GIFTED STUDENT
REPORT EXPLANATION
(.TXT_CCYYN_STU_GIFTED)
(.CSV_CCYYN_STU_GIFTED)

Education Management Information System (EMIS)

Revision Date March 29, 2007

Prepared by
Office of Information Policy and Management

Table of Contents

Revision History

The revisions to this document listed in the table below.

Revision Date	Owner/Source	Description of Change
March 29, 2007	ODE, IPM	Created from existing documentation, programs, reports

Report Overview

General Description and Significance

The Gifted Student Report includes data on the number of students screened, assessed, and identified in each area of giftedness for each district.

Reports are produced for all city, exempted village, local school districts, and community schools, based on Yearend (N) EMIS data.

This report was created for district/buildings to verify gifted student data, as reported to ODE by the districts via EMIS on the Gifted Student Record. The accuracy of these data is critical. Districts should report data that accurately reflect what is occurring in a building/district. These data will be used in reports to the legislature for use in policy decisions and could be used by the Ohio Department of Education during gifted audits. In addition, counts of students identified as gifted on the Student Gifted Record will be included as a subgroup on the accountability reports for each building/district.

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

Report Name and Timing

The file name for the traditional report is:
DAS_IRN_COORD_CCYYMMDD.TXT_CCYYN_STU_GIFTED; its components are described below. This report is produced during the Yearend (N) reporting period.
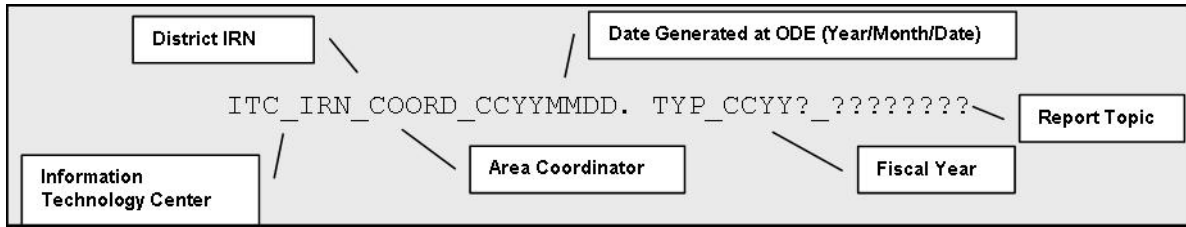
The file name for the CSV (comma delimited) file is:
DAS_IRN_COORD_CCYYMMDD.CSV_CCYYN_STU_GIFTED; its components are described below. This report is produced during the Yearend (N) reporting period.
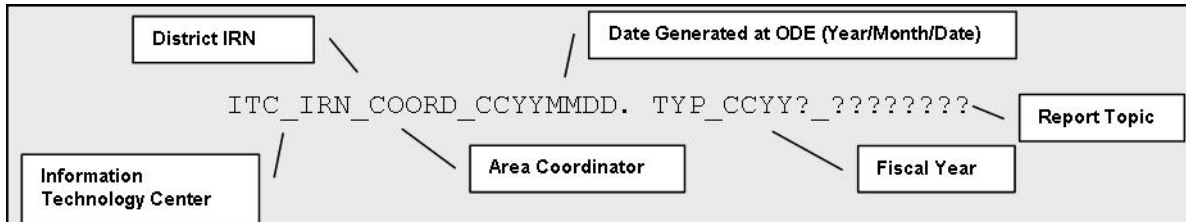
ODE Processing

Process Description

These data are submitted to ODE in the ***Student Attendance, Student Demographic,*** and ***Student Gifted Education*** records. The aggregation process creates the Attending Home Status code and State Equivalent Grade Level as well as calculates counts and sums. These data are sent to ODE via each district's contracted Information Technology Center (ITC). After data have been accepted and processed by ODE, the reports are generated.

Data Source

The primary source of the data are the ***Student Attendance, Student Demographic,*** and ***Student Gifted Education*** records. The first two are combined into the ***YAAT (Yearend Attendance)*** record during the weekly EMIS processing cycle in the Yearend (N) reporting period.

OEDS is used to provide header information for the report pages and to determine the output file name.

The ***EMIS_AUDIT*** file is used to provide the date data were submitted to ODE.

Submitted Data Used in Report

See CSV file <u>data elements</u> since all submitted elements are listed there.

Derived Data Used in Report

Element Name	Record Field #	File Name	Field Value	Conversion factors
STATE EQUIVALENT GRADE LEVEL	A1255	*ASSG*		GRADE LEVEL (GI1330) = "PS" with a numeric DISABILITY CONDITION
STATE EQUIVALENT GRADE LEVEL	A1255	*ASSG*		GRADE LEVEL(GI1330) = "KG" with a DISABILITY CONDITION (GI160) = "11"
STATE EQUIVALENT GRADE LEVEL	A1255	*ASSG*		"GRADE LEVEL (GI1330) is "KG" with a numeric DISABILITY CONDITION (GI160)
ENROLLED STUDENT	C001	*ASSG*	YES	Many factors including valid building IRN, first and last day, admit date, student status
ATTENDING HOME STATUS	A1050	*ASSG*	1ST character = "1", 2nd character = STUDENT STATUS	ENROLLED STUDENT and GK305 = "0"
ATTENDING HOME STATUS	A1050	*ASSG*	1st character = "2", 2nd character = STUDENT STATUS, FTE calculated	ENROLLED STUDENT, GK305 not = "0", GI150 = "0"
ATTENDING HOME STATUS	A1050	*ASSG*	1ST character = "1" and 2nd character = STUDENT STATUS, FTE calculated, flagged as Not Open Enrollment	ENROLLED STUDENT, GK305 not = "0", GI150 > "0", GI120 not = "9", "2", "3", or "B"
ATTENDING HOME STATUS	A1050	*ASSG*	1ST character = "1" and 2nd character = STUDENT STATUS, FTE calculated, flagged as Open Enrollment	ENROLLED STUDENT, GK305 not = "0", GI150 > "0", GI120 = "9", "2", "3", or "B"
DATE SUBMITTED				From processing date

Report Selection Criteria

Students included:

- Are in preschool through grade "23" [*CURRENT GRADE LEVEL ="PS", "PH", "PK", "KG", "KH", " 01", "02", "03", "04", "05", "06", "07", "08", "09", "10", "11", "12", "13", "23"*];

<u>AND</u>;
- Are reported with *Student Status* = "*0*", "*1*", "*3*", "*4*", "*5*", "*7*", "*8*", "*9*", "*A*", "*B*", "*C*", "*D*", "*L*", "*S*", "*P*", "*T*", "*W*";

<u>OR</u>
- Are reported *Attending/Home IRN Indicator* = "*2*", "*3*", "*4*", "*5*, or "6";

<u>OR</u>
- Students educated at community schools, reported with *Student Status* = "*M"* are counted at the reporting community school.

Report Sample, Traditional Report

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 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.

These headers appear on each page of the report. There are four pages on the traditional report and each of these pages has its own column headers indicating the data described on each detail line.

Detail Information

The four sections of the district's traditionally formatted report are:
- Unduplicated count of students screened and assesse*d* during the current school year.
- Count of students screened and assessed during the current school year by area of giftedness.
- Unduplicated count of students identified and served.
- Count of students Identified as gifted, and gifted students served by area of giftedness.

On the first page, the **Unduplicated Student Count**, there are three columns: **Grade, Total Screened**, and **Total Assessed**. Each row designates a student **grade level**. The values in each row/column are the counts for each unique student who was screened or assessed

for one or more of the gifted areas. A student is counted a single time regardless of the number of areas in which that individual student may be screened or assessed or identified. These counts reflect the screening and assessment activity for the current fiscal/reporting year. There is a total of each column at the bottom of the page.

On the second page, the counts of **STUDENTS SCREENED AND ASSESSED BY AREA OF GIFTEDNESS**, each row lists the **GRADE LEVEL** of the student. Each column lists an activity of **SCREENED** or **ASSESSED** for each of the seven gifted areas collected in the EMIS process: MATH, SCIENCE, READING/WRITING, SOCIAL STUDIES, SUPERIOR COGNITIVE, CREATING THINKING, VISUAL/PERFORMING ARTS. Although a student will be counted only once in a specific column of any row, that student will be included in as many columns as necessary to describe the entire picture of that student's screening and assessment. E.G., a fifth grade student who was screened in Reading/Writing and Creative Thinking will be counted as one (1) in the **READING/WRITING, SCREENED** column of the 05 grade level row. That student will also be counted as one (1) in the **CREATIVE THINKING, SCREENED** column of the 05 grade level row. There is a total of each column at the bottom of the page.

The third page contains **IDENTIFIED AND SERVED STUDENTS UNDUPLICATED COUNT**. As on the previous pages, each row lists the student grade level. The columns are unduplicated counts, each student being counted once and only once regardless of how many areas apply to the student's giftedness.

The columns are:
TOTAL IDENTIFIED THIS YEAR: Students who have been identified during the current fiscal year, beginning with July 1 and ending with June 30.
GRAND TOTAL IDENTIFIED: Students who have been identified during the current fiscal year <u>or</u> during prior fiscal years.
TOTAL SERVED THIS YEAR   Students who have been served during the current fiscal year regardless of the year in which they were identified.
% OF GRAND TOTAL IDENTIFIED SERVED THIS YEAR.   Calculated by dividing the **TOTAL SERVED** number in that row by the **GRAND TOTAL IDENTIFIED** number in the same row.
There is a total row on this page, summing the numbers in the identified and served columns and recalculating the percent based on the **TOTAL SERVED** and **GRAND TOTAL IDENTIFIED** numbers in the **TOTALS** row.

The fourth page contains numbers for **IDENTIFIED AND SERVED STUDENTS BY AREA OF GIFTEDNESS.** Students will be counted on this page if they were counted on page 3, but they will be counted once for each area of giftedness in which they were identified and served (see page 2 for the discussions of duplicated counts). The sum of this numbers on the totals row will more often than not add up to a greater number than the total of page three.

The fifth page provides headcounts by **GIFTED PROGRAM CODES**. This is an unduplicated count, including the student for each of the programs in which s/he is participating. There are no totals provided on this page.

Page 1 – Unduplicated Count of Students Screened and Assessed

```
PROGRAM:  GIFTED_STUDENT_RPT_2004_YE        OHIO DEPARTMENT OF EDUCATION                      DATE:   05/11/2004
SOURCE:   OEDS, STUDENT_GIFTED,                 OFFICE OF DATA SERVICES                        PAGE:   1
          YEAR_END_ATTEND               EDUCATION MANAGEMENT INFORMATION SYSTEM               REPORT PERIOD:   N

                                             2003-2004 STUDENT GIFTED REPORT
                                                DISTRICT LEVEL SUMMARY

DISTRICT:  Aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaa                                    DATA ACQUISITION SITE:  AAAAAAA
IRN:       123456                                                               AREA COORDINATOR:       99
COUNTY:    Aaaaaaaaaa
```

This is a count of students screened during the current school year.

Grade levels PK, PH, and KH are generated during the aggregation process.

- Grade level *PK* is a student reported with *STUDENT GRADE LEVEL = KG*, and *DISABILITY CONDITION = 11*.
- Grade level *PH* is a student reported with *STUDENT GRADE LEVEL = PS*, and *DISABILITY CONDITION = 11*.
- Grade level *KH* is a student reported with *STUDENT GRADE LEVEL = KG*, and *DISABILITY CONDITION* NOT = *11* or "**".

This is a count of students assessed for giftedness during the current school year.

```
                                        UNDUPLICATED ST
                              ------------------------------------------
                              GRADE        TOTAL SCREENED      TOTAL ASSESSED
                              -----        -------------       --------------
                              PK              12,345               12,345
                              PH              12,345               12,345
                              PS              12,345               12,345
                              KG              12,345               12,345
                              KH              12,345               12,345
                              01              12,345               12,345
                              02              12,345               12,345
                              03              12,345               12,345
                              04              12,345               12,345
                              05              12,345               12,345
                              06              12,345               12,345
                              07              12,345               12,345
                              08              12,345               12,345
                              09              12,345               12,345
                              10              12,345               12,345
                              11              12,345               12,345
                              12              12,345               12,345
                              13              12,345               12,345
                              23              12,345               12,345
                              -----        ---------           -----------

                              TOTALS:      234,555               234,555
```

```
NOTES:  1) An "Unduplicated Count" counts each student record one time, regardless of the number of areas in which that single
           student may be screened, assessed, or identified.
        2) Counts reflect activity from the 2003-2004 school year.
```

Page 2 – Students Screened and Assessed by Area of Giftedness

```
PROGRAM:  GIFTED_STUDENT_RPT_2004_YE          OHIO DEPARTMENT OF EDUCATION                       DATE:   05/11/2004
SOURCE:   OEDS, STUDENT_GIFTED,                  OFFICE OF DATA SERVICES                          PAGE:   2
          YEAR_END_ATTEND              EDUCATION MANAGEMENT INFORMATION SYSTEM                    REPORT PERIOD:   N

                                             2003-2004 STUDENT GIFTED REPORT
                                                 DISTRICT LEVEL SUMMARY

DISTRICT:  Aaaaaaaaaaaaaaaaaaaaaaaaaa                                                 DATA ACQUISITION SITE:  AAAAAAA
IRN:       123456                                                                     AREA COORDINATOR:       99
COUNTY:    Aaaaaaaaaa
```

If a student was screened in 3 areas, the same student will appear in the "Screened" counts for all three of those areas.

```
                                                   ...SSESSED STUDENTS
                                                   ...OF  GIFTEDNESS
------------------------------------------------                 ------------------------------------------------------
                   SPECIFI                                        SUPERIOR       CREATIVE        VISUAL /
           -----------------------------------------------       COGNITIVE      THINKING        PERFORMING
                                       READING         SOCIAL     AREA           AREA            ARTS AREA
           MATH          SCIENCE       WRITING         STUDIES
           ------        --------      --------        --------   ---------      --------        ----------
           SCREEN ASSESS SCREEN ASSESS SCREEN ASSESS SCREEN ASSESS SCREEN ASSESS SCREEN ASSESS SCREEN ASSESS
GRADE      TOTAL  TOTAL  TOTAL  TOTAL  TOTAL  TOTAL  TOTAL  TOTAL  TOTAL  TOTAL  TOTAL  TOTAL  TOTAL  TOTAL
------     ------ ------ ------ ------ ------ ------ ------ ------ --------------- ------ ------ ------ ------
 PK        12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345
 PH        12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345
 PS        12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345
 KG        12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345
 KH        12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345
 01        12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345
 02        12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345
 03        12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345
 04        12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345
 05        12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345
 06        12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345
 07        12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345
 08        12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345
 09        12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345
 10        12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345
 11        12,345 12,345                        12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345
 12        12,345 12,345                        12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345
 13        12,345 12,345                        12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345
 23        12,345 12,345                        12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345 12,345
------     ------ ------                        ------ ------ ------ ------ ------ ------ ------ ------ ------ ------
TOTALS: 12,345 234,555 234,555 234,555 234,555 234,555 234,555 234,555 234,555 234,555 234,555 234,555 234,555 234,555
NOTE:   1) If a student is screened and/or assessed in more than one area, the student could be counted in multiple columns.
```

This is the total number of students screened in the specific academic area of social students.

Page 3 – Unduplicated Count of Identified and Served Students

```
PROGRAM:  GIFTED_STUDENT_RPT_2004_YE            OHIO DEPARTMENT OF EDUCATION                    DATE:   05/11/2004
SOURCE:   OEDS, STUDENT_GIFTED,                  OFFICE OF DATA SERVICES                         PAGE:   3
          YEAR_END_ATTEND              EDUCATION MANAGEMENT INFORMATION SYSTEM                   REPORT PERIOD:  N

                                          2003-2004 STUDENT GIFTED REPORT
                                             DISTRICT LEVEL SUMMARY

DISTRICT:  Aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaa                                        ITION SITE:  AAAAAAA
IRN:       123456                                                                      NATOR:       99
COUNTY:    Aaaaaaaaaa
```

Total number of students identified who were served during the current school year in one or more areas of giftedness.

Total number of students identified at any point in time, including the current school year, or during previous school years.

Total number of students identified during the current school year.

This column provides a calculation of the percentage of students who were identified in this and/or previous school years that were also served this school year.

```
                                     ...ND SERVED STUDENTS
                                     ...ICATED COUNT
                          -----------------------------------------------------------
                                   GRAND       TOTAL      % OF GRAND TOTAL
                 IDENTIFIED        TOTAL       SERVED        IDENTIFIED
         GRADE   THIS YEAR        IDENTIFIED   THIS YEAR   SERVED THIS YEAR
         -----   ----------      -----------  ---------   ----------------
          PK       12,345          12,345       12,345        123.45%
          PH       12,345          12,345       12,345        123.45%
          PS       12,345          12,345       12,345        123.45%
          KG       12,345          12,345       12,345        123.45%
          KH       12,345          12,345       12,345        123.45%
          01       12,345          12,345       12,345        123.45%
          02       12,345          12,345       12,345        123.45%
          03       12,345          12,345       12,345        123.45%
          04       12,345          12,345       12,345        123.45%
          05       12,345          12,345       12,345        123.45%
          06       12,345          12,345       12,345        123.45%
          07       12,345          12,345       12,345        123.45%
          08       12,345          12,345       12,345        123.45%
          09       12,345          12,345       12,345        123.45%
          10       12,345          12,345       12,345        123.45%
          11       12,345          12,345       12,345        123.45%
          12       12,345          12,345       12,345        123.45%
          13       12,345          12,345       12,345        123.45%
          23       12,345          12,345       12,345        123.45%
         ------    ------          ------       ------        -------

         TOTALS:   12,345         234,555      234,555        123.45%
```

$$\text{\% of Grand Total Identified Served This Year} = \frac{\text{\# of students served = Y in one or more areas of giftedness}}{\text{\# identified as gifted in one or more areas, regardless of gifted identification date}}$$

```
NOTES:  1) The column entitled "TOTAL IDENTIFIED THIS YEAR" includes counts of students identified anytime from
           July, 2003 through June, 2004.
        2) The column entitled "GRAND TOTAL IDENTIFIED" includes all students identified in this and previous school years.
        3) An "UNDUPLICATED COUNT" counts each student record one time, regardless of the number of areas in which that single
           student may be identified or served.
```

```
PROGRAM:  GIFTED_STUDENT_RPT_2004_YE          OHIO DEPARTMENT OF EDUCATION                    DATE:   05/11/2004
SOURCE:   OEDS, STUDENT_GIFTED,               OFFICE OF DATA SERVICES                         PAGE:   4
          YEAR_END_ATTEND             EDUCATION MANAGEMENT INFORMATION SYSTEM                 REPORT PERIOD:  N

                                          2003-2004 STUDENT GIFTED REPORT
                                              DISTRICT LEVEL SUMMARY


DISTRICT:  Aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaa                              DATA ACQUISITION SITE:  AAAAAAA
IRN:       123456                                                        AREA COORDINATOR:       99
COUNTY:    Aaaaaaaaaa
```

> If a student was identified in 3 areas, the same student will appear in the "Identified" counts for all three of those areas.

```
                                        IDENTIFIED AND SERVED STUDENTS
                                           BY  AREA  OF  GIFTEDNESS
------------------------------------------------------------------------------------------------------------

        --------------------------------------------------------  SUPERIOR       CREATIVE        VISUAL /
                                              READING             COGNITIVE      THINKING       PERFORMING
          MATH           SCIENCE              WRITING    SOCIAL    AREA           AREA           ARTS AREA
                                                         STUDIES
        ----------------  ----------------  ----------------  ----------------  ----------------  ----------------  ----------------
        IDENT.  SERVED    IDENT.  SERVED    IDENT.  SERVED    IDENT.  SERVED    IDENT.  SERVED    IDENT.  SERVED    IDENT.  SERVED
GRADE   TOTAL   TOTAL     TOTAL   TOTAL     TOTAL   TOTAL     TOTAL   TOTAL     TOTAL   TOTAL     TOTAL   TOTAL     TOTAL   TOTAL
------  ------  ------    ------  ------    ------  ------    ------  ------    ------  ------    ------  ------    ------  ------
  PK    12,345  12,345    12,345  12,345    12,345  12,345    12,345  12,345    12,345  12,345    12,345  12,345    12,345  12,345
  PH    12,345  12,345    12,345  12,345    12,345  12,345    12,345  12,345    12,345  12,345    12,345  12,345    12,345  12,345
  PS    12,345  12,345    12,345  12,345    12,345  12,345    12,345  12,345    12,345  12,345    12,345  12,345    12,345  12,345
  KG    12,345  12,345    12,345  12,345    12,345  12,345    12,345  12,345    12,345  12,345    12,345  12,345    12,345  12,345
  KH    12,345  12,345    12,345  12,345    12,345  12,345    12,345  12,345    12,345  12,345    12,345  12,345    12,345  12,345
  01    12,345  12,345    12,345  12,345    12,345  12,345    12,345  12,345    12,345  12,345    12,345  12,345    12,345  12,345
  02    12,345  12,345    12,345  12,345    12,345  12,345    12,345  12,345    12,345  12,345    12,345  12,345    12,345  12,345
  03    12,345  12,345    12,345  12,345    12,345  12,345    12,345  12,345    12,345  12,345    12,345  12,345    12,345  12,345
  04    12,345  12,345    12,345  12,345    12,345  12,345    12,345  12,345    12,345  12,345    12,345  12,345    12,345  12,345
  05    12,345  12,345    12,345  12,345    12,345  12,345    12,345  12,345    12,345  12,345    12,345  12,345    12,345  12,345
  06    12,345  12,345    12,345  12,345    12,345  12,345    12,345  12,345    12,345  12,345    12,345  12,345    12,345  12,345
  07    12,345  12,345    12,345  12,345    12,345  12,345    12,345  12,345    12,345  12,345    12,345  12,345    12,345  12,345
  08    12,345  12,345    12,345          [  This is the total number of   345    12,345  12,345    12,345  12,345    12,345  12,345
  09    12,345  12,345    12,345          [  students identified in the    345    12,345  12,345    12,345  12,345    12,345  12,345
  10    12,345  12,345    12,345          [  specific academic area of     345    12,345  12,345    12,345  12,345    12,345  12,345
  11    12,345  12,345    12,345          [  social students.             345    12,345  12,345    12,345  12,345    12,345  12,345
  12    12,345  12,345    12,345          [                               345    12,345  12,345    12,345  12,345    12,345  12,345
  13    12,345  12,345    12,345  12,345    12,345  12,345    12,345  12,345    12,345  12,345    12,345  12,345    12,345  12,345
  23    12,345  12,345    12,345  12,345    12,345  12,345    12,345  12,345    12,345  12,345    12,345  12,345    12,345  12,345
------  ------  ------    ------  ------    ------  ------    ------  ------    ------  ------    ------  ------    ------  ------
TOTALS: 12,345  12,345    12,345  12,345    12,345  12,345    12,345  12,345    12,345  12,345    12,345  12,345    12,345  12,345

NOTE:  1) "IDENTIFIED TOTAL" includes all students identified in that area during this and previous school years.
       2) If a student is identified and/or served in more than one area, the student could be counted in multiple columns.
       3) "SERVED TOTAL" includes all students reported as served in that area during the 2003-2004 school year.
```

> This is the total number of students identified in the specific academic area of social students.

CSV File Format

Along with a .txt format file, EMIS reporting entities reporting Student Gifted Records during the Yearend N reporting period will also be provided with a Comma Separated Value (CSV) format file that will contain all Student Gifted Records that were successfully reported to ODE. CSV files can be easily imported into Microsoft Excel in order to conduct detailed analyses of the figures contained in the txt file format report and to aid in any needed troubleshooting of this report.

In basic terms, the CSV file will contain the data element values of each Student Gifted Record separated by a comma to denote the end of one data element value, and the start of a new one. For example, if you were to take the name John Q Public, and his address, 123 Main Street, and convert it into a CSV file it would look like this:

John,Q,Public,123,Main,Street

When imported into Excel, this string of comma separated values would be split into corresponding columns:

First Names	Middle Initial	Last Name	Street Number	Street Name	Street Type
John	Q	Public	123	Main	Street

TIP: When importing data from a CSV file containing a numerical value that starts with a zero, like an IRN, it is important to import that type of data element as text and not a number in Excel. If imported as a numerical value, the first zero will be removed.

The following table provides a description of the data element columns that will be used by Excel to organize the comma separated values contained in the CSV file.

Element	Name in the EMIS Manual	Data Source	Definition
District-IRN	**2.4.1 District IRN**	***Student Demographic Record***	The school district reporting the Gifted Record.
SSID	**2.4.1 Statewide Student Identifier (SID)**	***Student Demographic Record***	The Statewide Identifier (SID) is a 9-digit alphanumeric identification code that is unique to each public school student in Ohio.
Building-IRN	**2.4.1 Building IRN**	***Student Demographic Record***	The state -assigned six-digit Information Retrieval Number (IRN - found in the Ohio Educational Directory) for the *school building which is reporting the student*. THIS IRN MUST BE A PUBLIC SCHOOL BUILDING LOCATED WITHIN THE DISTRICT WHICH IS REPORTING THE STUDENT.

Element	Name in the EMIS Manual	Data Source	Definition
Diff-Key	**N/A**	This is generated in the aggregations.	Indicates the number of gifted records reported for a particular SSID. Since a student should only be reported with up to 1 gifted record, if this element is greater than 1, then this means there may be more than one gifted record per student.
Attend-Home-IRN	**2.4.2.2 Attending/Home District IRN**	*Student Attendance Record*	Indicates the district to which a student is sent or a district from which a student is received. **IF TWO DISTRICTS ARE REPORTING A STUDENT, THIS ELEMENT ALWAYS REFERS TO THE OTHER DISTRICT.**
Resident-District-IRN	**2.4.1. Legal District of Residence**	*Student Demographic Record*	The six-digit IRN number for the current school district in which the parent(s) is a resident, if the parent(s) resides in-state. For students with disabilities refer to the EMIS Guide.
Majority-Attend-IRN	**2.4.2.4 Majority of Attendance IRN**	*Student Attendance Record*	Indicates the building IRN within the district (or the district IRN) where the student was enrolled for at least one hundred twenty (120) consecutive school days. If = ******, student was not in the district for 120 or more consecutive school days.
Accountability-IRN	**2.4.2.20 Accountability IRN**	*Student Attendance Record*	The Accountability IRN should only be reported for a student if Student is enrolled in multiple buildings in the district **OR** - Student participates in a special program in another building
Date-of-Birth	**2.4.1.6 Date of Birth**	*Student Demographic Record*	This is the date on which the student was born. (This data element is used in the aggregation routines to calculate age).
Grade-Level	**2.4.1.9 Grade Level**	*Student Demographic Record*	Indicates the student's current grade level during the reporting period.
Race	**2.4.1.5 Racial/Ethnic Category**	*Student Demographic Record*	Racial/ethnic group to which the student belongs or with which the student identifies.
Sex	**2.4.1.4 Gender**	*Student Demographic Record*	Indicates whether the student is male or female.
Age	N/A	Calculated in the aggregations.	This element is calculated based upon the reported date of birth for a student.

Element	Name in the EMIS Manual	Data Source	Definition
Disability	**2.4.1.13 Disability Condition**	***Student Demographic Record***	Indicates students who have a disability.
Prior Disability	**2.4.1.13 Disability Condition**	***Student Demographic Record***	Indicates students who had a disability different from the current.
Disadvantage	**2.4.1.14 Disadvantagement**	***Student Demographic Record***	Students with Disadvantagement reported with one of the following elements: * = Not applicable • 1 = Economic disadvantagement • 2 = Academic disadvantagement (reported for **career-technical education students only**) • 3 = Both economic and academic disadvantagement (reported for **career-technical education students only**)
LEP	**2.4.1.21 Limited English Proficiency (LEP)**	***Student Demographic Record***	Indicates whether student is Limited English Proficiency.
Homeless	**2.4.1.15 Homeless**	***Student Demographic Record***	Indicates a student who lacks a fixed regular and adequate night-time residence at any point during the year.
Migrant	**2.4.1.16 Migrant (Migratory Child)**	***Student Demographic Record***	Indicates whether or not the student is reported as a migrant or not.
State-Equiv-Grade	**2.4.1.26 State Equivalent Grade Level**	***Student Demographic Record***	Completed for students with current grade level = UG. Should = the current grade level for students NOT reported with grade level = UG.
Screened-Superior-Cog-Ability	**2.8.1 Screening**	***Student Gifted Record***	Student screened in the area of Superior- Cognitive Ability during the current school year.
Screened-SAA-Math	**2.8.1 Screening**	***Student Gifted Record***	Student screened in the specific academic area of Math during the current school year.
Screened-SAA-Science	**2.8.1 Screening**	***Student Gifted Record***	Student screened in the specific academic area of Science during the current school year.
Screened-SAA-Read-Write	**2.8.1 Screening**	***Student Gifted Record***	Student screened in the specific academic area of Reading/Writing during the current school year.
Screened-SAA-Social-Studies	**2.8.1 Screening**	***Student Gifted Record***	Student screened in the specific academic area of Social Studies during the current school year.

Element	Name in the EMIS Manual	Data Source	Definition
Screened-SAA-Creative-Thinking	**2.8.1 Screening**	***Student Gifted Record***	Student screened in the area of Creative-thinking during the current school year.
Screened-SAA-Visual-Perform-Arts	**2.8.1 Screening**	***Student Gifted Record***	Student screened in area of visual-performing arts during the current school year.
Assessed-Superior-Cog-Ability	**2.8.2 Assessment**	***Student Gifted Record***	Students assessed for giftedness in the area of Superior-Cognitive Ability.
Assessed-SAA-Math	**2.8.2 Assessment**	***Student Gifted Record***	Students assessed for giftedness in the specific academic area of Math.
Assessed-SAA-Science	**2.8.2 Assessment**	***Student Gifted Record***	Students assessed for giftedness in the specific academic area of Science.
Assessed-SAA-Read-Write	**2.8.2 Assessment**	***Student Gifted Record***	Students assessed for giftedness in the specific academic area of Reading/Math.
Assessed-SAA-Social-Studies	**2.8.2 Assessment**	***Student Gifted Record***	Students assessed for giftedness in the specific academic area of Social Studies.
Assessed-SAA-Creative-Thinking	**2.8.2 Assessment**	***Student Gifted Record***	Students assessed for giftedness in the area of Creative Thinking.
Assessed-SAA-Visual-Perform-Arts	**2.8.2 Assessment**	***Student Gifted Record***	Students assessed for giftedness in the area of Visual-Performing Arts.
Identified - Superior-Cog-Ability	**2.8.3 Identification**	***Student Gifted Record***	Student is identified as gifted in the area of Superior Cognitive Ability.
Identified -SAA-Math	**2.8.3 Identification**	***Student Gifted Record***	Student is identified as gifted in the specific academic area of Math.
Identified -SAA-Science	**2.8.3 Identification**	***Student Gifted Record***	Student is identified as gifted in the specific academic area of Science.
Identified -SAA-Read-Write	**2.8.3 Identification**	***Student Gifted Record***	Student is identified as gifted in the specific academic area of Reading/Writing.
Identified -SAA-Social-Studies	**2.8.3 Identification**	***Student Gifted Record***	Student is identified as gifted in the specific academic area of Social Studies.
Identified -SAA-Creative-Thinking	**2.8.3 Identification**	***Student Gifted Record***	Student is identified as gifted in the area of Creative Thinking.
Identified -SAA-Visual-Perform-Arts	**2.8.3 Identification**	***Student Gifted Record***	Student is identified as gifted in the area of Visual-Performing Arts.

Element	Name in the EMIS Manual	Data Source	Definition
Admission-Date	**2.4.2.1 Admission Date**	*Student Attendance Record*	Indicates the date of the student's most recent admission/entry or re-entry to the school district if the entry/ re-entry occurred during the current school year. If the entry/re-entry occurred in a prior school year and the exact date is unavailable, report the first day of school for that prior school year.
Withdrawal-Date	**2.4.2.10 Date of Withdrawal/Dropout/Tr uancy Proceedings**	*Student Attendance Record*	Indicates the most recent date of a student's withdrawal/dropout/truancy proceedings with the school district.
ID-Date-Cognitive	**2.8.4 Identification Date**	*Student Gifted Record*	In this element report the date, using the year/month convention, on which a student was first identified as gifted in the specific area based on the results of screening and/or assessment activities that were either conducted by or submitted to the district.
ID-Date-Math	**2.8.4 Identification Date**	*Student Gifted Record*	Date student identified as gifted in the specific academic area of math.
ID-Date-Science	**2.8.4 Identification Date**	*Student Gifted Record*	Date student identified as gifted in the specific academic area of science.
ID-Date-Read-Write	**2.8.4 Identification Date**	*Student Gifted Record*	Date student identified as gifted in the specific academic area of reading/writing.
ID-Date-Social	**2.8.4 Identification Date**	*Student Gifted Record*	Date student identified as gifted in the specific academic area of social studies.
ID-Date-Creative-Think	**2.8.4 Identification Date**	*Student Gifted Record*	Date student identified as gifted in the area of creative thinking.
ID-Date-Visual-Performing-Arts	**2.8.4 Identification Date**	*Student Gifted Record*	Date student identified as gifted in the area of visual-performing arts.
Served-Superior-Cog-Ability	**2.8.5 Service**	*Student Gifted Record*	Student was served during the current school year in the area of Superior Cognitive Ability.
Served-SAA-Math	**2.8.5 Service**	*Student Gifted Record*	Student was served during the current school year in the specific academic area of Math.
Served-SAA-Science	**2.8.5 Service**	*Student Gifted Record*	Student was served during the current school year in the specific academic area of Science.
Served-SAA-Read-Write	**2.8.5 Service**	*Student Gifted Record*	Student was served during the current school year in the specific academic area of Reading/Writing.

Element	Name in the EMIS Manual	Data Source	Definition
Served-SAA-Social-Studies	**2.8.5 Service**	***Student Gifted Record***	Student was served during the current school year in the specific academic area of Social Studies.
Served-SAA-Creative-Think	**2.8.5 Service**	***Student Gifted Record***	Student was served during the current school year in the area of Creative thinking.
Served-Visual-Performing-Arts	**2.8.5 Service**	***Student Gifted Record***	Student was served during the current school year in the area of visual-performing arts.
Prog-Code-205040	**2.7.2 Program Code**	***Student Program Record***	See EMIS Manual, Appendix E, Student Program Codes
Prog-Code-205045	**2.7.2 Program Code**	***Student Program Record***	Student Program Codes
Prog-Code-205050	**2.7.2 Program Code**	***Student Program Record***	Student Program Codes
Prog-Code-205055	**2.7.2 Program Code**	***Student Program Record***	Student Program Codes
Prog-Code-205060	**2.7.2 Program Code**	***Student Program Record***	Student Program Codes
Prog-Code-205065	**2.7.2 Program Code**	***Student Program Record***	Student Program Codes
Prog-Code-205070	**2.7.2 Program Code**	***Student Program Record***	Student Program Codes
Prog-Code-205075	**2.7.2 Program Code**	***Student Program Record***	Student Program Codes
Prog-Code-205080	**2.7.2 Program Code**	***Student Program Record***	Student Program Codes
Prog-Code-205085	**2.7.2 Program Code**	***Student Program Record***	Student Program Codes
Prog-Code-206040	**2.7.2 Program Code**	***Student Program Record***	Student Program Codes
Prog-Code-206045	**2.7.2 Program Code**	***Student Program Record***	Student Program Codes
Prog-Code-206050	**2.7.2 Program Code**	***Student Program Record***	Student Program Codes
Prog-Code-206055	**2.7.2 Program Code**	***Student Program Record***	Student Program Codes
Prog-Code-206060	**2.7.2 Program Code**	***Student Program Record***	Student Program Codes
Prog-Code-206065	**2.7.2 Program Code**	***Student Program Record***	Student Program Codes
Prog-Code-206070	**2.7.2 Program Code**	***Student Program Record***	Student Program Codes
Prog-Code-206075	**2.7.2 Program Code**	***Student Program Record***	Student Program Codes
Prog-Code-206080	**2.7.2 Program Code**	***Student Program Record***	Student Program Codes

Element	Name in the EMIS Manual	Data Source	Definition
Prog-Code-206085	**2.7.2 Program Code**	***Student Program Record***	Student Program Codes
Stu-Data-Submit-Date	**NA**	***Audit File***	Created from system date during EMIS process
Prog-Code-205052	**2.7.2 Program Code**	***Student Program Record***	Student Program Codes
Prog-Code-206052	**2.7.2 Program Code**	***Student Program Record***	Student Program Codes

Error Detection and Correction

Districts should check their aggregation and submission reports to be sure that all submitted data were accepted and processed by ODE.

Once that is assured, district personnel should look at the data in the records for students coded as gifted.

If there are discrepancies between what is on the report, and what is actually occurring in your district, there could be a coding error. Things to check include:
- ✓ Is the *CURRENT GRADE LEVEL* reported appropriately for all students?
- ✓ Are the *ADMISSION DATE* and *WITHDRAWAL DATE* accurate for each student?
- ✓ Are both the *ATTENDING HOME IRN INDICATOR* and/or *STUDENT STATUS* reported correctly for all students?
- ✓ Have all students who were screened during the current school year been reported with *SCREENED* = Y, in the appropriate areas?
- ✓ Have all students who were assessed for giftedness this year, been reported with Assessed = Y, in the appropriate areas?

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