

# **ODE EMIS MANUAL**

## **Section 5.4: District Testing–Yearend Record (DT)**



**Version 1.0**  
September 8, 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

## 5.4 DISTRICT TESTING–YEAREND RECORD (DT)

### *Required Reporting Periods*

The District Testing–Yearend Record is to be reported for the Yearend (N) reporting period.

### *General Guidelines*

A District Testing Record must be reported to collect headcount information on district-wide assessments beyond those required by the state. This will be reported during the June (N) reporting period for each city, exempted village, and local school district as well as each community school and the Ohio Department of Youth Services (ODYS).

Report one record per test per grade level if a test is given to an entire grade level in the district. This only applies to non-state tests. If the only tests that the district administers to all students in grades K-12, or to all students in particular grade levels, are Ohio’s Achievement and Graduation Tests, KRA-L, or the Ohio Test of English Language Acquisition, then report a single record with “NT” in the grade level field and a Local Assessment Number of the district’s choice.

If a test was required for students in one grade level, but was optional for students in another grade level, then only report a record for the required grade level. For example, if the district requires all fourth-graders to take the Otis Lennon, yet permits students who enter the district at a later grade to take the Otis Lennon as part of the gifted identification process, then the district would only enter a record for the “04” grade level and would only include students in grade 4 in the headcount fields.

### *District Testing – Yearend Record Data Elements*

The following portion of this section discusses each of the data elements within the District Testing Record. The elements are organized alphabetically.

#### *Accommodations/Modifications Headcount Element*

Record Field Number	DT100
Definition	The number of students with disabilities who took the assessment with accommodations /modifications.

#### *Valid Options*

0000 – 9999

**Reporting Instructions.** Enter the number of students with disabilities who took the assessment with accommodations/modifications. If accommodations/modifications were not available or no students used accommodations/modifications, enter “0000”.

#### *Administered with Accommodations/Modifications Element*

Record Field Number	DT090
Definition	Indicates if accommodations/modifications were available for students with disabilities.

#### *Valid Options*

Y Yes, accommodations were available  
 N No, accommodations were not available

**☀ *Alternate Assessment Headcount Element***

Record Field Number	DT120
Definition	The number of students with disabilities who took an alternate assessment.

***Valid Options***

0000 – 9999

***Reporting Instructions.*** Enter the number of students with disabilities who took an alternate assessment. If no alternate assessment was administered, enter “0000”.

**☀ *Alternate Assessments Provided Element***

Record Field Number	DT110
Definition	Indicates if alternate assessments were available for students with disabilities who cannot participate, even with accommodations/modifications.

***Valid Options***

Y Yes, alternate assessments were available

N No, alternate assessments were not available

***Reporting Instructions.*** If alternate assessments were available for students with disabilities who cannot participate, even with accommodations/modifications, in the same assessment used with other students at the grade level, enter “Y”.

**☀ *Assessed Students with Disabilities Headcount Element***

Record Field Number	DT080
Definition	The number of students with disabilities in the grade level who took the assessment.

***Valid Options***

0000 – 9999

***Reporting Instructions.*** Enter the number of students with disabilities in the grade level where the assessment was administered. Do not include students who were required by district policy to take the test but did not do so.

**☀ *District IRN Element***

Record Field Number	DT040
Definition	The state assigned six-digit information retrieval number (IRN) of the district.

***Valid Options***

Six-digit IRN Valid district IRN

**☀ Grade Level Assessed Element**

Record Field Number	DT050
Definition	The grade level of the students who were required to take the assessment.

**Valid Options**

- KG
- 01-12
- NT Not tested

**☀ Local Assessment Number Element**

Record Field Number	DT060
Definition	A locally determined number for an assessment.

**Valid Options**

- 000 – 999

**Reporting Instructions.** If students at multiple grade levels took the same assessment, use the same local assessment number in each record for that assessment.

**☀ Number of Students Taking Assessment Element**

Record Field Number	DT070
Definition	The number of students to whom this assessment was actually administered.

**Valid Options**

- 0000 – 9999

**Reporting Instructions.** Enter the number of students (both with and without disabilities) to whom this assessment was actually administered. Do not include students in the grade level who were required by district policy to take the test, but did not test.

**Defining a Unique Record**

Each EMIS record has specific fields that must be unique on each row of data reported to ODE. For the District Testing–Yearend Record, each combination of values in the following fields must be unique.

Record Name	Record	Required Fields	Number
District Testing - Yearend Record	DT	Grade Level Administered Local Assessment Number	DT050 DT060

## 5.4 DISTRICT TESTING–YEAREND (DT) FILE LAYOUT

Number	Position	Name	PIC/Size
	1-8	Filler	PIC 9(8)
DT010	9-10	Sort Type	PIC X(2)
		Always “DT”	
	11	Filler	PIC X
DT020	12-15	Fiscal Year, e.g., 2010 (CCYY)	PIC X(4)
DT030	16	Reporting Period	PIC X
		N - Yearend	
DT040	17-22	District IRN	PIC X(6)
DT050	23-24	Grade Level Assessed	PIC X(2)
DT060	25-27	Local Assessment Number	PIC 9(3)
DT070	28-31	Number of Students Taking Assessment	PIC 9(4)
DT080	32-35	Assessed Students with Disabilities Headcount	PIC 9(4)
DT090	36	Administered with Accommodations/Modifications	PIC X
DT100	37-40	Accommodations/Modifications Headcount	PIC 9(4)
DT110	41	Alternate Assessments Provided	PIC X
DT120	42-45	Alternate Assessment Headcount	PIC 9(4)