STUDENT GRADUATE ISSUES - DUP REPORT EXPLANATION (.CSV_CCYY?_STU_GRAD_DUP)

Education Management Information System (EMIS)

Prepared by
Office of Information Policy & Management

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Revision History

The revisions to this document listed in the table below.

Revision Date	Owner/Source	Description of Change
12/06/2006		Creation of Report Explanation
8/28/2007		Attending Home Status included and Diploma count added.
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Report Overview

General Description and Significance

This is an error report file for all school districts and community schools. The csv file will be generated only for school districts and community schools that have reported a student as a graduate during the October (K) reporting period that has already been reported as a graduate.

The purpose of this report is to inform districts and community schools of students that have been reported as graduates more than once. Since these students have already been reported as a graduate in a prior reporting period they should not be reported as a graduate again. The corrective action that should take place is included in the Error Detection and Correction section of this document.

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.CSV_CCYY?_STU_GRAD_DUP; its components are described below. This report is produced during the October (K) and Yearend (N) reporting periods.

Department of
Education
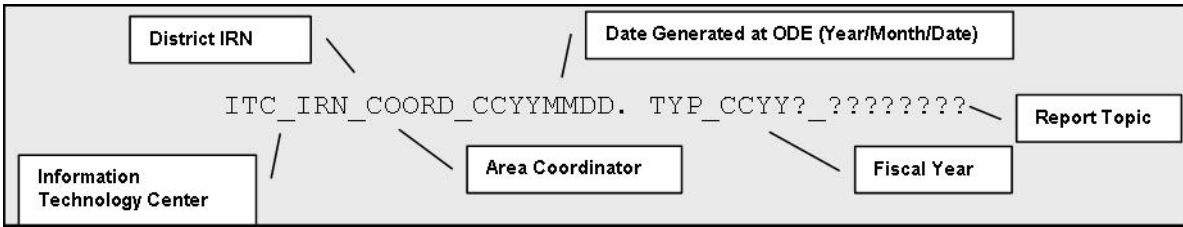
ODE Processing

Process Description

This report looks for all students that are reported as a graduate by the district or community school and checks the past reporting periods to see if the student has been reported as a graduate before.

Data Source

The report elements are pulled from the OEDS System, ODE Audit file, the **STUDENT DEMOGRAPHIC** and **STUDENT ATTENDANCE** files.

OEDS is the source of the district identifiers used on the report.

Submitted Data Used in Report

Element Name	Record Field #	File Name	Special Notes
DISTRICT IRN		OEDS SYSTEM	
DISTRICT TYPE		OEDS SYSTEM	
BUILDING IRN	FS160	STUDENT STANDING	
SSID	FS110	STUDENT STANDING	
STATE EQUIVALENT GRADE LEVEL	FD090	STUDENT ATTRIBUTE – EFFECTIVE DATE	
RACIAL/ETHNIC GROUP (GI090)	GI090	STUDENT DEMOGRAPHIC	
GENDER (GI080)	GI080	STUDENT DEMOGRAPHIC	
STUDENT DATA SUBMITTED TO ODE	From ODE Audit file	AUDIT	

Derived Data Used in Report

Element Name	Record Field #	File Name	Comments
Rpt-Dist			Dist IRN of district that reported the prior graduate information
Rpt-FY			Fiscal Year of when the student was previously reported as a graduate
Rpt-Per			Reporting Period of when the student was previously reported as a graduate
Stdnt_Atndng_Home_Status_Code			This is the attending home status of the summer graduate.
diploma_count			Derived from the Regular Diploma and Honors Diploma elements
STUDENT DATA SUBMITTED TO ODE	From ODE Audit file	AUDIT	STUDENT DATA SUBMITTED TO ODE

Report Selection Criteria

List of District types Included

Table 1 OEDS Districts

Name	OEDS District Type	OEDS District Code
CITY	1	
EXEMPTED VILLAGE	2	
LOCAL/COUNTY	3	
COMMUNITY SCHOOL	G	
CONVERSION COMMUNITY SCHOOL	H	

This program selects all students for a district or community school (as indicated in the table above) that are being reported as a graduate during the current reporting period and checks the prior reporting period to see if the same student (SSID) has been reported as a graduate in one of those reporting periods.

- The Fiscal Year Started 9th Grade >= 2004.

- Only students that have been reported as a graduate are included.

- JVSD's and ESC's are not included in the criteria.

Student filters include:

STATE EQUIVALENT GRADE LEVEL = 10, 11, 12, 13, or 23

And

STUDENT ATTENDING HOME STATUS is between '10' and '1Z' or
between '22' and '27') or '29' and
not ('12','16','1F','1I')

And

Student_Completer.Regular_diploma_count **> 0** or Student_Completer
.Honors_diploma_count > 0 or Summer.School_Completer.diploma_count **> 0**

Report

Header Information

The following is the header as it should appear in the 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.

Header Row Field Titles
Dist-irn
Bldg-IRN
SSID
Equiv-Grade
Race
Gender
Dup-Dist
Dup-FY
Dup-Per
Stdnt-submit-date

Report Grouping/Ordering

There data are ordered in the file by building IRN and Student ID. Each district has its own report.

Report Summary

There is no report summary.

Report Layout/Sample

Detail Information

"DIST-IRN","BLDG-IRN","SSID","EQUIV-GRADE","RACE","GENDER","DUP-DIST","DUP-FY","DUP-PER","STDNT-SUBMIT-DATE"

"055117","133959","BG1459744","12","w","F","056687","2006","N","20070608"
"055117","133959"," BG1459744","23","w","F","058887","2005","K","20070315"
"055117","133959","BG1622781","23","B","M","055117","2006","N","20070315"

Error Detection and Correction

The students listed on the report have already been reported as graduating and should not be reported again as a graduate.

If a student has been reported as a graduate in error in a previous reporting period this error can not be corrected for that reporting period. If the student has now graduated the district should report the appropriate withdrawal date and report the withdrawal reason of '99', but should not report a diploma date and diploma type. This will allow the district to report the fact that the student has met graduation requirements and has left school without the student being reported as a graduate again.

In reviewing this report you may find instances where the student has been reported as a graduate and has not actually receive his/her diploma. If the student has not graduated and the district or community school is still educating the student please remove the diploma date, diploma type, withdrawal date and withdrawal reason that is currently being reported for the student. Since the student has already been reported as a graduate, when the student actually graduates the district or community school would report the appropriate withdrawal date for the student and would report a withdrawal reason of '99'; the diploma date and diploma type would not be reported.

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