



NOTES REGARDING ISEE PRIOR YEAR ATTENDANCE OR ENROLLMENT CORRECTION REQUESTS

The notes on this page are meant as guidance when needing to submit corrections that affect student attendance and enrollment data from prior year(s).

- Corrections can be made going back a maximum of three (3) school years from the present school year. For example, if the present school year is 2024-2025, then corrections can be made going back only as far as the 2021-2022 school year.
- Corrections for prior year(s) should be made in SRM within the June container of that year. For example, student attendance or enrollment corrections for the 2022-2023 school year should be placed within ISEE Jun 2023 v13.
- When you have your corrected trial error-free in Test, request that your Regional ISEE Coordinator move your trial to Production.
 - Regions 1-3: Amy Sigler, asigler@edu.idaho.gov
 - Regions 4-6: Roger Evans, revans@edu.idaho.gov
 - ISEE Regional Coordinators, regionalcoordinators@edu.idaho.gov
- Enter information into the request form on the next page. Finish the form by having your district superintendent or charter school administrator complete the Attestation. Email the completed form to Dean Reich, dreich@sde.idaho.gov, with Public School Finance.



ISEE PRIOR YEAR ATTENDANCE OR ENROLLMENT CORRECTION REQUEST FORM

Today's Date: _____

District or Charter Name and Number: _____

Prior School Year(s) Corrected: _____

Correction Submission Date(s): _____

Assisted by ISEE Regional Coordinator: _____

Reporting Period Corrected (select only one):

- Midterm (start of school through first Friday in November)
- Best 28 Weeks
- Both Midterm and Best 28 Weeks

Description of Issue Corrected:

Specific Corrections(s) Made:

District Superintendent or Charter School Administrator Attestation

I certify that the ISEE revision(s) correctly updates prior year attendance/ enrollment data.

Date: _____

Signature or Printed Name: _____

Please submit this request form via email to: dreich@sde.idaho.gov