

**GENERAL SUBMISSION STATUS
REPORT EXPLANATION
(.TXT_CCYY?_GEN_SUBMISSION_STAT)**

Education Management Information System (EMIS)



Revision Date May 23, 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
July 31, 2006		Created from report sample, program code; valid for FY07 October(K) reporting period



Report Overview

General Description and Significance

This program allows districts to determine what required files have been accepted by ODE. This report shows each district what reports still need to be successfully submitted to ODE and which affect accountability if they are not.

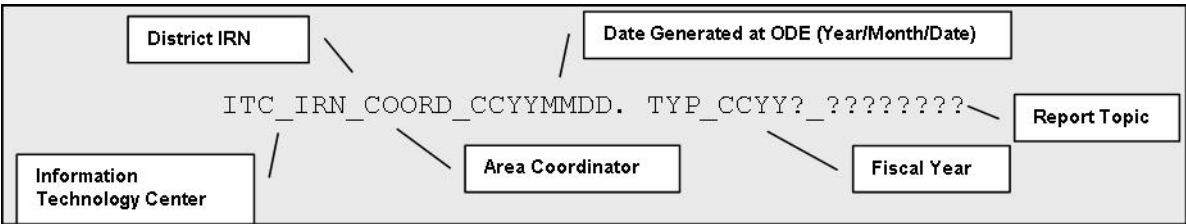
This program creates a hard copy of the submissions for each public school district in every report periods' weekly processing cycle. These reports are delivered to each district through the ITC of record.

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**.
- CCYYYP denotes the century and year and processing period.

Report Name and Timing

The file name for the report is: **DAS_IRN_COORD_CCYYMMDD.TXT_CCYYYP_GEN_SUBMISSION_STAT**; its components are described below. This report is produced during every reporting period; the P value will change for each.



ODE Processing

Process Description

The information on these reports comes from files that are created during the week-end processing cycle. They contain information identifying the files submitted to ODE and the dates on which they were submitted.

Data Source

Submitted Data Used in Report

The only fields that are reported exactly as they have been submitted by the district are the district IRNs.

Derived Data Used in Report

Element Name	File Name	Field Value
AGGREGATION FILE DATE	<i>Audit_process_date.rms</i>	Date on which above were submitted
AGGREGATION FILE NAME	<i>Submission_status_ccyyp.dat, Audit_process_date.rms</i>	AMCC, ASSG, ACGR, or other aggregated data
AREA COORDINATOR	<i>Submission_status_ccyyp.dat</i>	Two-digit number, e.g. 08
COUNTY	<i>Submission_status_ccyyp.dat</i>	County in which the district lies
DISTRICT CODE	<i>Submission_status_ccyyp.dat</i>	Four characters, e.g. 0000, 0865
DISTRICT IRN	<i>Submission_status_ccyyp.dat, Audit_process_date.rms</i>	6-digit, state-assigned IRN
DISTRICT NAME	<i>Submission_status_ccyyp.dat</i>	District name as it is reported in OEDS
DISTRICT TYPE	<i>Submission_status_ccyyp.dat</i>	One character, e.g. 1, G
FINANCIAL FILE DATE	<i>Audit_process_date.rms</i>	Date on which above were submitted
FINANCIAL FILE NAME	<i>Submission_status_ccyyp.dat, Audit_process_date.rms</i>	DB, DR year-end files
FISCAL YEAR	<i>Audit_process_date.rms</i>	CCYY
ITC NAME	<i>Submission_status_ccyyp.dat</i>	Name of data center through which reports are submitted
REPORTING PERIOD	<i>Audit_process_date.rms</i>	e.g. K, N
SUBMITTED FILE DATE	<i>Audit_process_date.rms</i>	Date on which above were submitted
SUBMITTED FILE NAME	<i>Submission_status_ccyyp.dat, Audit_process_date.rms</i>	CI, CK, DQ, DG or other non-aggregated date

Report Selection Criteria

The **SUBMISSION STATUS** file is read and its IRN is used to determine which **AUDIT PROCESS** records belong to the same district. Therefore there must be a DISTRICT IRN match between the two files. In order for a date submitted to be printed on the report, the two files must also have a match on the file names, submitted or aggregated.

C:\Documents and Settings\lanicka.shepherd-mas\Desktop\reports to post\GEN SUBMISSION STATUS EXP.doc
Revision Date May 23, 2007

Report Sample

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 and the data source. 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, the page number and total pages, and the reporting period to which the report belongs.

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, the ITC and AREA COORDINATOR of the district.

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

Detail Information

The fields reported on each detail line are:

- **RECORD SORT TYPE** Two or 4 character designation of the file
- **STATUS** One of five possible. The record sort types included will vary for each reporting period:
 - Y Data submitted
 - NS Data not submitted
 - A Data not submitted and affects accountability
 - N Data may not be required
 - * Submitted no data for the reporting period
- **DATA SUBMITTED TO ODE AS OF** Date on which ODE received the file; There should be a date with every Y status.

There is a special note at the bottom of the page that tells the number of processing weeks left in the current reporting period. It also describes the implications of any files whose status is "A".

The footnote also clarifies what data files are needed to create the aggregated files:

- YASG ← GI, GK
- AMCC ← CN, CI, CK
- ACGR ← CI, CK, CN, GI, GN ALSO GQ FOR PRESCHOOL COURSES
- ACVE ← CI, CK, CN, GI, GK, GN, GQ, GT + COURSES WITH TYPE DXX, PXX OR VXX
- PC ←GI, GQ

District: A Public School District in Ohio
IRN: 222222 County: InOhio

Information Technology Center: SWOCA
Area Coordinator: 08

RECORD SORT TYPE	STATUS	DATA SUBMITTED TO ODE AS OF
Staff Demographic (CI):	Y	03/03/2006
Staff Job (CK):	Y	03/03/2006
Master Course (AM/CC):	Y	03/03/2006
Student FTE (AS/SG):	Y	03/03/2006
Student Counts (AC/GR):	Y	03/03/2006
Program Counts (PC):	Y	03/03/2006
District General Information - Fall/October (DQ):	Y	03/03/2006
Building General Information - Fall/October (DF):	Y	03/03/2006
Staff Course (AC/VE):	Y	03/03/2006
Kindergarten Readiness Assessment (GO):	N	00/00/0000
Preschool Assessment (GB):	N	00/00/0000
Contractor Staff Job (CJ):	N	00/00/0000

***** A SPECIAL NOTE ABOUT DATA ACCOUNTABILITY *****

**** PLEASE NOTE: YOU HAVE 0 OPPORTUNITIES TO PROCESS DATA BETWEEN THE DATE OF THIS REPORT AND THE FINAL PROCESSING DATE ****
**** FOR OCTOBER (K) FY2006, WHICH IS 3/03/2006. COMMUNITY SCHOOLS, ALL DISTRICTS, ESCs AND JVSds SHOULD PAY PARTICULAR ****
**** ATTENTION TO THOSE RECORDS WITH THE 'A' STATUS CODE NOTED ABOVE. SUBMISSION OF INCOMPLETE (DENOTED BY 'A' CODE) OR ****
**** INACCURATE DATA FOR THIS REPORTING PERIOD WILL TRIGGER A FRIENDLY BUT URGENT REMINDER LETTER TO BE MAILED ON 12/13/2005. ****
**** AN OFFICIAL OUT OF COMPLIANCE LETTER WILL BE MAILED ON 1/17/2006 WITH GUIDANCE AS TO CORRECTIVE ACTION. AS OF 1/17/2006, ****
**** THE 45-DAY DATA ACCOUNTABILITY CORRECTIVE ACTION CYCLE WILL BE INITIATED, INCLUDING WITHHOLDING OF DISTRICT FUNDING. ****
**** ****
**** IF THERE ARE NO STUDENTS IN THE ENTIRE DISTRICT OR COMMUNITY SCHOOL FOR WHOM ANY PROGRAM CODES ARE REQUIRED TO BE ****
**** REPORTED FOR OCTOBER, CONTACT KARLYN GEIS AT KARLYN.GEIS@ODE.STATE.OH.US OR (614) 466-9208. ****
**** ****
**** ****

Legends:
A=NOT SUBMITTED IMPACTS ACCOUNTABILITY, Y=DATA SUBMITTED, NS=DATA NOT SUBMITTED, N=DATA MAY NOT BE REQUIRED,
*=SUBMITTED NO OCTOBER DATA

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 PRESCHOOL COURSES
ACVE=CI,CK,CN,GI,GK,GN,GQ,GT + COURSES WITH TYPE DXX,PXX OR VXX PC=GI,GQ

Error Detection and Correction

If there are any discrepancies between what a district thought they submitted and what is being reported as received at ODE, district personnel should check the aggregation errors.

If there are fatal warnings that were not corrected, the file should never have been sent to ODE and would show up as missing.

If the date of the file submission is earlier than the district anticipated, the reason may be the same, i.e., the latest submission was rejected because of fatal errors.

The district can find additional information about data submissions in the file **.TXT_2007X_GEN_DATA_STAT**. It is a report that is also distributed each reporting period.

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