MISSING STUDENT REPORT EXPLANATION (.csv_CCYY?_Stu_Missing)

Education Management Information System (EMIS)

Ohio | Department of Education

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
4/14/08	ODE/IPM	Initial Report Explanation
5/30/08	ODE/IPM	Revised for Yearend (N) reporting.
10/14/2008	ODE/IPM	Revised to allow for all reporting periods
4/10/2009	ODE/IPM	Replaced logo, modified language on SSID change
12/7/2009	ODE/IPM	Updated for FY10
1/14/2020	ODE/IPM	Updated logic for Oct to exclude Voc Ed only students from checking

Report Overview

General Description and Significance

This program is an error report to the districts that shows students who are missing from the current reporting period and whose data from the previous period indicated that they were expected to continue being enrolled in future periods. If there are any students on this list, it will impact the Student Missing measure on the General Missing report.

This report is distributed to all districts that submit student data for the current processing period and the prior processing period. It is available to the districts through their contracted ITC.
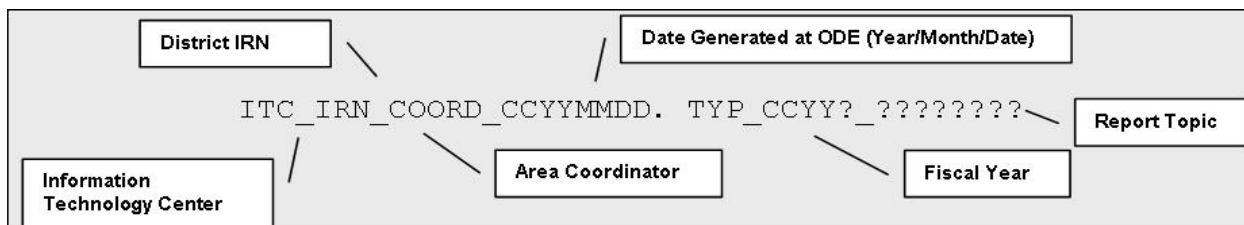
Tips for Reading This Document

- 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_CCYY?_STU_STUDENT_
MISSING;** its components are described below. This report is produced during the
October (K) and Yearend (N) reporting periods.

```
           ┌──────────────────┐ \                    ┌──────────────────────────────────┐
           │   District IRN   │  \                 / │ Date Generated at ODE (Year/Month/Date) │
           └──────────────────┘   \               /  └──────────────────────────────────┘
                    ITC_IRN_COORD_CCYYMMDD. TYP_CCYY?_????????\     ┌──────────────┐
                                                                    │ Report Topic │
           ┌──────────────────┐  /           \        \            └──────────────┘
           │ Information      │ /   ┌───────────────┐   \     ┌──────────────┐
           │ Technology Center│     │Area Coordinator│   \    │  Fiscal Year │
           └──────────────────┘     └───────────────┘        └──────────────┘
```

ODE Processing

Process Description

Report Selection Criteria

If a student has not withdrawn by the end of the prior reporting period, it is expected that a student record for that student in that district will be reported in the current reporting period.

Logic

In October, if a student was not withdrawn in the prior yearend, the program checks to see if the SSID is being reported by the district. The program takes into account SSID changes that were reported in the prior yearend. In addition, Cleveland Scholarship participants and Career Tech Evaluation only students are excluded from checking. If the SSID or changed SSID is not found, it is added to the CSV file.

At yearend, the program checks for every SSID of an enrolled student reported by a district in October (K) (excluding summer withdrawals). The program checks to see if the same SSID is being reported by that district during the current (Yearend (N)) reporting period. If the SSID is not found, it is added to the CSV file.

To determine whether or not the student is a summer withdrawal and not to be included on the yearend missing report, the student's withdraw date is checked against the first day of school for the attending building. The withdraw date is the Effective End Date on the Student Standing (FS) record that has a Withdraw Reason not = "**". If the student is a kindergarten student, the building profile's first day of school for kindergarten is the determining date. If the student is in any other grade, including preschool, the first day of school for students in grades 1-12 is used.   Remember that the date of withdrawal or the date of admission is a day of enrollment. If the student is to be considered a summer withdrawal, the withdraw date must be <u>before</u> the first day of school.

Note: Additional items that affect the report are SSID changes and student overrides. Successful processing of the SSIDs in these two components will stop the SSID from appearing on the report.

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The information about the SSID changes will be in the Student Standing (FS).

If a student's SSID changes during the course of the year, the district should report Student Standing records up to the date of the SSID change with the old SSID, enter an Effective End Date, and open a new record with the new SSID and the Effective Start Date of the next day. If the student's SSID changed during the course of the summer, the district should enter a record for a single day showing the old SSID with an Effective End Date as the first day of the school year and should enter the new SSID on the subsequent record(s) for that student.

Data Source

The district provides the information about the students in the **STUDENT STANDING, STUDENT ATTRIBUTES—EFFECTIVE DATE,** and **STUDENT DEMOGRAPHIC** records. The district also maintains the **OEDS** data.

Submitted Data Used in Report

Element Name	Record Field #	File Name	Special Notes
DISTRICT IRN		**Student Standing**	
BUILDING IRN	FS160	**Student Standing**	
ADMISSION DATE	FS070	**Student Standing**	
EFFECTIVE END DATE	FS090	**Student Standing**	
STATE EQUIVALENT GRADE LEVEL	FD090	**Student Attributes—Effective Date**	
HOW RECEIVED	FS180	**Student Standing**	
HOW RECEIVED IRN	FS190	**Student Standing**	
SENT REASON	FS200, FS230	**Student Standing**	
SENT TO IRN	FS210, FS240	**Student Standing**	
EMIS STUDENT ID NUMBER	FS050	**Student Standing**	
STATE STUDENT ID	FS110	**Student Standing**	
GENDER	GI080	**Student Demographic**	
RACIAL ETHNIC GROUP	GI090	**Student Demographic**	

Derived Data Used in Report

There are no derived data.

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Report Sample

Header Information

The following is the header as it appears in the original CSV file. 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.

The header record for the CSV file contains the following:

HEADER NAME
DIST-IRN
BLDG-IRN
SSID
GENDER
ETHNICITY
ADMN-DATE
WTHD-DATE
GRADE
HOW-RECD
SENT
DATA-SUBMIT-DATE

Report Grouping/Ordering/Control Breaks

The output is a list of students by District IRN, Building IRN, and SSID.

Report Summary

There is none.

Report Detail

Report Layout/Sample

Dist-IRN, Bldg-IRN, SSID, Gender, Ethnicity, Admn-Date, Wthd-Date, Grade, How-Recd, Sent, Data-Submit-Date
049726, 028506, CS9568315, F,W, 20070306, 20070514,12,C,JV,20070512

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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 and Student Standing, Student Attributes—Effective Date records).

If an SSID cannot be found in a district submission, verify SSID change.

If an SSID was not overridden verify the SSID and that the override request date is within the report date.

Districts should refer to the appropriate chapter in the ODE EMIS manual for instructions on proper reporting procedures.

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