

**EMIS REPORTING STATUS
REPORT EXPLANATION
(.TXT_CCYY?_GEN_AUDIT)**

Education Management Information System (EMIS)



Revision Date October 2, 2007

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

Table of Contents

REVISION HISTORY3

REPORT OVERVIEW3

 GENERAL DESCRIPTION AND SIGNIFICANCE3

 TIPS FOR READING THIS DOCUMENT3

 REPORT NAME AND TIMING4

ODE Processing.....4

 PROCESS DESCRIPTION4

 DATA SOURCE4

Submitted Data Used in Report.....4

Derived Data Used in Report.....5

Report Selection Criteria5

REPORT SAMPLE5

 HEADER INFORMATION5

 DETAIL INFORMATION5

ERROR DETECTION AND CORRECTION9

INDEX10

APPENDIX A11

 EXPLANATION OF SORT/SUB TYPES REPORTED THROUGH EMIS11

OCTOBER: (Period K)11

DECEMBER: (Period M)11

OCTOBER 31: (Period P)12

FEBRUARY: (Period C)12

MARCH 15 (Period D).....12

YEAREND: (Period N).....12

 QC - FINANCIAL RECORD - JULY 30 (PERIOD H).....13

READING FIRST:.....13

Revision Date October 2, 2007

Revision History

The revisions to this document listed in the table below.

Revision Date	Owner/Source	Description of Change
August 4, 2007	ODE,IPM	Created from report, COBOL program; valid for FY07 October(K) reporting period
January 22, 2007	ODE,IPM	Revised to include the February (C) reporting period
October 2, 2007	ODE,IPM	Revised to include the October (K) reporting period

Report Overview

General Description and Significance

This program creates a listing of files that each district submit through an ITC during the course of a fiscal year, allowing the ITC to view a history of file submissions. It reports which detail or aggregate files have been processed on a specific date and tells which version of the detail or aggregation programs were used in the process. This report is generated during all reporting periods. A report is sent to the ITC each week that there are files submitted to ODE.

Together with the General Submission Status Report and the Data Status report, this report gives a distinct picture of the data that have been successfully submitted to the EMIS data system at the Ohio Department of Education.

Although it does not reflect the quality of the data and the appropriate correlation between files, it does inform the ITC that data have been processed and reports should be reviewed.

Tips for Reading This Document

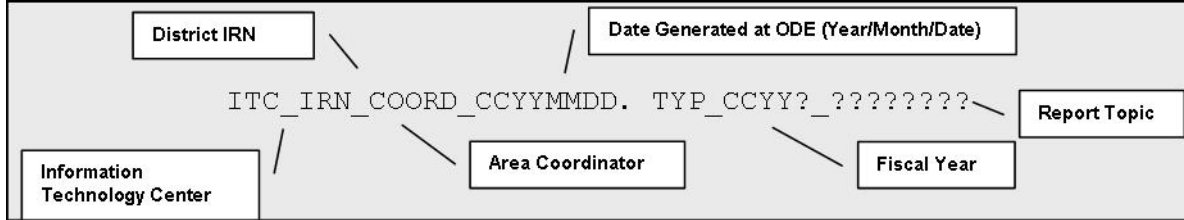
- EMIS data elements are written in **SMALL CAPITAL LETTERS**.
- Report field names are written in **BOLD SMALL CAPITAL LETTERS**.
- Options (values) for each data element are indicated in *ITALICIZED CAPITAL LETTERS* and are enclosed in quotation marks.
- Record names are displayed in *italicized bold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

Revision Date October 2, 2007

Report Name and Timing

The file name for the report is:

ITC_IRN_COORD_CCYYMMDD.TXT_CCYY?_GEN_AUDIT; its components are described below. This report is produced during every reporting period.



ODE Processing

Process Description

The file that is the basis for this report is created as the ITC data is moved to ODE during the weekly processing cycle. Files that pass the critical tests in the conversion program, e.g. correct version number, valid sort/sub type, contain the elements that are written to an **EMIS_AUDIT** file. This **EMIS_AUDIT** file contains the history of data submissions for this and prior fiscal years.

Once the audit file is created, the report program reads its data and moves the appropriate elements to the report output.

Data Source

The report elements are pulled from the **EMIS_AUDIT** file; its data comes primarily from the header record of successfully submitted aggregated, financial, or detail files that have been submitted by the district.

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
DISTRICT IRN	Varies depending on file being processed	Varies, depending on file being processed	Taken from the header record of the submitted file
DISTRICT NAME		OEDS	
COUNTY OF DISTRICT		OEDS	
ITC NUMBER		OEDS	
AREA COORDINATOR		OEDS	

Revision Date October 2, 2007

Derived Data Used in Report

Element Name	Record Field #	File Name	Field Value	Conversion factors
SORT TYPE	010 element of file	<i>Varies</i>	See Appendix A	Becomes <i>EMIS_AUDIT</i> Detail SORT TYPE or Aggregate SUB TYPE
FISCAL YEAR	020 element of file	<i>Varies</i>	CCYY	Becomes <i>EMIS_AUDIT</i> FY
REPORTING PERIOD	030 element of file	<i>Varies</i>	e.g. "K", "N"	Becomes <i>EMIS_AUDIT</i> REPORT PERIOD
PROCESS DATE			CCYYMMDD	Date of processing cycle
FILE DATE				File creation date
VERSION NUMBER			DET ##.### YY.MM.DD or AGGR ##.###:CCYY.MM.DD	From Aggregation process

Report Selection Criteria

Although this program can be run for a specific reporting period, a specific ITC , or any fiscal year beginning with 1998, the weekly processing command file sets these parameters as:

Reporting period ="A", All

Fiscal Year = current year

All Sites = "Y", Yes

Once these parameters are chosen, the program selects *Emis_Audit* records if they match these criteria.

Report Sample

Header Information

The header describes information about the report generation. The middle information identifies the report title and the parameters chosen to run the program. The upper right section states the date on which the report was generated and the page number.

Detail Information

The detail lines describe the data submitted by each district within the ITC, in a grouping of four lines. Each contains:

Row 1, district information

DISTRICT IRN	valid district IRN
PERIOD	Reporting period for files listed in this group, e.g., "K," "D"
FY	CCYY of fiscal year being reported

Revision Date October 2, 2007

DIST NAME As recorded in OEDS
COUNTY County in which reporting district lies
DDAS Number of the ITC serving the district
COORDINATOR Area Coordinator as recorded in OEDS

Row 2, detail files successfully submitted. See [Appendix A](#) for file acronyms and reporting periods in which they are required.

FIN/DIST List of the financial and district/building general information
STAFF List of the staff file acronyms

Row 3, Aggregated files successfully submitted.

AGGR List of file acronyms

Row 4, Version Numbers

AGGR Version and file date/process dates for aggregated files

DET: Version and file date/process dates for detail files

Revision Date October 2, 2007

DIST IRN: 444444 PERIOD: D FY:2007 DIST NAME: Really Good SD FIN/DIST: / AGGR: GV DET:2.4-005 05.11.30 03302007/04012007	COUNTY: InOhio STAFF: /	DDAS:96 COORDINATOR:03 /
DIST IRN: 444444 PERIOD: D FY:2007 DIST NAME: Really Good SD FIN/DIST: / AGGR: GV DET:2.4-005 05.11.30 04122007/04152007	COUNTY: InOhio STAFF:	DDAS:96 COORDINATOR:03 /
DIST IRN: 444444 PERIOD: D FY:2007 DIST NAME: Really Good SD FIN/DIST: / AGGR: GV DET:2.4-005 05.11.30 04212007/04222007	COUNTY: InOhio STAFF:	DDAS:96 COORDINATOR:03 /
DIST IRN: 444444 PERIOD: D FY:2007 DIST NAME: Really Good SD FIN/DIST: / AGGR: GV DET:2.4-005 05.11.30 04282007/04292007	COUNTY: InOhio STAFF:	DDAS:96 COORDINATOR:03 /
DIST IRN: 444444 PERIOD: D FY:2007 DIST NAME: Really Good SD FIN/DIST: / AGGR: GV DET:2.4-005 05.11.30 05022007/05062007	COUNTY: InOhio STAFF:	DDAS:96 COORDINATOR:03 /
DIST IRN: 444444 PERIOD: H FY:2007 DIST NAME: Really Good SD FIN/DIST: QC AGGR: / DET:2.4-008 06.07.18 07272007/07292007	COUNTY: InOhio STAFF:	DDAS:96 COORDINATOR:03 /
DIST IRN: 444444 PERIOD: K FY:2007 DIST NAME: Really Good SD FIN/DIST: / AGGR: ASSG ASLP AFFU AECT AMCC ACGR ACVE AGG:2.4.002:2005.10.1 10212005/10222005	COUNTY: InOhio STAFF:	DDAS:96 COORDINATOR:03 /
DIST IRN: 444444 PERIOD: K FY:2007 DIST NAME: Really Good SD FIN/DIST: / AGGR: ASSG ASLP AFFU AECT AMCC ACGR ACVE PC UP AGG:2.4.002:2005.10.1 10282005/10292005	COUNTY: InOhio STAFF: CI CK CV DQ DF DET:2.4-003 05.10.25 10282005/10292005	DDAS:96 COORDINATOR:03
DIST IRN: 444444 PERIOD: K FY:2007 DIST NAME: Really Good SD FIN/DIST: / AGGR: ASSG ASLP AFFU AECT AMCC ACGR ACVE PC UP AGG:2.4.003:2005.10.2 11042005/11052005	COUNTY: InOhio STAFF: CI CK CV DQ DF DET:2.4-003 05.10.25 11042005/11052005	DDAS:96 COORDINATOR:03
DIST IRN: 444444 PERIOD: K FY:2007 DIST NAME: Really Good SD FIN/DIST: / AGGR: ASSG ASLP AFFU AECT AMCC ACGR ACVE PC UP AGG:2.4.003:2005.10.2 11112005/11122005	COUNTY: InOhio STAFF: CI CK CV DQ DF DET:2.4-004 05.11.04 11112005/11122005	DDAS:96 COORDINATOR:03
DIST IRN: 444444 PERIOD: K FY:2007 DIST NAME: Really Good SD FIN/DIST: / AGGR: ASSG ASLP AFFU AECT AMCC ACGR ACVE PC SMWD GO UP AGG:2.4.003:2005.10.2 11182005/11192005	COUNTY: InOhio STAFF: CI CK CV DQ DF DET:2.4-004 05.11.04 11182005/11192005	DDAS:96 COORDINATOR:03

EMIS REPORTING STATUS
REPORTING PERIOD - ALL - FY:2007

DATE: 07/29/2007
PAGE: 5

DIST IRN: 444444 PERIOD: T FY:2007 DIST NAME: Really Good SD
FIN/DIST: /
AGGR: /

COUNTY: InOhio DDAS:96 COORDINATOR:03
STAFF: GZ
RFO:2.2.028 06162007/06162007

DIST IRN: 444444 PERIOD: W FY:2007 DIST NAME: Really Good SD
FIN/DIST: /
AGGR: /

COUNTY: InOhio DDAS:96 COORDINATOR:03
STAFF: GR
AGG:2.4.008:2007.01.1 03072007/03242007

Revision Date October 2, 2007

Error Detection and Correction

This report can be used to support questions on whether or not a district's data were processed in a given EMIS weekly processing cycle. It can be used with the district's **.TXT_2008K_GEN_SUBMISSION_STAT** and **.TXT_2008X_GEN_DATA_STAT** to help a district determine which files might not have been processed and why.

If a district claims to have submitted a specific file, but this report does not have it listed, the district's GEN_SUB and DATA_STAT reports should be examined to determine the reason.

Revised on October 2, 2007

INDEX

B		N	
Building General Information – Fall/October	11, 12	Native Language	11, 12
C		P	
Correction	9	Preschool Assessment	11, 13
Course Status	11, 12	R	
D		<i>Report Sample</i>	5
Data Source	4	Revision Date	1, 3
District General Information – Fall/October	11	S	
District IRN	4, 5	Selection Criteria	5
E		Significance	3
Error Detection	9	State Student ID (SSID)	11, 12, 13
F		Student Discipline	12
Five Year Forecast	12	Student Gifted	13
Five Year Forecast Notes	12	Student Preschool ECO Assessment Record	11, 13
FTE	11, 12	Student Program	12

Revision Date October 2, 2007

Appendix A

EXPLANATION OF SORT/SUB TYPES REPORTED THROUGH EMIS

OCTOBER: (Period K)

AGGREGATE:

- AS/SG** Student FTE by grade/race/sex
- AS/LP** Student Counts by Native Language
- AF/FU** Student Unauthorized Funded FTE
- AE/CT** Aggregate Student - Non-Attendance Count
- SM/WD** Summer Withdrawal
- SM/RW** Return Withdrawal
- SS** Summer School Graduate Info
- PC** Program Count - Student County by grade/race/sex
- UP** Unduplicated Program Count - Student Count by grade/race/sex
- AM/CC** Staff Course Master
- AC/GR** Staff Course - Student Count by grade/race/sex
- AC/VE** Staff Course - Student Count - disadv and handicap counts
by grade/race/sex/course status
- GO** Kindergarten Readiness
- GB** Preschool Assessment
- GS** Preschool ASQ-SE Assessment
- GM** Student Preschool ECO Assessment
- GE** Special Education
- SC** Student SSID Change
- TPPD** Prof Only Diploma October

DETAIL:

- CI** Staff Demographics
- CK** Staff Employment
- CV** Staff Vocational Correlated
- DQ** District General Information – Fall/October
- DF** Building General Information – Fall/October
- CJ** Contractor Staff Employment

DECEMBER: (Period M)

AGGREGATE:

- AH** Aggregate Student - December Child Count
- PC** Program Count – Student Count by grade/race/sex
- UP** Unduplicated Program Count – Student Count by grade/race/sex

Revision Date October 2, 2007

OCTOBER 31: (Period P)

DETAIL:

- QF** Five Year Forecast
- QN** Five Year Forecast Notes

FEBRUARY: (Period C)

AGGREGATE:

- AS/SG** Student FTE by grade/race/sex
- AS/LP** Student Counts by Native Language
- AF/FU** Student Unauthorized Funded FTE
- AE/CT** Aggregate Student - Non-Attendance Count
- PC** Program Count - Student County by grade/race/sex
- AM/CC** Staff Course Master
- AC/GR** Staff Course - Student Count by grade/race/sex
- AC/VE** Staff Course - Student Count - disadv and handicap counts
by grade/race/sex/course status
- SC** Student SSID Change

DETAIL:

- CI** Staff Demographics
- CK** Staff Employment
- CV** Staff Vocational Correlated
- DH** Building General Information – February
- CJ** Contractor Staff Employment

MARCH 15 (Period D)

- GV** CTA Follow-up

YEAREND: (Period N)

AGGREGATE:

- YA/SG** Student FTE by grade/race/sex
- YA/AT** Student Attendance
- YA/LP** Student Counts by Native Language
- YA/WD** Student Withdrawal
- YA/RW** Returning Withdrawal
- YA/SE** Special Ed Exiting
- YC/CR** Student Curriculum Award Record
- AM/CC** Staff Course Master
- AC/GR** Staff Course - Student Count by grade/race/sex
- AC/VE** Disadvantage and handicap count by grade/race/sex/course status
- PC** Student Program Count by grade/race/sex
- SD** Student Discipline

Revision Date October 2, 2007

TA/DE Ohio Graduation – Detail
TC/DE Achievement – Detail
GG Student Gifted
CT CTA Student Data
SC Student SSID Change
GM Student Preschool ECO Assessment
GB Preschool Assessment
GF Ohio Test of English Language Acquisition
GS Preschool ASQ-SE Assessment
GE Special Education
GP Graduation-Only Test

DETAIL:

CI - Staff Demographics
CK - Staff Employment
CV - Staff Vocational Correlated
CJ - Contractor Staff Employment
CC - Contract Only

DR - District General Information for Year End
DB - Building Profile
DT - District Test

QC - Financial Record - JULY 30 (Period H)

READING FIRST:

Periods – **R** First Reporting (October 3 – February 16)
 W Second Reporting (March 3 – April 28)
 S Third Reporting (May 5 thru June 30)

GR - Reading First

Period - T Terra Nova (July 3 thru August 4)

GZ - Reading First – Terra Nova

Revision Date October 2, 2007