ODE EMIS Manual

Section 1.2:
General Data Characteristics

Ohio | Department of Education

Version 2.0
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REVISION HISTORY

The revision history sections of the EMIS Manual provide a means for readers to easily navigate to the places where updates have occurred. Significant changes and updates are indicated through red text for additions and strikethroughs for deletions. Minor changes—such as typos, formatting, and grammar corrections or updates—are not marked.

Version	Date	Effective Date (FY & ~~Reporting Period~~Data Set)	Change #	Description
2.0	12/29/15	FY15		Deleted records no longer reported; added missing records; added manual section numbers for all records; moved records to different tables based on manual sections.

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1.2 GENERAL DATA CHARACTERISTICS

FILE DESCRIPTIONS

This section presents the file descriptions for each of the EMIS records to be transferred to the designated Information Technology Center sites. Each file description includes:

- the data elements,
- their characteristics,
- field number,
- position in the file, and
- field size.

These file descriptions will be used by individuals responsible for formatting the school district data. Persons responsible for this task may be a vendor, district personnel, designated data acquisition site staff, or the Ohio Department of Education staff involved in the creation or use of the EMIS data.

Picture Clause Symbols

Symbol	Meaning
X	Alphanumeric field
A	Alphabetic field
9	Numeric field
V	Indicates position of assumed decimal point; used only in numeric fields, does not count toward data item size.
S	Operational sign. Used only in numeric fields. All signed number fields must use a trailing separate character.

FORMATTING RULES AND NOTES

Unless otherwise stated, **alphanumeric fields** must be left justified and filled with trailing spaces.

Numeric fields must be right justified and filled with leading zeroes.

All signed numeric fields must contain a trailing separate sign character. The sign character immediately follows the numeric digits. The sign character must be either a "+" or "-" (ASCII values 44 and 46 respectively). For example, the picture S9(9)V99(s) represents 11 numeric digits followed by a sign field. This field would have a total size of 12 bytes.

For **date fields**, CCYYMMDD represents the required format for the date. For example, the value for May 2, 2006, is 20060502.

A field format of **Y/N** indicates that the field is entered as either "Y" or "N."

Areas defined as **"Filler**" are blank areas to maintain the position of remaining elements when an element in the middle of a record is deleted. Filler areas are ignored by ODE when files are loaded.

EMIS IDENTIFYING FIELDS

The following tables contains fields for each record type that are considered "key" fields. Key fields are those that can be used to uniquely identify each record.

The State Student ID (SSID) is required in the Student Standing (FS) Record for all students, in the Student Attribute–No Date (FN) Record for all students reported in the Graduate reporting period(G) Collection Request, in the CTE Workforce Development Follow-up (GV) Record for any student reported on that record type, and in the Graduation–Only (GP) Record for any student reported on that record type. All other student IDs are those supplied by the local student management software and will be replaced with the State Student ID (SSID) during the submission process at the Information Technology Center Site. In the file layouts, these other State Student IDs (SSID)student IDs are called EMIS Student IDs. This element is the district-determined number used by districts for student tracking.

For student, staff, and financial records, the first 31, 31, and 35 positions, respectively, of each record are always required. The elements listed in the tables below are in addition to the preliminary parts of each record.

Terms Used

Sort TypeRecord identifies the record type, i.e., CI (Staff Demo), CK (Staff Job), GQ (Student Program), GG (Gifted), etc. It is 2 two characters in length. The sort typerecord is critical and basically determines which type of data is on the record. The Data Collector will use this to determine into which file the records are to be loaded. For example, a GI record will be loaded into the Student Demographic Record and the GI record layout is assumed for all of the fields being loaded.

EMIS Identifying Fields by Record

Table 1. Student Records

Manual	Record Name	Record	Required Fields	Number
2.2	Student Demographic Record	GI	EMIS Student ID	GI050
2.3	Student Demographic – Race Detail Record	GJ	EMIS Student ID Racial Group	GJ050 GJ060
2.4	Student Standing Record	FS	EMIS Student ID Effective Start Date	FS050 FS060
2.5	Student Attributes-Effective Date Record	FD	EMIS Student ID Effective Start Date	FD050 FD060
2.6	Student Attributes-No Date Record	FN	EMIS Student ID	FN050
2.7	Student Acceleration Record	FB	EMIS Student ID Subject Area Code	FB050 FB060
2.8	Student Assessment Record	FA	EMIS Student ID Assessment Type Code Test Grade Level Assessment Area Code Test Date	FA050 FA060 FA200 FA205 FA210
2.9	Student Program Record	GQ	EMIS Student ID Program Code	GQ050 GQ060
2.10	Student Gifted Education Record	GG	EMIS Student ID	GG050

Manual	Record Name	Record	Required Fields	Number
2.11	Student Discipline Record	GD	Date of Discipline Type of Discipline Sequence Number	GD060 GD070 GD085
2.12	CTE Workforce Development Follow-~~u~~Up Record	GV	EMIS Student ID	GV050
2.13	Student Special Education Record	GE	EMIS Student ID Date Type Date	GE055 GE100 GE110
2.14	Student Special Education Graduation Requirement Record	FE	EMIS Student ID IEP -Date Type IEP Date Assessment Type Code Assessment Area Code	FE050 FE060 FE070 FE080 FE090
2.15	Student Graduate~e~ion - Core Summary Record	GC	EMIS Student ID ~Number~ Core Area Code	GC050 GC060
2.16	Graduation-Only Test Record	GP	EMIS Student ID	GP050
2.17	Student Missing Override Record	FC	State Student ID (SSID) Previous Reporting Period	FC050
2.18	Student Summer Withdrawal Record	FL	State Student ID (SSID)	FL050
2.19	Student Contact Record	FF	EMIS Student ID Contact Sequence Order Number	FF050 FF060
2.20	Student Contact Address Record	FG	EMIS Student ID Contact Sequence Order Number Address Type Effective Start Date	FG050 FG060 FG070 FG150
2.21	Student Transportation Record	FP	EMIS Student ID	FP060

Table 2. Staff Records

Manual	Record Name	Record	Required Fields	Number
3.3	Staff Demographic Record	CI	Employee ID	CI050
3.4	Staff Employment Record	CK	Employee ID Position Code Local Contract Code	CK050 CK060 CK250
3.5	Contractor Staff Employment Record	CJ	Employee ID Position Code Contracting District IRN Local Contract Code	CJ050 CJ060 CJ070 CJ090
3.6	Contractor Only Staff Record	CC	Federal Tax ID Position Code Local Contract Code Position Fund Source Element	CC050 CC070 CC080 CC130
3.7	Staff Summer Employment Separation Record	CL	State Staff ID Position Code Local Contract Code	CL050 CL060 CL070

Manual	Record Name	Record	Required Fields	Number
—	~~Mapped Local Classroom Code Record~~	~~CM~~	~~Mapped From Local Classroom Code~~	~~CM050~~
			~~Mapped To Local Classroom Code~~	~~CM060~~
—	~~Staff Course Master Record~~	~~CN~~	~~Local Classroom Code~~	~~CN060~~
—	~~Staff CTE Correlated Class Record~~	~~CV~~	~~Local Classroom Code~~	~~CV060~~
			~~First Correlated Classroom~~	~~CV070~~
			~~Second Correlated Classroom~~	~~CV080~~
—	~~Staff Course Record~~	~~CU~~	~~Employee ID~~	~~CU050~~
			~~Local Classroom Code~~	~~CU060~~
			~~Staff Course Start Date~~	~~CU070~~
3.8	Staff Missing Override Record	CP	State Staff ID Previous Reporting Period	CP050

Table 3. Course Records

Manual	Record Name	Record	Required Fields	Number
4.2	Course Master Record	CN	Local Classroom Code	CN060
4.3	Staff Course Record	CU	Employee ID	CU050
			Local Classroom Code	CU060
			Staff Course Start Date	CU070
4.4	Student Course Record	GN	EMIS Student ID	GN050
			Local Classroom Code	GN080
			Course Enrollment Start Date	GN160
4.5	Career-Technical Education Correlated Class Record	CV	Local Classroom Code	CV060
			First Correlated Classroom	CV070
			Second Correlated Classroom	CV080
4.6	Mapped Local Classroom Code Record	CM	Mapped From Local Classroom Code	CM050
			Mapped To Local Classroom Code	CM060

Table 4. ~~Building/District~~District/Building Records

Manual	Record Name	Record	Required Fields	Number
na	~~District General Information Fall/October Record~~	~~DQ~~	~~District IRN~~	~~DQ040~~
na	~~Building General Information Fall/October Record~~	~~DF~~	~~Building IRN~~	~~DF050~~
5.2	Grade Schedule Record	DL	Building IRN	DL050
			Grade Code	DL060
			Attendance Pattern Code	DL070
5.3	Organization General Information Record	DN	Organization IRN	DN050
			Attribute Name	DN060
			Attribute Text	DN070
			Attribute Date	DN080
	~~Grade Schedule Record~~	~~DL~~	~~Building IRN~~	~~DL050~~
			~~Grade Code~~	~~DL060~~
			~~Attendance Pattern Code~~	~~DL070~~
5.4	District Testing - Yearend Record	DT	Grade Level Administered	DT050
			Local Assessment Number	DT060

Table 5. Financial Records

Manual	Record Name	Record	Required Fields	Number
6.2	Cash Record	QC	Cash Receipts Fund	QC110
			Special Cost Center	QC120
6.3	Expenditure Record	QC	Fund	QC110
			Special Cost Center	QC120
			Function	QC130
			Object	QC140
			Subject	QC150
			Operational Unit	QC160
			Instructional Level	QC170
			Job	QC180
6.4	Receipt Record	QC	Fund	QC110
			Special Cost Center	QC120
			Receipt	QC310
			Subject	QC150
			Operational Unit	QC160
6.5	Operational Unit Description Record	QC	Operational Unit	QC160
—	~~Exhibit 1~~		~~(None beyond position 35)~~	
—	~~Schedule of Federal Assistance Summary~~		~~(None beyond position 35)~~	
—	~~Schedule of Federal Assistance Detail~~		~~CFDA Number~~	~~QC780~~
—	~~Statement R (header)~~		~~(None beyond position 35)~~	
—	~~Statement R (description)~~		~~(None beyond position 35)~~	
—	~~Five-Year Forecast~~		~~Category/Line Number~~	~~QF050~~
—	~~Five-Year Forecast Notes~~		~~Line Number~~	~~QN050~~
6.6	Schedule of Capital Assets Record	QC	Capital Assets Code	QC971
6.7	Exhibit 1		(None beyond position 35)	
6.7	Schedule of Federal Assistance Summary		(None beyond position 35)	
6.7	Schedule of Federal Assistance Detail		CFDA Number	QC780
6.7	Statement R (header)		(None beyond position 35)	
6.7	Statement R (description)		(None beyond position 35)	

Table 6. Five-Year Forecast Records

Manual	Record Name	Record	Required Fields	Number
7.2	Five-Year Forecast Record	QF	Category/Line Number	QF050
7.3	Five-Year Forecast Notes Record	QN	Line Number	QN050

Table 7. Special Collections Records

Manual	Record Name	Record	Required Fields	Number
8.2	~~Student Contact Record~~	~~FF~~	~~EMIS Student ID~~	~~FF050~~
			~~Contact Sequence Order Number~~	~~FF060~~
8.3	~~Student Contact Address Record~~	~~FG~~	~~EMIS Student ID~~	~~FG050~~
			~~Contact Sequence Order Number~~	~~FG060~~
			~~Address Type~~	~~FG070~~
8.4	Staff Relationship Record	CH	Employee ID	CH050
			EMIS Student ID Number	CH060
			Employee Position Code	CH070
8.5	Staff Contact Record	CD	Employee ID	CD050

Manual	Record Name	Record	Required Fields	Number
8.6	Student Course Academic Performance History Record	FH	EMIS Student ID	FH050
			School Year Course Taken	FH060
			Semester Code	FH070
			Local Course Code	FH080
8.7	Student Academic Performance Summary Record	FJ	EMIS Student ID	FJ050
			School Year	FJ060
			Cumulative GPA Flag	FJ070
8.8	Student Attendance Summary Record	FK	EMIS Student ID	FK050
			School Year	FK060
8.9	Student Contact Supplemental Record	FM	EMIS Student ID	FM050
			Contact Sequence Order Number	FM060
			Supplemental Type	FM070
			Detail Type	FM080

Note. While these are key fields, they may contain blanks. This is to identify the record layout.