ODE EMIS MANUAL

Section 2.18:
Student Summer Withdrawal (FL) Record

Ohio | Department of Education

EMiS
Education Management Information System

Version 4.1
December 28, 2017

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
4.1	12/28/17	FY18		No FY18 changes.
4.0	7/7/17	FY17	NA	No FY17 changes.
3.0	2/16/16	FY16		Adding Coming Changes section.
2.0	12/23/14	FY15		Updated language to reflect shift from reporting periods to FY15 reporting.
1.1	4/1/14	Student Cross Reference (S)	1051	Added Student Cross Reference reporting period to Required Reporting Periods and to the File Layout Table.

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 FY18 EMIS changes known to impact the Student Summer Withdrawal (FL) Record.

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2.18 STUDENT SUMMER WITHDRAWAL (FL) RECORD

Required Collection Requests

The Student Summer Withdrawal (FL) Record is reported as part of the Beginning of Year, Midyear, and End of Year Student (S) Collections and the Student Cross Reference (S) Collection.

General Guidelines

A Student Summer Withdrawal (FL) Record may be reported for any student who was enrolled in the district at the end of the prior school year who withdrew from the district prior to the start of the current school year. If a student attends even a single day of the current school year in the district, the FL Record may not be used to report the student's withdrawal.

A student who withdraws over the summer may be reported with a Student Attributes – Effective Date (FD) Record, a Student Standing (FS) Record, and a Student Demographic (GI) Record, or the student may be reported with a single FL Record. Note that if FD/FS/GI Records are reported, all elements on those records must have values that are valid for the current school year. If a district reports an FL Record, then that student cannot also be reported with FD/FS/GI Records.

☼ *State Student ID (SSID) Element*

Record Field Number	FL050
Definition	The state assigned unique identifier.

Valid Option
Nine-character alphanumeric as assigned by the SSID System

Reporting Instructions. For this record, the SSID must be reported. Reporting the student's EMIS ID will result in errors.

☼ *Withdrawal Date Element*

Record Field Number	FL070
Definition	The date the student was withdrawn from the district.

Valid Options
CCYYMMDD   Year, Month, Day

Reporting Instructions. A withdrawal date of July 31, 2015, is to be reported as 20150731. Only dates after the last day of school for the prior school year and before the first day of school for the current school year may be reported for this element.

☼ *Withdrawal Reason Code Element*

Record Field Number	FL060
Definition	See FS100

Valid Options
See FS100 for Valid Option values.

      Reporting Instructions. For guidance on which code to report, see the reporting instructions for this element on the Student Standing (FS) Record (EMIS Manual Section 2.4).

☼ *Withdrawn To IRN Element*

Record Field Number	FL080
Definition	See FS360

      Valid Options
         See FS360 for Valid Option values.

      Reporting Instructions. For guidance on what to report, see the reporting instructions for this element on the Student Standing (FS) Record (EMIS Manual Section 2.4).

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 Summer Withdrawal (FL) Record, the following field must be unique.

Required Field	Number
State Student ID (SSID)	FL050

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Number	Position	Name	PIC/Size
	1-8	Filler	PIC X(8)
FL010	9-10	Sort Type	PIC X(2)
		Always "FL"	
	11	Filler	PIC X
FL020	12-15	Fiscal Year, e.g., 2013 (CCYY)	PIC X(4)
FL030	16	Data Set	PIC X
		S – Student	
FL040	17-22	District IRN	PIC X(6)
FL050	23-31	Student State ID	PIC X(9)
FL060	32-33	Withdrawal Reason Code	PIC 9(2)
FL070	34-41	Withdrawal Date	PIC 9(8)
FL080	42-47	Withdrawn to IRN	PIC X(6)