GENERAL ISSUES
REPORT EXPLANATION
(.TXT_CCYYX_GEN_ISSUES)
(.TXT_CCYYX_GEN_ISSUES_DETAIL)

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
11/27/2007	IPM/ODE	Revised for FY2008.
1/17/2008	IPM/ODE	Revised Error table.
3/12/2008	IPM/ODE	Revised for FY2008C.
05/08/08	IPM/ODE	Revised for FYCCYY?.
7/25/08	IPM/LSM	Updated for FY09
2/9/09	IPM/LSM	Updated for FY09C
6/1/09	IPM/LSM	Updated for FY09N

Report Overview

General Description and Significance

The General Issues Data report is essentially a directory of errors that are generated by a district during the current reporting week. It may contain information about staff, student, and/or financial files and directs a district to the report (if applicable) that provide detail about the errors.

This report will only be generated for all city, exempted village, and local school districts, community schools, Joint Vocational School Districts, and Educational Service Centers based on applicable data submitted via EMIS during the October K, or February C, or Year End N processing periods that have data that have exceeded the tolerance checks. ODE business offices as well as the EMIS team perform these tolerance checks.

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 names for the reports are **.TXT_CCYYX_GEN_ISSUES** and
.TXT_CCYYX_GEN_ISSUES_DETAIL; the report components are described below.
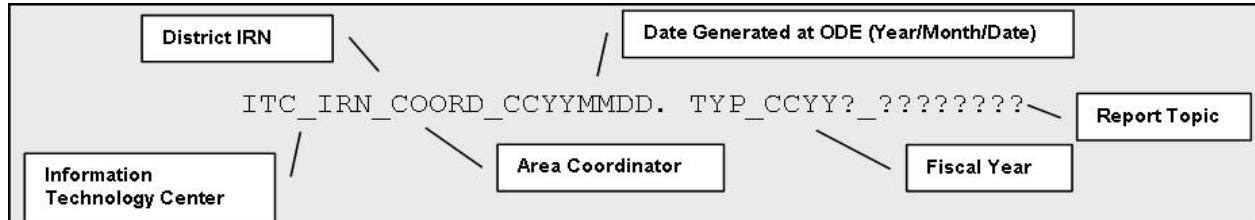
ODE Processing

Process Description

Offices within ODE run tolerance checks on the data to insure that the data look "reasonable". These offices then provide EMIS with a list of IRNs that exceed the tolerance ranges. The reports are generated to combine the information from various offices within ODE. There may be two reports per district generated.

The TXT_CCYYX_GEN_ ISSUES report provides a summary of errors, and will be generated if a district exceeds the tolerance check for any ODE office that is involved in this process. If a district has not exceeded the tolerance checks, a report will not be generated for the district. A report will also be generated by ITC for ITC use.

The TXT_CCYYX_GEN_ISSUES_DETAIL report provides a more detailed output, providing both SSIDs and/or Local Classroom Codes. This report will be generated if a district exceeds the tolerance check for any ODE office that is involved in this process.

Data Source

The EMIS weekly process pulls data from the various sources into two distinct files for use by the program that produces the report. The report elements are derived from various sets of data that ODE uses to perform the checks needed to produce the reports. These data sets are both submitted by districts and derived by ODE.

> **For example***: Error Code 010 (Bad Data Ignored by ODE) pulls data submitted by districts like the DISTRICT IRN and BUILDING IRN. Data derived by ODE includes element names like ERROR REASON and RECORD NUMBER.*

Report Sample

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 and the data source. 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 reporting period to which the report belongs.

The second area of the header pertains to the recipient of the report. It identifies the district for which the report was produced, its IRN and COUNTY, the ITC and AREA COORDINATOR of the district.

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

Report Grouping/Ordering/Control Breaks

There is an ITC version of each file that has the data grouped by District IRN; it includes the same data as the separate district reports but lists each district within the ITC in IRN order.

The district reports are ordered by the error code.

Report Summary

There is no report summary

Report Detail

The following are the fields and descriptions for each error:

ODE Process Name	Displayed on Report as:	Field Description
ERROR CODE	**ERR/CD**	Identifies that each line of the report for reference when reviewing the GEN_ISSUES reports and any other related documents. Shown as a three-digit code.
BUILDING IRN	**BLDNG IRN**	Identifies the IRN of the building whose data generated an error condition; not required for every condition
FISCAL YEAR AND REPORTING PERIOD	**FY/RPT PER**	Identifies both the Fiscal Year and Reporting Period used to determine which sets of data are in error.

EXPLANATORY TEXT	SHORT ERROR DESCRIPTION	Identifies the context of the error.
RELATED ODE REPORT	RELATED ODE REPORT (IF ANY)	Identifies the report name that relates to the errors being generated. Districts should consult the report for error resolution. Will show "n/a" if there is not currently an ODE related report.
FRI_BEFORE_PROCESS_DATE	DATA AT ODE AS OF DATE	Identifies the Friday date of the current processing week, the date by which districts were required to have submitted data for the process as CCYYMMDD
ODE BUSINESS OWNER	ODE BUSINESS OWNER	Identifies the best contact for the error in question.
ERROR_CNT_MSG	COUNT /%	Identifies the total number of errors/percentages/etc. there are of errors. May include a SSID or LCC, this will vary by Error Code. Shown as a nine-digit code, anything after the first nine digits is truncated.

Other Detail Data

There are no additional details.

Report Layout/Sample

```
    PROGRAM: EMISCCYY-ISSUES-DIST-RPT          OHIO DEPARTMENT OF EDUCATION                         DATE: mm/dd/ccyy
EMIS REPORT: TXT_ccyyX_GEN_ISSUES_DETAIL    EDUCATION MANAGEMENT INFORMATION SYSTEM                 PAGE:       1
                                                  GENERAL ISSUES REPORT


        For information on each error type, please see the FYCCYY report documentation for this report under 'EMIS
        Documentation' on ODE's EMIS Web Site.  The documentation for this report will be updated if new checks are
        added during the data period.  If after reading the report documentation, an error code explanation is still
        not understandable, please contact the person listed in the documentation for the error code in question.




DISTRICT: 148999  Mayflower City SD          COUNTY: Wachusette        ITC:  REGAL




                                                                                            SUBMIT
            FY/                                                          DATA AT
ERR BLDNG   RPT                                                          ODE AS
CD  IRN     PER     SHORT ERROR DISCRIPTION    RELATED ODE REPORT (IF ANY)  OF DATE    ODE BUSINESS OWNER      COUNT/%
--- ------ -----   -------------------------- --------------------------   -------    -----------------       ---------
040         CCYYX   Enroll change from prior yr .TXT_CCYY?_STU_ENROLLMENT     CCYYMMDD   ODE-EMIS-Contact ITC     -14.25
041         CCYYX   ADM change from prior yr    .TXT_CCYYX_STU_SF3FLOW_ALL/JVS CCYYMMDD  ODE-EMIS-Contact ITC     -14.05
048         CCYYX   CTE Fatal errors            .TXT_CCYY?_STU_CTA_PAGE_INDEX CCYYMMDD   ODE-EMIS-Contact ITC         7
051         CCYYX   Qual Para Prof HQT No       .TXT_CCYY?_STF_QUAL_PARA_PROF CCYYMMDD   ODE-EMIS-Contact ITC         3
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Updated April 14, 2009

Error Detection and Correction

Check the information that is in question and verify the accuracy of the data reported; make corrections to the data if needed and resubmit the data to ODE. If a district or community school has questions about the information on the report they should use the contact information that is listed in the table below to contact the appropriate office that is associated with the information that is in question.

Below is a table for the districts to use as a tool to determine possible errors with corresponding checks for the error(s). This document includes the Error Codes, Short Error Description, Description, Check, Related ODE Reports, Contact Information, and the ODE Business Owner. Please note that in the Related ODE report column, SDC stands for Secure Data Center. The information in the column for SDC reports indicates the folders and reports that a district would select within the SDC to review data related to the GEN_ISSUES error codes.

The reports are designed to assist districts in identifying possible data quality issues and are not meant to imply that ODE definitely considers the information presented as errors. Once the district determines that the information that is being received by ODE that they are reporting to EMIS is correct, no further action is required by the district.

** Columns do not appear on the actual report

** Rpt. Period check produced in	** Rpt Name	Error Code	Short Error Description	Description	Check	Related ODE Report (If Any)	Contact Information	ODE Business Owner	Count /%
N	Gen Issues	006	Missing OGT Record	One or more students for whom the district is required to report an Ohio Graduation Test record does not have a test record reported to ODE.	**Action to Take:** Review the report documentation for the CSV_CCYY?_STU_MISSING_OGT report.	CSV_CCYY?_STU_MISSING_OGT	Your ITC	ODE EMIS-Contact ITC	# of students with no test records reported to ODE
N	Gen Issues	007	Missing Achievement Record	One or more students for whom the district is required to report an Ohio Achievement Test record does not have a test record reported to ODE.	**Action to Take:** Review the report documentation for the CSV_CCYY?_STU_MISSING_OAT report.	CSV_CCYY?_STU_MISSING_OAT	Your ITC	ODE EMIS-Contact ITC	# of students with no test records reported to ODE
N	Gen Issues	008	Missing OTELA Record	One or more students for whom the district is required to report a Ohio Test of English Language Acquisition (OTELA) record does not have a test record reported to ODE.	**Action to Take:** Review the report documentation for the CSV_CCYY?_STU_MISSING_OTELA report.	CSV_CCYY?_STU_MISSING_OTELA	Your ITC	ODE EMIS-Contact ITC	# of students with no test records reported to ODE
C,K, N	Gen Issues	010	Bad Data Ignored by ODE	For the reasons detailed on the GEN_DATA_STAT report, one or more rows of data submitted by the district made it through the aggregation process but were later rejected by ODE. Unless the problem with the data is fixed, it will not be stored by ODE or considered submitted for the district.	**Action to Take:** Review the report documentation for the TXT_CCYY?_GEN_DATA_STAT report.	TXT_CCYY?_GEN_DATA_STAT	Your ITC	ODE EMIS-Contact ITC	# of rows of data submitted by the district made it through the aggregation process but were later rejected by ODE
N	Gen Issues	011	Spec Ed Missing IEP for Fund	One or more students with a disability will not meet the requirements for weighted funding in 2008-2009 based on the yearend Special Education records submitted by the district.	**Action to Take:** Review the report documentation for the CSV_CCYY?_STU_IEP_NO_FUND report.	CSV_CCYY?_STU_IEP_NO_FUND	Your ITC	ODE EMIS-Contact ITC	# of students missing IEP

** Rpt. Period check produce in	** Rpt Name	Error Code	Short Error Description	Description	Check	Related ODE Report (If Any)	Contact Information	ODE Business Owner	Count /%
N	Gen Issues	012	Graduating Student Missing Test	A student submitted as a graduate in yearend data lacks 5 passing scores (or 4 passes and the alternative criteria) required for graduation	**Action to Take:** Review the report documentation for the CSV_CCYY?_STU_GRAD_TEST_REQ	CSV_CCYY?_STU_GRAD_TEST_REQ	Your ITC	ODE EMIS-Contact ITC	# of students submitted as a graduate that lacks 5 passing scores required for graduation
H	Gen Issues	013	Dist Trans % total not 100%	District Transportation Percentage does not Total to 100%: The values reported in Transportation Percentage (DB060) are used to allocate costs for transportation to specific buildings in the Expenditure Flow Model. This amount should total to 100% across all buildings in a district. If not, an adjustment process is used to allocate these costs. Not reported by JVSDs, DYS, OSB and OSD.	DB060 reported on the Building General Information- Yearend record. Amount for one or more buildings may be incorrect, one or more DB records is not being reported to ODE, or rounding for one or more buildings may have resulted in a total very close to but not equal to 100 for the district.	July Expenditure Flow Model reports	Erika M. Farfan, Center for School Finance, (614)466-0523	Center for School Finance	Total of the districts Transportation %
H	Gen Issues	014	Dist Lunch % total not 100%	District Lunchroom Percentage does not Total to 100%: The values reported in Lunchroom Percentage (DB070) are used to allocate costs for transportation to specific buildings in the Expenditure Flow Model. This amount should total to 100% across all buildings in a district. If not, an adjustment process is used to allocate these costs. Not reported by JVSDs, DYS, OSB and OSD.	DB070 reported on the Building General Information- Yearend record. Amount for one or more buildings may be incorrect, one or more DB records is not being reported to ODE, or rounding for one or more buildings may have resulted in a total very close to but not equal to 100 for the district.	July Expenditure Flow Model reports	Erika M. Farfan, Center for School Finance, (614)466-0523	Center for School Finance	Total of the districts lunch %

** Rpt. Period check produced in	** Rpt Name	Error Code	Short Error Description	Description	Check	Related ODE Report (If Any)	Contact Information	ODE Business Owner	Count /%
K, N	Gen Issues	015	Lrg Chng in Enroll (YE ADM)	Large Change in Enrollment (Yearend ADM): Flags districts\community schools with enrollment changes >=5% between current and previous year.	**Action to Take:** Check ATTENDANCE DAYS, EXCUSED ABSENCE DAYS, and UNEXCUSED ABSENCE DAYS elements from the yearend EMIS **Student Attendance** record. Check the ACTUAL DAYS IN SESSION elements from the yearend EMIS **Building General Information** record.	N/A	Heather Boughton, Center for Policy & Accountability 614-752-1402	Accountability	% of change
N	Gen Issues	016	Attendance Rate 0%	Attendance Rate 0%: Flags districts\community schools with 0% attendance rates reported.	**Action to Take:** Check the ATTENDANCE DAYS, EXCUSED ABSENCE DAYS, and UNEXCUSED ABSENCE DAYS elements from the yearend EMIS **Student Attendance** record.	SDC-Dashboard >Indicators & Ratings	Heather Boughton, Center for Policy & Accountability 614-752-1402	Accountability	No # listed
N	Gen Issues	017	Attendance Rate 100%	Attendance Rate 100%: Flags districts\community schools with 100% attendance rates reported.	**Action to Take:** Check the ATTENDANCE DAYS, EXCUSED ABSENCE DAYS, and UNEXCUSED ABSENCE DAYS elements from the yearend EMIS **Student Attendance** record.	SDC-Dashboard>Indicators & Ratings	Heather Boughton, Center for Policy & Accountability 614-752-1402	Accountability	No # listed
K, N	Gen Issues	018	Large Change in Attend Rate	Large Change in Attendance Rate: Flags districts\community schools with attendance rate changes >=5% between current and previous year.	**Action to Take:** Check the ATTENDANCE DAYS, EXCUSED ABSENCE DAYS, and UNEXCUSED ABSENCE DAYS elements from the yearend EMIS **Student Attendance** record.	SDC-Analysis>Attendance>Customize	Heather Boughton, Center for Policy & Accountability 614-752-1402	Accountability	% of change in Attendance Rate
N	Gen Issues	019	Excused v Unexcused Absences	Disparity Between Excused v. Unexcused Absence Days: Flags districts\community schools with excused absence days <=50 and unexcused absence days > 50 or with unexcused absence days <=50 and excused absence days > 50.	**Action to Take:** Check the ATTENDANCE DAYS, EXCUSED ABSENCE DAYS, and UNEXCUSED ABSENCE DAYS elements from the yearend EMIS **Student Attendance** record.	SDC-Analysis>Attendance>Current	Heather Boughton, Center for Policy & Accountability 614-752-1402	Accountability	# of Difference of Excused v. Unexcused Absence Days

** Rpt. Period check produce in	** Rpt Name	Error Code	Short Error Description	Description	Check	Related ODE Report (If Any)	Contact Information	ODE Business Owner	Count /%
G	Gen Issues	020	Graduation percentage rate = 0%	Flags districts\community schools with a graduation rate =0%	**Action to Take:** Contact ITC and request EMIS Graduation Verification Report	SDC-Analysis>Graduation>Customize	Heather Boughton, Center for Policy & Accountability 614-752-1402	Accountability	No # listed
H	Gen Issues	021	FY08 LRC Grad Rate >=100%	Flags districts\community schools with a graduation rate >=100%	**Action to Take:** Contact ITC and request EMIS Graduation Verification Report	SDC-Analysis>Graduation>Customize	Heather Boughton, Center for Policy & Accountability 614-752-1402	Accountability	No # listed
H	Gen Issues	022	Graduation percentage rate = '- -', i.e., null	Flags districts\community schools with '- -' graduation rate	**Action to Take:** Contact ITC and request EMIS Graduation Verification Report	SDC-Analysis>Graduation>Customize	Heather Boughton, Center for Policy & Accountability 614-752-1402	Accountability	No # listed
N	Gen Issues	023	Low AYP Part Rate - Reading	Low AYP Participation Rate – Reading: Flags districts\community schools with reading participation rates <= 85% indicating a high percentage of test waivers based on data submitted for yearend processing.	**Action to Take:** Check the BUILDING IRN – SPRING TEST ADMINISTRATION IRN and REASON TEST NOT TAKEN elements from the EMIS **Achievement Test** and/or **Ohio Graduation Test (OGT)** records.	SDC-Dashboard>District AYP Workbook	Heather Boughton, Center for Policy & Accountability 614-752-1402	Accountability	Participation Rate %
N	Gen Issues	024	Low AYP Part Rate – Math	Low AYP Participation Rate – Math: Flags districts\community schools with math participation rates <= 85% indicating a high percentage of test waivers based on data submitted for yearend processing.	**Action to Take:** Check the BUILDING IRN – SPRING TEST ADMINISTRATION IRN and REASON TEST NOT TAKEN elements from the EMIS **Achievement Test** and/or **Ohio Graduation Test (OGT)** records.	SDC-Dashboard>District AYP Workbook	Heather Boughton, Center for Policy & Accountability 614-752-1402	Accountability	Participation Rate %

Updated February 9, 2009

** Rpt. Period check produce in	** Rpt Name	Error Code	Short Error Description	Description	Check	Related ODE Report (If Any)	Contact Information	ODE Business Owner	Count /%
N	Gen Issues	025	Prof Rate 0%- AYP Reading	Proficiency Rate 0%- AYP Reading: Flags districts\community schools with reading proficiency rate of 0%	**Action to Take:** Check the SCALED SCORE and RAW SCORE elements from the **Student Achievement** and/or **Ohio Graduation Test (OGT)** records, the **Majority of Attendance IRN and Ac#ability IRN** records in the **Student Attendance** records.	SDC-Dashboard>District AYP Workbook	Heather Boughton, Center for Policy & Accountability 614-752-1402	Accountability	No # listed
N	Gen Issues	026	Prof Rate 0%- AYP Math	Proficiency Rate 0%- AYP Math: Flags districts\community schools with math proficiency rate of 0%	**Action to Take:** Check the SCALED SCORE and RAW SCORE elements from the **Student Achievement** and/or **Ohio Graduation Test (OGT)** records, the **Majority of Attendance IRN and Ac#ability IRN** records in the **Student Attendance** records.	SDC-Dashboard>District AYP Workbook	Heather Boughton, Center for Policy & Accountability 614-752-1402	Accountability	No # listed
N	Gen Issues	027	CCIP/EMIS Low Inc/EconDis #s	Large Discrepancy Between CCIP Low Income Student Percentage and EMIS Economically Disadvantaged Percentage: Flags school buildings where the difference between economic disadvantagement in EMIS and the percent of low-income students in the CCIP is >= or <= 20%.	**Action to Take:** Check the DISADVANTAGED element in the yearend EMIS **Student Demographic** record. Check the NUMBER OF LOW INCOME STUDENTS and ADJUSTED ENROLLMENT elements in the **CCIP**.	N/A	Jim Long, Federal Student Programs (614)728-2761	Federal Student Programs	Difference of CCIP Low Income Student Percentage and EMIS Economically Disadvantaged Percentage

** Rpt. Period check produced in	** Rpt Name	Error Code	Short Error Description	Description	Check	Related ODE Report (If Any)	Contact Information	ODE Business Owner	Count /%
N	Gen Issues-Detail	028	Truancy w/d with 0 Unex Abs	Withdrawal Due to Truancy with Zero Unexcused Absence Days Reported: Flags districts\community schools reporting one or more students as withdrawn due to truancy with zero corresponding unexcused absence days reported.	**Action to Take:** Check the WITHDRAWAL / DROPOUT / TRUANCY REASON element from the yearend EMIS **Student Attendance** record for students coded as truant ('71'). Make sure these students have UNEXCUSED ABSENSE DAYS reported in the same record.	TXT_CCYY?_GEN_ISSUES_DETAIL	Heather Boughton, Center for Policy & Accountability 614-752-1402	Accountability	SSID of students with no Unex Abs
N	Gen Issues-Detail	029	SOES Stu with 0 EMIS Attend	No Student Attendance Data Reported in EMIS for Students Reported as Enrolled in the SOES: Flags community schools reporting one or more students in the SOES as enrolled for at least one day of school for whom no attendance data is reported at yearend in EMIS.	**Action to Take:** Check the SSIDs of students reported in the **SOES** and make sure each student enrolled one or more days is reported in the yearend EMIS **Student Attendance** record	TXT_CCYY?_GEN_ISSUES_DETAIL	Heather Boughton, Center for Policy & Accountability 614-752-1402	Office of Community Schools	SSID of students
N	Gen Issues-Detail	030	SOES EMIS Mismatch	Student Reported During Test Administration Window in SOES but not in EMIS Student Attendance Record and/or SOES and EMIS Grade Levels do not Match: Flags community schools reporting one or more students in the SOES as enrolled during the spring test administration window that are not similarly reported in the yearend EMIS student attendance record. Also flags students reported in the SOES and EMIS student demographic record for whom grade levels do not correspond.	**Action to Take:** Check the ADMISSION DATE and DATE OF WITHDRAWAL/ DROPOUT/ TRUANCY PROCEEDINGS elements in the yearend EMIS **Student Attendance** record and the FROM DATE and TO DATE in the SOES. Check the GRADE LEVEL element in the yearend EMIS **Student Demographic** record and make sure it corresponds to the GRADE element in the SOES.	TXT_CCYY?_GEN_ISSUES_DETAIL	Heather Boughton, Center for Policy & Accountability 614-752-1402	Office of Community Schools	SSID of students

** Rpt. Period check produce in	** Rpt Name	Error Code	Short Error Description	Description	Check	Related ODE Report (If Any)	Contact Information	ODE Business Owner	Count /%
N	Gen Issues-Detail	031	Altrnt Assess but no Disblty	Alternately Assessed Student Reported without Disability Condition in EMIS Student Attendance File: Flags districts/community schools reporting one or more students taking an alternate assessment for whom no disability condition is reported in the yearend EMIS student attendance file.	**Action to Take:** Check DISABILITY CONDITION element in the yearend EMIS **Student Attendance** record for students reported taking an alternate assessment in the **Achievement Test** or **Ohio Graduation Test (OGT)** records.	TXT_CCYY?_GEN_ISSUES_DETAIL	Anne Skaggs, Office for Exceptional Children (614) 728-7850	Exceptional Children	SSID of Alternately Assessed Student Reported without Disability Condition

** Rpt. Period check produce in	** Rpt Name	Error Code	Short Error Description	Description	Check	Related ODE Report (If Any)	Contact Information	ODE Business Owner	Count /%
N	Gen Issues	032	70%+ Stu enroll < full year	Large Proportion of Students with Enrollment (Yearend ADM) less than 1.00: Flags districts/community schools for which 70% or more of students have Enrollment (Yearend ADM) less than 1.00, i.e., enrolled less than the full school year.	**Action to Take:** Check the ACTUAL DAYS IN SESSION or, for community schools whose contract specifies instruction as number of hours instead of days, the ACTUAL HOURS IN SESSION and ACTUAL HOURS PER DAY elements from the yearend EMIS **Building General Information** record. For a student enrolled for the entire school year, the ACTUAL DAYS IN SESSION element should equal the sum of ATTENDANCE DAYS, EXCUSED ABSENCE DAYS, and UNEXCUSED ABSENCE DAYS from the yearend EMIS **Student Attendance** record. For community schools whose contract specifies instruction as number of hours instead of days, the ACTUAL HOURS IN SESSION element for a given grade level divided by the ACTUAL HOURS PER DAY element for that same grade level should, for a student enrolled for the entire year, equal the sum of ATTENDANCE DAYS, EXCUSED ABSENCE DAYS, and UNEXCUSED ABSENCE DAYS from the yearend EMIS **Student Attendance** record.	N/A	Heather Boughton, Center for Policy & Accountability 614-752-1402	Accountability	% of students not enrolled full year

** Rpt. Period check produced in	** Rpt Name	Error Code	Short Error Description	Description	Check	Related ODE Report (If Any)	Contact Information	ODE Business Owner	Count /%
N	Gen Issues	033	Zero Discipline Reas & Types	Zero Discipline Reasons and Discipline Types: This message means that the building or community school has not reported any discipline reasons and discipline types for the students that they are reporting. Since it is unusual for a building not to have any discipline occurrences for the entire year; districts are asked to verify that they are reporting this information correctly.	**Action to Take:** Please verify that the ***Student Discipline Record (GD)*** is reported for all students who received a disciplinary action (type) for any discipline incident (reason). If inaccuracies are found please correct the data and re-submit to ODE.	SDC-Analysis>Discipline>Current	Madelyn Sechler, Information Policy and Management, (614) 466-8668	Safety Hlth & Nutrtn	No # listed
N	Gen Issues	034	Zero Expulsions/O OS Suspens	Zero Expulsions or Out-Of-School Suspensions: This message means that the building or community school has not reported any expulsions or out-of-school suspensions for the discipline records reported. Since it is unusual for a building not to have any expulsions or out-of-school suspensions for the entire year; districts are asked to verify that they are reporting this information correctly.	**Action to Take:** Please verify that the Discipline Type reported on the ***Student Discipline Record (GD)*** is accurate. If inaccuracies are found please correct the data and re-submit to ODE. Note: The district or community school may have a local policy which states that the only expulsions imposed are for possessing a firearm at school (required by 18 U.S.C. 921). If such a local policy is in force and there haven't been any firearm incidents then zero expulsions or out-of-school suspensions would be appropriate.	SDC-Analysis>Discipline>Current	Madelyn Sechler, Information Policy and Management, (614) 466-8668	Safety Hlth & Nutrtn	No # listed

** Rpt. Period check produce in	** Rpt Name	Error Code	Short Error Description	Description	Check	Related ODE Report (If Any)	Contact Information	ODE Business Owner	Count /%
N	Gen Issues	035	50% +/- Change in Discipline	Discipline Actions Reported: Significant Change From Previous Year: This message means that the number (must be greater than 10) of disciplinary actions (types) that a building or community school has reported is 50% greater or less than the number reported in the previous year. Although such an increase or decrease is unusual; changes in local discipline policies, restructuring of age/grade groupings in buildings or focused intervention practices could impact the number of disciplinary actions taken.	**Action to Take:** Please verify that the ***Student Discipline Record (GD)*** is reported for all students who received a disciplinary action (type) for any discipline incident (reason). If inaccuracies are found please correct the data and re-submit to ODE.	SDC-Analysis>Discipline>Current	Madelyn Sechler, Information Policy and Management, (614) 466-8668	Safety Hlth & Nutrtn	% of the change from previous year
N	Gen Issues	036	OOS Suspens	Number of Out-of-School Suspensions High: This message means that the number of out-of-school suspensions for the discipline records reported by the building or community school is greater than 40 per 100 students enrolled. Since it is unusual for a building or community school to have such high rates of out-of-school suspensions; districts are asked to verify that they are reporting this information correctly.	**Action to Take:** Please verify that the ***Student Discipline Record (GD)*** is reported for all students who received a disciplinary action (type) for any discipline incident (reason). If inaccuracies are found please correct the data and re-submit to ODE.	SDC-Analysis>Discipline>100_Current	Madelyn Sechler, Information Policy and Management, (614) 466-8668	Safety Hlth & Nutrtn	# of Out-of-School Suspension per 100 students

** Rpt. Period check produce in	** Rpt Name	Error Code	Short Error Description	Description	Check	Related ODE Report (If Any)	Contact Information	ODE Business Owner	Count /%
N	Gen Issues	037	Zero Academic Intervention	Zero Students are Reported with Academic Intervention Program Code: This message means that the building or community school has not reported the academic intervention program code for any of the students that they are reporting. Since it is unusual for a building not to have provided any academic intervention to students; districts are asked to verify that they are reporting this information correctly. Academic (student) intervention services should be provided to all students who are failing or are at risk of failing any one of Ohio's Achievement tests. Refer to Ohio's Intervention Guidelines and the EMIS Manual, Program Code Instructions for more information on intervention services.	**Action to Take:** Please verify that the *Program Code for Academic Intervention* is reported for any student who receives these services. If inaccuracies are found please correct the data and re-submit to ODE.	N/A	Madelyn Sechler, Information Policy and Management, (614) 466-8668	Safety Hlth & Nutrtn	No # listed
C	Gen Issues	040	Enroll change from prior year	Percent change in enrollment from prior October reporting period (only listed if change 10% or greater)	**Action to Take:** Review the report documentation for the .TXT_CCYY?_STU_ENROLLMENT report.	.TXT_CCYY?_STU_ENROLLMENT	Your ITC	ODE EMIS-Contact ITC	% of change
C	Gen Issues	041	ADM Change from prior year	Percent change in ADM from prior October reporting period (only listed if change 10% or greater)	**Action to Take:** Review the report documentation for the.TXT_CCYYK_STU_SF3FLOW_ALL / JVS report.	.TXT_CCYYK_STU_SF3FLOW_ALL / JVS	Your ITC	ODE EMIS-Contact ITC	% of change
C,K, N	Gen Issues	043	Contract Staff Errors	District has errors related to the processing of staff data for individuals that district has contracted to and/or from other EMIS reporting entities.	**Action to Take:** Verify/validate Contract Staff records submitted for district/buildings and correct the errors associated with such data, if error exists.	CSV_CCYY?_STF_CONTRACT_ERRORS	Your ITC	ODE EMIS-Contact ITC	# of contract staff with errors

** Rpt. Period check produce in	** Rpt Name	Error Code	Short Error Description	Description	Check	Related ODE Report (If Any)	Contact Information	ODE Business Owner	Count /%
C,K, N	Gen Issues	045	SSID Errors	Conflict of # D , O, and/or E error flags	**Action to Take:** Please check to make sure the Resident District IRN and the Attending/Home IRN are reported accurately, so districts are pointing to the appropriate entity. If the IRN's are accurate, contact the other district and determine why the student is not being reported with the same SSID by both districts.	CSV_CCYY?_SSID	Your ITC	ODE EMIS-Contact ITC	# of SSID's with errors
K	Gen Issues	046	ECE units short	Preschool special education teacher, adaptive physical education and related service data indicates ECE unit shortage.	**Action to Take:** Verify/validate the records submitted and correct the errors associated with such data, if error exists.	TXT_CCYY?_STF_ECE_S TAFF_UNITS	Your ITC	ODE EMIS-Contact ITC	# of Units Short
C	Gen Issues	047	CTE Warning Errors	Number of career tech courses with warning errors	**Action to Take:** Review the report documentation for the .TXT_CCYY?_STU_CTA_PA GE_INDEX report.	.TXT_CCYY?_STU_CTA_ PAGE_INDEX	Your ITC	ODE EMIS-Contact ITC	# of warnings
C	Gen Issues	048	CTE Fatal errors	Number of career tech courses with fatal errors	**Action to Take:** Review the report documentation the .TXT_CCYY?_STU_CTA_ PAGE_INDEX report.	.TXT_CCYY?_STU_CTA_ PAGE_INDEX	Your ITC	ODE EMIS-Contact ITC	# of fatals
K	Gen Issues	049	Gifted units short	Gifted data indicates gifted unit shortage.	**Action to Take:** Verify/validate the records submitted and correct the errors associated with such data	TXT_CCYY?_STF_GIFTE D_STAFF	Your ITC	ODE EMIS-Contact ITC	# of Gifted units short
K	Gen Issues	050	Grads-not OGT test requirmts	At least one graduate does not meet the OGT test requirements.	**Action to Take:** Verify/validate the records submitted and correct the errors associated with such data	CSV_CCYY?_STU_GRAD _ISSUES_REQ_TEST	Your ITC	ODE EMIS-Contact ITC	# of Grads with no test
K	Gen Issues	051	Qual Para Prof No	At least one staff member does not fulfill the Qualified Paraprofessional criteria.	**Action to Take:** Verify/validate the records submitted and correct the errors associated with such data	TXT_CCYY?_STF_QUAL_ PARA_PROF	Your ITC	ODE EMIS-Contact ITC	# of QPP not HQT

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** Rpt. Period check produce in	** Rpt Name	Error Code	Short Error Description	Description	Check	Related ODE Report (If Any)	Contact Information	ODE Business Owner	Count /%
K	Gen Issues-Detail	053	Course HQT No	At least one staff member does not fulfill the HQT criteria.	**Action to Take:** Verify/validate the records submitted and correct the errors associated with such data	TXT_CCYY?STF_COURSE _HQT_NO	Your ITC	ODE EMIS-Contact ITC	Staff ID of course where HQT is no
K	Gen Issues-Detail	054	Course HQT Prov No	At least one service provider who contracts with regular districts does not fulfill the HQT criteria.	**Action to Take:** Verify/validate the records submitted and correct the errors associated with such data	TXT_CCYY?_STF_STF_C OURSE_HQT_PROV	Your ITC	ODE EMIS-Contact ITC	Course ID of Course-Prov
C, K	Gen Issues-Detail	055	Invalid Cert--Course	# of all certificated staff who teach courses with at least 75% of students in ninth through twelfth grade who are invalidly certified.	**Action to Take:** Verify/validate the records submitted and correct the errors associated with such data	TXT_CCYY?_STF_INVL_* _CRSE	Your ITC	ODE EMIS-Contact ITC	Course ID where cert is invalid
C, K	Gen Issues-Detail	058	Invalid Cert—Job	District has errors related to the processing of staff data for individuals that district has contracted to and/or from other EMIS reporting entities.	**Action to Take:** Verify/validate the records submitted and correct the errors associated with such data, if error exists.	TXT_CCYY?_STF_INVL_ CRT_JOB	Your ITC	ODE EMIS-Contact ITC	Staff ID w/ invalid cert
K	Gen Issues	061	SSIDs with KRAL missing rec	Number of students required to take the KRAL who do not have a KRAL record reported- impacts the GEN_MISSING report	**Action to Take:** Review the report documentation for the Report documentation for the CSV_CCYY?_STU_KRAL_ MISSING report.	CSV_CCYY?_STU_MISSI NG_KRA	Your ITC	ODE EMIS-Contact ITC	# of students with no test records reported to ODE
K, N	Gen Issues	062	SSIDs with ECO missing rec	Number of students required to take the ECO who do not have a ECO record reported- impacts the GEN_MISSING report	**Action to Take:** Review the report documentation for the CSV_CCYY?_STU_ECO_ MISSING report.	CSV_CCYY?_STU_ECO_ MISSING	Your ITC	ODE EMIS-Contact ITC	# of students with no test records reported to ODE
K, N	Gen Issues	063	Missing GGG Record	One or more students for whom the district is required to report a Preschool Assessment (Get it, Got it, Go) record does not have a test record reported to ODE.	**Action to Take:** Review the report documentation for the CSV_CCYY?_STU_MISSING _PS_GGG report.	CSV_CCYY?_STU_MISSI NG_PS_GGG	Your ITC	ODE EMIS-Contact ITC	# of students with no test records reported to ODE

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** Rpt. Period check produce in	** Rpt Name	Error Code	Short Error Description	Description	Check	Related ODE Report (If Any)	Contact Information	ODE Business Owner	Count /%
K, N	Gen Issues	064	Missing ASQ/SE Record	One or more students for whom the district is required to report a Preschool ASQ/SE Assessment record does not have a test record reported to ODE.	**Action to Take:** Review the report documentation for the CSV_CCYY?_STU_MISSING _PS_ASQSE report.	CSV_CCYY?_STU_MISSING_PS_ASQSE	Your ITC	ODE EMIS-Contact ITC	# of students with no test records reported to ODE
C	Gen Issues	065	SSIDs with Spec Ed no funding	Number of students with disabilities reported who do not have a current IEP event	**Action to Take:** Review the report documentation for the .CSV_CCYY?_DISAB_NOT_F UND report.	.CSV_CCYY?_DISAB_NOT_FUND	Your ITC	ODE EMIS-Contact ITC	# of SSIDs
K	Gen Issues	066	Invalid Teaching Staff	Data in the Staff Demographic, Staff Employment, and Course Master records submitted by the districts indicate invalid teaching staff	**Action to Take:** Review the report documentation for the CSV_CCYY?_STF_TEACH_R ECORDS report.	TXT_CCYY?_STF_TEACH _RECORDS	Your ITC	ODE EMIS-Contact ITC	# of invalid teaching staff
K	Gen Issues	067	Invalid Non-Teaching Staff	Data in the Staff Demographic, Staff Employment, and Course Master records submitted by the districts indicate invalid teaching staff	**Action to Take:** Review the report documentation for the CSV_CCYY?_S_STF_NO_EM PL_REC report.	TXT_CCYY?_STF_NO_EM PL_REC	Your ITC	ODE EMIS-Contact ITC	# of invalid non-teaching staff
K	Gen Issues	071	Missing Forecast records	ODE has not received a QF and QN file from a district. If no data are found, the district will be on the report.	**Action to Take:** Review the report documentation for the CSV_CCYY?_EMIS_MISSIN G_FORECAST_CCYY.PRT report.	EMIS_MISSING_FORECA ST_CCYY.PRT	Your ITC	ODE EMIS-Contact ITC	# of missing forecast files
N	Gen Issues	074	Gen Missing Goals Not Met	Number of record types where the reporting entity has not met the data submission goals for the current week- if a funding week, a financial withholding may occur	**Action to Take:** Review the report documentation for the TXT_CCYY?_GEN_MISSING _DATA report.	TXT_CCYY?_GEN_ MISSING_DATA	Your ITC	ODE EMIS-Contact ITC	# of record types where the data submission goals were not met
C, K	Gen Issues	076	SF3 Adjustments	Indicates the adjustments made to the Current Year Formula ADM for determining state foundation monies.	**Action to Take:** Review the report documentation for the TXT_CCYY?_STU_SF3_ADJ	TXT_CCYY?_STU_SF3_A DJ	Your ITC	ODE EMIS-Contact ITC	# FTE change

** Rpt. Period check produce in	** Rpt Name	Error Code	Short Error Description	Description	Check	Related ODE Report (If Any)	Contact Information	ODE Business Owner	Count /%
K	Gen Issues	081	Gifted Staff:FTE>1 + >apprvd	Data reported for Gifted Staff do not indicate approved Units for the districts' teachers and gifted coordinators.	**Action to Take:** Review the report documentation for the TXT_CCYY?_STF_GIFTED_STAFF	TXT_CCYY?_STF_GIFTED_STAFF	Your ITC	ODE EMIS-Contact ITC	# Over Max
K	Gen Issues	082	Gifted Staff: FTE > apprvd	Data reported for Gifted Staff do not indicate approved Units for the districts' teachers and gifted coordinators.	**Action to Take:** Review the report documentation for the TXT_CCYY?_STF_GIFTED_STAFF	TXT_CCYY?_STF_GIFTED_STAFF	Your ITC	ODE EMIS-Contact ITC	# Over Max not approved
K	Gen Issues	083	Gifted Staff: FTE > 1	Data reported for Gifted Staff do not indicate approved Units for the districts' teachers and gifted coordinators.	**Action to Take:** Review the report documentation for the TXT_CCYY?_STF_GIFTED_STAFF	TXT_CCYY?_STF_GIFTED_STAFF	Your ITC	ODE EMIS-Contact ITC	# of FTE Over Max
K	Gen Issues	084	Gifted Staff: PosStat = A,I	Data reported for Gifted Staff do not indicate approved Units for the districts' teachers and gifted coordinators.	**Action to Take:** Review the report documentation for the TXT_CCYY?_STF_GIFTED_STAFF	TXT_CCYY?_STF_GIFTED_STAFF	Your ITC	ODE EMIS-Contact ITC	# of Staff with PosStat = A,I
K	Gen Issues	085	Gifted Staff: Fund not 1,2	Data reported for Gifted Staff do not indicate approved Units for the districts' teachers and gifted coordinators.	**Action to Take:** Review the report documentation for the TXT_CCYY?_STF_GIFTED_STAFF	TXT_CCYY?_STF_GIFTED_STAFF	Your ITC	ODE EMIS-Contact ITC	# of Fund Source Errors
K	Gen Issues	086	Gifted Staff: not certified	Data reported for Gifted Staff indicates a possible issue.	**Action to Take:** Review the report documentation for the TXT_CCYY?_STF_GIFTED_STAFF	TXT_CCYY?_STF_GIFTED_STAFF	Your ITC	ODE EMIS-Contact ITC	# of staff with Invl Certs
N	Gen Issues	087	Students on Missing List	Number of students reported as active in FY## Yearend who are not being reported in FY##K- does not include any overrides- impacts the GEN_MISSING report	**Action to Take:** Review the report documentation for the CSV_CCYY?_STU_STUDENT_MISSING report.	CSV_CCYY?_STU_STUDENT_MISSING	Your ITC	ODE EMIS-Contact ITC	# of students on missing list
N	Gen Issues	088	Staff on Missing List	Number of staff reported as active in FY08 Yearend who are not being reported in FY09K- any approved overrides are removed from this #- impacts the GEN_MISSING report	**Action to Take:** Review the report documentation for the CSV_CCYY?_STF_STAFF_MISSING	CSV_CCYY?_STF_STAFF_MISSING	Your ITC	ODE EMIS-Contact ITC	# of staff on missing list

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** Rpt. Period check produce in	** Rpt Name	Error Code	Short Error Description	Description	Check	Related ODE Report (If Any)	Contact Information	ODE Business Owner	Count /%
C	Gen Issues	090	Open buildings not reported	Expected number of Open buildings does not match data reported	**Action to Take:** Review building records	N/A	Your ITC	ODE EMIS-Contact ITC	No # listed
C,N	Gen Issues	091	No unexcused absences	The sum of unexcused absences for all students in the district is equal to zero.	**Action to Take:** Verify that there are no unexcused absences in your district's attendance totals.	N/A	Erika M. Farfan, Center for School Finance, (614)466-0523	Center for School Finance	# of students where unexcused absences equal zero
C	Gen Issues	092	CTE Courses Oct-Feb	CTE Courses in Oct, not Feb	**Action to Take** Verify OCT and FEB CTE courses for the listed LCC	N/A	Your ITC	ODE EMIS-Contact ITC	Local class room code
D	Gen Issues	093	CTE Follow up missing	CTE Follow Up Missing. Your students in March file without Follow-up records (GV).	**Action to Take** Verify which students have no CTE Follow up	N/A	Your ITC	ODE EMIS-Contact ITC	# of SSIDs
C	Gen Issues	094	Invalid Grad	Invalid Grad Rejected by ODE	**Action to Take:** Review submitted grad data and the .CSV_CCYY?_STU_GRAD_N OT_FUNDED report	.CSV_CCYY?_STU_GRAD _NOT_FUNDED	Your ITC	ODE EMIS-Contact ITC	# of SSIDs
C	Gen Issues	095	CTE Courses dif hours	CTE Courses-Different hours.	**Action to Take** Verify hours in 1st and 2nd semester CTE courses	N/A	Your ITC	ODE EMIS-Contact ITC	Local class room code
N	Gen Issues	096	Operational Unit with no Expenditure	One or more operational units is reporting with zero or no expenditure data	**Action to Take:** Verify DB*** Amount for one or more buildings may be incorrect, or one or more DB records are not being reported to ODE.	July Expenditure Flow Model reports	Erika M. Farfan, Center for School Finance, (614)466-0523	Center for School Finance	OPU value that has no expenditure s
H	Gen Issues	097	Required receipt code not reported	One or more receipt codes are not being reported that are required for each district	**Action to Take:** Verify that receipt codes are being reported	July Expenditure Flow Model reports	Erika M. Farfan, Center for School Finance, (614)466-0523	Center for School Finance	Value of receipt code not reported

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** Rpt. Period check produced in	** Rpt Name	Error Code	Short Error Description	Description	Check	Related ODE Report (If Any)	Contact Information	ODE Business Owner	Count /%
H	Gen Issues	098	Receipt code reported that is no longer used	One or more receipts codes is being reported that should have no funding flow	**Action to Take:** Verify that receipt codes are being reported	July Expenditure Flow Model reports	Erika M. Farfan, Center for School Finance, (614)466-0523	Center for School Finance	Value of receipt code no longer used
H	Gen Issues	099	Appropriation amount= <0	One or more reported appropriation amounts is less than or equal to zero	**Action to Take:** Verify that reported appropriation amounts is less than or equal to zero	July Expenditure Flow Model reports	Erika M. Farfan, Center for School Finance, (614)466-0523	Center for School Finance	No # listed
H	Gen Issues	100	No change in financial data	More than half of the expenditure data reported by the district exactly matches the data submitted during the previous year's submission	**Action to Take:** Verify that expenditure data is exactly the same as the previous year's submission	July Expenditure Flow Model reports	Erika M. Farfan, Center for School Finance, (614)466-0523	Center for School Finance	No # listed
K, N	Gen Issues	101	Preschool Student Records Less Than Funded Early Childhood Grant Numbers	District has reported less preschool students than the Early Childhood Education Grant funded numbers.	**Action to Take:** Verify that a record is reported for all preschool students who are enrolled in a state-funded Early Childhood Education Grant program and that a course code of 180250 or 196096 has also been reported.	N/A	Geoff Grove, Early Learning and School Readiness 614-995-3442	Office of Early Learning and School Readiness	# of Difference between the Grant funded numbers and reported PS students
N	Gen Issues	103	Missing Transition Codes	District has not reported the appropriate Transition Plan Code (211100 or 211105) and a secondary planning element.	**Action to Take:** Verify that students with disabilities who are 16 years old or older have the appropriate Transition Plan Code (211100 or 211105) and a secondary planning element reported	CSV_CCYY?_STU_SE_TRANS_PROG	Your ITC	ODE EMIS-Contact ITC	# of students missing Transition Codes
N	Gen Issues	104	Missing Spec Ed Event	District has students with disabilities who are missing a special ed event	**Action to Take:** Verify that students with disabilities have special ed events reported	CSV_CCYY?_STU_MISSING_SPED_EVENT	Your ITC	ODE EMIS-Contact ITC	# of students missing Spec Ed Event

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** Rpt. Period check produce in	** Rpt Name	Error Code	Short Error Description	Description	Check	Related ODE Report (If Any)	Contact Information	ODE Business Owner	Count /%
N	Gen Issues	105	Missing Course	District has students that ODE expects courses for	**Action to Take:** Verify that students have courses records submitted for them	CSV_STU_MISS_COURSE	Your ITC	ODE EMIS-Contact ITC	# of students missing courses
G	Gen Issues	106	Grad Issues Duplicate	Districts reporting same student multiple times as a graduate	**Action to Take:** Verify whether or not students are reported one or more times by another reporting entity beginning from the earliest to the latest submissions of all reporting entities.	CSV__CCYY?_STU_GRAD_DUP	Your ITC	ODE EMIS-Contact ITC	# of students reported as dup grads
N	Gen Issues	107	Missing District Record	District missing District Record	**Action to Take:** Review the report documentation as the report specification is a subset of the General Missing Data report. Please see that document for additional information about the full significance of the report.	TXT_CCYY?_GEN_MISSING_DATA	Your ITC	ODE EMIS-Contact ITC	No # listed
N	Gen Issues	108	Missing District Test Record	District missing District Test Record	**Action to Take:** Review the report documentation as the subset of the General Missing Data report. Please see that document for additional information about the full significance of the report.	TXT_CCYY?_GEN_MISSING_DATA	Your ITC	ODE EMIS-Contact ITC	No # listed
N	Gen Issues	109	Missing Building	District missing Building Record	**Action to Take:** Review the report documentation as the report specification is a subset of the General Missing Data report. Please see that document for additional information about the full significance of the report.	TXT_CCYY?_GEN_MISSING_DATA	Your ITC	ODE EMIS-Contact ITC	No # listed
K, N	Gen Issues	110	CTA Warnings	District has warning errors in the CTA data submitted by a district	**Action to Take:** Verify reports which are allied in verifying CTA data submitted by a district	CSV__CCYY?_STU_CTA	Your ITC	ODE EMIS-Contact ITC	# of Warning Errors

** Rpt. Period check produce in	** Rpt Name	Error Code	Short Error Description	Description	Check	Related ODE Report (If Any)	Contact Information	ODE Business Owner	Count /%
N	Gen Issues	111	High Expulsions	Number of Expulsions High: This message means that the number of expulsions for the discipline records reported by the building or community school is greater than 40 per 100 students enrolled. Since it is unusual for a building or community school to have such high rates of expulsions; districts are asked to verify that they are reporting this information correctly.	**Action to Take:** Please verify that the ***Student Discipline Record (GD)*** is reported for all students who received a disciplinary action (type) for any discipline incident (reason). If inaccuracies are found, please correct the data and re-submit to ODE.	SDC-Analysis>Discipline>100_Current	Madelyn Sechler, Information Policy and Management, (614) 466-8668	Safety Hlth & Nutrtn	# of Expulsions per 100 students
K,N	Gen Issues	112	CTAE Fatals	District has fatal errors in the CTA data submitted by a district	**Action to Take:** Verify reports which are allied in verifying CTA data submitted by a district	CSV__CCYY?_STU_CTA	Your ITC	ODE EMIS-Contact ITC	# of Fatal Errors
N	Gen Issues	113	District Change in LEP Enrollment	District level report shows the Prior 'N' LEP Students (2008) compared to the Current 'N' LEP Students (2009). Enrollment % is +/- 10% from previous year. These data are used to determine Title III allocations, as well as for reporting to the US Dept of Education for numerous required LEP reports.	Check Limited English Proficiency (LEP) Status Element (FD170) to verify proper reporting of LEP students. Refer to the FY09 EMIS Manual (Search ODE website, www.education.ohio.gov, Search: EMIS Manual). Criteria found in Chapter 2 (pp. 80-82), Limited English Proficient (LEP) FD170 Status Element reporting instructions. If inaccuracies are found please correct the data and re-submit to ODE.	n/a	Chad Richardson, Office of Literacy, (614) 466-4109, chad.richardson@ode.state.oh.us	Office of Literacy, Lau Resource Center	Count 08N / Count 09N

** Rpt. Period check produced in	** Rpt Name	Error Code	Short Error Description	Description	Check	Related ODE Report (If Any)	Contact Information	ODE Business Owner	Count /%
N	Gen Issues	114	District Change in Immigrant Enrollment	District level report shows the Prior Year count of Immigrant Students (2008) collected via survey compared to the Current 'N' Immigrant Students (2009). Enrollment % is +/- 10% from previous year. These data are used to determine Immigrant Funding allocations, as well as for reporting to the US Dept of Education for numerous required reports.	Check Immigrant Status Element (FD200) and definition to verify proper reporting of Immigrant students. Refer to the FY09 EMIS Manual (Search ODE website, www.education.ohio.gov, Search: EMIS Manual). Criteria found in Chapter 2 (p. 80), Immigrant Status Element (FD200) for reporting instructions. Note: ODE is aware that for the FY08 Non-Public Immigrant data was also reported. Please re-verify the accuracy of the FY09 immigrant data, as data is over +/- 10% from FY08. If inaccuracies are found, please correct the data and re-submit to ODE.	n/a	Chad Richardson, Office of Literacy, (614) 466-4109, chad.richardson@ode.state.oh.us	Office of Literacy, Lau Resource Center	Count 08 Survey Data / Count 09N
N	Gen Issues-Detail	115	Missing 09 OTELA Domain Score(s)	District reported a valid composite performance level score, but did not report any/all 4 (Reading, Writing, Listening and Speaking) domain scores for the 2009 Ohio Test of English Language Acquisition (OTELA).	Check Ohio Test for English Language Acquisition (OTELA) elements on GF240, GF250, GF260, & GF270 records. Ensure that all elements are reported accurately. If inaccuracies are found please correct the data and re-submit to ODE.	n/a	Chad Richardson, Office of Literacy, (614) 466-4109, chad.richardson@ode.state.oh.us	Office of Literacy, Lau Resource Center	SSID

** Rpt. Period check produce in	** Rpt Name	Error Code	Short Error Description	Description	Check	Related ODE Report (If Any)	Contact Information	ODE Business Owner	Count /%
N	Gen Issues-Detail	116	Missing 09 OTELA Composite Level Score	District reported valid Reading, Writing, Listening, and Speaking domain scores on the 2009 Ohio Test of English Language Acquisition (OTELA), but did not report a valid composite performance level score.	Check Ohio Test for English Language Acquisition (OTELA) element on GF300 record for composite performance level. Ensure that the element is reported accurately. If inaccuracies are found, please correct the data and re-submit to ODE.	n/a	Chad Richardson, Office of Literacy, (614) 466-4109, chad.richardson@ode.state.oh.us	Office of Literacy, Lau Resource Center	SSID
N	Gen Issues-Detail	117	LEP Student Eligible for Reclassification	Student with Limited English Proficient (LEP) in Proficient Trial Mainstream Period (PTM) LEP Code = 'M' is eligible for reclassification following completion of PTM period (of at least 1 school year) and either a composite level '5' on the 2009 Ohio Test of English Language Acquisition (OTELA) or a composite level '4' and a minimum scaled score of 400 on the reading and writing portions of the 2009 OAT or OGT.	Check the OTELA element GF300 for a level '4' or '5' score. If level '4' received on OTELA GF300 record, then check the GA230 (OAT) and/or GX230 (OGT) records for at least a 400 scaled score. If student scored at least 400, then he/she is eligible for reclassification. If inaccuracies are found, please correct the data and re-submit to ODE.	n/a	Chad Richardson, Office of Literacy, (614) 466-4109, chad.richardson@ode.state.oh.us	Office of Literacy, Lau Resource Center	SSID

** Rpt. Period check produce in	** Rpt Name	Error Code	Short Error Description	Description	Check	Related ODE Report (If Any)	Contact Information	ODE Business Owner	Count /%
N	Gen Issues-Detail	118	Improper LEP Recoding	Student did not successfully meet Limited English Proficient recoding criteria.	Refer to the FY09 EMIS Manual (Search ODE website, www.education.ohio.gov, Search: EMIS Manual). Criteria found in Chapter 2 (pp. 80-82), Limited English Proficient (LEP) FD170 Status Element reporting instructions. Data reported for 09N is outside those instructions. If inaccuracies are found please correct the data and re-submit to ODE.	n/a	Chad Richardson, Office of Literacy, (614) 466-4109, chad.richardson@ode.state.oh.us	Office of Literacy, Lau Resource Center	SSID
C,H	Gen Issues	119	70% or less students with an FTE=1			n/a	Erika M. Farfan, Center for School Finance, (614)466-0523	Center for School Finance	# of SSIDs
N	Gen Issues-Detail	120	Improper LEP Reclassification	Student did not successfully meet all three limited English proficient (LEP) reclassification (exit) criteria.	Student did not successfully meet all three reclassification (exit) criteria. Refer to ODE website, www.education.ohio.gov, Search: "Guidelines for the English Language Assessment". Refer to page 5, 'Criteria for Exiting LEP Program'. If inaccuracies are found please correct the data and re-submit to ODE.	n/a	Chad Richardson, Office of Literacy, (614) 466-4109, chad.richardson@ode.state.oh.us	Office of Literacy, Lau Resource Center	SSID

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** Rpt. Period check produce in	** Rpt Name	Error Code	Short Error Description	Description	Check	Related ODE Report (If Any)	Contact Information	ODE Business Owner	Count /%
C,H	Gen Issues	121	Excused v Unexcused Absences	District's total excused absence days < unexcused absence days	**Action to Take :**Check the October ATTENDANCE DAYS, EXCUSED ABSENCE DAYS, and UNEXCUSED ABSENCE DAYS elements from the **Student Standing** record	n/a	Erika M. Farfan, Center for School Finance, (614)466-0523	Center for School Finance	Comparison of Excused v. Unexcused Absence Days
N, H	Gen Issues-Detail	122	LEP Reclassification Date Needed	Student's LEP Code changed to 'N', therefore a valid LEP Reclassification date is required to be reported.	Please report the LEP reclassification date in the FN210 record, per Chapter 2 of the FY09 EMIS Manual, pg. 90. However, if the student did not meet all three reclassification criteria, please recode the student back to their previous LEP status code of 'Y', 'L' or 'M.' Refer to the ODE website, www.education.ohio.gov, Search: "Guidelines for the English Language Assessment". Refer to page 5, 'Criteria for Exiting LEP Program'. If inaccuracies are found please correct the data and re-submit to ODE.	n/a	Chad Richardson, Office of Literacy, (614) 466-4109, chad.richardson@ode.state.oh.us	Office of Literacy, Lau Resource Center	SSID

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