MISSING SPECIAL ED EVENT REPORT EXPLANATION (.CSV_CCYYN_STU_MISSING_SE_EVENT)

Education Management Information System (EMIS)

Prepared by
Office of Information Policy and Management

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Ohio | Department of Education

Revision History

The revisions to this document listed in the table below.

Revision Date	Owner/Source	Description of Change
4/15/08	IPM/McKeand	Initial Report Explanation
5/2/08	IPM/McKeand	Made corrections to explanation.
4/6/09	IPM/LSM	Reviewed for accuracy.
4/2/10	Bkm	Revised for FY10

Report Overview

General Description and Significance

This program is an error report to the districts that shows the students with disabilities who are missing a special education event for the current yearend-reporting period.

This report is distributed to all city, local, exempted village school districts and community schools that submit special education data during the Yearend (N) processing period. It is available to the districts through their contracted ITC. **JVSDs will not receive this report**.
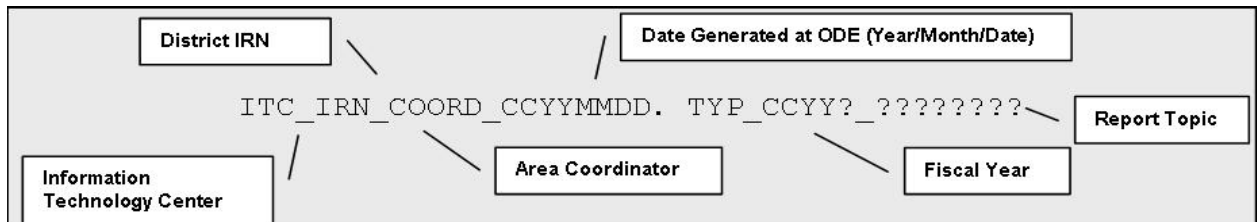
Tips for Reading This Document

- 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_CCYYN_STU_ _MISSING_SE_EVENT; its components are described below. This report is produced during the Yearend (N) reporting period.

ODE Processing

Process Description

Data Source

These data come from the **STUDENT_FTE, SPECED_EVENT, and OEDS** files. The first file is submitted by the districts as the **Standing (FS), Student Attributes – Effective Date Record (FS)** and **Student Demographic (GI)** records and aggregated into the **STUDENT_FTE** records. These data must be sorted by district then building IRN.

Submitted Data Used in Report

Element Name	Record Field #	File Name	Special Notes
DISTRICT IRN		STUDENT_FTE AND SPECED_EVENT	
BUILDING IRN	FS160	Student Standing	
SSID	GI310	Student Demographic AND SPECED_EVENT	
GENDER	GI080	Student Demographic	
RACIAL/ETHNIC GROUP	GI190	Student Demographic	
SCHOOL YEAR		STUDENT_FTE AND SPECED_EVENT	
REPORTING PERIOD	GK030	STUDENT_FTE AND SPECED_EVENT	
DISABILITY CONDITION	FD130	Student Attributes – Effective Date Record	
ADMISSION DATE	FS070	Student Standing	
EFFECTIVE END DATE	FS090	Student Standing	

Derived Data Used in Report

There are no derived data.

Report Selection Criteria

The program will select all disabled students from city, local, exempted village school districts, community schools, and ESCs.

Filters include students reported with a disability code only,
and
the disabled student has a percent of time greater than zero **OR** the reporting district = the legal district of residence.

The program excludes:

- Contract career technical students with Attending/Home Status = 12
- Resident district students who are enrolled at ODYS with Attending/Home Status = 28
- In state student attending a non-public school with Attending/Home Status =16

Logic

The program will check the special ed record to see if a SSID was reported by the reporting district for the current fiscal year and reporting period. If the SSID does not exist, the SSID will be added to the report for the district.

Report Sample

Header Information

The following is the header and detail as it should appear in the CSV file. Note: A comma should be placed between each element name allowing the data to be opened in Excel as a comma-delimited file without any additional formatting on the user's part.

Header Row Titles
Dist-IRN
Bldg-IRN
SSID
Gender
Ethnicity
Disability
Student-Submit-Date

Report Grouping/Ordering/Control Break

Order by Dist IRN, Building IRN, SSID

Report Summary

There is none.

Report Detail

Fields to Display

Calculations- N/A

Report Layout/Sample

Dist-IRN, Bldg-IRN, SSID, Gender, Ethnicity, Disability, Student-Submit-Date
049726, 028506, CS9568315, F,W, 08, 20100530

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Error Detection and Correction

As this file is providing the district with a report that reflects missing data, if there are any discrepancies between the file and the district's information, the district should check the specific records for accuracy and completeness (Student Demographic, Student Standing, and Student Special Education Records).

Districts should refer to Chapter 2 in the ODE EMIS Manual for instructions on proper reporting procedures.

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