PRESCHOOL ECO ASSESSMENT
REPORT EXPLANATION
(.CSV_2008?_STU_ECO_MISSING)

Education Management Information System (EMIS)

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Revision Date May 15, 2008

Revision History

The revisions to this document listed in the table below.

Revision Date	Owner/Source	Description of Change
4/16/2008	IPM	Revised for Yearend(N) reporting
5/2/2008	IPM	Corrected errors on the report explanation.

Report Overview

General Description and Significance

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

These data will define whether or not preschool students with a disability code = "11", 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 that is missing at least one ECO record. It is to be generated during the weekly cycle and transferred to its contracted ITC for distribution.
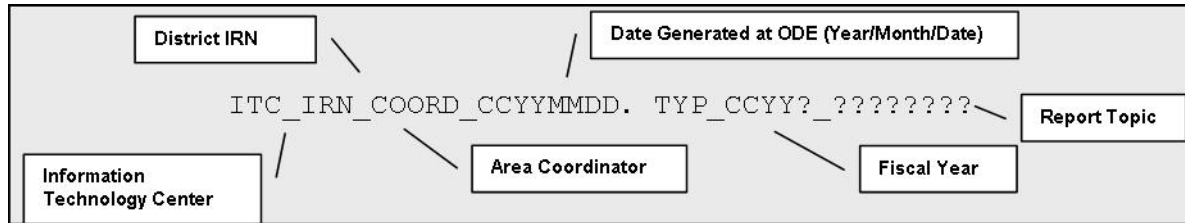
Tips for Reading This Document

- 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

ITC_IRN_COORD_CCYYMMDD. CSV_2008N_STU_ECO_MISSING; its components are described below. This report is produced during the October (K) and Yearend (N) reporting periods.

ODE Processing

Process Description

Data Source

These data comes from the **ADM_INFO, ECO, OEDS**, and **Audit** files. The first file is submitted by the districts as **the Student Attendance (GK)** and **Student Demographic (GI)** records and aggregated into the **ADM_INFO** (October reporting) **or Student_FTE (**Yearend reporting) records.

Submitted Data Used in Report

Element Name	Record Field #	File Name	Special Notes
REPORTING DISTRICT IRN		*Student Demographic*	
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		*ECO*	
PERCENT OF TIME	GI150	*Student Demographic*	
ITC		*OEDS*	
Area Coordinator		*OEDS*	
STDNT-SUBMIT-DATE		*Audit file*	

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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 level used is the STATE EQUIVALENT GRADE LEVEL of "*PH" (Grade Level PS 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.

For October (K) reporting:
- The ADMISSION DATE must be greater than the WITHDRAWAL DATE and must be on or before December 1 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 15 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.

OR
- The WITHDRAWAL DATE must be greater than the ADMISSION DATE and WITHDRAWAL DATE must be less than the October (K) count week date.
  [This logic pertains to Yearend (N) reporting only.]

The student is not in the Autism Scholarship Program, i.e., does not have an Attending/Home Status Code = "1Z"

Logic

The logic in this process is as follows:
1. Students who should have ECO records are selected

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2. Only the ECO records for the current reporting period of the current fiscal year are selected
3. The process then determines which students should have an ECO record but do not; when records are missing a row will be created in the CSV file.

Report Sample

Header & Detail Information

The following is the header and detail as it should appear in the CSV file. Note: A comma should be 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
AH -STATUS
STUDENT-STATUS
AH-IRN-CODE
EQUIV-GRADE
RACE
GENDER
AGE
DISAB- COND
ADMISN-DATE
WTHDR-DATE
DOB
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 Summary

No summary provided.

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

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

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

The district should also verify that information submitted in the ***Admission Date***, W***ithdrawal Date, Grade Level, Disability Condition, and Student Percent of Time Elements*** are reported correctly.

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