ODE EMIS MANUAL

Section 5.1:
District/Building Records Overview

Ohio | Department of Education

EMiS
Education Management Information System

Version 4.1
December 28, 2017

REVISION HISTORY

The revision history sections of the EMIS Manual provide a means for readers to easily navigate to the places where updates have occurred. Significant changes and updates are indicated through red text for additions and strikethroughs for deletions. Minor changes—such as typos, formatting, and grammar corrections or updates—are not marked.

Version	Date	Effective Date (FY & Data Set)	Change #	Description
4.1	12/28/17	FY18		No FY18 changes.
4.0	9/12/17	FY17	NA	No FY17 changes.
3.0	2/28/16	FY16		Added Coming Changes section.
2.0	12/11/15	FY15		Updated language to reflect shift from reporting periods to FY15 reporting.

COMING CHANGES

The coming changes sections of the EMIS Manual provide a means to share with the field currently known information about upcoming changes. The final details of these changes have not all been determined at this time, however, those currently known are included here. Once all relevant details of the change(s) are known, the main text of the EMIS Manual section will be updated and the change(s) will be removed from this list.

At this time, there are no additional FY18 EMIS changes known to impact the District/Building Records Overview.

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5.1 DISTRICT/BUILDING RECORDS OVERVIEW

General Guidelines

The District/Building Records sections of the ODE EMIS Manual provide instructions for reporting district and building level records and elements to the Ohio Department of Education (ODE).

OVERVIEW OF DATA

The following are general categories of data covered in the District/Building Records sections of the ODE EMIS Manual.

- Grade Schedule (includes first day of school, hours per day, annual days in session)
- Organization – General Information (includes data regarding funding, professional development days, parent-teacher conferences, etc.)
- District Testing – Yearend Record

Reporting the Building IRN

In most cases, the Building IRN Element is to be reported with the IRN of the individual building submitting a record. However, in some cases (i.e., community schools) the Building IRN Element and District IRN Element will be reported with the same IRN.

If student data records are assigned to the district, rather than a building, the district reports Grade Schedule (DL) Records for each grade level of those students; the Building IRN Element (DL050) is the IRN of the district. If any Organization – General Information applies at the district, rather than building, level, the district reports such records with the district IRN as the Organization IRN Element (DN050).

DISTRICT AND BUILDING LEVEL RECORDS

Below is a list of each record, its name, and its record number. Data elements for each of these records are found in the following sections of the District/Building Records.

Record Number	Record Name
DT	District Testing – Yearend Record
DL	Grade Schedule
DN	Organization – General Information