PASS ADJUSTMENT
REPORT EXPLANATION
(.TXT_CCYYK_STU_PASS_ADJ
.CSV_CCYYK_STU_PASS_ADJ)

Education Management Information System (EMIS)

Ohio | Department of Education

Revision Date August 20, 2010

Prepared by
Office of Data Services

Table of Contents

Revision History

The revisions to this document listed in the table below.

Revision Date	Owner/Source	Description of Change
August 11, 2006		Derived from Web document, reports, COBOL programs
August 15, 2007	IPM/McKeand/Esson	Reflects deletion of "2M" criteria from Attending Home Status
Dec 7, 2009	IPM/Esson	Change in kindergarten, payment on prior year
August 20, 2010	IPM/Esson	Changed references to SF3 to PASS

Report Overview

General Description and Significance

The Ohio Revised Code (Section 3317.03 (C) (3)) prohibits the counting of any student for more than 1.0 FTE. The Headcounts/FTE Adjustment Report lists the SSID's for which the funded FTE exceeds 1.0. There are several causes:

- A district has entered incorrect admission or withdrawal dates for the student
- The same SSID is being submitted for two different students
- Two districts, which both provide instructional services to the student, have not appropriately proportioned the student's time between them

Since Ohio law does not permit the counting of one person to exceed 1.0, ODE has developed a process to automatically reduce the total funded FTE to 1.0. This document will explain the reduction process, the data on the report itself, and provide suggestions for districts to correct the data. Beginning with FY10, ADM calculations are based on prior year October data. This report advises districts about situations in the current year's data which will impact their payments in the following year. Therefore, it is beneficial for districts to resolve data issues as quickly as possible since they will not be able to be corrected when the actual payments are being made.

One of these outputs from this process is a standard paper report. The other is a comma-delimited file. Both are described 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

Reports are produced for all City, Exempted Village, Local School Districts, and JVSD's based on data submitted through EMIS during the October (K) reporting period and are released to the ITC's after each EMIS processing.

The file name for the standard report is
ITC_IRN_COORD_CCYYMMDD.TXT_CCYYK_STU_PASS_ADJ; its components are described below. This report is produced during the October (K) reporting period.
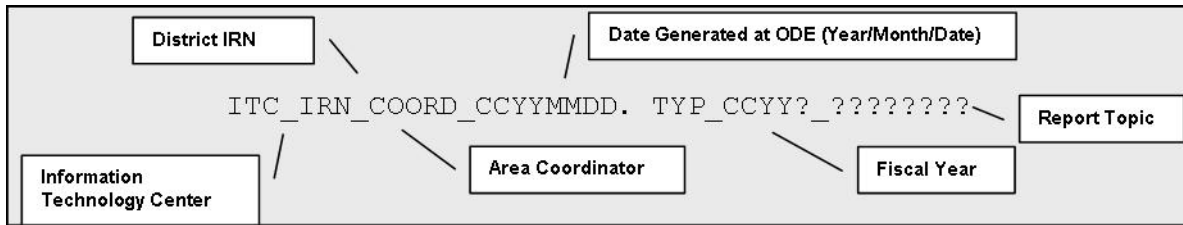
The file name for the comma-delimited file is:
ITC_IRN_COORD_CCYYMMDD.CSV_CCYYK_STU_PASS_ADJ; its components are described below. This report is produced during the October (K) reporting period.
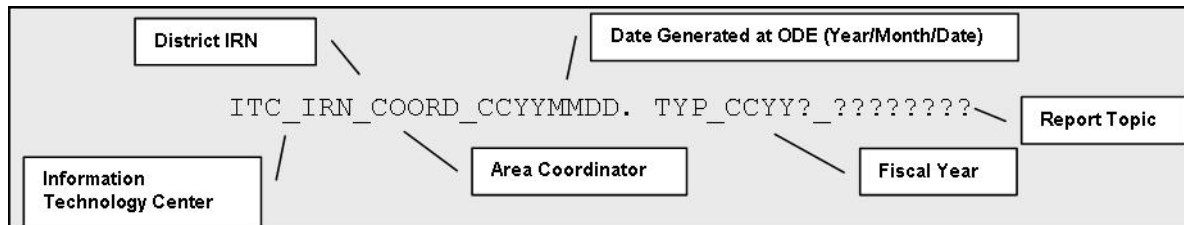
ODE Processing

Process Description

This report is produced from a series of programs run during the EMIS process. The aggregation process pulls data from the *Student Demographic, Student Attributes—Effective Date* and *Student Standing* records into *ASSG* records. These records become part of the **ADM_INFO** file at ODE.

In the weekly process, a series of programs filters records with specific status values, determines duplicate ID entries, calculates the total head count and FTE for these duplications, and determines amounts that exceed 1.0 FTE or 1 Head Count.

Data Source

The data come primarily from the *Student Standing, Student Attributes—Effective Date* and *Student Demographic* records submitted by the district. These elements are used to construct the ADM_INFO file. Additional elements come from *OEDS*. Some filter or reported fields are added during the aggregation process and written to the **ASSG** file.

Submitted Data Used in Report

The following elements are displayed on the report or are used during the intermediate steps of the report generation.

Element Name	Record Field #	File Name	Special Notes
BUILDING IRN	FS160	*Student Standing*	
ADMISSION DATE	FS070	*Student Standing*	
DATE OF DISTRICT WITHDRAWAL…	FS090	*Student Standing*	The Effective End Date on the Student Standing record is the date of withdrawal when there is a withdraw code entered.
STATE EQUIVALENT GRADE LEVEL	FD090	*Student Attributes— Effective Date*	
STUDENT PERCENT OF TIME	FS120	*Student Standing*	
STUDENT STATUS	GI120	*ADM_INFO*	Derived from Student Standing How Received
DISABILITY CONDITION	FD130	*Student Attributes— Effective Date*	
SSID	FS050	*Student Standing*	
BUILDING NAME		*OEDS*	
DISTRICT NAME		*OEDS*	
DISTRICT IRN		*OEDS*	
COUNTY		*OEDS*	

Derived Data Used in Report

The following elements are created during the aggregation process or within the ODE programs.

Element Name	Record Field #	File Name	Field Value	Conversion factors
STUDENT FUNDED FTE	A1210	*ASSG*	Student Percent of Time/100 in October	From aggregation routine
STUDENT HEAD COUNT	A1205	*ASSG*		From aggregation routine
KDG FUNDED FTE	A1220	*ASSG*		From aggregation routine
ENROLLED STUDENT	C001	*ASSG*	YES	Many factors including valid building IRN, first and last day, admit date, student status
ATTENDING HOME STATUS	A1050	*ASSG*	1ST character = "1", 2nd character = STUDENT STATUS	ENROLLED STUDENT and GK305 = "0"
ATTENDING HOME STATUS	A1050	*ASSG*	1st character = "2", 2nd character = STUDENT STATUS, FTE calculated	ENROLLED STUDENT, GK305 not = "0", GI150 = "0"
ATTENDING HOME STATUS	A1050	*ASSG*	1ST character = "1" and 2nd character = STUDENT STATUS, FTE calculated, flagged as Not Open Enrollment	ENROLLED STUDENT, GK305 not = "0", GI150 > "0", GI120 not = "9", "2", "3", or "B"
ATTENDING HOME STATUS	A1050	*ASSG*	1ST character = "1" and 2nd character = STUDENT STATUS, FTE calculated, flagged as Open Enrollment	ENROLLED STUDENT, GK305 not = "0", GI150 > "0", GI120 = "9", "2", "3", or "B"
DATE SUBMITTED				From processing date

Report Selection Criteria

Student records are <u>not</u> included if the ATTENDING HOME STATUS = *"14", "15", "16", "26", "29", "1I", or "1F"*.

Student records are included for consideration of an adjustment if and only if the student ID has been reported in the records of more than one district, i.e. the SSID is a duplicate in another district's submission.

The student record elements are printed if and only if the sum of the FTEs or Headcounts from the multiple district submissions is greater than "*1*".

If the second record for the same student is from an ESC or JVSD and there is no Resident IRN, the record is rejected from the report.

Reduction Process

1. **Students attending JVSD**

   If the sum of the funded FTE reported by a JVSD and the sending district is greater than 1.0, then the funded FTE for both districts will be reduced.   Example; If a JVSD reported .6 funded FTE and the sending district reported .5, the sending district funded FTE = .5/ (.5 + .6) = .45. The JVSD funding FTE = .6/(.5 + .6) = .55.   **Exception:** If the student participated in the Post-Secondary Option Program in addition to attending a JVSD, the FTE in excess of 1.0 will be deducted from the regular district only.

2. **Student ID's were reported by two regular districts and neither indicated that the student was attending another district.**

   If the total funded FTE that two regular (city, exempted village or local) school districts reported is greater than 1.0, ONLY the funded FTE of the district with the most recent admission date will be used. If a student was enrolled in two different districts with two different October Count Weeks, the district whose October Count week was the state-established week will receive funding.

   Note: Kindergarten students who transferred during the October Count Week will be counted in both districts.

Report Sample, .TXT report

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. 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 and the page number.

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, and the date on which the data were submitted to ODE.

That is followed by column headers indicating the data described on each detail line.

Detail Information

The left section lists the data submitted by your district for a specific student. The right section lists the data submitted by another district.

The elements of the left section are:

- **SSID**   as reported on your ***Student Standing*** record
- **GRADE**   the STATE EQUIVALENT GRADE LEVEL you reported
- **DISABILITY CONDITION**   as reported on your ***Student Attributes—Effective Date*** record
- **HEADCOUNT OR FTE**   as calculated in the aggregations
- **ODE ADJUSTED**   calculated by

1. Adding your district FTE and other district's FTE
2. Subtracting "*1*" (one) from that sum to find the excess FTE reported
3. Subtracting that excess from your district's FTE.

The elements of the right section are:

- **DISTRICT**   Name of other district submitting this student's records
- **GRADE**   STATE EQUIVALENT GRADE LEVEL the other district reported
- **DISABILITY CONDITION** as reported on other district's ***Student Attributes— Effective Date*** record
- **HEADCOUNT OR FTE**   as calculated in the aggregations for other district's record. For FY11, kindergarten head counts are displayed and every child will be funded at a full 1.0 FTE regardless of the student's percent of time at the reporting district.
- **ODE ADJUSTED**   calculated by
    i. Adding your district FTE and other district FTE
    ii. Determining that the sum is greater than "*1*"
    iii. Dividing the other district's FTE by that calculated sum

As the FTE adjustments are calculated, they are added to a running total for either kindergarten or 1-12. The following totals appear at the bottom of the page:

- **DISTRICT TOTAL KDG**   sum of the **HEADCOUNT OR FTE** column on the left side only when the grade is kindergarten

- **DISTRICT TOTAL 1-12**   sum of the **HEADCOUNT OR FTE** column on the left side only when the grade is 1-12

- **REDUCTION IN KDG HEADCOUNT**   when the grade is kindergarten, calculated as the difference between the **HEADCOUNT OR FTE** and the **ODE ADJUSTED HEADCOUNT/FTE**

- **REDUCTION IN 1-12 FUNDABLE FTE** when the grade is 1-12, calculated as the difference between the **HEADCOUNT OR FTE** and the **ODE ADJUSTED HEADCOUNT/FTE**

```
PROGRAM: ADJUSTMENT_2006K_REPORT              OHIO DEPARTMENT OF EDUCATION                          PAGE:  1
                                         EDUCATION MANAGEMENT INFORMATION SYSTEM                     DATE: 03/05/2006

                                             2005-06 HEADCOUNT/FTE ADJUSTMENT REPORT


DISTRICT:  TheBest Local SD
  COUNTY:  InOhio
     IRN:  040404
DATE SUBMITTED:  03/02/2006



<---------------Submitted by Your District-------------> | <-------------------Submitted by Other District-------------------->


              Disability   Headcount    ODE Adjusted                        Disability   Headcount    ODE Adjusted
SSID      GRADE  Condition    or FTE    Headcount/FTE | District       GRADE  Condition    or FTE    Headcount/FTE

AA1111111   09      **        1.00          0.00      | District A City SD    09      09        0.60          0.60
BB2222222   12      **        1.00          1.00*     | District B City SD    12      08        1.00          0.00
CC3333333   10      09        1.00          0.00      | District C City SD    10      **        1.00          1.00
DD4444444   10      **        1.00          1.00      | District E Local SD   11      **        1.00          0.00
EE5555555   11      **        1.00          1.00      | District F Local SD   11      01        1.00          0.00
FF6666666   08      **        1.00          0.00      | District F Local SD   08      **        1.00          1.00
GG7777777   01      **        1.00          0.00      | District F Local SD   01      **        0.20          0.20
HH8888888   05      **        1.00          0.00      | District G Local SD   05      **        1.00          1.00
II9999999   06      **        1.00          0.00      | District G Local SD   06      **        1.00          1.00
JJ0000000   05      **        1.00          1.00      | District G Local SD   05      **        1.00          0.00


District total kdg:              0.00          0.00
District total 1-12:            10.00          4.00

Reduction in kdg headcount:         0.00*
Reduction in 1-12 fundable FTE:     6.00*


 * Note: Asterisk denotes different count weeks.
```

Report Sample, CSV file

CSV File Format, General Information

This Comma Separated Value (CSV) format file contains a record for each student whose data is submitted by you and a district other than yours and whose combined FTE is greater than "1".

In this, as in any comma-delimited file, the CSV file will contain the data element values separated by a comma 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.

Header Information

The following is the header as it appears in the 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:

FIELD NAME	STARTING POSITION	ENDING POSITION	FIELD LENGTH
SSID	1	4	4
YOUR-GRADE	5	14	10
YOUR-DISABILITY-CONDITION	15	39	25
YOUR-HEADCOUNT-FTE	40	57	18
YOUR-ADJ-HEADCOUNT-FTE	58	79	22
OTHER-DISTRICT	80	93	14
OTHER-GRADE	94	104	11
OTHER-DISABILITY-CONDITION	105	130	26
OTHER-HEADCOUNT-FTE	131	149	19
OTHER-ADJ-HEADCOUNT-FTE	150	172	23

Detail Information

Each detail line in the CSV file contains data pertaining to a student whose records were submitted by your district. All of the selection criteria and calculations are the same as they are in the printed report.

FIELD NAME	STARTING POSITION	ENDING POSITION	FIELD LENGTH	DATA
SSID	1	9	9	As submitted by your district and the other district
YOUR GRADE	10	11	2	STATE EQUIVALENT GRADE LEVEL from your submitted GRADE LEVEL
YOUR-DISABILITY-CONDITION	12	13	2	As submitted by your district
YOUR-HEADCOUNT-FTE	14	17	4	As calculated from your STUDENT PERCENT OF TIME in the aggregations
YOUR-ADJ-HEADCOUNT-FTE	18	21	4	As described in calculations of the .TXT file
OTHER-DISTRICT	22	51	30	Name of other district that submitted this student SSID
OTHER-GRADE	52	53	2	STATE EQUIVALENT GRADE LEVEL from other submitted GRADE LEVEL
OTHER-DISABILITY-CONDITION	54	55	2	As submitted by other district
OTHER-HEADCOUNT-FTE	56	59	4	As calculated from other districts STUDENT PERCENT OF TIME in the aggregations
OTHER-ADJ-HEADCOUNT-FTE	60	63	4	As described in calculations of the .TXT file

```
SSID,YOUR-GRADE,YOUR-DISABILITY-CONDITION,YOUR-HEADCOUNT-FTE,YOUR-ADJ-HEADCOUNT-FTE,OTHER-DISTRICT,OTHER-GRADE,OTHER-DISABILITY-COND
ITION,OTHER-HEADCOUNT-FTE,OTHER-ADJ-HEADCOUNT-FTE,
DZ3333333,11,10,1.00,0.95,This Region JVSD,          11,**,0.05,0.05,

DY4444444,10,**,0.76,0.75,This Region JVSD,          10,**,0.25,0.25,

DY9999999,10,**,0.76,0.75,This Region JVSD,          10,**,0.25,0.25,

DZ7777777,12,**,1.00,0.95,This Region JVSD,          12,**,0.05,0.05,

DZ5555555,11,**,1.00,0.95,This Region JVSD,          11,**,0.05,0.05,

HW1111111,12,**,0.75,0.70,This Region JVSD,          12,**,0.32,0.30,
```

Note: the blank rows between each record are here for readability only. They do not appear in the actual CSV file.

Ohio | Department of Education

Error Detection and Correction

If there are any adjustments reported, the district needs to verify that it has correctly entered its own data, paying particular attention to the following fields:

- ADMISSION DATE
- EFFECTIVE END DATE /WITHDRAW CODE…
- GRADE LEVEL
- STUDENT PERCENT OF TIME/SENT TO PERCENT OF TIME
- HOW RECEIVED
- SENT REASON
- DISABILITY CONDITION
- SSID

Corrective Action:

1. Verify that the student was enrolled in your district during October Count Week. If the student was not actually enrolled, modify the admission or effective end date and withdraw reason on the Student Standing record accordingly. An enhanced comma delimited file of this report that includes the student name is available from your ITC. Remember that the Admission Date and/or Effective End Date on a record with a Withdraw Reason other than "**" indicates that the student was in attendance at the district on that day; that day will be included in calculating the student's ADM.

2. Verify with the other district that the SSID belongs to the same student. Different grade levels or disability conditions may help to indicate that the SSID is being submitted for more than one student.

3. If the SSID's are for different students, the student for which the most of the eight required data elements are correct should retain that number. If the number of correct elements is the same, the district that originally obtained the number should retain that SSID for its student. A new number must be obtained through the normal process for the other student.

4. If the SSID's are for the same student, determine the amount of time that the student is attending each district and receiving instruction. Include study halls and lunch but do not include the time the student spends traveling between buildings. Each district's student percent of time is calculated by dividing the amount of time spent in its district by the total amount of time the student spends in both buildings.

5. The district for which data was modified must re-aggregate and re-submit data to ODE.

INDEX