SF3 FLOW
REPORT EXPLANATION
(.TXT_CCYYK_STU_SF3FLOW)
(.CSV_CCYYK_STU_SF3_FLOW)
(.TXT_CCYYK_STU_SF3FLOW_ALL)

Education Management Information System (EMIS)

Prepared by
Office of Information Policy and Management

Table of Contents

Revision History

The revisions to this document listed in the table below.

Revision Date	Owner/Source	Description of Change
August 15, 2006		Derived from Web document, reports, programs
October 9, 2007	IPM/ODE	Revised to include the 1Z student code (Autism Scholarship students) and the fact that the school districts must have an effective IEP with an outcome ID of IESR to be counted in the disability categories.

Report Overview

General Description and Significance

The Ohio Department of Education (ODE) has developed two reports and a comma-delimited file for the SF3 numbers. Districts can use them to reconcile EMIS data with the numbers used by the Office of School Finance to generate the Current Year Formula ADM for determining state foundation monies.

Changes were required in this process in order to:
- Add "1Z" to the ATT-HOME-STATUS set of codes for Autism Scholarship students
- Meet the legal requirement that a disabled student must have an effective IEP with an Outcome ID of "IESR" to be counted in one of the six disability categories on the SF3 Flow reports.

When comparing this SF3 Flow Report to the actual SF3, please review the submission dates of the reports.

- The latest submission date on which the SF3 is based is located on the second line of the SF3.
- The latest submission date on which the SF3 Flow Report is based is located in the upper right corner of each attending/home indicator/district combination.
- If any submission date of the SF3 Flow Report occurred after the generation date of the SF3, there may be ADM differences on lines 1 and 2 of the SF3. Please remember that data from other districts can affect the data that appears on the SF3. Numbers may

change as other districts submit data during each EMIS processing.

- The CSADM will be used to fund Community School students on the SF3. A separate report will be available to validate those students.

The _ALL report includes:

- EMIS data reported by YOUR district on students educated by your district;
- Resident students who are educated elsewhere;
- EMIS data that OTHER districts have reported about students that they are educating BUT are considered legal residents of your district and for which, by law, your district is considered to be responsible to educate;
  - o Specifics about how this works are described in this document.

NOTES: Community School and MR/DD students are not shown on this report. The FTE for Community School students will be added to the SF3 from the CSADM as an adjustment. A separate report will be provided to list these students by SID. The number of MR/DD students in the current year that is greater than the number of MR/DD students in FY98 is added into the SF3 by School Finance based on data submitted by the MR/DD's. This number can be found in the Special Education SP3 Worksheet under the Office of School Finance Web Page.

Procedures developed by the State Software Development Team (SSDT) add the student name and EMIS ID to the .CSV file so that either a new CSV can be created to be imported into a spreadsheet or be used as input for a report that will list individual student data.

SIGNIFICANCE:
- Accuracy of these data is absolutely critical.
- Districts should report data that accurately reflect what is occurring in a building/district.
- Data are used to determine state foundation monies.

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 long (status listing) standard report is:
ITC_IRN_COORD_CCYYMMDD.TXT_CCYYK_STU_SF3FLOW_ALL; its components are described below. This report is produced during the October (K) reporting period. This report is called the SF3 Flow All report throughout the remainder of this document.
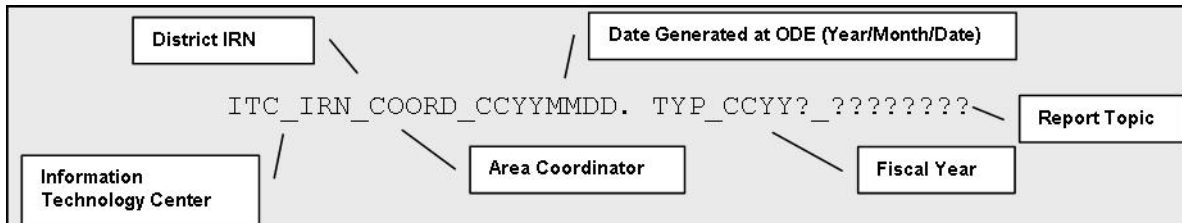
The file name for the short (summary page only) standard report is:
ITC_IRN_COORD_CCYYMMDD.TXT_CCYYK_STU_SF3FLOW; its components are described below. This report is produced during the October (K) reporting period. This report is called the SF3 Flow Short throughout the remainder of this document.
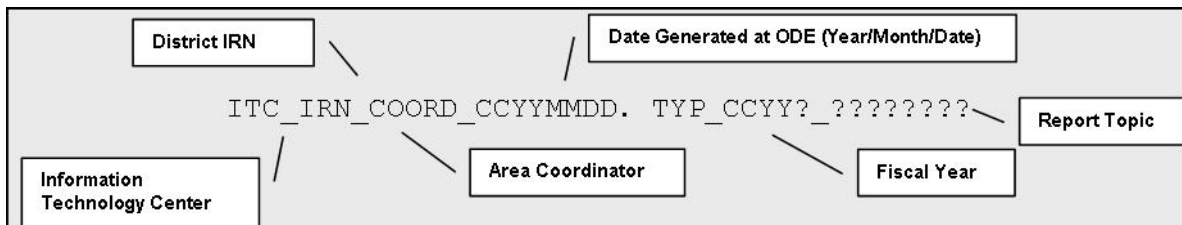
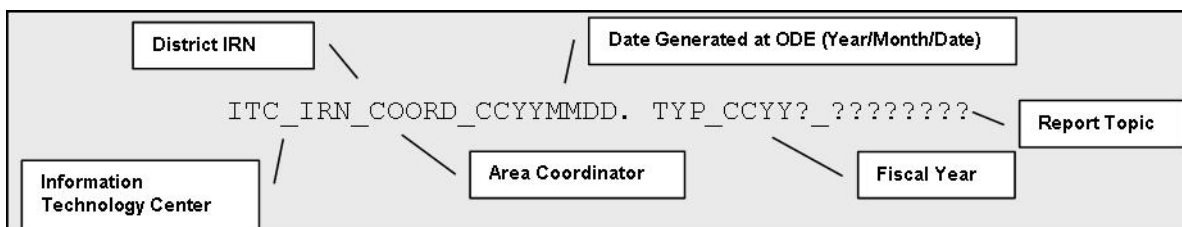The file name for the CSV file is:
ITC_IRN_COORD_CCYYMMDD.CSV_CCYYK_STU_SF3_FLOW; its components are described below. This report is produced during the October (K) reporting period.

ODE Processing

Process Description

Reports are: produced for all city, exempted village and local districts who submit data during an October processing week. They are distributed to the districts through their contracted ITC.

The reports are generated in a sequence of steps. The first reads the aggregated ASSG file and builds an intermediate file from which the reports are produced.

Data Source

Details about the student come from the **ADM_INFO** file and **SPEC_ED_EVENT** file. **OEDS** is used for district name and other fields needed to determine the report name and for determining the district type. The process must look at the **SPEC_ED_EVENT** data for FY 2007 reporting period N and FY2008 reporting period K in October and FY 2007 reporting period N and FY2008 reporting period C in February.

Submitted Data Used in Report

Element Name	Record Field #	File Name	Special Notes
ATTENDING/HOME DISTRICT IRN	GK300	**ADM_INFO**	
ATTENDING/HOME DISTRICT IRN INDICATOR	GK305	**ADM_INFO**	
BUILDING IRN	GI040	**ADM_INFO**	
DISABILITY CONDITION	GI160	**ADM_INFO**	
GRADE LEVEL	GI130	**ADM_INFO**	
SSID	GI310	**ADM_INFO**	
STUDENT STATUS	GI120	**ADM_INFO**	
BUILDING NAME		**OEDS**	
DISTRICT NAME		**OEDS**	
DISTRICT TYPE		**OEDS**	
COUNTY		**OEDS**	
DATE ELEMENT	GE110	**SPEC_ED_EVENT**	Use both FY07N and FY08K or FY08C
DATE TYPE ELEMENT	GE100	**SPEC_ED_EVENT**	Use both FY07N and FY08K or FY08C
OUTCOME ID ELEMENT	GE120	**SPEC_ED_EVENT**	Use both FY07N and FY08K or FY08C

Derived Data Used in Report

In the aggregation process, the following elements are created from the submitted data.

Element Name	Record Field #	File Name	Field Value	Conversion factors
STATE EQUIVALENT GRADE LEVEL	A1250	*ASSG*	PH	GRADE LEVEL (GI1330) = "PS" with a numeric DISABILITY CONDITION (GI160)
STATE EQUIVALENT GRADE LEVEL	A1250	*ASSG*	PK	GRADE LEVEL(GI1330) = "KG" with a DISABILITY CONDITION (GI160) = "11"
STATE EQUIVALENT GRADE LEVEL	A1250	*ASSG*	KH	"GRADE LEVEL (GI1330) is "KG" with a numeric DISABILITY CONDITION (GI160)
ATTENDING HOME STATUS	A1050	*ASSG*	1ST character = "1", 2nd character = STUDENT STATUS	
ATTENDING HOME STATUS	A1050	*ASSG*	1st character = "2", 2nd character = ATTENDING HOME DISTRICT IRN INDICATOR	

The first character of the ATTENDING HOME STATUS element describes where a student is being educated. The value of the second character varies depending upon the value of the first.

Students being instructed at your district	Students receiving instruction elsewhere	Student is open enrolled into a district, is partially educated there and is sent to a third district for further education.	Student attends a JVS not in the jointure of the sending district.
1X, where X = *Student Status*	2X, where X = *Att/Home IRN Indicator*	3X, where X = *Att/Home IRN Indicator*	4X, where X = *Att/Home IRN Indicator*

Student Status
1. Indicates the relationship between the reporting district and the student.
2. From the reporting district's perspective, this indicates whether the student is
   a) Resident/non-resident
   b) Tuition/non-tuition
   c) In-state/out-of-state

Attending/Home IRN Indicator
1. This element more precisely defines the type of entity identified by the Attending/Home District IRN.
2. The Attending/Home District IRN indicates
   a) The district to which a student is sent or
   b) A district from which a student is received

Report Selection Criteria

Records are <u>excluded</u> if

- ATT-HOME-STATUS = *"14", "15", "16", "1F", "1I", "1L", "1M", "1U", "20", "21" , "22", "23", "24", "27", "28", "29", "2C", "2E", "2P", "2S", "2T", "2W", "2M",*or*"1H"*
- DISABILITY CONDITION = "*11*'
- GRADE LEVEL is <u>not</u> ="*KG*" through "*12*" (include ungraded).
- The student attend attends a community school, OEDS SCHOOL TYPE "*G*" or "*H*"

The attending/home statuses included on the report can be separated in general categories reflecting who is educating the student.

- If ADM_EQUIV_GRD_LEV = "PH" include the student in the SF3 reports if and only if the ATT-HOME-STATUS = "1Z"
- If ATT-HOME-STATUS = "1Z" the student must be counted at some grade level. Note: this program adds to both the headcount and FTE and chooses which to use in later programs. The grade level will continue to be the same for grades 01-23. However, if the ADM_EQUIV_GRD_LEV = "PH" or "KH" and the ATT-HOME-STATUS = "1Z", these students will be included within the grade 01 counts.
  NOTE: ATT-HOME-STATUS = "1Z" is the primary criteria, overriding a contradictory disability code

-
- If ADM_DISABILITY is not equal to "**", include the student in the appropriate disability count if and only if that student's IEP is in effect on 12/1/2007 with an outcome of IESR (or as served). If the student does not meet these requirements, count the student in the "Other" (non-disabled) category.

STATUS	Definition	SF3 Line 1A-1D	SF3 Adjustments
10	Resident Student	Reporting District	None
11	In-state, non-resident tuition student	Reporting District	None
17	Non-resident residing with grandparent (3313.64 ORC)	Reporting District	None
18	Non-resident senior attending (3313.64 ORC)	Reporting District	None
1A	Non-resident student – parent district employee (3313.64 ORC)	Reporting District	None

1C	Foster Care Placement (3313.64 ORC)	Reporting District	None
1D	Direct Pay Tuition (Parent pays)	Reporting District	None
1P	All placement in a licensed home, institution, group home or other licensed residential facility other than foster care (3313.64 ORC)	Reporting District	None
1S	Non-resident – Superintendent agreement (3313.64 ORC)	Reporting District	None
1T	All institutional placements that are **not** court ordered or foster care	Reporting District	None
1W	Non – resident – Attending under Title 1 public school choice	Reporting District	None
1Z	Autism Scholarship Program	Reporting District	None

- Codes that show that students are being educated somewhere other than your district:

STATUS	Definition	SF3 Line 1A-1D	SF3 Adjustments
25	Post Secondary instructing student	Reporting District	Based on Post Secondary Forms
2V	Cleveland Scholarship and Tutoring Program voucher program	Reporting District	Based on Cleveland Scholarship Data

- EMIS data that OTHER districts have reported about students that they are educating who are considered *legal residents of your district* AND for which by law your district is considered to be responsible to educate:

STATUS	Definition	SF3 Line 1A-1D	SF3 Adjustments
12	In-state, non-resident, vocational contract	Resident District	Based on EMIS data received from the educating district
13	In-state, non-resident, non-tuition, non-contract	Resident District	None
19	Non-resident, Open Enrollment (Regular district and JVSD)	Resident District	Based on data submitted on the SF-OE form
1B	Non-resident, Special Education program	Resident District	Based on EMIS data received from the educating district

STATUS		Resident District	Based on data submitted on the SF-OE form
3X	Non-resident, Open Enrollment students attending another entity as defined by the "X" which represents the attending/home indicator	Resident District	Based on data submitted on the SF-OE form
49	JVS Open enrollment students	Resident District	Based on data submitted on the SF-OE form

- OTHER districts have reported about students that they are educating BUT the SF3 monies are initially sent to the sending district, as follows:

STATUS	Definition	SF3 Line 1A-1D	SF3 Adjustments
10,11,17,18,1A,1C,1D,1P,1S,1T,1W	JVSD Students Only	Sending District	None

Report Sample, .TXT

Header Information

The length of the SF3 Flow All report will depend on:
- the number of different educational options applicable to the resident students educated in the district,
- the number of other districts resident students sending students to be educated by the district for whom the report is generated, and
- the number of different districts/entities where resident students are being educated.

Both the SF3 Flow ALL and the SF3 Flow Short contains the same header information.

The first area of the header describes information about the report generation. The upper left section names the program from which the report was generated, the data source, and the sequence of the report. The middle information identifies the producer of the report and the report title. The upper right section states the date on which the report was generated, the page number and total pages, and the school year to which the report belongs.

The second area of the header pertains to the district whose data is reflected on the report. It identifies the **DISTRICT** for which the report was produced, its **IRN** and **COUNTY**.

That is followed by column headers indicating the data described on each detail line.

Detail Information, SF3Flow ALL

A district will have two options to view individual student data that are included on the SF3
Flow Report:

OPTION 1: A report that lists the students by Group

OPTION 2: A .CSV file that contains the detail by student of the totals found on the SF3
Flow Report.

    a) If the .CSV file is imported into a spreadsheet as a comma delimited file and then
sorted and subtotaled by the GROUP element, these results will match the report.

    b) Access the ITC report that includes student names

Each detail area of the report begins with a line about the district that reported the data. It
includes the reporting DISTRICT NAME, DISTRICT IRN, COUNTY, ATTENDING IRN, and date on
which the data were SUBMITTED.

This reporting district header is followed by a data line consisting of:

STATUS   ATTENDING HOME STATUS

GRADE   GRADE LEVEL

CATegories:

  CAT 1 (LINE 1A)

    Speech and Language Impairment   DISABILITY CONDITION = *"05"*

  CAT 2 (LINE 1B)

    Mental Retardation   DISABILITY CONDITION = *"09"*

    Specific Learning Disabilities   DISABILITY CONDITION = *"10"*

    Other Handicapped – Minor   DISABILITY CONDITION = *"15"*

  CAT 3 (LINE 1C)

    Hearing Impairments   DISABILITY CONDITION = *"03"*

    Visual Impairments   DISABILITY CONDITION = *"04"*

    Emotional Disturbance   DISABILITY CONDITION = *"08"*

  CAT 4 (LINE 1D)

    Orthopedic Impairments   DISABILITY CONDITION = *"06"*

    Other Health Handicapped – Major DISABILITY CONDITION = *"14"*

  CAT 5 (LINE 1E)

    Multiple Disabilities (not deaf-blind) DISABILITY CONDITION = *"01"*

  CAT 6 (LINE 1F)

    Deaf-blindness   DISABILITY CONDITION = *"02"*

    Autism   DISABILITY CONDITION = *"12"*

    Traumatic Brain Injury   DISABILITY CONDITION = *"13"*

  JVS (LINE 1G/1H)

    Students attending a JVS

  OTHER (LINE 1I)

    Students without, disabilities not attending a JVS.

    Disabled students without appropriate the IEP to indicate they had received services.
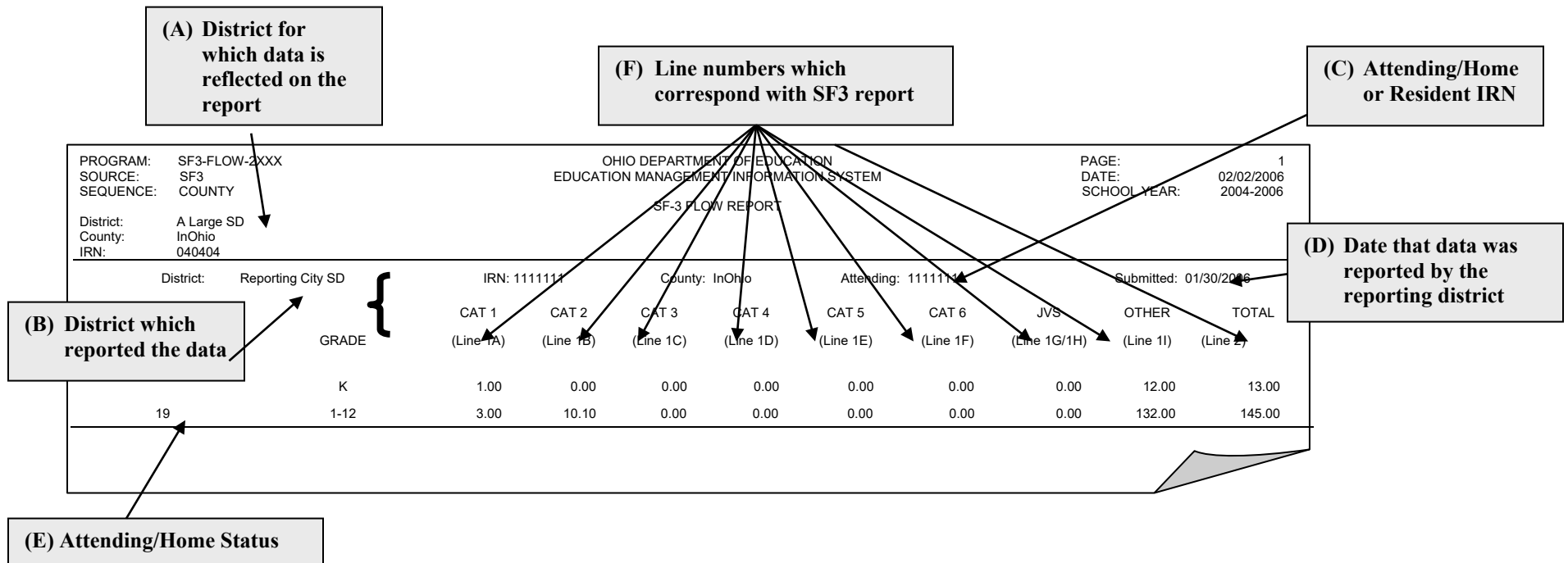
TOTAL (LINE 2)
Sum of columns to the left.

Total Page

The last page of the SF3 Flow All report lists each Attending Home Status for which student data were reported. Each Status category is the sum of the numbers in each respective category, accumulated as the report lines were printed.

In the column titled, **STATUS**, the two digit number printed here on the first line is the "ATTENDING HOME/STATUS".

(A) District for which data is reflected on the report

(F) Line numbers which correspond with SF3 report

(C) Attending/Home or Resident IRN

PROGRAM: SF3-FLOW-2XXX
SOURCE: SF3
SEQUENCE: COUNTY

OHIO DEPARTMENT OF EDUCATION
EDUCATION MANAGEMENT INFORMATION SYSTEM

PAGE: 1
DATE: 02/02/2006
SCHOOL YEAR: 2004-2006

SF-3 FLOW REPORT

District: A Large SD
County: InOhio
IRN: 040404

District: Reporting City SD   IRN: 1111111   County: InOhio   Attending: 1111111   Submitted: 01/30/2006

(D) Date that data was reported by the reporting district

(B) District which reported the data

GRADE	CAT 1 (Line 1A)	CAT 2 (Line 1B)	CAT 3 (Line 1C)	CAT 4 (Line 1D)	CAT 5 (Line 1E)	CAT 6 (Line 1F)	JVS (Line 1G/1H)	OTHER (Line 1I)	TOTAL (Line 2)
K	1.00	0.00	0.00	0.00	0.00	0.00	0.00	12.00	13.00
1-12	3.00	10.10	0.00	0.00	0.00	0.00	0.00	132.00	145.00

19

(E) Attending/Home Status

(A) The IRN displayed in the heading is that of the District whose data is reflected on the report.

(B) For each group of students on the report, the district that reported the student is listed on the first line of the group, along with its IRN and county.

(C) The ATTENDING/HOME IRN is also listed on the first line of the group after the county.

(D) On the far right of the first line of each group, the date that the data was submitted by the reporting district is listed. Since there may be multiple districts reporting on any given report, these dates may be different for each group of students.

(E) The ATTENDING/HOME STATUS is the first column on the report. The ATTENDING/HOME STATUS determines which data is used to calculate the SF3 funding as follows:

1. If the STATUS = '*10', (non-JVS), '11', '17', '18', '1A', '1C', '1D', '1P', '1S', '1T', '1W', '25', or '2V',* the reporting district's IRN will match the district for which the report is created.
2. If the STATUS = '*12', '13', '19', '1B', '3X',* or '*49*', the resident IRN of the reporting district's data will match the district for which the report is created.
3. If the STATUS = '*10' , '11', '17', '18', '1A', '1C', '1D', '1P', '1S', '1T',* or '*1W*' for JVS', the attending/home IRN of the reporting district's data will match the district for which the report is created.

(F) The remaining columns of the report flow from the left to the right are the same as the rows on the SF3. The SF3 line numbers are included in the column headings.

Students in Grades kindergarten through grade 12 including ungraded are included. Students reported with disability condition "*11*" (preschool child with disability) are excluded regardless of grade level reported.

Detail Information, SF3Flow Short

This detail page is the only page on the SF3 Flow Short report. It is also the penultimate page on the SF3 Flow All report.

The following **GROUP**s are listed in the left column:
TOTAL K
         1.   Total Kindergarten students
         2.   Do **not** attend a Joint vocational School.
TOTAL 1-12
         1.   Total students enrolled in grades 1-12
         2.   Do **not** attend a Joint Vocational School
JVS-SE JOINTURE
         1.   Total students with disabilities
         2.   Attend a JVS,
         3.   Resident district and sending district are part of the JVS jointure
JVS-SE NON-JOINT
         1.   Total students with disabilities
         2.   Attend a JVS
         3.   Resident district or sending district is **NOT** part of the JVS jointure
JVS – 6-12 JOINTURE
         1.   Total students without disabilities
         2.   Attend a JVS
         3.   Resident district and sending district are part of the JVS jointure
JVS – 6-12 NON-JOINT
         1.   Total students without disabilities
         2.   Attend a JVS
         3.   Resident district or sending district is **NOT** part of the JVS
jointure

The columns of categories are the same as they are on the SF3 Flow All report.

```
PROGRAM: SF3-FLOW-2008K-CSV                OHIO DEPARTMENT OF EDUCATION                          PAGE:   1
SOURCE: SF3                             EDUCATION MANAGEMENT INFORMATION SYSTEM                   DATE: 01/06/2008
SEQUENCE: COUNTY                                                                                 SCHOOL YEAR: 2007-2008


                                                SF3 FLOW REPORT

    District: Sample Local SD
      County: Miscellaneous
         IRN: 123456


--------------------------------------------------------------------------------------------------------------------

                     CAT 1       CAT 2       CAT 3       CAT 4       CAT 5       CAT 6        JVS        OTHER       TOTAL
GROUP              (Line 1A)   (Line 1B)   (Line 1C)   (Line 1D)   (Line 1E)   (Line 1F)  (Line 1G/1H) (Line 1I)   (Line 2)


Total K                11.00        2.00        0.00        1.00        1.00        3.00        0.00      633.00      651.00
Total 1-12            179.40      448.50       83.90        9.00       32.11       25.00        0.00    7,419.72    8,197.63
JVS-SE Jointure         0.00        0.00        0.00        0.00        0.00        0.00       14.99        0.00       14.99
JVS-SE Non-Joint        0.00        0.00        0.00        0.00        0.00        0.00        0.00        0.00        0.00
JVS - 6-12 Jointure     0.00        0.00        0.00        0.00        0.00        0.00       73.50        0.00       73.50
JVS - 6-12 Non-Joint    0.00        0.00        0.00        0.00        0.00        0.00        0.00        0.00        0.00
District Total        190.40      450.50       83.90       10.00       33.11       28.00       88.49    8,052.72    8,937.12


Category 1 - Speech and Language Impairments
Category 2 - Specific Learning Disabilities, Mental Retardation, Other Health Handicapped - Minor
Category 3 - Hearing Impairments, Visual Impairments, Emotional Disturbance
Category 4 - Other Health Handicapped - Major, Orthopedic Impairments
Category 5 - Multiple Disabilities (other than deaf-blind)
Category 6 - Autism, Traumatic Brain Injury, Deaf-Blindness



 NOTE: The total ADM on this report may not match the total ADM found on Line 2 of the SF3 due to the manner in which the MR/DD ADM is
       handled on the SF3 and for any community school student who was not reported by their current resident district in October.
```

C:\Users\10184100\Downloads\SF3-FLOW.doc
Revised on October 9, 2007

_____

Report Sample, CSV

This Comma Separated Value (CSV) format file contains a record for each student whose information was used to generate the standard reports. Some of the data fields are added when the CSV file is created and do not appear on the standard reports.

These fields, listed in alphabetical order, are included on the file. The ones that are added by the ITC will not appear in the header or detail section of this document.

ELEMENT
ATTENDING HOME IRN
ATTENDING/HOME INDICATOR
ATTENDING/HOME INDICATOR DISTRICT NAME
BUILDING IRN
BUILDING NAME
CATEGORY 1 ADM
CATEGORY 2 ADM
CATEGORY 3 ADM
CATEGORY 4 ADM
CATEGORY 5 ADM
CATEGORY 6 ADM
COUNT WEEK START DATE
CTAE FTE
EMIS ID
GRADE LEVEL OF STUDENT
GROUP
JVS ADM
OTHER ADM
REPORTING DISTRICT IRN
REPORTING DISTRICT NAME
RESIDENT DISTRICT IRN
RESIDENT DISTRICT NAME
SID
STUDENT NAME
STUDENT PERCENT OF TIME
STUDENT STATUS
TWO DIGIT ATTENDING/HOME INDICATOR

CSV File Format, General Information

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 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:

FIELD NAME
SID
REPORT-DISTRICT-IRN
RESIDENT-DISTRICT-IRN
A/HIRN
STUDENT-STATUS
A/H-IND
A/H-CODE
GRADE-LEVEL
CAT1-ADM
CAT2-ADM
CAT3-ADM
CAT4-ADM
CAT5-ADM
CAT6-ADM

FIELD NAME
JVS-ADM
OTHER-ADM
GROUP
CTAE-FTE
A/H-DISTRICT-NAME
RSIDENT-DISTRICT-NAME
REPORT-DISTRICT-NAME
BLDG-IRN
BLDG-NAME
COUNT-WK

Detail Information

Each detail line in the CSV file contains data pertaining to a student whose records were used on the standard reports, either submitted by your district or another district.

```
SID,REPORT-DISTRICT-IRN,RESIDENT-DISTRICT-IRN,A/HIRN,STUDENT-STATUS,A/H-IND,A/H-CODE,GRADE-LEVEL,CAT1-ADM,CAT2-ADM,CAT3-ADM,CAT4-ADM
,CAT5-ADM,CAT6-ADM,JVS-ADM,OTHER-ADM,GROUP,CTAE-FTE,A/H-DISTRICT-NAME,RSIDENT-DISTRICT-NAME,REPORT-DISTRICT-NAME,BLDG-IRN,BLDG-NAME,
COUNT-WK,
AI1234567,040404,040404,040404,0,10,0,10,    ,    ,    ,    ,    ,    ,    ,1.00, Total 1-12          ,0.00,Super City SD
      ,Super City SD              ,Super City SD              ,020202,Super High School        ,20051003,

AJ2345678,040404,040404,040404,0,10,0,04,    ,1.00,    ,    ,    ,    ,    , Total 1-12          ,0.00,Super City SD
      ,Super City SD              ,Super City SD              ,030303,OurBest Elementary School   ,20051003,

AN3456789,040404,040404,040404,0,10,0,11,    ,    ,    ,    ,    ,    ,    ,0.60, Total 1-12          ,0.00,Super City SD
      ,Super City SD              ,Super City SD              ,020202,Super High School        ,20051003,

BK4567890,040404,040404,040404,0,10,0,10,    ,1.00,    ,    ,    ,    ,    , Total 1-12          ,0.06,Super City SD
      ,Super City SD              ,Super City SD              ,020202,Super High School        ,20051003,

CT5678901,040404,040404,040404,0,10,0,03,    ,    ,    ,    ,    ,    ,    ,1.00, Total 1-12          ,0.00,Super City SD
      ,Super City SD              ,Super City SD              ,030303,OurBest Elementary School   ,20051003,

CW6789012,040404,040404,040404,0,10,0,07,    ,    ,    ,    ,    ,    ,    ,1.00, Total 1-12          ,0.06,Super City SD
      ,Super City SD              ,Super City SD              ,050505,Super Junior High School   ,20051003,
```

Error Detection and Correction

1. First review the SF3 Flow Report, comparing it to the prior fiscal year's data.
2. If there are significant discrepancies in any district or attending/home status combinations, then use the report by student to look further. Remember that the community school students are no longer appearing on the report.
3. The emphasis for resolving potential discrepancies should be placed on any student whose ADM fields are less than 1.0 (.5 for kindergarten students .
    A. This can be accomplished by sorting the spreadsheet by:
        1. Various ADM fields
        2. Grade Level
        3. Student Identification (SID number
4. School districts must check the Student Demographic records and Student Special Education records to determine that there are no students with expired IEPs. If a student is disabled and has an inappropriate IEP, they will not be counted in the disability category but will be included on the SF3 report.

Some Cautions:

All ADM fields for a student will be zero if the Building Record where the student is attending for October has not been submitted.

All students whose data caused a fatal error during the aggregation process are not included in these reports. These are listed on reports provided by the Information Technology Centers at the time of the aggregation, including students with invalid SID's and students who shared the same Student ID within the same district.

When the reporting district is not your own, the data from these districts were used in the calculation of that student's ADM.

Count Week Start Date may help resolve situations where students moved from one district to another during October.

Students attending Community Schools do not appear on this report, beginning in FY2006. The CSADM will be the source for inclusion of the Community School students on the SF3. A separate report will be generated for each resident district and distributed as part of the weekly processing from ODE.

Students in grades K-12 receiving services from an ESC will be included with other students receiving instruction in the district. They will no longer be listed separately as an attending/home status = "1H" on the SF3 Flow Report.

INDEX