MISSING ACHIEVEMENT RECORDS REPORT EXPLANATION (.CSV_2008N_STU_MISSING_OAT)

Education Management Information System (EMIS)

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

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Revision History

The revisions to this document listed in the table below.

Revision Date	Owner/Source	Description of Change
5/11/2007	ODE, IPM	Created New Report Explanation from Specs.
6/13/2007	ODE, IPM	Revised Sample Report , removed white space, revised table of contents, revised index, and corrected formatting problems.
3/6/08	ODE, IPM	In the selection criteria, Student Attending/Home Status, revised options, dates, and detail information.
4/1/08	ODE, IPM	Added denominator/numerator logic.

Report Overview

General Description and Significance

The Missing Achievement Records Report generates a data verification CSV file for all school districts and community schools.

This report provides a means to inform school districts and community schools that ODE is missing achievement test records for those students that ODE has determined should have test records submitted.

Report Distribution

The Missing Achievement Records Report will be generated only for the school districts and community schools that have at least one student that is missing an achievement test record, as defined by the logic in the report specifications. This report will be run and CSV files will be generated during the Yearend (N) reporting period. [NOTE: A report will not be generated for ESC's, or JVSD's.]

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

Tips for Reading This Document
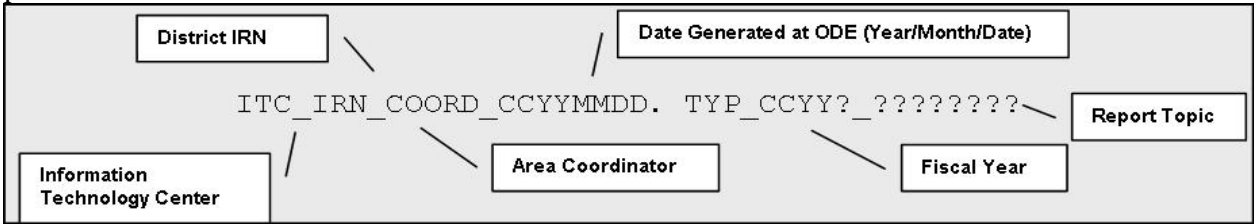
- EMIS data elements are written in SMALL CAPITAL LETTERS.
- Report field names are written in **BOLD SMALL CAPITAL LETTERS**.
- Options (values) for each data element are indicated in *ITALICIZED CAPITAL LETTERS* and are enclosed in quotation marks.

- 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 name for the report is **.CSV_2008N_STU_MISSING_OAT** its components are described below. This report is produced during the Yearend (N) reporting period.

ODE Processing

Process Description

Data Source

The data found on this file is taken directly from Student Demographic, Student Attendance and Student Achievement files. The Student Demographic and Student Attendance files are combined into Student_Attendance for ODE.

Submitted Data Used in Report

Element Name	Record Field #	File Name	Special Notes
DISTRICT IRN	HO040	*STUDENT ATTENDANCE*	
BUILDING IRN	GK040	*STUDENT ATTENDANCE*	
SSID	GI310	*STUDENT DEMOGRAPHIC*	
GRADE LEVEL	GI130	*STUDENT DEMOGRAPHIC*	
RACIAL/ETHNIC GROUP	GI090	*STUDENT DEMOGRAPHIC*	
GENDER (GI080)	GI080	*STUDENT DEMOGRAPHIC*	
SUBJECT	GA205	*STUDENT ACHIEVEMENT*	

Derived Data Used in Report

The "Subject"_Miss data elements are derived in this report based upon the logic below.

Element Name	Record Field #	File Name	Field Value	Conversion Factors
State Equivalent Grade Level	GI370	*Student Achievement*	03-08	=GI130 student demographic record
STUDENT DATA SUBMITTED TO ODE	From ODE Audit file	*AUDIT*		

Report Selection Criteria

The report program reads the Student Attendance Record and looks for students who meet the following:

State Equivalent Grade Code (GI370) is grade 03-08 (inclusive).

AND

Student Attending/Home Status between '10' and '1Z' or
between ('22' and '27') or '29' and
not ('16','1F','1I', '1Z')

(Admission Date (GK080) <= 20080509

AND

(Withdrawal Date (GK230) >= 20080421 **or** Withdrawal Date (GK230) = blanks **or** Withdrawal Date < Admission Date))

Logic

The program looks for students who have a Limited English Proficiency (LEP) Status = L and a Test Subject of Reading or Writing. If so, the requirement for Reading and Writing test subjects have been met and the student is exempt from taking the Reading and Writing tests, thus no test records are required.

The program looks to see if the State Equivalent Grade Level (GI370) = 03 and Subject = 1 (Reading). If there is no reading achievement record a CSV file is created. If a reading record is found, the program checks the most current test date to determine if the test was taken in fall or spring test administration. If the test was taken in the fall the program looks to see if the scaled score is greater than 400. If greater than 400, the test requirement has been met. If less than 400 a test record will be expected for the spring administration.

State Equivalent Grade Level (GI370) = 04-08 **and** no reading Achv record
> **Then** put 'X' in Read_Miss

State Equivalent Grade Level (GI370) = 03-08 **and** no math Achv record
> **Then** put 'X' in Math_Miss

State Equivalent Grade Level (GI370) = 04 **or** 07 **and** no writing Achv record
> **Then** put 'X' in Write_Miss

State Equivalent Grade Level (GI370) = 05 or 08 **and** no Soc Std Achv record
> **Then** put 'X' in Soc_Miss

State Equivalent Grade Level (GI370) = 05 or 08 **and** no Science Achv record
> **Then** put 'X' in Sci_Miss

Missing Data Information File Update Logic

The Numerator Count and the Denominator Count must be calculated once for each district whose student data are read in this program. Even if the district does not get a missing report, i.e. all of its test records have been submitted; the program should calculate the Numerator Count and Denominator Count and write a record for the district.

Each time the program determines that it has found an SSID for a student who should take this particular test (the student meets the criteria for this test), a 1 will be added to the count for the denominator.

Each time the program finds required test records for this SSID, a 1 will be added to the count for the numerator. If the program does not find required test records for this SSID, the existing logic for the program should be writing this information to the Missing Report for this test.

Report Sample – CVS File -Missing Achievement Records

In basic terms, the CSV file will contain the data element values separated by a comma to denote the end of one data element value and the start of a new one. For example, if you were to take the district IRN, its name, and county and convert it into a CSV file it would look like this:

012345, My District, Franklin

When imported into Excel, this string of comma separated values would be split into corresponding columns:

District IRN	District Name	County Name
012345	My District	Franklin

TIP: When importing data from a CSV file containing a numerical value that starts with a zero, like an IRN, it is important to import that type of data element as text and not a number in Excel. If imported as a numerical value, the first zero will be removed.

Header Information

The following is the header as it should appear in the CSV file.

.CSV_2008N_STU_MISSING_OAT Yearend (N) File Data Row's Field Descriptions

Data Element Name
DIST-IRN (H040)
BUILDING IRN (GK040)
SSID (GI310)
STATE EQUIVALENT GRADE LEVEL (GI370)

RACIAL/ETHNIC GROUP (GI090)
GENDER (GI080)
Read-Miss
Write-Miss
Math-Miss
Soc-Miss
Sci-Miss
STUDENT DATE SUBMITTED TO ODE AS OF

Report Grouping/Ordering/Control Breaks

The 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. District - IRN
2. Bldg-IRN
3. SSID
4. State Equivalent Grad Level
5. Racial/Ethnic Group
6. Read-Miss
7. Write-Miss
8. Math-Miss
9. Soc-Mis
10. Sci-Miss
11. Student-Data-submitted-to-ODE-as-of

Detail Information

The spaces in the following example are for readability only and should not be in the actual file.
BLDG-IRN, SSID, EQUIV_GRADE, RACE, GENDER, READ_MISS, WRITE_MISS, MATH_MISS, SOC_MISS, SCI_MISS, STUDENT-DATA-SUBMITTED-TO-ODE

133959, BG1459744, 05, w, F, , ,X, , , 20070315
133959, BG1622781, 05, B, M,X, , ,X, , 20070315

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.

Error Detection and Correction

As this file is providing the district with a report that reflects at least one missing achievement testing record, if there are any discrepancies between the file and the district's information, check the specific admission fields for accuracy. Also verify that the information contained in the achievement test record submitted data has been reported accurately.

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