ODE EMIS MANUAL

Section 3.8:
Staff Missing Override (CP) Record

Ohio | Department of Education

EMiS
Education Management Information System

Version 4.7
July 6, 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
4.7	7/6/23	FY24	24-31	Clarified when to request an override from the ITC.
4.7	7/6/23	FY24	24-20	Updated Position Separation Reason options to match 3.4.
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	8/12/19	FY20	NA	Posted for FY20.
4.2	7/2/18	FY19	NA	Posted for FY19.
4.1	12/28/17	FY18		No FY18 changes.
4.0	7/24/17	FY17	NA	No FY17 changes.
3.0	8/18/16	FY16		Changed name of State Staff ID Previous Reporting Period Element to align with updated language.
3.0	8/18/16	FY16		Added Coming Changes section.
2.0	11/20/15	FY15L		Updated language to reflect shift from reporting periods to FY15 reporting.

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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3.8 STAFF MISSING OVERRIDE (CP) RECORD

Required Collections

The Staff Missing Override (CP) Record is to be reported for the Initial and Final Staff and Course (L) Collections.

General Guidelines

One or more Staff Missing Override (CP) Records is reported for staff members who are no longer with the district, and who last were with the district during a time period such that their separation from the district should have been reported in a prior year.

For example, if a staff member leaves the district during a school year, then that separation must be reported that year. If the district failed to report the staff member as no longer employed by the district that year, then an override would be required to remove that staff member from the Missing Staff report the next year.

Likewise, a staff member who completes the prior school year but ends all employment before the start of the next school year must be reported as separated in the Staff and Course Collections. If the district fails to report the separation, then an override would be required to remove that staff member from the Missing Staff report.

Overrides are not a replacement for correct and timely reporting of EMIS data. Requesting an override via this record is acknowledging that incorrect data was reported in a prior collection.

Not all overrides needed for staff will be possible via reporting this record. For example, a staff member who was reported in the prior year with~~changes from~~ a local Z-ID and is being reported in the current year with a state credential ID~~to a state credential ID~~ will still need an override to remove the Z-ID from the Missing Staff report, but that override must be requested via your ITC and the EMIS Helpdesk. If the Z-ID was reported in the *current* year before the credential ID was reported, then an override is *not* needed. As with overrides reported via the CP Record, overrides requested via an ITC do not correct misreported data; these overrides merely remove the staff member from the Missing Staff report.

Staff Missing Override Data Elements

The following portion of this section discusses each of the data elements within the Staff Missing Override (CP) Record. The elements are organized alphabetically.

☼ *Position Separation Date Element*

Record Field Number	CP060
Definition	The last date of employment of the staff member.

Valid Options
YYYYMMDD Year, Month, Day

Reporting Instructions. For Staff and Course Collection reporting, only dates before the end of the prior school year will be valid.

☼ *Position Separation Reason Element*

Record Field Number	CP070
Definition	Reason the staff member left position.

Valid Options

1	Retirement
3	Employer initiated
4	Resigned - Took a job outside the field of education
5	Resigned - Took another education job in Ohio
6	Resigned - Took another education job out of state
7	Resigned - ~~Other~~Unknown or does not fit into options 4, 5, or 6
8	Employee accepted new position within district
9	Deceased

☼ *State Staff ID Previous Collection Request Element*

Record Field Number	CP050
Definition	A unique statewide ID used to match a staff member's data to EMIS data from previous collection requests and to the state certification and licensure database, as reported for the staff member in CI270 during the prior collection.

Valid Options
A 2 letter, 7 number string: XX9999999

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 Staff Missing Override (CP) Record, the following field must be unique.

Required Fields	Number
State Staff ID Previous Collection Request	CP050

3.8 STAFF MISSING OVERRIDE (CP) RECORD FILE LAYOUT

Number	Position	Name	PIC/Size
	1-8	Filler	PIC 9(8)
CP010	9-10	Sort Type	PIC X(2)
		Always "CP"	
	11	Filler	PIC X
CP020	12-15	Fiscal Year, e.g., 2020 (CCYY)	PIC X(4)
CP030	16	Data Set	PIC X
		L – Staff/Course	
CP040	17-22	District IRN	PIC X(6)
CP050	23-31	State Staff ID Previous Collection Request	PIC X(9)
CP060	32-39	Position Separation Date (CCYYMMDD)	PIC X(8)
CP070	40	Position Separation Reason	PIC X