

ODE EMIS MANUAL

Section 2.18: Student Summer Withdrawal (FL) Record



Version 4.7
July 1, 2023

REVISION HISTORY

The revision history sections of the EMIS Manual provide a means for readers to easily navigate to the places where updates have occurred. Significant changes and updates are indicated through underlined blue text for additions and red text with strikethroughs for deletions. Minor changes—such as typos, formatting, and grammar corrections or updates—are not marked.

Version	Date	Effective	Change #	Description
<u>4.7</u>	<u>7/1/23</u>	<u>FY24</u>	<u>NA</u>	<u>Posted for FY24.</u>
4.6	7/1/22	FY23	NA	Posted for FY23.
4.5	7/1/21	FY22	NA	Posted for FY22.
4.4	7/1/20	FY21	NA	Posted for FY21.
4.3	6/30/20	FY20	NA	Posted for FY20.
4.2	7/5/18	FY19	NA	Posted for FY19.
4.1	12/28/17	FY18		No FY18 changes.
4.0	7/7/17	FY17	NA	No FY17 changes.
3.0	2/16/16	FY16		Adding Coming Changes section.
2.0	12/23/14	FY15		Updated language to reflect shift from reporting periods to FY15 reporting.
1.1	4/1/14	Student Cross Reference (S)	1051	Added Student Cross Reference reporting period to Required Reporting Periods and to the File Layout Table.

COMING CHANGES

The EMIS Manual is a living document, and each fiscal year’s version is updated throughout the school year. For information regarding specific known changes that may impact the elements in this section, see the appropriate EMIS Changes webpage.

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Required Collection Requests

The Student Summer Withdrawal (FL) Record is reported as part of the Beginning of Year, Mid-year, and End of Year Student (S) Collections and the Student Cross Reference (S) Collection.

General Guidelines

A Student Summer Withdrawal (FL) Record may be reported for any student who was enrolled in the district at the end of the prior school year who withdrew from the district prior to the start of the current school year. If a student attends even a single day of the current school year in the district, the FL Record may not be used to report the student’s withdrawal.

A student who withdraws over the summer may be reported with a Student Attributes – Effective Date (FD) Record, a Student Standing (FS) Record, and a Student Demographic (GI) Record, or the student may be reported with a single FL Record. Note that if FD/FS/GI Records are reported, all elements on those records must have values that are valid for the current school year. If a district reports an FL Record, then that student cannot also be reported with FD/FS/GI Records.

☀ State Student ID (SSID) Element

Record Field Number	FL050
Definition	The state assigned unique identifier.

Valid Option

Nine-character alphanumeric as assigned by the SSID System

Reporting Instructions. For this record, the SSID must be reported. Reporting the student’s EMIS ID will result in errors.

☀ Withdrawal Date Element

Record Field Number	FL070
Definition	The date the student was withdrawn from the district.

Valid Options

CCYYMMDD Year, Month, Day

Reporting Instructions. A withdrawal date of July 31, 2015, is to be reported as 20150731. Only dates after the last day of school for the prior school year and before the first day of school for the current school year may be reported for this element.

☀ Withdrawal Reason Code Element

Record Field Number	FL060
Definition	See FS100

Valid Options

See FS100 for Valid Option values.

Reporting Instructions. For guidance on which code to report, see the reporting instructions for this element on the Student Standing (FS) Record (EMIS Manual Section 2.4).

 **Withdrawn To IRN Element**

Record Field Number	FL080
Definition	See FS360

Valid Options

See FS360 for Valid Option values.

Reporting Instructions. For guidance on what to report, see the reporting instructions for this element on the Student Standing (FS) Record (EMIS Manual Section 2.4).

Defining a Unique Record

Each EMIS record has specific fields that must be unique on each row of data reported to the Department. For the Student Summer Withdrawal (FL) Record, the following field must be unique.

Required Field	Number
State Student ID (SSID)	FL050

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Number	Position	Name	PIC/Size
	1-8	Filler	PIC X(8)
FL010	9-10	Sort Type	PIC X(2)
		Always "FL"	
	11	Filler	PIC X
FL020	12-15	Fiscal Year, e.g., 2020 (CCYY)	PIC X(4)
FL030	16	Data Set	PIC X
		S – Student	
FL040	17-22	District IRN	PIC X(6)
FL050	23-31	State Student ID	PIC X(9)
FL060	32-33	Withdrawal Reason Code	PIC 9(2)
FL070	34-41	Withdrawal Date	PIC 9(8)
FL080	42-47	Withdrawn to IRN	PIC X(6)