STUDENT GRADUATE ISSUES – DUP REPORT EXPLANATION (.CSV_2008?_STU_GRAD_DUP)

Education Management Information System (EMIS)

Prepared by Information Policy and Management

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Report Overview

General Description and Significance

The purpose of this CSV file is to inform districts and community schools of duplicate reporting of the same student. The student could have been reported multiple times as a graduate by one reporting entity or reported one or more times by another reporting entity beginning from the earliest to the latest submissions of all reporting entities.
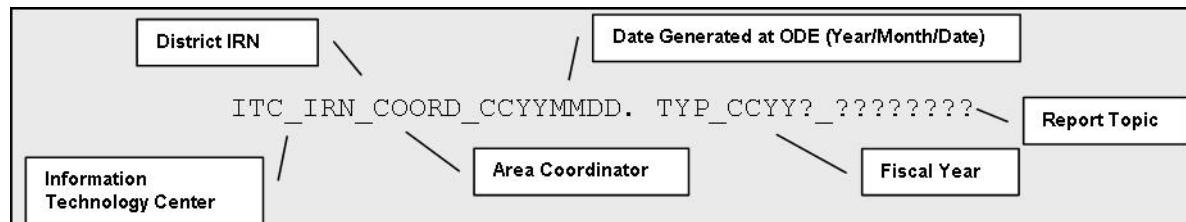
Report Distribution

A CSV report will be generated for public school districts and community schools that have at least one student where there is duplicate reporting. These reports will be generated during the Yearend (N) and October (K) reporting periods. A report will not be generated for ESC's or JVSD's.

This report is copied to school districts and ITC's after each EMIS processing (with other weekly reports & files that are copied to school districts).

Report Name and Timing

The file name for the report is:
ITC_IRN_COORD_CCYYMMDD.TXT_2008?_STU_GRAD_DUP; its components are described below. This report is produced during the October (K) and Yearend (N) reporting periods, ? will change to name the reporting period for which the data are being accepted.

Data Source

The data found on this file is taken directly from what was reported on the Record.

Submitted Data Used in Report

Element Name	Record Field #	File Name	Special Notes
DISTRICT IRN		***OEDS SYSTEM***	
DISTRICT TYPE		***OEDS SYSTEM***	
BUILDING IRN	GK040	STUDENT ATTENDANCE	
SSID	GI310	STUDENT DEMOGRAPHIC	

Element Name	Record Field #	File Name	Special Notes
STATE EQUIVALENT GRADE LEVEL	GI370	STUDENT DEMOGRAPHIC	
RACIAL/ETHNIC GROUP	GI090	STUDENT DEMOGRAPHIC	
GENDER	GI080	STUDENT DEMOGRAPHIC	
DIPLOMA DATE	GK260	STUDENT ATTENDANCE	
DIPLOMA TYPE	GK 270	STUDENT ATTENDANCE	
STUDENT DATA SUBMITTED TO ODE	From ODE Audit file	AUDIT	
SORT TYPE		*All submitted files*	
SUB TYPE		*All aggregated files*	

Derived Data Used in Report

Element Name	Record Field #	File Name	Comments
Rpt-Dist			Dist IRN of district that reported the prior graduate information
Rpt-FY			Fiscal Year of when the student was previously reported as a graduate
Rpt-Per			Reporting Period of when the student was previously reported as a graduate
STUDENT DATA SUBMITTED TO ODE	From ODE Audit file	AUDIT	STUDENT DATA SUBMITTED TO ODE

Report Selection Criteria

The selection criterion includes the State Equivalent Grade Levels that equal 10, 11, 12, 13, or 23, and the district types as indicated in the table below.

Table 1 OEDS Districts

Name	OEDS District Type
CITY	1
EXEMPTED VILLAGE	2
LOCAL/COUNTY	3
COMMUNITY SCHOOL	G
CONVERSION COMMUNITY SCHOOL	H

Logic Summary:

The program checks previous fiscal years and reporting periods October (K) and Yearend (N) data to determine if there are multiple instances of graduation for the same graduate over time.

Report

Header Information

The following is the header as it should appear in the CSV file. Note: the comma between each element name allows the data to be opened in Excel as a comma-delimited file without any additional formatting on the user's part.

Header Row Field Titles
Dist-irn
Bldg-IRN
SSID
Equiv_Grade
Race
Gender
Rpt-Dist
Rpt-FY
Rpt-Per
Stdnt-submit-date

Report Grouping/Ordering/Control Breaks

There data are ordered in the file by building IRN and Student ID. Each district has its own report.

Report Summary

There is no report summary.

Report Detail

Fields to Display

1. Dist_IRN
2. Bldg-IRN
3. SSID
4. State Equivalent Grad Level
5. Racial/Ethnic Group
6. Gender
7. Rpt-Dist
8. Rpt-FY
9. Rpt-Per
10. Stdnt-submit-date

Calculations

There are no calculations done when this report is generated.

Other Detail Data

There are no data elements besides those in each output line.

Report Layout/Sample

CSV October (K) File HEADER Row's Field Descriptions:

Header Row Field Titles
Dist-IRN
Bldg-IRN
SSID
Equiv-Grade
Race
Gender
Rpt-Dist
Rpt-FY
Rpt-Per
Student-submit-date

CSV Yearend (N) File Data Row's Field Descriptions:

Data Element Name
DIST-IRN
BUILDING IRN (GK040)
SSID (GI310)
STATE EQUIVALENT GRADE LEVEL (GI370)
RACIAL/ETHNIC GROUP (GI090)
GENDER (GI080)
Rpt-Dist
Rpt-FY
RPT-PER
STUDENT SUBMIT DATE

Detail Information

"DIST-IRN","BLDG-IRN","SSID","EQUIV-GRADE","RACE","GENDER","RPT-DIST","RPT-FY","RPT-PER","STDNT-SUBMIT-DATE"

"055117","133959","BG1459744","12","w","F","056687","2006","N","20070608"
"055117","133959"," BG1459744","23","w","F","058887","2005","K","20070608"
"055117","133959","BG1622781","23","B","M","055117","2006","N"," 20070608"

Error Detection and Correction

For those students that are listed on this report the district should carefully review all of the elements listed under **Submitted Data Used in Report** to verify that the information on the records are accurate.

If a student has a duplicate graduate record from the prior reporting period, the school district must delete the diploma date and diploma type from the current record. If two schools are reporting the same student for the current reporting period, the schools must determine where the student actually graduated from and the opposite school must delete the record.

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