

**OPEN ENROLLMENT DATA VERIFICATION
.CSV_CCYYN_STU_OPEN_ENROLL
REPORT EXPLANATION**

Education Management Information System (EMIS)



Revision Date June 21, 2010

**Prepared by
Office of Information Policy and Management**

C:\Users\10184100\Downloads\Open-Enrollment-Data-Verification.doc
Revision Date June 21, 2010

Table of Contents

REVISION HISTORY 3

REPORT OVERVIEW 3

 GENERAL DESCRIPTION AND SIGNIFICANCE 3

 TIPS FOR READING THIS DOCUMENT 3

ODE PROCESSING 4

 DATA SOURCE 4

Submitted Data Used in Report 4

Derived Data Used in Report 5

Report Selection Criteria 5

REPORT SAMPLE 5

 LAYOUT INFORMATION 5

 REPORT SAMPLE 6

Revision History

The revisions to this document listed in the table below.

Revision Date	Owner/Source	Description of Change
6/21/2010	IPM	Initial Report Explanation

Report Overview

General Description and Significance

This report is distributed to all districts that submit a student (SSID) that is reported by any other district in the state as being involved in an Open Enrollment situation. Therefore, it is possible that any EMIS reporting entity type, including ESCs and Community Schools, could receive this report, even if Open Enrollment is not a valid status for that reporting entity.

Using this report, all districts involved throughout the year with an Open Enrollment student can validate that the data each is reporting is consistent with the reporting of other districts reporting that student. As Open Enrollment funding is based on an FTE and will utilize yearend data, it is critical that the elements included on this report be reported accurately and completely to ODE so that Open Enrollment add-ins and transfers are correct.

If a district believes that they or another district is submitting data that is incorrect on a student (such as the wrong dates for a student status or an incorrect District of Residence), the districts involved should communicate to resolve the issue and update their EMIS data as appropriate. If districts cannot come to agreement on the Open Enrollment-related data reported to EMIS, they may ask the ODE Finance Area Coordinators for assistance, as was done with the paper Open Enrollment forms in years past. If there are questions about how to report a student's agreed-upon situation in EMIS, then the district should utilize the standard ITC/EMIS Helpdesk process used for all EMIS reporting questions.

This report is created using data from the Yearend (N) processing period. It is available to the districts through their contracted ITC.

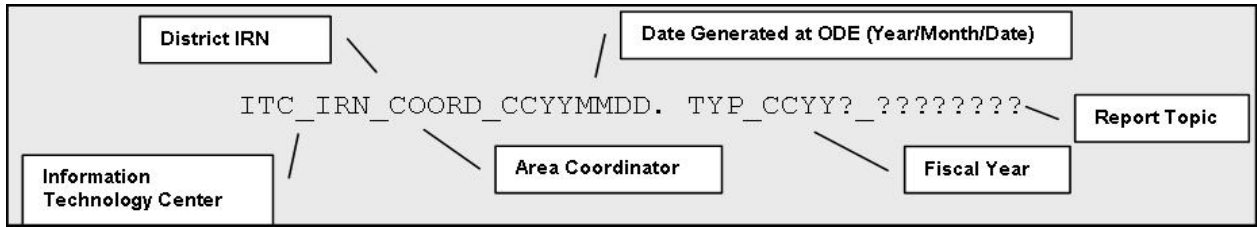
Tips for Reading This Document

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



ODE Processing

Data Source

Data used in this report come from the following EMIS record types and selection criteria.

Submitted Data Used in Report

Element Name	Record Field #	File Name	Special Notes
Date of Birth	GI070	Student Demographic (GI)	
SSID	FS110	Student Demographic (GI)	Always from latest FS record reported
Reporting District IRN	FS040	Student Standing (FS)	
Effective Start Date	FS060	Student Standing (FS)	
Admission Date	FS070	Student Standing (FS)	
Effective End Date	FS090	Student Standing (FS)	
Withdrawal Reason	FS100	Student Standing (FS)	
Student Percent of Time	FS120	Student Standing (FS)	
Legal District of Residence	FS150	Student Standing (FS)	
Attending Building IRN	FS160	Student Standing (FS)	
How Received	FS180	Student Standing (FS)	
How Received IRN	FS190	Student Standing (FS)	
Sent Reason 1	FS200	Student Standing (FS)	
Sent To IRN 1	FS210	Student Standing (FS)	
Sent To Percent of Time 1	FS220	Student Standing (FS)	
Sent Reason 2	FS230	Student Standing (FS)	

Element Name	Record Field #	File Name	Special Notes
Sent To IRN 2	FS240	Student Standing (FS)	
Sent To Percent of Time 2	FS250	Student Standing (FS)	
School Year Attendance Days	FS320	Student Standing (FS)	
School Year Excused Absence Days	FS330	Student Standing (FS)	
School Year Unexcused Absence Days	FS340	Student Standing (FS)	

Derived Data Used in Report

Total Enroll Days is the sum of the three School Year days (FS320, FS330, and FS340) associated with a single reported FS records. When divided by the number of days in session for the reported Attending Building IRN, it determines the FTE represented by the reported FS record.

Report Selection Criteria

This report selects all FS records reported for an SSID by any district in the state where any district has reported the SSID with a How Received reason of 9 or a Sent Reason of OE.

Report Sample

Layout Information

In general, each row of data in the report file represents a single reported FS record for a student, reported by the district receiving the report or by another district reporting that SSID.

The following is the layout of the CSV file as it is produced by ODE. 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. If the CSV file has been enhanced by a form file provided by SSDT, then additional columns may be added.

The CSV file contains:

CSV Header Column Name	Ch 5 Element Name or other source	Record Field Number (if applicable)
Dist-IRN	District receiving the report	
SSID	SSID	FS110
Birth-Date	Date of Birth	GI070
Rpting-LEA-IRN	Reporting District IRN	FS040
Rpting-LEA-Name	Name for Rpting-LEA-IRN	
Efctv-Start-Date	Effective Start Date	FS060
Admisn-Date	Admission Date	FS070
Efctv-End-Date	Effective End Date	FS090

C:\Users\10184100\Downloads\Open-Enrollment-Data-Verification.doc

Revision Date June 21, 2010

Wthd-Reason-Code	Withdrawal Reason	FS100
Instr-Time-per-Week-Pct	Student Percent of Time	FS120
Legal-Dist-of-Res-IRN	Legal District of Residence	FS150
Atndng-Org-IRN	Attending Building IRN	FS160
Enrl-Reason-Code	How Received	FS180
Receiv-From-LEA-IRN	How Received IRN	FS190
Sent-Reason-Code-1	Sent Reason 1	FS200
Sent-to-LEA-IRN-1	Sent To IRN 1	FS210
Sent-Time-Pct-1	Sent To Percent of Time 1	FS220
Sent-Reason-Code-2	Sent Reason 2	FS230
Sent-to-LEA-IRN-2	Sent To IRN 2	FS240
Sent-Time-Pct-2	Sent To Percent of Time 2	FS250
Total-Enroll-Days	Derived per above	

Report Sample

Dist-IRN,SSID,Birth-Date,Rptng-LEA-IRN,Rptng-LEA-Name,Efctv-Start-Date,Admisn-Date,Efctv-End-Date,Wthd-Reason-Code,Instr-Time-per-Week-Pct,Legal-Dist-of-Res-IRN,Atndng-Org-IRN,Enrl-Reason-Code,Receiv-From-LEA-IRN,Sent-Reason-Code-1,Sent-to-LEA-IRN-1,Sent-Time-Pct-1,Sent-Reason-Code-2,Sent-to-LEA-IRN-2,Sent-Time-Pct-2,Total-Enroll-Days
 333333,XX9999999,20000501,333333,LocalSchoolDistrict,20090903,20080802,000000,00,**,070,555555,444444,9,555555,JV,888888,000,NA,*****,000,120.40