

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

Education Management Information System (EMIS)



Revision Date December 12, 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
12/12/06		Updates to explanation

Report Overview

General Description and Significance

This is a .txt report highlighting possible issues for school districts as well as community schools. This report will only be generated for districts or community schools that have data that has exceeded the tolerance checks performed by ODE business offices. If a district or community school has questions about a specific check they should use the contact information on the report to contact the appropriate ODE office that generated the tolerance check(s) in question.

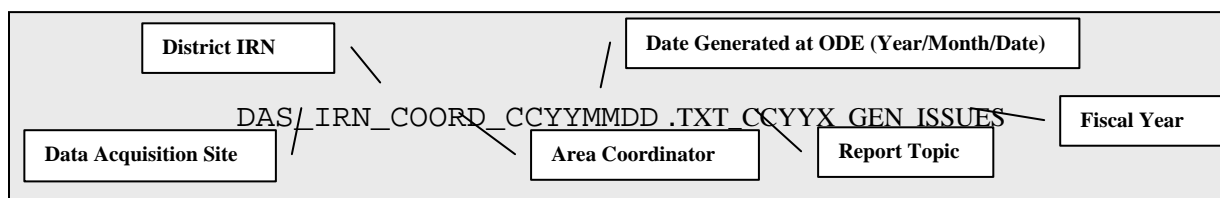
This report is designed to assist districts in identifying possible data quality issues and is not meant to imply that ODE definitely considers the information presented as errors.

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**.
- CCYYP denotes the century and year and processing period.

Report Name and Timing

The file name for the report is: **DAS_IRN_COORD_CCYYMMDD.TXT_CCYYX_GEN_ISSUES**; its components are described below. This report is produced during the every reporting period.



ODE Processing

Process Description

Offices within ODE run tolerance checks on the data to insure that the data look “reasonable”. These offices then provide EMIS with a list of IRNs that exceed the tolerance ranges. This report is generated to combine the information from various offices within ODE. There is one report per district generated.

The .TXT_CCYYX_GEN_ISSUES report will be generated if a district exceeds the tolerance check for any ODE office that is involved in this process. If a district has not exceeded the tolerance checks a report will not be generated for the district. A report will also be generated by ITC for ITC use.

Data Source

Most report elements are derived from the checks that the ODE offices perform.

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

Error Detection and Correction

Check the information that is in question and verify the accuracy of the data reported; make corrections to the data if needed and resubmit the data to ODE. If a district or community school has questions about the information on the report they should use the contact information that is listed on the report to contact the appropriate office that is associated with the information that is in question.

Error Code 1 - Zero Unexcused Absences

This message means that the district or community school has not reported any unexcused absences for the students that they are reporting. Since it is unusual for a district to not have any unexcused absences for an entire week districts are asked to verify that they are reporting this information correctly.

Action to Take: Please verify that the EXCUSED ABSENCE DAYS and UNEXCUSED ABSENCE DAYS information that is reported on the *Student Attendance record* in EMIS is accurate. If inaccuracies are found please correct the data and re-submit the data to ODE.

Error Code 2 - Less Than 100% HQT

This message means that according to ODE's calculations the district has submitted Highly Qualified Teacher (HQT) data that do not meet the 100 percent benchmark. All districts and community schools are required to have 100 percent of their core courses being taught by Highly Qualified Teachers by the end of the 2006-2007 school year.

Action to Take: Please review your data to ensure that all HQT data are accurate and up-to-date. If inaccuracies are found in the HQT data that is reported on the *Course Master Record*, please correct the data and re-submit the data to ODE.

Error Code 3 - Missing KRA-L Record

This message indicates that the number of kindergarten students with KRA-L assessment records is less than 100 percent of the total number of students required to take the KRA-L assessment. All non-retained kindergarten students reported to EMIS during the October (K) reporting period are required to have a KRA-L record reported for them.

Action to Take: Please review your data to ensure that the district has reported a KRA-L record for all kindergarten students that were not retained from last school year. If records are missing please add the missing records and re-submit the data to ODE.

Error Code 4 - Missing GGG Record

This message indicates that ODE has determined that some *Preschool Assessment* records (Get it, Got it, Go) may not have been reported for students that were required to take the preschool assessment.

Action to Take: Please review your data to ensure that the district has reported a *Preschool Assessment* record (Get it, Got it, Go) for all preschool students that are required to take the preschool assessment. Please refer to the Preschool Assessment reporting instructions in Chapter 2 of the EMIS manual to determine which students should have assessment records reported for them. If records are missing please add the missing records and re-submit the data to ODE.

Error Code 5 - Missing ASQ/SE Record

This message indicates that ODE has determined that some *Preschool ASQ/SE Assessment* records may not have been reported for students that were required to take the Preschool ASQ/SE Assessment.

Action to Take: Please review your data to ensure that the district has reported a *Preschool ASQ/SE Assessment* record for all preschool students that are required to take this Preschool ASQ/SE Assessment. Please refer to the Student Preschool ASQ/SE Assessment reporting instructions in Chapter 2 of the EMIS manual to determine which students should have these assessment records reported for them. If records are missing please add the missing records and re-submit the data to ODE.

This report is designed to assist districts in identifying possible data quality issues and is not meant to imply that ODE definitely considers the information presented as errors. Once the district determines that the information that they are reporting to EMIS is correct then no further action is required by the district.

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