

**GENERAL ISSUES
REPORT EXPLANATION
(.TXT_CCYYX_GEN_ISSUES)
(.TXT_CCYYX_GEN_ISSUES_DETAIL)**

Education Management Information System (EMIS)



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

Revision Date May 8, 2008

Table of Contents

| | |
|---|----------|
| REVISION HISTORY | 3 |
| REPORT OVERVIEW | 3 |
| GENERAL DESCRIPTION AND SIGNIFICANCE | 3 |
| TIPS FOR READING THIS DOCUMENT | 3 |
| REPORT NAME AND TIMING | 4 |
| ODE PROCESSING..... | 4 |
| PROCESS DESCRIPTION | 4 |
| DATA SOURCE | 4 |
| REPORT SAMPLE | 5 |
| HEADER INFORMATION | 5 |
| REPORT GROUPING/ORDERING/CONTROL BREAKS | 5 |
| REPORT SUMMARY | 5 |
| REPORT DETAIL..... | 5 |
| OTHER DETAIL DATA | 6 |
| REPORT LAYOUT/SAMPLE..... | 7 |
| ERROR DETECTION AND CORRECTION..... | 8 |

Revision History

The revisions to this document listed in the table below.

| Revision Date | Owner/Source | Description of Change |
|---------------|--------------|-----------------------|
| 11/27/2007 | IPM/ODE | Revised for FY2008. |
| 1/17/2008 | IPM/ODE | Revised Error table. |
| 3/12/2008 | IPM/ODE | Revised for FY2008C. |
| 05/08/08 | IPM/ODE | Revised for FY2008N. |
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Report Overview

General Description and Significance

The General Issues Data report is essentially a directory of errors that are generated by a district during the current reporting week. It may contain information about staff, student, and/or financial files and directs a district to the report (if applicable) that provide detail about the errors.

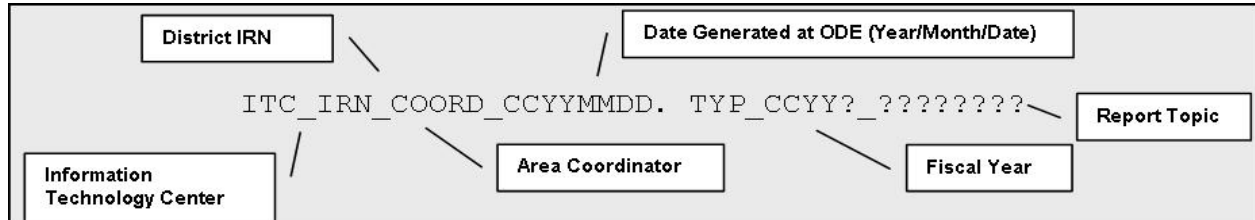
This report will only be generated for all city, exempted village, and local school districts, community schools, Joint Vocational School Districts, and Educational Service Centers based on applicable data submitted via EMIS during the October K, or February C, or Year End N processing periods that have data that have exceeded the tolerance checks. ODE business offices as well as the EMIS team perform these tolerance checks.

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**.
- CCYY? denotes the century and year and processing period.

Report Name and Timing

The file names for the reports are .TXT_CCYYX_GEN_ISSUES and .TXT_CCYYX_GEN_ISSUES_DETAIL; the report components are described below.



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. The reports are generated to combine the information from various offices within ODE. There may be two reports per district generated.

The TXT_CCYYX_GEN_ISSUES report provides a summary of errors, and 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.

The TXT_CCYYX_GEN_ISSUES_DETAIL report provides a more detailed output, providing both SSIDs and Local Classroom Codes. This report will be generated if a district exceeds the tolerance check for any ODE office that is involved in this process.

Data Source

The EMIS weekly process pulls data from the various sources into two distinct files for use by the program that produces the report. The report elements are derived from various sets of data that ODE uses to perform the checks needed to produce the reports. These data sets are both submitted by districts and derived by ODE.

For example: *Error Code 010 (Bad Data Ignored by ODE) pulls data submitted by districts like the DISTRICT IRN and BUILDING IRN. Data derived by ODE includes element names like ERROR REASON and RECORD NUMBER.*

Report Sample

Header Information

The first area of the header describes information about the report generation. The upper left section names the program from which the report was generated and the data source. The middle information identifies the producer of the report and the report title. The upper right section states the date on which the report was generated, the page number and total pages, and the reporting period to which the report belongs.

The second area of the header pertains to the recipient of the report. It identifies the district for which the report was produced, its IRN and COUNTY, the ITC and AREA COORDINATOR of the district.

That is followed by column headers indicating the data described on each detail line.

Report Grouping/Ordering/Control Breaks

There is an ITC version of each file that has the data grouped by District IRN; it includes the same data as the separate district reports but lists each district within the ITC in IRN order.

The district reports are ordered by the error code.

Report Summary

There is no report summary

Report Detail

The following are the fields and descriptions for each error:

| Field Name | Field Description |
|---|---|
| ERROR CODE | Identifies that each line of the report for reference when reviewing the GEN_ISSUES reports and any other related documents. Shown as a three-digit code. |
| BUILDING IRN | Identifies the IRN of the building whose data generated an error condition; not required for every condition |
| FISCAL YEAR AND REPORTING PERIOD | Identifies both the Fiscal Year and Reporting Period used to determine which sets of data are in error. |
| SHORT ERROR DESCRIPTION | Identifies the context of the error. |
| RELATED ODE REPORT | Identifies the report name that relates to the errors being generated. Districts should consult the report for error resolution. Will show "No other ODE report" if there is not currently an ODE related report. |

| | |
|-------------------------------|---|
| DATA AT ODE AS OF DATE | Identifies the Friday date of the current processing week, the date by which districts were required to have submitted data for the process as CCYYMMDD |
| COUNT /% | Identifies the total number of errors/what percentages there are of errors. This will vary by Error Code. |

Other Detail Data

There are no additional details.

Report Layout/Sample

PROGRAM: EMIS2008-ISSUES-DIST-RPT
 EMIS REPORT: TXT_2008X_GEN_ISSUES_DETAIL

OHIO DEPARTMENT OF EDUCATION
 EDUCATION MANAGEMENT INFORMATION SYSTEM
 GENERAL ISSUES REPORT

DATE: 01/14/2008
 PAGE: 1

For information on each error type, please see the FY2008 report documentation for this report under 'EMIS Documentation' on ODE's EMIS Web Site. The documentation for this report will be updated if new checks are added during the data period. If after reading the report documentation an error code explanation is still not understandable, please contact the person listed in the documentation for the error code in question.

DISTRICT: 148999 Mayflower City SD COUNTY: Wachusette ITC: REGAL

| ERR BLDNG | FY/ RPT | DATA AT ODE AS | SUBMIT | | | |
|-----------|------------|-----------------------------|--------------------------------|----------|----------------------|---------|
| CD IRN | PER | SHORT ERROR DISCRIPTION | RELATED ODE REPORT (IF ANY) | OF DATE | ODE BUSINESS OWNER | COUNT/% |
| 040 | 2008X | Enroll change from prior yr | .TXT_CCYY?_STU_ENROLLMENT | 20080117 | ODE-EMIS-Contact ITC | -14.25 |
| 041 | 2008X | ADM change from prior yr | .TXT_CCYYX_STU_SF3FLOW_ALL/JVS | 20080117 | ODE-EMIS-Contact ITC | -14.05 |
| 048 | 2008X | CTE Fatal errors | .TXT_CCYY?_STU_CTA_PAGE_INDEX | 20080117 | ODE-EMIS-Contact ITC | 7 |
| 051 | 2008X | Qual Para Prof HQT No | .TXT_CCYY?_STF_QUAL_PARA_PROF | 20080117 | ODE-EMIS-Contact ITC | 3 |

Revision Date May 8, 2008

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 in the table below to contact the appropriate office that is associated with the information that is in question.

Below is a table for the districts to use as a tool to determine possible errors with corresponding checks for the error(s). This document includes the Error Codes, Short Error Description, Description, Check, Related ODE Reports, Contact Information, and the ODE Business Owner. Please note that in the Related ODE report column, SDC stands for Secure Data Center. The information in the column for SDC reports indicates the folders and reports that a district would select within the SDC to review data related to the GEN_ISSUES error codes.

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

| Error Code | Short Error Description | Description | Check | Related ODE Report (If Any) | Contact Information | ODE Business Owner | Count /% |
|-------------------|--------------------------------|--|--|------------------------------------|----------------------------|---------------------------|--|
| 006 | Missing OGT Record | One or more students for whom the district is required to report an Ohio Graduation Test record does not have a test record reported to ODE. | Report documentation for the CSV_2008N_STU_MISSING_OGT report. | CSV_2008N_STU_MISSING_OGT | Your ITC | ODE EMIS-Contact ITC | # of students with no test records reported to ODE |
| 007 | Missing Achievement Record | One or more students for whom the district is required to report an Ohio Achievement Test record does not have a test record reported to ODE. | Report documentation for the CSV_2008N_STU_MISSING_OAT report. | CSV_2008N_STU_MISSING_OAT | Your ITC | ODE EMIS-Contact ITC | # of students with no test records reported to ODE |
| 008 | Missing OTELA Record | One or more students for whom the district is required to report a Ohio Test of English Language Acquisition (OTELA) record does not have a test record reported to ODE. | Report documentation for the CSV_2008N_STU_MISSING_OTELA report. | CSV_2008N_STU_MISSING_OTELA | Your ITC | ODE EMIS-Contact ITC | # of students with no test records reported to ODE |
| 010 | Bad Data Ignored by ODE | For the reasons detailed on the GEN_DATA_STAT report, one or more rows of data submitted by the district made it through the aggregation process but were later rejected by ODE. Unless the problem with the data is fixed, it will not be stored by ODE or considered submitted for the district. | Report documentation for the TXT_2008N_GEN_DATA_STAT report. | TXT_2008N_GEN_DATA_STAT | Your ITC | ODE EMIS-Contact ITC | # of rows of data submitted by the district made it through the aggregation process but were later rejected by ODE |

| Error Code | Short Error Description | Description | Check | Related ODE Report (If Any) | Contact Information | ODE Business Owner | Count /% |
|------------|---------------------------------|---|---|-------------------------------------|---|---------------------------|---|
| 011 | Spec Ed Missing IEP for Fund | One or more students with a disability will not meet the requirements for weighted funding in 2007-2008 based on the yearend Special Education records submitted by the district. | Report documentation for the CSV_2008N_STU_IEP_NO_FUND report. | CSV_2008N_STU_IEP_NO_FUND | Your ITC | ODE EMIS-Contact ITC | # of students missing IEP |
| 012 | Graduating Student Missing Test | A student submitted as a graduate in yearend data lacks 5 passing scores (or 4 passes and the alternative criteria) required for graduation | Report documentation for the CSV_2008N_STU_GRAD_TEST_REQ | CSV_2008N_STU_GRAD_TEST_REQ | Your ITC | ODE EMIS-Contact ITC | # of students submitted as a graduate that lacks 5 passing scores required for graduation |
| 013 | Dist Trans % total not 100% | District Transportation Percentage does not Total to 100%: The values reported in Transportation Percentage (DB060) are used to allocate costs for transportation to specific buildings in the Expenditure Flow Model. This amount should total to 100% across all buildings in a district. If not, an adjustment process is used to allocate these costs. Not reported by JVSDs, DYS, OSB and OSD. | DB060 reported on the Building General Information- Yearend record. Amount for one or more buildings may be incorrect, one or more DB records is not being reported to ODE, or rounding for one or more buildings may have resulted in a total very close to but not equal to 100 for the district. | July Expenditure Flow Model reports | Erika M. Farfan, Center for School Finance, (614)466-0523 | Center for School Finance | Total Dist Trans % |

| Error Code | Short Error Description | Description | Check | Related ODE Report (If Any) | Contact Information | ODE Business Owner | Count /% |
|------------|-----------------------------|---|---|-------------------------------------|---|---------------------------|--------------------|
| 014 | Dist Lunch % total not 100% | District Lunchroom Percentage does not Total to 100%: The values reported in Lunchroom Percentage (DB070) are used to allocate costs for transportation to specific buildings in the Expenditure Flow Model. This amount should total to 100% across all buildings in a district. If not, an adjustment process is used to allocate these costs. Not reported by JVSDs, DYS, OSB and OSD. | DB070 reported on the Building General Information- Yearend record. Amount for one or more buildings may be incorrect, one or more DB records is not being reported to ODE, or rounding for one or more buildings may have resulted in a total very close to but not equal to 100 for the district. | July Expenditure Flow Model reports | Erika M. Farfan, Center for School Finance, (614)466-0523 | Center for School Finance | Total Dist Lunch % |
| 015 | Lrg Chng in Enroll (YE ADM) | Large Change in Enrollment (Yearend ADM): Flags districts\community schools with enrollment changes >=5% between current and previous year. | Check ATTENDANCE DAYS, EXCUSED ABSENCE DAYS, and UNEXCUSED ABSENCE DAYS elements from the yearend EMIS Student Attendance record. Check the ACTUAL DAYS IN SESSION elements from the yearend EMIS Building General Information record. | | AYP / Local Report Card Question Line (614) 995-0098 | Accountability | % of change |
| 016 | Attendance Rate 0% | Attendance Rate 0%: Flags districts\community schools with 0% attendance rates reported. | Check the ATTENDANCE DAYS, EXCUSED ABSENCE DAYS, and UNEXCUSED ABSENCE DAYS elements from the yearend EMIS Student Attendance record. | SDC-Dashboard >Indicators & Ratings | AYP / Local Report Card Question Line (614) 995-0098 | Accountability | No Count /% |
| 017 | Attendance Rate 100% | Attendance Rate 100%: Flags districts\community schools with 100% attendance rates reported. | Check the ATTENDANCE DAYS, EXCUSED ABSENCE DAYS, and UNEXCUSED ABSENCE DAYS elements from the yearend EMIS Student Attendance record. | SDC-Dashboard>Indicators & Ratings | AYP / Local Report Card Question Line (614) 995-0098 | Accountability | No Count /% |
| 018 | Large Change in Attend Rate | Large Change in Attendance Rate: Flags districts\community schools with attendance rate changes >=5% between current and previous year. | Check the ATTENDANCE DAYS, EXCUSED ABSENCE DAYS, and UNEXCUSED ABSENCE DAYS elements from the yearend EMIS Student Attendance record. | SDC-Analysis>Attendance>Customize | AYP / Local Report Card Question Line (614) 995-0098 | Accountability | % of change |

| Error Code | Short Error Description | Description | Check | Related ODE Report (If Any) | Contact Information | ODE Business Owner | Count /% |
|------------|------------------------------|--|--|-------------------------------------|--|--------------------|---|
| 019 | Excused v Unexcused Absences | Disparity Between Excused v. Unexcused Absence Days: Flags districts\community schools with excused absence days <=50 and unexcused absence days > 50 or with unexcused absence days <=50 and excused absence days > 50. | Check the ATTENDANCE DAYS, EXCUSED ABSENCE DAYS, and UNEXCUSED ABSENCE DAYS elements from the yearend EMIS Student Attendance record. | SDC-Analysis>Attendance>Current | AYP / Local Report Card Question Line (614) 995-0098 | Accountability | Difference of Excused v. Unexcused Absence Days |
| 023 | Low AYP Part Rate - Reading | Low AYP Participation Rate – Reading: Flags districts\community schools with reading participation rates <= 85% indicating a high percentage of test waivers based on data submitted for yearend processing. | Check the BUILDING IRN – SPRING TEST ADMINISTRATION IRN and REASON TEST NOT TAKEN elements from the EMIS Achievement Test and/or Ohio Graduation Test (OGT) records. | SDC-Dashboard>District AYP Workbook | AYP / Local Report Card Question Line (614) 995-0098 | Accountability | Participation Rate |
| 024 | Low AYP Part Rate – Math | Low AYP Participation Rate – Math: Flags districts\community schools with math participation rates <= 85% indicating a high percentage of test waivers based on data submitted for yearend processing. | Check the BUILDING IRN – SPRING TEST ADMINISTRATION IRN and REASON TEST NOT TAKEN elements from the EMIS Achievement Test and/or Ohio Graduation Test (OGT) records. | SDC-Dashboard>District AYP Workbook | AYP / Local Report Card Question Line (614) 995-0098 | Accountability | Participation Rate |
| 025 | Prof Rate 0%- AYP Reading | Proficiency Rate 0%- AYP Reading: Flags districts\community schools with reading proficiency rate of 0% | Check the SCALED SCORE and RAW SCORE elements from the Student Achievement and/or Ohio Graduation Test (OGT) records, the Majority of Attendance IRN and Accountability IRN records in the Student Attendance records. | SDC-Dashboard>District AYP Workbook | AYP / Local Report Card Question Line (614) 995-0098 | Accountability | No Count /% |
| 026 | Prof Rate 0%- AYP Math | Proficiency Rate 0%- AYP Math: Flags districts\community schools with math proficiency rate of 0% | Check the SCALED SCORE and RAW SCORE elements from the Student Achievement and/or Ohio Graduation Test (OGT) records, the Majority of Attendance IRN and Accountability IRN records in the Student Attendance records. | SDC-Dashboard>District AYP Workbook | AYP / Local Report Card Question Line (614) 995-0098 | Accountability | No Count /% |

| Error Code | Short Error Description | Description | Check | Related ODE Report (If Any) | Contact Information | ODE Business Owner | Count /% |
|------------|------------------------------|--|---|-----------------------------|---|-----------------------------|---|
| 027 | CCIP/EMIS Low Inc/EconDis #s | Large Discrepancy Between CCIP Low Income Student Percentage and EMIS Economically Disadvantaged Percentage: Flags school buildings where the difference between economic disadvantage in EMIS and the percent of low-income students in the CCIP is >= or <= 20%. | Check the DISADVANTAGED element in the yearend EMIS Student Demographic record. Check the NUMBER OF LOW INCOME STUDENTS and ADJUSTED ENROLLMENT elements in the CCIP . | | Jim Long, Federal Student Programs (614)728-2761 | Federal Student Programs | Difference of CCIP Low Income Student Percentage and EMIS Economically Disadvantaged Percentage |
| 028 | Truancy w/d with 0 Unex Abs | Withdrawal Due to Truancy with Zero Unexcused Absence Days Reported: Flags districts\community schools reporting one or more students as withdrawn due to truancy with zero corresponding unexcused absence days reported. | Check the WITHDRAWAL / DROPOUT / TRUANCY REASON element from the yearend EMIS Student Attendance record for students coded as truant ('71'). Make sure these students have UNEXCUSED ABSENSE DAYS reported in the same record. | TXT_2008N_GEN_ISSUES_DETAIL | AYP / Local Report Card Question Line (614) 995-0098 | Accountability | # of withdrawn students with no Unex Abs |
| 029 | CSADM Stu with 0 EMIS Attend | No Student Attendance Data Reported in EMIS for Students Reported as Enrolled in the CSADM: Flags community schools reporting one or more students in the CSADM as enrolled for at least one day of school for whom no attendance data is reported at yearend in EMIS. | Check the SSIDs of students reported in the CSADM and make sure each student enrolled one or more days is reported in the yearend EMIS Student Attendance record | TXT_2008N_GEN_ISSUES_DETAIL | Karlyn Geis, Office of Community Schools (614) 466-9208 | Office of Community Schools | Count of rows on Gen Issues Detail report |

| Error Code | Short Error Description | Description | Check | Related ODE Report (If Any) | Contact Information | ODE Business Owner | Count /% |
|------------|------------------------------|---|---|-----------------------------|---|-----------------------------|---|
| 030 | CSADM EMIS Mismatch | Student Reported During Test Administration Window in CSADM but not in EMIS Student Attendance Record and/or CSADM and EMIS Grade Levels do not Match: Flags community schools reporting one or more students in the CSADM as enrolled during the spring test administration window that are not similarly reported in the yearend EMIS student attendance record. Also flags students reported in the CSADM and EMIS student demographic record for whom grade levels do not correspond. | Check the ADMISSION DATE and DATE OF WITHDRAWAL/ DROPOUT/ TRUANCY PROCEEDINGS elements in the yearend EMIS Student Attendance record and the FROM DATE and TO DATE in the CSADM . Check the GRADE LEVEL element in the yearend EMIS Student Demographic record and make sure it corresponds to the GRADE element in the CSADM . | TXT_2008N_GEN_ISSUES_DETAIL | Karlyn Geis, Office of Community Schools (614) 466-9208 | Office of Community Schools | Count of rows on Gen Issues Detail report |
| 031 | Altrnt Assess but no Disblty | Alternately Assessed Student Reported without Disability Condition in EMIS Student Attendance File: Flags districts/community schools reporting one or more students taking an alternate assessment for whom no disability condition is reported in the yearend EMIS student attendance file. | Check DISABILITY CONDITION element in the yearend EMIS Student Attendance record for students reported taking an alternate assessment in the Achievement Test or Ohio Graduation Test (OGT) records. | TXT_2008N_GEN_ISSUES_DETAIL | Anne Skaggs, Office for Exceptional Children (614) 728-7850 | Exceptional Children | # of Alternately Assessed Student Reported without Disability Condition |

| Error Code | Short Error Description | Description | Check | Related ODE Report (If Any) | Contact Information | ODE Business Owner | Count /% |
|------------|-----------------------------|---|--|-----------------------------|--|--------------------|--------------------------------------|
| 032 | 70%+ Stu enroll < full year | Large Proportion of Students with Enrollment (Yearend ADM) less than 1.00: Flags districts/community schools for which 70% or more of students have Enrollment (Yearend ADM) less than 1.00, i.e., enrolled less than the full school year. | <p>Check the ACTUAL DAYS IN SESSION or, for community schools whose contract specifies instruction as number of hours instead of days, the ACTUAL HOURS IN SESSION and ACTUAL HOURS PER DAY elements from the yearend EMIS Building General Information record.</p> <p>For a student enrolled for the entire school year, the ACTUAL DAYS IN SESSION element should equal the sum of ATTENDANCE DAYS, EXCUSED ABSENCE DAYS, and UNEXCUSED ABSENCE DAYS from the yearend EMIS Student Attendance record.</p> <p>For community schools whose contract specifies instruction as number of hours instead of days, the ACTUAL HOURS IN SESSION element for a given grade level divided by the ACTUAL HOURS PER DAY element for that same grade level should, for a student enrolled for the entire year, equal the sum of ATTENDANCE DAYS, EXCUSED ABSENCE DAYS, and UNEXCUSED ABSENCE DAYS from the yearend EMIS Student Attendance record.</p> | | AYP / Local Report Card Question Line (614) 995-0098 | Accountability | % of students not enrolled full year |

| Error Code | Short Error Description | Description | Check | Related ODE Report (If Any) | Contact Information | ODE Business Owner | Count /% |
|------------|------------------------------|--|--|----------------------------------|--|----------------------|-------------|
| 033 | Zero Discipline Reas & Types | Zero Discipline Reasons and Discipline Types: This message means that the building or community school has not reported any discipline reasons and discipline types for the students that they are reporting. Since it is unusual for a building not to have any discipline occurrences for the entire year; districts are asked to verify that they are reporting this information correctly. | Please verify that the Student Discipline Record (GD) is reported for all students who received a disciplinary action (type) for any discipline incident (reason). If inaccuracies are found please correct the data and re-submit to ODE. | SDC-Analysis>Discipline >Current | Madelyn Sechler, Information Policy and Management, (614) 466-8668 | Safety Hlth & Nutrtn | No Count /% |
| 034 | Zero Expulsions/ OOS Suspens | Zero Expulsions or Out-Of-School Suspensions: This message means that the building or community school has not reported any expulsions or out-of-school suspensions for the discipline records reported. Since it is unusual for a building not to have any expulsions or out-of-school suspensions for the entire year; districts are asked to verify that they are reporting this information correctly. | Action to Take: Please verify that the Discipline Type reported on the Student Discipline Record (GD) is accurate. If inaccuracies are found please correct the data and re-submit to ODE. Note: The district or community school may have a local policy which states that the only expulsions imposed are for possessing a firearm at school (required by 18 U.S.C. 921). If such a local policy is in force and there haven't been any firearm incidents then zero expulsions or out-of-school suspensions would be appropriate. | SDC-Analysis>Discipline >Current | Madelyn Sechler, Information Policy and Management, (614) 466-8668 | Safety Hlth & Nutrtn | No Count /% |

| Error Code | Short Error Description | Description | Check | Related ODE Report (If Any) | Contact Information | ODE Business Owner | Count /% |
|------------|------------------------------|--|--|--------------------------------------|--|----------------------|--|
| 035 | 50% +/- Change in Discipline | Discipline Actions Reported: Significant Change From Previous Year: This message means that the number (must be greater than 10) of disciplinary actions (types) that a building or community school has reported is 50% greater or less than the number reported in the previous year. Although such an increase or decrease is unusual; changes in local discipline policies, restructuring of age/grade groupings in buildings or focused intervention practices could impact the number of disciplinary actions taken. | Action to Take: Please verify that the <i>Student Discipline Record (GD)</i> is reported for all students who received a disciplinary action (type) for any discipline incident (reason). If inaccuracies are found please correct the data and re-submit to ODE. | SDC-Analysis>Discipline >Current | Madelyn Sechler, Information Policy and Management, (614) 466-8668 | Safety Hlth & Nutrtn | % of the change |
| 036 | OOS Suspens | Number of Out-of-School Suspensions High: This message means that the number of out-of-school suspensions for the discipline records reported by the building or community school is greater than 40 per 100 students enrolled. Since it is unusual for a building or community school to have such high rates of out-of-school suspensions; districts are asked to verify that they are reporting this information correctly. | Action to Take: Please verify that the <i>Student Discipline Record (GD)</i> is reported for all students who received a disciplinary action (type) for any discipline incident (reason). If inaccuracies are found please correct the data and re-submit to ODE. | SDC-Analysis>Discipline >100_Current | Madelyn Sechler, Information Policy and Management, (614) 466-8668 | Safety Hlth & Nutrtn | # of Out-of-School Suspension per 100 students |

| Error Code | Short Error Description | Description | Check | Related ODE Report (If Any) | Contact Information | ODE Business Owner | Count /% |
|------------|----------------------------|---|--|-----------------------------|--|----------------------|---------------------------------|
| 037 | Zero Academic Intervention | Zero Students are Reported with Academic Intervention Program Code: This message means that the building or community school has not reported the academic intervention program code for any of the students that they are reporting. Since it is unusual for a building not to have provided any academic intervention to students; districts are asked to verify that they are reporting this information correctly. Academic (student) intervention services should be provided to all students who are failing or are at risk of failing any one of Ohio's Achievement tests. Refer to Ohio's Intervention Guidelines and the EMIS Manual, Program Code Instructions for more information on intervention services. | Action to Take: Please verify that the <i>Program Code for Academic Intervention</i> is reported for any student who receives these services. If inaccuracies are found please correct the data and re-submit to ODE. | | Madelyn Sechler, Information Policy and Management, (614) 466-8668 | Safety Hlth & Nutrtn | No Count /% |
| 043 | Contract Staff Errors | District has errors related to the processing of staff data for individuals that district has contracted to and/or from other EMIS reporting entities. | Verify/validate Contract Staff records submitted for district/buildings and correct the errors associated with such data, if error exists. | TXT_CCYY?_GEN_MISSING_DATA | Your ITC | ODE EMIS-Contact ITC | # of contract staff with errors |
| 045 | SSID Errors | Conflict of count D , O, and/or E error flags | Please check to make sure the Resident District IRN and the Attending/Home IRN are reported accurately, so districts are pointing to the appropriate entity. If the IRN's are accurate, contact the other district and determine why the student is not being reported with the same SSID by both districts. | .CSV_CCYY?_SSID | Your ITC | ODE EMIS-Contact ITC | # of SSID's with errors |

| Error Code | Short Error Description | Description | Check | Related ODE Report (If Any) | Contact Information | ODE Business Owner | Count /% |
|------------|----------------------------|--|---|--------------------------------|---------------------|----------------------|--|
| 062 | SSIDs with ECO missing rec | Number of students required to take the ECO who do not have a ECO record reported- impacts the GEN_MISSING report | Report documentation for the .CSV_CCYY?_STU_ECO_MISSING report. | .CSV_CCYY?_STU_ECO_MISSING | Your ITC | ODE EMIS-Contact ITC | # of students with no test records reported to ODE |
| 063 | Missing GGG Record | One or more students for whom the district is required to report a Preschool Assessment (Get it, Got it, Go) record does not have a test record reported to ODE. | Report documentation for the CSV_2008N_STU_MISSING_PS_GGG report. | CSV_2008N_STU_MISSING_PS_GGG | Your ITC | ODE EMIS-Contact ITC | # of students with no test records reported to ODE |
| 064 | Missing ASQ/SE Record | One or more students for whom the district is required to report a Preschool ASQ/SE Assessment record does not have a test record reported to ODE. | Report documentation for the CSV_2008N_STU_MISSING_PS_ASQS report. | CSV_2008N_STU_MISSING_PS_ASQS | Your ITC | ODE EMIS-Contact ITC | # of students with no test records reported to ODE |
| 074 | Gen Missing Goals Not Met | Number of record types where the reporting entity has not met the data submission goals for the current week- if a funding week, a financial withholding may occur | Report documentation for the .TXT_CCYY?_GEN_MISSING_DATA report. | .TXT_CCYY?_GEN_MISSING_DATA | Your ITC | ODE EMIS-Contact ITC | # of record types where the data submission goals were not met |
| 087 | Students on Missing List | Number of students reported as active in FY07 Yearend who are not being reported in FY08K- does not include any overrides- impacts the GEN_MISSING report | Report documentation for the .CSV_CCYY?_STU_STUDENT_MISSING report. | .CSV_CCYY?_STU_STUDENT_MISSING | Your ITC | ODE EMIS-Contact ITC | # of students on missing list |

| Error Code | Short Error Description | Description | Check | Related ODE Report (If Any) | Contact Information | ODE Business Owner | Count /% |
|------------|--|---|--|-------------------------------------|---|---------------------------|---|
| 088 | Staff on Missing List | Number of staff reported as active in FY07 Yearend who are not being reported in FY08K- any approved overrides are removed from this count-impacts the GEN MISSING report | Report documentation for the .CSV_CCYY?_STF_STAFF_MISSING | .CSV_CCYY?_STF_STAFF_MISSING | Your ITC | ODE EMIS-Contact ITC | # of staff on missing list |
| 091 | No unexcused absences | The sum of unexcused absences for all students in the district is equal to zero. | Verify that there are no unexcused absences in your district's attendance totals. | | Erika M. Farfan, Center for School Finance, (614)466-0523 | Center for School Finance | # of students where unexcused absences equal zero |
| 096 | Operational Unit with no Expenditure | One or more operational units is reporting with zero or no expenditure data | DB***. Amount for one or more buildings may be incorrect, or one or more DB records are not being reported to ODE. | July Expenditure Flow Model reports | Erika M. Farfan, Center for School Finance, (614)466-0523 | Center for School Finance | OPU value that has no expenditures |
| 097 | Required receipt code not reported | One or more receipt codes are not being reported that are required for each district | Verify that receipt codes are being reported | July Expenditure Flow Model reports | Erika M. Farfan, Center for School Finance, (614)466-0523 | Center for School Finance | Value of receipt code not reported |
| 098 | Receipt code reported that is no longer used | One or more receipts codes is being reported that should have no funding flow | Verify that receipt codes are being reported | July Expenditure Flow Model reports | Erika M. Farfan, Center for School Finance, (614)466-0523 | Center for School Finance | Value of receipt code no longer used |

| Error Code | Short Error Description | Description | Check | Related ODE Report (If Any) | Contact Information | ODE Business Owner | Count /% |
|------------|--|--|---|-------------------------------------|--|---|--|
| 099 | Appropriation amount <0 | One or more reported appropriation amounts is less than zero | Verify that reported appropriation amounts is less than zero | July Expenditure Flow Model reports | Erika M. Farfan, Center for School Finance, (614)466-0523 | Center for School Finance | No Count /% |
| 100 | No change in financial data | More than half of the expenditure data reported by the district exactly matches the data submitted during the previous year's submission | Verify that expenditure data is exactly the same as the previous year's submission | July Expenditure Flow Model reports | Erika M. Farfan, Center for School Finance, (614)466-0523 | Center for School Finance | No Count /% |
| 101 | Preschool Student Records Less Than Funded Early Childhood Grant Numbers | District has reported less preschool students than the Early Childhood Education Grant funded numbers. | Verify that a record is reported for all preschool students who are enrolled in a state-funded Early Childhood Education Grant program and that a course code of 180250 or 196096 has also been reported. | n/a | Jackie Marable, Early Learning and School Readiness (614) 644-0627 | Office of Early Learning and School Readiness | Difference between the Grant funded numbers and reported PS students |
| 102 | Special Ed Compliance | Discrepancies exist between what has been reported by the district and what ODE is expecting | You should also review the error descriptions, as they tend to point out what exactly is causing the error. | csv_2008_stu_se_comp_check | Your ITC | ODE EMIS-Contact ITC | # of students not in Special Ed Compliance |
| 103 | Missing Transition Codes | District has not reported the appropriate Transition Plan Code reported (211100 or 211105) | Verify that students with disabilities who are 16 years old or older have the appropriate Transition Plan Code reported (211100 or 211105) | .CSV_2008N_STU_SE_TRANS_PROG | Your ITC | ODE EMIS-Contact ITC | # of students missing Transition Codes |

| Error Code | Short Error Description | Description | Check | Related ODE Report (If Any) | Contact Information | ODE Business Owner | Count /% |
|------------|------------------------------|--|--|----------------------------------|---------------------|----------------------|-------------------------------------|
| 104 | Missing Spec Ed Event | District has students with disabilities who are missing a special ed event | Verify that students with disabilities have special ed events reported | CSV_2008N_STU_MISSING_SPED_EVENT | Your ITC | ODE EMIS-Contact ITC | # of students missing Spec Ed Event |
| 105 | Missing Course | District has students that ODE expects courses for | Verify that students have courses records submitted for them | CSV_STU_MISS_COURSE | Your ITC | ODE EMIS-Contact ITC | # of students missing courses |
| 106 | Grad Issues Duplicate | Districts reporting same student multiple times as a graduate | Verify whether or not students are reported one or more times by another reporting entity beginning from the earliest to the latest submissions of all reporting entities. | CSV_CCYY?_STU_GRAD_DUP | Your ITC | ODE EMIS-Contact ITC | # of students reported as dup grads |
| 107 | Missing District Record | District missing District Record | This report specification is a subset of the General Missing Data report. Please see that document for additional information about the full significance of the report. | TXT_CCYY?_GEN_MISSING_DATA | Your ITC | ODE EMIS-Contact ITC | No Count /% |
| 108 | Missing District Test Record | District missing District Test Record | This report specification is a subset of the General Missing Data report. Please see that document for additional information about the full significance of the report. | TXT_CCYY?_GEN_MISSING_DATA | Your ITC | ODE EMIS-Contact ITC | No Count /% |
| 109 | Missing Building | District missing Building Record | This report specification is a subset of the General Missing Data report. Please see that document for additional information about the full significance of the report. | TXT_CCYY?_GEN_MISSING_DATA | Your ITC | ODE EMIS-Contact ITC | No Count /% |
| 110 | CTAE Warnings | District has Warning errors | Verify reports which are allied in verifying CTA data submitted by a district | CSV_CCYY?_STU_CTA | Your ITC | ODE EMIS-Contact ITC | # of Warnings |

| Error Code | Short Error Description | Description | Check | Related ODE Report (If Any) | Contact Information | ODE Business Owner | Count /% |
|------------|-------------------------|---|--|--------------------------------------|--|----------------------|----------------------------------|
| 111 | High Expulsions | Number of Expulsions High: This message means that the number of expulsions for the discipline records reported by the building or community school is greater than 40 per 100 students enrolled. Since it is unusual for a building or community school to have such high rates of expulsions; districts are asked to verify that they are reporting this information correctly. | Action to Take: Please verify that the <i>Student Discipline Record (GD)</i> is reported for all students who received a disciplinary action (type) for any discipline incident (reason). If inaccuracies are found please correct the data and re-submit to ODE. | SDC-Analysis>Discipline >100_Current | Madelyn Sechler, Information Policy and Management, (614) 466-8668 | Safety Hlth & Nutrtn | # of Expulsions per 100 students |
| 112 | CTAE Fatafs | District has Fatal errors | Verify reports which are allied in verifying CTA data submitted by a district | CSV_CCYY?_STU_CTA | Your ITC | ODE EMIS-Contact ITC | # of Fatafs |

INDEX

Accountability IRN, 12
Building IRN, 5, 12
Correction, 8
Data Source, 4, 5
Disability Condition, 14
Disadvantage, 13
District IRN, 5
Error Detection, 8
Excused Absence, 12
Majority of Attendance IRN, 12
Ohio Graduation Test, 9, 12, 14
Preschool ASQ/SE Assessment, 19
Preschool Assessment, 19
Report Sample, 5
Revision Date, 3
Significance, 3
Special Education, 10
State Student ID (SSID), 4
Student Discipline, 16, 17
Unexcused Absence, 12, 13