



► SPRING ISSUE:

May 2009

1. END OF YEAR SCHEDULE
2. CHANGES TO THE I4SEE WORKBENCH
3. DISTRICT, STATE AND SIGN OFF REPORTS



PLUS... UPCOMING SPED SUBMISSION TRAINING AND LOOKING AHEAD TO NEXT YEAR

i4see update

THE INITIATIVE FOR SCHOOL EMPOWERMENT & EXCELLENCE.



1. End of Year Schedule!!!

May 15 - May 31	EOY Enrollment Trial Submission.
May 20 - Jun 30	Sped Public Submission (Public students on an IEP during 2008-2009) & NonPublic EOY Submission (Out of District Privately Placed Sped Students)
Jun 8 - Jul 15	Final EOY Submissions (enrollment and academic) - submissions should be "district verified" by July 15 th - do not certify yet.
Jul 15 - Aug 1	all state anomalies MUST be resolved
Aug 1	Superintendents 'certify' EOY submissions (enrollment & academic). Print, complete, sign & send: Tuition Report Receiving (A13 E&S); Nonpublic Special Ed Students (A13N); Nonpublic Non Special Ed Students (A13Other).
Aug 12	NECAP Labels (1 st Round) for Fall Assessments (both attending students and Out of District Privately Placed special education students).
Aug 1- Oct 31	The DOE will review all submissions and contact schools with any questions.
Nov 1	Superintendents should print and sign the remaining end of year reports.
On-going	Continue to submit the Security, Course and Student-Class submissions.



Additional Trainings (Special Education Submissions)...

June 10th and 15th we will have trainings to review the Sped public EOY and Nonpublic EOY submissions. The training will be tailored for the special education coordinators or secretaries. Bring your laptop and data for both your out of district privately placed students (A13N) and your public students on IEPs (sped public) and we'll help you complete these submissions.

i4see Support

visit: www.ed.state.nh.us/i4see
contact: i4seehelp@ed.state.nh.us
call: Mike Cote at 271-2775
plus, i4see Field Support: Cyndy Carrier at 206-6808 or Rebecca Gagnon at 630-9174



2. Changes to the i4see Workbench and Login

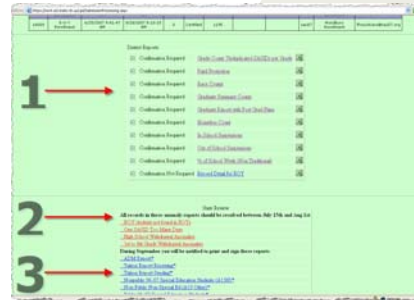
Beginning with this EOY submission you should see some changes to the way you login and within the i4see workbench.

- Login via the new single sign-on page at <https://mydoe.nh.gov>. For questions, contact Mike Cote at i4seeHelp@ed.state.nh.us.
- See some changes to the main page of the i4see workbench. You can now search for certain batch types. Also, you will see that we have separated the Reports page from the District Review page. Everyone should review the Reports page!! Additionally, you can now search by Sasid or name on the same *Sasid Search* page. For questions about these or other changes please contact i4seeHelp@ed.state.nh.us.
- There will be a couple of data changes for some of the uploads. In the EOY Academic file APIEL is now APJAPAN (Japanese AP) and APMECH is now APITL (Italian AP). Beginning this fall we will be expanding the Race codes for the BOY and changing the course code to a subject code for the Course Submission.
- Don't forget you can now report students who have a GED as completers (W11 and/or promoted code = 3).

3. District, State and Sign-Off Reports

We have separated the Reports from the District Review page. Both school users and district users should go to the "Reports" page and review the reports.

1. Please ensure the right people in your districts are reviewing the reports – e.g., the Guidance Counselor should review the promotion report. The Business Administrator should review the tuition reports, etc.
2. You must review the anomaly reports. These reports appear in Red on the Reports Page. These reports will change as districts across the state submit their batches that impact your students. Please review these reports to ensure NO records exist in the anomaly reports – they should be empty reports!!
3. Please review the timeline on the other side of this i4see Update to ensure you submit the reports by the required dates.



A FEW REMINDERS



Planning ahead for your fall reporting. Remember, this year...

- Beginning July 1, 2009, students can not drop out until they are 18. Beginning with the Fall BOY you will not be able to report students under age 18 as dropouts.
- In next year's BOY report you need to again include all of your students, both those attending your schools as well as those who are being sent to an out of district private school.
- Beginning in the 2009-2010 year, all schools will have to submit all of the assignments for all educators in your buildings. Additional tools and trainings will be coming.

4. ACCOMPLISHMENTS

- **Thank You!!** – The effort of so many of you over the past years with i4see submission has been AMAZING!!!! All the hard work has led to the elimination of many state aggregate reports, the ability for teachers and principals to access better information about their students' performance and improved the quality of the data being collected. You have positioned NH as a national leader in helping educators improve student performance. Thank you VERY MUCH for your efforts. – the i4see support team.



Initiative For School Empowerment and Excellence
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