

**GENERAL ISSUES
REPORT EXPLANATION
(.TXT_CCYYX_GEN_ISSUES)
(.TXT_CCYYX_GEN_ISSUES_DETAIL)**

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
11/27/2007	IPM/ODE	Revised for FY2008.
1/17/2008	IPM/ODE	Revised Error table.
3/12/2008	IPM/ODE	Revised for FY2008C.
05/01/2008	IPM/ODE	Added Yearend
10/08/2008	IPM/ODE	Revised for FY09K
5/27/2010	IPM/ODE	Revised Error Codes for FY10N

Report Overview

General Description and Significance

The General Issues Data report is essentially a directory of errors that are generated by a district during the current reporting week. It may contain information about staff, student, and/or financial files and directs a district to the report (if applicable) that provides detail about the errors.

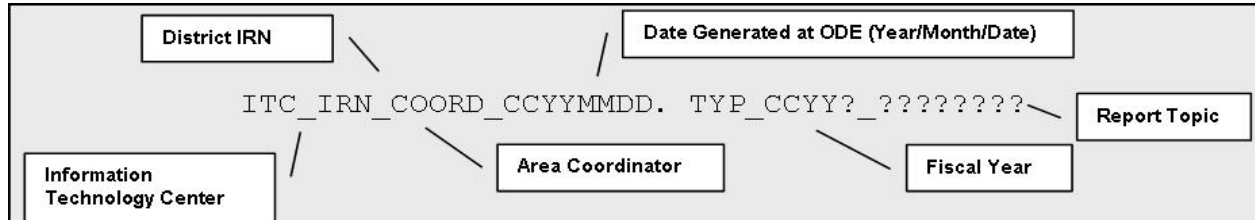
This report will only be generated for all city, exempted village, and local school districts, community schools, STEM schools, Joint Vocational School Districts, and Educational Service Centers based on applicable data submitted via EMIS during the October K, Year End N, or Financial H processing periods that have data that have exceeded the tolerance checks. ODE business offices as well as the EMIS team perform these tolerance checks.

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 names for the reports are .TXT_CCYYX_GEN_ISSUES and .TXT_CCYYX_GEN_ISSUES_DETAIL; the report components are described below.



ODE Processing

Process Description

Offices within ODE run tolerance checks on the data to insure that the data look “reasonable”. These offices then provide EMIS with a list of IRNs that exceed the tolerance ranges. The reports are generated to combine the information from various offices within ODE. There may be two reports per district generated.

The TXT_CCYYX_GEN_ISSUES report provides a summary of errors, and will be generated if a district exceeds the tolerance check for any ODE office that is involved in this process. If a district has not exceeded the tolerance checks, a report will not be generated for the district. A report will also be generated by ITC for ITC use.

The TXT_CCYYX_GEN_ISSUES_DETAIL report provides a more detailed output, providing both SSIDs and Local Classroom Codes. This report will be generated if a district exceeds the tolerance check for any ODE office that is involved in this process.

Data Source

The EMIS weekly process pulls data from the various sources into two distinct files for use by the program that produces the report. The report elements are derived from various sets of data that ODE uses to perform the checks needed to produce the reports. These data sets are both submitted by districts and derived by ODE.

For example: *Error Code 010 (Bad Data Ignored by ODE) pulls data submitted by districts like the DISTRICT IRN and BUILDING IRN. Data derived by ODE includes element names like ERROR REASON and RECORD NUMBER.*

Some of the measures are developed by various business offices at ODE, using criteria and data extraction developed by the data manager of that office. The data are drawn from the same data source as the EMIS weekly process.

Report Sample

Header Information

The first area of the header describes information about the report generation. The upper left section names the program from which the report was generated and the data source. The middle information identifies the producer of the report and the report title. The upper right section states the date on which the report was generated, the page number and total pages, and the reporting period to which the report belongs.

The second area of the header pertains to the recipient of the report. It identifies the district for which the report was produced, its IRN and COUNTY, the ITC and AREA COORDINATOR of the district.

That is followed by column headers indicating the data described on each detail line.

Report Grouping/Ordering/Control Breaks

There is an ITC version of each file that has the data grouped by District IRN; it includes the same data as the separate district reports but lists each district within the ITC in IRN order.

The district reports are ordered by the error code.

Report Summary

There is no report summary

Report Detail

The following are the fields and descriptions for each error:

Field Name	Field Description
ERROR CODE	Identifies that each line of the report for reference when reviewing the GEN_ISSUES reports and any other related documents. Shown as a three-digit code.
BUILDING IRN	Identifies the IRN of the building whose data generated an error condition; not required for every condition
FISCAL YEAR AND REPORTING PERIOD	Identifies both the Fiscal Year and Reporting Period used to determine which sets of data are in error.
SHORT ERROR DESCRIPTION	Identifies the context of the error.

RELATED ODE REPORT	Identifies the report name that relates to the errors being generated. Districts should consult the report for error resolution. Will show “n/a” if there is not currently an ODE related report.
DATA AT ODE AS OF DATE	Identifies the Friday date of the current processing week, the date by which districts were required to have submitted data for the process as CCYYMMDD
COUNT /%	Identifies the total number of errors/what percentages there are of errors. This will vary by Error Code.

Report Layout/Sample

PROGRAM: EMIS2008-ISSUES-DIST-RPT
 EMIS REPORT: TXT_2008X_GEN_ISSUES_DETAIL

OHIO DEPARTMENT OF EDUCATION
 EDUCATION MANAGEMENT INFORMATION SYSTEM
 GENERAL ISSUES REPORT

DATE: 01/14/2008
 PAGE: 1

For information on each error type, please see the FY2008 report documentation for this report under 'EMIS Documentation' on ODE's EMIS Web Site. The documentation for this report will be updated if new checks are added during the data period. If after reading the report documentation an error code explanation is still not understandable, please contact the person listed in the documentation for the error code in question.

DISTRICT: 148999 Mayflower City SD COUNTY: Wachusette ITC: REGAL

ERR BLDNG	FY/ RPT	DATA AT ODE AS	SUBMIT				
CD	IRN	PER	SHORT ERROR DISCRIPTION	RELATED ODE REPORT (IF ANY)	OF DATE	ODE BUSINESS OWNER	COUNT/%
040		2008X	Enroll change from prior yr	.TXT_CCYY?_STU_ENROLLMENT	20080117	ODE-EMIS-Contact ITC	-14.25
041		2008X	ADM change from prior yr	.TXT_CCYYX_STU_SF3FLOW_ALL/JVS	20080117	ODE-EMIS-Contact ITC	-14.05
048		2008X	CTE Fatal errors	.TXT_CCYY?_STU_CTA_PAGE_INDEX	20080117	ODE-EMIS-Contact ITC	7
051		2008X	Qual Para Prof HQT No	.TXT_CCYY?_STF_QUAL_PARA_PROF	20080117	ODE-EMIS-Contact ITC	3

Error Detection and Correction

Check the information that is in question and verify the accuracy of the data reported; make corrections to the data if needed and resubmit the data to ODE. If a district or community school has questions about the information on the report they should use the contact information that is listed in the table below to e-mail or call the appropriate office that is associated with the information that is in question.

Below is a table for the districts to use as a tool to determine possible errors with corresponding checks for the error(s). This document includes the error codes, short error description as it appears on the report itself, full description, related ODE reports if one exists, business owner, Check, and a column to indicate the reporting period in which the error is active: K for October, N for yearend, G for graduate, H for financial.

Please note that in the Related ODE report column, SDC stands for Secure Data Center. The information in the column for SDC reports indicates the folders and reports that a district would select within the SDC to review data related to the GEN_ISSUES error codes.

If the district has questions about a specific issue or cannot resolve the problem without further assistance, they should use the Contact Information to facilitate ODE's ability to respond accurately and rapidly.

The reports are designed to assist districts in identifying possible data quality issues and are not meant to imply that ODE definitely considers the information presented as errors. Once the district determines that the information that is being received by ODE that they are reporting to EMIS is correct, no further action is required by the district.

Error	Rpt Descr	Full Description	Related ODE report	Business Owner	Contact Information	Check	K	N	G	H
006	Missing OGT Record	One or more students for whom the district is required to report an Ohio Graduation Test record does not have a test record reported to ODE.	CSV_CCYY?_STU_MISSING_OGT	ODE EMIS-Contact ITC	Your ITC	Review the report documentation for the CSV_CCYY?_STU_MISSING_OGT report.		N		
007	Missing Achievement Record	One or more students for whom the district is required to report an Ohio Achievement Test record does not have a test record reported to ODE.	CSV_CCYY?_STU_MISSING_OAT	ODE EMIS-Contact ITC	Your ITC	Review the report documentation for the CSV_CCYY?_STU_MISSING_OAT report.		N		
008	Missing	One or more students for whom the	CSV_CCYY?_STU_MISSING	ODE EMIS-	Your ITC	Review the report documentation		N		

Revision Date June, 2010

Error	Rpt Descr	Full Description	Related ODE report	Business Owner	Contact Information	Check	K	N	G	H
	OTELA Record	district is required to report a Ohio Test of English Language Acquisition (OTELA) record does not have a test record reported to ODE.	ING_OTELA	Contact ITC		for the CSV_CCYY?_STU_MISSING_OTELA report.				
010	Bad Data Ignored by ODE	For the reasons detailed on the GEN_DATA_STAT report, one or more rows of data submitted by the district made it through the aggregation process but were later rejected by ODE. Unless the problem with the data is fixed, it will not be stored by ODE.	TXT_CCYY?_GEN_DATA_STAT	ODE EMIS-Contact ITC	Your ITC	Review the report documentation for the TXT_CCYY?_GEN_DATA_STAT report.	K	N		
014	Dist Lunch % total not 100%	District Lunchroom Percentage does not Total to 100%: The values reported in Lunchroom Percentage (DB070) are used to allocate costs for transportation to specific buildings in the Expenditure Flow Model. This amount should total to 100% across all buildings	July Expenditure Flow Model reports	Center for School Finance	Erika M. Farfan, Center for School Finance, (614)466-0523	DB070 reported on the Building General Information- Yearend record. Amount for one or more buildings may be incorrect, one or more DB records is not being reported to ODE, or rounding for one or more buildings may have resulted in a total very close to b				H
015	Lrg Chng in Enroll (YE ADM)	Large Change in Enrollment (Yearend ADM): Flags districts\community schools with enrollment changes >=5% between current and previous year.	N/A	Accountability	Heather Boughton, Center for Policy & Accountability 614-752-1402	Check ATTENDANCE DAYS, EXCUSED ABSENCE DAYS, and UNEXCUSED ABSENCE DAYS elements from the yearend EMIS Student Attendance record. Check the ACTUAL DAYS IN SESSION elements from the yearend EMIS Building General Information record.	K	N		
016	Attendance Rate 0%	Attendance Rate 0%: Flags districts\community schools with 0% attendance rates reported.	SDC-Dashboard >Indicators & Ratings	Accountability	Heather Boughton, Center for Policy & Accountability 614-752-1402	Check the ATTENDANCE DAYS, EXCUSED ABSENCE DAYS, and UNEXCUSED ABSENCE DAYS elements from the yearend EMIS Student Attendance record.		N		
017	Attendance	Attendance Rate 100%: Flags	SDC-	Accountability	Heather Boughton,	Check the ATTENDANCE DAYS,		N		

Revision Date June, 2010

Error	Rpt Descr	Full Description	Related ODE report	Business Owner	Contact Information	Check	K	N	G	H
	Rate 100%	districts\community schools with 100% attendance rates reported.	Dashboard>Indicators & Ratings		Center for Policy & Accountability 614-752-1402	EXCUSED ABSENCE DAYS, and UNEXCUSED ABSENCE DAYS elements from the yearend EMIS Student Attendance record.				
018	Large Change in Attend Rate	Large Change in Attendance Rate: Flags districts\community schools with attendance rate changes >=5% between current and previous year.	SDC-Analysis>Attendance>Customize	Accountability	Heather Boughton, Center for Policy & Accountability 614-752-1402	Check the ATTENDANCE DAYS, EXCUSED ABSENCE DAYS, and UNEXCUSED ABSENCE DAYS elements from the yearend EMIS Student Attendance record.	K	N		
019	Excused v Unexcused Absences	Disparity Between Excused v. Unexcused Absence Days: Flags districts\community schools with excused absence days <=50 and unexcused absence days > 50 or with unexcused absence days <=50 and excused absence days > 50.	SDC-Analysis>Attendance>Current	Accountability	Heather Boughton, Center for Policy & Accountability 614-752-1402	Check the ATTENDANCE DAYS, EXCUSED ABSENCE DAYS, and UNEXCUSED ABSENCE DAYS elements from the yearend EMIS Student Attendance record.		N		
020	Graduation percentage rate = 0%	Flags districts\community schools with a graduation rate =0%	SDC-Analysis>Graduation>Customize	Accountability	Heather Boughton, Center for Policy & Accountability 614-752-1402	See SDC --> Reports for Analysis --> Graduation --> Customizable			G	
021	Graduation percentage rate >=100%	Flags districts\community schools with a graduation rate >=100%	SDC-Analysis>Graduation>Customize	Accountability	Heather Boughton, Center for Policy & Accountability 614-752-1402	See SDC --> Reports for Analysis --> Graduation --> Customizable			G	
022	Graduation percentage rate = '-', i.e., null	Flags districts\community schools with a graduation rate	SDC-Analysis>Graduation>Customize	Accountability	Heather Boughton, Center for Policy & Accountability 614-752-1402	See SDC --> Reports for Analysis --> Graduation --> Customizable			G	
023	Low AYP Part Rate - Reading	Low AYP Participation Rate – Reading: Flags districts\community schools with reading participation rates <= 85% indicating a high percentage of test waivers based on data submitted for yearend processing.	SDC-Dashboard>District AYP Workbook	Accountability	Heather Boughton, Center for Policy & Accountability 614-752-1402	Check the Building IRN – SPRING test administration IRN and REASON TEST NOT TAKEN elements from the EMIS Achievement Test and/or Ohio Graduation Test (OGT) records.		N		
024	Low AYP Part Rate – Math	Low AYP Participation Rate – Math: Flags districts\community schools with math participation rates <= 85% indicating a	SDC-Dashboard>District AYP Workbook	Accountability	Heather Boughton, Center for Policy & Accountability 614-	Check the Building IRN – SPRING test administration IRN and REASON TEST NOT TAKEN		N		

Error	Rpt Descr	Full Description	Related ODE report	Business Owner	Contact Information	Check	K	N	G	H
		high percentage of test waivers based on data submitted for yearend processing.			752-1402	elements from the EMIS Achievement Test and/or Ohio Graduation Test (OGT) records.				
025	Prof Rate 0%- AYP Reading	Proficiency Rate 0%- AYP Reading: Flags districts\community schools with reading proficiency rate of 0%	SDC-Dashboard>District AYP Workbook	Accountability	Heather Boughton, Center for Policy & Accountability 614-752-1402	Check the SCALED SCORE and RAW SCORE elements from the Student Achievement and/or Ohio Graduation Test (OGT) records, the Majority of Attendance IRN and Accountability IRN records in the Student Attendance records.		N		
026	Prof Rate 0%- AYP Math	Proficiency Rate 0%- AYP Math: Flags districts\community schools with math proficiency rate of 0%	SDC-Dashboard>District AYP Workbook	Accountability	Heather Boughton, Center for Policy & Accountability 614-752-1402	Check the SCALED SCORE and RAW SCORE elements from the Student Achievement and/or Ohio Graduation Test (OGT) records, the Majority of Attendance IRN and Accountability IRN records in the Student Attendance records.		N		
028	Truancy w/d with 0 Unex Abs	Withdrawal Due to Truancy with Zero Unexcused Absence Days Reported: Flags districts\community schools reporting one or more students as withdrawn due to truancy with zero corresponding unexcused absence days reported.	TXT_CCYY?_GEN_ISSUES_DETAIL	Accountability	Heather Boughton, Center for Policy & Accountability 614-752-1402	Check the WITHDRAWAL / DROPOUT / TRUANCY REASON element from the yearend EMIS Student Attendance record for students coded as truant ('71'). Make sure these students have UNEXCUSED ABSENSE DAYS reported in the same record.		N		
029	SOES Stu with 0 EMIS Attend	No Student Attendance Data Reported in EMIS for Students Reported as Enrolled in theSEOS: Flags community schools reporting one or more students in the SEOS as enrolled for at least one day of school for whom no attendance data is reported at yearend.	TXT_CCYY?_GEN_ISSUES_DETAIL	Accountability	Heather Boughton, Center for Policy & Accountability 614-752-1402	Check the SSIDs of students reported in the SEOS and make sure each student enrolled one or more days is reported in the yearend EMIS Student Attendance record		N		
030	SOES EMIS Mismatch	Student Reported During Test Administration in SEOS but not in EMIS Student Attendance Record and/or SEOS and EMIS Grade Levels do not Match:	TXT_CCYY?_GEN_ISSUES_DETAIL	Accountability	Heather Boughton, Center for Policy & Accountability 614-752-1402	Check the ADMISSION DATE and Date of Withdrawal/ Dropout/ Truancy Proceedings elements in the yearend EMIS Student		N		

Error	Rpt Descr	Full Description	Related ODE report	Business Owner	Contact Information	Check	K	N	G	H
		Flags one or more students in SEOS as enrolled during the spring test adm without attendance or different grade.				Attendance record and the FROM DATE and TO DATE in the SEOS. Check the GRADE LEVEL in the yearend EMIS Student Attrib-Efctv Date				
032	70%+ Stu enroll < full year	Large Proportion of Students with Enrollment (Yearend ADM) less than 1.00: Flags districts/community schools for which 70% or more of students have Enrollment (Yearend ADM) less than 1.00, i.e., enrolled less than the full school year.	N/A	Accountability	Heather Boughton, Center for Policy & Accountability 614-752-1402	Check the ACTUAL DAYS IN SESSION or, for community schools whose contract specifies instruction as number of hours instead of days, the ACTUAL HOURS IN SESSION and ACTUAL HOURS PER DAY elements from the yearend EMIS Building General Inform		N		
033	Zero Discipline Reas & Types	No discipline reasons and discipline types have been reported for any students. Since it is unusual for a building not to have any discipline occurrences for the entire year; districts are asked to verify that they are reporting this information correctly	SDC-Analysis>Discipline>Current	Safety Hlth & Nutrtn	Madelyn Sechler, Information Policy and Management, (614) 466-8668	Verify that the Student Discipline Record (GD) is reported for all students who received a disciplinary action (type) for any discipline incident (reason). If inaccuracies are found please correct the data and re-submit to ODE.		N		
034	Zero Expulsions/O OS Suspens	For the discipline records reported no expulsions or OOS suspensions have been reported. It is unusual not to have any expulsions or OOS suspensions for the entire year; districts are asked to verify that they are reporting this information correctly.	SDC-Analysis>Discipline>Current	Safety Hlth & Nutrtn	Madelyn Sechler, Information Policy and Management, (614) 466-8668	Verify that the Discipline Type reported on the Student Discipline Record (GD) is accurate. If inaccuracies are found please correct the data and re-submit to ODE.		N		
035	50% +/- Change in Discipline	The number of disciplinary actions (types) reported is 50% greater or less than the number reported in the previous year.	SDC-Analysis>Discipline>Current	Safety Hlth & Nutrtn	Madelyn Sechler, Information Policy and Management, (614) 466-8668	Verify that the Student Discipline Record (GD) is reported for all students who received a disciplinary action (type) for any discipline incident (reason). If inaccuracies are found please correct the data and re-submit to ODE.		N		
036	Out-of_School	The number of out-of-school suspensions	SDC-	Safety Hlth &	Madelyn Sechler,	Verify that the Student Discipline		N		

Error	Rpt Descr	Full Description	Related ODE report	Business Owner	Contact Information	Check	K	N	G	H
	Suspensions	for the discipline records reported is greater than 40 per 100 students enrolled.	Analysis>Discipline>100_Current	Nutrtn	Information Policy and Management, (614) 466-8668	Record (GD) is reported for all students who received a disciplinary action (type) for any discipline incident (reason). If inaccuracies are found please correct the data and re-submit to ODE.				
037	Zero Academic Intervention	No academic intervention program codes have been reported for any students. Academic (student) intervention services should be provided to all students who are failing or are at risk of failing any one of Ohio's Achievement tests.	N/A	Safety Hlth & Nutrtn	Madelyn Sechler, Information Policy and Management, (614) 466-8668	Verify that the Program Code for Academic Intervention is reported for any student who receives these services. If inaccuracies are found please correct the data and re-submit to ODE.		N		
040	10% +/- Headcount Change	Percent Change in enrollment from prior October reporting period (only listed if change is 10% or greater)	TXT_CCYY?_STU_ENR OLLMENT	ODE EMIS-Contact ITC	Your ITC	Verify that all students who should be reported have appropriate records submitted to ODE, review report documentation for criteria used to determine these numbers	K			
041	10% +/- FTE change	Percent change in ADM from prior October reporting period (only listed if change is 10% or greater)	TXT_CCYY?_STU_ENR OLLMENT	ODE EMIS-Contact ITC	Your ITC	Verify that all students who should be reported have appropriate records submitted to ODE, review report documentation for criteria used to determine these numbers	K			
043	Contract Staff Errors	District has errors related to the processing of staff data for individuals that district has contracted to and/or from other EMIS reporting entities.	CSV_CCYY?_STF_CON TRACT_ERRORS	ODE EMIS-Contact ITC	Your ITC	Verify/validate Contract Staff records submitted for district/buildings and correct the errors associated with such data, if error exists.	K	N		
045	SSID Errors	Instead of V (valid) SSIDs, D, O, and/or E error flags appear for specific students on the report. Meaning of these flags is described in the SSID report documenation.	CSV_CCYY?_SSID	ODE EMIS-Contact ITC	Your ITC	Verify to make sure the Resident District IRN and the Attending/Home IRN are reported accurately, so districts are pointing to the appropriate entity. If necessary, contact the other district to determine cause of the problem.	K	N		
053	Staff Not HQT	District has staff who are not HQT	TXT_CCYY?_STF_COU RSE_HQT_NO	ODE EMIS-Contact ITC	Your ITC	Verify that all teachers have proper HQT flags	K			

Error	Rpt Descr	Full Description	Related ODE report	Business Owner	Contact Information	Check	K	N	G	H
062	SSIDs with ECO missing rec	Number of students required to take the ECO who do not have a ECO record reported- impacts the GEN_MISSING report	CSV_CCYY?_STU_ECO	ODE EMIS-Contact ITC	Your ITC	Review the report documentation for the STU_MISSING_ECO report and the EMIS Manual for requirements for reporting these test records.	K	N		
063	Missing GGG Record	One or more students for whom the district is required to report a Preschool Assessment (Get it, Got it, Go) record does not have a test record reported to ODE.	CSV_CCYY?_STU_MISSING_PS_GGG	ODE EMIS-Contact ITC	Your ITC	Review the report documentation for the STU_MISSING_PS_GGG report and the EMIS Manual for requirements for reporting these test records.	K	N		
064	Missing ASQ/SE Record	One or more students for whom the district is required to report a Preschool ASQ/SE Assessment record does not have a test record reported to ODE.	CSV_CCYY?_STU_MISSING_PS_ASQSE	ODE EMIS-Contact ITC	Your ITC	Review the report documentation for the STU_MISSING_PS_ASQSE report and the EMIS Manual for requirements for reporting these test records.	K	N		
066	Staff Teach Errors	District has listed on STAFF TEACH ERRORS report	TXT_CCYY?_STF_TEACH_RECORD	ODE EMIS-Contact ITC	Your ITC	Some or all Staff records are missing: demo, position, contract records. Report the records that are needed as indicated on the report.	K			
074	Gen Missing Goals Not Met	Number of record types where the reporting entity has not met the data submission goals for the current week- if a funding week, a financial withholding may occur.	TXT_CCYY?_GEN_MISSING_DATA	ODE EMIS-Contact ITC	Your ITC	Review the report documentation for the GEN_MISSING_DATA report. See the Data Submission Requirements on the EMIS Web for the current reporting period.	K	N		
076	Adjustments for PASS Flow	Indicates the adjustments made to the next year's formula ADM for determining state foundation monies	TXT_2010K_STU_PASS_ADJ	ODE EMIS-Contact ITC	Your ITC	Work with the indicated district to correct data so that total student FTE is not greater than 1	K			
087	Students on Missing List	Number of students reported in the base reporting period who are do not have records submitted in this reporting period. Studnets who are on the missing report impact the GEN_MISSING percentage.	CSV_CCYY?_STU_STUDENT_MISSING	ODE EMIS-Contact ITC	Your ITC	Review the report documentation for the STU_STUDENT_MISSING report. See the Data Submission Requirements on the EMIS Web for the current reporting period.	K	N		
088	Staff on Missing List	Number of staff being reported in this reporting period as opposed to the number of staff reported in the base reporting period. Missing staff impact the	CSV_CCYY?_STF_STAFF_MISSING	ODE EMIS-Contact ITC	Your ITC	Review the report documentation for the STF_STAFF_MISSING report. See the Data Submission Requirements on the EMIS Web for	K	N		

Error	Rpt Descr	Full Description	Related ODE report	Business Owner	Contact Information	Check	K	N	G	H
		GEN_MISSING report.				the current reporting period.				
091	No unexcused absences	The sum of unexcused absences for all students in the district is equal to zero.	N/A	Center for School Finance	Erika M. Farfan, Center for School Finance, (614)466-0523	Verify that there are no unexcused absences in your district's attendance totals.		N		
096	Operational Unit with no Expenditure	One or more operational units is reporting with zero or no expenditure data	July Expenditure Flow Model reports	Center for School Finance	Erika M. Farfan, Center for School Finance, (614)466-0523	Verify DB***Amount for one or more buildings may be incorrect, or one or more DB records are not being reported to ODE.				H
097	Required receipt code not reported	One or more receipt codes are not being reported that are required for each district	July Expenditure Flow Model reports	Center for School Finance	Erika M. Farfan, Center for School Finance, (614)466-0523	Verify that receipt codes are being reported				H
098	Receipt code reported that is no longer used	One or more receipts codes is being reported that should have no funding flow	July Expenditure Flow Model reports	Center for School Finance	Erika M. Farfan, Center for School Finance, (614)466-0523	Verify that receipt codes are being reported				H
099	Appropriation amount= <0	One or more reported appropriation amounts is less than or equal to zero	July Expenditure Flow Model reports	Center for School Finance	Erika M. Farfan, Center for School Finance, (614)466-0523	Verify that reported appropriation amounts is less than or equal to zero				H
100	No change in financial data	More than half of the expenditure data reported by the district exactly matches the data submitted during the previous year's submission	July Expenditure Flow Model reports	Center for School Finance	Erika M. Farfan, Center for School Finance, (614)466-0523	Verify that expenditure data is exactly the same as the previous year's submission				H
104	Missing Spec Ed Event	District has students with disabilities who are missing a special ed event	CSV_CCYY?_STU_MISSING_SPED_EVENT	ODE EMIS-Contact ITC	Your ITC	Verify that students with disabilities have all applicable special ed events reported.		N		
105	Missing Course	District has students that they are educating and for whom ODE expects at least one course.	CSV_STU_MISSING_COURSE	ODE EMIS-Contact ITC	Your ITC	Verify that students who are being educated by the district have course records submitted in this reporting period.	K	N		
107	Missing District Record	District is missing the District Record for this reporting period.	TXT_CCYY?_GEN_MISSING_DATA	ODE EMIS-Contact ITC	Your ITC	Verify that the district record is being submitted if the district is required to do so. Please see the	K	N		

Error	Rpt Descr	Full Description	Related ODE report	Business Owner	Contact Information	Check	K	N	G	H
						report documentation for the General Missing Data report for additional information about the full significance of this measure.				
108	Missing District Test Record	District missing District Test Record	TXT_CCYY?_GEN_MISSING_DATA	ODE EMIS-Contact ITC	Your ITC	Verify that the district record is being submitted is the district is required to do so. Please see the report documentation for the General Missing Data report for additional information about the full significance of this measure.		N		
109	Missing Building	District is missing one or more building records.	TXT_CCYY?_GEN_MISSING_DATA	ODE EMIS-Contact ITC	Your ITC	Verify that the building record is being submitted, that the status dates and school types for the district's buildings are correct. Please see the report documentation for the General Missing Data report for the impact of this measure.	K	N		
110	CTA Warnings	District has warning errors in the CTA data submitted by a district.	CSV_CCYY?_STU_CTA	ODE EMIS-Contact ITC	Your ITC	Verify CTA and staff reports for this reporting period.	K	N		
111	High Expulsions	The number of expulsions for the discipline records reported is greater than 3 per 100 students enrolled.	SDC-Analysis>Discipline>100_Current	Safety Hlth & Nutrtn	Madelyn Sechler, Information Policy and Management, (614) 466-8668	Verify that the Student Discipline Record (GD) is reported for all students who received a disciplinary action (type) for any discipline incident (reason). If inaccuracies are found please correct the data and re-submit to ODE.		N		
112	CTAE Fatafs	District has fatal errors in the CTA data submitted by a district	CSV_CCYY?_STU_CTA	ODE EMIS-Contact ITC	Your ITC	Verify CTA reports that show data submitted by a district	K	N		
113	District Change in LEP Enroll.	District level report shows the prior "K" LEP Students compared to the current "K" LEP students. Enrollment % is +/- 10% from previous year. These data are used to determine Title III allocations, as well as for reporting to the US Dept of Education.	N/A	Office of Curriculum & Instruction, Lau Resource Center	Chad Richardson, Lau Resource Center, (614) 466-4109, chad.richardson@ode.state.oh.us	Verify that all LEP students are correctly coded on the Student Attributes--Effective Date record.		N		

Error	Rpt Descr	Full Description	Related ODE report	Business Owner	Contact Information	Check	K	N	G	H
114	District Chng in Immig Enroll.	District level report shows prior 'K' Immigrant Students compared to current 'K' Immigrant Students Enrollment % is +/- 10% from previous year. Data are used to determine Immigrant Funding allocations, as well as for reporting to the US DOE.	N/A	Office of Curriculum & Instruction, Lau Resource Center	Chad Richardson, Lau Resource Center, (614) 466-4109, chad.richardson@ode.state.oh.us	District level report shows prior 'K' Immigrant Students compared to current 'K' Immigrant Students Enrollment % is +/- 10% from previous year. Data are used to determine Immigrant Funding allocations, as well as for reporting to the US DOE.		N		
120	Improper LEP Reclassification	Due to the pending status of the modification of the LEP Exit criteria, no 'new' LEP students should be reclassified in the 2010 yearend reporting period.	N/A	Office of Curriculum & Instruction, Lau Resource Center	Chad Richardson, Lau Resource Center, (614) 466-4109, chad.richardson@ode.state.oh.us	Refer to the FY10 EMIS Manual, Ch. 2, LEP Reclassification (FN210). Do not enter a 'new' reclassification date for any student for the 2010 yearend (10N) reporting period. Please continue to report any student that had a previous reclassification date.		N		
130	<= 70% of students FTE= 1	Seventy percent or less of students in the district are a full FTE	N/A	School Finance	Erika M. Farfan, Center for School Finance, (614)466-0523	Verify that all students have a proper student percent of time on the Student Standing record.		N		
135	Lrg Chg in Econ Disadv Enrl	Large Change in Economically Disadvantaged Enrollment (Percentage): Flags districts/community schools with economically disadvantaged enrollment changes >= 25% points between current and previous year.	SDC-Analysis-Enrollment-Customize	Accountability	Heather Boughton, Center for Policy & Accountability 614-752-1402	Check the DISADVANTAGEMENT element in the yearend EMIS Student Attributes - Effective Date Record.		N		
140	Low CTE Concentrator Count	District has reported less than 80% of 12th graders enrolled in CTE Workforce Development courses as CTE Concentrators.	CCYYN_STU_CTEYE_P ERFORM	Office of Career-Technical Education	Sharon Enright, 614-644-6814, Sharon.Enright@ode.state.oh.us	Verify that all students who should be reported as CTE Concentrators are reported accurately. See "FY2010 CTE Programming and EMIS Reporting" Appendix A on ODE website for guidance about student definitions.		N		
141	No ARRA funds reported	No funds are being reported to the ARRA SFSF specific receipt code 532 with special cost center 932N	District financial records	Center for School Finance	Erika M. Farfan, Center for School Finance, (614)466-0523	Correctly apply the receipt and special cost center code to track ARRA SFSF funds				F
150	Missing	The district must report QC, DM, and/or	N/A	ODE EMIS-	Your ITC	Refer to Emis Manual, Ch. 4 to see				H

Error	Rpt Descr	Full Description	Related ODE report	Business Owner	Contact Information	Check	K	N	G	H
	Period H record type	DD files per EMIS Manual but has not done so		Contact ITC		files required. Submit listed missing files to ODE.				

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