

ODE EMIS MANUAL

Section 2.17: Student Missing Override Record (FC)



Version 1.0
September 11, 2012

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

2.17 STUDENT MISSING OVERRIDE RECORD

Required Reporting Periods

The *Student Missing Override Record* is to be reported for the October (K) and Yearend (N) reporting periods.

General Guidelines

Beginning in FY12, a Student Missing Override Record (FC) should be reported for SSIDs appearing on the Missing Student Override Report and where an override is warranted.

For the October (K) reporting period, if a student withdrew from school before the last day of school of the prior school year, and was not reported as withdrawn, the SSID would be reported in the Missing Student Override Record. If the student’s withdrawal date was the last day of the school year or after, the student would not be eligible for an override and should be reported as a summer withdrawal.

For the Yearend (N) reporting period, if a student withdrew from school prior to the first day of the current school year, and was not reported as withdrawn or as a summer withdrawal, the SSID would be reported for this record.

SSIDs should be reported for students who graduated during or at the end of the previous school year but the district did not report a withdrawal reason during the previous yearend reporting period.

District IRN Element

Record Field Number	FC040
Definition	The state assigned six-digit information retrieval number (IRN) for the district.

Valid Options

Six-digit code Valid school district IRN

State Student ID (SSID) Element

Record Field Number	FC050
Definition	The state assigned unique identifier.

Valid Option

Nine-character alphanumeric as assigned by the SSID System

Withdrawal Date Element

Record Field Number	FC070
Definition	The date the student was withdrawn from the district.

Valid Options

CCYYMMDD Year, Month, Day

Reporting Instructions. A withdrawal date of May 31, 2012, is to be reported as 20120531.

 **Withdrawal Reason Element**

Record Field Number	FC060
Definition	The reason for the most recent withdrawal from the school district.

Valid Options

- 36 Withdrew from Preschool**
Preschool student has withdrawn from the preschool program (for any reason).
- 37 Withdrew from Kindergarten**
Kindergarten student has withdrawn because it has been deemed to be in the best interest of the student if he/she waits one more year until starting his/her kindergarten experience; may only be used by students with a grade level of KG.
- 40 Transferred to Another School District Outside of Ohio**
Transcript request on file.
- 41 Transferred to Another Ohio School District**
Local, Exempted Village, or City, transcript request on file.
- 42 Transferred to a Private School**
Transcript request on file, i.e., Ed Choice students.
- 43 Transferred to Home Schooling**
Superintendent’s approval on file.
- 45 Transferred by Court Order/Adjudication**
If Court has designated a public district other than yours as district responsible for paying for the education. The resident district should not withdraw ANY students placed into the Department of Youth Services.
- 46 Transferred out of the United States**
- 47 Withdrew Pursuant to Yoder vs. Wisconsin**
Only use for 8th grade students.
- 48 Expelled**
- 51 Verified Medical Reasons**
Doctor’s authorization on file.
- 52 Death**
- 71 Withdrew Due to Truancy/Nonattendance**
- 72 Pursued Employment/Work Permit**
Superintendent Approval on file.
- 73 Over 18 Years of Age**
- 74 Moved**
Not known to be continuing.
- 75 Student Completed Course Requirements**
Student Completed Course Requirements but did NOT pass the appropriate statewide assessments required for graduation. In the case of a student on an IEP who has been excused from the individual consequences of the statewide assessments, using this code indicates that the student completed course requirements but did not take the appropriate statewide assessments required for graduation.
- 99 Completed High School Graduation Requirements**
Student completed course requirements and passed the appropriate statewide assessments required for high school graduation. In the case of a student on an IEP

who has been excused from the individual consequences of the statewide assessments, using this code indicates that the student completed course requirements and took the appropriate statewide assessments required for high school graduation.

Reporting Instructions. This element is required for each SSID reported in the Student Missing Override Record (FC).

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 Missing Override Record, the following field must be unique.

Required Fields	Number
State Student ID (SSID) Previous Reporting Period	FC050

2.17 STUDENT MISSING OVERRIDE RECORD (FC) FILE LAYOUT

Number	Position	Name	PIC/Size
	1-8	Filler	PIC 9(8)
FC010	9-10	Sort Type	PIC X(2)
		Always "FC"	
	11	Filler	PIC X
FC020	12-15	Fiscal Year, e.g., 2012 (CCYY)	PIC X(4)
FC030	16	Reporting Period	PIC X
		K – October	
		N – Yearend	
FC040	17-22	District IRN	PIC X(6)
FC050	23-31	State Student ID (SSID) Previous Reporting Period	PIC X(9)
FC060	32-39	Withdrawal Date (CCYYMMDD)	PIC X(8)
FC070	40-41	Withdrawal Reason	PIC X(2)