

ODE EMIS MANUAL

Section 4.4: Student Course Record (GN)



Version 2.0
June 26, 2015

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
<u>2.0</u>	<u>6/26/15</u>	<u>FY14K</u>	<u>1010</u>	<u>Removed references to unit funding.</u>

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4.4 STUDENT COURSE RECORD

Required Reporting Periods

The Student Course Records are to be reported for the October (K) and Yearend (N) reporting periods. The table below provides the reporting period by the element.

Record Field Number	Data Element	October (K)	Yearend (N)
GN170	<i>Course Enrollment End Date Element</i>	√	√
GN160	<i>Course Enrollment Start Date Element</i>	√	√
GN040	<i>District IRN Element</i>	√	√
GN150	<i>High School Credit Earned Element</i>		√
GN080	<i>Local Classroom Code Element</i>	√	√
GN152	<i>Partial/Override Credit Element</i>		√

General Guidelines

It is mandatory to report all courses separately for students in grades K-12. Therefore, a separate Student Course Record will have to be reported for every course in which the student is participating, even if two or more courses are being taught by the same teacher.

The only exceptions are the preschool courses. These are still to be reported as self-contained courses.

In situations where school districts are contracting with Educational Service Centers and/or other EMIS reporting entities, the school district is responsible for reporting Student Course Records, with the exception of preschool courses. The school district will report the Student Course Records and the Staff Course Master Records of the staff teaching the students at the ESC.

In general, all students that have at least one Student Standing Record reported with a Student Percent of Time (FS120) that is greater than zero should have courses reported or have the preschool itinerant program code (220100) reported. In addition, students that have any Student Standing Record reported with a Sent to Percent of Time (FS220 or FS250) greater than zero for the following Sent Reasons (FS200 or FS230) should have courses reported for the student:

- PS – Post Secondary Enrollment Option Program Participant,
- PI – Proprietary Institution Program Placement, and
- NP – Non-public school placement at district expense.

During the October (K) reporting period, report the Student Course Records and Staff Course Master Records for ALL courses in accordance with the instructions below, including:

- Year-long courses (i.e., courses offered for the entire school year), and
- Any other courses offered during the school year, such as courses offered during the second semester only or courses that span five or six-week periods.

Courses taken during the summer (after the last day of the school year and prior to the start of the following school year) are not reported to the Ohio Department of Education.

See Section 4.7 Subject Codes, for a complete list of course subject codes and definitions.

Reporting Preschool Courses

As indicated above, preschool courses are to be reported as self-contained courses. Do not report a separate course record for each course/subject in which the preschool student is participating, such as reading, math, etc. The following self-contained course codes are applicable for preschool students/teachers:

180050	Early Childhood Education (Ages 0-2)
180108	Preschool program in a self-contained classroom, this includes course related to ECE, Federal Head Start, and other local programs.
180280	Preschool program funded with Title I funds.
196095	Early Education of the Handicapped (Ages 3-6)

Reporting Special Education Preschool Courses. Students who are receiving center-based preschool special education services are to be scheduled with a Local Classroom Code of a special education teacher with a course subject code of 196095 and a Student Population of D8 or DP. The following students may also be scheduled into a class with the course code of 196095.

- Regular or “Typically Developing Peers” in the same class as preschoolers with disabilities, being taught by a preschool special education teacher, should be scheduled with the same Local Classroom Code of the preschool special education teacher found on that staff’s Master Course Record. The course code should be 196095.

Students receiving preschool special education itinerant services are reported with a program code (220100) for itinerant services. If the student is receiving preschool itinerant services and also center-based services, then both a Student Course Record (showing the local classroom code of the special education teacher) and also a Student Program Record, with the itinerant services program code and the itinerant teacher’s state ID, are to be reported for the student.

Reporting Regular Preschool Courses. Each non-disabled student reported with a “PS” in the *Grade Level Element* is required to have at least one Student Course Record reported with an appropriate local classroom code. All regular preschool courses are to be reported with a Student Population of PR. It is possible that a non-disabled preschool student is enrolled in a center-based special education course (196095 course code) as a typically developing peer (as noted above). If this typically developing peer is not “dually enrolled” into another preschool class (such as a locally funded preschool class), then this is the only course code that is required for him/her. If he/she is dually enrolled into another class, such as a locally funded preschool class, then he/she is reported with two Student Course Records: one with the local classroom code of the 196095 course code and one with the local classroom code of the 180108 course code.

A student enrolled in the Early Childhood Education grant program is required to be scheduled into the “180108” course. Only those students who are scheduled into this preschool course (and who meet the income eligibility requirements and admission requirements) will count towards the grantee’s preschool child count. The number of students scheduled into this course is used to determine the state-funded Early Childhood Education Grant head count as of December 1. This head count is the baseline

for the Early Childhood Education Grant allocation for the following school year. Please note: that the Early Childhood Education head count is different from the federal December Child Count for students with disabilities.

Dually Enrolled Students. Any student who is dually enrolled into two preschool programs (e.g., courses 196095 and 180108) is required to be scheduled into both preschool courses and should have two Student Course Records reported for him/her.

Reporting Course Records for Students Without Disabilities, K-12

A separate Student Course Record must be submitted for each course/subject in which the student is taught. This includes courses that are taught by the same teacher and courses that are taught by different teachers.

Example 1.

If Mrs. Smith, a Kindergarten teacher, is teaching math, reading, science, and social studies to the same group of students, in the same building, at roughly the same time, then a separate Student Course Record, with a unique Local Classroom Code for each subject, would be reported for math, reading, science, and social studies. In this case, four Student Course Records would be reported for each student in Mrs. Smith's kindergarten class.

In addition, the Staff Course Master Record for Mrs. Smith would have the respective Local Classroom Codes, the appropriate subject codes as indicated in Section 4.7 Subject Codes, and the appropriate course type(s). For more information on reporting course information on the Staff Course Master Record see Chapter 3.

Students who are non-disabled and are receiving temporary home instruction are considered to be enrolled and in attendance for the school district. Therefore, a Student Course Record is to be reported for each subject in which the student is enrolled, with the appropriate *Local Classroom Code Element* of the teacher of record (teaching the class), as if the student was actually in the class.

A Student Course Record is not required for students who receive supplemental instruction from a Remedial Specialist (position code 204) or a Tutor (position code 208).

Reporting Student Course Records for Students With Disabilities, K-12

A separate Student Course Record is required to be reported for each course/subject for which a student is taught. This includes courses that are taught by the same teacher and those that are taught by different teachers.

Course records for students with disabilities are to be reported for each course/subject using the local classroom code of the teacher teaching that subject/course. The actual subject codes of these courses are found in Section 4.7 Subject Codes and are to be coded on the Staff Course Master Record.

If modifications are made to the curriculum, and/or the program, for a particular student in conjunction with a special education teacher in accordance with an IEP, then the *Student Population Element* on the Course Master Record into which the student is scheduled must indicate Special Education (SE or SP).

If no program or curriculum modifications are made for a student, then the *Student Population Element* on the Course Master Record into which the student is scheduled should reflect the regular course (RG).

A Student Course Record is not required to be reported for students with disabilities who are pulled out of the regular classroom in order to receive supplemental special education services such as tutoring, speech and language, etc. This includes students who are being taught by staff with a position code of “212 – Supplemental Services Teaching Assignment – Special Education”.

School-age students with disabilities receiving home instruction are to have one course record per course, reported with the local classroom code of the teacher. This teacher should be reported with “HI” and the appropriate subject code in the *Delivery Method* and *Subject Code Elements* on his/her Staff Course Master Record.

Career-Technical Students – Satellite Courses

A Student Course Record is required to be reported by the district that employs the instructor for career-technical students enrolled in satellite courses (including GRADS courses). In addition to the course records, the district that employs the instructor must also report GI, FS, FD and FN Records.

Gifted Students

One Student Course Record should be reported for each course/subject taught to a student. Course records for students who are gifted are to be reported for each course using the *Local Classroom Code Element* of the teacher teaching that subject/course. The actual subject codes of these courses are found in Section 4.7 Subject Codes and are to be coded on the Staff Course Master Record. In addition, the appropriate gifted Student Population (Gx) is to be reported on the Staff Course Master Record for which a gifted instructor is considered to be the teacher of record. This includes submitting a Student Course Record for students who are gifted and receiving instruction in the arts.

No Student Course Record is reported for students receiving supplemental gifted instruction provided by the gifted intervention specialist. However, students receiving such services need to report a Student Program Record with the appropriate gifted supplemental code in the *Program Code Element*.

Educational Option Delivery

A Student Course Record is submitted for each student who is enrolled in courses that are offered for graduation credit and are also delivered through an Educational Option Delivery Method such as:

- Correspondence Courses/On-Line
- Interactive Distance Learning (see special instructions)
- Educational Travel
- Independent Study, etc.

The Course Record is reported with the appropriate local classroom code of the staff member responsible for monitoring the student in such courses. Report the appropriate course type for Educational Option value of YS on the Staff Course Master Record of the staff member responsible for monitoring students in these situations.

If the Interactive Distance Learning Course is offered for graduation credit, then report a Student Course Record with the appropriate *Local Classroom Code Element* for each course being offered through this method. The Staff Course Master Record with the *corresponding Local Classroom Code Element* for Interactive Distance Learning courses is to be reported with the appropriate Delivery Method (ID) and Educational Option (YS) values as appropriate.

Educational Service Centers

With the exception of preschool courses the Educational Service Center reports neither the Student Course Record nor the Staff Course Master Record for students attending the ESC. It is the sending district’s responsibility to report a Student Course Record and a Staff Course Master Record for students and staff who are educated by employees of the ESC.

As in past years, ESCs will continue to submit Student Course Records and Staff Course Master Records for preschool students ~~for which they were allocated a preschool special education unit they are~~ educating.

Student Course Data Elements

The following portion of this section discusses each of the data elements within the Student Course Record. The elements are organized alphabetically. The Student Course and Staff Course Master Records are tied together through the Fiscal Year, District IRN, and Local Classroom Code.

 ***Course Enrollment End Date Element***

Record Field Number	GN170
Definition	Last day of a student’s enrollment in a course where course dates are required.

Valid Options

- 00000000 Student enrolled in course through the Course End Date (CN290) or reporting student’s enrollment date not required (default)
- CCYYMMDD Year, Month, Day (value must be within current fiscal year: July 1 - June 30)

Reporting Instructions. Only required for student course enrollments where timeframe of course enrollment is critical to a funding determination or other state or Federal reporting or processing requirement and the end date of a student’s enrollment is different than the end date (CN290) of the course (e.g., the student dropped the course before it ended). The only courses where a difference between a student enrollment and course end date must be reported are the preschool 196095 course and all Career Technical Education courses.

If “00000000” is reported in this element, the value for the Course End Date (CN290) will be used for this element for this student.

This element, in combination with the Course End Date (CN290) element, will be used to determine students who previously would have been coded as “inactive” on the Course Status (GN090) element.

If available in a district’s data system, enrollment dates may be reported for all students in a course, but any reported dates must be valid dates (i.e., reporting 20090132 would cause a Student Course record to fatal) and must be within the boundaries of the start and end dates on the related Course Master record.

☀ Course Enrollment Start Date Element

Record Field Number	GN160
Definition	First day of a student’s enrollment in a course where course dates are required.

Valid Options

00000000	Student enrolled in course from the Course Start Date (CN280) or reporting student’s enrollment date not required (default)
CCYYMMDD	Year, Month, Day (value must be within current fiscal year: July 1 - June 30)

Reporting Instructions. Only required for student course enrollments where timeframe of course enrollment is critical to a funding determination or other state or Federal reporting or processing requirement and the start date of a student’s enrollment is different than the start date (CN280) of the course (e.g., the student started the course late). The only courses where a difference between a student enrollment and course start date must be reported are the preschool 196095 course and all Career Technical Education courses.

If “00000000” is reported in this element, the value for the Course Start Date (CN280) will be used for this element for this student.

If available in a district’s data system, enrollment dates may be reported for all students in a course, but any reported dates must be valid dates (i.e., reporting 20090132 would cause a Student Course record to fatal) and must be within the boundaries of the start and end dates on the related Course Master record.

☀ District IRN Element

Record Field Number	GN040
Definition	The state assigned six-digit information retrieval number (IRN) of the district.

Valid Options

Six-digit IRN	Valid school district IRN
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Reporting Instructions. The IRN of the school district that is reporting the student’s course(s) is reported in this element.

☀ High School Credit Earned Element

Record Field Number	GN150
Definition	Indicates if a student earned high school credit for the course.

Valid Options

- Y The student received credit for the course as reported on the course master
- N The student did not receive credit for the course
- P The student received the credit as reported in the *Partial/Override Credit Element*

Reporting Instructions. For courses that do not have high school credit associated with the course the district would report a “Y” in this element and would report zeros in the *High School Credit Element* on the Course Master Record.

If a student receives the same high school credit that was reported for the course, report a “Y” in this element. If a student receives high school credit for a course but the amount of credit awarded is different than what was reported on the Course Master Record, report a “P” in this element and report the amount of credit awarded to the student in the *Partial/Override Credit Element*.

If high school credit is offered for a course but a student does not receive credit for the course, report an “N” in this element. This would include situations where the student does not complete the course or does not pass the course.

 **Local Classroom Code Element**

Record Field Number	GN080
Definition	The code used by the local school district that uniquely identifies a specific classroom (i.e., period and section) within a district.

Valid Option

Alphanumeric code Local district classroom code

Reporting Instructions. A classroom is defined per teacher, period, subject, and building. The local classroom code is completely defined by the school district. It must match between the Student Course and Course Master files.

If a coding system does not exist at a building or district, the school district will need to create a unique number that uniquely identifies each classroom.

If a classroom is eliminated during the year, then no other classroom can use this unique identifier for the Yearend (N) reporting period.

New Local Classroom Codes may be reported during the Yearend (N) reporting periods to identify classes added after the October reporting period.

Local Classroom Codes can be changed for succeeding school years.

 **Partial/Override Credit Element**

Record Field Number	GN152
Definition	Indicates the amount of high school credit that the student received for the course.

Valid Options

0.00 – 9.99

Reporting Instructions. This element is linked to the *High School Credit Earned Element* and a credit amount should only be reported in this element when the option of “P” is reported in the *High School Credit Earned Element*. When the option of “P” is reported in the *High School Credit Earned Element* ODE will use the amount of credit that is reported in this element instead of the credit reported on the Course Master Record for this course. This element is used to report the amount of credit a student is awarded when the credit is different than what is reported on the Course Master Record.

If a software vendor or district chooses to, they may report all high school credit earned through this element; in this case the option of “P” must be used for all students that earn high school credit.

Note. The credit assigned to the course must still be reported on the Course Master for all courses that may be taken for high school credit.

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 Course Record, each combination of values in the following fields must be unique.

Required Fields	Number
EMIS Student ID	GN050
Local Classroom Code	GN080
Course Enrollment Start Date	GN160

4.4 STUDENT COURSE RECORD (GN) FILE LAYOUT

Number	Position	Name	PIC/Size
	1-8	Filler	PIC 9(8)
GN010	9-10	Sort Type	PIC X(2)
		Always GN	
	11	Filler	PIC X
GN020	12-15	Fiscal Year, e.g., 2010 (CCYY)	PIC X(4)
GN030	16	Reporting Period	PIC X
		K – October N –Yearend	
GN040	17-22	District IRN	PIC X(6)
GN050	23-31	EMIS Student ID Number	PIC X(9)
	32-160	Subject Information (OCCURS 3 TIMES)	
GN080		Local Classroom Code	PIC X(20)
		Filler	PIC X
GN150		High School Credit Earned	PIC X
		Filler	PIC X(2)
GN152		Partial /Override Credit	PIC 9V99
GN160		Course Enrollment Start Date CCYYMMDD	PIC 9(8)
GN170		Course Enrollment End Date CCYYMMDD	PIC 9(8)