

**OGT MISSING RECORDS  
REPORT EXPLANATION  
(.CSV\_2008N\_STU\_MISSING\_OGT)**

**Education Management Information System (EMIS)**



Revision Date May 15, 2008

**Prepared by  
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
May 30, 2007		OGT Missing Records report explanation created.
June 13, 2007	IPM/McKeand	Revised sample layout
April 1, 2008	IPM	Revised for 2008 N

## Report Overview

### *General Description and Significance*

Districts are no longer required to submit OGT test records for students who have passed a subject test(s). Subject test(s) which were not passed in a previous school year must have a test record submitted through EMIS this current school year. The purpose of the OGT Missing Test Record CSV file is to inform school districts and community schools which subject test records are missing from ODE files. If a subject test record is missing for a student, the district that had the student enrolled during the spring test administration or the fall test administration will receive a .CSV file. This file informs districts as to which students may need to have a previous year or current year test record(s) submitted.

The file is sent to districts during the Yearend (N) reporting period. Generally, the report is released to each ITC the week following EMIS Processing.

### *Tips for Reading This Document*

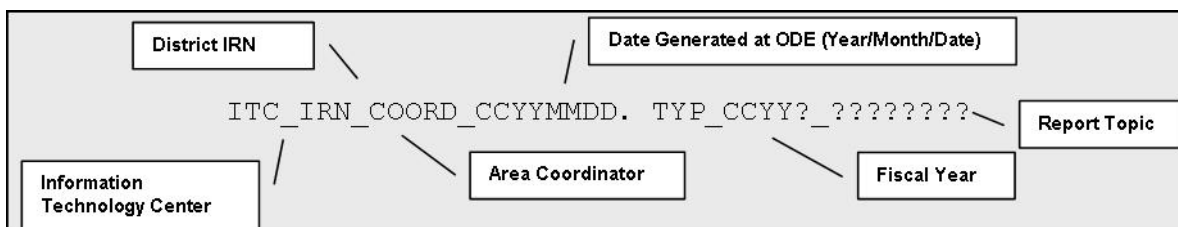
- EMIS data elements are written in **SMALL CAPITAL LETTERS**.
- Report field names are written in **BOLD SMALL CAPITAL LETTERS**.
- Options (values) for each data element are indicated in *ITALICIZED CAPITAL LETTERS* and are enclosed in quotation marks.
- Record names are displayed in *italicized bold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

### *Report Name and Timing*

The file name for the report is **ITC\_IRN\_CORRD\_CCYYMMDD.CSV\_2008N\_STU MISSING\_OGT**. Its components are described below. This report is produced during

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the Yearend (N) reporting period.



## ODE Processing

### Process Description

During the Yearend (N) reporting period, a report is generated for any district who reported a student who does not have at least one OGT test record for each of the five tested areas. The report data is extracted from the Student Demographic Record, Student Attendance Record, OGT Testing Record, and OEDS.

### Report Selection Criteria

When determining missing OGT subject matter test records, the following criteria are applied:

State Equivalent Grade Code (GI370) is grade >= '10' (Grades 10, 11, 12, 13, 23)  
**AND**

Fiscal Year Student Began 9<sup>th</sup> Grade (GK400) >= '2004'

**AND**

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

### Logic

For each test subject:

### Spring Enrollment Check

The program runs a check to determine if:

- The Admission Date (GK080) is less than 20080323 and the withdrawal Date (GK230) is greater than 20080310
- Or the Withdrawal Date is blank
- Or if the Withdrawal Date is less than the Admission Date

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## Current Reporting Period Records Submitted by the District

Are test records reported by the district for the current reporting period?

- If the most recent Test Date (GX250) is greater than or equal to 03/2008, the program will go to the next subject because the criterion for that student for that subject has been met. The program will then continue-checking the test-records.
- The program will run a check to determine if the Student LEP Flag equals 'L'. If the L has been determined and the test subject is writing or reading, the program moves on to the next subject for the student because the student is exempt from taking the Reading and Writing tests so no test records are required.
- The program will then check all OGT records for all years, by SSID and subject. If any of the following conditions are met then the reporting requirement is met and the program should go to the next subject. If none of the following checks are met then the subject should be marked as missing and the student should be listed on the .csv file.

**Note:** If this information is pulled from the ODS the raw score must be used for the FY2005 spring administration of the Writing, Social Studies, and Science tests. During that administration only the raw score was required to be reported and the raw score was converted to scaled score in the data warehouse. See the logic under “2005 Score Conversion” below.

## Fall Enrollment Check

A Fall Enrollment check will only be completed if student was not enrolled in Spring Enrollment range.

The program runs a check to determine:

- If the State Equivalent Grade is greater than '10' and the Admission Date (GK080) is less than or equal to 11/4/05
- And the Withdrawal Date (GK230) is greater than or equal to 10/22/2007
- Or the Withdrawal Date (GK230) is blank
- Or if the Withdrawal Date is less than the Admission Date

## Current Reporting Period Records Submitted by the District

Are the test records reported by the district for the current reporting period?

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- If the most recent Test Date (GX250) is greater than or equal to 03/2008, the program will go to the next test subject because the criterion for that student for that subject has been met. The program will then continue-checking the test-records.
- The program will run a check to determine if the Student LEP Flag equals 'L'. If the L has been determined and the test subject is writing or reading, the program moves on to the next subject for the student because the student is exempt from taking the Reading and Writing tests so no test records are required.
- The program will then check all OGT records for all years, by SSID and subject. If any of the following conditions are met then the reporting requirement is met and the program should go to the next subject. If none of the following checks are met then the subject should be marked as missing and the student should be listed on the .csv file.

**Note:** If this information is pulled from the ODS the raw score must be used for the FY2005 spring administration of the Writing, Social Studies, and Science tests. During that administration only the raw score was required to be reported and the raw score was converted to scaled score in the data warehouse. See the logic under “2005 Score Conversion” below.

### **Not Enrolled During Spring Testing Administration**

If student not enrolled in either the Spring Administration date range or the Fall Administration date range then the program will go to the next student.

### **2005 Score Conversion**

Scaled score adjustments are made for test date of March 2005 (Format comparison - YYYYMM):

The program determines if the OGT Test Date equals 200503 and the Test Type is 'STR' (The OGT Test Subject Code = Writing, Social Studies or Science) and the OGT Scaled Score value is not numeric and the OGT Test Waiver Reason is '\*'.

The program then determines the scaled score for Test Subjects Writing, Social Studies and Science.

- If the Subject Code = Writing and OGT Raw Score is greater than or equal to 255 the OGT Scaled Score equals 400.
- If the Subject Code = Social Studies and OGT Raw Score is greater than or equal to 215 the OGT Scaled Score equals 400.
- If the Subject Code = Science and OGT Raw Score is greater than or equal to 235 the

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OGT Scaled Score equals 400. If the scaled score does not equal 400, the Scaled Score Value will equal "0".

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

### Data Source

The CSV is sorted in ascending Building IRN and State Student ID order.

Each CSV file contains data taken directly from the report and has the following format. A header row containing column names is the first row written, followed by all detail rows.

### Submitted Data Used in Report

Submitted data used in this report are obtained from the Student Demographic Record and the ODE Audit File. The elements contained in the submitted data are as follows.

Element Name	Record Field #	File Name	Special Notes
BUILDING IRN	<i>GI040</i>	STUDENT DEMOGRAPHIC RECORD	
SSID	<i>GI310</i>	STUDENT DEMOGRAPHIC	
STATE EQUIVALENT GRADE LEVEL	<i>GI370</i>	STUDENT DEMOGRAPHIC	
RACIAL/ETHNIC GROUP	<i>GI090</i>	STUDENT DEMOGRAPHIC	
GENDER	<i>GI080</i>	STUDENT DEMOGRAPHIC	
STUDENT DATA SUBMITTED TO ODE		FROM ODE AUDIT FILE	

## Derived Data Used in Report

Element Name	Record Field #	File Name	Field Value	Comments
Read-Miss			X	Any SSID record that does not have a matching test record for this subject matter is indicated by X.
Write-Miss			X	Any SSID record that does not have a matching test record for this subject matter is indicated by X.
Math-Miss			X	Any SSID record that does not have a matching test record for this subject matter is indicated by X.
Soc-Miss			X	Any SSID record that does not have a matching test record for this subject matter is indicated by X.
Sci-Miss			X	Any SSID record that does not have a matching test record for this subject matter is indicated by X.

## Report Layout Sample, CSV file

### Header Information

#### CSV File Format, General Information

The comma-delimited 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.*

### Detail Information

The following is the header as it appears 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.

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Header Row Field Titles
Dist-IRN
Bldg-IRN
SSID
Equiv-Grade
Race
Gender
Read-Miss
Write-Miss
Math-Miss
Soc-Miss
Sci-Miss
Student-Submit-Date

The spaces in the following example are for readability only and should not be in the actual file.

**Dist-IRN, Bldg-IRN, SSID, Equiv-Grade, Race, Gender, Read-Miss, Write-Miss, Math-Miss, Soc-Miss, Sci-Miss, Student-Submit-Date**

**“053112”,“133959”,“BG1459744”,“10”,“W”,“F”,“X”,“”,“”,“”,“”,“20080612”**

**“053112”,“133959”,“BG1622781”,“12”,“B”,“M”,“”,“X”,“X”,“X”,“X”,“20080612”**

## Error Detection

For those students that are on the report the district should verify that the information on the demographic and attendance records are accurate. If the district determines that the information on the demographic and attendance records are accurate and the student is still on the report the district should report the appropriate results for the student for the subject in question. If a test from a prior school year needs to be reported the district should report the information using the actual date of administration of the test.

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