

**FY 2009 EMIS Manual**  
**Chapter 5**  
**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 5  
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															
11/24/08	5	3		Revision History	<p><b>Modified Revision History</b></p> <table border="1"> <tr> <td>1.0</td> <td>624</td> <td>Changed Required Test Type Reason Test Not Taken (Waiver Reason) Element name to Score Not Reported Element for the following: GX235, GB235, GT235, GA235, GO235, GS235, GM235, GF235.</td> </tr> </table>	1.0	624	Changed Required Test Type Reason Test Not Taken (Waiver Reason) Element name to Score Not Reported Element for the following: GX235, GB235, GT235, GA235, GO235, GS235, GM235, GF235.												
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11/24/08	5	26	(GN) Student Course Record	Student Course Record File Layout	<p><b>Modified file layout to Student Course Record.</b></p> <table border="1"> <tr> <td>GN080</td> <td></td> <td>Local Classroom Code</td> <td>PIC X(20)</td> </tr> <tr> <td></td> <td></td> <td>0- Filler</td> <td>PIC X</td> </tr> <tr> <td>GN150</td> <td></td> <td>High School Credit Earned</td> <td>PIC X</td> </tr> </table>	GN080		Local Classroom Code	PIC X(20)			0- Filler	PIC X	GN150		High School Credit Earned	PIC X			
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		0- Filler	PIC X																	
GN150		High School Credit Earned	PIC X																	
11/24/08	5	83	(QC) Cash Record	Cash Record Options	<p><b>Modified options to Cash Record – Brief Description Table.</b></p> <table border="1"> <thead> <tr> <th colspan="5">ODE Brief Description</th> </tr> <tr> <th>Fund</th> <th>USAS Fund Description</th> <th>Program</th> <th>QC185</th> <th>Appropriation Line Item/ CFDA</th> </tr> </thead> <tbody> <tr> <td>598</td> <td>School wide building program</td> <td>School wide building program</td> <td>SWBLD</td> <td></td> </tr> </tbody> </table>	ODE Brief Description					Fund	USAS Fund Description	Program	QC185	Appropriation Line Item/ CFDA	598	School wide building program	School wide building program	SWBLD	
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EMIS Newsflash Date	Chapter/Appendix	Page(s)	Record	Item/Element	Description			
11/24/08	5	92	(QC) Schedule of Capital Assets	Schedule of Capital Assets Options	<b>Include options in Schedule of Capital Assets.</b>			
					<b>Number</b>	<b>Position</b>	<b>Name</b>	<b>PIC/Size</b>
						1-35	Filler	PIC X(35)
					QC971	36-38	Capital Assets Code	PIC X(3)
							DBI Depreciable Capital Assets, Buildings and Building Improvements	
							DBK Depreciable Capital Assets, Books	
							DFE Depreciable Capital Assets, Furniture, Fixtures and Equipment	
							DIN Depreciable Capital Assets, Infrastructure	
							DLI Depreciable Capital Assets, Land Improvements	
							DVE Depreciable Capital Assets, Vehicles	
		LBI Accumulated Depreciation, Buildings and Building Improvements						
		LBK Accumulated Depreciation, Books						
		LFE Accumulated Depreciation, Furniture, Fixtures and Equipment						
		LIN Accumulated Depreciation, Infrastructure						
		LLI Accumulated Depreciation, Land Improvements						
		LVE Accumulated Depreciation, Vehicles						
		NDC Capital Assets not being depreciated, Construction in Progress						
		NDL Capital Assets not being depreciated, Land						

EMIS Newsflash Date	Chapter/Appendix	Page(s)	Record	Item/Element	Description												
3/25/09	5	9	Table 2. Student Records	Table 2. Student Records Modified Table	<p><b>Modified Table 2.</b></p> <table border="1"> <thead> <tr> <th>Record Name</th> <th>Record</th> <th>Required Fields</th> <th>Number</th> </tr> </thead> <tbody> <tr> <td>Student Graduate - Core Summary Record</td> <td>GC</td> <td>State Student ID EMIS Student ID Number CORE Area Code Additional Fields TBD</td> <td>GC050 GC060</td> </tr> </tbody> </table>	Record Name	Record	Required Fields	Number	Student Graduate - Core Summary Record	GC	State Student ID EMIS Student ID Number CORE Area Code Additional Fields TBD	GC050 GC060				
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Student Graduate - Core Summary Record	GC	State Student ID EMIS Student ID Number CORE Area Code Additional Fields TBD	GC050 GC060														
3/25/09	5	14	Student Demographic Record (GI)	Student Demographic Record (GI) Options	<p><b>Added Option</b></p> <table border="1"> <thead> <tr> <th>Number</th> <th>Position</th> <th>Name</th> <th>PIC/Size</th> </tr> </thead> <tbody> <tr> <td>GI030</td> <td>16</td> <td>Reporting Period</td> <td>PIC X</td> </tr> <tr> <td></td> <td></td> <td>K - October M - December C - February N - Yearend G - Graduate</td> <td></td> </tr> </tbody> </table>	Number	Position	Name	PIC/Size	GI030	16	Reporting Period	PIC X			K - October M - December C - February N - Yearend G - Graduate	
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EMIS Newsflash Date	Chapter/Appendix	Page(s)	Record	Item/Element	Description
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3/25/09

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Student Attribute – No Date Record (FN)

Student Attribute – No Date Record (FN) Options

**Added Options.**

Number	Position	Name	PIC/Size
...			
FN030	16	Reporting Period	PIC X
		K - October C - February N - Yearend G - Graduate	
...			
FN220	73-78	Majority of Attendance IRN	PIC X(6)
FN230	79-87	Yearend Reported State Student ID (SSID) Element	PIC X(9)
FN240	88	CORE Economics and Financial Literacy Requirement Met	PIC X
FN250	89	CORE Fine Arts Requirement Met	PIC X
FN260	90	Exempted from Physical Education Graduation Requirement	PIC X
	7991-300	Filler	PIC X(210222)

**Modified Options.**

**5.2.9 GRADUATION-ONLY TEST RECORD (GP)**

Report one record per individual student. Use only for students who have completed graduation requirements, ~~are no longer enrolled~~ 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.

3/25/09

5

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Graduation – Only Test Record (GP)

Graduation – Only Test Record (GP)Options

Number	Position	Name	PIC/Size
...			
GP030	16	Reporting Period	PIC X
		N - Yearend G - Graduate	
GP040	17-22	IRN of Building giving test for Graduation	PIC X(6)
...			

EMIS Newsflash Date	Chapter/Appendix	Page(s)	Record	Item/Element	Description
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**Modified Options.**

**5.2.11 STUDENT OHIO GRADUATION TEST (OGT) RECORD (GX)**

3/25/09	5	34	Student Ohio Graduation Test (OGT) Record (GX)	Student Ohio Graduation Test (OGT) Record (GX) Options	<table border="1"> <thead> <tr> <th>Number</th> <th>Position</th> <th>Name</th> <th>PIC/Size</th> </tr> </thead> <tbody> <tr> <td>GX030</td> <td>16</td> <td>Reporting Period</td> <td>PIC X</td> </tr> <tr> <td></td> <td></td> <td>K - October N - Yearend G - Graduate</td> <td></td> </tr> </tbody> </table>	Number	Position	Name	PIC/Size	GX030	16	Reporting Period	PIC X			K - October N - Yearend G - Graduate	
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		K - October N - Yearend G - Graduate															

**Added Elements and Options.**

**5.2.23 STUDENT GRADUATION – CORE SUMMARY RECORD (GC)**

3/25/09	5	56	Student Graduation – Core Summary Record (GC)	Student Graduation – Core Summary Record (GC) Elements and Options	<table border="1"> <thead> <tr> <th>Number</th> <th>Position</th> <th>Name</th> <th>PIC/Size</th> </tr> </thead> <tbody> <tr> <td>GC001</td> <td>1-7</td> <td>Record Number</td> <td>PIC 9(7)</td> </tr> <tr> <td>GC005</td> <td>8</td> <td>Record Status</td> <td>PIC X</td> </tr> <tr> <td></td> <td></td> <td>A - Add/Update</td> <td></td> </tr> <tr> <td>GC010</td> <td>9-10</td> <td>Sort Type</td> <td>PIC X(2)</td> </tr> <tr> <td></td> <td></td> <td>Always “GC”</td> <td></td> </tr> <tr> <td>GC015</td> <td>11</td> <td>Record Format Indicator</td> <td>PIC X</td> </tr> <tr> <td></td> <td></td> <td>“K” to indicate Format K</td> <td></td> </tr> <tr> <td>GC020</td> <td>12-15</td> <td>Fiscal Year, e.g., 2009 (CCYY)</td> <td>PIC X(4)</td> </tr> <tr> <td>GC030</td> <td>16</td> <td>Reporting Period</td> <td>PIC X</td> </tr> <tr> <td></td> <td></td> <td>G – Graduates Only</td> <td></td> </tr> <tr> <td>GC040</td> <td>17-22</td> <td>District IRN</td> <td>PIC X(6)</td> </tr> <tr> <td>GC050</td> <td>23-31</td> <td>State Student ID (SSID) EMIS Student ID Number</td> <td>PIC X(9)</td> </tr> <tr> <td>GC060</td> <td>32-34</td> <td>CORE Area Code</td> <td>PIC X(3)</td> </tr> <tr> <td></td> <td></td> <td>BUS – Business units CTA – Career/Technical units ELE – Elective units ENG – English Language Arts units FAR – Fine Arts units FLR – Foreign Language units</td> <td></td> </tr> </tbody> </table>	Number	Position	Name	PIC/Size	GC001	1-7	Record Number	PIC 9(7)	GC005	8	Record Status	PIC X			A - Add/Update		GC010	9-10	Sort Type	PIC X(2)			Always “GC”		GC015	11	Record Format Indicator	PIC X			“K” to indicate Format K		GC020	12-15	Fiscal Year, e.g., 2009 (CCYY)	PIC X(4)	GC030	16	Reporting Period	PIC X			G – Graduates Only		GC040	17-22	District IRN	PIC X(6)	GC050	23-31	State Student ID (SSID) EMIS Student ID Number	PIC X(9)	GC060	32-34	CORE Area Code	PIC X(3)			BUS – Business units CTA – Career/Technical units ELE – Elective units ENG – English Language Arts units FAR – Fine Arts units FLR – Foreign Language units	
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		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	
GC070	35-38	CORE Area Count	PIC 99V99
	39-300	Filler	PIC X (262)



**Added Option to Score Not Reported Element**

4/16/09            5            33            (GA) Student Achievement Test Record            (GA) Student Achievement Test Record Options

GA235	51	Score Not Reported	PIC X
		* – Not Applicable A – Medical B – Parent Refusal C – Student Refusal D – Suspension/Expulsion E – Truancy F – Other J – Student moved in or out of district before test administered K – Not required in this district due to part-time student status, home school, nonpublic school <b>M – Medical Emergency</b> N – Accelerated Student, No Subject Test at Accelerated Grade P – Due to Timing of Alternate Assessment Determination	

**Added Option to Score Not Reported Element**

4/16/09                      5                      35                      (GX) Student Ohio Graduation (OGT) Test Record                      (GX) Student Ohio Graduation (OGT) Test Record Options

GX235	51	Score Not Reported	PIC X
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