

FY 2009 ODE EMIS MANUAL

Appendix E: Student Program Codes



Version 1.0
September 16, 2008

APPENDIX E REVISION HISTORY

Version	Change	Description
1.0	527	Added 305010 CTE Single Parent Subgroup program code.
1.0	538	Delete 305125 program code- replaced by How Received value X
1.0	555	Deleted Displacement due to Hurricanes Table 30 and in index.
1.0	569	Deleted Documented Deficit references and program codes.
1.0	569	Remove Kindergarten from list of settings for Preschool Least Restrictive Environment (217xxx) codes
1.0	600	Deleted program codes 205045 (Regular Classroom Services) and 205060 (Regular Classroom with Cluster Grouping) and added new program codes 205047 (Regular Classroom Services) and 205062 (Regular Classroom with Cluster Grouping).
1.0	607	Added Seniors to Sophomores Program Code to the Early College High School Table.

The revision history provides a means for the readers to easily navigate to the places in the manual where updates have occurred. Where there has been a significant change or update it will be highlighted. Minor changes, such as typos, formatting, and grammar are not highlighted.

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EDUCATIONAL OPTIONS

Experiences or activities that may be provided in accordance with board policy to supplement the regular school program are considered Educational Options. These options may be used as additional curricular tools to expand, enrich, and improve students' experiences and perspectives. If the educational option is a course that will provide credit toward graduation, use one of the course types instead of a program code.

Table 1.

Program Code	Description
115002	Educational Travel An educational activity involving travel in accordance with board policy under the direction of a person approved by the board and parent.
115004	Mentor Program An educational activity including advanced or in-depth work by an individual pupil in accordance with board policy under the direction of a non-certificated individual. Mentors shall be individuals selected in accordance with board criteria and subject to parental approval.
115005	Tutorial Program An educational activity involving work by an individual pupil under the direction of a certificated teacher in accordance with board policy.

EARLY COLLEGE HIGH SCHOOL

Students participating in Ohio Department of Education (ODE) approved Early College High School Programs. The program code should be reported by the district that will issue the student diploma.

Table 2.

Program Code	Description
120010	Early College High School The student is enrolled in an ODE approved Early College High School.

SENIORS TO SOPHOMORES

The program code should be reported by the district that will issue the student diploma.

Table 3.

Program Code	Description
120020	Seniors to Sophomores The student is participating in the Seniors to Sophomores program.

THE METRO SCHOOL

Table 4.

Program Code	Description
121001	The Metro School The student is enrolled in The Metro School. (Only to be used by schools in the Franklin

county area that are participating in this program).

PLACEMENT IN A CHARTERED NONPUBLIC OR PRIVATE SCHOOL

Table 5.

Program Code	Description
160110	Student placement by the district in a chartered nonpublic or private school.

GIFTED EDUCATION SERVICES NOT PROVIDED BY A GIFTED INTERVENTION SPECIALIST

These are the 205XXX program codes. This includes settings in which supplemental gifted programs and services are provided to gifted students by staff other than the Gifted Intervention Specialist (GIS). Gifted services/programs provided within these settings must be differentiated according to each student's needs and contained in the student's Written Education Plan (WEP). These services are reported on the Student Program Record. The 205XXX program codes do not need to be linked to a staff member, therefore an employee ID is NOT required to be reported. Courses taught by a GIS who is considered the teacher of record are to be reported with the appropriate gifted option in the *Course Type Element* and the appropriate subject code in the *Subject Code Element* on the Staff Course Master Record.

Table 6.

Program Code	Description
205040	Guidance Services Services received from a guidance counselor and/or guidance program specifically designed to meet the social and emotional needs of gifted students, including making academic and career choices.
205047	Regular Classroom Services Services are provided by the regular classroom teacher and gifted students are not specifically grouped in the class (in contrast to Cluster Grouping below). All regular classrooms do not meet the criteria for gifted services. Service must meet requirements in Ohio Administrative Code 3301-51-15(D)(3)(b)(i).
205050	Regular Classroom with Grade Acceleration A gifted student is moved to a higher grade level than would normally be expected for the current year, such as a double promotion (e.g., move from third to fifth grade over the summer) at the end of the prior year or a mid-year promotion (e.g., start year in second grade, move to third grade during the year, and on to fourth grade after the summer) during the current year.
205052	Regular Classroom with Subject Acceleration A gifted student is placed in a classroom with other students who are at a higher grade level (e.g., a third grade student going to a fourth grade room for math) than would normally be expected. Report this code for a student in the year one or more courses in the specific subject sequence are skipped. This code can be reported for the same student in multiple years if the student skips courses in different subjects or has multiple skips in the same subject.
205055	Regular Classroom with Early Entrance to Kindergarten Students are admitted to kindergarten before they have reached the district's usual cut-off age and date for kindergarten (e.g., a student with an October birthday would be eligible for early entrance even if the district's cut-off date was September 30).

Program Code	Description
205062	Regular Classroom with Cluster Grouping Several gifted students are deliberately placed in one class and services are provided by the regular classroom teacher. All regular classrooms do not meet the criteria for gifted services. Service must meet requirements in Ohio Administrative Code 3301-51-15(D)(3)(b)(i).
205065	Advanced Placement (AP) Course(s) College-level courses with corresponding examinations in multiple subject areas (e.g., mathematics, art, history). Credit for college may be obtained if a student takes in an AP examination sponsored by the College Entrance Examination Board and given in the spring of each school year. Not all AP courses meet the criteria for gifted services.
205070	Post Secondary Enrollment Option Course(s) Students may enroll in college-level courses and receive college credit and credit toward graduation from high school at the same time. Note that all PSEO courses do not meet the criteria for gifted services.
205075	Honors Class(es) Specific subject area classes which are differentiated from a regular (same) subject area class in terms of breadth, depth, and complexity. Note that all honors classes courses do not meet the criteria for gifted services.
205080	Educational Option(s) Defined in OAC 3301-35-01 and 06, Educational Options provide experiences for individual students who need services not available in the regular school setting. They may include independent study, mentoring, and distance learning (see OAC for complete list).
205085	Other Service Given that the above codes represent nearly all of the possible options for services allowed under OAC, use of this code should be rare, and is likely to generate a request for additional information from the district to document the nature of the "other service."

GIFTED EDUCATION SERVICES PROVIDED BY A GIFTED INTERVENTION SPECIALIST

Settings in which supplemental gifted programs and services are provided to gifted students by the GIS. The GIS is not considered the "teacher of record" and does not assign grades. Gifted services/programs provided within these settings must be differentiated according to each student's needs and contained in the student's WEP. These services are required to be linked to the GIS and should be reported on the Student Program Record with the employee ID of the GIS. Courses taught by GIS's who are considered the teacher of record should continue to be reported with the appropriate gifted options in the *Course Type Element* and the appropriate gifted subject codes in the *Subject Code Element* on the Staff Course Master Record.

Table 7.

Program Code	Description
206040	Guidance Services with GIS directly involved with student Services received from a guidance counselor and/or a guidance program specifically designed to meet the social and emotional needs of gifted children, including making academic and career choices. GIS is involved in service delivery.

Program Code	Description
206045	<p>Regular Classroom with GIS directly involved with student Services are provided through collaboration and team teaching by the regular classroom teacher and a GIS, and gifted students are not specifically grouped in the class (in contrast to Cluster Grouping below).</p>
206050	<p>Regular Classroom with Grade Acceleration and GIS directly involved with student A gifted student is moved to a higher grade level than would normally be expected for the current year, such as a double promotion (e.g., move from third to fifth grade over the summer) at the end of the prior year or a mid-year promotion (e.g., start year in second grade, move to third during the year, and on to fourth after the summer) during the current year. The GIS is providing supplementary services to the student and/or team teaching with the regular classroom teacher.</p>
206052	<p>Regular Classroom with Subject Acceleration and GIS is directly involved with student A gifted student is placed in a classroom with other students who are at a higher grade level (e.g., a third grade student going to a fourth grade room for math) than would normally be expected. The GIS is providing supplementary services to the student in the accelerated subject area. Report this code for a student in the year one or more courses in the specific subject sequence are skipped. This code can be reported for the same student in multiple years if the student skips courses in different subjects or has multiple skips in the same subject.</p>
206055	<p>Regular classroom with Early Entrance to Kindergarten and GIS is directly involved with student Students are admitted to kindergarten before they have reached the district’s usual cutoff age and date for kindergarten (e.g., a student with an October birthday would be eligible for early entrance even if the district’s cut off date was September 30). The GIS is providing supplementary services to the student and/or team teaching with the regular classroom teacher.</p>
206060	<p>Regular Classroom with Cluster Grouping and GIS works directly with students in the cluster Several gifted students are deliberately placed in one class with a teacher who has received professional development in differentiating curriculum and instruction and agreed to provide differentiated curriculum and instruction for these clustered students within the regular classroom. A gifted intervention specialist is actively involved in helping the regular classroom teacher differentiate and deliver content to gifted students. If all students in the course are identified as gifted and a GIS teaches the course, do not use this program code. Instead report the class with the G03 course code.</p>
206065	<p>Advanced Placement (AP) Course(s) with a GIS directly involved with student College-level courses with corresponding examinations in multiple subject areas (e.g., mathematics, art, history). Credit for college may be obtained if a student takes in an AP examination sponsored by the College Entrance Examination Board and given in the spring of each school year. Note that not all AP courses meet the criteria for gifted services. The GIS is providing supplementary services to the student and/or team teaching with the teacher of the AP class. If all students in the course are identified as gifted and a GIS teaches the course, do not use this program code. Instead report the class with the G03 course code.</p>

Program Code	Description
206070	<p>Resource/Pull-Out Room for Gifted Students led by GIS Students are regularly assigned (but less than 100% of time) to a resource room for gifted students instead of their regular classroom. The instruction is differentiated and delivered by a GIS.</p>
206075	<p>Honors Class(es) with a GIS directly involved with student Specific subject area classes that are differentiated from a regular (same) subject area class in terms of breadth, depth, and complexity. The GIS is providing supplementary services to the student and/or team teaching with the teacher of the honors class. If all students in the course are identified as gifted and a GIS teaches the course, do not use this program code. Instead report the class with the G03 course code.</p>
206080	<p>Educational Option(s) with a GIS directly involved with student Defined in OAC 3301-35-01 and 06, educational options provide experiences for individual students who need services not available in the regular school setting. They may include independent study, mentoring, and distance learning. The GIS is overseeing the student's work for the educational option.</p>
206085	<p>Other Service directly involving GIS Given that the above codes represent nearly all of the possible options for services allowed under the OAC, use of this code should be rare and is likely to generate a request for additional information from the district to document the nature of the "other service" provided by the GIS.</p>

SPECIAL EDUCATION PLACEMENT OPTIONS

These codes reflect the setting in which special education programs and services are provided to students with school-age disabilities. The instructional services provided within these settings must be differentiated according to each student's needs and contained in the student's Individual Education Plan (IEP). The resident/sending district should report only one "210XXX" code per reporting period for each student with a school-age disability. These program codes are required to be reported during the October (K), February (C), December (M), and Yearend (N) reporting periods. The data reported during the December (M) reporting period are reported to the federal government for the Federal Title IV-B funds.

Usually, the first step in identifying the correct "210XXX" program code is to calculate the percentage of time spent in the Least Restrictive Environment. Districts should use the following formula to determine this percentage.

Calculation of percentage of time outside the regular classroom

Number of hours the student receives special education and related services outside the regular classroom

Number of hours in the school day (including lunch, recess and study periods)

Table 8.

Program Code	Description
210013	<p>Special Education outside the regular class less than 21% of the day Student with a disability receiving special education and related services outside the regular classroom for less than 21% of the school day. This may include placement in:</p> <ul style="list-style-type: none"> • Regular classes with special education/related services provided within the regular classes; • Regular classes with special education/related services provided outside regular classes; • Regular classes with special education services provided in resource rooms.
210014	<p>Special education outside the regular class at least 21% of the day and no more than 60% of the day. This may include placement in:</p> <ul style="list-style-type: none"> • Resource rooms with special education/related services provided within the resource room; • Resource rooms with part-time instruction in a regular class.
210015	<p>Special education outside the regular class more than 60% of the day Student with a disability receiving special education and related services outside the regular classroom for more than 60% of the school day. Students who receive education programs in public or private separate day or residential facilities should NOT be reported with this code. This category may include:</p> <ul style="list-style-type: none"> • Self-contained special classrooms with part-time instruction in a regular class; • Self-contained special classrooms with full-time special education instruction on a regular school campus; • Students with disabilities whose parent(s) have opted to home-school them and who receive special education at public expense.
210016	<p>Public Separate School Student with a disability receiving special education and related services, at public expense, for greater than 50% of the school day in public separate schools. This may include:</p> <ul style="list-style-type: none"> • Students with disabilities attending County Boards of MR/DD; • Ohio School for the Deaf, Ohio State School for the Blind (if the student does not reside there during the week); • Public day schools for students with disabilities; • Public day schools for students with disabilities for a portion of the school day (greater than 50%) and in regular school buildings for the remainder of the school day. <p>This does not include:</p> <ul style="list-style-type: none"> • Students being educated at a Community School.
210017	<p>Private Separate School A student with a disability receiving education programs in private separate day school facilitates. This includes children with disabilities receiving special education and related services, at public expense, for greater than 50% of the school day in private separate schools. This may include:</p> <ul style="list-style-type: none"> • Private day schools for students with disabilities; • Private day schools for students with disabilities for a portion of the school day (greater than 50%) and in regular school buildings for the remainder of the school day; • Private residential facilities, if the student does not live at the facility.

Program Code	Description
210018	<p>Public Residential Facility A student with a disability receiving education programs and living in a public residential facility during the school week. This includes children with disabilities receiving special education and related services for greater than 50% of the school day in public residential facilities. This may include children placed in:</p> <ul style="list-style-type: none"> • Ohio School for the Deaf, Ohio State School for the Blind (if the student resides there during the week); • Public residential schools for students with disabilities; • Public residential schools for students with disabilities for a portion of the school day (greater than 50%) and in separate day schools in regular school buildings for the remainder of the school day; • Correctional facilities such as Department of Youth Services (DYS) or Ohio Central School; • Do not include students who received education programs at the facility, but do not live there during the week (see public separate facility).
210019	<p>Private Residential Facility A student with a disability receiving education programs and living in a private residential facility during the school week. This includes children with disabilities receiving special education and related services, at public expense, for greater than 50% of the school day in public residential facilities. This may include children placed in:</p> <ul style="list-style-type: none"> • Private residential schools for students with disabilities; • Private residential schools for students with disabilities for a portion of the school day (greater than 50%) and in separate day schools or regular school buildings for the remainder of the school day <p>Do not include students who received education programs at the facility and not living there.</p>
210020	<p>Homebound/Hospital A student with a disability receiving education programs in a homebound/hospital environment, includes children with disabilities placed in and receiving special education and related services in:</p> <ul style="list-style-type: none"> • Hospital programs; • Homebound programs. <p>Do not include children with disabilities whose parents have opted to home-school them and who receive special education at public expense.</p>
210038	A student with a disability placed in a state-approved nonpublic school by a public school district and receives services through an IEP.
210039	A student with a disability who was enrolled by his/her parent(s) or guardian(s) in a regular parochial or other state-approved nonpublic or private school and whose basic education is paid for through private resources and who receives special education and related services at public expense from an LEA under a Services Plan. Include children whose parents chose to home-school them but who receive special education and related services at the nonpublic school at public expense. Do not include children who are placed in private schools by the LEA.
210041	No special education provided.
210042	IEP review process incomplete.
210043	No special education services provided due to parental refusal.
211001	<p>Alternative Placement Alternative Placement for Special Education Students who are Expelled: An educational</p>

Program Code	Description
	setting where a special education student may be temporarily placed for up to 45 days and for the same amount of time as children and youth without disabilities would be subject to discipline. This setting, where the student will continue to receive instruction, is different from the student's current placement setting. If this code is reported for a student, the student must also be reported with one of the 210XXX placement codes for students with disabilities.

TRANSITION PLAN

These program codes should be reported to indicate the status of the transition services portion of the student's IEP. The transition services plan must be completed for students with a disability who are 16 years and older.

Table 9.

Program Code	Description
211100	Transition Plan in Place The student's transition plan is complete on his/her current IEP.
211105	No Transition Plan in Place The student's current IEP does NOT have a transition plan complete.

ADAPTIVE AND RELATED SERVICES

Report the appropriate code as indicated on the student's IEP. Transportation, developmental, corrective, and other supportive services as are required to assist a student with a disability condition to benefit from special education. This includes those services described in Rule 3301-51-05 of the Ohio Administrative Code. These services are required to be reported if contained in the student's IEP. Multiple related service program codes may be reported for a student with a disability condition. With the exception of preschool, only the resident/sending district is responsible for reporting adaptive and related service program codes. In cases where the Educational Service Center (ESC) is allocated a preschool special education unit, the ESC is required to report the appropriate adaptive and related service program codes for students with preschool disabilities.

If the resident district provides psychological services (215012) to a preschool student attending a MRDD (Attending Home Status "26"), the Adaptive and Related Service Program Code 215012 will be used to determine the appropriate psychological services preschool unit funding. These students will be added to the number of students with a disability code of "11" for psychological services funding.

Table 10.

Program Code	Description
215001	Adapted Physical Education Services Specially designed instruction in physical education to meet the unique needs of a handicapped child, including individual and/or group instruction.
215002	Aide Services Services include assisting the teacher in a special class/learning center and assisting the professional in other areas of handicap.

Program Code	Description
215003	<p>Attendant Services Services include assisting the orthopedically and/or other health handicapped or multi-handicapped child with personal health care needs within the confines of the educational setting.</p>
215004	<p>Audiological Services Those activities organized for the identification of children with hearing loss; determination of the range, nature, and degree of hearing loss; referral for medical or other professional attention when indicated for the habilitation of hearing handicapped children; the counseling and guidance of pupils, parents, and teachers regarding hearing loss; determination of the child's need for group and individual amplification; evaluation of the effectiveness of amplification; and creation and coordination of hearing conservation programs.</p>
215005	<p>Guide Services Services of a guide shall include assisting the visually handicapped child in his or her travels within the confines of the educational setting.</p>
215006	<p>Interpreter Services Services of an interpreter shall include providing oral, simultaneous, or manual interpreter service depending on the needs of the children served and may include interpreting, translating (transliterating), reverse interpreting (the verbal rephrasing of the message of the hearing impaired), and reverse translating (the intelligible vocal presentation of the exact words of a hearing impaired speaker).</p>
215007	<p>Medical Services Those diagnostic and evaluation services required for initial or continued placement in an appropriate special education program or for provision of related special education services.</p>
215008	<p>Occupational Therapy Services Services include providing an occupational therapy evaluation as part of the multi-factored evaluation and providing occupational therapy services in accordance with the IEP.</p>
215009	<p>Orientation and Mobility Services Services include providing an orientation and mobility evaluation and the provision of providing orientation and mobility services in accordance with the IEP.</p>
215010	<p>Physical Therapy Services Activities include providing a physical therapy evaluation as prescribed by a licensed physician and as part of the multi-factored evaluation and providing physical therapy services in accordance with the IEP.</p>
215011	<p>Reader Services Reading orally the school assignments for the visually handicapped child for whom this service is deemed appropriate.</p>
215012	<p>School Psychological Services Activities concerned with conducting and interpreting psycho-educational assessments focused upon pupil learning and behavior; designing instructional and behavioral interventions to help pupils attain specific pupil outcomes; consulting with educators, parents, and community agencies to coordinate resources necessary to support needed interventions; providing in-service training to parents and educators regarding effective learning and behavioral techniques to promote student performance; and provision of counseling to pupils and parents on an individual and group basis.</p>

Program Code	Description
215013	<p>Speech and Language Services Those activities organized for the identification of children with speech and language disorders; diagnosis and appraisal of specific speech and language disorders; referral for medical or other professional attention necessary; provision of speech and language services for the prevention of communicative handicaps, counseling , and guidance of children, parents, and teachers regarding speech and language handicaps.</p>
215014	<p>Supervisory Services Services include assisting and implementing educational programs to special education personnel, parents, aides, administrators, and general education personnel regarding the education of handicapped children.</p>
215015	<p>Vocational Special Education Coordinator Services Services include providing work evaluation of handicapped students referred to a vocational education planning district or vocational school district for placement and providing supplemental instruction in accordance with goals and objectives set forth in the IEP.</p>
215016	<p>Work Study Services Services include providing assistance in placement and adjustment of handicapped students and delivering a continuum of work-related services in accordance with goals and objectives set forth in the IEP.</p>
215017	<p>Parent Involvement Services provided to parents to assist them in understanding the special needs of the child and to provide the parent with information about child development and the educational implications of the handicapping condition.</p>
215018	<p>Counseling Services Services provided by school psychologists, guidance counselors, or other qualified personnel in accordance with an IEP.</p>
215019	<p>Adaptive Equipment and Services Services provided to students with disabilities which include the adaptation of equipment or the introduction of assistive devices that are needed to implement the goals and objectives set forth in the IEP.</p>
215020	<p>Recreational Services Services provided to students with disabilities which include assessment of leisure functions; therapeutic recreation; recreation programs in schools and community agencies; and leisure education, if required to provide related services in accordance with the IEP.</p>
215021	<p>Special Transportation Transportation established solely for the purpose of transporting students with disabilities attending a regular public school or nonpublic school. Special transportation must be uniquely designed for each student in accordance with an IEP.</p>
215022	<p>Social Work Services Includes group and individual counseling with children and their families; working with those problems in a child's living situation that affect the child's adjustment in school; and mobilizing school and community resources to enable the child to receive maximum benefit from his or her educational program in accordance with an individualized education program. Proposed federal definition.</p>
215023	<p>Other Services not specifically listed above which can reasonably be expected to benefit students with disabilities and which are included in the student's IEP.</p>

Program Code	Description
215024	Braille Services Consist of such services as Braille materials and braillewriter which are provided to children with visual disability in order to meet their unique educational needs in accordance with an IEP.
215025	Transitional Services A coordinated set of activities designed within an outcome-oriented process which promotes movement from school to post-school activities. The coordinated set of activities shall be based upon the individual student's needs in accordance with an IEP.

PRESCHOOL SPECIAL EDUCATION SETTING CODES

The 217XXX codes further define or reflect the environment (also know as setting) in which a preschool student with disabilities receives his/her special education and/or related services. These are intended for both federal and state reporting requirements. Report one 217XXX (Least Restrictive Environment) program code per reporting period for each preschool student with a disability condition. If a preschool student does not have a disability condition, then do not report a 217XXX program code.

For purposes of Preschool Special Education Settings (Least Restrictive Environments):

Early Childhood Program. This program is defined as follows: a program that includes at least 50% nondisabled students. An early childhood program may include, but is not limited to: Head Start, reverse mainstream classrooms, private preschool schools, preschool classes offered to an eligible pre-kindergarten population by the public school system and group childcare. Attendance at an early childhood program need not be funded by IDEA, Part-B funds.

Special Education Program. This program is defined as follows: a program that includes more than 50% or more children with disabilities. Special education programs include, but are not limited to, special education classrooms in regular school buildings, childcare facilities, hospital facilities on an out-patient basis, or other community-based setting; special education classrooms in trailers or portables outside the regular school buildings; separate schools; and residential facilities.

Table 11.

Program Code	Description
217050	Regular Early Childhood Program at Least 80% of the time An early childhood program that a student with disabilities attends for at least 80% of time.
217052	Regular Early Childhood Program 40-79% An early childhood program that a student with disabilities attends for no more than 79% but no less than 40% of the time.
217054	Regular Early Childhood Program Less than 40% An early childhood program that a special education student attends for less than 40% of the time.
217060	Special Education Program – Separate Class A special education program where a special education student is in a class with 51% or more students with disabilities. Do not report if student is also enrolled in Regular Early Childhood Program.

Program Code	Description
217062	Special Education Program – Separate School A special education program in which a student receives all of his/her special education and related services in an educational program in public or private day schools designed specifically for children with disabilities. Do not report if student is also enrolled in Regular Early Childhood Program.
217064	Special Education Program – Residential Facility A special education program in which a student receives all of his/her special education and related services in a publicly or privately operated residential school or in a residential medical facility on an in-patient basis. Do not report if student is also enrolled in Regular Early Childhood Program.
217070	Home A program in which a child receives all of his/her special education and related services in the principle residence of the child’s family or caregivers and who did not attend an early childhood program or a special education program provided in a special class, separate school, or residential facility. Included are children who receive special education BOTH at home AND at a service provider location.
217072	Service Provider Location A program in which a student receives all of his/her special education and related services from a service provider and did not attend an early childhood program or special education program provided in a separate class, separate school, or residential facility. For example, speech instruction is provided in private clinicians’ offices, clinicians’ offices located in school buildings, hospital facilities on an outpatient basis, libraries, and other public locations.
217041	No Preschool Special Education Services Provided.
217042	Preschool IEP Process Not Complete.
217043	No Preschool Special Education Services Provided due to Parental Refusal.

ITINERANT SERVICES

These codes are reported during the October (K) reporting period, and the “220100” program code is used for preschool special education state unit funding.

This code is reported for any preschool student who receives preschool itinerant services. In the case of preschool special education itinerant services, the entity that is allocated the special education itinerant teacher unit is responsible for reporting the itinerant services program code on the Student Program Record. In addition, the *Employee ID Element* is required to be reported with the ID of the staff member providing the itinerant services to that child. Preschool special education unit funding is dependent upon the *Employee ID Element* being completed for itinerant services.

Courses are to be reported for preschool students who are receiving preschool center-based services.

Table 12

Program Code	Description
220100	<p>Student receiving Preschool special education itinerant services Student is a preschool student with disabilities and is required to also be reported with one of the “217XXX” Early Childhood placement options for preschool students with disabilities. Preschool student with disabilities receives special education itinerant services from a preschool special education teacher.</p>

TITLE I

Title I program codes are to be reported by the sending/resident district for students where Title I services/programs are applicable.

A nonpublic student who receives services funded by Title I should be reported by the district with student status “6” and with the appropriate Title I program codes. These program codes must be reported by both Title I Targeted Assistance and School-wide Programs.

At least one Title I Subject Area program code must be reported for all Title I served students attending Title I Targeted Assistance Schools (TAS). Title I Supporting Area program codes can only be reported for students who have also been coded with a Title I Subject Area program code. Title I program codes are not required for those students who attend a Title I School-wide Program, since eligibility criteria is not required to be applied to individual students. However, Title I funded buildings with school-wide programs are required to report student program records for students where the following apply:

- Students court-placed in institutions for neglected and delinquent youth (“234001” or “234002”)
- Students served in Title I Supplemental Kindergarten (“233200”)
- Nonpublic Students served with Title I funds

Title I funds can only be used to supplement intervention services mandated by state law or assumed as a local responsibility. Only students in a Title I funded building (Targeted Assistance or School-wide) in School Improvement status who are from low-income families are eligible for Supplemental Educational Services. These services are defined as additional academic instructional services offered by ODE-approved providers beyond the traditional school day.

If there are insufficient resources to serve all of the students who qualify, the priority is the lowest achieving students from low-income families.

Students may be reported with both an academic intervention program code (formerly student intervention code) and a Title I program code. However, academic intervention services (formerly called student intervention) are not the same as the services provided by Title I. Academic intervention is required by law (Senate Bill 1) and therefore must be funded by non-Title I funds. Title I funds can only be used for services that are supplemental to, or in addition to, these intervention services.

Table 13. Title I Subject Areas

Program Code	Description
231001	Title I Reading A course in which Title I funded supplemental instruction in reading was provided for Title I served students.
231002	Title I Writing A course in which Title I funded supplemental instruction in writing was provided for Title I served students.
231003	Title I Language Arts A course in which Title I funded supplemental instruction in language arts was provided for Title I served students.
231004	Title I English A course in which Title I funded supplemental instruction in English was provided for Title I served students.
231005	Title I Mathematics A course in which Title I funded supplemental instruction in mathematics was provided for Title I served students.
231006	Title I Science A course in which Title I funded supplemental instruction in science was provided for Title I served students.
231007	Title I Civics/Government A course in which Title I funded supplemental instruction in civics/government was provided for Title I served students.
231008	Title I History A course in which Title I funded supplemental instruction in history was provided for Title I served students.
231009	Title I Geography A course in which Title I funded supplemental instruction in geography was provided for Title I served students.
231010	Title I Other A course not in the sequence of 231001 through 231009 in which Title I funded supplemental instruction was provided for Title I served students.

Title I – Summer School Subject Areas**Table 14. Title I Summer School Subject Areas**

Program Code	Description
231101	Title I Reading (Summer School)
231102	Title I Writing (Summer School)
231103	Title I Language Arts (Summer School)
231104	Title I English (Summer School)
231105	Title I Mathematics (Summer School)
231106	Title I Science (Summer School)
231107	Title I Civics/Government (Summer School)
231108	Title I History (Summer School)
231109	Title I Geography (Summer School)

231110	Title I Other (Summer School)
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Title I – Supporting Areas

Report areas in which Title I funded support services were provided either by Title I funded personnel or through Title I funded services. Please note that Title I Supporting Area codes “232XXX” can only be reported for those students who also have a Title I Subject Area Code “231XXX”. The following codes are for services offered during the regular school year.

Table 15. Title I Supporting Areas

Program Code	Description
232001	Guidance/Counseling/Social Work Title I funded guidance/counseling/social work service provided for Title I served children and/or guidance/counseling/social work service provided by Title I funded personnel for Title I served children.
232002	Health/Dental Title I funded health/dental service provided for Title I served children and/or health/dental work service provided by Title I funded personnel for Title I served children.
232003	Nutrition Title I funded nutrition service provided for Title I served children and/or nutrition service provided by Title I funded personnel for Title I served children.
232004	Transportation Title I funded transportation service provided for Title I served children and/or transportation service provided by Title I funded personnel for Title I served children.
232005	Preparation for Jobs Title I funded preparation for jobs service provided for Title I served children and/or preparation for jobs service provided by Title I funded personnel for Title I served children.
232006	Earned General Educational Development (GED) Title I funded high school equivalency/GED service provided for Title I served children and/or high school equivalency/GED service provided by Title I funded personnel for Title I served children.
232007	Other Title I service(s) not in the sequence of the 232001 – 232006 program codes which was (were) provided for Title I served students.

	The following codes are for summer school services
232101	Guidance/Counseling/Social Work (Summer School)
232102	Health/Dental (Summer School)
232103	Nutrition (Summer School)
232104	Transportation (Summer School)
232105	Preparation for Jobs (Summer School)
232106	Earned GED (Summer School)
232107	Other Title I Services not in the sequence “232101-232106” (Summer School)

Title I – Services**Table 16. Title I Services**

Program Code	Description
233200	Title I Supplemental Kindergarten Program Refers to kindergarten instruction funded by Title I that is provided to supplement the regular kindergarten program offered by the district.

Title I – Students Attending Neglected or Delinquent Institutions (Title I students)**Table 17. Title I Students Attending Neglected or Delinquent Institutions**

Program Code	Description
234001	Court placement in a local/county-operated institution for neglected youth.
234002	Court placement in a local/county-operated institution for delinquent youth.
234101	Court placement in a local/county-operated institution for neglected youth (Summer School).
234102	Court placement in a local/county-operated institution for delinquent youth (Summer School).

LIMITED ENGLISH PROFICIENCY

These programs include elementary and secondary school programs, including activities at the preschool level, to meet the educational needs of children of limited English proficiency. The programs provide structured English language instruction, with respect to the years of study to which the program is applicable, and instruction in the student's native language to the extent necessary to allow a student to achieve competence in English. The instruction must incorporate the cultural heritage of these students and of other children in American society. The instruction must, to the extent necessary, be in all courses or subjects of study that will allow a student to meet grade promotion and graduation standards.

Note. One of the following four program codes (235012, 235013, 235014, or 235015) must be marked for every Limited English Proficient (LEP) student.

Table 18. Limited English Proficiency Program Codes

Program Code	Description
235012	English-only Supplemental Instructional Program A program designed to meet special language needs of LEP students, in which none of the instruction during the day incorporates the student's native language. Examples of instructional delivery options provided in this program are English as a Second Language (ESL) classes, pull-out tutoring sessions, sheltered content-based classes (such as a mathematics class adapted to the English proficiency level of LEP students), and support provided by an ESL specialist in a mainstream classroom setting (inclusion).

Program Code	Description
235013	Bilingual Supplemental Instructional Program A program designed to meet the special language needs of LEP students, in which some of the instruction is provided through the native language of the students. Examples of instructional options provided in this program are bilingual education classes taught by a teacher with a bilingual education endorsement or validation (such as a mathematics class taught in both English and Spanish), or explanations of content provided in the native language of the students by a bilingual instructional assistant. Students in this program also may participate in English-only instructional sessions (such as an ESL class) during part of the day.
235014	No Supplemental LEP Instructional Program Due to Parental Refusal The LEP student does not participate in any supplemental program designed to meet his or her special language needs. School districts are required to take affirmative steps to meet the special language needs of LEP students by providing appropriate supplemental instructional programs. Consequently, this code is to be used only for those LEP students whose parents or caregivers refuse (in writing) to have their child participate in the district's specially-designed program for LEP students.
235015	No Supplemental LEP Instruction Provided by District District may be in violation of Title VI and Elementary and Secondary Education Act (ESEA).

EMERGENCY IMMIGRATION PROGRAM

Supplementary educational services for immigrant children enrolled in elementary and secondary public and nonprofit private schools. "Immigrant children" refers to children who were not born in the United States and who have been attending schools in one or more states for less than three complete academic years.

Table 19.

Program Code	Description
240001	The student is an immigrant and participates in the program.
240002	The student is an immigrant and does not participate in the program.

CAREER-TECHNICAL PROGRAMS

The district employing the staff member(s) that operates the program is required to report Student Program Records for students participating in Career-Technical programs.

Program codes represent educational programming in which students may participate (e.g., educational services, educational activities, and educational interventions). Report the Career-Technical program codes listed in the table below on the Student Program Record during the October (K), February (C), and Yearend (N) reporting periods.

Career Assessment Services

The district employing the career assessment specialist is required to report the "305003" program code for students who receive career assessment services and the employee ID of the career assessment specialist in the *Employee ID Element* on the Student Program Record in the October (K) reporting

period and in the Yearend (N) reporting period. If a student who is located at a resident district is receiving only the career assessment program from another district’s employee (e.g., a JVSD), the resident district does NOT report anything about this program.

Work Experience and Career Exploration Program (WECEP)

The WECEP program code “305007” is required to be reported for a student if the answer to all of the following questions is “Yes”. If the answer to any of the following questions is “No”, do not report the WECEP program code.

- Is/was the student enrolled in a Career-Based Intervention program (subject code = 252525)?
- Is/was the student working?
- Is/was the student paid for working?
- Is/was the student 14 or 15 years of age?

For October (K) and February (C) reporting, report the WECEP program code if the student is 14 or 15 years of age during the *October Count Week* only.

During Yearend (N) reporting, report the WECEP program code if the student was reported during October (K) and/or February (C) reporting, or if the student turned 14 after the October Count Week.

The program provides for a course of study and actual job experience for students ages 14 and 15. School classes include academic courses stipulated by state requirements for graduation as well as instruction in job-related employability skill development with individualized or remedial instruction where needed.

Table 20. Career – Technical Program Codes

Program Code	Description
305003	<p>Career Assessment A comprehensive process whereby a career assessment specialist systematically uses psychological testing, situation assessment, job tryouts, and work samples derived from general work tasks to determine an individual’s potential to succeed in a career-technical program. In addition, an integral part of the process includes review of the individual’s well-being as derived from assessed factors and performances from existing medical, psychological, social, educational, and economic conditions.</p>
305005	<p>Tech Prep Tech Prep in Ohio is defined as a competency-based program of combined secondary and postsecondary education and occupational experience that includes a common core of required proficiency in mathematics, science, communication, and technologies designed to lead to an associate degree or two-year postsecondary certificate in specific career fields.</p> <p>The definition of a Tech Prep student is defined locally by the Tech Prep Consortium.</p> <ul style="list-style-type: none"> • Report for eleventh and twelfth grade Tech Prep students enrolled in State-approved Tech Prep programs ONLY. • Certain programs can be Tech Prep (VT1 course type) – see Secondary Workforce Development Program Matrix on the Career Tech website. • All Tech Prep programs must have Tech Prep students enrolled. • A list of approved Tech Prep programs can be found at the office of career technical website or http://www.techprepohio.org.

Program Code	Description
305007	<p>Work Experience and Career Exploration Program (WECEP) The U.S. Department of Labor (USDOL) state approved program provides an opportunity for students 14 and 15 years of age to participate in a paid work experience program during school hours. The program provides for a course of study and actual job experience. School classes include academic courses stipulated by state requirements for graduation as well as instruction in job-related and employability skill development with individualized or remedial instruction where needed. The WECEP designation applies only to students ages 14 and 15 in paid work experience within Career Based Intervention programs (subject code 252525).</p> <p>Additional information can be found at the office of career technical website</p>
305008	<p>Jobs for Ohio's Graduates (JOG) JOG is a program operated by state approved local JOG agencies which serves students identified as at-risk of not graduating and/or of not making a successful transition from school to work. The program emphasizes career exploration, career development, job attainment, job survival, leadership and self-development, personal skills and basic skills through JOG's 37 core competencies. Additionally, Individual Career Plan development, study skills and academic intervention are included in the program. To participate in this program, the individuals served must be enrolled in an approved JOG program.</p>
305010	<p>CTE Single Parent Subgroup Student participates in a Career Technical program and should be included in the Federal Single Parent subgroup due to being a single parent, including single pregnant students.</p>

Career-Technical Academic Intracurricular Programs

A combination of subject matter and experiences, usually not provided in a regular class, designed for pupils who wish to pursue satisfying individual/group interest in various career areas.

Table 21. Career-Technical Academic Intracurricular Program Codes

Program Code	Description
410001	<p>Business Professionals of America (BPA) A co-curricular career-technical student organization which serves as an integral part of the business education program and is designed to develop and enhance leadership, citizenship, academic, and technological skills and competency in business and office occupations.</p>
410002	<p>DECA (formerly Distributive Education Clubs of America) A co-curricular career-technical student organization which serves as an integral component of marketing education, providing educational and leadership development activities to be integrated into the classroom marketing instructional program. It is DECA's mission to enhance the education of students with an interest in marketing, management, and entrepreneurship.</p>
410003	<p>FFA (formerly Future Farmers of America) A co-curricular career-technical student organization which serves as an integral component of agricultural education programs. This program helps students sharpen their leadership, citizenship, and cooperation skills through participation in various local, state, and national activities.</p>

Program Code	Description
410004	<p>Family, Career, and Community Leaders of America (FCCLA) A co-curricular career-technical student organization which serves as an integral component of family and consumer science education, hospitality, tourism, and early childhood education programs. The organization helps youth assume active roles in society through personal growth, family life, career preparation and community involvement through participation in various local, state, and national activities.</p>
410005	<p>Technology Student Association (TSA) (formerly American Industrial Arts Student Association) Promotes leadership and citizenship development, knowledge, and understanding of our technological society and the making of informed and meaningful occupational choices through participation in a variety of local, state, and national organizational co-educational extracurricular and/or co-curricular learning activities. Local Level I and Level II TSA Chapter membership is open to all currently and previously enrolled students of technology education courses. Level I Chapters serve students in grades 7-9, while Level II serves students in grades 10-12.</p>
410006	<p>SKILLSUSA-VICA A co-curricular career-technical student organization which serves as an integral component of industrial and engineering systems and health sciences career programs. Emphasis on leadership, dignity of work, good workmanship, citizenship, teamwork, and respect and concern for others is integrated into the classroom activities.</p>
410007	<p>Future Educators of America (FEA) FEA is an organization for middle and high school students that provides opportunities to explore teaching as a career option. FEA helps students gain a realistic understanding of the nature of education and the role of the teacher and offers schools and communities a chance to shape their own future by shaping the future of the education profession. FEA provides the following for students:</p> <ul style="list-style-type: none"> • Helps develop leadership qualities • Offers service learning opportunities • Sponsors competitive events and state and national conventions • Can be a catalyst for financial aid

EXTRACURRICULAR/INTRACURRICULAR PROGRAMS

(Report for Grade Levels 7-12.) Student activities under the guidance or supervision of qualified adults that are designed to provide opportunities for pupils to participate in such experiences on an individual basis, in small groups, or in large groups at school events, public events, or a combination of these for purposes such as motivation, enjoyment, and skill improvement. In practice, participation usually is not required and credit usually is not given. When participation is required, or credit given, the activity generally is considered to be a curricular course. Also included here are civic and social-oriented activities organized primarily to provide for pupil participation in experiences that relate to citizen involvement and school service.

Academic Extracurricular Programs

A combination of subject matter and experiences, usually not provided in the regular class, designed for pupils who wish to pursue satisfying individual/group interests and study in specific aspects of the subject matter provided in a regular class. Frequently emphasized are opportunities for pupils that will enrich their regular classroom experiences and personal lives.

Table 22. Extracurricular Program Codes

Program Code	Description
405001	National Honor Society Student activity program with the purpose of recognizing pupils for achievements in academic excellence.
405002	Debate Team/Speech Club Provide activities for those students who are interested in different forms of public address which could include competitions.
405003	Drama Club/Thespians Provide activities for those students who are interested in participating in theatrical productions including musical theatre. Through Thespian organizations, students may have opportunities to compete in theatre activities and receive recognition.
405004	Foreign Language Clubs A combination of subject matter and experiences, usually not provided in a regular class, designed for pupils who wish to pursue satisfying individual/group interest and study in specific aspects of various languages.
405005	Yearbook Staff Provides opportunities for students who are interested in various aspects of yearbook publication, including copywriting and editing, photography, layout, etc.
405006	School Newspaper Staff Provides opportunities for students who are interested in journalism and newspaper publication, including reporting, copywriting and editing, photography, layout, etc.
405007	Music Activities (Not associated with a course for which credit is earned) Subject matter and/or activities not included in the graded course of study and designed for pupils who wish to pursue various aspects of music.
405008	Computer Clubs
405009	Science Club Noncompulsory opportunities for science study for which no science credit is earned. Example opportunities include but are not limited to activities and strategies that emphasize access to scientists and other career role models in science, mathematics, engineering, and technology; and/or access to authentic field studies, problem-based learning, non-formal, and/or special programs.
405010	Future Career Clubs
405012	National Vocational Technical Honor Society A student activity program in which membership consists of career-technical students who have demonstrated scholastic achievement, skill development, leadership, honesty, responsibility, and good character. Student invitation to membership is extended only by National Vocational Technical Honor Society (NVTHS) chartered schools.
405013	Visual Arts Club Subject matter and/or activities not associated with course for which credit is earned and designed for pupils who wish to pursue satisfying individual/group interests growing out of various aspects of the visual arts.
405014	Dance Club Subject matter and/or activities not associated with course for which credit is earned and designed for pupils who wish to pursue satisfying individual/group interests growing out of various aspects of dance.

Program Code	Description
405015	Mathematics Club Subject matter and experiences not associated with course for which credit is earned and designed for pupils who wish to pursue satisfying individual/group interest and study in specific aspects of mathematics.
405011	Other Academic Extracurricular Activities

School-Related Services

Included here are civic and social-oriented school-related activities organized primarily to provide for pupil participation in experiences that relate to governmental bodies, citizen involvement, and school service.

Table 23. School Related Service Program Codes

Program Code	Description
415002	Drug Prevention Programs (e.g., Youth to Youth, SADD) Programs designed to solve problems in the area of alcohol and drug abuse prevention with applicability to other behavioral problems such as truancy, vandalism, and disruptive behavior.
415003	Other School-Related Service Civic and social-oriented activities organized primarily to provide for pupil participation in experiences that relate to governmental bodies, citizen involvement, and school service that are not listed in the previous category.
415004	Student Council

Athletics and Related Programs

Athletics and sports are activities offered to students on a voluntary basis that provide opportunities for developing physical and mental fitness in competitive situations. Students are offered opportunities to improve their knowledge, attitudes, and judgments useful to enjoyment, citizenship, health, and safety. These activities are usually planned for enriching the regular classes and lives of the students.

Table 24. Athletics and Related Program Codes

Program Code	Description
420001	Pep Clubs
420015	Other - Athletics and Related Programs (not Interscholastic Athletics)

Interscholastic Athletics

School-sponsored activities, under the guidance and supervision of the local school district staff, that provide opportunities for students to pursue various aspects of physical education. Athletics normally involve competition between schools.

Table 25. Interscholastic Athletic Program Codes

Program Code	Description
420002	Football
420003	Basketball
420004	Baseball
420005	Track and Field
420006	Wrestling
420007	Softball
420008	Golf
420009	Tennis
420010	Soccer
420011	Swimming and Diving
420012	Volleyball
420013	Other Interscholastic Athletics
420014	Intramural Athletics
420020	Cheerleading
490000	Other – participation in extracurricular programs and activities not identified in one of the above categories

PREVIOUS DROPOUT

The previous dropout program codes (500001 and 500002) can only be used if the student meets the following criteria:

- The student dropped out and returned to the district after the designated time period to be considered a “returning withdrawal” AND
- The student drops out again.

These dropout program codes cannot be used for a student upon his/her return. The appropriate dropout program code can only be reported when the district reports the student with at least a second withdrawal date and withdrawal code of 71-75 and this is at least the second time that the student has dropped out.

Use of the dropout program codes is valid only when a student returns after the defined time period for a “returning withdrawal” and drops out again. For students who drop out and return within the defined time period for a “returning withdrawal”, previous dropout program codes cannot be used when the student drops out again.

Table 26. When to use a previous dropout program code

Within Same district	
Grade and Time Student Drops Out	9th grade March FY03
Reporting Period Dropout is Reported	Yearend FY03
Student Returns	April FY04
Reporting Period Return is Reported	Reported Yearend of FY04
In Calculation As	9th grade dropout - not a returning withdrawal (net=1)
Student Drops Out Again	10th grade December FY05
Reporting Period Dropout is Reported	Yearend Report withdrawal date, withdrawal reason code and use previous dropout program code 500001
In Calculation As	9th grade dropout and 10th grade dropout with previous dropout program code (excluded from calculation) (net=1)

Table 27. When NOT to use the previous dropout program codes

Grade and Time Student Drops Out	9th grade March FY03
Reporting Period Dropout is Reported	Yearend FY03
Student Returns	Beginning of next school year
Reporting Period Return is Reported	October FY04
In Calculation As	9th grade dropout and 10th grade summer returning withdrawal (net=0)
Student Drops Out Again	10th grade March FY04
Reporting Period Dropout is Reported	Yearend Report withdrawal date and withdrawal reason code <i>Do not report a previous dropout program code</i>
In Calculation As	9th grade dropout, 10th grade summer returning withdrawal and 10th grade dropout (net=1)

Table 28. Dropout Codes

Program Code	Description
500001	Previously reported as a dropout in the reporting district's graduation rate.
500002	Previously reported as a dropout in another Ohio school district.

ACADEMIC INTERVENTION PROGRAMS

For purposes of EMIS reporting, the Ohio Department of Education has defined academic intervention services (formerly called student intervention services) as supplemental instructional services that are based on reliable educational research and systematically offered to all students who are struggling with grade-level academic content. Supplemental instruction includes, but is not limited to, services such as tutoring, extended day instruction, additional classroom teachers/aides, summer school, etc. It does not refer to the additional help that is regularly provided on an ad hoc basis in the normal course of teaching.

Clarification for Academic Intervention Program Codes is provided below in the Guidelines for Assigning Academic Intervention Codes.

Guidelines for Assigning Academic Intervention Codes

- A. First, for a student to be coded as receiving “Academic Intervention” both of the following conditions must be met:
1. The student receiving the intervention is at risk of not scoring at least proficient on one or more of Ohio’s Achievement Tests (or the Ohio Graduation Test), or has already scored at less than proficient on one or more of these tests.
- OR**
- The student in an underachieving accelerated learner.
2. The interventions received by the student are designed to reduce the non-academic or academic barriers to that student’s academic achievement. (For example, reducing non-academic barriers might include strategies that target a specific student’s problems with discipline, truancy, or mobility.)
- B. If both of the above are true, then two of the following three conditions also need to be true:
1. The intervention is in addition to the regular classroom activities conducted during the course of the school day or school year. (Summer school activities would meet this condition if at least one of the two conditions below is also true.)
 2. The intervention extends beyond the school’s normal course offerings and is unlikely to occur in the course of routine teaching and learning pedagogy (including those learning activities called for in IEPs).
 3. The student does not receive grades or credit accrual for the learning activities taking place within the intervention.

Table 29. Academic Intervention Program Codes

Program Code	Description
151490	Student received intervention services during the summer. Report these codes during the October (K) reporting period.
152330	Student received intervention services during the regular school year. Report these codes during the Yearend (N) reporting period.