ODE EMIS MANUAL

Section 2.2:
Student Demographic (GI) Record

Ohio | Department of Education

EMiS
Education Management Information System

Version 6.0
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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 & Data Set)	Change #	Description
6.0	10/10/19	FY20	20-44	Multiple updates to Student Home Language Element (GI570).
5.3		FY19		Removed E and X Collections; no longer being implemented.
5.2	7/6/2018	FY19	NA	Posted for FY19.
5.1	12/28/17	FY18		No FY18 changes.
5.0	6/21/17	FY17		No FY17 changes.
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 EMIS Manual is a living document, and each fiscal year's version is updated throughout the school year. For information regarding specific known changes that may impact the elements in this section, see the appropriate FY Change Information document on the EMIS Manual webpage.

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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
		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	Basa; Basaa
BEN	Bengali
BOS	Bosnian

BUL	Bulgarian
MYA	Burmese
KHM	Central Khmer; Khmer
ZHO	Chinese; Mandarin; Cantonese
CES	Czech
LOU	Louisiana Creole French
HRV	Croatian
DAN	Danish
DIN	Dinka
ENG	English
EWE	Ewe
FIL	Filipino; Pilipino
FRA	French
FUL	Fulah; Fula; Fulani
KAT	Georgian
DEU	German
ELL	Greek
GUJ	Gujarati
HAT	Haitian; Haitian Creole
HEB	Hebrew
HIN	Hindi
HMN	Hmong; Mong
HUN	Hungarian
IBO	Igbo
IND	Indonesian
ITA	Italian
JPN	Japanese
KSW	Karen; Karen languages
KIK	Kikuyu; Gikuyu
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
MAH	Marshallese
MYN	Mayan languages; K'iche'; Yucatec; Q'eqchi'; Mam; Ixil

MON	Mongolian
NAV	Navajo; Navaho
NEP	Nepali
NYA	Nyanja; Chichewa; Chewa
ORM	Oromo
PAN	Panjabi; Punjabi
FAS	Persian; Farsi
PON	Pohnpeian
POL	Polish
POR	Portuguese
PUS	Pushto; Pashto
RON	Romanian; Moldavian; Moldovan
RUS	Russian
SRP	Serbian
SNA	Shona
SIN	Sinhala; Sinhalese
SOM	Somali
SPA	Spanish
SWH	Swahili
SWE	Swedish
TGL	Tagalog
TGK	Tajik
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, how-

ever, 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	
		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)