

**STUDENT GRADUATE INFORMATION
REPORT EXPLANATION
(.CSV_CCYYX_STU_GRAD_INFO)**

Education Management Information System (EMIS)



**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	Description of Change
10/09/2009	Create Report Explanation

Report Overview

General Description and Significance

The .CSV_CCYYX_STU_GRAD_INFO report shows a district students reported by them that have had graduation information reported by this district or another district; this information could have been reported by the district receiving the report or another district.

This report should be used by districts to verify and correct graduation related information associated with students they are reporting. The graduation related information on the report includes diploma information and withdrawal information for the students as reported by this district and other districts that have a relationship with the student. Each district should review the report and work with other districts to make sure that the diploma and/or withdrawal information for the students are reported accurately by all appropriate districts.

This report is a cross reporting period report and pulls withdrawal information from the Yearend (N) reporting period, graduation information from the Graduate (G) reporting period, and withdrawal information from the October (K) reporting period. The report is designed to help a district verify that graduates have been reported appropriately, even in multi-district reporting situations. It will also help districts verify that students that have been withdrawn with the '99' withdrawal code are being reported as a graduate.

Students reported through the Graduation-Only record are not included in this report.

This program/process generates a data verification CSV file for all Public School Districts, Community Schools, and JVSDs.

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Report Distribution

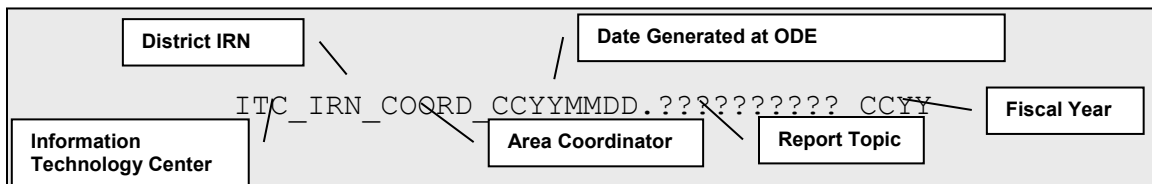
The CSV file is generated for the public school districts, community schools and JVSDs that have at least one student that has graduation information reported by this district or another district associated with the student. This process is run and the CSV files will be generated during multiple reporting periods.

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_CCYYX_STU_GRAD_INFO**; its components are described below. This report will be produced on a weekly basis.



Students Included in this Report

Students who meet any of the criteria (a) through (d) below will appear on this report for each district (District A):

- Any student reported with a 99 withdrawal by District A in yearend, and/or
- Any student reported with a diploma on the FN record by District A in the graduate period (Graduation-Only students are not included), and/or
- Any student reported with a 99 withdrawal by District A in October whose withdrawal date is after the last day of school last year and before the first day of school this year, and/or
- Any student who meets one or more of criteria (a) through (c) in a different district (District B), if District B listed the IRN of District A in any of the following EMIS elements in yearend or October reporting:
 - How Received IRN
 - Sent To IRN 1

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- Sent To IRN 2
- District of Residence

Student Status Messages

For each student on the report, checks are performed and status messages generated to inform the district of the status of the data being reported for the ssid. The status messages are listed in the Error Detection and Correction section and will be applicable to the district receiving the report. When working on a student data issue with another district, it will be common for two districts to have different status messages for the same student.

For students who appear on more than one district's report, you will see more than one row of data for a student. This allows each district to see the graduation related information that other districts are reporting about the student. In the csv file, Dist-IRN will always be the district receiving the report, and Rpting-IRN will be the district that reported most of the data on the remainder of that row for that student. When these IRNs match, your submitted data is the source for that row. When they are different you are seeing relevant data from another district.

Since the report is pulling withdrawal information from a closed reporting period (FY09 Yearend) there may be status messages that will not be able to be cleared because the reporting period in which the correction needs to be made is closed. In instances where the student would be on the Student Missing report and an override has been requested and approved a new message will be shown indicating the request has been approved. In addition, you may receive a status message indicating an error that you are not able to correct (e.g., a JVSD cannot report a missing diploma). This information is still provided so that districts can work together to resolve the issue and/or understand why a student does not appear as a graduate.

Data Source

Submitted Data Used in Report

Element Name	Record Field #	File Name	Special Notes
Actual First Day of School - Grades 1-12	DB260	<i>BUILDING GENERAL INFORMATION - YEAREND</i>	
Actual Last Day of School – Grades K-12	DB280	<i>BUILDING GENERAL INFORMATION - YEAREND</i>	
Building IRN/Attending	FS160	<i>STUDENT STANDING</i>	

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Element Name	Record Field #	File Name	Special Notes
Diploma Date	FN090	<i>STUDENT ATTRIBUTE – NO DATE</i>	
Diploma Type	FS100	<i>STUDENT STANDING</i>	
District IRN			
Effective End Date (withdrawal Date)	FS090	<i>STUDENT STANDING</i>	
Effective Start Date	FS060 FD060	<i>STUDENT STANDING, STUDENT ATTRIBUTE – EFFECTIVE DATE</i>	
Gender	GI080	<i>STUDENT DEMOGRAPHIC</i>	
Grade Level, Next Year	FN080	<i>STUDENT ATTRIBUTE – NO DATE</i>	
How Received IRN	FS190	<i>STUDENT STANDING</i>	
Legal District of Residence	FS150	<i>STUDENT STANDING</i>	
Race/Ethnic Group	GI090	<i>STUDENT DEMOGRAPHIC</i>	
Sent To IRN 1	FS210	<i>STUDENT STANDING</i>	
Sent To IRN 2	FS230	<i>STUDENT STANDING</i>	
SSID	FS110	<i>STUDENT STANDING</i>	
Withdrawal Reason	FS100	<i>STUDENT STANDING</i>	

Report Sample

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
Rpting-IRN
Bldg-IRN
SSID
Gender
Race
Wthd-Dist
Wthd-Date
Wthd-Reas
Rpt-Per

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Grd-Nxt-Yr
Diploma-Dist
Diploma-Date
Severity-Code
Status-Code
Status-Msg-for-Your-District

Report Grouping/Ordering/Control Breaks

These data are ordered in the file by Severity Code, Status Code, and ssid.

Report Detail

Fields to Display

1. District IRN (district receiving the report)
2. Reporting District IRN (district reporting the data for the row)
3. Building IRN (as reported in the Yearend or October reporting period)
4. SSID
5. Gender
6. Racial/Ethnic Group
7. Withdrawal District
8. Withdrawal Date (Effective End Date from FS record)
9. Withdrawal Reason
10. Reporting Period (Reporting Period the withdrawal info. was reported in)
11. Grade Level Next Year (from Yearend reporting period)
12. Diploma District (District reporting the Diploma Date)
13. Diploma Date
14. Severity Code
15. Status Code
16. Status-Msg-for-Your-District

Sample

Dist-IRN,Rptng-IRN,Bldg-IRN,SSID,Gender,Race,Wthd-Dist,Wthd-Date,Wthd-Reas,Rpt-Per,Grd-Nxt-Yr,Diploma-Dist,Diploma-Date,Severity-Code,Status-Code,Status-Msg-for-Your-District

```
"088888","088888","ZZ1234560","F","W","088888","***","GR","088888","20090524","02","E","DIPLOMA
REPORTED BY YOUR DISTRICT - 99 WITHDRAWAL CODE NOT REPORTED"
"088888","088888","000888","ZZ1122334","F","W","088888","20090529","99","N","GR","03","C","99
WITHDRAWAL CODE REPORTED (YEAREND) - DIPLOMA NOT REPORTED BY ANY DISTRICT"
"088888","088888","000888","ZZ9988776","F","W","088888","20090529","41","N","***","088888","20090531","99",
"Z","GOOD DATA"
```

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"088888","077777","033333","ZZ9988776","F","W","077777","20090531","99","N","GR","088888","20090531","99","Z","GOOD DATA"

Error Detection and Correction

This report is designed to provide districts with graduation related information they and other districts have reported about their students. To assist districts in reviewing their information, the report provides a status message for each student and may indicate that action is required. The Status Messages are listed below and accompanying the message are actions to consider.

Even when the Status Message indicates that the data is good, each district should review the information and make sure that it is accurate; this report only checks certain conditions therefore inaccurate information could be reported but not be flagged.

The Status Code is an alphabetic code that is assigned to each message to allow for sorting and for easy reference.

The Severity Code is a numeric code indicating the severity of the issue with the lowest number being the most severe and the highest number being the least severe.

Status Code and Message	Explanation and Possible Action
<p>Status Code: A</p> <p>Message: SSID not reported during Yearend reporting period – Please Correct</p> <p>Severity Code: 1</p>	<p>Your district reported an ssid as a graduate that was not reported during the Yearend (N) reporting period. Only students that were reported by your district during the Yearend (N) reporting period can be reported as graduates through the Student Attribute – No Date record during the Graduate (G) reporting period. Do not report this ssid as a graduate through the Student Attribute – No Date record; determine whether the student should be reported using the Graduation-Only record.</p>
<p>Status Code: B</p> <p>Message: Diploma Granted Date Before the Start of the School Year for the Graduating Class</p> <p>Severity Code: 1</p>	<p>The Diploma Date on this ssid is before the start of the FY09 school year for your district. Only students that graduated on or after the first day of school in FY09 should be reported through the Student Attribute – No Date record. If the Diploma Date has been reported incorrectly, correct the date. If the Diploma Date is accurate then the student should not be reported during the Graduate (G) reporting period.</p>

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<p>Status Code: C</p> <p>Message: 99 Withdrawal Code Reported (Yearend) – Diploma Not Reported by Any District</p> <p>Severity Code: 2</p>	<p>This indicates that your district reported the student with a withdrawal code of ‘99’ during the Yearend reporting period but the student has not been reported as a graduate by any district.</p> <p>If the student graduated, please work with the district that issued the diploma to make sure that they report the student as a graduate during the Graduate (G) reporting period. If the student is appearing on the Duplicate Graduate report or the student was reported in a prior reporting period as a graduate, do not report the student as a graduate now; no other action needs to be taken.</p> <p>If the student did not graduate and the ‘99’ code was reported by accident; no further action is required. Since the Yearend reporting period is closed the reporting mistake cannot be corrected.</p>
<p>Status Code: D</p> <p>Message: 99 Withdrawal Code Reported (Yearend) – Diploma Not Reported by Your District or the DOR or How Received District</p> <p>Severity Code: 2</p>	<p>This indicates that your district reported the student with a withdrawal code of ‘99’ during the Yearend reporting period. The student has been reported as a graduate but not by your district or a district you are pointing to.</p> <p>If the student graduated, please work with the district that issued the diploma to make sure that they report the student as a graduate during the Graduate (G) reporting period.</p> <p>If the student did not graduate and the ‘99’ code was reported by accident; no further action is required. Since the Yearend reporting period is closed the reporting mistake cannot be corrected.</p>
<p>Status Code: E</p> <p>Message: Diploma Reported by Your District – 99 Withdrawal Code Not Reported</p> <p>Severity Code: 2</p>	<p>Your district reported that the student graduated but the student has not been reported with a ‘99’ withdrawal code.</p> <p>If the student graduated during the FY09 school year the withdrawal should have been reported during the FY09 Yearend reporting period. Since the Yearend reporting period is closed the withdrawal information cannot be reported. Your district will need to request a Missing Student Override for this ssid so that the student will not appear on the Missing Student report; however this student will</p>

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	<p>remain on this report.</p> <p>If the student was a summer graduate (graduated after the last day of school in FY09 but before the first day of school for FY10) report the withdrawal information during the FY10 October reporting period.</p>
<p>Status Code: F</p> <p>Message: Diploma Reported by Associated District – 99 Withdrawal Code Not Reported by JVSD or Contract Vocational District</p> <p>Severity Code: 3</p>	<p>This student has been reported as a graduate by either the district of residence or the district reported in the How Received IRN but your district has not reported the student withdrawn with a ‘99’ Withdrawal Code.</p> <p>If the student graduated during the FY09 school year the withdrawal should have been reported during the FY09 Yearend reporting period. Since the Yearend reporting period is closed the withdrawal information cannot be reported. If the student was not withdrawn during Yearend reporting, an override will need to be requested to remove the student from the Student Missing report, however the student will remain on this report. If you reported the student with a withdrawal code of 41 because of uncertainty regarding the graduation status of the student; the student will be included in the appropriate CTE reports. In this case, the message is informational and no further action is required.</p> <p>If the student was a summer graduate (graduated after the last day of school in FY09 but before the first day of school for FY10) report the withdrawal information during the FY10 October reporting period.</p>
<p>Status Code: G</p> <p>Message: Diploma Reported by Associated District – Withdrawal Not Reported by District</p> <p>Severity Code: 3</p>	<p>This student has been reported as a graduate by either the district of residence or the district reported in the How Received IRN but your district has not reported a withdraw code for the student. This check is similar to the check above except that it is done for non-JVSD and Contract Vocational student.</p> <p>If the student graduated during the FY09 school year the withdrawal should have been reported during the FY09 Yearend reporting period. Since the Yearend reporting period is closed the withdrawal information cannot be reported. An override will</p>

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	<p>need to be requested for the Student Missing report but the student will remain on this report with the same status message.</p> <p>If the student was a summer graduate (graduated after the last day of school in FY09 but before the first day of school for FY10) report the withdrawal information during the FY10 October reporting period.</p>
<p>Status Code: H</p> <p>Message: Diploma Reported by Sent To District – Withdrawal Not Reported by District</p> <p>Severity Code: 3</p>	<p>This student has been reported as a graduate by the district listed in one of the Sent To IRNs but has not been withdrawn by your district.</p> <p>If the student graduated during the FY09 school year the withdrawal should have been reported during the FY09 Yearend reporting period. Since the Yearend reporting period is closed the withdrawal information cannot be reported. An override will need to be requested for the Student Missing report but the student will remain on this report with the same status message.</p> <p>If the student was a summer graduate (graduated after the last day of school in FY09 but before the first day of school for FY10) report the withdrawal information during the FY10 October reporting period.</p>
<p>Status Code: M</p> <p>Message: Requested October Override Applied - Diploma Reported by Your District – 99 Withdrawal Code Not Reported</p> <p>Severity Code: 95</p>	<p>Your district reported that the student graduated but the student had not been reported with a ‘99’ withdrawal code.</p> <p>The student graduated during the FY09 school year the and since the Yearend reporting period is closed the withdrawal information cannot be reported. Your district requested a Missing Student Override for this ssid so that the student would not appear on the Missing Student report and the override has been approved. This student will remain on this report but the message, message code and severity code have been changed to reflect that the override has been approved.</p>
<p>Status Code: N</p>	<p>This student has been reported as a graduate by</p>

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<p>Message: Requested October Override Applied - Diploma Reported by Associated District – 99 Withdrawal Code Not Reported by JVSD or Contract Vocational District</p> <p>Severity Code: 95</p>	<p>either the district of residence or the district reported in the How Received IRN but your district has not reported the student withdrawn with a ‘99’ Withdrawal Code.</p> <p>If the student graduated during the FY09 school year the withdrawal should have been reported during the FY09 Yearend reporting period. Since the Yearend reporting period is closed the withdrawal information cannot be reported, an override was requested and approved to remove the student from the Student Missing report. The student will remain on this report but the message, message code and severity code have been changed to reflect that the override has been approved.</p>
<p>Status Code: O</p> <p>Message: Requested October Override Applied - Diploma Reported by Associated District – Withdrawal Not Reported by District</p> <p>Severity Code: 95</p>	<p>This student has been reported as a graduate by either the district of residence or the district reported in the How Received IRN but your district has not reported a withdraw code for the student. This check is similar to the check above except that it is done for non-JVSD and Contract Vocational student.</p> <p>The student graduated during the FY09 school year and since the Yearend reporting period is closed the withdrawal information cannot be reported. An override was requested and approved for the Student Missing report. The student will remain on this report but the message, message code and severity code have been changed to reflect that the override has been approved.</p>
<p>Status Code: P</p> <p>Message: Requested October Override Applied - Diploma Reported by Sent To District – Withdrawal Not Reported by District</p> <p>Severity Code: 95</p>	<p>This student has been reported as a graduate by the district listed in one of the Sent To IRNs but has not been withdrawn by your district.</p> <p>The student graduated during the FY09 school year and since the Yearend reporting period is closed the withdrawal information cannot be reported. An override has been requested and approved for the Student Missing report. The student will remain on this report but the message, message code and severity code have been changed to reflect that the override has been approved.</p>

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<p>Status Code: Z</p> <p>Message: Good Data</p> <p>Severity Code: 99</p>	<p>This indicates that the information reported for the ssid has passed all of the checks performed in this report.</p> <p>Only certain checks are performed in this process therefore inaccurate information could still be reported but not be flagged. Please review the data presented in this report and make sure that the information is correct and appropriate for the situation.</p>
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