MISSING PRESCHOOL ASQSE REPORT EXPLANATION (.CSV_CCYYN_STU_MISSING_PS_ASQSE)

Education Management Information System (EMIS)

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Revision History

The revisions to this document listed in the table below.

Revision Date	Owner/Source	Description of Change
March 6, 2008	ODE/IPM	Revised for FY08(N)
May 1, 2008	ODE/IPM	Made corrections to explanation.

Report Overview

General Description and Significance

This exception report provides a listing of preschool special education students who should have an ASQ/SE record but it has not yet been reported by the district. These students meet the profile described under selection criteria.

These data will define whether or not preschool students with disabilities, aged 3-5 by December 1 of the current fiscal year, enrolled in a preschool special education program have been assessed using this instrument.

Report Distribution

A report is to be distributed weekly to any EMIS reporting entity where data meet the report criteria. It is to be generated during the weekly cycle and transferred to its contracted ITC for distribution. The output is to include district-level information in a single report file.

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.

Report Name and Timing

The file name for the report is: **ITC_IRN_COORD_CCYYMMDD.CSV_CCYYN_ STU_MISSING_PS_ASQSE**; its components are described below. This report is produced during the October (K) and Yearend (N) reporting periods.
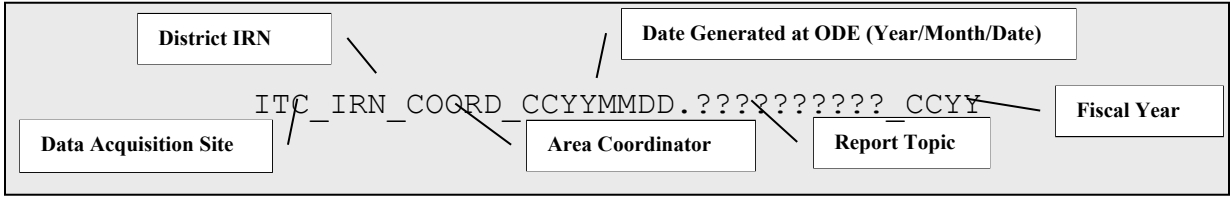
ODE Processing

Process Description

Data Source

Submitted Data Used in Report

Element Name	Record Field #	File Name	Special Notes
REPORTING DISTRICT IRN			
BUILDING IRN	GI040	*Student Demographic*	
SSID	GI310	*Student Demographic*	
STUDENT STATUS	GI120	*Student Demographic*	
ATTENDING/HOME IRN INDICATOR	GK305	*Student Attendance*	
GENDER	GI080	*Student Demographic*	
RACIAL/ETHIC GROUP	GI090	*Student Demographic*	
STATE EQUIVALENT GRADE LEVEL	GI370	*Student Demographic*	
DISABILITY CONDITION	GI160	*Student Demographic*	
DATE OF BIRTH	GI070	*Student Demographic*	
ADMISSION DATE	GK080	*Student Attendance*	
WITHDRAWAL DATE	GK230	*Student Attendance*	
REPORTING PERIOD		*ASQSE, Student Program*	
PERCENT OF TIME	GI150	*Student Demographic*	
ITC		*OEDS*	
Area Coordinator		*OEDS*	
Student-Data-submitted-to-ODE-as-of-date		*Audit file*	

Revision Date May 2, 2008

Derived Data Used in Report

Element Name	Record Field #	File Name	Field Value	Conversion factors
ATTENDING/HOME STATUS		*Student_ Attendance*	Derived from Student Status and A/H IRN Indicator	
STUDENT AGE		*Student_ Attendance*	Calculated from DOB	

Report Selection Criteria Potential Students

The grade levels used must be the STATE EQUIVALENT GRADE LEVELS which include only "*PH (Grade Level PS and Disability Condition equal to 11)*", "*PK (Grade Level KG and Disability Condition equal to 11)*"

The student must be 3-5 years by December 1 of the current fiscal year.
The student PERCENT OF TIME must be greater than zero OR when equal to zero, A/H HOME STATUS must be "26", "1H', or "1I".

The FISCAL YEAR is the current school year and reporting period is October (K) or Yearend (N).

For October (K) reporting:
- The ADMISSION DATE must be greater than the WITHDRAWAL DATE and must be on or before December 1st of the current fiscal year.
- WITHDRAWAL DATE must be null or on or after December 2 of the current fiscal year or must be before the ADMISSION DATE.

For Yearend (N) reporting:
- The ADMISSION DATE must be greater than the WITHDRAWAL DATE and must be on or before May 15th of the current fiscal year.
- The WITHDRAWAL DATE must be null or on or after December 2nd of the current fiscal year or must be before the ADMISSION DATE.
    OR
- The WITHDRAWAL DATE must be greater than the ADMISSION DATE and WITHDRAWAL DATE must be less than the October (K) count week date.

The student is not in the Autism Scholarship Program, i.e., the student attending/home status cannot be "*1Z*".

Logic

For October (K) reporting:
A query is run, which chooses the students who should have an ASQ/SE record in the October (K) reporting period of the current fiscal year, then checks to see if the student does have a record reported.

If records are found then the query skips that student record. If an ASQ/SE record is not found for a student, then that student will be listed on this report.

For Yearend (N) reporting:
A query is run, which chooses the students who should have an ASQ/SE record in the Yearend (N) reporting period of the current fiscal year, then checks to see if the student does have a record reported.

If records are found then the query skips that student record. If an ASQ/SE record is not found for a student, then that student will be listed on this report.

Report Sample

Header & Detail Information

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

Header Row Titles
DIST_IRN
BLDG_IRN
SSID
A/H -STATUS
STUDENT-STATUS
AH-IRN-CODE
EQUIV-GRADE
RACE
GENDER
AGE
DIS_COND
ADMISN_DATE
WTHDR_DATE
DOB (MM/DD/CCYY)
STDNT-SUBMIT-DATE

Report Grouping/Ordering/Control Breaks

The data are ordered in the file by District IRN, Building IRN and Student ID. Each district will have its own report.

Report Layout/Sample

DIST-IRN,BLDG-IRN,SSID,AH-STATUS,STUDENT-STATUS,AH-IRN-CODE,EQUIV-
GRADE,RACE,GENDER,AGE,DISAB-COND,ADMISN-DATE,WITHDR-DATE,DOB,STDNT-SUBMIT-DATE

123456,987654,AA1111111,10,0,1,PH,W,M,04,11,20060901,20060809,20061202,20080602

Error Detection and Correction

As this file is providing the district with a report that reflects at least one missing Preschool ASQ testing record, if there are any discrepancies between the file and the district's information, check the specific admission fields for accuracy. The district should also verify all fields on the ***STUDENT PRESCHOOL ASQ/SE ASSESSMENT*** record for accuracy and completeness.

The district should also verify that information submitted in the ***admission date***, ***withdrawal date, grade level, and disability condition*** elements are reported correctly.

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