information > General > Graduation > Diploma Type
Diploma Type	Identifies the type of diploma the student received. This field must be populated for all students who have a Promoted Indicator of 3 (school completed).	Numeric, 2 digits	Graduation.diplomaType	Student Information > General > Graduation > Diploma Type

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
Post Grad Plans	Indicates a student's plans after high school graduation. This field must be populated for all students who have a Promoted Indicator of 3 (school completed).	Numeric, 2 digits	Graduation.postGradplans	Student Information > General > Graduation > Post Grad Plans
Full Days Suspended IS	Indicates a student's total number of In-School Suspension days. If no suspension days, reports 0.	Numeric, 3 digits	Not Dynamically Stored	Behavior > Behavior Management > New Resolution > Resolution
Full Days Suspended OS	Indicates a student's total number of Out-of-School Suspension days. If no suspension days, reports 0.	Numeric, 3 digits	Not Dynamically Stored	Behavior > Behavior Management > New Resolution > Resolution
Residential Home	Indicates if the student lived in a group home at any point during the selected calendar year. Reports 1 as default.	Numeric, 3 digits	EnrollmentNH. residentialHome	Student Information > General > Enrollments > State Reporting Fields
Homeless Code	Identifies whether or not the student meets the federal definition of being homeless.	Numeric, 3 digits	Enrollment.homeless	Student Information > General > Enrollments > State Reporting Fields > Homeless

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
Original Graduation Year	Identifies the original year the student is expected to graduate (four years after the student is promoted from 8th grade to 9th grade.	Numeric, 4 digits YYYY	GraduationNH.gradYear	Student Information > General > Graduation > Graduation Year
Parent Military Code	Reports the student's parent/guardian military status. • 1 - Military Status does not apply for this student (default value) • 2 - Active Duty in Armed Forces • 3 - Full Time National Guard • 4 - Active Duty AND Full Time National Guard • 5 - Armed Services Reserves A value of 1 reports when the student has parents/guardians who do not have a military status. A value of 2	Numeric, 1 digit	MilitaryConnections.status	Census > People > Military Connections

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
	reports when the student has parents/guardians who have an active duty status (Active Duty Deployed or Active Duty Not Deployed) in any branch of the military (does not National Guard). A value of 3 reports when the student has parents/guardians who have an active duty status (Active Duty Deployed or Active Duty Not Deployed) in the National Guard or Air National Guard. A value of 4 reports when the student has parents/guardians who have both an active duty status (Active Duty Deployed or Active Duty Not Deployed) in any branch of the military AND in the National Guard or Air National Guard. A value of 5 reports when the student has parents/guardians who have an active duty status			

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
	(Active Duty Deployed or Active Duty Not Deployed) in the Armed Services Reserves (Air Force Reserve, Army Reserve, Coast Guard Reserve, Marine Corps Reserve, Navy Reserve).			