OTELA MISSING RECORDS
REPORT EXPLANATION
(.CSV_2007N_ OTELA _ MISSING _ RECORDS)

Education Management Information System (EMIS)

Prepared by
Office of Information Policy and Management

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Revision History

The revisions to this document are listed in the table below.

Revision Date	Owner/Source	Description of Change
June 4, 2007		OTELA Missing Records Report Explanation created.
June 14, 2007		Removed white spacing, updated Index and Table of Contents.

Report Overview

General Description and Significance

State and Federal law require an annual assessment of K-12 Limited English Proficient (LEP) students to measure their English language proficiency. The Ohio Test of English Language Acquisition (OTELA) is the assessment used for testing English language proficiency for Ohio LEP students in Grades K-12. The purpose of this CSV file is to inform districts and community schools of OTELA/ELDA test records that ODE have not received for students that have been determined that should have test records submitted for them. This program/process generates a data verification CSV file for all school districts and community schools.

The CSV file will be generated only for the school districts and community schools that have at least one student that is missing an OTELA/ELDA test record, as defined by the logic below. This process will be run and the CSV files will be generated during the Yearend (N) reporting period. [NOTE: A file will not be generated for ESC's, or JVSD's.]

This file is copied to School Districts/ITC's after each EMIS Processing (with other weekly reports & files that are copied to school districts).

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.
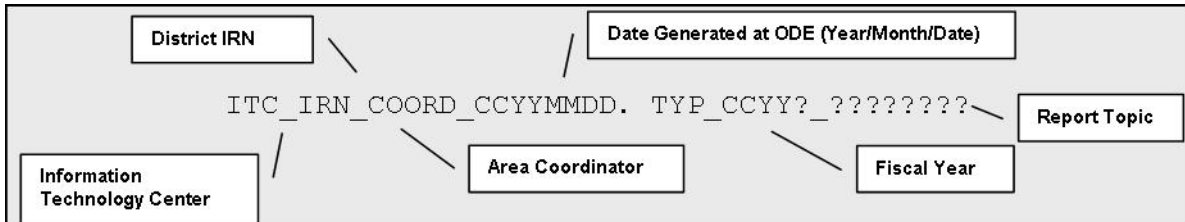
- Record names are displayed in *italicized bold letters*.
- File names are displayed in **CAPITALIZED BOLD LETTERS**.
- CCYYP denotes the century, year and processing period.

Report Name and Timing

The file name for the report is: **(.CSV_2007N_OTELA_MISSING_RECORDS)**; its components are described below. This report is produced during the Yearend (N) reporting period.

ODE Processing

Process Description

The data submitted by districts are taken from Student Attendance and Student Demographic Records and the ODE Audit File. A preliminary program determines whether or not a student is determined to be LEP (Y or L). If "Y" or "L" is reported for a student in the LEP element, ODE will determine if an OTELA record has been reported or if it is missing. If an English Language Acquisition row does not appear for the current fiscal year at the reporting period, then the student will be added to the CSV report.

During the Yearend (N) reporting period, a report is generated for any district who reported a student with an "L" or a "Y" in the *LEP element* on the Student Demographic Record at Yearend. Students who are coded with an "M" at Yearend are in their trial-mainstream period and are no longer required to take OTELA, therefore, an OTELA Record is not required to be reported for these students.

Logic ATTENDENCE

If no English Language Acquisition row exists for the current fiscal year at the reporting district for the student selected, then the student should be added to the CSV file for the district. (The student is missing the OTELA test record).

Data Source

The data found for this report is taken from the **STUDENT ATTENDANCE, STUDENT DEMOGRAPHIC,** and **OTELA RECORDS.**

Submitted Data Used in Report

Element Name	Record Field #	File/Table Name	Special Notes
DISTRICT IRN			
BUILDING IRN	GK040	**STUDENT ATTENDANCE**	
STATE STUDENT ID	GI310	**STUDENT DEMOGRAPHIC**	
STATE EQUIVALENT GRADE LEVEL	GI370	**STUDENT DEMOGRAPHIC**	
RACIAL/ETHNIC GROUP	GI090	**STUDENT DEMOGRAPHIC**	
GENDER	GI080	**STUDENT DEMOGRAPHIC**	
ADMISSION DATE CCYYMMDD	GK080	**STUDENT ATTENDANCE**	
DATE OF DISTRICT WITHDRAWAL/DROPOUT/TRUANCY PROCEEDINGS	GK230	**STUDENT ATTENDANCE**	
WITHDRAWAL/DROPOUT/TRUANCY REASON	GK240	**STUDENT WITHDRAWAL**	
STUDENT DATA SUBMITTED TO ODE	From ODE Audit file	**AUDIT**	

Derived Data Used in Report

There is no derived data used in this report.

Report Selection Criteria

The following are used in determining what data appear on the report:
School Year = Current Fiscal Year

Limited English Proficiency = 'L' or 'Y'

Attending/Home Status   between '10' and '1Z' or
                                     between '22' and '26') and
                                     not ('16','1F','1I') and
                                     not program code 212100

State Equivalent Grade Level   KG, KH, PK, 01-12 (inclusive).
                            AND
 If State Equivalent Grade Level is KG, KH, PK, 01, 02
                        THEN IF
(Admission Date (GK080) <= 20070316

AND

(Date of District Withdrawal/Dropout/Truancy Proceedings
 (GK230) >= 20070115 **or** District Withdrawal/Dropout/Truancy Proceedings (GK230) = blanks))

OR

Date of District Withdrawal/Dropout/Truancy Proceedings (GK230) >= Beginning of October Count Week (for the district) **AND** District Withdrawal/Dropout/Truancy Proceedings (GK240) not "**", "41", or "45."

If State Equivalent Grade Level is grade 03-12

THEN IF

(Admission Date (GK080) <= 20070316
                    AND
(Date of District Withdrawal/Dropout/Truancy Proceedings (GK230) >= 20070212 **or** Date of District Withdrawal/Dropout/Truancy Proceedings (GK230) = blanks))
                    OR
Date of District Withdrawal/Dropout/Truancy Proceedings (GK230) >= Beginning of October Count Week (for the district) **AND** Withdrawal/Dropout/Truancy Reason (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 should appear 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
SSID
Equiv_Grade
Race
Gender
Attend/Home Status
Data Submission Date

Calculations

There are no calculations completed when this report is generated.

Other Detail Data

There are no other data elements besides those in each output line.

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, ATTEND/HOME STATUS, STUDENT-DATA-SUBMITTED-TO-ODE

05338, 133959, BG1459744, 05, w, F, 10, 20070315
05338, 133959, BG1622781, 05, B, M, 23, 20070315

Error Detection

If a district believes that the counts on this report are not accurate, the district personnel should first check their aggregation and status reports to ensure that all records were accepted during the weekly processing cycle and accepted by ODE.

If there are no errors in these reports, the fields pertinent to the selection criteria should be reviewed:

- Is an OHIO TEST OF ENGLISH LANGUAGE ACQUISITION record reported for the student?
- Is the LIMITED ENGLISH PROFICIENCY record accurately reported?
- Is the student's STATE EQUIVELANT GRADE LEVEL record accurately reported?
- Is the ADMISSION DATE accurately reported?
- Is the WITHDRAWAL/DROPOUT/TRUANCY accurately reported?
- Is the WITHDRAWAL/DROPOUT/TRUANCY REASON accurately reported?
- Is the STUDENT STATUS accurately reported?
- Is the STUDENT ATTENDING/HOME DISTRICT IRN INDICATOR accurately reported?

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