

**MISSING STUDENT
REPORT EXPLANATION
(.CSV_2008N_STU_MISSING)**

Education Management Information System (EMIS)



Revision Date May 30, 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
4/14/08	ODE/IPM	Initial Report Explanation
5/30/08	ODE/IPM	Revised for Yearend (N) reporting.

Report Overview

General Description and Significance

This program is an error report to the districts that shows students who are missing from the current reporting period and whose data from the previous period(s) indicated that they were expected to continue being enrolled in future periods.

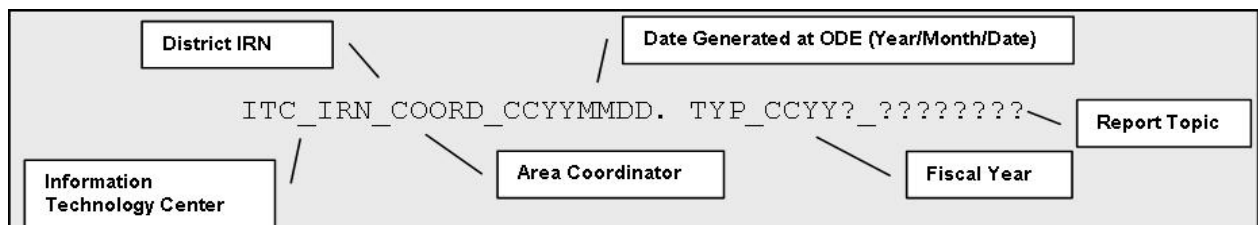
This report is distributed to all districts that submit student data for the Yearend (N) processing period. It is available to the districts through their contracted ITC.

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: **ITC_IRN_COORD_CCYYMMDD.CSV_2008N_STU_MISSING**; its components are described below. This report is produced during the October (K) and Yearend (N) reporting periods.



ODE Processing

Process Description

Report Selection Criteria

N/A.

Logic

For every SSID reported by a district in either October (K) or February (C) reporting periods (excluding summer withdrawals), the program checks to see if the SSID is being reported by that district during the current (Yearend (N)) reporting period. If the SSID is not found, it is added to the CSV file.

Note: ODE receives a record of SSID changes from one reporting period to the next. This data file is used in the comparison between current and previous reporting period data.

Data Source

The district provides the information about the students in the **STUDENT ATTENDANCE** and **STUDENT DEMOGRAPHIC** records. The district also maintains the **OEDS** data.

Submitted Data Used in Report

Element Name	Record Field #	File Name	Special Notes
DISTRICT IRN		Student Demographic	
BUILDING IRN	GI040	Student Demographic	
ADMISSION DATE	GK080	Student Attendance	
DATE OF DISTRICT WITHDRAWAL/DROPOUT/TRUANCY PROCEEDINGS	GK230	Student Attendance	
STATE EQUIVALENT GRADE LEVEL	GI370	Student Demographic	
ATTENDING/HOME DISTRICT IRN INDICATOR	GK305	Student Attendance	
EMIS STUDENT ID NUMBER	GI050	Student Demographic	
PREVIOUS SSID CURRENT SSID		Aggs	
GENDER	GI080	Student Demographic	
RACIAL ETHNIC GROUP	GI090	Student Demographic	



Derived Data Used in Report

There are no derived data.

Report Sample

Header Information

The following is the header as it appears in the original 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

The header record for the CSV file contains the following:

<i>FIELD NAME</i>
DIST-IRN
BLDG-IRN
SSID
GENDER
ETHNICITY
ADMN DATE
WITH DATE
STATE –EQ-GR-LV
DATA _SUBMIT _DATE
ATND _HOME _STATUS

Report Grouping/Ordering/Control Breaks

The output is a list of students by District IRN, SSID.

Report Summary

There is none.

Report Detail

Fields to Display- N/A

Calculations- N/A



Report Layout/Sample

**Dist-IRN, Bldg-IRN, SSID, Gender, Ethnicity, Admn-Date, Withd-Date, State-Eq-Gr-Lv ,
Data-Submit-Date, Atnd-Hm-Status**
049726, 028506, CS9568315, F,W, 20070306, 20080514,12,20080607,1

Error Detection and Correction

As this file is providing the district with a report that reflects missing data, if there are any discrepancies between the file and the district's information, the district should check the specific records for accuracy and completeness (Student Demographic and Student Attendance records).

Districts should refer to the appropriate chapter in the ODE EMIS manual for instructions on proper reporting procedures.



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