GENERAL ISSUES
REPORT EXPLANATION
(.TXT_CCYYX_GEN_ISSUES)
(.TXT_CCYYX_GEN_ISSUES_DETAIL)

Education Management Information System (EMIS)

Ohio | Department of Education

Prepared by
Office of Information Policy and Management

Updated on August 30, 2013

Table of Contents

Revision History

The revisions to this document listed in the table below.

Revision Date	Owner/Source	Description of Change
11/27/2007	IPM/ODE	Revised for FY2008.
1/17/2008	IPM/ODE	Revised Error table.
3/12/2008	IPM/ODE	Revised for FY2008C.
5/01/2008	IPM/ODE	Added Yearend
10/08/2008	IPM/ODE	Revised for FY09K
5/27/2010	IPM/ODE	Revised Error Codes for FY10N
9/16/2010	IPM/ODE	Completed table for all FY11K errors
5/20/2010	IPM/ODE	Revised table for all FY11N & added new 11H errors
7/15/2011	IPM/ODE	Updated error table with H error examples
3/13/2012	IPM/ODE	Revised for FY2012
5/31/2012	IPM/ODE	Updated FY12 Yearend (N) errors.
7/11/2012	IPM/ODE	Deleted error codes that are now in the level 2 checks
1/16/2013	IPM/ODE	Updated error codes 105 & 107 to match gen missing
3/11/2013	IPM/ODE	Deleted CTE error codes that are not being run any longer.
6/12/2013	IPM/ODE	Added additional Staff & Longitudinal Grad Rate checks.
6/25/2013	IPM/ODE	Updates to Accountability checks, 023, 024, 281, & 282
6/27/2013	IPM/ODE	Deleted check #274, which was duplicate of #107, updated #101
7/11/2013	IPM/ODE	Updated Title & Description of checks; 25, 26, 125, & 281-284
8/27/2013	IPM/ODE	Added additional Financial Checks for H (230-235) and additional Third Grade Reading Guarantee checks for N (291-297).

Report Overview

General Description and Significance

The General Issues Data report is essentially a directory of errors that are generated by a district during the current reporting week. It may contain information about staff, student, and/or financial files and directs a district to the report (if applicable) that provides detail about the errors.

This report will only be generated for all city, exempted village and local school districts, community schools, STEM schools, Joint Vocational School Districts, and Educational Service Centers based on applicable data submitted via EMIS during the October K, Year End N, or Financial H processing periods that have data that have exceeded the tolerance checks. ODE business offices as well as the EMIS team perform these tolerance checks.
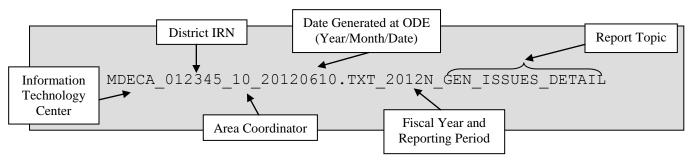
Tips for Reading This Document

- 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**.
- CCYY? Denotes the century and year and processing period.

Report Name and Timing

The file names for the reports are **.TXT_CCYYX_GEN_ISSUES** and
.TXT_CCYYX_GEN_ISSUES_detail; the report components are described below.

ODE Processing

Process Description

Offices within ODE run tolerance checks on the data to insure that the data look "reasonable". These offices then provide EMIS with a list of IRNs that exceed the tolerance ranges. The reports are generated to combine the information from various offices within ODE. There may be two reports per district generated.

The TXT_CCYYX_GEN_ ISSUES report provides a summary of errors, and will be generated if a district exceeds the tolerance check for any ODE office that is involved in this process. If a district has not exceeded the tolerance checks, a report will not be generated for the district. A report will also be generated by ITC for ITC use.

The TXT_CCYYX_GEN_ISSUES_DETAIL report provides a more detailed output. Examples include: SSIDs, Staff IDs, Fund Codes, Cost Center Codes, etc. This report will be generated if a district exceeds the tolerance check for any ODE office that is involved in this process.

Note: Errors 245, 255, and 260 list the students who show a pattern that is exceptional. Their errors do not necessarily list all the students with errors since the process only looks at students enrolled in the district 100% of the time for the full year.

Data Source

The EMIS weekly process pulls data from the various sources into two distinct files for use by the program that produces the report. The report elements are derived from various sets of data that ODE uses to perform the checks needed to produce the reports. These data sets are either submitted by districts or derived by ODE.

> **For example**: *Error Code 010 (Bad Data Ignored by ODE) pulls data submitted by districts like the DISTRICT IRN and BUILDING IRN. Data derived by ODE includes element names like ERROR REASON and RECORD NUMBER.*

Some of the measures are developed by various business offices at ODE, using criteria and data extraction developed by the data manager of that office. The data are drawn from the same data source as the EMIS weekly process.

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 total pages, 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.

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

Report Grouping/Ordering/Control Breaks

There is an ITC version of each file that has the data grouped by District IRN; it includes the same data as the separate district reports but lists each district within the ITC in IRN order.

The district reports are ordered by the error code.

Report Summary

There is no report summary

Report Detail

The following are the fields and descriptions for each error:

Field Name	Field Description
ERROR CODE	Identifies that each line of the report for reference when reviewing the GEN_ISSUES reports and any other related documents. Shown as a three-digit code.
BUILDING IRN	Identifies the IRN of the building whose data generated an error condition; not required for every condition

FISCAL YEAR AND REPORTING PERIOD	Identifies both the Fiscal Year and Reporting Period used to determine which sets of data are in error.
SHORT ERROR DESCRIPTION	Identifies the context of the error.
RELATED ODE REPORT	Identifies the report name that relates to the errors being generated. Districts should consult the report for error resolution. Will show "n/a" if there is not currently an ODE related report.
DATA AT ODE AS OF DATE	Identifies the Friday date of the current processing week, the date by which districts were required to have submitted data for the process as CCYYMMDD
COUNT /%	Identifies the total number of errors/what percentages there are of errors. This will vary by Error Code.

Reporting Period Detail

The reporting periods are as follows:

Reporting Period Code	**Reporting Period Description**
K	OCTOBER
D	MARCH – CAREER TECH
N	YEAREND
G	GRADUATE
H	JUNE – FINANCIAL

For more information about the reporting periods and data submission requirements refer to the EMIS Manual posted on the ODE website, www.education.ohio.gov.

Report Type

The report types are as follows:

Report Type Code	**Report Type Description**	**Text Examples**
S	SUMMARY REPORT	COUNTS, PERCENTAGES, ETC.
D	DETAIL REPORT	IRNs, SSIDs, STAFF IDs, FUND CODES, COST CENTERS, OBJECT CODES, ETC.

Report Layout/Sample

```
     PROGRAM: EMIS2012-ISSUES-DIST-RPT        OHIO DEPARTMENT OF EDUCATION                    DATE: 06/07/2013
EMIS REPORT: TXT_2012N_GEN_ISSUES_DETAIL   EDUCATION MANAGEMENT INFORMATION SYSTEM          PAGE:      1
                                                  GENERAL ISSUES REPORT


     For information on each error type, please see the FY2012 report documentation for this report under 'EMIS
     Documentation' is on ODE's EMIS Web Site.  The documentation for this report will be updated if new checks are
     added during the data period.  If after reading the report documentation an error code explanation is still
     not understandable, please contact the person listed in the documentation for the error code in question.




DISTRICT: 12345  Mayflower City SD        COUNTY: Wachusette       ITC:  REGAL




                                                                  SUBMIT
                 FY/                                              DATA AT
ERR BLDNG        RPT                                              ODE AS
CD  IRN          PER     SHORT ERROR DISCRIPTION     RELATED ODE REPORT (IF ANY)   OF DATE    ODE BUSINESS OWNER      COUNT/%
--- ------      -----    --------------------------  --------------------------    -------    ----------------        ---------
040             2013N    Enroll change from prior yr .TXT_CCYY?_STU_ENROLLMENT     20130607   ODE-EMIS-Contact ITC     -14.25
041             2013N    ADM change from prior yr    .TXT_CCYYX_STU_SF3FLOW_ALL/JVS 20130607  ODE-EMIS-Contact ITC     -14.05
048             2013N    CTE Fatal errors            .TXT_CCYY?_STU_CTA_PAGE_INDEX 20130607   ODE-EMIS-Contact ITC          7
051             2013N    Qual Para Prof HQT No       .TXT_CCYY?_STF_QUAL_PARA_PROF 20130607   ODE-EMIS-Contact ITC          3
076             2013N    Adjustments to Bridge Flow  .TXT_CCYY?_STU_BRIDGE_ADJ     20130607   ODE-EMIS-Contact ITC         23
087             2013N    Students on Missing List     .TXT_CCYY?_STU_MISSING       20130607   ODE-EMIS-Contact ITC        129
```

Error Detection and Correction

Check the information that is in question and verify the accuracy of the data reported; make corrections to the data if needed and resubmit the data to ODE. If a district or community school has questions about the information on the report they should use the contact information that is listed in the table below to e-mail or call the appropriate office that is associated with the information that is in question.

Below is a table for the districts to use as a tool to determine possible errors with corresponding checks for the error(s). This document includes the ERROR CODES, SHORT ERROR DESCRIPTION as it appears on the report itself, FULL DESCRIPTION, RELATED ODE REPORTS if one exists, BUSINESS OWNER, REPORT TYPE CODE, CHECK, and a column to indicate the REPORTING PERIOD in which the error is active: K for October, N for Yearend, G for Graduate, H for Financial.

Please note that in the Related ODE report column, SDC stands for Secure Data Center. The information in the column for SDC reports indicates the folders and reports that a district authorized staff member would select within the SDC to review data related to the GEN_ISSUES error codes.

If the district has questions about a specific issue or cannot resolve the problem without further assistance, they should use the Contact Information below to facilitate ODE's ability to respond accurately and rapidly. **Districts should not submit questions to the Help Desk if the contact information in the table lists a particular ODE staff member. Please contact him or her directly.**

The reports are designed to assist districts in identifying possible data quality issues and are not meant to imply that ODE definitely considers the information presented as errors. Once the district determines that the information that is being received by ODE that they are reporting to EMIS is correct, no further action is required by the district.

Error Codes and Descriptions

Error	Error Description	Description	Related ODE Report	Business Owner	Contact Information	Check	Rpt Type Code	K	N	G	D	H
006	Missing OGT Record	Count of students for whom the district is required to report an Ohio Graduation Test record does not have a test record reported to ODE.	CSV_CCYY?_STU_MISSING_OGT	ODE EMIS-Contact ITC	Your ITC	Review the report documentation for CSV_CCYY?_STU_MISSING_OGT report.	S		N			
007	Missing Achievement Record	Count of students for whom the district is required to report an Ohio Achievement Assessment record does not have a test record reported to ODE.	CSV_CCYY?_STU_MISSING_OAT	ODE EMIS-Contact ITC	Your ITC	Review the report documentation for CSV_CCYY?_STU_MISSING_OAT report.	S		N			
008	Missing OTELA Record	Count of students for whom the district is required to report an Ohio Test of English Language Acquisition (OTELA) record does not have a test record reported to ODE.	CSV_CCYY?_STU_MISSING_OTELA	ODE EMIS-Contact ITC	Your ITC	Review the report documentation for CSV_CCYY?_STU_MISSING_OTELA report.	S		N			
011	Spec Ed Missing IEP for Fund	Count of students with a disability who will not meet the requirements for weighted funding based on the Special Education records submitted by the district.	CSV_CCYYK_STU_DISAB_NOT_FUNDED or CSV_CCYYN_STU_IEP_FUTURE_FUND	ODE EMIS-Contact ITC	Your ITC	Review the report documentation for the STU_DISAB_NOT_FUNDED (K) or STU_IEP_FUTURE_FUND (N) reports.	S	K	N			
012	Graduating Student Missing Test	A student submitted as a graduate in yearend data lacks 5 passing scores (or 4 passes and the alternative criteria) required for graduation	CSV_CCYY?_STU_GRAD_TEST_REQ	ODE EMIS-Contact ITC	Your ITC	Review the report documentation for CSV_CCYY?_STU_GRAD_TEST_REQ report.	S		N			
014	Dist Lunch % total not 100%	The values reported in Lunchroom Percentage (DB070) are used to allocate lunchroom costs to specific buildings in the Expenditure Flow Model. Totals less than 100% would indicate that some expenditures will be excluded from the EFM.	July Expenditure Flow Model reports	Center for School Options and Finance	James Long, 614- 466-0523	Verify that building lunchroom percentages are correct and district total should not equal 100%.	S					H

Error	Error Description	Description	Related ODE Report	Business Owner	Contact Information	Check	Rpt Type Code	K	N	G	D	H
015	Large Change in Enrollment (YE ADM)	Large Change in Enrollment (Yearend ADM): Flags districts\community schools with enrollment changes >=5% between current and previous year.	SDC-Analysis> Enrollment> Customize	Center for Accountability and Continuous Improvement	Brian Clark, 614-752-4623	Check ATTENDANCE DAYS, EXCUSED ABSENCE DAYS, and UNEXCUSED ABSENCE DAYS elements from the yearend EMIS Student Attendance record. Check the ACTUAL DAYS IN SESSION elements from the yearend EMIS Grade Schedule record.	S		N			
016	Attendance Rate 0%	Attendance Rate 0%: Flags districts\community schools with 0% attendance rates reported.	SDC-Dashboard >Indicators & Ratings	Center for Accountability and Continuous Improvement	Brian Clark, 614-752-4623	Check ATTENDANCE DAYS, EXCUSED ABSENCE DAYS, and UNEXCUSED ABSENCE DAYS elements for the students reported in the EMIS Student Standing record.	S		N			
017	Attendance Rate 100%	Attendance Rate 100%: Flags districts\community schools with 100% attendance rates reported.	SDC-Dashboard >Indicators & Ratings	Center for Accountability and Continuous Improvement	Brian Clark, 614-752-4623	Check ATTENDANCE DAYS, EXCUSED ABSENCE DAYS, and UNEXCUSED ABSENCE DAYS elements for the students reported in the EMIS Student Standing record.	S		N			
018	Large Change in Attend Rate	Large Change in Attendance Rate: Flags districts\community schools with attendance rate changes >=5% between current and previous year.	SDC-Analysis >Attendance>Cust omize	Center for Accountability and Continuous Improvement	Brian Clark, 614-752-4623	Check ATTENDANCE DAYS, EXCUSED ABSENCE DAYS, and UNEXCUSED ABSENCE DAYS elements for the students reported in the EMIS Student Standing record.	S		N			
019	Excused vs. Unexcused Absences	Disparity Between Excused v. Unexcused Absence Days: Flags districts\community schools with excused absence days <=50 and unexcused absence days > 50 or with unexcused absence days <=50 and excused absence days > 50.	SDC-Analysis> Attendance>Curre nt	Center for Accountability and Continuous Improvement	Brian Clark, 614-752-4623	Check ATTENDANCE DAYS, EXCUSED ABSENCE DAYS, and UNEXCUSED ABSENCE DAYS elements for the students reported in the EMIS Student Standing record.	S		N			

Error	Error Description	Description	Related ODE Report	Business Owner	Contact Information	Check	Rpt Type Code	K	N	G	D	H
020	4 YR Longitudinal Graduation percentage rate = 0%	Flags districts\community schools with a 4 YR longitudinal graduation rate =0%	SDC-Analysis> Graduation> District 4-Year Longitudinal Graduation Rate – Current Data	Center for Accountability and Continuous Improvement	Brian Clark, 614-752-4623	See SDC → Reports for Analysis → Graduation → District 4-Year Longitudinal Graduation Rate – Current Data	S			G		
021	4 YR Longitudinal Graduation percentage rate >=100%	Flags districts\community schools with a 4 YR longitudinal graduation rate >=100%	SDC-Analysis> Graduation> District 4-Year Longitudinal Graduation Rate – Current Data	Center for Accountability and Continuous Improvement	Brian Clark, 614-752-4623	See SDC → Reports for Analysis → Graduation → District 4-Year Longitudinal Graduation Rate – Current Data	S			G		
022	4 YR Longitudinal Graduation percentage rate = '- -', i.e., null	Flags districts\community schools with '- -' 4 YR Longitudinal graduation rate	SDC-Analysis> Graduation> District 4-Year Longitudinal Graduation Rate – Current Data	Center for Accountability and Continuous Improvement	Brian Clark, 614-752-4623	See SDC → Reports for Analysis → Graduation → District 4-Year Longitudinal Graduation Rate – Current Data	S			G		
023	Low AYP Participation Rate – Reading	Low AYP Participation Rate – Reading: Flags districts \community schools with reading participation rates <= 85% indicating a high percentage of test waivers based on data submitted for yearend processing.	SDC-Dashboard> District AYP Workbook	Center for Accountability and Continuous Improvement	Brian Clark, 614-752-4623	Check the Building IRN – SPRING test administration IRN and REASON TEST NOT TAKEN elements from the EMIS Achievement Test and/or Ohio Graduation Test records. **Code List:** All = All Students I = American Indian/Alaskan Native A = Asian or Pacific Islander B = Black, Non-Hispanic ED = Economically Disadv. H = Hispanic LEP = LEP M = Multiracial SWD = Students w/ Disabilities W = White, Non-Hispanic	S		N			

Error	Error Description	Description	Related ODE Report	Business Owner	Contact Information	Check	Rpt Type Code	K	N	G	D	H
024	Low AYP Participation Rate – Math	Low AYP Participation Rate – Math: Flags districts \community schools with math participation rates <= 85% indicating a high percentage of test waivers based on data submitted for yearend processing.	SDC-Dashboard> District AYP Workbook	Center for Accountability and Continuous Improvement	Brian Clark, 614-752-4623	Check the Building IRN – SPRING test administration IRN and REASON TEST NOT TAKEN elements from the EMIS Achievement Test and/or Ohio Graduation Test records. **Code List:** All = All Students I = American Indian/Alaskan Native A = Asian or Pacific Islander B = Black, Non-Hispanic ED = Economically Disadv. H = Hispanic LEP = LEP M = Multiracial SWD = Students w/ Disabilities W = White, Non-Hispanic	S		N			
025	Percent Proficient Rate 0% - Reading	Proficiency Rate 0%- AYP Reading: Flags districts \community schools with reading proficiency rate of 0%	SDC – Local Report Card> District Gap Closing or School Gap Closing	Center for Accountability and Continuous Improvement	Brian Clark, 614-752-4623	Check the SCALED SCORE and RAW SCORE elements from the Student Achievement and/or Ohio Graduation Test records.	S		N			
026	Percent Proficient Rate 0% - Math	Proficiency Rate 0%- AYP Math: Flags districts \community schools with math proficiency rate of 0%	SDC – Local Report Card> District Gap Closing or School Gap Closing	Center for Accountability and Continuous Improvement	Brian Clark, 614-752-4623	Check the SCALED SCORE and RAW SCORE elements from the Student Achievement and/or Ohio Graduation Test records.	S		N			
027	MOA Check – roll-up to state	Large Proportion of Students with MOA (Majority of Attendance) roll-up to the state: Flags districts/community schools for which 1% or more of students have a majority of attendance that roll-up to the state.	N/A	Center for Accountability and Continuous Improvement	Brian Clark, 614-752-4623	Count of students that meet FAY definition and roll-up to the state/ Count of unique students reported at district.	S		N			
028	Truancy w/d with 0 Unexcused Abs	Withdrawal Due to Truancy with Zero Unexcused Absence	TXT_CCYY?_GEN_ISSUES_DETAIL	Center for Accountability and	Brian Clark, 614-752-4623	Check the WITHDRAWAL / DROPOUT / TRUANCY	D		N			

Error	Error Description	Description	Related ODE Report	Business Owner	Contact Information	Check	Rpt Type Code	K	N	G	D	H
		Days Reported: Flags districts \community schools reporting one or more students as withdrawn due to truancy with zero corresponding unexcused absence days reported.		Continuous Improvement		REASON element from the EMIS Student Standing record for students coded as truant ('71'). Make sure these students have UNEXCUSED ABSENSE DAYS reported in the same record.						
029	SOES Student with 0 EMIS Attendance	No Student Attendance Data Reported in EMIS for Students Reported as Enrolled in the SEOS: Flags community schools reporting one or more students in the SEOS as enrolled for at least one day of school for whom no attendance data is reported at yearend.	TXT_CCYY?_GEN _ISSUES_DETAIL	Center for Accountability and Continuous Improvement	Brian Clark, 614-752-4623	Check the SSIDs of students reported in the SEOS and make sure each student enrolled one or more days is reported in the EMIS Student Standing record.	D		N			
030	SOES EMIS Mismatch	Student Reported During Test Administration in SEOS but not in EMIS Student Attendance Record and/or SEOS and EMIS Grade Levels do not Match: Flags one or more students in SEOS as enrolled during the spring test administration without attendance or different grade.	TXT_CCYY?_GEN _ISSUES_DETAIL	Center for Accountability and Continuous Improvement	Brian Clark, 614-752-4623	Check the Admission Date and Date of Withdrawal elements in the yearend EMIS Student Attrib-Efctv Date and the FROM DATE and TO DATE in the SEOS.	D		N			
031	Alternant Assessment but no Disability	Alternately Assessed Student Reported without Disability Condition in EMIS Student Attendance File: Flags districts /community schools reporting one or more students taking an alternate assessment for whom no disability condition is reported at yearend	TXT_CCYY?_GEN _ISSUES_DETAIL	Office for Exceptional Children	Anne Skaggs, Anne.Skaggs@educatio n.ohio.gov	Check DISABILITY CONDITION element in the yearend EMIS Student Attrib-Efctv Date record for students reported taking an alternate assessment in the Achievement Test or Ohio Graduation Test records.	D		N			
032	70%+ Stu enroll < full year	Large Proportion of Students with Enrollment (Yearend ADM) less than 1.00: Flags districts/community schools for	SDC-Analysis> Enrollment> Customize	Center for Accountability and Continuous Improvement	Brian Clark, 614-752-4623	Check the ANNUAL DAYS IN SESSION or, for community schools whose contract specifies instruction as number	S		N			

Error	Error Description	Description	Related ODE Report	Business Owner	Contact Information	Check	Rpt Type Code	K	N	G	D	H
		which 70% or more of students have Enrollment (Yearend ADM) less than 1.00, i.e., enrolled less than the full school year.				of hours instead of days, the ANNUAL HOURS IN SESSION and HOURS PER DAY elements from the EMIS Grade Schedule Record.						
033	Zero Discipline Reasons & Types	No discipline reasons and discipline types have been reported for any students. Since it is unusual for a building not to have any discipline occurrences for the entire year; districts are asked to verify that they are reporting this information correctly	SDC-Analysis> Discipline>Current	Safety Health & Nutrition	Erica Cheyney, Erica.Cheyney@education.ohio.gov	Verify that the Student Discipline Record (GD) is reported for all students who received a disciplinary action (type) for any discipline incident (reason). If inaccuracies are found please correct the data and re-submit to ODE.	S		N			
034	Zero Expulsions/OOS Suspensions	For the discipline records reported no expulsions or OOS suspensions have been reported. It is unusual not to have any expulsions or OOS suspensions for the entire year; districts are asked to verify that they are reporting this information correctly.	SDC-Analysis> Discipline>Current	Safety Health & Nutrition	Erica Cheyney, Erica.Cheyney@education.ohio.gov	Verify that the Discipline Type reported on the Student Discipline Record (GD) is accurate. If inaccuracies are found please correct the data and re-submit to ODE.	S		N			
035	50% +/- Change in Discipline	The number of disciplinary actions (types) reported is 50% greater or less than the number reported in the previous year.	SDC-Analysis> Discipline>Current	Safety Health & Nutrition	Erica Cheyney, Erica.Cheyney@education.ohio.gov	Verify that the Student Discipline Record (GD) is reported for all students who received a disciplinary action (type) for any discipline incident (reason). If inaccuracies are found please correct the data and re-submit to ODE.	S		N			
036	Out-of-School Suspensions	The number of out-of-school suspensions for the discipline records reported is greater than 40 per 100 students enrolled.	SDC-Analysis> Discipline> 100_Current	Safety Health & Nutrition	Erica Cheyney, Erica.Cheyney@education.ohio.gov	Verify that the Student Discipline Record (GD) is reported for all students who received a disciplinary action (type) for any discipline incident (reason). If inaccuracies are found please correct the data and re-submit to ODE.	S		N			

Error	Error Description	Description	Related ODE Report	Business Owner	Contact Information	Check	Rpt Type Code	K	N	G	D	H
037	Zero Academic Intervention	No academic intervention program codes have been reported for any students. Academic (student) intervention services should be provided to all students who are failing or are at risk of failing any one of Ohio's Achievement tests.	N/A	Safety Health & Nutrition	Erica Cheyney, Erica.Cheyney@education.ohio.gov	Verify that the Program Code for Academic Intervention is reported for any student who receives these services. If inaccuracies are found please correct the data and re-submit to ODE.	S		N			
040	10% +/- Headcount Change	Percent Change in enrollment from prior October reporting period (only listed if change is 10% or greater)	TXT_CCYY?_STU_ENROLLMENT	ODE EMIS-Contact ITC	Your ITC	Verify that all students who should be reported have appropriate records submitted to ODE, review report documentation for criteria used to determine these numbers	D	K				
041	10% +/- FTE change	Percent change in ADM from prior October reporting period (only listed if change is 10% or greater)	TXT_CCYY?_STU_ENROLLMENT	ODE EMIS-Contact ITC	Your ITC	Verify that all students who should be reported have appropriate records submitted to ODE, review report documentation for criteria used to determine these numbers	D	K				
045	Level 2 Errors	Count of Level 2 critical errors by Category and Code: 1—SSID, 2—Contract Staff, 3—FTE/Headcount, 5—Preschool Missing Test(s)	N/A	ODE EMIS-Contact ITC	Your ITC	Review the report documentation for each Level 2 Report to correct the errors.	D	K	N			
046	ECE units short	PK special education teacher, adaptive physical education and related service data indicates ECE unit shortage.	TXT_CCYY?_STF_ECE_STAFF_UNITS	ODE EMIS-Contact ITC	Your ITC	Verify/validate the records submitted and correct the errors associated with such data, if error exists.	S	K				
048	ESC gifted short	ESC gifted teacher and/or coordinator FTE sum is less than the allocated units. T: x indicates unit(s) short for teachers, C: x for other staff.	TXT_CCYY?_STF_GIFTED_STAFF	ODE EMIS-Contact ITC	Your ITC	Validate assignment area, other criteria on data submissions for gifted staff	S	K				

Error	Error Description	Description	Related ODE Report	Business Owner	Contact Information	Check	Rpt Type Code	K	N	G	D	H
051	Qual Para Prof No	At least one staff member does not fulfill the Qualified Paraprofessional criteria.	TXT_CCYY?_STF _QUAL_PARA_PR OF	ODE EMIS-Contact ITC	Your ITC	Verify/validate the records submitted and correct the errors associated with such data	S	K				
053	Staff Not HQT	District has staff who are not HQT	TXT_CCYY?_STF _COURSE_HQT_ NO	ODE EMIS-Contact ITC	Your ITC	Verify that all teachers have proper HQT flags	S	K				
055	Invalid Cert— Course	# of all certificated staff by building who teach courses who are invalidly certified.	CSV_CCYY?_STF _INVL_CRT_CRS E	ODE EMIS-Contact ITC	Your ITC	Verify/validate the records submitted and correct the errors associated with such data.	S	K				
074	Gen Missing Goals Not Met	Number of record types where the reporting entity has not met the data submission goals for the current week- if a funding week, a financial withholding may occur.	TXT_CCYY?_GEN _ MISSING_DATA	ODE EMIS-Contact ITC	Your ITC	Review the report documentation for the GEN_ MISSING_DATA report. See the Data Submission Requirements on the ODE Webpage.	D	K	N			H
076	Adjustments for Bridge Flow	Indicates the adjustments made to the next year's formula ADM for determining state foundation monies	TXT_CCYY?_STU _Bridge_ADJ	ODE EMIS-Contact ITC	Your ITC	Work with the indicated district to correct data so that total student FTE is not greater than 1	D	K				
077	Self as Feeder School IRN	Building is reported with its own IRN as the feeder school IRN	N/A	Center for Accountability and Continuous Improvement	Brian Clark, 614-752-4623	Check Feeder School IRN on Organization General Information Record (DN)	D	K	N			
078	Lower Grade Range in Feeder IRN	Building is reported with a feeder school that serves a lower grade span than the building itself	N/A	Center for Accountability and Continuous Improvement	Brian Clark, 614-752-4623	Check Feeder School IRN on Organization General Information Record (DN)	D	K	N			
079	Missing Feeder IRN	Building is reported without a feeder school IRN	N/A	Center for Accountability and Continuous Improvement	Brian Clark, 614-752-4623	Check Feeder School IRN on Organization General Information Record (DN)	D	K	N			
080	Lrg Grade Gap Btw Bldg IRN and Feeder IRN	Lowest grade served by building's feeder school is at least two years higher than highest grade level served by the building itself	N/A	Center for Accountability and Continuous Improvement	Brian Clark, 614-752-4623	Check Feeder School IRN on Organization General Information Record (DN)	D	K	N			

Error	Error Description	Description	Related ODE Report	Business Owner	Contact Information	Check	Rpt Type Code	K	N	G	D	H
081	Feeder IRN other than '******'	Building is reported with a feeder school IRN instead of '******'.	N/A	Center for Accountability and Continuous Improvement	Brian Clark, 614-752-4623	Check Feeder School IRN on Organization General Information Record (DN)	D	K	N			
087	Students on Missing List	Count of students reported in the base reporting period that do not have records submitted in this reporting period. **Note: This does not include any of the students that have been granted an override.**	CSV_CCYY?_STU_STUDENT_MISSING	ODE EMIS-Contact ITC	Your ITC	This data will impact the STU_STUDENT_MISSING report. Please review the report documentation once posted as well as the Data Submission Requirements on the ODE Webpage for the current reporting period.	S	K	N			
088	Staff on Missing List	Number of staff being reported in this reporting period as opposed to the number of staff reported in the base reporting period. **Note: This does not include any of the staff members that have been granted an override.**	CSV_CCYY?_STF_STAFF_MISSING	ODE EMIS-Contact ITC	Your ITC	This data will impact the STF_STAFF_MISSING report. Please review the report documentation once posted as well as the Data Submission Requirements on the ODE Webpage for the current reporting period.	S	K	N			
091	No unexcused absences	The sum of unexcused absences for all students in the district is equal to zero.	N/A	Center for School Options and Finance	James Long, 614- 466-0523	Verify that there are no unexcused absences in your district's attendance totals.	S	K	N			
096	Operational Unit with no Expenditure	One or more operational units is reporting with zero or no expenditure data	N/A	Center for School Options and Finance	James Long, 614- 466-0523	Verify DB***Amount for one or more buildings may be incorrect, or one or more DB records are not being reported to ODE.	D					H
097	Required receipt code not reported	One or more receipt codes are not being reported that are required for each district	N/A	Center for School Options and Finance	James Long, 614- 466-0523	Verify that receipt codes are being reported	D					H
098	Receipt code reported that is no longer used	One or more receipt codes are being reported that are no longer used.	N/A	Center for School Options and Finance	James Long, 614- 466-0523	Verify that receipt codes are being reported	D					H
099	Appropriation amount < 0	One or more reported appropriation amounts is less than zero	N/A	Center for School Options and Finance	James Long, 614- 466-0523	Verify that reported appropriation amounts is less than zero	D					H

Ohio | Department of Education

Error	Error Description	Description	Related ODE Report	Business Owner	Contact Information	Check	Rpt Type Code	K	N	G	D	H
100	No change in financial data	More than half of the expenditure data reported by the district exactly matches the data submitted during the previous year's submission	N/A	Center for School Options and Finance	James Long, 614- 466-0523	Verify that expenditure data is exactly the same as the previous year's submission	D					H
101	Preschool Student Records Less Than Funded Early Childhood	District has reported less preschool students than the Early Childhood Education Grant funded numbers.	N/A	Office of Early Learning and School Readiness	Geoff Grove, 614- 995-3442	Verify that a record is reported for all preschool students who are enrolled in a state-funded Early Childhood Education Grant program and that course code 180108 and PS Poverty Level between A and F has also been reported.	D	K	N			
103	Missing Transition Codes	District has not reported the appropriate Transition Plan Code reported (211100 or 211105)	N/A	Office for Exceptional Children	Anne Skaggs, Anne.Skaggs@education.ohio.gov	Verify that students with disabilities who are 16 years old or older have the appropriate Transition Plan Code reported (211100 or 211105)	S		N			
104	Missing Spec Ed Event	District has students with disabilities who are missing a special ed event	CSV_CCYY?_STU_MISSING_SPED_EVENT	ODE EMIS-Contact ITC	Your ITC	Verify that students with disabilities have all applicable special ed events reported.	S		N			
105	Missing Course	Count of students that district is educating and for whom ODE expects at least one course.	CSV_STU_MISS_COURSE	ODE EMIS-Contact ITC	Your ITC	Verify that students who are being educated by the district have course records submitted in this reporting period.	S	K	N			
106	Grad Issues Duplicate	Districts reporting same student multiple times as a graduate	CSV_CCYY?_STU_GRAD_DUP	ODE EMIS-Contact ITC	Your ITC	Verify whether or not students are reported one or more times by another reporting entity beginning from the earliest to the latest submissions of all reporting entities.	S			G		
107	Missing Grade Schedule (DL) Record(s)	District is missing one or more Grade Schedule Records (DL) for this reporting period.	TXT_CCYY?_GEN_MISSING_DATA	ODE EMIS-Contact ITC	Your ITC	Verify that the DL records are being submitted if the district is required to do so.

Sample errors will specify which Grade Schedule record(s) (by building and | S | K | N | | | |

Error	Error Description	Description	Related ODE Report	Business Owner	Contact Information	Check	Rpt Type Code	K	N	G	D	H
						grade and attendance pattern) is expected to be reported but has not been to date. Ex. G:PS AP:HO						
108	Missing District Test Record	District is missing the District Test Record	TXT_CCYY?_GEN _MISSING_DATA	ODE EMIS-Contact ITC	Your ITC	Verify that the district record is being submitted is the district if required to do so. Please see the General Missing Data report documentation for additional information about the significance of this measure.	S		N			
109	Missing DN Record(s)	District is missing one or more Organization General Information Record(s) (DN)	TXT_CCYY?_GEN _MISSING_DATA	ODE EMIS-Contact ITC	Your ITC	Verify that which DN records are being submitted if the district is required to do so.\n\nSample errors will specify which Organization General Information Record(s) is expected to be reported but has not been to date.\n\nFor Period H: Error Message will list what record (Building or District) is missing. The Building Record should include the Transportation Percentage, Lunchroom Percentage, and Building Square Feet. The District record includes the ITC IRN and Central Office Square Feet.	S	K	N			H
111	High Expulsions	The number of expulsions for the discipline records reported is greater than 3 per 100 students enrolled.	SDC-Analysis> Discipline>100_Cu rrent	Safety Health & Nutrition	Erica Cheyney, Erica.Cheyney@educati on.ohio.gov	# of Expulsions per 100 students	S		N			
113	District Change in LEP Enrollment	District level report shows the prior 'K'/'N' LEP Students compared to the current 'K'/'N' LEP students. Enrollment % is	N/A	Office of Curriculum and Instruction	Sheila Milligan, sheila.milligan@educati on.ohio.gov	Verify that all LEP students are correctly coded on the Student Attributes–Effective Date record.	D	K	N			

Error	Error Description	Description	Related ODE Report	Business Owner	Contact Information	Check	Rpt Type Code	K	N	G	D	H
		+/- 10% from prior year. Data are used to determine Title III allocations, and for reporting to the US Dept of Ed.										
114	District Change in Immigrant Enrollment	District level report shows prior 'K'/'N' Immigrant Students compared to current 'K'/'N' Immigrant Students Enrollment % is +/- 10% from previous year. Data used to determine Immigrant allocations, and for reporting to the US Dept of Ed.	N/A	Office of Curriculum and Instruction	Sheila Milligan, sheila.milligan@education.ohio.gov	Verify that all Immigrant students are correctly coded on the Student Attributes–Effective Date record.	D	K	N			
119	Unexcused > excused absences	Total count week unexcused absences is greater than the total count week excused absences	N/A	Center for School Options and Finance	James Long, 614- 466-0523	Excused and unexcused absences, verify the accuracy, and re-report if needed.	S	K				
121	Excused vs. Unexcused Absences	District's total excused absence days < unexcused absence days	N/A	Center for School Options and Finance	James Long, 614- 466-0523	Check the October ATTENDANCE DAYS, EXCUSED ABSENCE DAYS, and UNEXCUSED ABSENCE DAYS elements from the Student Standing record.	S	K				
123	Percent of HQT staff	The percentage of core courses that are HQT	N/A	Educator Licensure	Mary Rose, 614-728-4595	Verify data on the certification reports.	S	K				
124	HQT % above Proper Cert	Percent by which HQT courses exceeds Proper Certified courses	N/A	Educator Licensure	Mary Rose, 614-728-4595	Verify data on the certification reports.	D	K				
125	Percent Staff Attendance Days = 0	Shows the % of all district staff for whom "Staff Attendance Days" element = 0. That is, % of staff reported as not attending work at all. Report attendance & absence data for all staff, including contracted staff, following EMIS manual.	N/A	Educator Licensure	Mary Rose, 614-728-4595	Staff attendance and absences must be reported accurately. Please review the Staff Demographic (CI) Record and re-report if needed.	S					
130	<= 70% of students FTE= 1	70% or less of students in the district are a full FTE	N/A	Center for School Options and Finance	James Long, 614- 466-0523	Verify that all students have a proper student % of time on the Student Standing record.	S	K				

Error	Error Description	Description	Related ODE Report	Business Owner	Contact Information	Check	Rpt Type Code	K	N	G	D	H
135	Large Change in Econ Disadv Enrollment	Large Change in Economically Disadvantaged Enrollment (Percentage): Flags districts or community schools with economically disadvantaged enrollment changes >= 25% points between current and previous year.	SDC-Analysis> Enrollment> Customize	Center for Accountability and Continuous Improvement	Brian Clark, 614- 752-4623	Check the DISADVANTAGEMENT element in the yearend EMIS Student Attributes – Effective Date Record.	D		N			
140	Low CTE Concentrator Count	The number of students reported with a CTE Program of Concentration code is at least 20% fewer than the number reported in the previous year.	CCYYN_STU_CTEYE_PERFORM	Office of Career-Technical Education	Erica Cheyney, Erica.Cheyney@education.ohio.gov	Verify that all students who should be reported with a CTE Program of Concentration are reported accurately.	D		N			
141	No ARRA funds reported	No funds are being reported to the ARRA SFSF specific receipt code 532 with special cost center 932O	District financial records	Center for School Options and Finance	James Long, 614- 466-0523	Correctly apply the receipt and special cost center code to track ARRA SFSF funds	D					H
145	Missing Secondary Planning Code	Student is 16 and no Secondary Planning Code has been reported	N/A	Office for Exceptional Children	Anne Skaggs, Anne.Skaggs@education.ohio.gov	Examine Transition Plan sections of IEPs for all students who were 16 at any time this school year. If the plan meets federal requirements, make sure it is reported; if there is no plan that meets requirements, report no plan in place.	S		N			
170	IETR > 60 days of Consent	IETR must be within 60 days of Parental consent	N/A	Office for Exceptional Children	Anne Skaggs, Anne.Skaggs@education.ohio.gov	Both IETR and CNST records must be submitted and Consent must occur within 60 days.	D	K	N			
175	Non-compliance reason for late IETR	IETR must be within 60 days of Parental Consent. If not, district must indicate reason.	N/A	Office for Exceptional Children	Anne Skaggs, Anne.Skaggs@education.ohio.gov	Check dates on IETR, Parental Consent, Non-Compliance ID if more than 60 days.	D	K	N			
176	No PSTC reported	No PSTC reported	N/A	Office for Exceptional Children	Anne Skaggs, Anne.Skaggs@education.ohio.gov	Check whether students were referred from Part C to Part B, if so, report the conference date.	D		N			
177	PSTC reported, no CNST	If PSTC is reported, student participated in Part C and was	N/A	Office for Exceptional	Anne Skaggs, Anne.Skaggs@educatio	Make sure student actually received Part C. If so, identify	D		N			

Error	Error Description	Description	Related ODE Report	Business Owner	Contact Information	Check	Rpt Type Code	K	N	G	D	H
		found eligible for Part B. If not eligible, do not report PSTC.		Children	n.ohio.gov	status of consent. If not, add to district-level aggregated counts of students found not eligible.						
178	No ETRs reported	No IETR, TETR or RETR reported	N/A	Office for Exceptional Children	Anne Skaggs, Anne.Skaggs@education.ohio.gov	Check special education records to identify dates and outcomes of ETRs completed this year.	D		N			
179	PSTC, IETR and No IEP	IIEP must occur within 90 days of consent. If consent was reported prior to March 2, an IIEP is expected. If not reported, district must be prepared to provide upon OEC request reasons for delay.	N/A	Office for Exceptional Children	Anne Skaggs, Anne.Skaggs@education.ohio.gov	If IEP was late, report date and consent. If it hasn't occurred, and 90 days from date of consent is AFTER JUNE 1, make sure to report IEP event in K reporting. If not reported, district must be prepared to provide upon OEC request reasons for delay.	D		N			
180	No ETR after Consent	Cannot calculate whether IETR is within 60 days of Parental Consent, due to lack of IETR date	N/A	Office for Exceptional Children	Anne Skaggs, Anne.Skaggs@education.ohio.gov	IETR record is due to be submitted for this student	D		N			
181	PSTC reported, IEP > 3rd Bday	Children enrolled in Part C and found eligible for services must have an IEP in place on or before their third birthdays.	N/A	Office for Exceptional Children	Anne Skaggs, Anne.Skaggs@education.ohio.gov	If IEP was late, report date and consent. If it hasn't occurred, and 90 days from date of consent is AFTER JUNE 1, make sure to report IEP event in K reporting. If not reported, district must be prepared to provide upon OEC request reasons for delay.	D		N			
182	No IEPs reported	No TIEP, RIEP, CIEP, IIEP, or FIEP reported.	N/A	Office for Exceptional Children	Anne Skaggs, Anne.Skaggs@education.ohio.gov	Check special education records to identify dates and outcomes of IEPs completed this year.	D		N			
183	Test type mismatch	Test type on most recent IEP doesn't match type of state test administered	N/A	Office for Exceptional Children	Anne Skaggs, Anne.Skaggs@education.ohio.gov	Make sure test type is accurate on most recently reported IEP. If multiple amendments (which are not reported) to IEPs occurred, resulting in the	D		N			

Error	Error Description	Description	Related ODE Report	Business Owner	Contact Information	Check	Rpt Type Code	K	N	G	D	H
						mismatch, OEC or the Office of Accountability may contact the district for documentation of the amendments.						
185	IETR with no consent reported	Cannot calculate whether IETR is within 60 days of Parental Consent due to lack of consent outcome for initial	N/A	Office for Exceptional Children	Anne Skaggs, Anne.Skaggs@education.ohio.gov	Parental Consent record is due to be submitted for this student.	D		N			
190	Withdraw date=Bldg 1st/2nd day	Student withdrawal date is on the first or second day of the building's start date	N/A	ODE EMIS-Contact ITC	Your ITC	Check the building first day of school and student withdraw date. Is this supposed to be a summer withdrawal?	S		N			
200	Bldg Grade Schedule Record date(s) issue	First and last day of school must be within the current fiscal year and must be reasonable dates.	N/A	ODE EMIS-Contact ITC	Your ITC	F (First Day) indicates potential problem with first school day, L (Last Day) with last school day reported for a particular grade level (by building) on the Grade Schedule Record. Check Grade Schedule Record(s) to verify the actual date is accurate.	D	K	N			
201	Missing OAA-Reading assessment records from vendor file	Count of OAA-Reading Records by grade from vendor file versus assessment records reported to EMIS	N/A	Office of Curriculum and Instruction	Sheila Milligan, sheila.milligan@education.ohio.gov	Check EMIS for number of assessment records submitted versus what was received from testing vendor.	S		N			
202	Missing OAA-Math assessment records from vendor file	Count of OAA-Math records by grade from vendor file versus assessment records reported to EMIS	N/A	Office of Curriculum and Instruction	Sheila Milligan, sheila.milligan@education.ohio.gov	Check EMIS for number of assessment records submitted versus what was received from testing vendor.	S		N			
203	Missing OGT-Reading assessment records from vendor file	Count of OGT-Reading Records by grade from vendor file versus assessment records reported to EMIS	N/A	Office of Curriculum and Instruction	Sheila Milligan, sheila.milligan@education.ohio.gov	Check EMIS for number of assessment records submitted versus what was received from testing vendor.	S		N			
204	Missing OGT-Math assessment records from	Count of OGT-Math Records by grade from vendor file versus assessment records	N/A	Office of Curriculum and Instruction	Sheila Milligan, sheila.milligan@education.ohio.gov	Check EMIS for number of assessment records submitted versus what was received from	S		N			

Error	Error Description	Description	Related ODE Report	Business Owner	Contact Information	Check	Rpt Type Code	K	N	G	D	H
	vendor file	reported to EMIS				testing vendor.						
210	Follow-up records missing	Student was included on the ODE March file but records have not yet been returned	N/A	ODE EMIS-Contact ITC	Your ITC	March file supplied to district	D				D	
215	Follow-up invalid records	Student was not included on the ODE March file but district is submitting follow-up records	N/A	ODE EMIS-Contact ITC	Your ITC	March file supplied to district	D				D	
220	Fund code(s) on expenditure record not received	Missing fund code on expenditure record that is expected to be reported. Missing fund code(s) by organization type: **Traditional Districts:** 001, 006, 018, 200, 300, 432, 516, 532, 572, 584, 590 **JVSDs:** 001, 200, 432, 524, 590 **ESCs & Community Schools:** 001	N/A	ODE EMIS-Contact ITC	Your ITC	Check the expenditure (QC) record for the specific group of fund codes by organization type that are missing. Example of Error Code is: MSNG 001	D					H
221	Fund code(s) on receipt record not received	Missing fund code on receipt record that is expected to be reported. Missing fund code(s) by organization type: **Traditional Districts:** 001, 006, 018, 200, 300, 432, 516, 532, 572, 584, 590 **JVSDs:** 001, 200, 432, 524 **ESCs**: 001, 432, 499 **Community Schools:** 001	N/A	ODE EMIS-Contact ITC	Your ITC	Check the receipt (QC) record for the specific group of fund codes by organization type that are missing. Example of Error Code is: MSNG 001	D					H
222	Function source codes on expenditure record not received	Missing a 1xxx, 2xxx, 3xxx, 4xxx, and/or 7xxx function code that is expected to be reported. Missing function code(s) by organization type: **Traditional Districts:** 1xxx, 2xxx, 3xxx, 4xxx **JVSDs:** 1xxx, 2xxx, 3xxx, 4xxx,	N/A	ODE EMIS-Contact ITC	Your ITC	Check the expenditure (QC) record for the specific group of function codes by organization type that are missing. Example of Error Code is: MSNG 1XX	D					H

Error	Error Description	Description	Related ODE Report	Business Owner	Contact Information	Check	Rpt Type Code	K	N	G	D	H
		7xxx **ESCs:** 1xxx, 2xxx, 7xxx										
223	At least one record with 1xx, 2xx, or 5xx object code not received	Missing a 1xx, 2xx, or 5xx object code when the same code was reported the prior year. Missing object code(s) by organization type: **Traditional Districts:** 1xx, 2xx, 5xx **JVSDs:** 1xx, 5xx **ESCs:** 1xxx, 5xx **Community Schools:** 5xx	N/A	ODE EMIS-Contact ITC	Your ITC	Check the expenditure (QC) record for the group of object codes by organization type that are missing. Example of Error Code is: MSNG 1XX	D					H
224	Missing OPU record	Missing an operational unit when Organization General Information (DN) record is reported.	N/A	ODE EMIS-Contact ITC	Your ITC	Check the QC record. At least one OPU record is expected for districts that submitted an Organization General Information (DN) record.	D					H
225	All OPU are being reported with the central office code	All OPU are being reported with the central office code of C, incorrectly.	N/A	ODE EMIS-Contact ITC	Your ITC	Check the QC record. Review the Operational Units (OPUs) and recode them as necessary.	D					H
227	Missing OPU on Receipt	Missing OPU codes on the Receipt Record. Blanks are permitted; other Receipt OPU must be in the OPU data set.	N/A	ODE EMIS-Contact ITC	Your ITC	Check the QC record. Review receipt record, report missing OPUs.	D					H
228	Missing OPU on Expenditure	Missing OPU codes on the Expenditure Record. Blanks are permitted; other Expenditure OPU must be in the OPU data set.	N/A	ODE EMIS-Contact ITC	Your ITC	Check the QC record. Review the expenditure record, report missing OPUs.	D					H
229	Missing Cash Fund Codes	Reported fund code(s) last year with a balance, missing corresponding fund code(s) on this year's Cash Record.	N/A	ODE EMIS-Contact ITC	Your ITC	Submit Cash Record (QC) for those fund code(s) reported with cash balance on last year's Cash record.	D					H
230	CRI % lower than typical	The % of a school district's operating expenses coded as classroom instructional is lower than 50%, which is outside of the normal range.	N/A	Center for School Options and Finance	James Long, 614- 466-0523	Verify that expenditure data is coded accurately, with proper fund, function, and object	S					H

Ohio | Department of Education

Error	Error Description	Description	Related ODE Report	Business Owner	Contact Information	Check	Rpt Type Code	K	N	G	D	H
231	CRI % higher than typical	The % of a school district's operating expenses coded as classroom instructional is higher than 85%, which is outside of the normal range.	N/A	Center for School Options and Finance	James Long, 614- 466-0523	Verify that expenditure data is coded accurately, with proper fund, function, and object	S					H
232	EFM category =$0	The school district is reporting $0 in expenditures in one of the EFM categories: instructional, pupil support, staff support, building operations, administration	N/A	Center for School Options and Finance	James Long, 614- 466-0523	Verify that expenditure data is coded accurately, with proper fund, function, and object	S					H
233	Operations and Maintenance = $0	The school district is reporting $0 in expenditures in the "operations and maintenance" category	N/A	Center for School Options and Finance	James Long, 614- 466-0523	Verify that expenditure data is coded accurately, with proper fund, function, and object	S					H
234	Expenditures very high	The school district's operating expenditures per equivalent pupil exceed $15,000, which is above the normal range	N/A	Center for School Options and Finance	James Long, 614- 466-0523	Verify that expenditure data is coded accurately, with proper fund, function, and object. Verify that ADM includes all students.	S					H
235	Expenditures very low	The school district's operating expenditures per equivalent pupil are less than $4,000, which is below the normal range	N/A	Center for School Options and Finance	James Long, 614- 466-0523	Verify that expenditure data is coded accurately, with proper fund, function, and object. Verify that ADM is accurate.	S					H
240	KG %-Attendance Pattern	A kindergarten student with FO or HE attendance pattern reported with 100% of time, KG student with attendance pattern not FE, FO, or HE	N/A	ODE EMIS-Contact ITC	Your ITC	Check student standing and student attribute—effective date records	D		N			
245	Attendance vs. Days in Session	Student total days attendance, excused and unexcused absence does not equal building days in session for students in this grade. <u>Note:</u> Check may not include all attendance errors, especially those not in district full year or not 100% of time.	N/A	ODE EMIS-Contact ITC	Your ITC	Check building days in session, student standing days of attendance	D		N			

Error	Error Description	Description	Related ODE Report	Business Owner	Contact Information	Check	Rpt Type Code	K	N	G	D	H
250	Large Difference in 1st Day of School	KG and 1-12 grade first day of school is greater than +6 or less than -6 day difference. Please verify that the dates are accurate.	N/A	ODE EMIS-Contact ITC	Your ITC	Check building first day of school for KG and 1-12 on the Grade Schedule (DL) record.	D		N			
255	Attendance < Days in Session	Full-time year-long student's total days of attendance < building days in session for that grade.	N/A	ODE EMIS-Contact ITC	Your ITC	Check building days in session, student standing days of attendance	D		N			
260	Attendance > Days in Session	Full-time year-long student's total days of attendance > building days in session for that grade.	N/A	ODE EMIS-Contact ITC	Your ITC	Check building days in session, student standing days of attendance	D		N			
265	KG Days in Session < 150	FO, HE, FE days in session is expected to be ≥ 150.	N/A	ODE EMIS-Contact ITC	Your ITC	Check building days in session, student standing and student attribute effective date records	S		N			
270	Missing Programs	This year's programs/last year's programs are less than 90%. Does not include overrides, 4xxxxx or 305005 codes. Does not divide by student counts. **Note: This does not include any of the program codes that have been granted an override.**	N/A	ODE EMIS-Contact ITC	Your ITC	Number of students being reported for each program code. Note changes in Title 1, Gifted, Special Ed	S	K				
275	Large Change in 4-year Longitudinal Graduation Rate	Large Change in 4-year longitudinal graduation rate: Flags districts\community schools with 4-year longitudinal graduation rate changes >=5% between current and previous year.	SDC – Analysis>Graduation>District 4-Year Longitudinal Graduation Rate – Customize	Center for Accountability and Continuous Improvement	Brian Clark, 614-752-4623	See SDC → Reports for Analysis → Graduation → District 4-Year Longitudinal Graduation Rate – Customize	S			G		
276	5 YR Longitudinal Graduation percentage rate = 0%	Flags districts/community schools/buildings with a 5 YR longitudinal graduation rate =0%	SDC – Analysis>Graduation>District 5-Year Longitudinal Graduation Rate – Customize	Center for Accountability and Continuous Improvement	Brian Clark, 614-752-4623	See SDC → Reports for Analysis → Graduation → District 5-Year Longitudinal Graduation Rate – Customize	S			G		

Ohio | Department of Education

Error	Error Description	Description	Related ODE Report	Business Owner	Contact Information	Check	Rpt Type Code	K	N	G	D	H
277	5 YR Longitudinal Graduation percentage rate >=100%	Flags districts/community schools/buildings with a 5 YR longitudinal graduation rate >=100%	SDC – Analysis> Graduation> District 5-Year Longitudinal Graduation Rate – Customize	Center for Accountability and Continuous Improvement	Brian Clark, 614-752-4623	See SDC → Reports for Analysis → Graduation → District 5-Year Longitudinal Graduation Rate – Customize	S			G		
278	5 YR Longitudinal Graduation percentage rate = '–', i.e., null	Flags districts/community schools/buildings with '- -' 5 YR Longitudinal graduation rate	SDC – Analysis> Graduation> District 5-Year Longitudinal Graduation Rate – Customize	Center for Accountability and Continuous Improvement	Brian Clark, 614-752-4623	See SDC → Reports for Analysis → Graduation → District 5-Year Longitudinal Graduation Rate – Customize	S			G		
279	Large Change in 5-year Longitudinal Graduation Rate	Large Change in 5-year longitudinal graduation rate: Flags districts/community schools/buildings with 5-year longitudinal graduation rate changes >= 5% between current and previous year	SDC – Analysis> Graduation> District 5-Year Longitudinal Graduation Rate – Customize	Center for Accountability and Continuous Improvement	Brian Clark, 614-752-4623	See SDC → Reports for Analysis → Graduation → District 5-Year Longitudinal Graduation Rate – Customize	S			G		
280	Erroneous DL Records for Gr 1-23	Grade Schedule (DL) record for grades 1-23 should have an Attendance Pattern Code = 'NA'. Something other than 'NA' was reported incorrectly.	N/A	ODE EMIS-Contact ITC	Your ITC	Check DL Records reported, Attendance Pattern Code reported for grades 1-23 should be 'NA'. Correct DL records and re-report them.	D	K	N			
281	Percent Prof Rate less than 83.4% - Reading	Proficiency Rate less than 83.4%- Reading: Flags a subgroup at districts\community schools\buildings with reading proficiency rates less than 83.4%	SDC – Local Report Card> District Gap Closing or School Gap Closing	Center for Accountability and Continuous Improvement	Brian Clark, 614-752-4623	Informational error flagging subgroup(s) within a district's or community school's buildings subgroup with reading proficiency rates below 83.4% **Code List:** All = All Students I = American Indian/Alaskan Native A = Asian or Pacific Islander B = Black, Non-Hispanic ED = Economically Disadv. H = Hispanic LEP = LEP	S		N			

Error	Error Description	Description	Related ODE Report	Business Owner	Contact Information	Check	Rpt Type Code	K	N	G	D	H
						M = Multiracial SWD = Students w/ Disabilities W = White, Non-Hispanic						
282	Percent Prof Rate less than 78.5% - Math	Proficiency Rate less than 78.5%- Math: Flags a subgroup at districts\community schools\buildings with math proficiency rates less than 78.5%	SDC – Local Report Card> District Gap Closing or School Gap Closing	Center for Accountability and Continuous Improvement	Brian Clark, 614-752-4623	Informational error flagging subgroup(s) within a district's or community school's buildings with math proficiency rates below 78.5% **Code List:** All = All Students I = American Indian/Alaskan Native A = Asian or Pacific Islander B = Black, Non-Hispanic ED = Economically Disadv. H = Hispanic LEP = LEP M = Multiracial SWD = Students w/ Disabilities W = White, Non-Hispanic	S			G		
283	Large Change in Percent Prof Rate – Reading	Large Change in percent proficient – reading: Flags a subgroup at districts/community schools/buildings with percent proficient >= 5% between current and previous year	SDC – Local Report Card> District Gap Closing or School Gap Closing	Center for Accountability and Continuous Improvement	Brian Clark, 614-752-4623	Informational error showing that there is a difference in Reading of ± 5% between the current and previous year.	S			G		
284	Large Change in Percent Prof Rate – Math	Large Change in percent proficient – Math: Flags a subgroup at districts/community schools/buildings with percent proficient >= 5% between current and previous year	SDC – Local Report Card> District Gap Closing or School Gap Closing	Center for Accountability and Continuous Improvement	Brian Clark, 614-752-4623	Informational error showing that there is a difference in Math of ± 5% between the current and previous year.	S			G		
285	School Year Begin Date Out of Range	Grade Schedule (DL) record School Year Start Date is out of the expected range for the school year.	N/A	ODE EMIS-Contact ITC	Your ITC	Check all DL Records reported for specific building. One or more grade levels in the building have a school year	D	K	N			

Error	Error Description	Description	Related ODE Report	Business Owner	Contact Information	Check	Rpt Type Code	K	N	G	D	H
						begin date out of 7/1/XX to 10/1/XX range. Correct DL records and re-report them.						
290	School Year End Date Out of Range	Grade Schedule (DL) record School Year End Date is out of the expected range for the school year.	N/A	ODE EMIS-Contact ITC	Your ITC	Check all DL Records reported for specific building. One or more grade levels in the building have a school year end date out of 4/1/XX to 6/30/XX range. Correct DL records and re-report them.	D	K	N			
291	**Third Grade Reading Guarantee:** Student Math Diagnostic Expected to be reported with 'AO' or NO'	Student is expected to have Math Diagnostic results reported with an 'AO' (Assessed, on-track) or 'NO' (Assessed, not on-track), unless the student meets one of the following exceptions: student is in a grade level other than 1-2; student is enrolled in the district for less than 30 days; student is enrolled in a chartered non-public school on a scholarship (Ed Choice, Cleveland Tutoring and Scholarship Program, Jon Peterson, Autism); student is exempt from TGRG requirements due to "significant cognitive disabilities" or other disabilities as authorized per OAC 3313.608(B)(1).	N/A	ODE EMIS-Contact ITC	Your ITC	Informational error regarding student being reported with a FN360 '**' or 'RN' when an option of 'NO' or 'AO' is expected. Verify that the data is reported correctly. **NOTE:** An error generated for a disabled student exempt from TGRG requirements per OAC 3313.608(B)(1) *and* correctly reported as '**' (Not Required) may be ignored.	D		N			
292	**Third Grade Reading Guarantee:** Student Reading Diagnostic Expected to be reported with 'AO' or NO'	Student is expected to have Reading Diagnostic results reported with an 'AO' (Assessed, on-track) or 'NO' (Assessed, not on-track) unless the student meets one of the following exceptions: student is in a grade level other	N/A	ODE EMIS-Contact ITC	Your ITC	Informational error regarding student being reported with a FN370 option of '**' or 'RN' when an option of 'NO' or 'AO' is expected. Verify that the data is reported correctly.	D		N			

Error	Error Description	Description	Related ODE Report	Business Owner	Contact Information	Check	Rpt Type Code	K	N	G	D	H
		than K-3; student is enrolled in the district for less than 30 days; student is enrolled in a chartered non-public school on a scholarship (Ed Choice, Cleveland Tutoring and Scholarship Program, Jon Peterson, and Autism); student is exempt from TGRG requirements due to "significant cognitive disabilities" or other disabilities as authorized per OAC 3313.608(B)(1).				**NOTE:** An error generated for a disabled student exempt from TGRG requirements per OAC 3313.608(B)(1) *and* correctly reported as '**' (Not Required) may be ignored.						
293	**Third Grade Reading Guarantee:** Student Writing Diagnostic Expected to be reported with 'AO' or NO'	Student is expected to have Writing Diagnostic results reported with an 'AO' (Assessed, on-track) or 'NO' (Assessed, not on-track) unless the student meets one of the following exceptions: student is in a grade level other than 1-3; student is enrolled in the district for less than 30 days; student is enrolled in a chartered non-public school on a scholarship (Ed Choice, Cleveland Tutoring and Scholarship Program, Jon Peterson, and Autism); student is exempt from TGRG requirements due to "significant cognitive disabilities" or other disabilities as authorized per OAC 3313.608(B)(1).	N/A	ODE EMIS-Contact ITC	Your ITC	Informational error regarding student being reported with a FN380 option of '**' or 'RN' when an option of 'NO' or 'AO' is expected. Verify that the data is reported correctly. **NOTE:** An error generated for a disabled student exempt from TGRG requirements per OAC 3313.608(B)(1) *and* correctly reported as '**' (Not Required) may be ignored.	D		N			
294	**Third Grade Reading Guarantee:** Summary Count of 291 Codes	Summary Count of 291 codes, which are students expected to have an 'AO' or 'NO" in Math.	N/A	ODE EMIS-Contact ITC	Your ITC	Summary informational error count of 291 codes. Data will be displayed as an aggregate count in the Error Code field.	S		N			

Error	Error Description	Description	Related ODE Report	Business Owner	Contact Information	Check	Rpt Type Code	K	N	G	D	H
295	**Third Grade Reading Guarantee:** Summary Count of 292 Codes	Summary Count of 292 codes, which are students expected to have an 'AO' or 'NO" in Reading.	N/A	ODE EMIS-Contact ITC	Your ITC	Summary informational error count of 292 codes. Data will be displayed as an aggregate count in the Error Code field.	S		N			
296	**Third Grade Reading Guarantee:** Summary Count of 293 Codes	Summary Count of 293 codes, which are students expected to have an 'AO' or 'NO" in Writing.	N/A	ODE EMIS-Contact ITC	Your ITC	Summary informational error count of 293 codes. Data will be displayed as an aggregate count in the Error Code field.	S		N			
297	**Third Grade Reading Guarantee:** Student not on-track should have one or more Student Program Codes reported.	K-3 student with FN370 reported as 'NO' (Assessed, not on-track) should have at least one Program Code from the 152500-152699 series.	N/A	ODE EMIS-Contact ITC	Your ITC	Student reported with a Reading Diagnostic Result (FN370) = 'NO' (Assessed, not on-track). This student should also have at least one Student Program Code from the 152500-152699 series reported. Please refer to the EMIS Manual, Section 2.9 Student Program Record for the reporting instructions.	D		N			

INDEX