

**OGT MISSING RECORDS
REPORT EXPLANATION
(.CSV_2007N_OGT_MISSING_RECORDS)**

Education Management Information System (EMIS)



Revision Date May 30, 2007

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

Table of Contents

REVISION HISTORY	3
REPORT OVERVIEW	4
GENERAL DESCRIPTION AND SIGNIFICANCE	4
TIPS FOR READING THIS DOCUMENT	4
REPORT NAME AND TIMING	4
ODE PROCESSING.....	5
PROCESS DESCRIPTION	5
LOGIC	5
DATA SOURCE	5
<i>Submitted Data Used in Report.....</i>	<i>6</i>
<i>Derived Data Used in Report.....</i>	<i>6</i>
<i>Report Selection Criteria.....</i>	<i>6</i>
HEADER INFORMATION	7
DETAIL INFORMATION	7
ERROR DETECTION.....	10
INDEX	11

Revision History

The revisions to this document listed in the table below.

Revision Date	Owner/Source	Description of Change
May 30, 2007		OGT Missing Records report explanation created.
June 13, 2007	IPM/McKeand	Revised sample layout

C:\Documents and Settings\lanicka.shepherd-mas\Desktop\CSV_2007N_OGT_MISSING_RECORDS.doc
 Revision Date May 30, 2007

Report Overview

General Description and Significance

Districts are no longer required to submit OGT test records for students who have passed a subject test(s). Subject test(s) which were not passed in a previous school year must have a test record submitted through EMIS this current school year. The purpose of the OGT Missing Test Record CSV file is to inform school districts and community schools which subject test record(s) is missing from ODE files. If a subject test record is missing for a student, the district that had the student enrolled during the spring test administration or the last district the student was enrolled in during the school year will receive a .CSV file. This file informs districts as to which students may need to have a previous year or current year test record(s) submitted.

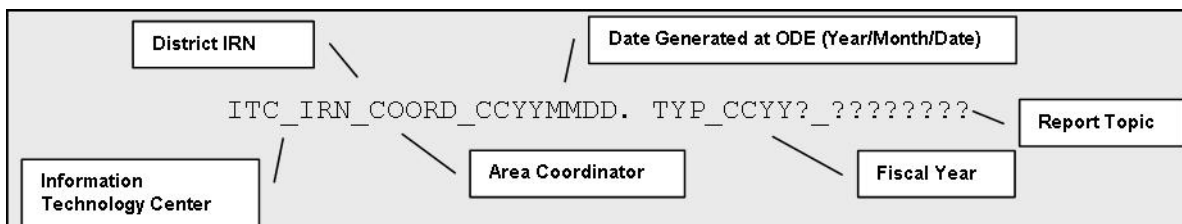
The file is sent to districts during the Yearend (N) reporting period. This file will not be generated until mid June to allow districts some time to submit test records. Generally, the report is released to each ITC the week following EMIS Processing. A notice is sent to the OECN Distribution list after the report has been copied to each ITC.

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, year and processing period.

Report Name and Timing

The file name for the report is: **(.CSV_2007N_OGT_MISSING_RECORDS)**; its components are described below. This report is produced during the Yearend (N) reporting period.



C:\Documents and Settings\lanicka.shepherd-mas\Desktop\CSV_2007N_OGT_MISSING_RECORDS.doc
Revision Date May 30, 2007

ODE Processing

Process Description

During the Yearend (N) reporting period, a report is generated for any district who reported a student who does not have at least one OGT test record for each of the five tested areas. The report data is extracted from the Student Demographic Record, Student Attendance Record, OGT Testing Record, and OEDS.

Logic

For each test subject:

Check the current reporting period:

If the Test Date (GX250) is **not** \geq 07/2006

Then check all other test records for the student for the subject (current reporting period and prior years.

If the Test Date is \geq 07/2006 then the district has met the reporting requirement for that subject and the program will go to the next test for the student; or if the last test for the student the program will go to the next student.

Check all OGT records for all years, by SSID and subject. If **any** of the following conditions are met then the reporting requirement is met and the program will go to the next subject. If **none** of the following conditions are met and the district has not reported a testing record for the subject for the current year, then the subject will be marked as missing and the student will be listed on the .csv file.

Required Test Type = 'STR' and Scaled Score \geq 400 (or performance level is proficient or above)

(Most recent test) Required Test Type = 'STR' and Required for Graduation = 'N'

(Most recent test) Required Test Type = 'ALT' and Reason Test Not Taken = '*'

Required Test Type = 'NRF' (all subjects must be 'NRF')

Required Test Type = 'NRL' (Social Studies Only)

Data Source

The Detail OGT is sorted in ascending Building IRN and State Student ID order and is created from Student Demographic to create the OGT.CSV file.

Each Detail .CVS file contains data taken directly from the report and has the following format. A header row containing column names is the first row written, followed by all detail rows.

C:\Documents and Settings\lanicka.shepherd-mas\Desktop\CSV_2007N_OGT_MISSING_RECORDS.doc
Revision Date May 30, 2007

Submitted Data Used in Report

Submitted data used in this report are obtained from the Student Demographic Record and the ODE Audit File. The elements contained in the submitted data are as follows.

Element Name	Record Field #	File Name	Special Notes
BUILDING IRN	<i>GI040</i>	STUDENT DEMOGRAPHIC RECORD	
SSID	<i>GI310</i>	STUDENT DEMOGRAPHIC	
STATE EQUIVALENT GRADE LEVEL	<i>GI370</i>	STUDENT DEMOGRAPHIC	
RACIAL/ETHNIC GROUP	<i>GI090</i>	STUDENT DEMOGRAPHIC	
GENDER	<i>GI080</i>	STUDENT DEMOGRAPHIC	
STUDENT DATA SUBMITTED TO ODE		FROM ODE AUDIT FILE	

Derived Data Used in Report

Element Name	Record Field #	File Name	Field Value	Comments
Read-Miss			X	Any SSID record that does not have a matching test record for this subject matter is indicated by X.
Write-Miss			X	Any SSID record that does not have a matching test record for this subject matter is indicated by X.
Math-Miss			X	Any SSID record that does not have a matching test record for this subject matter is indicated by X.
Soc-Miss			X	Any SSID record that does not have a matching test record for this subject matter is indicated by X.
Sci-Miss			X	Any SSID record that does not have a matching test record for this subject matter is indicated by X.

Report Selection Criteria

When determining missing OGT subject matter test records, the following criteria is applied:

State Equivalent Grade Code (GI370) is grade \geq '10' (Grades 10, 11, 12, 13, 23)

AND

Fiscal Year Student Began 9th Grade (GK400) \geq '2004'

AND

Student Attending/Home Status between '10' and '1Z' or

C:\Documents and Settings\lanicka.shepherd-mas\Desktop\CSV_2007N_OGT_MISSING_RECORDS.doc
Revision Date May 30, 2007



between '22' and '26') and
 not ('16', '1F', '1I') and
 not program code 212100

(Admission Date (GK080) <= 20070325

AND

(Withdrawal Date (GK230) >= 20070312 **or** Withdrawal Date (GK230) = blanks **or** Withdrawal Date < Admission Date))

OR

Withdrawal Date (GK230) >= Beginning of October Count Week (for the district) **AND**
 Withdrawal Code (GK240) not "***", "41", or "45"

Report Sample, CSV file

Header Information

CSV File Format, General Information

This Comma Separated Value (CSV) format file contains a record for each student whose data is submitted by you and a district other than yours. In this, as in any comma-delimited file, the CSV file will contain the data element values 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 district IRN, its name, and county and convert it into a CSV file it would look like this:

012345, My District, Franklin

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

District IRN	District Name	County Name
012345	My District	Franklin

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.

Detail Information

The following is the header as it appears in the CSV file. Note: the comma between each element name allows the data to be opened in Excel as a comma-delimited file without any additional formatting on the user's part.

Header Row Field Titles
Dist-IRN
Bldg-IRN

C:\Documents and Settings\lanicka.shepherd-mas\Desktop\CSV_2007N_OGT_MISSING_RECORDS.doc
 Revision Date May 30, 2007

SSID
Equiv-Grade
Race
Gender
Read-Miss
Write-Miss
Math-Miss
Soc-Miss
Sci-Miss
Student-Submit-Date

C:\Documents and Settings\lanicka.shepherd-mas\Desktop\CSV_2007N_OGT_MISSING_RECORDS.doc
Revision Date May 30, 2007

The spaces in the following example are for readability only and should not be in the actual file.

“dist-irn”,”bldg-irn”,”ssid”,”equiv-grade”,”race”,”gender”,”read-miss”,”write-miss”,”math-miss”,”soc-miss”,”Sci-miss”,”student-submit-date”

“053112”,“133959”,“BG1459744”,“10”,“W”,“F”,“X”,“”,“”,“”,“”,“20070612”

“053112”,“133959”,“BG1622781”,“12”,“B”,“M”,””,“X”,“X”,“X”,“X”,“20070612”

Error Detection

For those students that are on the report the district should verify that the information on the demographic and attendance records are accurate. If the district determines that the information on the demographic and attendance records are accurate and the student is still on the report the district should report the appropriate results for the student for the subject in question. If a test from a prior school year needs to be reported the district should report the information using the actual date of administration of the test.

INDEX

A		O	
Attending Home Status.....	7	Ohio Graduation Test	1, 3, 4, 5, 7
B		R	
Building IRN	6	Report Sample	8
D		Revision Date	1, 3
Data Source	5	S	
District IRN	8	Selection Criteria	7
E		Significance	4
Error Detection	10	State Equivalent Grade Level	6
G		State Student ID (SSID)	5, 6, 9
Gender	6		