

NECAP Labels Report (New Hampshire)

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

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The NECAP Labels Report requests labels for students who are taking the New England Common Assessment Program. Information can be requested/submitted three times a year:

- February - NECAP and ALT Label
- April - NECAP Spring Science
- August - NECAP Fall Assessment

The screenshot shows the 'i4see Extracts' tool interface. At the top, there is a search bar and the Infinite Campus logo. Below the search bar, the breadcrumb trail reads 'Reporting > NH State Reporting > i4see Extracts'. The main heading is 'i4see Extracts' with a star icon. A descriptive text box explains that the tool extracts data for New Hampshire State-defined i4see reporting extracts, allowing users to choose between State Format (CSV) and HTML. The interface is divided into two main sections: 'Extract Options' and 'Select Calendars'. 'Extract Options' includes fields for 'Extract Type' (set to 'NECAP Labels Report'), 'Effective Date', 'Assessment Type', 'Ad Hoc Filter', and 'Report Format' (set to 'State Format (CSV)'). 'Select Calendars' asks 'Which calendar(s) would you like to include in the report?' with radio buttons for 'active year', 'list by school', and 'list by year'. A scrollable list of schools is shown under the '19-20' heading, including Abbott Elementary, Bryant Elementary, Colfax Middle, Dupont Middle, Emerson High, and Franklin High. Below these sections are 'Generate Report' and 'Submit to Batch' buttons. At the bottom, there is a 'Batch Queue List' table with columns for 'Queued Time', 'Report Title', 'Status', and 'Download'. The page title 'NECAP Labels Report' is displayed at the bottom center.

Report Logic

All currently enrolled students in the selected school as of the entered effective date are included. The report is sorted by Grade level and SASID.

Report Editor Options

Data Element	Description
Extract Type	Indicates the type of extract selected. Different options may appear depending on the selection.
Effective Date	Date that determines the students being included in the extracts. Dates are entered in <i>mmdyy</i> format or can be selected by using the calendar icon.
Assessment Type	Name of assessment for which the labels will be requested. <ul style="list-style-type: none"> • NECAP Spr(ing) • NECAPfall • NHalt
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 are selected by the active year, by the school, or by the year. Students in the chosen calendars are included in the extract.

Generate the Report

1. Select the **NECAP Labels Report** options from the **Extract Type** dropdown list.
2. Enter an **Effective Date**.
3. Select the **Assessment Type**.
4. Select an **Ad hoc filter** from the dropdown list to reduce the amount of students included in the extract.
5. Select the **Report Format**.
6. Select the **Calendars** from which to pull students in the report.
7. Click the **Generate Extract** button. The report will display in the selected format.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	1111111111	NHalt	1/1/1993	54	461	22700	9						
2	1111111111	NHalt	6/19/1993	54	461	22700	9						
3	1111111111	NHalt	8/2/1993	54	461	22700	9						
4	1111111111	NHalt	8/14/1993	54	461	22700	9						
5	1111111111	NHalt	12/13/1992	54	461	22700	9						
6	1111111111	NHalt	9/22/1992	54	461	22700	9						
7	1111111111	NHalt	1/24/1994	54	461	22700	9						
8	1111111111	NHalt	6/27/1994	54	461	22700	9						
9	1111111111	NHalt	9/28/1994	54	461	22700	9						
10	1111111111	NHalt	12/15/1993	54	461	22700	9						
11	1111111111	NHalt	9/30/1994	54	461	22700	9						
12	1111111111	NHalt	9/26/1994	54	461	22700	9						
13	1111111111	NHalt	7/10/1994	54	461	22700	9						
14	1111111111	NHalt	7/8/1994	54	461	22700	9						
15	1111111111	NHalt	6/26/1994	54	461	22700	9						
16	1111111111	NHalt	1/15/1994	54	461	22700	9						
17	1111111111	NHalt	11/15/1993	54	461	22700	9						
18	1111111111	NHalt	9/20/1993	54	461	22700	9						
19	1111111111	NHalt	12/30/1993	54	461	22700	9						
20	1111111111	NHalt	9/24/1994	54	461	22700	9						
21	1111111111	NHalt	1/13/1994	54	461	22700	9						
22	1111111111	NHalt	3/14/1995	54	461	22700	9						
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NECAP Labels Report - State Format (CSV)

NECAP Labels Report Records:1493

SASID	AssessmentType	DateOfBirth	SauNbr	DistNbr	SchoolNbr	Grade	AssessmentGrouping
11222	NECAPspr	01/01/1993	54	461	22700	09	
11222	NECAPspr	06/19/1993	54	461	22700	09	
11222	NECAPspr	08/02/1993	54	461	22700	09	
11222	NECAPspr	08/14/1993	54	461	22700	09	
11222	NECAPspr	12/13/1992	54	461	22700	09	
11222	NECAPspr	09/22/1992	54	461	22700	09	
11222	NECAPspr	01/24/1994	54	461	22700	09	
11222	NECAPspr	06/27/1994	54	461	22700	09	
11222	NECAPspr	09/28/1994	54	461	22700	09	
11223	NECAPspr	12/15/1993	54	461	22700	09	
11223	NECAPspr	09/30/1994	54	461	22700	09	
11223	NECAPspr	09/26/1994	54	461	22700	09	
11223	NECAPspr	07/10/1994	54	461	22700	09	
11223	NECAPspr	07/08/1994	54	461	22700	09	
11223	NECAPspr	06/26/1994	54	461	22700	09	
11223	NECAPspr	01/15/1994	54	461	22700	09	
11223	NECAPspr	11/15/1993	54	461	22700	09	
11223	NECAPspr	09/20/1993	54	461	22700	09	
11223	NECAPspr	12/30/1993	54	461	22700	09	

NECAP Labels Report - HTML Format

Extract Layout

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
SASID	State-assigned student identification number	Numeric, 10 digits	Person.stateID	Census > People > Demographics > Person Identifiers > State ID
Assessment Type	Type of assessment chosen in the extract editor	Alphabetic, 10 characters	Not dynamically stored	Not dynamically stored
Date of Birth	Student's date of birth	Date field, 10 characters MM/DD/YYYY	Identity.birthdate	Census > People > Demographics > Person Information > Birth Date
SAU Number	School Administrative Unit Number	Numeric, 3 digits	School.SAUnumber	System Administration > Resources > District Information > SAU Number
District Number	State-assigned district number	Numeric, 3 digits	District.number	System Administration > Resources > District Information > Number
School Number	District-assigned School number	Numeric, 5 digits	School.number	System Administration > Resources > School > Number
Grade	Student's grade level of enrollment	Numeric, 2 digits	Enrollment.grade	Student Information > General > Enrollments > General Information > Grade
Assessment Grouping	Sort group for assessment test labels	Alphanumeric, 9 characters	Not dynamically stored	Not dynamically stored