ODE EMIS MANUAL
District/Building Records

The District/Building EMIS Manual Sections contained in this document.[1]

§			Version, Posted Date
5.1	District/Building Records Overview	N/A	4.0, 9/12/17
5.2	Grade Schedule	DL	4.0, 9/12/17
5.3	Organization - General Information	DN	6.0, 6/9/17
5.4	District Testing - Yearend	DT	4.0, 9/12/17

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[1] It is important to note that—in rare instances—the sections contained within this document may not be those most recently published for the given fiscal year. Be sure to make note of the posted date of this document compared to the posted dates in the content area tables on the EMIS Manual webpage.

ODE EMIS MANUAL

Section 5.1:
District/Building Records Overview

Ohio | Department of Education

Version 4.0
September 12, 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
4.0	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 FY17 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

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Section 5.2:
Grade Schedule (DL) Record

Ohio | Department of Education

Version 4.0
September 12, 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 & Reporting Period)	Change #	Description
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 FY17 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

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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)

ODE EMIS MANUAL

Section 5.3:
Organization General Information (DN) Record

Ohio | Department of Education

Version 6.0
June 9, 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
6.0	6/2/17	FY17	41750	Added new group of attributes: College Credit Plus.
6.0	6/2/17	FY17	48382	Deleted two transportation attributes.
5.0	5/4/17	FY16	38157	Added new DN Attributes for Operator IRN.
5.0	5/4/17	FY16	33895	Added new DN Attribute, C_CLDRSPEC.
5.0	5/4/17	FY16	29840	Added new DN Attribute, PHYSEDPLOT.
5.0	5/4/17	FY16	25281	Added new DN Attribute under the Student Group for buildings that do not serve lunch.
5.0	5/4/17	FY16		Added Coming Changes section.
4.0	9/15/15	FY14N	985	Added attribute names and reporting instructions for comprehensive eye exam.
4.0	9/15/15	FY14H	1014	Changed references from July reporting period to Financial reporting period due to earlier start.
4.0	9/15/15	FY15C	914	Calendar change, restructuring of record and removal of groups no longer needed.
4.0	9/15/15	FY15		Updated language to reflect shift from reporting periods to FY15 reporting.
3.0	10/16/13	FY14K	1010	Updates for the new funding system in regards to ESCs. *District Group* added and two attribute names added: TFRPSESCYS and TFRPSESCNO.
3.0	10/16/13	FY14K	1037	Added Attribute Names and reporting instructions to collect transportation funding data.
3.0	10/16/13	FY14K	963	Added Attribute Names and reporting instructions for count of students eligible for free lunches and count of students eligible for reduced price lunches.
2.0	6/7/13	FY13N	881	Added PE Evaluation language in General Guidelines; added PE language and reporting instructions to Attribute Text Element.
2.0	6/7/13	FY13N	909	Added Local Wellness Policy language in General Guidelines; added language and reporting instructions to Attribute Text Element.

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 FY17 EMIS changes known to impact the Organization–General Information (DN) Record.

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5.3 ORGANIZATION GENERAL INFORMATION

Required Collection Requests

The Organization General Information (DN) Record and the relevant attributes are to be reported as follows.

Attribute Group	C	S Traditional			S CS/STEM		H
		Initial	Midyear	Final	Initial	Final	
Feeder School Group – All Attributes			x	x			
SIG Time Extended Group – All Attributes			x			x	
Financial Group – All Attributes							x
Information Technology Center Group – All Attributes		x	x	x	x	x	
Student Group							
C_STUEEPOL					x	x	
STUKGBRDAY		x	x	x	x	x	
STUHOMESCL		x	x	x			
STUELGEXAC		x	x	x	x	x	
STUNPNTSRV		x	x	x			
STUNPNTELG				x			
STUPSTCBTR				x			
STUPSTCATR				x			
STULNCHFRE		x	x	x	x	x	
STULNCHRDC		x	x	x	x	x	
STULNCHNOT		x	x	x	x	x	
PHYSED Evaluation Group				x		x	
District Group							
LCLWELLPOL				x		x	
TFRPSESCYS		x	x	x			
TFRPSESCNO		x	x	x			
~~TRANSPTCNT~~		*	*	*			
~~TRANSPTMIL~~		*	*	*			
MGMTCOMPYS					x	x	
MGMTCOMPNO					x	x	
Initial Eye Examination Group				x		x	
Calendar Group	x						
Calendar Group, Teachers	x						
Calendar Group, Students	x						
College Credit Plus Group				x		x	

General Guidelines

An Organization General Information (DN) Record is required reporting during multiple collections requests. Not all attributes are reported by all district types. See the table above and the reporting instructions below to determine which districts report which elements during which collection requests. The reporting instructions are organized into groupings of related attributes.

☼ *Attribute Date Element*

Record Field Number	DN070
Definition	A date that is appropriate for this attribute name.

☼ *Attribute Name Element*

Record Field Number	DN060
Definition	Code that defines the data for which a date, number, or text description must be reported.

☼ *Attribute Number Element*

Record Field Number	DN090
Definition	Number that provides a value for an attribute name.

Reporting Instructions. For any C_ Attribute Name records requiring a number (other than all zeroes) to be reported, this element should be reported with an implied four-place decimal. For example, 3 hours would be reported as 0000030000 (3.0000 hours), and 2.25 hours would be reported as 0000022500 (2.2500 hours).

☼ *Attribute Text Element*

Record Field Number	DN080
Definition	Code that further describes the attribute name.

Valid Options

This list contains a code for each attribute name that is valid in the current year. Each attribute name is followed by valid values of the Attribute Text, either a specific code, an explanation of text other than a specific code, or spaces that must be paired with the attribute name. Attribute Text is followed by valid values or explanations of the number that must be paired with the attribute name. Further reporting details are provided in the reporting instructions below. The reporting instructions are separated by Attribute Group.

For the Calendar Group, report grade level and attendance pattern as follows:

**	if it applies to all students in the organization IRN (DN050)
GL**	if it applies to all groups in a specific grade within the district where GL represents the grade level
GLAP	if it applies to a select group of students in a grade, where AP represents the attendance pattern of the specific group in this grade

A specific group (GLAP) cannot be used for students in more than one grade. If there is a group in a building that has students from more than one grade, each of those grades must have its own calendar.

Attribute Name	Attribute Text	Attribute Number	Attribute Date
Feeder School Group			
FEEDERSCHL	Valid Building IRN	0000000000	00000000

Attribute Name	Attribute Text	Attribute Number	Attribute Date
SIG Time Extended Group			
SIGEXTNDYR	spaces	Number of minutes per year	00000000
SIGEXTNDDY	spaces	Number of minutes per year	00000000
SIGBEFNAFT	spaces	Number of minutes per year	00000000
SIGSUMRSCH	spaces	Number of minutes per year	00000000
SIGWEEKEND	spaces	Number of minutes per year	00000000
SIGOTHERTM	spaces	Number of minutes per year	00000000
Financial Group			
BLDGSQFEET	spaces	Building Square Feet	00000000
LUNCHRMPCT	spaces	Lunchroom Percentage	00000000
TRANSPTPCT	spaces	Transportation Percentage	00000000
CENOFFSQFT*	spaces	Central Office Square Feet	00000000
Information Technology Center Group			
INFOTECIRN*	Valid ITC IRN	0000000000	00000000
Student Group			
C_STUEEPOL	Y or N	0000000000	00000000
STUKGBRDAY*	'A' or 'B'	0000000000	00000000
STUHOMESCL*	spaces	Number of students in this group	00000000
STUELGEXAC*	spaces	Percent of time to participate	00000000
STUNPNTSRV*	spaces	Number of students in this group	00000000
STUNPNTELG*	spaces	Number of students in this group	00000000
STUPSTCBTR*	spaces	Number of students in this group	00000000
STUPSTCATR*	spaces	Number of students in this group	00000000
STULNCHFRE	spaces	Number of eligible students in this group	00000000
STULNCHRDC	spaces	Number of eligible students in this group	00000000
STULNCHNOT	spaces	0000000000	00000000
PHYSED Evaluation Group			
PHYSEDLMKG	spaces	Number of students in this group	00000000
PHYSEDPFKG	spaces	Number of students in this group	00000000
PHYSEDADKG	spaces	Number of students in this group	00000000
PHYSEDNEKG	spaces	Number of students in this group	00000000
PHYSED**KG	spaces	0000000000	00000000
PHYSEDLM03	spaces	Number of students in this group	00000000
PHYSEDPF03	spaces	Number of students in this group	00000000
PHYSEDAD03	spaces	Number of students in this group	00000000
PHYSEDNE03	spaces	Number of students in this group	00000000
PHYSED**03	spaces	0000000000	00000000
PHYSEDLM06	spaces	Number of students in this group	00000000
PHYSEDPF06	spaces	Number of students in this group	00000000
PHYSEDAD06	spaces	Number of students in this group	00000000
PHYSEDNE06	spaces	Number of students in this group	00000000
PHYSED**06	spaces	0000000000	00000000
PHYSEDLM09	spaces	Number of students in this group	00000000
PHYSEDPF09	spaces	Number of students in this group	00000000
PHYSEDAD09	spaces	Number of students in this group	00000000
PHYSEDNE09	spaces	Number of students in this group	00000000
PHYSED**09	spaces	0000000000	00000000

Attribute Name	Attribute Text	Attribute Number	Attribute Date
PHYSEDPLOT	Valid IRN	Number of students in this group	00000000
District Group			
LCLWELLPOL	'Y' or 'N'	0000000000	00000000
TFRPSESCYS	Valid IRN	0000000000	00000000
TFRPSESCNO	Valid IRN	0000000000	00000000
~~TRANSPTCNT~~	~~spaces~~	~~Count of qualified riders~~	~~00000000~~
~~TRANSPTMIL~~	~~spaces~~	~~Miles students are transported~~	~~00000000~~
MGMTCOMPYS	Valid IRN	0000000000	CCYYMMDD
MGMTCOMPNO	000000	0000000000	CCYYMMDD
Initial IEP Eye Examination Group			
EYEREQCNTA*	spaces	Number of students in this group	00000000
EYERECCNTB*	spaces	Number of students in this group	00000000
EYENRCCNT1*	spaces	Number of students in this group	00000000
EYENRCCNT2*	spaces	Number of students in this group	00000000
EYENRCCNT3*	spaces	Number of students in this group	00000000
EYENRCCNT4*	spaces	Number of students in this group	00000000
EYENRCCNT5*	spaces	Number of students in this group	00000000
EYENRCCNT6*	spaces	Number of students in this group	00000000
EYENRCCNT7*	spaces	Number of students in this group	00000000
EYENRCCNT8*	spaces	Number of students in this group	00000000
Calendar Group, General			
C_CLDRTYPE	D or H	0000000000	00000000
C_CLDRSPEC	** or GL** or GLAP	0000000000	00000000
Calendar Group, Teachers			
C_PRFLMEET	** or GL** or GLAP	Professional meeting hours this day	CCYYMMDD
C_PTCONFRC	** or GL** or GLAP	Parent-teacher conference hours this day	CCYYMMDD
Calendar Group, Students			
C_DCMTYTKN	** or GL** or GLAP	0000000000	CCYYMMDD
C_DPLANNED	** or GL** or GLAP	0000000000	CCYYMMDD
C_DNOTPLAN	** or GL** or GLAP	0000000000	CCYYMMDD
C_DBLZZARD	** or GL** or GLAP	Number of hours made up by blizzard bag	CCYYMMDD
C_YWKENDSA	** or GL** or GLAP	0000000000	00000000
C_YWKENDSU	** or GL** or GLAP	0000000000	00000000
C_YWKDAYMN	** or GL** or GLAP	0000000000	00000000
C_YWKDAYTU	** or GL** or GLAP	0000000000	00000000
C_YWKDAYWD	** or GL** or GLAP	0000000000	00000000
C_YWKDAYTH	** or GL** or GLAP	0000000000	00000000

Attribute Name	Attribute Text	Attribute Number	Attribute Date
C_YWKDAYFR	** or GL** or GLAP	0000000000	00000000
C_HRSWKEND	** or GL** or GLAP	Must be reported for each day as hours	CCYYMMDD
C_HSHRTWEA	** or GL** or GLAP	Actual hours in session on this day; should always be less than the scheduled hours	CCYYMMDD
C_HSHRTPLN	** or GL** or GLAP	Actual hours in session on this day; should always be less than the scheduled hours	CCYYMMDD
C_HSHRTNOP	** or GL** or GLAP	Actual hours in session on this day; should always be less than the scheduled hours	CCYYMMDD
C_HRSLNGTH	** or GL** or GLAP	Actual hours in session on this day; should always be more than scheduled hours	CCYYMMDD
College Credit Plus Group			
CCPDENIALS	spaces	000000000 – 999999999	00000000
CCPREIMBCT	spaces	000000000 – 999999999	00000000
CCPRESTITU	spaces	000000000 – 999999999	00000000

Note. Any attribute names marked with an asterisk should be reported with the organization IRN equal to the district IRN. For instance, when reporting the **EYENRCCNT9** attribute, the organization IRN reported should be the same as the district IRN reported.

Feeder School Group

Reporting Instructions. This group has only the single attribute name, **FEEDERSCHL**. This attribute name is used when defining the principal school into which the majority of the students will enroll after completion of all grade levels in the reporting school.

The Attribute Text element contains the IRN of the school into which the students are expected to continue their education in the district.

The feeder school must contain one or more grade levels of 3 thru 8 or 10. If the feeder school does not contain one of these grade levels, then report the next building that does contain one of these grade levels.

This is not required to be reported for ESCs, Community Schools, STEM districts, JVSDs, DYS, OSB, OSD, or if the building being reported includes grade 12. Traditional districts are required to report this Attribute Group in the Initial and Final Student (S) Collections.

The Attribute Number for every FEEDERSCHL record is the default, 0000000000. The Attribute Date for every FEEDERSCHL record is 00000000.

SIG Extended Time Group

Reporting Instructions. These elements are required reporting in the Traditional Districts Initial and Final Student (S) Collections for buildings with a School Improvement Grant (SIG). A district applies for the grant and, if awarded, can use the monies only for buildings within the district that meet the grant

criteria. Only the qualifying buildings in the district on which the SIG funds are used are required to report these elements.

The number of records submitted depends upon the variety of time frames through which increased learning time is available. Building records should not be submitted for a time frame that is not offered to all students in the building.

This set of attribute names indicates the actual time frame in which extended learning time is available to all students in the building being reported and may be one or more of the following.

SIGEXTNDYR	increased learning time by extending the school year
SIGEXTNDDY	increased learning time by extending the school day
SIGBEFNAFT	increased learning time in before and after school settings
SIGSUMRSCH	increased learning time in summer school
SIGWEEKEND	increased learning time on the week end
SIGOTHERTM	increased learning time in some other time frame not listed above

The Attribute Text is always spaces. The Attribute Date is always 00000000.

The Attribute Number contains the number of minutes that the activity is offered to every student in the building for the entire school year.

Valid Options
0000000001 – 0000175680

Financial Group
Reporting Instructions. Each city, local, and exempted village school district, community school, and STEM school is required to report every attribute name in this group in the Financial (H) Collection. In addition, **BLDGSQFEET** is required for each Joint Vocational School (JVS) within a joint vocational school district (JVSD).

Attribute Text is always the default value, spaces.
Attribute Name **BLDGSQFEET**
Definition: The square footage of the building
Attribute Number

Valid Options
000000000 – 999999999

Report zeroes if no positive value applies.

Attribute Name **LUNCHRMPCT**
Definition: The percentage of meals served for the building
Attribute Number

Valid Options
000.00 – 100.00

Report the total number of meals served for this building divided by the total number of meals served in the district. Report zeroes if no positive value applies.

Joint vocational school districts (JVSDs), the Ohio Department of Youth Services (ODYS), the Ohio School for the Blind (OSB), and the Ohio School for the Deaf (OSD) are not required to report this element.

The CN-7 report prepared monthly will be helpful in providing the number of meals served.

Report as required by the Expenditure Flow Model (EFM), ORC §3301.12.

Attribute Name **TRANSPTPCT**
Definition: The percent of students, in the district, bused for the building
Attribute Number

Valid Options
000.00 – 100.00

Report the total number of students bused for this building divided by the total number of students bused in the district. Include the number of auxiliary service students bused. If the district is required to report this attribute name, report zeroes if no positive value applies.

Joint vocational school districts (JVSDs), the Ohio Department of Youth Services (ODYS), the Ohio School for the Blind (OSB), and the Ohio School for the Deaf (OSD) are not required to report this element.

The annual T1 report provides helpful information regarding the number of students who ride the school bus and/or alternate sources of transportation to the school site.

Attribute Name **CENOFFSQFT**
Definition: The square footage of the central office.
Attribute Number

Valid Options
000000000 – 999999999

Reporting Instructions. Include the square footage of the central office space and also the square footage of any other facilities directed by the central office not already reported under a separate IRN.

Educational Service Centers (ESCs) should report 000000000 as the default value of this element.

Information Technology Center Group
Reporting Instructions. This group has only the single attribute name, **INFOTECIRN**, reported during the Traditional Districts Initial and Final Student (S) Collections, the Community/STEM Schools Initial and Final Student (S) Collections, and the Financial (H) Collection.

The Attribute Text is the IRN of the ITC that submits EMIS data to ODE on behalf of this EMIS reporting entity.

Valid Options

085563	ACCESS (Area Cooperative Computerized Educational Service System)
043489	Akron Public (Serves as own ITC/Independent Site)
043802	Columbus Public (Serves as own ITC/Independent Site)
095893	CONNECT
095869	HCCA (Hamilton-Clermont Cooperative Association)
088971	LACA (Licking Area Computer Association)
085597	LGCA (Lake Geauga Computer Association)
082735	META Solutions, Athens
083931	META Solutions, Columbus
082719	META Solutions, Dayton
085647	META Solutions, Marion
082727	META Solutions, Piketon
086488	MVECA (Miami Valley Educational Computer Association)
088161	NCOCC (North Central Ohio Computer Cooperative)
085613	NEOMIN (Northeast Ohio Management Information Network)
095885	NEONET (Northeast Ohio Network for Educational Technology)
085639	NOACSC (Northwest Ohio Area Computer Services Cooperative)
085621	NOECA (Northern Ohio Educational Computer Association)
086496	NWOCA (Northwest Ohio Computer Association)
082743	OME-RESA (Ohio Mid-Eastern Regional Education Service Agency)
095877	SPARCC (Stark-Portage Area Computer Consortium)
085571	SWOCA (Southwest Ohio Computer Association)
086504	TCCSA (Tri-County Computer Service Association)
085654	WOCO (Western Ohio Computer Organization)

Reporting Instructions. If an EMIS reporting entity works with multiple ITCs (e.g., contracts with one ITC for payroll/staff data and another for student data), report the IRN for the ITC where the district will log on to the Data Collector to submit data to ODE.

Student Group

Reporting Instructions. The following attribute names are to be collected during the Traditional Districts Initial Student (S) Collection and the Community/STEM Schools Initial Student (S) Collection:

C_STUEEPOL	Student early entrance policy flag, reported by community schools only
STUKGBRDAY	Date student is required to be 5 years old to be admitted into kindergarten
STUHOMESCL	Count of home schooled resident students
STUELGEXAC	Amount of time a student is required to attend district to be eligible for extracurricular activities

STUNPNTSRV	Count of resident and non-resident nonpublic students within district boundaries eligible for special education services but not being served by the district
STULNCHFRE	Count of students attending this building who are eligible to receive free lunches
STULNCHRDC	Count of students attending this building who are eligible to receive lunches at a reduced price
STULNCHNOT	Reported by buildings that do not serve lunch; count is always 0

The following attribute names are to be collected during the Traditional Districts Final Student (S) Collection and the Community/STEM Schools Final Student (S) Collection:

STUNPNTELG	Count of resident and non-resident nonpublic students within district boundaries evaluated and determined ineligible for special education services
STUPSTCBTR	Count of preschool transition conferences held by 3rd birthday, no disability suspected, no additional evaluation
STUPSTCATR	Count of preschool transition conferences held after 3rd birthday, no disability suspected, no additional evaluation

C_STUEEPOL is reported by Community Schools only. This attribute name is used when reporting whether or not the school has an adopted and Ohio Department of Education (ODE) approved Early Entrance Student Acceleration Policy for Advanced Learners.

Valid Options
Y	Yes
N	No

STUKGBRDAY is the attribute name used when indicating the date that students are required to be five years old to be admitted to kindergarten. This is the only attribute name in the Student Group that has valid options collected as Attribute Text.

Valid Options
A	September 30
B	August 1

Reporting Instructions. Districts do not need to report this attribute name if they have no kindergarten students: community schools that do not have a kindergarten grade level, ESCs, STEM Districts, JVSDs, OSB, OSD, and DYS.

H.B. 383 indicates that the school district may choose one of two dates by which a student must be five years old in order to be admitted to kindergarten.

School district boards must choose to adopt either the first day of August or the thirtieth day of September as the date by which a student must be five years of age to be admitted into kindergarten and six years of age to be admitted to first grade.

A parent may request early admission to kindergarten if the child turns five years of age after the district's kindergarten entrance date (August 1 or September 30). The local board of education shall determine entrance through a standardized testing program.

STULNCHFRE is the attribute name used for the count of students who are eligible for free lunches. **STULNCHRDC** is the attribute name used for the count of students who are eligible for reduced price lunches. **STULNCHNOT** is the attribute name used by buildings that do not serve lunch. The count for this attribute name will always be 0.

> *Valid Options*
> 0000000000 – 9999999999

Reporting Instructions. These attributes must be reported by traditional, community, and STEM schools at the building level. There should be one record for the count of students who are eligible for free lunches (**STULNCHFRE**) and one record for the count of students who are eligible for reduced price lunches (**STULNCHRDC**) for each building reported in the Building Grade Schedule (DL) Record. If there are no students within the building in either of these categories, report zeroes for the Attribute Number for each of these attribute names.

The critical date for these counts is October 1 of the current fiscal year. These codes are to be submitted only in the Initial Student (S) Collections. Students in all grades should be included in the counts.

All students in a building participating in the Community Eligibility Option (CEO) should be counted as receiving free lunches, not reduced price lunches. Otherwise, students should be counted under the appropriate attribute name.

The number is a head count, not an FTE. A student should be counted only once even if the student attends more than one district or more than one building within a single district.

A district that is educating the student full time should include that student in the building's count. Otherwise,

- if a student attends a JVS or ESC, the student should be counted only in the building of the sending district even if the student is only attending the JVS or the ESC,
- if a student shares time between the legal district of residence and another traditional district, the student should be counted only in the building of the legal district of residence, or
- if a student is sent by a district to a non-EMIS reporting entity, the student should be counted using the IRN of the sending district as the building IRN.

All remaining Attributes in this group—**STUHOMESCL**, **STUELGEXAC**, **STUPNTSRV**, **STUNPNTELG**, **STUPSTCBTR**, and **STUPSTCATR**—are collected as an Attribute Number.

The Attribute Text is always spaces. The Attribute Date is always 00000000.

Valid Options
0000000000 – 9999999999

Report zeroes if no positive value applies.

Physical Education Group

Reporting Instructions. These elements are required during the Traditional Districts Final Student (S) Collection and the Community/STEM Schools Final Student (S) Collection. The number of records submitted depends upon the grades at each building that are assessed.

This set of attribute names indicates the count of students by ability level at each grade band.

Grade Band KG-2
PHYSEDLMKG	Count of students at the limited level in the KG-02 grade band
PHYSEDPFKG	Count of students at the proficient level in the KG-02 grade band
PHYSEDADKG	Count of students at the advanced level in the KG-02 grade band
PHYSEDNEKG	Count of students not evaluated in the KG-02 grade band
PHYSED**KG	Evaluation not conducted at this grade band for the building

Grade Band 3-5
PHYSEDLM03	Count of students at the limited level in the 03-05 grade band
PHYSEDPF03	Count of students at the proficient level in the 03-05 grade band
PHYSEDAD03	Count of students at the advanced level in the 03-05 grade band
PHYSEDNE03	Count of students not evaluated in the 03-05 grade band
PHYSED**03	Evaluation not conducted at this grade band for the building

Grade Band 6-8
PHYSEDLM06	Count of students at the limited level in the 06-08 grade band
PHYSEDPF06	Count of students at the proficient level in the 06-08 grade band
PHYSEDAD06	Count of students at the advanced level in the 06-08 grade band
PHYSEDNE06	Count of students not evaluated in the 06-08 grade band
PHYSED**06	Evaluation not conducted at this grade band for the building

Grade Band 9-12
PHYSEDLM09	Count of students at the limited level in the 09-12 grade band
PHYSEDPF09	Count of students at the proficient level in the 09-12 grade band
PHYSEDAD09	Count of students at the advanced level in the 09-12 grade band
PHYSEDNE09	Count of students not evaluated in the 09-12 grade band
PHYSED**09	Evaluation not conducted at this grade band for the building

Valid Options
00000000 – 00009999

The Attribute Text is always spaces. The Attribute Date is always 00000000.

Reporting Instructions. Report zeroes if no value applies for the attributes in the building. For example, if a building only has proficient students in a grade band, then zeroes must be reported for the limited and the advanced levels in that same grade band.

The options with asterisks—PHYSED**KG, PHYSED**03, PHYSED**06, and PHYSED**09—should only be reported if a building in the district includes one or more of the grades in the grade band, but the students at that building are not evaluated. For example, if a district has a Kindergarten only building and the district elects to evaluate only 2nd grade students, then the Kindergarten only building should report the PHYSED**KG option.

If a specific school building's grade levels served, as reported in ODE's OEDS system, overlap a grade band, then the building should either have the first four options reported or the '**' option reported; it cannot be both.

PHYSEDPLOT is the attribute name reported by buildings that are participating in the Physical Education Pilot Program. The Attribute Text is the IRN of the participating building. The Attribute Date is always 00000000.

District Group

Local Wellness Policy. This attribute name, **LCLWELLPOL**, is required during the Traditional Districts Final Student (S) Collection and the Community/STEM Schools Final Student (S) Collection. The Attribute Text for every record reported will either have a "Y" for the presence of a Local Wellness Policy or an "N" for the absence of a Local Wellness Policy. The Attribute Number for every **LCLWELLPOL** record is the default, 0000000000. The Attribute Date for every **LCLWELLPOL** record is the default, 00000000.

Preschool Special Education Agreements. The following attribute names are to be collected in the Traditional Districts Initial Student (S) Collection:

TFRPSESCYS	Valid IRN of a traditional district or ESC
TFRPSESCNO	Valid IRN of a traditional district or ESC

City, local, and exempted village school districts and ESCs must report the **TFRPSESCYS** attribute name if an ESC is providing preschool special education services for resident children and the district has authorized ODE to transfer funds for preschool special education students, calculated by the formula in ORC §3317.0213, to the ESC providing those services. City, local, and exempted village school districts and ESCs must report the **TFRPSESCNO** attribute name if an educational service center (ESC) is providing preschool special education services for resident children and the district has not authorized ODE to transfer funds for preschool special education students to the ESC providing those services. For traditional districts, the Attribute Text contains the IRN of the ESC providing preschool special education services to resident children; for ESCs, the Attribute Text contains the IRN of the traditional district whose resident children are receiving preschool special education services from the ESC.

For every **TFRPSESCYS** and **TFRPSESCNO** record submitted, the Attribute Number is the default, 0000000000 and the Attribute Date is the default, 00000000.

District Transportation. These elements are to be reported in the Traditional Districts Initial Student (S) Collection by districts that file data for T-1 reports: city, local, and exempted village school districts.

These elements are reported with both the district IRN (DN040) and the Org IRN (DN050) as the six-digit valid district IRN. The Attribute Date (DN070) is always 00000000 and the Attribute Text (DN080) is always spaces.

~~The attribute name (DN060) for the number of students transported is **TRANSPTCNT**. The Attribute Number (DN090) is the count of qualified riders, those students who are resident students enrolled in regular education in grades kindergarten to twelve who are provided school bus service by a school district and who live more than one mile from the school they attend. Include students with dual enrollment in a joint vocational school district or a cooperative education school district and students enrolled in a community school, STEM school, or nonpublic school. See ORC §3317.0212(A) and OAC §3301-83-01 and T-1 instructions. The number given should match the sum of "Regular Rider Total, 1 mile or more" for Type I, Type IA, and Type II on your submitted T-1 report.~~

~~The attribute name (DN060) for the number of miles students are transported is **TRANSPTMIL**. The Attribute Number (DN090) is the district's total number of miles driven for school bus service in the current fiscal year. It is calculated as 180 times the daily mileage reported during the first full week of October. See OAC §3301-83-01 and T-1 instructions. The number given should be 180 times the sum of "Regular Miles Total, 1 mile or more" for Type I, Type IA, and Type II on your submitted T-1 report.~~

Utilization of a Management Company ("Operator") as defined in ORC §3314.02. These two attributes, **MGMTCOMPYS** and **MGMTCOMPNO**, are required during the SOES Beginning of Year and SOES End of Year Student (S) Collections. Once an attribute is reported, it must continue to be reported in each subsequent data submission throughout the year.

The **MGMTCOMPYS** attribute name indicates that the community school utilizes the services of a management company. The attribute text indicates the IRN of the management company. The attribute date indicates the day in the current fiscal year on which the management company became, or continued to be, responsible for the school's performance.

The **MGMTCOMPNO** attribute name indicates that the community school does not utilize the services of a management company. The attribute date indicates the day in the current fiscal year on which the community school no longer utilized, or continued to not utilize, the services of a management company.

Example. If a community or STEM school did not utilize the services of a management company at the beginning of the school year, the **MGMTCOMPNO** attribute name would be reported with an attribute date that reflects either the school year start date or July 1 of the current fiscal year. If midway through the year the school contracts for the services of a management company, the **MGMTCOMPYS** attribute name would be reported with an attribute date that reflects the date on which those services began. If the school then ends its contract with the management company before the school year ends, another **MGMTCOMPNO** attribute name would be reported with an attribute date that reflects the first day on which the services of the management company were no longer being utilized.

Initial IEP Eye Examination Group

Reporting Instructions. Ohio Revised Code §3323.19 requires that within three months of beginning to receive services for the first time under an IEP, a student must undergo a comprehensive eye examination. This is reported through attribute group **IIEPEYEEXAM** and is reported during the Traditional Districts Final Student (S) Collection and the Community/STEM School Final Student (S) Collection by traditional districts and community schools that are legally responsible for writing an IIEP during the timeframe for reporting Special Ed Events for the current school year. It is always reported with at least two records: one record for attribute name **EYEREQCNT** and another record for attribute name **EYERECCNT**.

The remaining attribute names in the group are used to report counts of students who were required to receive a comprehensive eye exam but did not.

The Office for Exceptional Children provides a data collection tool by which this information can be collected throughout the year. Please refer to Data Collection Tools for Students with Disabilities and the Eye Exam Data Collection Tool.

EYEREQCNTA	Number of students with an IIEP written within the stated timeframe.
EYERECCNTB	Number of students with an IIEP written within the stated timeframe who received an eye exam within three months of beginning services.
EYENRCCNT1	Number of students with an IIEP written within the stated timeframe who received an eye exam more than three months after beginning services.
EYENRCCNT2	Number of students with an IIEP written within the stated timeframe who received an eye exam within nine months immediately prior to being identified with disabilities.
EYENRCCNT3	Number of students with an IIEP written within the stated timeframe who did not receive an eye exam due to withdrawing within three months of beginning services.
EYENRCCNT4	Number of students with an IIEP written within the stated timeframe who did not receive an eye exam due to the student's hospitalization.
EYENRCCNT5	Number of students with an IIEP written within the stated timeframe who did not receive an eye exam due to parent refusal.
EYENRCCNT6	Number of students with an IIEP written within the stated timeframe who did not receive an eye exam due to the lack of a conveniently available provider.
EYENRCCNT7	Number of students with an IIEP written within the stated timeframe who have not received an eye exam and are still within three months of beginning services.

EYENRCCNT8   Number of students with an IIEP written within the stated timeframe who did not receive an eye exam due to a reason not accounted for by another attribute name.

Valid Options
0000000000 – 9999999999

Calendar Group

Reporting Instructions. The set of calendar group valid options in conjunction with matching School Grade Schedule (DL) Records comprise a complete calendar. A more detailed explanation of how calendars are to be reported can be found in EMIS Manual Section 5.1.1. The calendar group attributes are required to be reported during the Calendar (C) Collections for all city, local, and exempted village school districts, community schools, STEM districts, educational service centers (ESCs), and joint vocational school districts (JVSDs) that educate students.

The number of records reported depends upon the different calendars reported within the LEA. The set of valid attribute names below indicates the actual days or hours during a specific day at the building IRN/Grade/Attendance pattern reported.

C_CLDRTYPE	Type of calendar reporting
C_CLDRSPEC	Indicates whether calendar is a special case for the total number of required hours
C_PRFLMEET	Staff professional meeting, full or partial day
C_PTCONFRC	Parent-Teacher Conference, full or partial day
C_DCMTYTKN	Full day taken for calamity situations on specified date
C_DPLANNED	Full planned day when group is not in session; these days will include holidays, breaks, professional days and parent-teacher conference days
C_DNOTPLAN	Full unplanned day when group was expected to be in session but was not, excluding calamity days
C_DBLZZARD	Full unplanned "Blizzard Bag" day for which the district is in compliance with ORC §3313.88. This can only be used at the district and/or building level
C_YWKENDSA	For students who are to be in attendance on every Saturday between the first and last day of school
C_YWKENDSU	For students who are to be in attendance on every Sunday between the first and last day of school
C_YWKDAYMN	For students who are not expected to be in attendance on every Monday between the first and last day of school
C_YWKDAYTU	For students who are not expected to be in attendance on every Tuesday between the first and last day of school
C_YWKDAYWD	For students who are not expected to be in attendance on every Wednesday between the first and last day of school
C_YWKDAYTH	For students who are not expected to be in attendance on every Thursday between the first and last day of school

C_YWKDAYFR	For students who are not expected to be in attendance on every Friday between the first and last day of school
C_HRSWKEND	For a group that attends on a Saturday or Sunday that is not in the regular schedule and not reported via C_YWKENDxx (i.e., C_YWKENDSA or C_YWKENDSU); can be make up days, SIG, other
C_HSHRTWEA	Hours in session when group's day was interrupted by weather
C_HSHRTPLN	Hours in session when group's day was shortened for a planned reason other than weather; this would include teacher professional days and days for parent-teacher conferences; report hours where both staff and students are expected to attend; if only staff, include hours in Teacher Days code above
C_HSHRTNOP	Hours in session when group's day was shortened for an unplanned reason other than weather such as early dismissals, late starts, mid-day interruptions
C_HRSLNGTH	May be for calamity makeup added to a scheduled day or other reasons

C_CLDRTYPE is the attribute name used when indicating what type of calendar the district is operating on, either days or hours.

Valid Options
   D   Days
   H   Hours

C_CLDRSPEC is the attribute name used for reporting a special calendar case for the total number of required hours.

Valid Options
   Attribute Number: 0000000000
   Attribute Date: 00000000
   Attribute Text: null or grade/attendance pattern/sub-schedule

This attribute name is not required to be reported if there are no special case calendars for the district.

C_PRFLMEET is the attribute name used for reporting professional meetings for teachers.

Valid Options
   Attribute Number: 0000000001–0000240000
   Attribute Date: CCYYMMDD of the day on which the professional meeting occurred
   Attribute Text: null or grade/attendance pattern/sub-schedule

All EMIS-reporting entities are required to report this attribute name. For professional meetings that occur between the first and last days of school, only include hours when school will not be in session. This includes hours for meetings held when students are released early or arrive late, after school hours,

and on days when students are scheduled off (whether they are off for the meeting or another reason, such as a holiday or weekend). Include professional meeting time that occurs before the first day of the school year for students or after the day of the school year for students if staff members are required to be in attendance.

> **C_PTCONFRC** is the attribute name used for reporting parent-teacher conferences.

> *Valid Options*
> > **Attribute Number:** 0000000001–0000240000
> > **Attribute Date:** CCYYMMDD of the day on which the parent-teacher conferences occurred
> > **Attribute Text:** null or grade/attendance pattern/sub-schedule

All EMIS-reporting entities are required to report this attribute name. For parent teacher conferences that occur between the first and last days of school, only include hours when school will not be in session. This includes hours for meetings held when students are released early or arrive late, after school hours, and on days when students are scheduled off (whether they are off for the meeting or another reason, such as a holiday or weekend).

Day-Based Attributes

The attributes described in this section apply to situations in which an entire day is missed or made up. For situations in which a partial day is missed or made up, refer to the hour-based attributes. For districts that are still on days, any day shortened by more than 2 hours is considered an entire day off and should be reported with a day-based attribute. For districts now on hours, only report day-based attributes when an entire day is missed.

> **C_DCMTYTKN** is the attribute name used for reporting a calamity day for the current school year. Whether the calamity occurs on a single day or over several contiguous or discrete days, the district reports each day as a separate row with the applicable value in the Attribute Date element.

> *Valid Options*
> > **Attribute Number:** 0000000000
> > **Attribute Date:** CCYYMMDD of the day on which the calamity occurred
> > **Attribute Text:** null or grade/attendance pattern/sub-schedule

Reporting Instructions. Include every day that the building was originally scheduled to be open for instruction but, due to unforeseen circumstances, had to be closed either all day or for more than 2 hours. These are days on which the school was closed for reason of disease epidemic, hazardous weather conditions, law enforcement emergencies, inoperability of school buses or other equipment necessary to the school's operation, damage to a school building, or other temporary circumstances due to utility failure rendering the school building unfit for school use. If the building has an unplanned closure for some other reason, that event should be submitted using the attribute name of **C_DNOTPLAN**.

Count days even if they were made up prior to the original instructional closing date. If an instructional day was rescheduled and cancelled again, count it as only one day.

C_DPLANNED is the attribute name used for reporting specific planned, day-long nonattendance events taken between the first day and last day of school. One attribute name record is submitted for each individual day taken, whether it is a distinct day or one in a sequence of days.

> *Valid Options*
> **Attribute Number:** 0000000000
> **Attribute Date:** CCYYMMDD of one of the days of planned nonattendance
> **Attribute Text:** null or grade/attendance pattern/sub-schedule

Reporting Instructions. The day may be a single, stand-alone day, such as Memorial Day or a Parent-Teacher Conference day, or it may be one of a series of days, such as spring break or Thanksgiving and associated days.

Districts submit one record for every day taken between the scheduled first and last days of school as defined on the Grade Schedule (DL) Record. If the district has no students attending over a number of days, only the days in the ordinary course of instruction are reported. If, throughout the year, students do not attend the building on weekends, neither a Saturday nor a Sunday record is submitted when a break includes a weekend. For schools that submit a **C_YWKENDSA** or a **C_YWKENDSU** record showing that they are regularly in session on either weekend day, the district submits **C_DPLANNED** records for those weekend days if they also fall within the holiday span.

If, for example, the district has no school on Columbus Day in FY15, the record submitted has ORG_IRN = District IRN, indicating a district-wide day off; attribute name = C_DPLANNED; Attribute Text = spaces; Attribute Number = 0000000000; and Attribute Date = 20141013.

If a building is on spring break for the entire second week of March 2015, the last day the students are in attendance is Friday, March 6. The day on which the students return from break is Monday, March 16. The district reports holiday records for Monday, March 9, through Friday, March 13, if students do not ordinarily attend on the weekend. If not all buildings in the district have the same spring break, then the ORG IRN = Building IRN and each building IRN has its own set of records.

Attribute Name	Attribute Text	Attribute Number	Attribute Date
C_DPLANNED	null	0000000000	20150309
C_DPLANNED	null	0000000000	20150310
C_DPLANNED	null	0000000000	20150311
C_DPLANNED	null	0000000000	20150312
C_DPLANNED	null	0000000000	20150313

If school is regularly in session on both Saturday and Sunday, as defined in **C_YWKENDSA** and **C_YWKENDSU** records, then **C_DPLANNED** records for March 7, March 8, March 14, and March 15 must also be reported.

C_DNOTPLAN is the attribute name used for full days in which the students are not in attendance for a reason not specified for the **C_DCMTYTKN** or **C_DPLANNED** records.

> ### *Valid Options*
> **Attribute Number:** 0000000000
> **Attribute Date:** CCYYMMDD of the day on which the event occurred
> **Attribute Text:** null or grade/attendance pattern/sub-schedule

Reporting Instructions. This attribute name should only be used if students do not attend for an entire day for some reason other than a calamity or a planned calendar event. Examples of such instances would be an early dismissal because of building maintenance problems or a late start because of vehicle malfunctions.

C_DBLZZARD is the attribute name used for days when an authorized alternative educational experience is made available to all students in the district in lieu of their physical presence at school on a calamity day.

> ### *Valid Options*
> **Attribute Number:** 0000000000
> **Attribute Date:** CCYYMMDD of the day on which the event occurred
> **Attribute Text:** null or grade/attendance pattern/sub-schedule

Reporting Instructions. This attribute name is used if students do not attend for an entire day for a reason specified under **C_DCMTYTKN** when such a day is in excess of the number of days authorized by law. Students are provided learning opportunities under a plan submitted to the Ohio Department of Education by August 1 of each year.

When the assigned work is turned in, the student can be counted as in attendance. Students who do not turn in the assigned work are counted as absent. Although this situation neither adds to nor subtracts from the days in session, it needs to be reported as an alteration in the school calendar.

C_YWKENDSA and **C_YWKENDSU** are the attribute names used when reporting year-long Saturdays or Sundays of student attendance that are between the building's scheduled first and last days of school as reported on the Building Grade Schedule Record.

> ### *Valid Options*
> **Attribute Number:** 0000000001–0000240000
> **Attribute Date:** CCYYMMDD of the first weekend SAT or SUN of student attendance
> **Attribute Text:** null or grade/attendance pattern/sub-schedule

Reporting Instructions. This attribute identifies a regular pattern of student attendance on every Saturday or Sunday of the educational calendar. Districts that have only a single occurrence or a few occurrences of weekend attendance do not use this option. For reporting occasional weekend attendance, see C_HRSWKEND.

If a **C_YWKENDSA** or **C_YWKENDSU** record has been submitted and any Saturdays or Sundays between the first and last day of school are planned to be days in which the school is not in session, a **C_DPLANNED** record must be submitted. For example, if a district's spring break is Sunday, March 8,

2015, through Sunday, March 15, 2015, a school that has regular Saturday classes would submit a **C_DPLANNED** record for Saturday, March 14.

C_YWKDAYMN is the attribute name used for students who are not expected to be in attendance on Mondays for the entire school year.

> *Valid Options*
> **Attribute Number:** 0000000001–0000240000
> **Attribute Date:** CCYYMMDD of the first Monday students will not be in attendance
> **Attribute Text:** null or grade/attendance pattern/sub-schedule

Reporting Instructions. This attribute identifies a regular pattern of non-attendance on every Monday of the educational calendar. This is only used for a regular pattern. For the occasional Monday off, districts should instead report one of the other attribute names. For reporting a regular pattern of non-attendance for other days of the week, districts should report **C_YWKDAYTU, C_YWKDAYWD, C_YWKDAYTH,** or **C_YWKDAYFR**.

Hour-Based Attributes

The attributes described in this section apply to situations in which a partial day is missed or made up. When reporting entire days missed or made up, report a Day-Based Attribute. For districts still on days, any day shortened by more than 2 hours is not reported with an hour-based attributes. In those situations, districts should report the day-based attribute that is the most appropriate for the situation.

The Attribute Number is always the hours in session on that date. Therefore the district may report hours that are equal to, more than, or less than the scheduled school day, depending on the attribute name chosen. Times are reported to the nearest hundredth of an hour. The decimal point is assumed and is not explicitly submitted. If the students are in attendance for 5.5 hours, the district would submit 0000055000. If the students are in attendance for 5 hours, the district would submit 0000050000.

As is true for **C_Dxxxxxx** attributes, if the situation applies to all students within the school, the Attribute Text is null. Otherwise, the district reports the two-character grade code. The district reports the two-character attendance pattern immediately after the grade when the exception applies only to students with that specific attendance pattern. If the hours apply to a group of students within the grade/attendance pattern, the district reports a sub-schedule code after the grade and attendance pattern codes that identifies those students.

A record is reported for each single day. The Attribute Date is submitted with the date in CCYYMMDD format. The date must be that of a day between the first and last day of school on the DL record. If this is a day outside of that date range, the Building Grade Schedule Record for the building should be changed to reflect an alteration of either the first or last day of school or both.

C_HRSWKEND is the attribute name used when reporting Saturdays or Sundays as days in session. Districts should not use this attribute name to report a regular pattern of weekend attendance. **C_YWKENDSA** or **C_YWKENDSU** should be used in those instances.

Valid Options
Attribute Number: 0000000001–0000240000
Attribute Date: CCYYMMDD of the day students attended on a weekend day
Attribute Text: null or grade/attendance pattern/sub-schedule

Reporting Instructions. This attribute name is used when a day in session is on a Saturday or Sunday, but there is no regular pattern of days in session on the weekend. If there is more than one day, the district submits a record for each date.

This may be used when districts are making up snow days on a weekend, enriching student education in a School Improvement Grant, or a variety of other reasons. The number of hours may be equal to, less than, or more that the usual school day hours.

If not all students are expected to attend the weekend day for the same length of time, the district would submit separate records for each combination within a building. Apply the hierarchical rules for ORG_IRN and attribute name as described in the general reporting instructions.

C_HSHRTWEA is the attribute name used when reporting the days on which the length of the school day was shortened due to hazardous weather conditions.

Valid Options
Attribute Number: 0000000001–0000240000
Attribute Date: CCYYMMDD of the day students attended on weather-shortened day
Attribute Text: null or grade/attendance pattern/sub-schedule

Reporting Instructions. If weather conditions cause a school to start late, dismiss early, or have a mid-day interruption, a district submits this record for the district or for each building affected.

Each occurrence is reported in a separate record with the date reported in CCYYMMDD format.

The Attribute Number is the number of hours of that day that students were in attendance, such as 3.5 hours of a scheduled 5-hour day. For example, a building that is grades 04-06 with a scheduled 5.5-hour day has a 2-hour delay on February 14. That event would be reported as follows.

Attribute Name	Attribute Text	Attribute Number	Attribute Date
C_HSHRTWEA	null	0000035000	20150214

C_HSHRTPLN is the attribute name used for reporting specific planned days on which students attend for fewer hours than are regularly scheduled. Each occurrence is reported in a separate record with the appropriate date.

Valid Options
Attribute Number: 0000000001–0000240000
Attribute Date: CCYYMMDD of the day students attended for a shorter period of time
Attribute Text: null or grade/attendance pattern/sub-schedule

Reporting Instructions. This attribute name is used to report planned days in which the students are required to attend for fewer hours than are reported via Hours Per Day (DL100) on the Building Grade Schedule (DL) Record for the same ORG_IRN. This includes early dismissals for events such as parent-teacher conferences, professional days, late starts, or mid-day interruptions that are included in the school calendar.

For example, a district has a parent-teacher conference day that is in the afternoon and students are required to attend school only in the morning. The district submits a record that shows the hours that the students were in attendance.

Attribute Name	Attribute Text	Attribute Number	Attribute Date
C_HSHRTPLN	null	0000035000	20141027

The district would submit a **C_PTCONFRC** record as well for the hours of staff participation in these conferences.

C_HSHRTNOP is the attribute name used when reporting days when the length of the school day was shortened for unplanned reasons other than hazardous weather conditions. Each occurrence is reported in a separate record with the appropriate date.

> *Valid Options*
> **Attribute Number:** 0000000001–0000240000
> **Attribute Date:** CCYYMMDD of the day students attended for a shorter period of time
> **Attribute Text:** null or grade/attendance pattern/sub-schedule

Reporting Instructions. This attribute name is used when reporting school days shortened for un-planned reasons that are not weather related. Examples of such instances would be an early dismissal be-cause of building maintenance problems or a late start because of vehicle malfunctions. The situation might apply to the entire school or to a single grade or subset of that grade; if the latter, the record is re-ported with the student grade/attendance pattern/sub-schedule in Attribute Text.

C_HRSLNGTH is the attribute name used when reporting days when students attend for more than the scheduled hours per day.

> *Valid Options*
> **Attribute Number:** 0000000001–0000240000
> **Attribute Date:** CCYYMMDD of the day students attended for a longer period of time
> **Attribute Text:** null or grade/attendance pattern/sub-schedule

Reporting Instructions. This attribute name is used whenever a school day is extended beyond the Hours Per Day (DL100) in the Building Grade Schedule Record. These might be days extended to make up for a calamity day, School Improvement day extensions, or other cases in which the school day is longer than the usual school day.

A separate record must be reported for each such day between the scheduled first and last days of school as defined on the Grade Schedule Record. If this is a Saturday or Sunday, the district should use **C_HRSWKEND** if the school does not usually require students to attend on those days.

Districts report the number of hours that the students are in attendance for the designated day in the Attribute Number element. The number should always be more than the DL100 number of hours and equal to the time of required attendance and the additional time added to the school day. This number is expressed in hundredths of hours with an implied decimal point. For example, 6.5 hours is expressed as 0000065000 and 6 hours is expressed as 0000060000.

If only a subset of students in the building are affected by the changed hours, the Attribute Text is reported with the grade/attendance pattern/sub-schedule codes applicable to the situation. If the building adds 1 hour every day for a week for all students in a building and the hours per day is ordinarily 5.5, the district reports the following records using the ORG_IRN = building IRN.

Attribute Name	*Attribute Text*	*Attribute Number*	*Attribute Date*
C_HRLENGTH	null	0000065000	20160328
C_HRLENGTH	null	0000065000	20160329
C_HRLENGTH	null	0000065000	20160330
C_HRLENGTH	null	0000065000	20160331
C_HRLENGTH	null	0000065000	20160401

College Credit Plus Group

Reporting Instructions. The following attribute names are to be collected during the Traditional Districts Final Student (S) Collection and the Community/STEM School Final Student (S) Collection. The Attribute Text is always the default value, spaces. The Attribute Date is always the default, 00000000.

Attribute Name: **CCPDENIALS**
Definition: The count of CCP students denied participation because they did not give notice of CCP participation by the deadline.
Attribute Number: Valid Options 000000000 – 999999999

Attribute Name: **CCPREIMBCT**
Definition: The count of students who failed or dropped a course where districts sought reimbursement from the student for the cost of the course.
Attribute Number: Valid Options 000000000 – 999999999

Attribute Name: **CCPRESTITU**
Definition: The total dollar amount a district is seeking for CCP reimbursement due to a dropped or failed course for all students. (Rounded to the nearest dollar)
Attribute Number: Valid Options 000000000 – 999999999

☼ *District IRN Element*

Record Field Number	DN040
Definition	The state assigned six-digit information retrieval number (IRN) of the district.

Valid Options
    Six-digit IRN   Valid district IRN

☼ *Organization IRN Element*

Record Field Number	DN050
Definition	The state assigned six-digit information retrieval number (IRN) of the district or building.

Valid Options

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

Reporting Instructions. In some instances, students may be counted at the district rather than at the building level. 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 a record using the district IRN as the building IRN.

For those attribute names followed by an "*" in the table in the Attribute Text Element Valid Options, the district reports only records in which the Organization IRN (DN050) is the same as the District IRN (DN040). These attributes are not applicable at the building level. For example, when reporting **EYENRCCNT10***, the Organization IRN should match the District IRN.

Defining a Unique Record

Each EMIS record has specific fields that must be unique on each row of data reported to ODE. For the Organization General Information Record, each combination of values in the following fields must be unique.

Record Name	Record	Required Fields	Number
Organization General Information Record	DN	Organization IRN Attribute Name Attribute Date Attribute Text	DN050 DN060 DN070 DN080

5.3 ORGANIZATION GENERAL INFORMATION (DN) RECORD FILE LAYOUT

Number	Position	Name	Type/Size
	1-8	Filler	PIC X(8)
DN010	9-10	Sort Type Code	PIC X(2)
		Always "DN"	
	11	Filler	PIC X(1)
DN020	12-15	Fiscal Year (format CCYY)	PIC X(4)
DN030	16	Data Set	PIC X(1)
		C – Calendar S – Student H – Financial	
DN040	17-22	District IRN	PIC X(6)
DN050	23-28	Organization IRN	PIC X(6)
DN060	29-38	Attribute Name	PIC X(10)
DN070	39-46	Attribute Date	PIC 9(8)
DN080	47-52	Attribute Text	PIC X(6)
DN090	53-62	Attribute Number	PIC 9(10)

ODE EMIS MANUAL

Section 5.4:
District Testing–Yearend (DT) Record

Ohio | Department of Education

Version 4.0
September 12, 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
4.0	9/12/17	FY17	NA	No FY17 changes.
3.1	8/23/16	FY16	37884	Update assessment references due to updated assessment names.
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 FY17 EMIS changes known to impact the District Testing-Yearend (DT) Record.

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5.4 DISTRICT TESTING–YEAREND (DT) RECORD

Required Collection Requests

The District Testing–Yearend (DT) Record is reported during the Traditional Districts Final Student (S) Collection and the Community/STEM Schools Final Student (S) Collection.

General Guidelines

A District Testing (DT) Record must be reported to collect headcount information on district-wide assessments beyond those required by the state. This will be reported during the Final Student (S) Collections for each city, exempted village, and local school district as well as each community school and the Ohio Department of Youth Services (ODYS).

Report one record per test per grade level if a test is given to an entire grade level in the district. This only applies to non-state tests. If the only tests that the district administers to all students in grades K-12, or to all students in particular grade levels, are state tests—for example, Ohio's Achievement and Graduation Tests, the KRA, or the Ohio English Language Proficiency Assessment (OELPA), then report a single record with "NT" in the grade level field and a Local Assessment Number of the district's choice.

If a test was required for students in one grade level, but was optional for students in another grade level, then only report a record for the required grade level. For example, if the district requires all fourth graders to take the Otis Lennon, yet permits students who enter the district at a later grade to take the Otis Lennon as part of the gifted identification process, then the district would only enter a record for the "04" grade level and would only include students in grade 4 in the headcount fields.

District Testing – Yearend (DT) Record Data Elements

The following portion of this section discusses each of the data elements within the District Testing (DT) Record. The elements are organized alphabetically.

☼ Accommodations/Modifications Headcount Element

Record Field Number	DT100
Definition	The number of students with disabilities who took the assessment with accommodations /modifications.

Valid Options
0000 – 9999

Reporting Instructions. Enter the number of students with disabilities who took the assessment with accommodations/modifications. If accommodations/modifications were not available or no students used accommodations/modifications, enter "0000".

☼ Administered with Accommodations/Modifications Element

Record Field Number	DT090
Definition	Indicates if accommodations/modifications were available for students with disabilities.

Valid Options

Y	Yes, accommodations were available
N	No, accommodations were not available

☼ *Alternate Assessment Headcount Element*

Record Field Number	DT120
Definition	The number of students with disabilities who took an alternate assessment.

Valid Options
0000 – 9999

Reporting Instructions. Enter the number of students with disabilities who took an alternate assessment. If no alternate assessment was administered, enter "0000".

☼ *Alternate Assessments Provided Element*

Record Field Number	DT110
Definition	Indicates if alternate assessments were available for students with disabilities who cannot participate, even with accommodations/ modifications.

Valid Options

Y	Yes, alternate assessments were available
N	No, alternate assessments were not available

Reporting Instructions. If alternate assessments were available for students with disabilities who cannot participate, even with accommodations/modifications, in the same assessment used with other students at the grade level, enter "Y".

☼ *Assessed Students with Disabilities Headcount Element*

Record Field Number	DT080
Definition	The number of students with disabilities in the grade level who took the assessment.

Valid Options
0000 – 9999

Reporting Instructions. Enter the number of students with disabilities in the grade level where the assessment was administered. Do not include students who were required by district policy to take the test but did not do so.

☼ *District IRN Element*

Record Field Number	DT040
Definition	The state assigned six-digit information retrieval number (IRN) of the district.

Valid Options
Six-digit IRN   Valid district IRN

☼ *Grade Level Assessed Element*

Record Field Number	DT050
Definition	The grade level of the students who were required to take the assessment.

Valid Options
> KG
>
> 01-12
>
> NT   Not tested

☼ *Local Assessment Number Element*

Record Field Number	DT060
Definition	A locally determined number for an assessment.

Valid Options
> 000 – 999

Reporting Instructions. If students at multiple grade levels took the same assessment, use the same local assessment number in each record for that assessment.

☼ *Number of Students Taking Assessment Element*

Record Field Number	DT070
Definition	The number of students to whom this assessment was actually administered.

Valid Options
> 0000 – 9999

Reporting Instructions. Enter the number of students (both with and without disabilities) to whom this assessment was actually administered. Do not include students in the grade level who were required by district policy to take the test, but did not test.

Defining a Unique Record

Each EMIS record has specific fields that must be unique on each row of data reported to ODE. For the District Testing–Yearend (DT) Record, each combination of values in the following fields must be unique.

Record Name	Record	Required Fields	Number
District Testing–Yearend Record	DT	Grade Level Administered	DT050
		Local Assessment Number	DT060

5.4 DISTRICT TESTING–YEAREND (DT) RECORD FILE LAYOUT

Number	Position	Name	PIC/Size
	1-8	Filler	PIC 9(8)
DT010	9-10	Sort Type	PIC X(2)
		Always "DT"	
	11	Filler	PIC X
DT020	12-15	Fiscal Year, e.g., 2015 (CCYY)	PIC X(4)
DT030	16	Data Set	PIC X
		S – Student	
DT040	17-22	District IRN	PIC X(6)
DT050	23-24	Grade Level Assessed	PIC X(2)
DT060	25-27	Local Assessment Number	PIC 9(3)
DT070	28-31	Number of Students Taking Assessment	PIC 9(4)
DT080	32-35	Assessed Students with Disabilities Headcount	PIC 9(4)
DT090	36	Administered with Accommodations/Modifications	PIC X
DT100	37-40	Accommodations/Modifications Headcount	PIC 9(4)
DT110	41	Alternate Assessments Provided	PIC X
DT120	42-45	Alternate Assessment Headcount	PIC 9(4)