

**EMIS REPORTING STATUS
REPORT EXPLANATION
(.XLS_CCYYK_DIS_DIST_DUPEGRAD)**

Education Management Information System (EMIS)



Revision Date December 6, 2006

**Prepared by
Office of Information Policy & Management**

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Revision History

The revisions to this document listed in the table below.

Revision Date	Owner/Source	Description of Change
12/06/2006		Creation of Report Explanation

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Report Overview

General Description and Significance

This is an error report excel file for all school districts and community schools. The excel file will be generated only for school districts and community schools that have reported a student as a graduate during the October (K) reporting period that has already been reported as a graduate.

The purpose of this report is to inform districts and community schools of students that have been reported as graduates more than once. Since these students have already been reported as a graduate in a prior reporting period they should not be reported as a graduate again. The corrective action that should take place is included in the Error Detection and Correction section of this document.

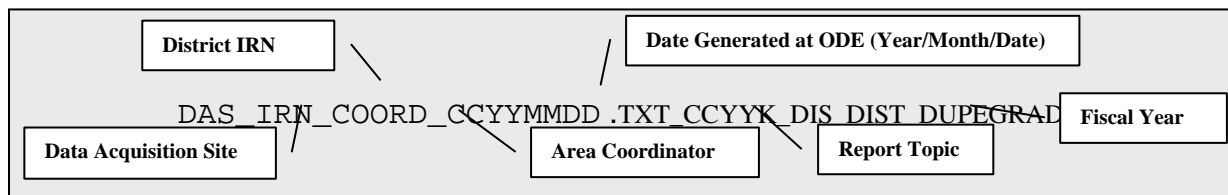
Tips for Reading This Document

- EMIS data elements are written in **SMALL CAPITAL LETTERS**.
- Report field names are written in **BOLD SMALL CAPITAL LETTERS**.
- Options (values) for each data element are indicated in *ITALICIZED CAPITAL LETTERS* and are enclosed in quotation marks.
- Record names are displayed in *italicized bold letters*.
- File names are displayed in **CAPITALIZED BOLD LETTERS**.
- CCYYYP denotes the century and year and processing period.

Report Name and Timing

The file name for the report is:

ITC_IRN_COORD_CCYYMMDD.XLS_CCYYX_DIS_DIST_DUPEGRAD; its components are described below. This report is produced during the October (K) reporting period.



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ODE Processing

Process Description

This report looks for all students that are reported as a graduate by the district or community school and checks the past reporting periods to see if the student has been reported as a graduate before.

Data Source

The report elements are pulled from the **STUDENT DEMOGRAPHIC** and **STUDENT ATTENDANCE** file.

OEDS is the source of the district identifiers used on the report.

Submitted Data Used in Report

Element Name	Record Field #	File Name	Special Notes
SSID	GI310	Student Demographic	
DISTRICT IRN			Taken from the header record that is created by the agg routine of the submitted files
DISTRICT NAME		OEDS	

Derived Data Used in Report

Element Name	Field Value	Special Notes
JUNE_2006	Either a '1' or blank	A "1" the element indicates that the district also reported that same student as a graduate during the Yearend (N) 2006 reporting period.
OCTOBER_2007	"1"	The '1' indicates that the district reported the student in the October (K) 2007 reporting period.
JUNE_2005	Either a '1' or blank	A "1" the element indicates that the district also reported that same student as a graduate during the Yearend (N) 2005 reporting period.
JUNE_2004	Either a '1' or blank	A "1" the element indicates that the district also reported

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Element Name	Field Value	Special Notes
		that same student as a graduate during the Yearend (N) 2004 reporting period.
OCTOBER_2006	Either a '1' or blank	A "1" the element indicates that the district also reported that same student as a graduate during the October (K) 2006 reporting period.
OCTOBER_2004	Either a '1' or blank	A "1" the element indicates that the district also reported that same student as a graduate during the October (K) 2004 reporting period.

Report Selection Criteria

This program selects all students for a district or community school that are being reported as a graduate during the current reporting period and checks the prior reporting periods that are listed above to see if the same student (SSID) has been reported as a graduated in one of those reporting periods.

Only students that have been reported as a graduate in prior reporting periods are included in the workbook.

Detail Information

Every SSID listed on this report has been reported twice.

You will always find a '1' for each SSID listed under the October (K) 2007 reporting period, this indicates that your district is reporting that SSID in the October (K) 2007 reporting period.

If there is an additional '1' in another reporting period then this indicates that your district has reported the student as a graduate in the reporting period that the '1' is in. If all other reporting period columns are blank then this indicates that another district has reported the student as a graduate. This report does not show which district or community school reported the student as a graduate and also does not show what reporting period that student was reported.

Example:

SSID	DIST_IRN	DIST_NAME	June 2006	October 2007	June 2005	June 2004	October 2006	October 2004
AK1234567	000111	ABJ Academy		1				
JJ9876543	000111	ABJ Academy	1	1				

SSID AK1234567 is being shown as a duplicate student. He/she was reported by the current district and was also reported by another district (either in the current reporting period or a prior reporting period).

SSID JJ9876543 is being shown as a duplicate student. He/she was reported by the current district in the June 2006 reporting period and is also being reporting again in the October 2007 reporting period.

Error Detection and Correction

The students listed in the workbook have already been reported as graduating and should not be reported again as a graduate.

If a student has been reported as a graduate in error in a previous reporting period this error can not be corrected for that reporting period. If the student has now graduated the district should report the appropriate withdrawal date and report the withdrawal reason of '99', but should not report a diploma date and diploma type. This will allow the district to report the fact that the student has met graduation requirements and has left school without the student being reported as a graduate again.

In reviewing this report you may find instances where the student has been reported as a graduate and has not actually receive his/her diploma. If the student has not graduated and the district or community school is still educating the student please remove the diploma date, diploma type, withdrawal date and withdrawal reason that is currently being reported for the student. Since the student has already been reported as a graduate, when the student actually graduates the district or community school would report the appropriate withdrawal date for the student and would report a withdrawal reason of '99'; the diploma date and diploma type would not be reported.

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