

FY 2009 EMIS Manual
Chapter 2
R & R (Rectifications & Refinements) Log

Version 1 (August - Final Release) of the EMIS Manual



Last updated

April 16, 2009

Prepared by
Office of Information Policy & Management

FY 2009 EMIS Manual-Chapter 2
R&R- Updated April 16, 2009

Purpose

The purpose of this document is to keep a history of revisions (including: clarifications, changes, and/or updates) made to the EMIS Manual after version 1 (August) release. This document reflects revisions communicated through the EMIS Newsflash. If revisions contained in this document are still applicable in FY 2010, they will be incorporated into the FY 2010 EMIS Manual.

Explanation of Document

Date	The date the change was communicated to the field (either through the EMIS Newsflash, Help Desk, or other means).
Chapter/Appendix	Chapter or Appendix impacted by the clarification
Record	If applicable, the record impacted by the clarification
Page	The PDF page number in version 1 of the EMIS Manual that the clarification impacts
Item	May include a change to the any of the following: General Guidelines for the Record, the Reporting Instructions for a data element, new options etc...
Description	A description of the clarification, change, revision and/or update.

Stated in EMIS Newsflashes starting 11-24-2008

EMIS Newsflash Date	Chapter/Appendix	Page(s)	Record	Item/Element	Description
11/24/2008	2	22	Student Level Records	Special Reporting Situations	<p>Modified reporting instructions to Special Reporting Situations.</p> <p>Table 1. Key Data Elements for Autism Scholarship Program Participants</p> <p><i>Sent Reason Element ASU</i></p>
11/24/2008	2	22	Student Level Records	Special Reporting Situations	<p>Modified reporting instructions to Special Reporting Situations.</p> <p><i>Preschool Students Found to be Ineligible for Service</i> Preschool students who are not otherwise enrolled in a district who are referred for special education evaluation and are found to be ineligible for special education services are required to have special education events submitted for them. In these cases, the public school district is responsible for reporting special education event records. Resident districts are to enroll these preschool students using the date of the Evaluation Team Report Date (ETR) for the admission, effective start, and effective end dates. The percent of time would be zero and the District Relationship would be 23.</p>
11/24/2008	2	40	(FS) Student Standing Record	Withdrawal Reason Element (FS100) Reporting Instructions	<p>Modified reporting instructions to Withdrawal Reason Element (FS100).</p> <p><i>Reasons Not to Withdraw.</i> In situations where the Legal District of Residence is not providing instruction, but another Ohio public school district (another Ohio public school district includes exempted village, city, local, community schools, JVSD, post-secondary institution, ESC, and DYS) is, the student is not withdrawn from the Legal District of Residence. Examples include, but are not limited to, Open Enrollment, Special Education Cooperative Agreement, Superintendent Agreement, etc.</p>
11/24/2008	2	51	(FS) Student Standing Record	How Received Element (FS180) Options	<p>Modified option to How Received Element.</p> <p><i>Valid Options</i> E Preschool ECE Early Education of the Handicapped/ Early Childhood Education Grant</p>
11/24/2008	2	53	(FS) Student Standing Record	How Received Element (FS180) Reporting Instructions	<p>Modified reporting instructions to How Received Element (FS180).</p> <p>Options “J”, “E”, and “G” “G” and “N” are only valid for preschool students. These four options take precedence over reporting the type of entity.</p>

EMIS Newsflash Date	Chapter/ Appendix	Page(s)	Record	Item/Element	Description
11/24/2008	2	56	(FS) Student Standing Record	Sent to Percent of Time Element Reporting Instructions	<p>Modified reporting instructions to Sent To Percent of Time Element.</p> <p>When a student attends both a JVSD and a post-secondary institution, one can be recorded using the <i>Sent Reason 1 Element</i>, <i>Sent To IRN 1 Element</i>, <i>Sent To Percent of Time 1 Element</i> and the other can be recorded using the <i>Sent Reason 2 Element</i>, <i>Sent To IRN 2 Element</i>, <i>Sent To Percent of Time 2 Element</i>. For the JVSD, the <i>Sent To Percent of Time Element</i> should be zero, since the JVSD is an EMIS reporting entity. For the post-secondary institution, the <i>Sent To Percent of Time Element</i> should reflect the amount of time the student is spending at that institution.</p> <p>Do NOT include in the <i>Sent To Percent of Time Element</i> the amount of time the student spent/is educated by the following entities.</p> <ul style="list-style-type: none"> • County Boards of Mental Retardation and Developmental Disabilities (MRDDs) • Entities providing contracted career-technical instruction • A Pilot Program site
11/24/2008	2	80	(FD) Student Attributes – Effective Date Record	Immigrant Status Element (FD200) Reporting Instructions	<p>Modified reporting instructions to Immigrant Status Element (FD200).</p> <p>Foreign Exchange students are not to be reported as Immigrant students.</p>


EMIS Newsflash Date	Chapter/ Appendix	Page(s)	Record	Item/Element	Description
11/24/2008	2	181	(GE) Student Special Education Record	Outcome End Date Element (GE150) Reporting Instructions	<p>Modified reporting instructions to Outcome End Date Element (GE150).</p> <p>The Outcome End Date is reported at the same time an event is reported, even if it is a date in the future. There cannot be more than a one-year time span between the Outcome End Date and the Outcome Beginning Date of the IEP. When the outcome of the IEP is IEDP, IEEX, IENS, or IEPR report the EVENT DATE in this element. The Outcome End Date is also reported when a Date Type of TETR is reported. For the ETR, the Outcome End Date would be the date the original ETR will expire (e.g., three years minus one day after the ETR was originally completed).</p>
2/10/2009	2	151	(GQ) Student Program Record	Program Code Element (GQ060) Reporting Instructions	<p>Modified reporting instructions to Program Code Element (GQ060).</p> <p>For February (C) reporting, schools are only required to report program codes 210XXX and 212100, for students with disabilities and program codes 305005 and 305007, for CTE students. Program code 305003 is only reported at yearend.</p>
3/25/09	2	139	(GU) CTE Industry Assessment Record	CTE Industry Assessment Code Element (GU060) Valid Options	<p>Added valid option to the CTE Industry Assessment Code Element (GU060).</p> <p>580 Print ED Certification The Graphic Arts and Research Foundation</p>

EMIS Newsflash Date	Chapter/ Appendix	Page(s)	Record	Item/Element	Description
3/25/09	2	188	(GC) Student Graduation – Core Summary Record	(GC) Student Graduation – Core Summary Record Reporting Instructions New Elements Core Area Code (GC060) Core Area Count (GC070)	<p>Added elements, options, and reporting instructions to Student Graduation – Core Summary Record (GC).</p> <p>2.11 STUDENT GRADUATION – CORE SUMMARY RECORD (GC)</p> <p>The Student Graduation – CORE Summary Record will allow districts to report the subject area and credits/units earned by students towards graduation in alignment with the new CORE graduation requirements. For additional information on these requirements, search for “CORE Graduation Requirements” from any ODE web page.</p> <p>A separate Graduation – Core Summary Record is to be reported for each student for each CORE Area in which the student has received any amount of credits/units toward graduation. This record will only be reported by the district that grants the diploma.</p> <p><i>Period G Graduate Reporting</i></p> <p>Student Graduation – CORE Summary Records are reported in the Graduation (G) reporting period for all students that attended and graduated from the district during the school year (including summer graduates).</p> <p>All students that have a Student Attributes – No Date Record (FN) reported during the Graduation (G) reporting period should have multiple Student Graduation – Core Summary Records reported for them in all areas in which the student received credit/units toward graduation.</p> <p>Students that are reported through the Graduation – Only (GP) Record during the G reporting period should not have Student Graduation – CORE Summary Records reported.</p>

3/25/09	2	188	(GC) Student Graduation – Core Summary Record	(GC) Student Graduation – Core Summary Record Reporting Instructions New Elements Core Area Code (GC060) Core Area Count (GC070)	<p>CORE Area Code</p> <table border="1"> <tr> <td>Record Field Number</td> <td>GC060</td> </tr> <tr> <td>Definition</td> <td>Subject area and/or CORE requirement area in which a student has earned credit/units towards graduation</td> </tr> </table> <p>Valid Options</p> <p>BUS Business units CTA Career/Technical units ELE Elective units ENG English Language Arts units FAR Fine Arts units FLR Foreign Language units HEC Family and Consumer Sciences (Non- Career-Technical) units HTH Health Education units MTA Mathematics - Algebra II or Equivalent units MTO Mathematics units Other than Algebra II or Equivalent PHE Physical Education units SCA Science - Advanced Science units SCL Science - Life Science units SCO Science units Other than Physical, Life, or Advanced Science SCP Science - Physical Science units SOG Social Studies- American Government units SOH Social Studies- American History units SOO Social Studies units Other than American History & Government TEC Technology Education/Computer Science units</p> <p>Reporting Instructions. Report the most specific option that would apply. For example, if a student takes a business course as an elective report the 'BUS' option instead of the 'ELE' option since the 'BUS' option is more specific.</p> <p>This count (or sum) is across all years and courses that meet each CORE Area requirement. The count is cumulative across districts in that each CORE Area's total may include:</p> <ul style="list-style-type: none"> • courses taken in the district that will award the diploma, • courses taken at other education organizations but transferred to and accepted for credit by the district that will award the diploma, and • any other experiences for which the district that will award the diploma has awarded credits towards graduation for the student, subject to any relevant local and state policies. 	Record Field Number	GC060	Definition	Subject area and/or CORE requirement area in which a student has earned credit/units towards graduation
Record Field Number	GC060								
Definition	Subject area and/or CORE requirement area in which a student has earned credit/units towards graduation								

EMIS Newsflash Date	Chapter/ Appendix	Page(s)	Record	Item/Element	Description				
3/25/09	2	188	(GC) Student Graduation – Core Summary Record	(GC) Student Graduation – Core Summary Record Reporting Instructions New Elements Core Area Code (GC060) Core Area Count (GC070)	<p>☼ CORE Area Count</p> <table border="1"> <tr> <td>Record Field Number</td> <td>GC070</td> </tr> <tr> <td>Definition</td> <td>The total number of credits/units earned in the area designated by GC060 Core Area Code.</td> </tr> </table> <p>Valid Options 00.01 – 99.99</p> <p>Reporting Instructions. Include all credits/units recognized by the district that grants the diploma, even if the count is greater than the minimum CORE graduation requirement. In determining if a student met CORE, extra credits in one area (such as English Language Arts) can be counted towards meeting the requirement in another area (such as Electives).</p>	Record Field Number	GC070	Definition	The total number of credits/units earned in the area designated by GC060 Core Area Code.
Record Field Number	GC070								
Definition	The total number of credits/units earned in the area designated by GC060 Core Area Code.								
3/25/09	2	85	(FN) Student Attribute – No Date Record	(FN) Student Attribute – No Date Record Reporting Instructions	<p>Added reporting instructions to Student Attribute – No Date Record (FN).</p> <p>General Guidelines</p> <p>AllMost of the elements on this new record type were reported in FY08 on either the Student Demographic (GI) or Student Attendance (GK) records. Unless noted otherwise, all reporting instructions remain unchanged. Note that in some reporting periods, very little data will be reported on this record, as most elements are not included in all reporting periods. See Appendix I for a summary of elements by reporting period.</p> <p>Report one Student Attributes – No Date Record per reporting period for each student reported in EMIS. For the Graduation (G) reporting period, report one Student Attributes – No Date Record for each student that attended and graduated from your district any time between the first day of the just completed school year and the day before the first day of the next school year.</p>				

3/25/09	2	87	(FN) Student Attribute – No Date Record	(FN) Student Attribute – No Date Record Elements, Options and Reporting Instructions (FN240) Core Economics and Financial Literacy Requirement Met (FN250) CORE Fine Arts Requirement Met	<p>Added elements, options, and reporting instructions to Student Attribute – No Date Record (FN).</p> <p>☀ CORE Economics and Financial Literacy Requirement Met</p> <table border="1" data-bbox="1220 191 2007 316"> <tr> <td>Record Field Number</td> <td>FN240</td> </tr> <tr> <td>Definition</td> <td>Indicates if a student has met the CORE Economics and Financial Literacy Requirement.</td> </tr> </table> <p>Valid Options</p> <p>Y- district has determined that student has met this requirement N- district has not determined that student has met this requirement</p> <p>Reporting Instructions. Option ‘N’ may be used for students who have not met the requirement as well as for situations where the district has not yet determined if the student met the requirement or not.</p> <p>Experiences completed by a student to meet this requirement may or may not be for graduation credit and may or may not be reported via the GC Student Graduation – Core Summary Record.</p> <p>For additional information on this requirement, search from any ODE web page for “CORE Graduation Requirements.”</p> <p>☀ CORE Fine Arts Requirement Met</p> <table border="1" data-bbox="1220 841 2053 932"> <tr> <td>Record Field Number</td> <td>FN250</td> </tr> <tr> <td>Definition</td> <td>Indicates if a student has met the CORE Fine Arts Requirement.</td> </tr> </table> <p>Valid Options</p> <p>Y- district has determined that student has met this requirement N- district has not determined that student has met this requirement</p> <p>Reporting Instructions. Option ‘N’ may be used for students who have not met the requirement as well as for situations where the district has not yet determined if the student met the requirement or not.</p> <p>Experiences completed by a student to meet this requirement may or may not be for graduation credit and may or may not be reported via the GC Student Graduation – Core Summary Record.</p> <p>For additional information on this requirement, search from any ODE web page for “CORE Graduation Requirements.”</p>	Record Field Number	FN240	Definition	Indicates if a student has met the CORE Economics and Financial Literacy Requirement.	Record Field Number	FN250	Definition	Indicates if a student has met the CORE Fine Arts Requirement.
Record Field Number	FN240												
Definition	Indicates if a student has met the CORE Economics and Financial Literacy Requirement.												
Record Field Number	FN250												
Definition	Indicates if a student has met the CORE Fine Arts Requirement.												

EMIS Newsflash Date	Chapter/ Appendix	Page(s)	Record	Item/Element	Description				
3/25/09	2	88	(FN) Student Attribute – No Date Record	(FN) Student Attribute – No Date Record Elements, Options and Reporting Instructions (FN260) Exempted from Physical Education Graduation Requirement	<p>Added elements, options, and reporting instructions to Student Attribute – No Date Record (FN).</p> <p> Exempted from Physical Education Graduation Requirement</p> <table border="1"> <tr> <td>Record Field Number</td> <td>FN260</td> </tr> <tr> <td>Definition</td> <td>Indicates if the district has adopted a policy to exempt certain students from the Physical Education graduation credit requirement and if the student has met the policy's requirements.</td> </tr> </table> <p>Valid Options</p> <p>Y- district has adopted policy and the student has met policy's requirements</p> <p>N- district has not adopted policy or policy adopted but student has not met all of the policy's requirements</p> <p>Reporting Instructions. For additional information on this requirement, search from any ODE web page for "CORE Graduation Requirements."</p>	Record Field Number	FN260	Definition	Indicates if the district has adopted a policy to exempt certain students from the Physical Education graduation credit requirement and if the student has met the policy's requirements.
Record Field Number	FN260								
Definition	Indicates if the district has adopted a policy to exempt certain students from the Physical Education graduation credit requirement and if the student has met the policy's requirements.								

EMIS Newsflash Date	Chapter/Appendix	Page(s)	Record	Item/Element	Description				
3/25/09	2	93	(FN) Student Attribute – No Date Record	(FN) Student Attribute – No Date Record Elements, Options and Reporting Instructions	<p>Added elements, options, and reporting instructions to Student Attribute – No Date Record (FN).</p> <p>☼ Yearend Reported State Student ID (SSID) Element</p> <table border="1"> <tr> <td>Record Field Number</td> <td>FN230</td> </tr> <tr> <td>Definition</td> <td>The state assigned unique identifier for a graduate as of the close of yearend processing.</td> </tr> </table> <p>Valid Option Nine-character alphanumeric as assigned by the SSID System</p> <p>Reporting Instructions. This is required for all graduates during the G reporting period.</p> <p>The SSID reported in this field will enable ODE to connect data for a student between the Yearend (N) and Graduate (G) reporting periods. For school year graduates, report the same SSID that appears on the Student Standing (FS) Record listing the student’s withdrawal reason (the final closed record).</p> <p>For a summer graduate, report the same SSID that appears on the latest Student Standing (FS) Record from yearend. In most cases, this will be an open record, but could be a closed record with a withdrawal reason if the student withdrew before graduating and later re-enrolled in summer school to complete graduation requirements. If a summer graduate was not enrolled at all in the prior school year (e.g., a student withdraws in June 2008, does not attend any days in the 08-09 school year, but graduates in the summer of 2009), then the student would be reported with the Graduation Only (GP) Record and would not have an FN record reported in the G reporting period.</p>	Record Field Number	FN230	Definition	The state assigned unique identifier for a graduate as of the close of yearend processing.
Record Field Number	FN230								
Definition	The state assigned unique identifier for a graduate as of the close of yearend processing.								

EMIS Newsflash Date	Chapter/ Appendix	Page(s)	Record	Item/Element	Description
3/25/09	2	104	(GP) Graduation – Only Test Record	(GP) Graduation – Only Test Record Reporting Instructions	<p>Modified reporting instructions to Graduation – Only Test Record (GP).</p> <p><i>General Guidelines</i> A Graduation-Only Record is reported during the Yearend (N) Graduation (G) reporting period for students who are no longer were not enrolled in the district in the current school year or in the just-completed school year for summer graduates, and have been granted a diploma by the reporting district, but subsequently complete testing requirements (either 9th Grade Proficiency or OGT) and therefore, having met graduation requirements, have been issued a diploma. This record is to be used to report students that fall under the 9th grade Proficiency graduation requirement or the Ohio Graduation Test (OGT) graduation requirement. This record is only reported once the student has been granted a diploma.</p>
3/25/09	2	113	(GX) Ohio Graduation Test Record	(GX) Ohio Graduation Test Record Reporting Instructions	<p>Modified reporting instructions to Ohio Graduation Test Record (GX).</p> <p><i>Summer Graduates.</i> OGT test records should be reported for students who were enrolled in the district the previous school year and graduate as a result of taking and passing the summer administration of the OGT. These students would be students that were enrolled in the district the previous school year, took the summer administration of the OGT and graduated from the district prior to the start of the new school year. Report OGT results for these graduates only during the Graduation (G) reporting period; all other summer administration results should be reported during the following Yearend (N) reporting period.</p>
4/16/09	2	110	(GA) Student Achievement Test Record	(GA) Student Achievement Test Record Options	<p>Added option to Score Not Reported Element (GA235).</p> <p>M Medical Emergency – Circumstances beyond the Local Education Agency’s control prevent a student from being assessed at any time during the testing window due to a significant medical emergency (e.g., student is hospitalized due to an accident). Ongoing medical conditions are not considered medical emergencies.</p>
4/16/09	2	115	(GX) Ohio Graduation Test Record	(GX) Ohio Graduation Test Record Options	<p>Added option to Score Not Reported Element (GX235).</p> <p>M Medical Emergency – Circumstances beyond the Local Education Agency’s control prevent a student from being assessed at any time during the testing window due to a significant medical emergency (e.g., student is hospitalized due to an accident). Ongoing medical conditions are not considered medical emergencies.</p>