KINDERGARTEN STAFF
REPORT EXPLANATION
(.TXT_CCYYK_STF_KDG_FTE)

Education Management Information System (EMIS)

Prepared by
Office of Data Services

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Revision History

The revisions to this document listed in the table below.

Revision Date	Owner/Source	Description of Change
July 28, 2006		Created from report and partial documentation, SAS programs PRINT_KDG_FTE_2006, GET_KDG_FUNDING_2006; valid for FY07 October(K) reporting period

Report Overview

General Description and Significance

This report lists the kindergarten teachers, their FTE, and fund sources. Any district that submits data records during an October processing week will have a report generated.
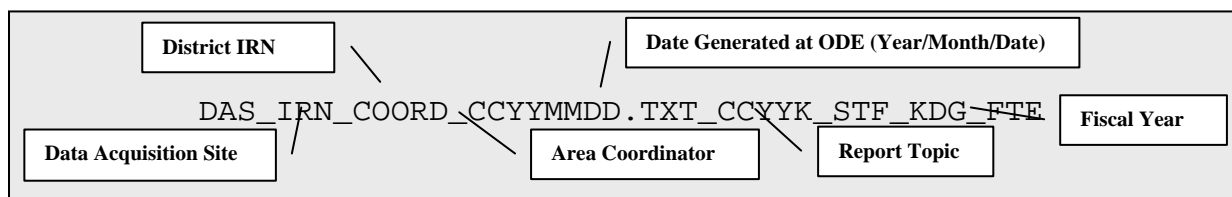
This report enables the district to verify that its kindergarten teachers are properly coded as they have been processed by ODE.

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 report is: **DAS_IRN_COORD_CCYYMMDD. TXT_CCYYK_STF_KDG_FTE**; its components are described below. This report is produced during the October (K) reporting period.

District IRN		Date Generated at ODE (Year/Month/Date)	
	DAS_IRN_COORD_CCYYMMDD.TXT_CCYYK_STF_KDG_FTE		Fiscal Year
Data Acquisition Site		Area Coordinator	Report Topic

ODE Processing

Process Description

This program is run in the weekly EMIS process during the October (K) reporting period. The *Course Master* records are aggregated into the **AMCC** file, leaving the district fields

unchanged. The student data are aggregated into the **ACGR** file, taking some of the *Student Demographic* fields and adding counts by grade/gender/ethnicity.

The LOCAL CLASSROOM CODE from the *Student Course* record connects the student data to LOCAL CLASSROOM CODE on the staff *Course Master* file.

The *Staff Employment* and *Staff Demographic* records are processed without aggregation.

During the course of the ODE weekly processing, the kindergarten FTE data are extracted from these files into a file containing the appropriate subset of data used in the report.

Data Source

The **AMCC** and **ACGR** files are needed to determine which staff are teachers of kindergarten classes with actual enrollments.

Staff **FTE** is obtained from the *Staff Job* record based on EMPLOYEE ID obtained from the *Course Master* File. The EMPLOYEE NAME is obtained from the *Staff Demographic* record.

Submitted Data Used in Report

Element Name	Record Field #	File Name	Special Notes
DISTRICT IRN	CN040	*Course Master*	Becomes A4040
COURSE CODE	CN050	*Course Master*	Becomes A4050
COURSE TYPE	CN130	*Course Master*	BecomesA4130
LOCAL CLASSROOM CODE	CN060	*Course Master*	Becomes A4060
GRADE LEVEL	GI130	*Student Demographic*	Derived as below
STUDENT PERCENT OF TIME	GI150	*Student Demographic*	Used in aggregation
GENDER	GI080	*Student Demographic*	Used in aggregation
RACIAL/ETHNIC CATEGORY	GI090	*Student Demographic*	Used in aggregation
STUDENT ID	GI050	*Student Demographic*	Used in aggregation
STUDENT ID	GN050	*Student Course*	Connect to above
LOCAL CLASSROOM CODE	GN040	*Student Course*	Used in aggregation
EMPLOYEE ID	CN070	*Course Master*	Connects to *Staff Employment, Staff Demographic*
EMPLOYEE NAME	CI060	*Employee Demographic*	
POSITION FTE	CK100	*Staff Employment*	

Element Name	Record Field #	File Name	Special Notes
POSITION FUND SOURCE	CK130	*Staff Employment*	
POSITION CODE	CK060	*Staff Employment*	
POSITION TYPE	CK140	*Staff Employment*	
POSITION STATUS	CK070	*Staff Employment*	
TYPE OF APPOINTMENT	CK150	*Staff Employment*	
DISTRICT NAME		*OEDS*	
COUNTY		*OEDS*	

Derived Data Used in Report

There are no derived data.

Report Selection Criteria

Staff FTE is obtained from the Staff Job record based on Staff State ID obtained from the Course Master File.

Uses only records with

POSITION CODE = "*205*"

POSITION TYPE = "*R*" (Regular)

POSITION STATUS <u>not</u> = "*P*" or "*U*"

APPOINTMENT TYPES

"*1*"   (Certificated)

"*3*"   (Internship)

"*4*"   (Six-Hour Lay Teacher)

POSITION FUND SOURCE:

"*A*"   State Auxiliary Funds

"*B*"   Other State Funds

"*F*"   Federal VI-B Funds

"*G*"   Title 1 Funds

"*I*"   State DPIA Funds

"*L*"   Local/State Foundation Funds (other than State Unit Funding)

"*N*"   TANF/OWF

"*O*"   Other Federal Funds

"*P*"   Federal Preschool Sp Ed

"*R*"   SIRI

"*T*"   Private Tuition

"*U*"   State Unit Funding

"*W*"   State Ohio Reads

"*X*"   Federal Reading First Grant

Report Sample

Header Information

The header information identifies the producer of the report and the report title. It also states the date on which the report was generated and the source of the data.

The second area of the header pertains to the recipient of the report by IRN and district name.

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

Detail Information

The detail line reports:

- **EMPLOYEE ID**
- **EMPLOYEE NAME**
- **FTE**
- **FUND SOURCE**

```
                    OHIO DEPARTMENT OF EDUCATION
                    2005-2006 KINDERGARTEN STAFF
                          DATE: 11/06/2005


                    Fiscal Year 2006 EMIS Data



     * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
     *                                                             *
     *      Listed below is the FY2006 data we have received regarding   *
     *   your Kindergarten Staff.  Please review for accuracy and        *
     *   resubmit data if changes are necessary.                         *
     *                                                             *
     * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *


IRN: 777777  District: EXCELLENT SD            County: InOhio


    STATE ID #  EMPLOYEE NAME                  FTE  FND  FND  FND
                                                    SRC  SRC  SRC
============================================================================

    OH1400083   WASHINGTON, MARTHA              1    L
    OH1297787   JEFFERSON, THOMAS               1    L
    OS1006723   ADAMS, ABIGAL                   1    L
    OH1045100   MADISON, DOLLY                  1    L
    OH1226278   MONROE, JAMES       .           1    L
    OS1018463   ADAMES, JOHN Q  .               1    L
    WR1012210   JACKSON, ANDREW                 1    L
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Error Detection and Correction

If the information on this report is not what the district is expecting, the data submission of the following fields should be verified. It is likely that some portion of the staff information was incorrectly submitted.

EMPLOYEE ID	must be the same in ***Course Master, Staff Demographic*** and ***Staff Employment*** records
EMPLOYEE NAME	verify that it has been entered correctly
POSITION FTE	This can be a single value or one of three values connected by the LOCAL CONTRACT CODE
POSITION FUND SOURCE	verify correct entry, may be three possible values
POSITION CODE	can only be "*205*" to appear on the report
POSITION TYPE	verify that it is "*R*", Regular
POSITION STATUS	verify that it is anything except "*P*" or "*U*"
TYPE OF APPOINTMENT	verify that it is "*1*", "*3*" or "*4*"

See the <u>EMIS Manual</u>, Chapter 3 for the explanation of the codes and valid values of these fields.

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