

**REPORTING STUDENTS SENT OUT OF
STATE TO PUBLIC SCHOOLS**

Every student that is the responsibility of your school district must be reported for purposes of computing Average Daily Membership in Residence. Every student must have an EOY Enrollment record for the school year 2005-2006. This tip sheet is to help you submit an EOY for your students who are tuitioned to **out of state public schools**.

These students have historically been reported on the form A13E or S, a receiving district report, that was completed by you, the sending district. The schools in other states that receive your tuition students must provide you with information that will allow you to complete an EOY Enrollment and EOY Academic file for each of these students.

To submit an EOY files for your students attending public schools outside of New Hampshire, (for example, the town of South Hampton tuitions all of their high school students to public schools in Massachusetts) please use the following guidelines:

- The out of state **public** school that your students are attending (whether or not the students are coded for special education) will need to provide you with all of the data necessary to complete the data fields in the EOY Enrollment and EOY Academic submission files.
- The Excel spreadsheet on the i4see web page below this Tip Sheet titled EOY Enrollment Upload.xls will provide you with a means to request the necessary data from the out of state schools where your students attend.
- You may choose to send this spreadsheet to the out of state schools and ask that they complete the yellow coded columns, or you may request the information using some other method. All data elements that apply to the student must be completed.
- You will need to complete the information remaining in the spreadsheet that is "To be completed by Sending District". Delete the header records and save as a csv file.
- Upload the file on the i4see workbench just as you would any other EOY submission.