

**GENERAL SUBMISSION STATUS  
REPORT EXPLANATION  
(.TXT\_CCYY?\_GEN\_SUBMISSION\_STAT)**

**Education Management Information System (EMIS)**



Revision Date October 29, 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
July 31, 2006		Created from report sample, program code; valid for FY07 October(K) reporting period
June 14, 2007	IPM/McKeand	Removed white spacing, revised index and Table of Contents, revised revision dates.
July 23, 2007	IPM/LM	Review for (K)
Oct 29, 2008	IPM/KKE	Updated for FY09 file changes

## Report Overview

### *General Description and Significance*

This program allows districts to determine what required files have been accepted by ODE. This report shows each district what reports still need to be successfully submitted to ODE.

This program creates a hard copy of the submissions for each public school district in every report periods' weekly processing cycle. These reports are delivered to each district through the ITC of record.

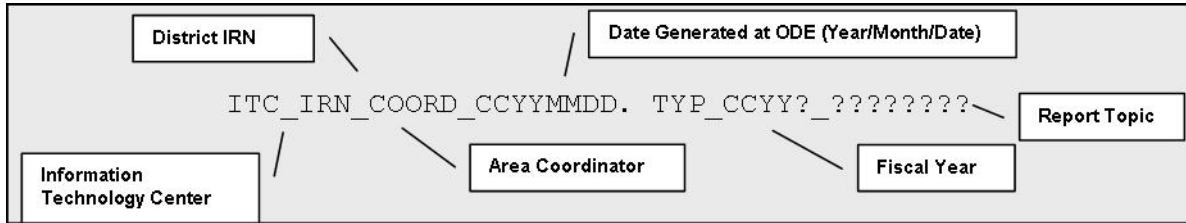
### *Tips for Reading This Document*

- EMIS data elements are written in **SMALL CAPITAL LETTERS**.
- Report field names are written in **BOLD SMALL CAPITAL LETTERS**.
- Options (values) for each data element are indicated in *ITALICIZED CAPITAL LETTERS* and are enclosed in quotation marks.
- Record names are displayed in *italicized bold letters*.
- File names are displayed in **CAPITALIZED BOLD LETTERS**.
- CCYYP denotes the century and year and processing period.

### *Report Name and Timing*

The file name for the report is:

**ITC\_IRN\_COORD\_CCYYMMDD.TXT\_CCYY?\_GEN\_SUBMISSION\_STAT**; its components are described below. This report is produced during every reporting period; the ? value will change for each.



## ODE Processing

### Process Description

The information on these reports comes from files that are created during the week-end processing cycle. They contain information identifying the files submitted to ODE and the dates on which they were submitted.

### Data Source

#### Submitted Data Used in Report

The only fields that are reported exactly as they have been submitted by the district are the district IRNs.

#### Derived Data Used in Report

Element Name	File Name	Field Value
AGGREGATION FILE DATE	<i>Audit_process_date.rms</i>	Date on which above were submitted
AGGREGATION FILE NAME	<i>Submission_status_ccyyp.dat, Audit_process_date.rms</i>	AMCC, ASSG, ACGR, or other aggregated data
AREA COORDINATOR	<i>Submission_status_ccyyp.dat</i>	Two-digit number, e.g. 08
COUNTY	<i>Submission_status_ccyyp.dat</i>	County in which the district lies
DISTRICT CODE	<i>Submission_status_ccyyp.dat</i>	Four characters, e.g. 0000, 0865
DISTRICT IRN	<i>Submission_status_ccyyp.dat, Audit_process_date.rms</i>	6-digit, state-assigned IRN
DISTRICT NAME	<i>Submission_status_ccyyp.dat</i>	District name as it is reported in OEDS
DISTRICT TYPE	<i>Submission_status_ccyyp.dat</i>	One character, e.g. 1, G
FINANCIAL FILE DATE	<i>Audit_process_date.rms</i>	Date on which above were submitted
FINANCIAL FILE NAME	<i>Submission_status_ccyyp.dat, Audit_process_date.rms</i>	DB, DR year-end files
FISCAL YEAR	<i>Audit_process_date.rms</i>	CCYY
ITC NAME	<i>Submission_status_ccyyp.dat</i>	Name of data center through which reports are submitted
REPORTING PERIOD	<i>Audit_process_date.rms</i>	e.g. K, N
SUBMITTED FILE DATE	<i>Audit_process_date.rms</i>	Date on which above were submitted
SUBMITTED FILE NAME	<i>Submission_status_ccyyp.dat, Audit_process_date.rms</i>	CI, CK, DQ, DG or other non-aggregated date

## Report Selection Criteria

The **SUBMISSION STATUS** file is read and its IRN is used to determine which **AUDIT PROCESS** records belong to the same district. Therefore there must be a **DISTRICT IRN** match between the two files. In order for a date submitted to be printed on the report, the two files must also have a match on the file names, submitted or aggregated.

## 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.

### Detail Information

The fields reported on each detail line are:

- **RECORD SORT TYPE** Two or 4 character designation of the file
- **STATUS** One of three possible. The record sort types included will vary for each reporting period
  - Y Data submitted
  - N Data may not be required
- **DATA SUBMITTED TO ODE AS OF** Date on which ODE received the file; There should be a date with every Y status.

Files needed for the aggregated files are listed below, as they appear on the report.

File Name	Record Sort Type	Derived From
District General Information - Fall/October	DQ	DQ
Building General Information - Fall/October	DF	DF

C:\Users\10184100\Downloads\General-Submission-Status.doc  
Revision Date October 29, 2008

Student FTE	AS/SG	GI, FS, FD, FN
SSID Change	SC	SC
Program Counts	PC	GI, GQ, FD, FN
Student Special Education	GE	GE
OGT Detail Counts	TA/DE	GI, GX, FS, FN, FD
Kindergarten Readiness Assessment	GO	GO
Preschool Assessment	GB	GB
Student Preschool ECO Assessment	GM	GM
Preschool ASQ/SE	GS	GS
Student Counts	AC/GR	GI, GN, FD, FN
Staff Course	AC/VE	CI, CK, CN, GI, FS, FD, FN, GN, GQ, GT
Student Standing Record	FS	FS
Student Attributes - Effective Date Record	FD	FD
Student Attributes - No Date Record	FN	FN
Student Demographic Record	GI	GI
Mapped Local Classroom	CM	CM
Master Course	AM/CC	CN, CI, CK
CTE Correlated Class	CV	CV
Staff Demographic	CI	CI
Staff Job	CK	CK
Contractor Staff Job	CJ	CJ
Contractor ONLY	CC	CC

District: Your Favorite SD  
 IRN: 000000 County: AnyOhio

Information Technology Center: ABCDEFG  
 Area Coordinator: 97

RECORD SORT TYPE STATUS	STATUS	DATA SUBMITTED TO ODE AS OF
District General Information - Fall/October (DQ):	Y	10/17/2008
Building General Information - Fall/October (DF):	N	00/00/0000
Student FTE (AS/SG):	Y	10/17/2008
SSID Change (SC)	N	00/00/0000
Summer Withdrawal (SM/WD)	N	00/00/0000
Program Counts (PC):	Y	10/17/2008
Student Special Education (GE)	Y	10/17/2008
OGT Detail Counts (TA/DE)	N	00/00/0000
Kindergarten Readiness Assessment (GO)	N	00/00/0000
Preschool Assessment (GB)	Y	10/17/2008
Student Preschool ECO Assessment (GM)	N	00/00/0000
Preschool ASQ/SE (GS)	N	00/00/0000
Student Counts (AC/GR):	Y	10/17/2008
Staff Course (AC/VE)	N	00/00/0000
Student Standing Record (FS)	N	10/17/2008
Student Attributes - Effective Date Record (FD)	N	10/17/2008
Student Attributes - No Date Record (FN)	N	10/17/2008
Student Demographic Record (GI)	N	10/17/2008
Mapped Local Classroom (CM)	N	00/00/0000
Master Course (AM/CC)	Y	10/17/2008
CTE Correlated Class (CV)	N	00/00/0000
Staff Demographic (CI)	Y	10/17/2008
Staff Job (CK)	Y	10/17/2008
Contractor Staff Job (CJ)	N	00/00/0000
Contractor ONLY (CC)	N	00/00/0000

Legends: Y=Record Type processed, N=Record Type not processed, \*=SUBMITTED NO OCTOBER DATA for any record type  
 RECORDS NEEDED FOR MAPPING DISTRICT DATA TO AGGREGATE DATA: see report documentation.

## **Error Detection and Correction**

If there are any discrepancies between what a district thought they submitted and what is being reported as received at ODE, district personnel should check the aggregation errors.

If there are fatal warnings that were not corrected, the file should never have been sent to ODE and would show up as missing.

If the date of the file submission is earlier than the district anticipated, the reason may be the same, i.e., the latest submission was rejected because of fatal errors.

The district can find additional information about data submissions in the file **.TXT\_CCYYX\_GEN\_DATA\_STAT**. It is a report that is also distributed each reporting period.



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