

ODE EMIS MANUAL

Section 6.5: Operational Unit Description Record (QC)



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

6.5 OPERATIONAL UNIT DESCRIPTION RECORD (QC)

Required Reporting Periods

The Operational Unit Description Record is to be reported for the July (H) reporting period.

General Guidelines

If the Operational Unit (OPU) is a school building, use the building IRN for the entity IRN. If the OPU is not a school building and refers to district wide expenditures, the district IRN should be used for the entity IRN and the entity type should be blank. If the OPU is the central office then the entity IRN should be the district IRN and the entity type should be a “C”.

Defining a Unique Record

Each EMIS record has specific fields that must be unique on each row of data reported to ODE. For the Operational Unit Description Record, the following field must be unique.

Record Name	Record	Required Fields	Number
Operational Unit Description		Operational Unit	QC160

6.5 OPERATIONAL UNIT DESCRIPTION RECORD FILE LAYOUT

Number	Position	Name	PIC/Size
	1-35	Filler	PIC X(35)
QC160	36-38	OPU	PIC X(3)
QC350	39-44	Entity IRN	PIC X(6)
QC360	45-89	Entity Name	PIC X(45)
QC365	90	Entity Type (optional)	PIC X
	91-300	Filler	PIC X(210)