

**STUDENT GRADUATE ISSUES – TESTING  
REQUIREMENTS  
REPORT EXPLANATION  
(.CSV\_CCYY?\_STU\_GRAD\_TEST\_REQ)**

**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 | Owner/Source            | Description of Change                                  |
|---------------|-------------------------|--|
| 8/17/2007     | IPM/ODE/Mckeand/Aassoon | Revising from Yearend to October reporting.            |
| 3/6/08        | ODE/IPM                 | Revised for FY08(N)                                    |
| 5/15/08       | ODE/IPM                 | Made a few corrections to the report explanation for N |
| 11/11/08      | IPM/Holbrook            | Updated for FY09.                                      |
|               |                         |  |
|               |                         |  |

## Report Overview

### *General Description and Significance*

The .CSV\_CCYY?\_STU\_GRAD\_TEST\_REQ report shows students that the district has reported as graduating for the current reporting period and that based upon the information that ODE has the graduate has not met testing requirements for all 5 subject tests.

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

The purpose of this CSV file is to inform districts and community schools of reporting issues around students that they have reported as graduates.

### *Report Distribution*

The CSV file is generated only for the public school districts and community schools that have at least one student that will be on the report as defined by the logic below. This process is run and the CSV files will be generated during the Yearend (N) and October (K) reporting periods.

This file is copied to School Districts/ITC's after each EMIS Processing (with other weekly reports & files that are copied to school districts).

### *Tips for Reading This Document*

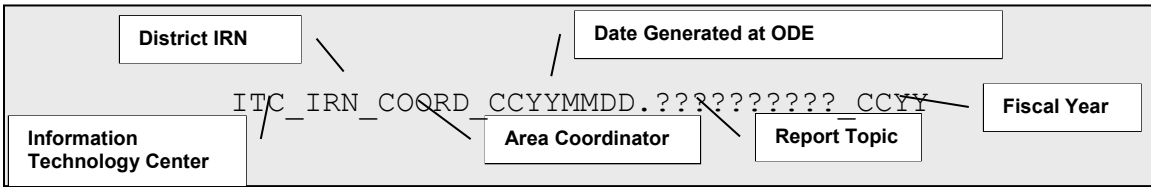
- EMIS data elements are written in SMALL CAPITAL LETTERS.
- Report field names are written in BOLD SMALL CAPITAL LETTERS.

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- 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\_GRAD\_TEST\_REQ**; its components are described below. This report is produced during the Yearend (N) and October (K) reporting periods.



**Constraints**

**Data Source**

The data found on this file is taken directly from what was reported on the *STUDENT STANDING, STUDENT ATTRIBUTE – EFFECTIVE DATE, STUDENT ATTRIBUTE – NO DATE, STUDENT DEMOGRAPHIC*, and the *OGT TEST* Record.

**Submitted Data Used in Report**

| Element Name                          | Record Field # | File Name                                 | Special Notes |
|---------------------------------------|----------------|---|---------------|
| District IRN                          |                |   |               |
| Attending Building IRN                | FS160          | <i>STUDENT STANDING</i>                   |               |
| SSID                                  | FS110          | <i>STUDENT STANDING</i>                   |               |
| State Equivalent Grade Level          | FD090          | <i>STUDENT ATTRIBUTE – EFFECTIVE DATE</i> |               |
| Racial/Ethnic Group                   | GI090          | <i>STUDENT DEMOGRAPHIC</i>                |               |
| Gender                                | GI080          | <i>STUDENT DEMOGRAPHIC</i>                |               |
| Fiscal Year Student Began Ninth Grade | FN110          | <i>STUDENT ATTRIBUTE – NO DATE</i>        |               |
| Score Not Reported                    | GX235          | <i>OGT TEST RECORD</i>                    |               |
| Required Test Type                    | GX215          | <i>OGT TEST RECORD</i>                    |               |

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| Element Name                  | Record Field #      | File Name                          | Special Notes |
|-------------------------------|---------------------|------------------------------------|---------------|
| Scaled Score                  | GX230               | <i>OGT TEST RECORD</i>             |               |
| Subject                       | GX205               | <i>OGT TEST RECORD</i>             |               |
| Test Required for Graduation  | GX250               | <i>OGT TEST RECORD</i>             |               |
| OGT Graduation Alternative    | FN120               | <i>STUDENT ATTRIBUTE – NO DATE</i> |               |
| Student Data Submitted to ODE | From ODE Audit file | <i>AUDIT</i>                       |               |

**Derived Data Used in Report**

| Element Name                      | Record Field # | File Name | Field Value | Comments  |
|-----------------------------------|----------------|-----------|-------------|---|
| Read-status                       |                |           |             | These derived “subject” elements are populated through the logic below. |
| Math-status                       |                |           |             |   |
| Write-status                      |                |           |             |   |
| Soc-status                        |                |           |             |   |
| Sci-status                        |                |           |             |   |
| Regular diploma count             |                |           |             | Derived from the Diploma Type field                                     |
| Honors diploma count              |                |           |             | Derived from the Diploma Type field                                     |
| Stdnt_Atndng_Home_Statu<br>s Code |                |           |             | Derived from the Student Status field                                   |
|                                   |                |           |             |   |

**Report Selection Criteria**

All students are selected that have a Completer record for the current reporting period

**Students are selected based upon the following criteria:**

State Equivalent Grade Level (FD090) = 10, 11, 12, 13, or 23.

AND

Student Status between '10' and '1Z' or between ('22' and '27') or '29' and not ('12','16','1F','1I')

AND

Fiscal Year Student Began Ninth Grade (The start of the OGT test) >= 2004

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AND

Regular Diploma Count + Honors Diploma Count > 0

**Select test records are based upon the following criteria:**

OGT Test Type = ('STR' OR 'ALT' OR 'NLP' OR 'NRL')

AND

Score Not Reported element = '\*'

AND

OGT Test Date >= 200503 (YYYYMM format)

## Logic

To determine whether or not a graduate has met testing requirements for all 5-subject tests, the program completes the following process.

As each subject is processed, filters are applied to determine if the scaled score is  $\Rightarrow$  400 or the student is exempt from passing the test. When determining whether the student is exempt from passing the test, the program looks at the record with the most recent test date where the student took the subject test. If the testing criterion has not been met, the information will be deemed as “No Pass” and reflected on the report. If no test records are found with a valid score it will be indicated as “Missing” for that subject on the report.

## 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                |
| bldg-irn                |
| ssid                    |
| equiv-grade             |
| Race                    |

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|                   |
|-------------------|
| Gender            |
| Read-Status       |
| Write-Status      |
| Math-Status       |
| Soc-Status        |
| Sci-Status        |
| stdnt-submit-date |

### ***Report Grouping/Ordering/Control Breaks***

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

### ***Report Detail***

#### **Fields to Display**

1. Dist\_IRN
2. Bldg-IRN
3. SSID
4. State Equivalent Grad Level
5. Racial/Ethnic Group
6. Gender
7. Read-Status
8. Write-Status
9. Math-Status
10. Soc-Status
11. Sci-Status
12. Stdnt-submit-date

### **Sample**

**dist\_irn, bldg\_irn, ssid, equiv\_grade, race, gender, read, write, math, soc, sci, stdnt-submit - date**

```

"055117","133959","BG1622781","12","B","M", "MISSING", "MISSING", "NO PASS", "PASS", "PASS","20080315"
"055117","133959","BG1459744","23","W","F", "PASS", "PASS", "PASS", "NO PASS", "MISSING","20080315"
"055117","133959","BG1622781","12","B","M", "MISSING", "MISSING", "NO PASS", "NO PASS", "PASS", "20080315"

```

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## Error Detection and Correction

For those students that are listed on this report the district should carefully review all of the elements listed under **Submitted Data Used in Report** to verify that the information on the records are accurate.

If the district determines that the information on the *STUDENT STANDING*, *STUDENT ATTRIBUTE – EFFECTIVE DATE*, *STUDENT ATTRIBUTE – NO DATE* and the *STUDENT DEMOGRAPHIC* record are accurate and the student is still on the report the district should report the appropriate results for the student for the subject in question.

If a test from a prior school year needs to be reported, the district should report the information using the actual date of administration of the test.

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