

**SPECIAL ED TRANSITION PROGRAM CODE MISSING
REPORT EXPLANATION
(.CSV_CCYY?_STU_SE_TRANS_MISSING)**

Education Management Information System (EMIS)



Revision Date November 24, 2008

**Prepared by
Office of Information Policy and Management**

Table of Contents

REVISION HISTORY 3

REPORT OVERVIEW 3

 GENERAL DESCRIPTION AND SIGNIFICANCE 3

 TIPS FOR READING THIS DOCUMENT 3

ODE PROCESSING 4

 PROCESS DESCRIPTION 4

 DATA SOURCE 4

Submitted Data Used in Report 4

Derived Data Used in Report 4

Report Selection Criteria 4

 LOGIC 5

REPORT SAMPLE 5

 HEADER INFORMATION 5

 REPORT GROUPING/ORDERING/CONTROL BREAKS 6

 REPORT SUMMARY 6

 REPORT DETAIL 6

Fields to Display- N/A 6

Calculations- N/A 6

REPORT LAYOUT/SAMPLE 6

ERROR DETECTION AND CORRECTION 6

INDEX 7



Revision History

The revisions to this document listed in the table below.

Revision Date	Owner/Source	Description of Change
4/15/08	IPM/McKeand	Initial Report Explanation
5/2/2008	IPM/McKeand	Made corrections to report explanation.
7/25/08	IPM/LSM	Modified for FY09

Report Overview

General Description and Significance

This report will only display information about students with disabilities who are 16 years old or older by May 31st of the current school year, meet the selection criteria, and do not have the appropriate Transition Plan program code reported (211100 or 211105).

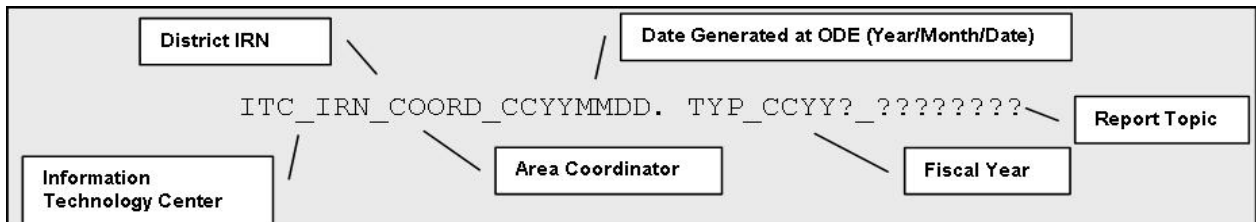
A report is to be distributed each week to each district that submits data during the October (K) and Yearend (N) processing cycle. It is to be generated during the weekly cycle and transferred to its contracted ITC for distribution. The output is district-level information in a single report file.

Tips for Reading This Document

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

Report Name and Timing

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



ODE Processing

Process Description

Data Source

The report data come from aggregated *Student Demographic* and *Student Attendance* Records, the Student Program Record. **OEDS** will be used for the report header and output file name.

Submitted Data Used in Report

Element Name	Record Field #	File Name	Special Notes
DISTRICT IRN		<i>Student Standing</i>	
BUILDING IRN	FS160	<i>Student Standing</i>	
SSID	FS110	<i>Student Standing</i>	
GRADE LEVEL	FD090	<i>Student Attributes-Effective Date</i>	
GENDER	GI080	<i>Student Demographic</i>	
DATE OF BIRTH	GI070	<i>Student Demographic</i>	
RACIAL/ETHNIC GROUP	GI090	<i>Student Demographic</i>	
DISABILITY CONDITION	FD130	<i>Student Attributes-Effective Date</i>	
STUDENT PERCENT OF TIME	FS120	<i>Student Standing</i>	
SENT TO PERCENT OF TIME	FS220 & FS250	<i>Student Standing</i>	
RESIDENT DISTRICT IRN		<i>ASSG</i>	
PROGRAM CODE	GQ060	<i>Student Program</i>	

Derived Data Used in Report

There are no derived data.

Report Selection Criteria

- ◆ All ESCs and JVSDs are excluded from this process.
- ◆ All students selected must have a valid disability condition.
- ◆ Students must have a Student Percent of Time or Sent To Percent of Time greater than zero **or** the Reporting District must equal Resident District IRN
- ◆ Attending/Home Status of '12', '16', and '28' are excluded from this process.
- ◆ The student must be equal to or older than 16 as of May 31 of the current school year (May 31, 2009 for FY09).
- ◆ If the student is withdrawn he/she must be 16 as of date of withdrawal



Logic

For each student that meets the selection criterion, the program will check to see if program code 211100 or 211105 is reported for that student by the reporting district for the reporting period.

If neither program code is found for the student by the reporting district, the SSID will be added to the report.

Report Sample

Header Information

The following is the header as it appears in the original CSV file. Note: the comma between each element name allows the data to be opened in Excel as a comma-delimited file without any additional formatting on the user's part

The header record for the CSV file contains the following:

<i>HEADER NAME</i>
DIST-IRN
BLDG-IRN
SSID
GRADE
GENDER
BIRTHDATE
RACE
DISABIL
RES-IRN
STUDENT-SUBMIT- DATE

Report Grouping/Ordering/Control Breaks

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

Report Summary

There is none.



Report Detail

Fields to Display- N/A

Calculations- N/A

Report Layout/Sample

DIST-IRN, BLDG-IRN, SSID, GRADE, GENDER, BIRTHDATE, RACE, DISABIL, RES-IRN,
STUDENT-SUBMIT-DATE

048444, 133111, BG1459744, 11, F, 19830314, W, 05, 043844, 20080608

Error Detection and Correction

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

Districts should refer to Chapter 2 in the ODE EMIS Manual for instructions on proper reporting procedures.



INDEX

C

Correction6

D

Data Source4

E

Error Detection6

R

Report Sample5

Revision Date 1, 3

S

Significance3

