

**EMIS MISSING
REPORT EXPLANATION
(.EMIS_MISSING_PERCCYY.PRT)**

Education Management Information System (EMIS)



Revision Date January 22, 2007

**Prepared by
Office of Information Policy and Management**

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Revision History

The revisions to this document listed in the table below.

Revision Date	Owner/Source	Description of Change
January 2, 2007	ODE, IPM	Created from report, programs
January 22, 2007	ODE, IPM	Revised for February (C) reporting period
March 26, 2007	IPM, Roger	Added clarification about submission status of "*" and "N".

C:\Documents and Settings\lanicka.shepherd-mas\Desktop\New Folder (2)\EMIS Missing EXP.doc
Revision Date January 22, 2007

Report Overview

General Description and Significance

This report lists all of the districts in OEDS, indicating whether a district is closed or open, and showing the status of files that are expected to be sent to ODE. It allows districts to be assured that data has been processed by ODE and incorporated into the appropriate files. It will also indicate files that may not be required to be submitted to ODE.

Note: This report in no way describes the completeness or correctness of the data. If even a single record for a particular file type is submitted, the submission of that file type is noted on this report.

This report contains the reporting status of all districts in all ITCs. It is distributed to each ITC during every week of the processing cycle.

Note: For the February reporting period entities may be listed on the report that do not need to submit any data during the February reporting period.

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: EMIS_MISSING_PERCCYY.PRT. The PER in the title names the EMIS reporting period and the CCYY names the fiscal year of the report. This report is produced during every EMIS reporting period.

ODE Processing

Process Description

This report is generated based on the intake of the EMIS files from the ITCs. As each submission set is evaluated and determined to have a correct header, footer, and at least one data record, this information is written to the AUDIT file. The AUDIT file contains data from the current week and all preceding weeks of the current processing cycle and the report is generated from it.

Data Source

Submitted Data Used in Report

Element Name	Record Field #	File Name	Special Notes
SORT TYPE		SUBMITTED DATA, VARIES ACCORDING TO SORT TYPE	
SUB TYPE		SUBMITTED DATA, VARIES ACCORDING TO SUB TYPE	
DISTRICT TYPE		<i>OEDS</i>	
DISTRICT CODE		<i>OEDS</i>	“0000” NEEDED TO DISTINGUISH ESC FROM OTHER DISTRICT TYPE “3”.
ITC		<i>OEDS</i>	2-DIGIT NUMBER
STATUS		<i>OEDS</i>	TO INDICATE CLOSED DISTRICTS ON REPORT

Derived Data Used in Report

Element Name	Record Field #	File Name	Field Value	Conversion factors
PROCESSING DATE		<i>AUDIT</i>		

Report Selection Criteria

Districts that appear on this report are determined by their OEDS values:

- OEDS District Type = "0","1","2","3","4","G","H"
- OEDS Status = '1','2','8'

The values of the flags under each column of the report are determined by the sort type and sub type of the records that were successfully submitted. The determination of the *, A, N, or NS flags is based on the reporting period requirements and the district's profile.

Report Sample

Header Information

The header lines identify the report, tell when the report was created, and include a key for identifying the flags under each column heading.

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

Detail Information

- The OBS column is a SAS element, numbering each district found for the report.
- The CLOSED column contains "*" when the OEDS district type = "2"
- District IRN
- District Name
- County in which the district is located
- List of file types expected to be submitted to ODE. The flag under each file type is determined by the successful acceptance of a district's data. These flags may vary for the same district from one reporting period to the next based on the requirements of that reporting period and the profile of the district.
 - "Y" Data received and processed
 - "NS" Data not received by ODE
 - "N" Data not received by ODE, but may not be needed
 - "A" Data not received by ODE and impacts accountability
 - "AC" All data impacting accountability has been submitted
 - "*" Status not applicable, data may not be needed for reporting period

Note: When an "N" or "*" show in a column it indicates that the district will **not** be on the Data Accountability Missing List for that file. For the February reporting period community schools may see "N" or "*" for all records, this means that they will may not need to submit any data for February and they will not show up on the data accountability missing list.

- The ITC abbreviated name
- The indicator as to whether or not all accountability data files have been received. Note, again, that this flag only tells the district that at least one of the records for each one of the files was processed by ODE. It does not give an indication of the completeness, correctness, or integration of the various types of files.

February Report Period:

Since only some community schools are required to report during the February reporting period and some districts may not be required to submit all records for February reporting, the list below indicates what record types that we require for the entities indicated:

City, Local, and Exempted Village District without any CTAE program(s):

Student FTE by Grade/Race ASSG (GI, GK)

Program Counts PC (GI, GQ)

Building General Information- February DH

JVSD, City, Local, and Exempted Village District with one or more CTAE program(s):

Student FTE by Grade/Race ASSG (GI, GK)

Program Counts PC (GI, GQ)

Building General Information- February DH

Staff Demographic CI

Staff Job CK

Course Info AMCC (CN, CI, CK)

Course Count by Grade/Race ACGR (CI, CK, CN, GI, GN)

Community School with one or more CTAE program(s):

Student FTE by Grade/Race ASSG (GI, GK)

Staff Demographic CI

Staff Job CK

Course Info AMCC (CN, CI, CK)

Course Count by Grade/Race ACGR (CI, CK, CN, GI, GN)

ESC or Community School without any CTAE program(s):

Will not appear on missing data list

OHIO DEPARTMENT OF EDUCATION
INFORMATION MANAGEMENT SERVICES

12:05 Saturday, December 30, 2006 1

DISTRICTS MISSING ALL OR PARTIAL DATA FOR OCTOBER FY2007 - REPORTING PERIOD C

STAT = AC DENOTES ALL DATA IMPACTING ACCOUNTABILITY HAS BEEN SUBMITTED

A=DATA NOT SUBMITTED - IMPACTS ACCOUNTABILITY * = SUBMITTED NO OCT DATA Y=DATA SUBMITTED NS=DATA NOT SUBMITTED N=DATA MAY NOT BE REQUIRED

Obs	CL OS ED	DIST IRN	DIST NAME	COUNTY	STAFF DEMO CI	STAFF JOB CK	CRSE MSTR AM/CC	STUD FTE AS/SG	STUD CNTS AC/GR	PROG CNT PC	GEN INFO DQ	BUILD FALL DF	STAFF CRSE AC/VE	KDG READI GO	PRESCH ASSESS GB	PRESCH ASQ/SE GS	CONTRACT STAFF CJ	CONTRACT ONLY CC	I.T.C.
1		000784	Academy of Columbus	Franklin	Y	Y	Y	Y	Y	Y	Y	Y	N	Y	N	N	N	N	AC
2	*	000955	Amanda-Clearcreek Career	Fairfield	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
3	*	000221	Dublin Community High School	Franklin	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
4	*	149070	Fairfield Union Digital Admy	Fairfield	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
5	*	008053	Fremont City Alternative Schoo	Sandusky	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
6	*	008285	Ginn Academy	Cuyahoga	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
7		143198	Great Western Academy	Franklin	Y	Y	Y	Y	Y	Y	Y	Y	N	Y	N	N	N	N	AC
8	*	000535	Lima Academy for Gifted	Cuyahoga	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
9	*	000403	Mansfield Enrichment Academy	Richland	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
10	*	000911	Metro Middle School	Licking	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
11	*	000925	Mid-Ohio Distance Electronic	Richland	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
12	*	000591	New Albany School Middle	Franklin	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
13	*	151159	Norton Learning Academy	Summit	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
14	*	000931	Opportunities Unlimited High	Cuyahoga	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
15	*	000932	Opportunities Unlimited Middle	Cuyahoga	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
16	*	000599	Orrville Academy	Wayne	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
17	*	000921	Success At School Center	Marion	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
18	*	008288	The Bucyrus Academy	Crawford	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
19	*	000933	Thrive Academy	Cuyahoga	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
20		000564	Virtual Schoolhouse, Inc.	Cuyahoga	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N	N	N	AC
21	*	133595	West Carrollton Community	Montgomery	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
22	*	000940	Xenia Plus	Greene	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
23		043703	Campbell City SD	Mahoning	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N	N	N	ACCES AC
24		043919	East Liverpool City SD	Columbiana	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N	N	N	ACCES AC
25		043927	East Palestine City SD	Columbiana	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	Y	ACCES AC
26		044735	Salem City SD	Columbiana	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N	ACCES AC
27		044859	Struthers City SD	Mahoning	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N	N	N	ACCES AC

RECORDS NEEDED FOR MAPPING DISTRICT DATA TO AGGREGATE DATA:

ASSG=GI,GK AMCC=CN,CI,CK ACGR=CI,CK,CN,GI,GN ALSO GQ FOR RESCHOOL COURSES
ACVE=CI,CK,CN,GI,GK,GN,GQ,GT + COURSES WITH TYPE DXX,PXX OR VXX PC=GI,GQ

Error Detection and Correction

This report should be used in conjunction with one or more of the following reports to determine reasons when and why data were not accepted by ODE.

- .TXT_CCYYX_GEN_AUDIT
- .TXT_CCYYP_GEN_SUBMISSION_STAT
- EMIS_SUBMIT_STATUS_ALL_CCYYMMDD_CCYYP.TXT;
- EMIS_SUBMIT_STATS_COMM_CCYYMMDD_CCYYP.TXT

These reports provided general information about the files that were processed by ODE. Districts should review other reports distributed during the reporting cycles by their contracted ITC to determine whether or not the data received by ODE is the same as the data the district believed it submitted.

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