KINDERGARTEN READINESS ASSESSMENT –LITERACY (KRA-L) (CSV.CCYY?_STU_MISSING_KRAL)

REPORT EXPLANATION

Education Management Information System (EMIS)

Ohio | Department of Education

**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
November 2, 2006		Derived from "Original KRA-L CSV Requirements", data file and program
November 13, 2006		Clarified file layout
August 23, 2007	IPM	Modified for 08K
November 24, 2008	IPM	FY09 Updates
December 8, 2009	IPM	FY10 Updates – added text to Error Detection section Add more elements from Student Standing

Report Overview

General Description and Significance

This exception report provides a listing of kindergarten students who should have a Kindergarten Readiness Assessment – Literacy (KRA-L) record but it has not yet been reported by a district.

These students meet the profile described under selection criteria found later in this document.
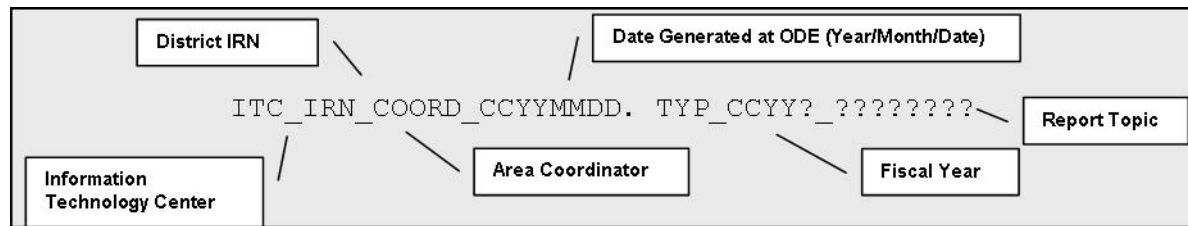
Tips for Reading This Document

- 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_CCYYK_STU_MISSING_KRAL; its components are described below. This report is produced during the October (K) reporting period.

ODE Processing

Process Description

These data come from the ***Student Demographic, Student Standing, Student Attribute – Effective Date, Student Attributes – No Date, KRA-L, OEDS,*** and ***Audit*** files. The individual student records pass through the aggregation process without changes to the data.

The CSV files are copied to School Districts/ITC's after each EMIS Processing with other weekly reports and files.

Data Source

Submitted Data Used in Report

Element Name	Record Field #	File Name	Special Notes
DISTRICT IRN			
BUILDING IRN	FS160	*Student Standing Record*	
SSID	FS110	*Student Standing Record*	
DISTRICT RELATIONSHIP	FS140	*Student Standing Record*	
HOW RECEIVED	FS180	*Student Standing Record*	
SENT REASON 1	FS200	*Student Standing Record*	
SENT REASON 2	FS230	*Student Standing Record*	
ADMISSION DATE	FS070	*Student Standing Record*	
EFFECTIVE END DATE	FS090	*Student Standing Record*	
STUDENT PERCENT OF TIME	FS120	*Student Standing Record*	
SENT TO PERCENT OF TIME	FS220 & FS250	*Student Standing Record*	
STUDENT STATUS		*Derived from elements on Student Standing Record*	
ATTENDING/HOME DISTRICT IRN			
GENDER	GI080	*Student Demographic Record*	
RACIAL/ETHNIC GROUP	GI090	*Student Demographic Record*	
EQUIVALENT GRADE LEVEL	FD090	*Student Attribute – Effective Date Record*	
DISABILITY CONDITION	FD130	*Student Attribute – Effective Date Record*	
LIMITED ENGLISH PROFICIENCY (LEP) STATUS)	FD170	*Student Attribute – Effective Date Record*	
DATE OF BIRTH	GI070	*Student Demographic Record*	
RETAINED STATUS	FN070	*Student Attributes-No Date Record*	
REPORTING PERIOD	XX30	*KRA-L*	
ITC		*OEDS*	
Area Coordinator		*OEDS*	
STUDENT-SUBMIT-DATE		*Audit file*	

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Derived Data Used in Report

Element Name	Record Field #	File Name	Field Value	Conversion factors
ATTENDING/HOME STATUS		*ADM_INFO*	Derived from Student Status and A/H IRN Indicator	
STUDENT AGE		*ADM_INFO*	Calculated from DOB	

Report Selection Criteria: Potential Students

Below is the selection criteria for the potential students found on this report:

FISCAL YEAR is the current school year and reporting period is K.

The grade level used is the STATE EQUIVALENT GRADE LEVEL OF "KG".

The student must be enrolled during the district's count week.

The student PERCENT OF TIME or the Sent To Percent of Time must be greater than zero OR when equal to zero, A/H HOME STATUS must be "26".

The student is not in the Autism Scholarship Program, i.e., the student attending/home status is "1Z".

The ADMISSION DATE must be before October 2 of the current year AND

The student must be enrolled or have a WITHDRAWAL DATE that is on or after the first day of the districts count week, or a WITHDRAWAL DATE that is after October 1 of the current FY.

The student is not retained as reported in the RETAINED STATUS ELEMENT.

Report Selection Criteria: District Type

District type is a city, local, exempted village, or community school.

Logic

Once a student is found that meets the above criteria, the program reads the KRA-L file, linking by district IRN and student SSID. Students are only listed on the report if and only if no matching KRA-L records are found.

The data are ordered by district and building IRN.

Report Sample

CSV File Format, General Information

In basic terms, the CSV file will contain the data element values <u>separated by a comma</u> to denote the end of one data element value and the start of a new one. For example, if you were to take the district IRN, its name, and county and convert it into a CSV file it would look like this:

012345, My District, Franklin

When imported into Excel, this string of comma separated values would be split into corresponding columns:

District IRN	District Name	County Name
012345	My District	Franklin

TIP: When importing data from a CSV file containing a numerical value that starts with a zero, like an IRN, it is important to import that type of data element as text and not a number in Excel. If imported as a numerical value, the first zero will be removed.

Report Layout/Sample

DIST- IRN, BLDG-IRN, SSID, A/H -STATUS, STUDENT-STATUS, EQUIV-GRADE, RACE, GENDER, DIS-COND, ADMISN-DATE, WTHD-DATE, DOB, STUDENT -SUBMIT-DATE

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123456,987654,AA1111111,10,0,KG,W,M,**,20060901,20060809,20061202,2006060
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Error Detection and Correction

As this file is providing the district with a report that reflects at least one missing KRA-L testing record, if there are any discrepancies between the file and the district's information, check the specific admission fields for accuracy. The district should also verify all fields on the ***KRA-L ASSESSMENT*** record for accuracy and completeness.

In addition to all of the elements listed under the 'Submitted Data Used in Report' section of this document, the district should also pay close attention to the student information submitted; ie. the ***admission date***, ***effective end date*** (when a withdraw reason is present); the ***grade level, retained status, LEP status and disability condition*** elements; verifying that they have been reported correctly.

The district should verify that all kindergarten students have had this assessment administered no earlier than four weeks prior to the first day of school and not later than the first day of October. The kindergarten student must have at least one day of enrollment during the district's October Count Week or the official State Count Week. If the district has not reported such a record, then the district should report a record for these students.

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