

ODE EMIS MANUAL

Section 2.2: Student Demographic (GI) Record



Version 5.0
June 21, 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 |
|------------|----------------|--------------------------------|----------|---|
| <u>5.0</u> | <u>6/21/17</u> | <u>FY17</u> | | <u>No FY17 changes.</u> |
| 4.0 | 1/8/16 | FY16 | | Added Coming Changes section |
| 3.0 | 10/22/15 | FY15 | | Updated language to reflect shift from reporting periods to FY15 reporting. |
| 2.1 | 4/1/2014 | Student Cross Reference (S) | 1051 | Added Student Cross Reference reporting period to Required Reporting Period Table and to the File Layout. |
| 2.0 | 3/7/2013 | E-Transcript (E) | 922 | Added 2 new elements: (GI590,GI600), added E-Trans column to the Required Reporting Periods table, and revised the File Layout. |
| 2.0 | 3/7/2013 | Student Record Exchange (X) | 921 | Added Student Record Exchange reporting period to Required Reporting Period Table and to the File Layout. |

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 FY17 EMIS changes known to impact the Student Demographic (GI) Record.

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2.2 STUDENT DEMOGRAPHIC (GI) RECORD

Required Collection Requests

The Student Demographic (GI) Record and the relevant elements are to be reported as follows.

| Record Field Number | Data Element | Student (S) | | | S CS/STEM | | SCR | G | E | X |
|---------------------|-----------------------------|-------------|-----|-------|-----------|-------|-----|---|---|---|
| | | Initial | Mid | Final | Initial | Final | | | | |
| GI050 | EMIS Student ID Number | √ | √ | √ | √ | √ | | | | √ |
| GI070 | Date of Birth | √ | √ | √ | √ | √ | | | √ | √ |
| GI080 | Gender | √ | √ | √ | √ | √ | | | √ | √ |
| GI090 | Summative Racial/Ethnic Grp | √ | √ | √ | √ | √ | | | | √ |
| GI270 | Native Language | √ | √ | √ | √ | √ | | | √ | √ |
| GI330 | First Name | √ | √ | √ | √ | √ | √ | √ | √ | √ |
| GI340 | Middle Name | √ | √ | √ | √ | √ | √ | √ | √ | √ |
| GI350 | Last Name | √ | √ | √ | √ | √ | √ | √ | √ | √ |
| GI360 | Student Birth Place City | | | | | | | | √ | √ |
| GI570 | Student Home Language | √ | √ | √ | √ | √ | | | | √ |
| GI580 | Hispanic/Latino | √ | √ | √ | √ | √ | | | | √ |
| GI590 | Social Security Number | | | | | | | | √ | |
| GI600 | Last Four of SSN | | | | | | | | √ | |

General Guidelines

Student demographic data elements are reported by the last building within a district where the student is/was enrolled on the last day of the collection request.

- If a student is enrolled in two or more buildings within a district, the demographic data is reported in the building where the student spends the majority of time.
- If a student is enrolled in two or more buildings within a district for the exact same amount of time in each, then the district will make the determination as to which building reports the student attendance and absence days.

If a student has been enrolled in more than one district during the year, each district is responsible for reporting a Student Demographic (GI) Record.

Student Demographic Data Elements

The following portion of this section discusses each of the data elements within the Student Demographic (GI) Record. The elements are organized alphabetically.

☀ **Date of Birth Element**

| | |
|---------------------|---|
| Record Field Number | GI070 |
| Definition | The date on which the individual being reported was born. |

Valid Options

YYYYMMDD

Year, Month, Day

Reporting Instructions. A birth date of August 11, 2000, is to be reported as 20000811. Date of birth is used by ODE to calculate student age.

☀ EMIS Student ID Number Element

| | |
|---------------------|---|
| Record Field Number | GI050 |
| Definition | The locally determined EMIS student ID. |

Valid Options

Nine-digit ID used by the school district

Reporting Instructions. The EMIS ID is the district-determined number that is used by districts for student tracking. This number uniquely identifies each student within the district. The school district is responsible for assigning this number. The EMIS student ID number is for local use only and is not submitted to ODE.

Districts should not eliminate this number from their systems with the implementation of the SSID. The SSID is used for EMIS reporting purposes.

☀ Gender Element

| | |
|---------------------|--|
| Record Field Number | GI080 |
| Definition | The gender of the individual being reported. |

Valid Options

M Male
F Female

☀ Hispanic/Latino Element

| | |
|---------------------|---|
| Record Field Number | GI580 |
| Definition | Indicates whether the student is of Hispanic/Latino origin. |

Valid Options

Y Yes, the student is Hispanic/Latino
N No, the student is not Hispanic/Latino
* Not Re-Collected

Reporting Instructions. Hispanic/Latino means a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

This element must be reported with the ‘Y’ or ‘N’ option if the student enrolled in the district on or after July 1, 2010, or if the student has a change in the district of residence.

The ‘* - Not Re-Collected’ option should only be used for students that were enrolled in the district prior July 1, 2010 and the district did not re-collect the ethnic/race information for the student.

When the parent or guardian refuses to provide this information, the district shall use observer identification. This designation is required to be communicated to the parent or guardian by the district prior to designation.

☀ **Last Four of Social Security Number Element**

| | |
|---------------------|---|
| Record Field Number | GI600 |
| Definition | Last four digits of Social Security Number. |

Valid Options

- 0001-9999
- 0000 (Default)

Reporting Instructions. The student’s Social Security Number is optional to report. If the LEA chooses not to report or does not have the student’s Social Security Number, report the default value.

☀ **Name Elements**

First Name

| | |
|---------------------|--|
| Record Field Number | GI330 |
| Definition | The first name of the individual being reported. |

Middle Name

| | |
|---------------------|---|
| Record Field Number | GI340 |
| Definition | The middle name of the individual being reported. |

Last Name

| | |
|---------------------|---|
| Record Field Number | GI350 |
| Definition | The last name of the individual being reported. |

Valid Options

- 30 characters

Reporting Instructions. The Student Name Element is for local use only. ODE does not receive this information. Please refer to the SSID instructions with questions about the format of this element.

☀ **Native Language Element**

| | |
|---------------------|---|
| Record Field Number | GI270 |
| Definition | “Native” or first language of the student. This is often the language spoken at home but should denote the primary language spoken by the student at the onset of speech. |

Valid Options

- ENG English
- ALB Albanian
- AMH Amharic
- ARA Arabic
- CAM Cambodian
- CAN Cantonese
- CRE Creole (French)
- GER German
- HMG Hmong
- JPN Japanese
- KOR Korean

| | |
|-----|-------------|
| LAO | Laotian |
| NAV | Navajo |
| PTG | Portuguese |
| ROM | Romanian |
| RUS | Russian |
| SBC | Serbo Croat |
| SOM | Somali |
| SPN | Spanish |
| TAG | Tagalog |
| TRI | Tigrinya |
| UKR | Ukrainian |
| VTM | Vietnamese |
| OTH | Other |

Reporting Instructions. This element must be reported for all students, unlike GI570 Student Home Language Element. In addition, because of the differences in the definitions and option sets for these two elements, a student could have a different value reported in each element.

 **Social Security Number Element**

| | |
|---------------------|--|
| Record Field Number | GI590 |
| Definition | Social Security Number of the student. |

Valid Options

Nine digit Social Security Number
000000000 (Default)

Reporting Instructions. The student’s Social Security Number is optional to report. If the LEA chooses not to report or does not have the student’s Social Security Number, report the default value.

 **Student Home Language Element**

| | |
|---------------------|--|
| Record Field Number | GI570 |
| Definition | The main language spoken at home by the student. |

Valid Options

| | |
|-----|---|
| *** | Student is neither LEP nor an Immigrant in current fiscal year – specific home language not reported at this time |
| QOT | Language not included in option list (other) |
| AKA | Akan |
| SQI | Albanian |
| AMH | Amharic |
| ARA | Arabic |
| HYE | Armenian |
| BAM | Bambara |
| BAS | Basaa |
| BEN | Bengali |
| BOS | Bosnian |

| | |
|-----|-------------------------|
| BUL | Bulgarian |
| MYA | Burmese |
| KHM | Central Khmer |
| ZHO | Chinese |
| LOU | Louisiana Creole French |
| HRV | Croatian |
| DAN | Danish |
| DIN | Dinka |
| ENG | English |
| EWE | Ewe |
| FIL | Filipino |
| FRA | French |
| FUL | Fulah |
| KAT | Georgian |
| DEU | German |
| ELL | Greek |
| GUJ | Gujarati |
| HEB | Hebrew |
| HIN | Hindi |
| HMN | Hmong |
| HUN | Hungarian |
| IBO | Igbo |
| IND | Indonesian |
| ITA | Italian |
| JPN | Japanese |
| KSW | Karen |
| KIK | Kikuyu |
| KIN | Kinyarwanda |
| KOR | Korean |
| KQO | Krahn |
| KRI | Krio |
| KUR | Kurdish |
| LAO | Lao |
| LIT | Lithuanian |
| YMM | Maay |
| MKD | Macedonian |
| MSA | Malay |
| MAL | Malayalam |
| MAN | Mandingo |
| MAR | Marathi |
| MON | Mongolian |
| NAV | Navajo |
| NYA | Nyanja |
| ORM | Oromo |

| | |
|-----|------------|
| PAN | Panjabi |
| FAS | Persian |
| POL | Polish |
| POR | Portuguese |
| PUS | Pushto |
| RON | Romanian |
| RUS | Russian |
| SRP | Serbian |
| SNA | Shona |
| SIN | Sinhala |
| SOM | Somali |
| SPA | Spanish |
| SWH | Swahili |
| SWE | Swedish |
| TGL | Tagalog |
| TAM | Tamil |
| TEL | Telugu |
| THA | Thai |
| TIR | Tigrinya |
| TSN | Tswana |
| TUR | Turkish |
| TWI | Twi |
| UKR | Ukrainian |
| URD | Urdu |
| UZB | Uzbek |
| VIE | Vietnamese |
| WOL | Wolof |
| YOR | Yoruba |

Reporting Instructions. This element is only required to be reported for students who are reported at any time during the current school year as being Limited English Proficient (FD170 Limited English Proficiency (LEP) Status Element not equal to “N”) or as being an Immigrant (FD200 Immigrant Status Element equal to “Y”). For students who do not meet either of these criteria, the element may be reported with the student’s home language or with “****” to indicate that the home language is not being reported.

For most students reported with a value other than “****”, the language reported via this element will be the same as the language reported via the GI270 Native Language Element. The option value, however, may change to match the abbreviation used for the language in a national standardized list. For example, in GI270 Native Language Element, Spanish is reported as SPN. In this element, Spanish will be reported as SPA.

For students where the native and home languages are not the same, different values should be reported.

Although the list of valid options for this element is longer than the list for GI270 Native Language Element, there will be a few students whose home language is not represented in the list. For these students, the QOT option may be reported (note that the first letter is a capital “q”, not an “o”), but the percent of students in a district with the QOT option in this element should be much lower than the percent with OTH in GI270 Native Language Element.

The valid options for this element are based on two standards for coding language values (ISO 639-2 and ISO 639-3). The web site www.ethnologue.com is a valuable resource for additional information on the languages included in the valid options list. This site also recognizes the same three character language codes, so a search on the three character value at this site will return specific information on the language.

 **Summative Racial/Ethnic Group Element**

| | |
|---------------------|---|
| Record Field Number | GI090 |
| Definition | The summative, based on USDOE requirements, racial/ethnic group of the individual being reported. |

Valid Options

- W White, Non-Hispanic**
People who have origins in any of the original peoples of Europe, North Africa, or the Middle East.
- B Black or African American (Non-Hispanic)**
Persons having origins in any of the black racial groups in Africa.
- H Hispanic/Latino**
Persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin regardless of race. (Valid only when the race/ethnic data was not re-collected or the Hispanic/Latino element is ‘Y’)
- A Asian**
Persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent. This area includes, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- I American Indian or Alaska Native**
Persons having origins in any of the original peoples of North and South America (including Central America) and who maintain tribal affiliation or community attachment.
- P Native Hawaiian or Other Pacific Islander**
Persons having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- M Multiracial**
Persons having origins in two or more of the above options. (Valid only when the race/ethnic data was not re-collected or the Hispanic/Latino element is an ‘N’ and the parent/guardian chose more than one race option)

Reporting Instructions. This element will either be the value as reported in FY2010 yearend or will be a derived value based on the Hispanic/Latino element and the information on the Student Demographic – Race Detail (GJ) Records. If the Hispanic/Latino element is reported with a ‘Y’ then this element must be reported with the ‘H – Hispanic/Latino’ option; even if other options may apply. If the Hispanic/Latino element is reported with an ‘N’ then the ‘H – Hispanic/Latino’ option cannot be reported for this element. If multiple options apply (other than ‘H – Hispanic/Latino’) this element must be reported with the ‘M – Multiracial’ option and all applicable options should be reported through the Student Demographic – Race Detail (GJ) Record.

When the parent or guardian refuses to provide their child’s racial/ethnic group, the district shall use observer identification. This designation is required to be communicated to the parent or guardian by the district prior to designation.

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 Demographic (GI) Record, the following field must be unique.

| Required Field | Number |
|-----------------------|---------------|
| EMIS Student ID | GI050 |

2.2 STUDENT DEMOGRAPHIC (GI) RECORD FILE LAYOUT

| Number | Position | Name | PIC/Size |
|--------|----------|---|-----------|
| | 1-8 | Filler | PIC 9(8) |
| GI010 | 9-10 | Sort Type | PIC X(2) |
| | | Always "GI" | |
| | 11 | Filler | PIC X |
| GI020 | 12-15 | Fiscal Year, e.g., 2010 (CCYY) | PIC X(4) |
| GI030 | 16 | Data Set | PIC X |
| | | G – Graduate E – E-Transcript X – Student Records Exchange S – Student | |
| GI040 | 17-22 | Building IRN | PIC X(6) |
| GI050 | 23-31 | EMIS Student ID Number | PIC X(9) |
| GI070 | 32-39 | Date of Birth (CCYYMMDD) | PIC 9(8) |
| GI080 | 40 | Gender | PIC X |
| GI090 | 41 | Summative Racial/Ethnic Group | PIC X |
| | 42-64 | Filler | PIC X(23) |
| GI270 | 65-67 | Native Language | PIC X(3) |
| | 68-85 | Filler | PIC X(18) |
| GI330 | 86-115 | First Name (Optional) | PIC X(30) |
| GI340 | 116-145 | Middle Name (Optional) | PIC X(30) |
| GI350 | 146-175 | Last Name (Optional) | PIC X(30) |
| GI360 | 176-205 | Student Birth Place City (Optional) | PIC X(30) |
| | 206-238 | Filler | PIC X(33) |
| GI570 | 239-241 | Student Home Language | PIC X(3) |
| GI580 | 242 | Hispanic/Latino | PIC X |
| GI590 | 243-251 | Social Security Number | PIC X(9) |
| GI600 | 252-255 | Last Four of Social Security Number | PIC X(4) |