

# **ODE EMIS MANUAL**

## **Section 2.17: Student Withdrawal Override (FC) Record**



**Version 5.0**  
February 9, 2018

## 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 & Data Set)	Change #	Description
<del>5.0</del>	<del>2/9/18</del>	<del>FY18</del>	<del>NA</del>	<del>No FY18 changes.</del>
4.0	5/4/17	FY17	52224	Expand use of record type to include correcting and reporting missing withdrawal information from prior fiscal years.
3.0	8/15/16	FY16	32462	Added new Withdrawal Reason option (35).
3.0	8/15/16	FY16		Added Coming Changes section.
2.0	8/10/15	FY15S		Updated language to reflect shift from reporting periods to FY15 reporting.
2.0	8/10/15	FY15S		Updated withdrawal reason element options to match the updates made in FS.

## COMING CHANGES

The coming changes sections of the EMIS Manual provide a means to share with the field currently known information about upcoming changes. The final details of these changes have not all been determined at this time, however, those currently known are included here. Once all relevant details of the change(s) are known, the main text of the EMIS Manual section will be updated and the change(s) will be removed from this list.

*At this time, there are no additional **FY18** EMIS changes known to impact the Student Withdrawal Override (FC) Record.*

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## 2.17 STUDENT WITHDRAWAL OVERRIDE (FC) RECORD

### ***Required Collection Requests***

The Student Withdrawal Override (FC) Record is to be reported during the Student (S) Collection Requests.

### ***General Guidelines***

A Student Withdrawal Override (FC) Record should be reported for

- SSIDs appearing on the Missing Student Report and where an override is warranted,
- SSIDs where the district failed to report a withdrawal that occurred in a prior school year,
- SSIDs whose withdrawal was reported with an incorrect date or reason in a prior school year, and
- SSIDs for whom the EMIS reporting entity has received new information since the withdrawal was reported which indicates that the withdrawal reason should be updated in order for the student to properly count within the longitudinal graduation rate.

Once reported, an FC Record should continue to be reported for the remainder of the S Collections for the fiscal year.

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 Student Withdrawal Override (FC) Record. This could include updating withdrawal information from school years before the prior school year. 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 (FL or FS) or regular school year withdrawal (FS) in the current year S collection windows.

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

***Scope of Impact.*** Updated withdrawal information is primarily being reported for use with the student missing report and the determination of the district responsible for the student in the longitudinal graduation rate. However, ODE reserves the right to review funding from prior fiscal years in cases where a significant change in withdrawal date reported on this record would have resulted in a significant change in funding levels had the EMIS reporting entity reported the updated data during the relevant fiscal year. In addition, this data may be used by ODE for other purposes.

Updated withdrawal information reported in this record will not be used to update previously published report card results. For example, an updated withdrawal date that would indicate a student did not meet the Majority of Attendance requirements would not cause a prior year's report card to be updated to remove that student from the relevant calculations. In addition, any updates for a student reported to ODE between the publishing of the 4-year and 5-year graduation rates for that student's cohort would only be reflected in the 5-year graduation rate.

***Documentation of updates.*** EMIS reporting entities must retain appropriate documentation to justify any updates made to withdrawal information using this record type. As with withdrawals reported during the school year when the withdrawal occurred, any updates to withdrawal information in a later

fiscal year are subject to audit as part of the longitudinal graduation rate calculation, any funding calculations, and any other process that relies on withdrawal data.

**☀ 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) Previous Reporting Year Element**

Record Field Number	FC050
Definition	The state assigned unique identifier used for this student in the year for which the updated information is being reported.

**Valid Option**

Nine-character alphanumeric as assigned by the SSID System

**☀ Withdrawal Date Element**

Record Field Number	FC060
Definition	The date the student was withdrawn from the district.

**Valid Options**

CCYYMMDD                      Year, Month, Day

**Reporting Instructions.** A withdrawal date of May 31, 2015, is to be reported as 20150531.

**☀ Withdrawal Reason Element**

Record Field Number	FC070
Definition	The reason for the most recent withdrawal from the school district.

**Valid Options**

- 35 Withdrew from Educating Entity, Resident District No Longer Responsible**  
Resident student withdrew from educating entity with a Reason Code that indicates the resident district no longer has a responsibility for the student.
- 36 Withdrew from Preschool**  
Student has withdrawn from the preschool program (for any reason).
- 37 Withdrew from Kindergarten**  
Deemed to be in best interest of student to wait one more year until starting kindergarten experience; may only be used for students with a grade level of KG.
- 38 Promoted Beyond Max Grade/Entity Closing**  
Student can no longer be reported under the entity’s current IRN (Community School grade range does not include grade student promoted to; entity student has been attending is closing or merging with another).
- 39 Non-Enrolled Student No Longer Receiving Services from District**  
Non-educating district no longer providing services.

- 40 Transferred to Another School District Outside of Ohio**
- 41 Transferred to Another Ohio School District**  
Local, Exempted Village, or City.
- 42 Transferred to a Private School**  
Ed Choice students, for example.
- 43 Transferred to Home Schooling**  
Superintendent's approval on file.
- 45 Transferred by Court Order/Adjudication**  
A public district other than yours has been designated as 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.
- 76 Non-Attendance According to the 105-Hour Rule**
- 77 Withdrew due to ORC §3314.26 (non-tested)**
- 79 No Longer Eligible to be Enrolled in District**  
Student eligibility changed, district does not know where education will be continued.
- 81 Student Reported in Error**  
Never should have been reported.
- 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 Withdrawal Override (FC) Record.

***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 Withdrawal Override (FC) Record, the following field must be unique.

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

## 2.17 STUDENT WITHDRAWAL OVERRIDE (FC) RECORD 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	Data Set	PIC X
		S – Student	
FC040	17-22	District IRN	PIC X(6)
FC050	23-31	State Student ID (SSID) Previous Reporting Year	PIC X(9)
FC060	32-39	Withdrawal Date (CCYYMMDD)	PIC X(8)
FC070	40-41	Withdrawal Reason	PIC X(2)