ODE EMIS MANUAL

Section 5.2:
Grade Schedule (DL) Record

Ohio | Department of Education

EMiS
Education Management Information System

Version 4.1
December 28, 2017

REVISION HISTORY

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.

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	9/1/16	FY16C	37883	Removed the Date of Spring Administration–Math Test Element.
3.0	9/1/16	FY16		Added Coming Changes section.
2.0	5/22/14	FY15C	914	Updated the section for the new Calendar reporting period.
2.0	10/10/13	FY14K	911	Clarified attendance pattern.

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 Grade Schedule (DL) Record.

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5.2 GRADE SCHEDULE (DL) RECORD

Required Reporting Periods

The Grade Schedule (DL) Record is to be reported for the Calendar (C) Collection.

General Guidelines

Grade Schedule (DL) Records are required to be reported for each city, local, and exempted village school district as well as each community school and each STEM district. In addition, Grade Schedule records are also required for each joint vocational school district (JVSD), the Ohio School for the Deaf (OSD) and the Ohio School for the Blind (OSB), ESC, and the Ohio Department of Youth Services (ODYS).

The Grade Code (DL060) applies to students being educated within the building and not to the building profile in the Ohio Educational Directory System (OEDS). A Grade Schedule record is required to be reported for every grade in which there are students who are not reported on the default calendar for that building/grade/attendance pattern even if a grade is outside the reported OEDS grade range. No records need to be reported for grades in which there are no students.

If a building record for a student's building/grade/attendance pattern, along with the corresponding Organization General Information (DN) Records, is not reported, there may be unexpected results in several processes. For example, the Open Enrollment Transfer process and the Secure Data Center calculation of student FTE will use default values of days in session when there is no match to the student records. Likewise, the calculated FTE on which funding is based may not be able to be calculated, resulting in no or limited funding for the student(s).

☼ *Attendance Pattern Element*

Record Field Number	DL070
Definition	On a weekly basis, the arrangement of days in which a student is in this building.

Valid Options
** Default value
XX Any two character number/character combination determined by the LEA

Reporting Instructions. This data element is LEA determined. Report the default '**' attendance pattern when grade level does not need to be differentiated into two or more groups.

☼ *Building IRN Element*

Record Field Number	DL050
Definition	The state assigned six-digit information retrieval number (IRN) of the building.

Valid Options
Six-digit IRN Valid building IRN within the reporting district or the district IRN

Reporting Instructions. If there are students in the district whose Attending Building IRN element (FS160) on the Student Standing (FS) Record is the IRN of the district and the Student Percent of Time (FS120) is greater than zero, the district should report Grade Schedule (DL) Records for them. In such cases, the building IRN in each of these rows should be the IRN of the district.

☼ *District IRN Element*

Record Field Number	DL040
Definition	The state assigned six-digit information retrieval number (IRN) of the district.

Valid Options
Six-digit IRN   Valid district IRN

☼ *First Day of School Element*

Record Field Number	DL080
Definition	Indicates the first day of instruction for students in this building/grade/attendance pattern combination.

Valid Options
YYYYMMDD Year, Month, and Day

☼ *Grade Code Element*

Record Field Number	DL060
Definition	The grade for which this Grade Schedule (DL) Record is being reported.

Valid Options
PS	Preschool
KG	Kindergarten
01	First Grade
02	Second Grade
03	Third Grade
04	Fourth Grade
05	Fifth Grade
06	Sixth Grade
07	Seventh Grade
08	Eighth Grade
09	Ninth Grade
10	Tenth Grade
11	Eleventh Grade
12	Twelfth Grade
13	Grade 13
23	Grade 23
**	Default

Reporting Instructions. A non-default Grade Code can be reported for every grade in which students are enrolled with that attending building IRN, otherwise the default value can be reported for all students in the building.

This is true even if the grade is outside of the building profile defined in OEDS. For example, if the OEDS Directory describes the building with a 7-8 grade range, but a ninth grade student is taking a class within that building, the district must report a record for grades "07", "08", and "09".

If '**' is reported for Grade Code, then Attendance Pattern (DL070) must also be reported with '**'. The district does not need to report records for grades in which there are no students.

☼ *Hours Per Day Element*

Record Field Number	DL100
Definition	The number of hours per day in which scheduled classes, supervised activities or approved educational options were provided to students in this building/grade/attendance pattern.

Valid Options
0.00 – 9.99

Reporting Instructions. This element is required to be reported by all EMIS reporting entities. Do not include lunch.

Report the actual hours per day that the building/grade/attendance pattern combination of the record was in session on a normal school day. Do not add additional time for calamity days made up or subtract any time for any school delays or early releases; that information will be reported by Organization General Information (DN) Records with matching building/grade/attendance pattern combinations.

☼ *Last Day of School Element*

Record Field Number	DL090
Definition	Indicates the last day of instruction for students in this building/grade/attendance pattern combination.

Valid Options
YYYYMMDD   Year, Month, and Day

Reporting Instructions. For the initial C reporting period, this is the scheduled last day of instruction. For the final C reporting period, this is the actual last day of instruction.

Defining a Unique Record
Each EMIS record has specific fields that must be unique on each row of data reported to ODE. For the Grade Schedule (DL) Record, each combination of values in the following fields must be unique.

Record Name	Record	Required Fields	Number
Grade Schedule Record	DL	Building IRN	DL050
		Grade Code	DL060
		Attendance Pattern Code	DL070

5.2 GRADE SCHEDULE (DL) RECORD FILE LAYOUT

Number	Position	Name	Type/Size
	1-8	Filler	PIC X(8)
DL010	9-10	Sort Type Code	PIC X(2)
		Always "DL"	
	11	Filler	PIC X(1)
DL020	12-15	Fiscal Year (format CCYY)	PIC X(4)
DL030	16	Reporting Period Code	PIC X(1)
		C – Calendar	
DL040	17-22	District IRN	PIC X(6)
DL050	23-28	Building IRN	PIC X(6)
DL060	29-30	Grade Code	PIC X(2)
DL070	31-32	Attendance Pattern Code	PIC X(2)
DL080	33-40	First day of school (Format CCYYMMDD)	PIC 9(8)
DL090	41-48	Last day of school	PIC 9(8)
DL100	49-51	Hours Per Day	PIC 9V99
	52-60	Filler	PIC X(9)
	61-68	Filler	PIC 9(8)