

**TEACHER RECORDS  
REPORT EXPLANATION  
(.TXT\_CCYY?\_STF\_TEACH\_RECORDS)**

**Education Management Information System (EMIS)**



Revision Date January 22, 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
August 14, 2006		Created from report, SAS and COBOL programs; valid for FY07 October (K) reporting period
January 22, 2007		Updated for FY07 February (C) reporting period

## Report Overview

### *General Description and Significance*

This report lists teachers for whom it is expected that a district would submit *Staff Demographic*, *Staff Employment*, and *Course Master* records, but did not have all three types of records accepted/submitted during the current processing cycle (Note: Only CTAE teachers are reported during the February (C) reporting period).

This report provides a method for districts to ensure that they have submitted all the appropriate records for teachers within their district. In some cases, no *Course Master* record is required and these situations are not included on the report.

This report is generated for each processing cycle during the October (K) and February (C) reporting periods. It is distributed to every district that submits data that week through the district's ITC.

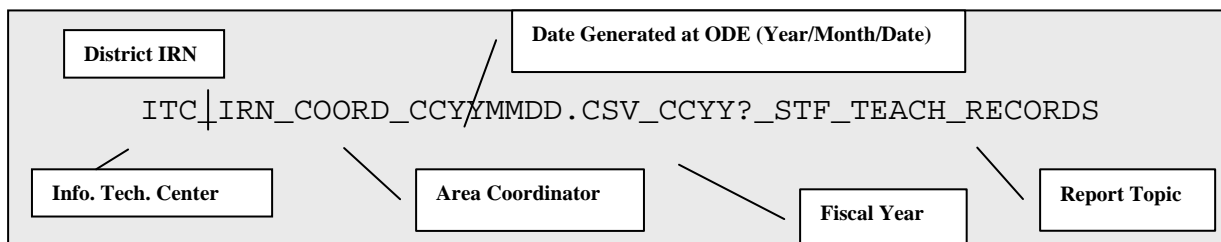
### *Tips for Reading This Document*

- 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 and year and processing period.

### *Report Name and Timing*

The file name for the report is:

**DAS\_IRN\_COORD\_CCYYMMDD.TXT\_CCYYK\_STF\_TEACH\_RECORDS**; its components are described below. This report is produced during the October (K) and February (C) reporting period ('?' may be used to represent the appropriate reporting period when the report is produced for multiple periods).



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## ODE Processing

### *Process Description*

This report is based on data in the *Staff Demographic*, *Staff Employment*, and *Course Master* records submitted by the districts (Note: Only CTAE teachers are reported during the February (C) reporting period). The data from these records are extracted in to subset of the data, **TEACH\_STAFF\_VAL.DAT**, to facilitate the generation of the report.

The IDs in this smaller file are verified in the certification *Master.RMS* file as the report is generated.

### *Data Source*

The data elements printed on the report come from the *Staff Demographic*, *Staff Employment*, and *Course Master* records submitted by the districts. The certification *Master.RMS* file is used as a source of verifying the submitted EMPLOYEE ID. OEDS elements are used to identify the recipient of the report and to ensure that reports are sent to the appropriate districts.

### Submitted Data Used in Report

The following elements appear on the report with the values as they were submitted by the district or are used as selection criteria during the reporting process.

Element Name	Record Field #	File Name	Special Notes
AREA COORDINATOR		<i>OEDS</i>	
ASSIGNMENT AREA	CK220	<i>Staff Employment</i>	
COUNTY		<i>OEDS</i>	
DISTRICT IRN	CK040	<i>Staff Employment</i>	
DISTRICT NAME		<i>OEDS</i>	
EMPLOYEE ID	CK050	<i>Staff Employment</i>	
EMPLOYEE NAME	CI060	<i>Staff Demographic</i>	
ITC		<i>OEDS</i>	
POSITION CODE	CK060	<i>Staff Employment</i>	
POSITION FUND SOURCE	CK130	<i>Staff Employment</i>	
POSITION STATUS	CK070	<i>Staff Employment</i>	

## Derived Data Used in Report

The following fields are created during the processing cycle to produce correct outputs.

Element Name	Record Field #	File Name	Field Value	Conversion factors
FLAG 1		<i>TEACH_STAFF_VAL.DAT</i>	"Y", "N", "C"	Indicator of whether or not a required <i>Staff Demographic</i> record exists
FLAG 2		<i>TEACH_STAFF_VAL.DAT</i>	"Y", "N", "C"	Indicator of whether or not a required <i>Staff Employment</i> record exists
FLAG 3		<i>TEACH_STAFF_VAL.DAT</i>	"Y", "N", or "NA"	Indicator of whether or not a required <i>Course Master</i> record exists

## Report Selection Criteria

The following are filters used in creating the subset of all staff records:

POSITION STATUS not = "P" or "U"

EMPLOYEE ID not = "999999999"

POSITION CODE = "205", "206", "207", "211", or "212"

Set the value of FLAG1, FLAG2, and FLAG3 based on the following situations:

If there is a *Staff Demographic* record, FLAG1 = "Y", otherwise FLAG1 = "N"

If there is a *Staff Employment record*, then FLAG2 = "Y"

If there is no *Staff Employment record*, then FLAG2 = "N" and

POSITION CODE = "---" and

POSITION STATUS = "-"

If there is a *Course Master*, then FLAG3 = "Y", otherwise FLAG3 = "N"

If FLAG3 = "Y", adjust as follows:

FLAG3 = "NA" if

POSITION CODE = "205", "207" or "211" and

POSITION FUND SOURCE = "A" or POSITION STATUS = "A" or "I"

OR

POSITION CODE = "206" and POSITION FUND SOURCE = "A" and

ASSIGNMENT AREA = "999275", "999380", "999413", or

"000000"

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OR

POSITION CODE = "212" and there is no *Staff Demographic* or *Staff Employment* record with the same EMPLOYEE ID

If there is no *Staff Demographic* record but the EMPLOYEE ID cannot be found on the certification file, FLAG1 = "C".

If there is no *Staff Employment* record but the EMPLOYEE ID cannot be found on the certification file, FLAG2 = "C".

If FLAG1, FLAG2, and FLAG3 all = "Y", the information is not retained for the report.

If FLAG1 and FLAG2 = "Y" and the *Course Master* is not required, the information is not retained for the report.

## 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 the reporting period (a '?' may be used to represent the reporting period when the report is used in multiple reporting periods) 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***

Each detail line contains the following:

<b>STAFF STATE ID</b>	as submitted by district on all files
<b>STAFF NAME</b>	from <i>Staff Demographic</i>
<b>POSITION CODE</b>	from <i>Staff Employment</i>
<b>POSITION STATUS</b>	from <i>Staff Employment</i>
<b>DEMOGRAPHIC RECORD SUBMITTED (FLAG1)</b>	value based on <a href="#">FLAG1</a> logic above
<b>EMPLOYMENT RECORD SUBMITTED (FLAG2)</b>	value based on <a href="#">FLAG2</a> logic above
<b>COURSE MASTER RECORD SUBMITTED (FLAG3)</b>	value based on <a href="#">FLAG3</a> logic above

## ***Report Footer***

The last page of the report is a legend explaining the contents of the report.



District: Any Ohio Academy  
 IRN: 111111 County: InOhio

Information Technology Center: TRECA  
 Area Coordinator: 00

Staff State ID	Staff Name	Position Code	Position Status	Demographic Record Submitted (Y/N/C)	Employment Record Submitted (Y/N/C)	Course Master Record Submitted (Y/N)
BG1010101	PIZZARO, JUAN	206	A	Y	Y	N
OH1234567	MAGELLAN, FERDINAND	206	A	Y	Y	N
OH2345678	CORTEZ, HERNANDO	206	A	Y	Y	N
OH3456789	HUDSON, HENRY	206	A	Y	Y	N
OH4567890	MARQUETTE, JAQUES	206	A	Y	Y	N

\*\*\* See Notes on Last Page of this Report \*\*\*

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Teacher Records

\*\*\* Notes about this Report \*\*\*

Teacher Name will appear as it is reported on the STAFF DEMOGRAPHIC RECORD, unless there is no STAFF DEMOGRAPHIC RECORD reported. If a staff person is reported with a valid State ID, and there is no STAFF DEMOGRAPHIC RECORD reported OR the teacher name element is blank on the STAFF DEMOGRAPHIC RECORD, then the name will come from the records on file with the Office of Certification/Licensure at Ohio Department of Education. If Staff State ID begins with 'Z' (for eg:ZA6234567) and if there is no name reported on the STAFF DEMOGRAPHIC RECORD, '-----' will appear under the 'Teacher Name' column.

This may occur when a position is classified, OR a person in a position requiring certification/licensure has not yet been issued a certificate/license from ODE. The state employee ID is assigned when a person has been issued an Ohio certificate/license, and it is on file at ODE. Once a certificate/license is issued, the district must resubmit data via EMIS during October K processing, so that all EMIS data associated with this staff person carries the state staff ID. Teachers reported with Staff State ID = 99999999 are excluded from this report.

If no STAFF EMPLOYMENT RECORD is reported:

The Position Code will be '---' AND the Position Status will be '-'.

The list of Staff Position Codes that appear on this report (as found in Appendix D of the EMIS Manual) are:

- 205 - Regular Teaching Assignment (Course Master elements required)
- 206 - Special Education/Learning Center Teaching Assignment (Includes Gifted and Talented teachers) (Course Master elements required - Assignment Area required - one only)
- 207 - Career Technical Education Teaching Assignment (Course Master elements required)
- 211 - Educational Services Teacher (Assignment Area required).
- 212 - Supplemental Service Teaching Assignment (Special Education) - No course master required.

NOTE: There should only be a Staff Demographic and Staff Employment record with individuals with position code = 212.

This report includes individuals with position code = '212' only if there is no STAFF DEMOGRAPHIC RECORD or STAFF EMPLOYMENT RECORD reported for a particular individual.

Since no COURSE MASTER RECORD is required for State Auxiliary Funded Positions (Fund Source = 'A') OR Preschool ITINERANT (Regular) Special Ed Teaching Assignment (Position code = 206, Assignment Area = 999275) OR Gifted and Talented Special Ed Teaching Assignment (Position code = 206, Assignment Area = 999380) OR Preschool Handicapped ITINERANT (Early Education of the Handicapped) Special Ed Teaching Assignment (Position code = 206, Assignment Area = 999413) OR Supplemental Service Teaching Assignments (Position code = 212), NA will appear in the 'Course Master Rec. Submitted' column if there are no Staff Demo or Staff Job records with the above combinations.

The list of Position Status codes that appear on this report (which can found in Chapter 3 of the EMIS Manual) are:

- A - Contracted Personnel - Agency
- C - Active/Continuing in the same position in the district
- D - Active/New position in district
- I - Contracted personnel - Individual
- N - New to District
- O - Retired and then rehired in the same or a different position within the district within a three month period
- R - Returning from leave of absence

Teachers with Position Status P or U on the STAFF EMPLOYMENT RECORD are excluded from this report

- P - Leave of Absence
- U - No longer employed by district in this position.

RECORD FLAGS: Y = Record Submitted

N = Record Not Submitted

C = Contractor (Entity Hiring Staff) Did Not Submit a Contractor Staff Employment Record for this Employee

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## Error Detection and Correction

If there are any “N” values on the report, the district personnel should verify that all three files, **STAFF DEMOGRAPHIC**, **STAFF EMPLOYMENT**, and **COURSE MASTER**, have a record using the same EMPLOYEE ID and same DISTRICT IRN. Pay particular attention to the file with the “N” value and to the values of the following fields:

- ASSIGNMENT AREA
- DISTRICT IRN
- EMPLOYEE ID
- EMPLOYEE NAME
- POSITION CODE
- POSITION FUND SOURCE
- POSITION STATUS

If this teacher’s data contains fields used in the [selection criteria](#), read through that process to determine what might affect the value of the flag on the report.

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