

EMIS Change 24-101

HB 33 (the budget bill) allows students to complete CTE coursework at OTCs under certain circumstances. This change adds a new Delivery Method and a new Sent Reason. Reporting instructions for when to use these new options are being added to the appropriate sections of the EMIS Manual.

SECTION 2.4: STUDENT STANDING (FS) RECORD

☀ *Sent Reason 1 Element*

Record Field Number	FS200
Definition	Reason a student is sent to another district.

☀ *Sent Reason 2 Element*

Record Field Number	FS230
Definition	Reason a student is sent to another district if the student is sent to a second district

Valid Options

[TC](#) [Student is attending a CTE course that is delivered at an Ohio Technical Center \(OTC\) via contract under ORC §3313.901 and the total enrollment between the OTC and all districts enrolling the student is greater than a full-time enrollment.](#)

☀ *Sent To Percent of Time 1 Element*

Record Field Number	FS220
Definition	The average percent of time, for the week, that the student participates in any instruction provided by an employee at a non-EMIS reporting entity.

☀ *Sent To Percent of Time 2 Element*

Record Field Number	FS250
Definition	The average percent of time, for the week, that the student participates in any instruction provided by an employee at a non-EMIS reporting entity.

Reporting Instructions. The sum of the Student Percent of Time Element (FS120) and the Sent to Percent of Time Elements (both) for a student may not be greater than 100 [unless the student is reported with a Sent Reason \(FS200 or FS230\) of “TC”.](#)

Sent to Percent of Time 1 Element must be used when the Sent To IRN 1 Element is a non-EMIS reporting entity and the time at that entity is not included in the regular Student Percent of Time Element (FS120).

If Sent Reason = “PS” or “NP” or “MR” or “TC”, the record should include School Year Attendance, Excused, and Unexcused Absence Hours for the duration of time that the record was effective. If Sent Reason = “AU” or “JP”, the School Year Hours should be zero.

When a student attends a course at an Ohio Technical Center (OTC) via a contract under ORC §3313.901, Sent Reason “TC” and a Sent to Percent of Time are reported only if the student’s entire enrollment across all entities is greater than full time. If the student is greater than full time, the Sent to Percent of Time is calculated by taking the number of enrollment hours the student is beyond full time and dividing it by the number of hours in the standard calendar for a full-time student at the district. A special calendar with those additional hours is not reported by the district.

The following examples describe reporting for the most common OTC enrollment scenarios and calculations.

Example 14.

<u>Student attends JVSD or District and OTC</u>		
<u>Student is full time or less</u>		
<u>Scenario.</u> Student is enrolled for 525 hours in JVSD programs at JVSD or other district (not both); JVSD/district assigned calendar has 1050 hours total. The student’s OTC course hours total 420. Student is less than full time (945 of 1050 hours).		
JVSD/district contribution to percent of time (FS120) = 50% (525 of 1050)		
OTC contribution to percent of time (FS120) = 40%		
Student’s overall percent of time = 90%		
<u>JVSD/District Reporting</u>		
<u>Student Percent of Time (FS120)</u>	<u>Sent Reason 1 (FS200)</u>	<u>Sent to Percent of Time 1 (FS220)</u>
<u>090</u>	<u>NA</u>	<u>000</u>

Example 15.

<u>Student attends JVSD or District and OTC</u>		
<u>OTC hours cause student to be more than full time</u>		
<u>Scenario.</u> Student is enrolled for 945 hours in JVSD programs at JVSD or other district (not both); JVSD/district assigned calendar has 1050 hours total. The student’s OTC course hours total 420. Student is more than full time (1365 of 1050 hours) and eligible for up to 1.3 FTE.		
JVSD/district contribution to percent of time (FS120) = 90% (945 of 1050 hours)		
OTC contribution to percent of time (FS120) = 10% (105 of 1050 hours)		
OTC additional contribution to percent of time (FS220) = 30% (additional 315 hours)		
Student’s overall percent of time = 130% (1365 of 1050 hours)		
<u>JVSD/District Reporting</u>		
<u>Student Percent of Time (FS120)</u>	<u>Sent Reason 1 (FS200)</u>	<u>Sent to Percent of Time 1 (FS220)</u>
<u>100</u>	<u>TC</u>	<u>030</u>

Example 16.

Student attends JVSD, sending district, and OTC
OTC hours cause student to be more than full time

Scenario. Student is enrolled full time between JVSD and sending district. For time at the JVSD and sending district, both report as they would for any other shared student (for this example, both are reporting 50%). Student is taking an OTC course through a contract with the JVSD. OTC course is not reported by the sending district, though graduation related information may need to be reported by sending district based on OTC course completion. JVSD, as the entity contracting with the OTC, reports the student’s time at the OTC.

JVSD assigned calendar has 1050 hours total. The student’s OTC course hours total 420. The JVSD is eligible for up to 0.9 FTE, and the sending district funding would be unchanged at 0.5 FTE.

- District contribution to full time percent of time = 50%
- JVSD contribution to full time percent of time = 50%
- OTC additional contribution to percent of time = 40% (additional 420 hours)
- Student’s overall percent of time = 140% (1470 of 1050 hours)

JVSD Reporting

<u>Student Percent of Time (FS120)</u>	<u>Sent Reason 1 (FS200)</u>	<u>Sent to Percent of Time 1 (FS220)</u>
<u>050</u>	<u>TC</u>	<u>040</u>

SECTION 4.1: COURSE RECORDS OVERVIEW

SPECIAL REPORTING SITUATIONS

Courses Contracted From Ohio Technical Centers. Ohio Revised Code Section 3313.901 allows students to take courses at an Ohio Technical Center (OTC) through a contract. When a student enrolls in one of these OTC courses, the course is reported in the same manner as any other contracted course with one exception: the course is reported with the “TC” option in the Delivery Method Element on the Course Master (CN) Record. The student’s percent of time and enrollment in the course are both reported by the district who has the contract with the OTC.

Since the OTC is not an EMIS reporting entity, “*****” is reported in the Staff Provider IRN Element on the Staff Course (CU) Record. In addition, since OTCs do not report staff information to EMIS, the district who contracts with the OTC must report the OTC staff member who is teaching the course, typically with option “A” in the Position Status Element on the Staff Employment (CK) Record. Per ORC §3313.901, the OTC instructor can teach students in grades 7-12 using an adult education permit or may have appropriate K-12 licensure for the course being taught. Holding either type of credential means that the instructor has been assigned the ID needed for the State Staff ID Element on the Staff Demographic (CI) Record.

SECTION 4.2: COURSE MASTER (CN) RECORD

☀ *Delivery Method Element*

Record Field Number	CN320
Definition	Identifies the means by which instruction is provided/communicated to the student(s) in the course.

Valid Options

TC Ohio Technical Center

CTE course or Senior Only Industry Credential course that is delivered at an Ohio Technical Center (OTC) via a contract under ORC §3313.901.

☀ *Location IRN Element*

Record Field Number	CN110
Definition	The IRN of building where the course is held.

Valid Options

Six-digit IRN
999999

Reporting Instructions. In general, the IRN of the physical location where the course is being held is to be reported. The following examples illustrate cases that may deviate from the general case.

Ohio Technical Centers Courses. Ohio Revised Code Section §3313.901 allows students to take courses at an Ohio Technical Center (OTC) through a contract. As with other CTE and Senior Only Industry Credential courses, the Location IRN is used for funding purposes for OTC programs and must match the IRN where the program is approved.