

ODE EMIS MANUAL

Section 2.14

Student Special Education Graduation Requirement Record (FE)



Version 2.0
March 7, 2013

REVISION HISTORY

The revision history provides a means for the readers to easily navigate to the places in the manual where updates have occurred. Where there has been a significant change or update it will be highlighted. Minor changes, such as typos, formatting, and grammar are not highlighted.

Version	Date	Effective Date (FY & Reporting Period)	Change #	Description
1.1	2/1/13	FY12G	755	Added Graduation (G) to required reporting period section and File Layout. Added language to the General Guidelines.
2.0	3/7/13	E-Transcript (E)	922	Added E-Transcript special collections to Required Reporting Period section.
2.0	3/7/13	Student Record Exchange (X)	921	Added Student Record Exchange special collections to Required Reporting Period section and SRE (X) to File Layout. Added language to the General Guidelines.

2.14 STUDENT SPECIAL EDUCATION GRADUATION REQUIREMENT RECORD

Required Reporting Periods

The Student Special Education Graduation Requirement Record is to be reported for the October (K) (starting in FY13), Yearend (N), Graduation (G) reporting periods, and for the E-Transcript and Student Record Exchange collection requests.

General Guidelines

This record is reported during periods K and N. The record is reported whenever an IEP determination is made to add, confirm, or cancel an exemption from the consequences of any graduation assessment and/or individual graduation assessment areas. Just as with the GE Special Education Event record, if an FE record is reported in period K for a student who is also reported in the following period N (in other words, a non-summer withdrawal/graduate), then the FE record must be reported again at yearend.

If the record is being used to report a granting of an exemption in a particular Assessment Type/Area combination, it is reported in the first school year of the IEP determination and every year thereafter, thereby confirming that the IEP team has continued the exemption on the IEP. This is true even if there is no change in the granted exemptions from one IEP to the next.

If the record is being used to report removing or canceling an exemption in a particular Assessment Type/Area combination, removal of the exemption is reported in the initial year of the IEP change (both K and N of that school year if student reported in both periods and the change was on or before December 1; otherwise only in period N) and optionally thereafter.

If a student is never exempted from a particular Assessment Type/Area combination, then it is not necessary to report a Student Special Education Graduation Requirement Record for that combination.

Separate records are submitted per graduation assessment type/area. For example, if the student no longer needs to meet the passing requirements of three of the five OGT subjects, then three records must be reported.

When this record is reported, a matching Student Special Education Record (GE) (matching on Date and Date Type) must be reported for the IEP that reflects the determination of the exemption(s). The exception would be when reporting for the Graduation (G) reporting period. The Student Special Education Record (GE) would not be reported for the Graduation (G) reporting period. For Student Record Exchange (X) and E-Transcript (E) collection requests, if a prior year Special Education Record (GE) is reported then a prior year Special Education Graduation Requirement Record (FE) record may also be reported.

Student Special Education Graduation Requirement Record Data Elements

The following portion of this section discusses each of the data elements within the Student Special Education Graduation Requirement Record. The elements are organized alphabetically.

☀ **Assessment Area Code**

Record Field Number	FE090
Definition	A code of up to four characters that identifies the assessment area (subject) for which the student has been granted a graduation exemption or is no longer exempt.

Valid Options

R	Reading
W	Writing
M	Math
C	Social Studies
S	Science

Reporting Instructions. Report the Assessment area in which the student has been granted an exemption for graduation as determined by the student's IEP team and recorded on the corresponding IEP. Assessment areas that do not require all 4 available characters may be reported with either leading or trailing spaces.

☀ **Assessment Type Code**

Record Field Number	FE080
Definition	The code used to indicate the type of graduation assessment for which the student has been granted a graduation exemption or is no longer exempt.

Valid Options

GX	Ohio Graduation Test (OGT)
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☀ **Exemption Flag**

Record Field Number	FE100
Definition	Indicates the status of the graduation exemption for the reported Assessment Type/Area as determined by the student's IEP team.

Valid Options

Y	Exempt- the student's IEP team has determined that the student does not need to achieve at or above the proficient level on this assessment for the reported Assessment Type/Area in order to graduate
N	Not exempt- the student's IEP team has determined that the student must achieve at or above the proficient level on this assessment for the reported Assessment Type/Area in order to graduate

Reporting Instructions. Report this value whenever the student's IEP has determined that the student is granted an exemption or is no longer granted an exemption from the consequences of a Graduation test.

☀ **IEP Date**

Record Field Number	FE070
Definition	Date of the IEP, as reported on the Special Education (GE) record, on which the graduation assessment requirement was determined.

Valid Options

YYYYMMDD Year, Month, Day.

Reporting Instructions. Report the same date as reported in the *Date Element (GE100)* for the IEP being reported in the Special Education Record.

☀ **IEP Date Type Code**

Record Field Number	FE060
Definition	Date type of the IEP, as reported on the Special Education (GE) record, on which the graduation assessment requirement was determined.

Valid Options

IIEP IEP Completion Date-Initial
 RIEP IEP Completion Date-Periodic Review
 TIEP Transfer Student IEP Adoption Date

Reporting Instructions. Report the same option as reported in the *Date Type Element (GE110)* for the IEP being reported in the Special Education Record. As with other values reported on the IEP, if a student is reported with an FIEP, the graduation exemption/non-exemption information from the IEP immediately prior to the FIEP will be used to determine the student's graduation assessment status.

Defining a Unique Record

Each EMIS record has specific fields that must be unique on each row of data reported to ODE. For the Student Special Education Graduation Requirement Record, each combination of values in the following fields must be unique.

Required Fields	Number
EMIS Student ID	FE050
IEP Date Type	FE060
IEP Date	FE070
Assessment Type Code	FE080
Assessment Area Code	FE090

2.14 STUDENT SPECIAL EDUCATION GRADUATION REQUIREMENT RECORD (FE) FILE LAYOUT

Number	Position	Name	PIC/Size
	1-8	Filler	PIC X(8)
FE010	9-10	Sort Type	PIC X(2)
		Always “FE”	
	11	Filler	PIC X
FE020	12-15	Fiscal Year, e.g., 2012 (CCYY)	PIC X(4)
FE030	16	Reporting Period	PIC X
		K – October N – Yearend G – Graduation E – E-Transcript X – Student Record Exchange	
FE040	17-22	District IRN	PIC X(6)
FE050	23-31	EMIS Student ID Number	PIC X(9)
FE060	32-35	IEP Date Type	PIC X(4)
FE070	36-43	IEP Date	PIC 9(8)
FE080	44-45	Assessment Type Code	PIC X(2)
FE090	46-49	Assessment Area Code	PIC X(4)
FE100	50	Exemption Flag	PIC X