GENERAL SUBMISSION STATUS
REPORT EXPLANATION
(.TXT_CCYY?_GEN_SUBMISSION_STAT)

Education Management Information System (EMIS)

Ohio | **Department of Education**

Revision Date December 7, 2009

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
July 31, 2006	IPM/KKE	Created from report sample, program code; valid for FY07 October(K) reporting period
June 14, 2007	IPM/McKeand	Removed white spacing, revised index and Table of Contents, revised revision dates.
July 23, 2007	IPM/LM	Review for (K)
Oct 29, 2008	IPM/KKE	Updated for FY09 file changes
April 10, 2009	IPM/KKE	Updated logo, derived file table
Dec 7, 2009	IPM/EA	Updated for FY10- Removed Proficiency,Building General (DH) record and added – Staff Summer Employment and Core Summary to report.

Report Overview

General Description and Significance

This program allows districts to determine what required files have been accepted by ODE. This report shows each district what reports still need to be successfully submitted to ODE.

This program creates a hard copy of the submissions for each public school district in every report periods' weekly processing cycle. These reports are delivered to each district through the ITC of record.

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.
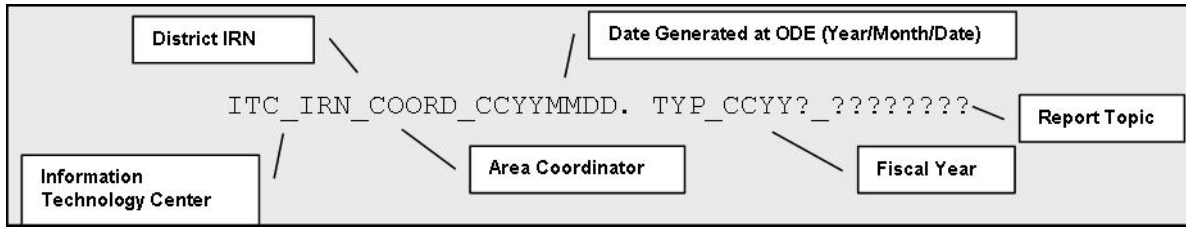
Report Name and Timing

The file name for the report is:
ITC_IRN_COORD_CCYYMMDD.TXT_CCYY?_GEN_SUBMISSION_STAT; its
components are described below. This report is produced during every reporting period; values vary for each.

ODE Processing

Process Description

The information on these reports comes from files that are created during the week-end processing cycle. They contain information identifying the files submitted to ODE and the dates on which they were submitted.

Data Source

Submitted Data Used in Report

The only fields that are reported exactly as they have been submitted by the district are the district IRNs.

Derived Data Used in Report

Element Name	File Name	Field Value
AGGREGATION FILE DATE	*Audit_process_date.rms*	Date on which above were submitted
AGGREGATION FILE NAME	*Submission_status_ccyyp.dat, Audit_process_date.rms*	AMCC, ASSG, ACGR, or other aggregated data
AREA COORDINATOR	*Submission_status_ccyyp.dat*	Two-digit number, e.g. 08
COUNTY	*Submission_status_ccyyp.dat*	County in which the district lies
DISTRICT CODE	*Submission_status_ccyyp.dat*	Four characters, e.g. 0000, 0865
DISTRICT IRN	*Submission_status_ccyyp.dat, Audit_process_date.rms*	6-digit, state-assigned IRN
DISTRICT NAME	*Submission_status_ccyyp.dat*	District name as it is reported in OEDS
DISTRICT TYPE	*Submission_status_ccyyp.dat*	One character, e.g. 1, G
FINANCIAL FILE DATE	*Audit_process_date.rms*	Date on which above were submitted
FINANCIAL FILE NAME	*Submission_status_ccyyp.dat, Audit_process_date.rms*	DB, DR year-end files
FISCAL YEAR	*Audit_process_date.rms*	CCYY
ITC NAME	*Submission_status_ccyyp.dat*	Name of data center through which reports are submitted
REPORTING PERIOD	*Audit_process_date.rms*	e.g. K, N
SUBMITTED FILE DATE	*Audit_process_date.rms*	Date on which above were submitted
SUBMITTED FILE NAME	*Submission_status_ccyyp.dat, Audit_process_date.rms*	CI, CK, DQ, DG or other non-aggregated date

Report Selection Criteria

The **SUBMISSION STATUS** file is read and its IRN is used to determine which **AUDIT PROCESS** records belong to the same district. Therefore there must be a DISTRICT IRN match between the two files. In order for a date submitted to be printed on the report, the two files must also have a match on the file names, submitted or aggregated.

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.

Detail Information

The fields reported on each detail line are:

- **RECORD SORT TYPE**   Two or 4 character designation of the file
- **STATUS**   One of three possible. The record sort types
  - included will vary for each reporting period
    - ➤   Y   Data submitted
    - ➤   N   Data may not be required
    - ➤   *   District submitted no records for any sort type
- **DATA SUBMITTED TO ODE AS OF**   Date on which ODE received the file;
                                    There should be a date with every Y status.

Files needed for the names aggregated files on this report are listed below.

Record Type	Record Name	October (K)	Year end (N)	Grad (G)	Assembled From
TC/DE	Achievement Detail		√		Student Achievement Test Record(GA)

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Record Type	Record Name	October (K)	Yearend (N)	Grad (G)	Assembled From
					Student Standing Record (FS) Student Attributes-Effective Date Record (FD) Student Gifted Record(GG)
DB	Building General Info		√		Building General Information – Yearend(DB)
DF	Building General Information – Fall/October	√			Building General Information – Fall/October (DF)
CC	Contractor Only	√	√		Contract Only Staff Record (CC)
CJ	Contractor Staff Job	√	√		Contractor Staff Employment(CJ)
CT/TE	CTA Student		√		Student Demographic Record (GI) Student Standing Record (FS) Student Attributes-No Date Record(FN) Student Program Record (GQ) Student Course Record (GN) Staff Course Master Record (CN)
CV	CTE Correlated Class	√	√		Career-Technical Education Correlated Class(CV)
DR	District General Info		√		District General Info(DR)
DQ	District General Information – Fall/October	√			District General Information – Fall.October(DQ)
DT	District Test		√		District Testing (DT)
GF	English Language Acquisition		√		Ohio Test of English Language Acquisition Record (GF)
GG	Gifted Student		√		Student Gifted Record(GG)
GU	Industry Assessment		√		Student CTE Industry Record (GU)
GY	Career Technical Education(CTE) Testing Record		√		Career-Technical Education Testing Record(GY)
GO	Kindergarten Readiness Assessment	√			Student Kindergarten Readiness Assessment (GO)
CM	Mapped Local Classroom	√	√		Mapped Local Classroom (CM)
AM/CC	Master Course	√	√		Staff Course Master Record (CN)
YA/LP	Native Language		√		Student Attributes-No Date Record (FN) Ohio Test of Language Acquisition (GF)
GS	Preschool ASQ/SE	√	√		Student Preschool ASQ/SE Assessment Record (GS)
GB	Preschool Assessment	√	√		Student Preschool Assessment Record(GB)
GM	Preschool ECO Assessment	√	√		Student Preschool ECO Assessment Record(GM)
TP/PD	Proficiency Only Diploma			√	Graduation-Only Test

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Record Type	Record Name	October (K)	Yearend (N)	Grad (G)	Assembled From
					Record(GP) Student Demographic Record (GI)
PC	Program Counts	√	√		Student Program Record(GQ)
AC/VE	Staff Course	√	√		Student Demographic Record (GI) Student Course Record (GN) Staff Course Master Record (CN) Student Program Record (GQ)
CI	Staff Demographic	√	√		Staff Demographic Record(CK)
CK	Staff Job	√	√		Staff Employment Record(CK)
FD	Student Attributes – Effective Date	√	√		Student Attributes-Effective Date Record (FD)
FN	Student Attributes – no Date	√	√	√	Student Attributes-No Date Record (FN)
AC/GR	Student Counts	√	√		Student Demographic Record (GI) Student Course Record (GN) Staff Course Master Record (CN)
GI	Student Demographic	√	√		Student Demographic (GI)
SD	Student Discipline		√		Student Discipline (GD)
AS/SG	Student FTE	√	√		Student Demographic (GI) Student Standing (FS) Student Attributes-Effective Date Record (FD) Student Attributes-No Date Record (FN)
GC	Student Graduation—Core Summary			√	Student Graduation—Core Summary Record (GC)
GX	Student Ohio Graduation Test			√	Student Ohio Graduation Test Record (GX)
GE	Student Special Education	√	√		Student Special Education Record (GE)
FS	Student Standing	√	√		Student Standing (FS)
SM/WD	Summer Withdrawal				Student Demographic (GI) Student Standing (FS) Student Attributes-Effective Date Record (FD)
YA/WD	Withdrawal		√		Student Demographic Record (GI) Student Standing Record (FS) Student Program Record (GQ)
YA/AT	Yearend Attendance		√		Student Demographic Record (GI) Student Gifted Record (GG) Student Standing Record(FS)

Record Type	Record Name	October (K)	Yearend (N)	Grad (G)	Assembled From
					Student Attributes-No Date Record (FN) Student Discipline (GD) Ohio Graduation Test (GX)
YA/SG	Yearend Students FTE		√		Student Attributes-Effective Date Record (FD) Student Gifted Record(GG) Student Standing Record (FS) Student Attributes-No Date Record (FN)

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Program: EMIS_SUBMISSION_STATUS_RPT_2009K      Ohio Department of Education              Date: 10/18/2008
   Source: EMIS 2008-2009                        Office of Data Services                 Page:     1
                                          Education Management Information System        Rpt Period:   K
                                              2008-2009 Submission Status Report


 District: Your Favorite SD                                    Information Technology Center:     ABCDEFG
    IRN: 000000      County: AnyOhio                           Area Coordinator:      97


             RECORD SORT TYPE STATUS                   STATUS        DATA SUBMITTED TO ODE AS OF
              District General Information - Fall/October  (DQ):   Y            10/17/2008

              Building General Information - Fall/October  (DF):   N            00/00/0000

              Student FTE  (AS/SG):                               Y            10/17/2008

              Summer Withdrawal  (SM/WD)                          N            00/00/0000

              Program Counts  (PC):                               Y            10/17/2008

              Student Special Education  (GE)                     Y            10/17/2008

              Kindergarten Readiness Assessment  (GO)             N            00/00/0000

              Preschool Assessment  (GB)                          Y            10/17/2008

              Student Preschool ECO Assessment  (GM)              N            00/00/0000

              Preschool ASQ/SE  (GS)                              N            00/00/0000

              Student Counts  (AC/GR):                            Y            10/17/2008

              Staff Course  (AC/VE)                               N            00/00/0000

              Student Standing Record  (FS)                       N            10/17/2008

              Student Attributes - Effective Date Record  (FD)    N            10/17/2008

              Student Attributes - No Date Record  (FN)           N            10/17/2008

              Student Demographic Record  (GI)                    N            10/17/2008

              Core Summary (GC):                                  N            11/26/2009
              Mapped Local Classroom  (CM)                        N            00/00/0000

              Master Course  (AM/CC)                              Y            10/17/2008

              CTE Correlated Class  (CV)                          N            00/00/0000

              Staff Demographic  (CI)                             Y            10/17/2008

              Staff Job  (CK)                                     Y            10/17/2008

              Contractor Staff Job  (CJ)                          N            00/00/0000

              Staff Summer Separation(CL):                            Y            00/00/0000

              Contractor ONLY       (CC)                          N            00/00/0000




 Legends: Y=Record Type processed, N=Record Type not processed, *=SUBMITTED NO OCTOBER DATA for any record type
 RECORDS NEEDED FOR MAPPING DISTRICT DATA TO AGGREGATE DATA: see report documentation.
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Error Detection and Correction

If there are any discrepancies between what a district thought they submitted and what is being reported as received at ODE, district personnel should check the aggregation errors.

If there are fatal warnings that were not corrected, the file should never have been sent to ODE and would show up as missing.

If the date of the file submission is earlier than the district anticipated, the reason may be the same, i.e., the latest submission was rejected because of fatal errors.

The district can find additional information about data submissions in the file **.TXT_CCYYX_GEN_DATA_STAT.** It is a report that is also distributed each reporting period.

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