MISSING PRESCHOOL ECO ASSESSMENT REPORT EXPLANATION CSV_CCYY?_STU_PS_ECO_MISSING

Education Management Information System (EMIS)

Prepared by
The Office of Information Policy & Management

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Revised January 15, 2009

Department of
Education

Revision History

The revisions to this document listed in the table below.

Revision Date	Owner/Source	Description of Change
January 15, 2009	ODE/IPM	Updated report explanation to reflect usage of new FY09 records.

Report Overview

General Description and Significance

This exception report should provide a listing of preschool special education students who should have an ECO record but that has not yet been reported by a district. These students meet the profile described under selection criteria.
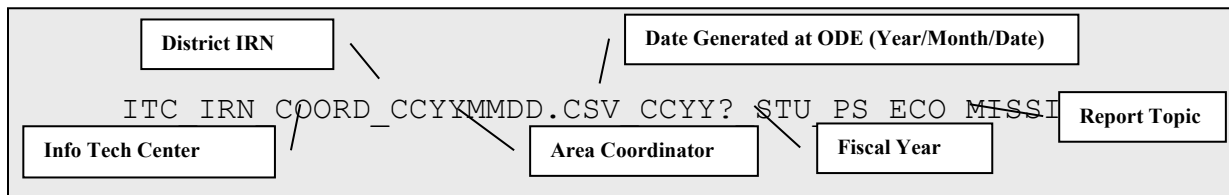
These data will define whether or not preschool students with a disability have been assessed using this instrument.

Report Distribution

A report is to be distributed weekly to any EMIS reporting entity where data meet the report criteria. It is to be generated during the weekly cycle and transferred to its contracted ITC for distribution. The output is to include district-level information in a single report file.

The file name for the report is:
ITC_IRN_COORD_CCYYMMDD.CSV_CCYY?_STU_PS_ECO_MISSING; its components are described below. This report is produced during the October (K) and Yearend (N) reporting periods.

Constraints

Data Source

These data come from the ***Student Demographic, Student Standing, Student Attribute-Effective Date, Preschool ECO Assessment, OEDS,*** and ***Audit*** files.

Submitted Data Used in Report

Ch 5 Element Name	Record Field #	File Name
FISCAL YEAR	GM020	*PRESCHOOL ECO ASSESSMENT*
RPTING_PERIOD_CODE	GM030	*PRESCHOOL ECO ASSESSMENT*
DISTRICT IRN	H040	*HEADER RECORD*
DISTRICT RELATIONSHIP	FS140	
EMIS STUDENT ID	GI050 GM050	*PRESCHOOL ECO ASSESSMENT*
DISABILITY CONDITION	FD130	*STUDENT ATTRIBUTE – EFFECTIVE DATE*
STATE EQUIV_GRADE_CODE	FD090	*STUDENT ATTRIBUTE – EFFECTIVE DATE*
ADMISSION DATE	FS070	*STUDENT STANDING*
EFFECTIVE START DATE (FS060,FN060)	FS060 FN060	*STUDENT STANDING*
EFFECTIVE END DATE (FS090)	FS090	*STUDENT STANDING*
LEGAL DISTRICT OF RESIDENCE	FS150	*STUDENT STANDING*
BUILDING IRN	GM040	*PRESCHOOL ECO ASSESSMENT*
SENT REASON 1	FS200	*STUDENT STANDING*
SENT REASON 2	FS230	*STUDENT STANDING*
HOW RECEIVED	FS300	*STUDENT STANDING*
GENDER	GI080	*STUDENT DEMOGRAPHIC*
RACIAL/ETHNIC GROUP	GI090	*STUDENT DEMOGRAPHIC*
DATE OF BIRTH	GI070	*STUDENT DEMOGRAPHIC*
FIRST DAY OF SCHOOL GR 1-12	DF110	*BUILDING GENERAL INFORMATION*
FIRST DAY OF SCHOOL KINDERGARTEN	DF120	*BUILDING GENERAL INFORMATION*

Derived Data Used in Report

Element Name	Record Field #	File Name	Field Value	Conversion factors
STUDENT AGE		*Student Demo*	Calculated from DOB	

Report Selection Criteria: Potential Students

FISCAL YEAR is the current school year and reporting period is October (K) or Yearend (N).

The grade level used must be the STATE EQUIVALENT GRADE LEVEL equal to "*PS.*"

All preschool students with a disability and between the age of 3-5 years by December 1 of the current fiscal year where the reporting district has a district relationship (*DIST_RELAT_CODE)*

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value of "1" or" 2" or ("3" with a value indicating the student is being sent to an MR/DD (*FIRST_SENT_REASON_CODE or SECOND_SENT_REASON_CODE = "MR"*).

For October (K) reporting:
- A potential student must have a Student Standing Record with an ADMISSION DATE and EFFECTIVE START DATE before December 2 of the current fiscal year.
- A potential student must have a Student Standing Record with an EFFECTIVE END DATE on or after the start of the school year.

For Yearend (N) reporting:
- A potential student must have a Student Standing Record with an EFFECTIVE START DATE AND an ADMISSION DATE before the end of the Spring test administration window's fiscal year.
- A potential student must have a Student Standing Record with an EFFECTIVE END DATE on or after December 2 of the school year.

Selection Criteria: Potential Districts

When multiple districts are involved in the student's education, the district having the lowest relationship (*DIST_RELAT_CODE)* value and who is also the legal district of residence (*STDNT_RESDNG_DIST_IRN)* will trump all other districts as the district responsible for reporting test records.

In cases, where none of the districts are the legal district of residence, then all districts sharing the lowest relationship value are responsible for reporting test records.

A district sending a student to an MR/DD, the sending district is responsible for reporting test records.

Logic

The program will check the student records for those students who should have PRESCHOOL ECO ASSESSMENT records for the current reporting period of the current fiscal year, to determine which students do not have assessment records.

The program will check all districts reporting the student to determine which district is responsible for reporting the assessment records but none have been reported by the district.

To determine the percentage of records that will be required at various weeks during the reporting period use the following logic.

The NUMERATOR_COUNT and the DENOMINATOR_COUNT must be calculated once for each district whose student data are read in this program. Even if the district does not get a missing report, i.e. all of its test records have been submitted, the program should calculate the NUMERATOR_COUNT and DENOMINATOR_COUNT.

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Each time the program determines that it has found an SSID for a student who should take this particular test (the student meets the criteria for this test), add 1 to the count for the denominator.

Each time the program finds required test records for this SSID, add 1 to the count for the numerator. If the program does not find required test records for this SSID, the record should be included in the Missing Report.

Report

Header & Detail Information

The following is the header and detail as it should appear in the CSV file. Note: A comma should be placed between each element name allowing the data to be opened in Excel as a comma-delimited file without any additional formatting on the user's part.

Header Row Field Titles
DIST-IRN
ATTENDING-BLDG-IRN
SSID
DISAB-COND
GENDER
RACE
PERCENT-TIME
DIST-RELATIONSHIP
LEGAL-DIST-RES
HOW-RECEIVED
HOW-RECEIVED –IRN
SENT-REASON-1
SENT-TO-IRN-1
SENT-REASON-2
SENT-TO-IRN-2
ADMISN-DATE
START-OF-SCHOOL
FS-START-DATE
FS-END-DATE
WITHDR-REASON
FD-START-DATE
FD-END-DATE
STDNT-SUBMIT-DATE
E--SOCIAL-EMOTIONAL-RECORD
K--KNOWLEDGE-RECORD
T--TAKING_ACTION-RECORD

Report Grouping/Ordering/Control Breaks

The data are ordered in the file by District IRN, Building IRN and Student ID. Each district will have its own report.

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Report Summary

No summary provided.

Report Layout/Sample

DIST-IRN,ATTENDING-BLDG-IRN,SSID,DOB,DISAB-COND,GENDER,RACE,PERCENT-TIME,DIST-RELATIONSHIP,LEGAL-DIST-RES,HOW-RECEIVED,HOW-RECEIVED-IRN,SENT-REASON-1,SENT-TO-IRN-1,SENT-REASON-2,SENT-TO-IRN-2,ADMISN-DATE,START-OF-SCHOOL,FS-START-DATE,FS-END-DATE,WITHDR-REASON,FD-START-DATE,FD-END-DATE,STDNT-SUBMIT-DATE,E--SOCIAL-EMOTIONAL-RECORD,K--KNOWLEDGE-RECORD,T--TAKING_ACTION-RECORD
"043695","148791","PH7892539","20030528","01","F","W","50","1","043695","*","******","ES","123281","NA"
,"******","20060911","2008082
6","20080701","00000000","**","20080701","00000000","20081206","NOT REPORTED","NOT REPORTED","NOT REPORTED"

Error Detection and Correction

As this file is providing the district with a report that reflects at least one missing Preschool ECO Assessment testing record, if there are any discrepancies between the file and the district's information, check the specific admission fields for accuracy. The district should also verify all fields on the ***STUDENT PRESCHOOL ECO ASSESSMENT*** record for accuracy and completeness. Other issues that can cause errors:

- More than one open Student records (Student Standing and/or Student Attribute – Effective Date record).
- The district with the lowest district relationship value has not reported the student.
- The district should verify that ***admission date***, ***effective dates, grade level, and disability condition*** elements are reported correctly by the district.

The district should also review all elements listed under the **Submitted Data Used in Report** table to ensure that all elements were reported correctly.

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