OTELA MISSING RECORDS
REPORT EXPLANATION
(.CSV_CCYYN_ STU_ MISSING _ OTELA)

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.
May 15, 2008	ODE/IPM	Revised for 2008 N reporting.
April 30, 2010	ODE/IPM	Revised for 2010
March 16,2011	ODE/IPM	Added new sent_Reason and How Recieved element for Community Schools. Updated to current year dates.
April 29,2011	ODE/IPM	Minor edits
June 20, 2012	ODE/IPM	Minor edits for 2012
April 17,2012	ODE/IPM	Inserted test administration dates for current school year

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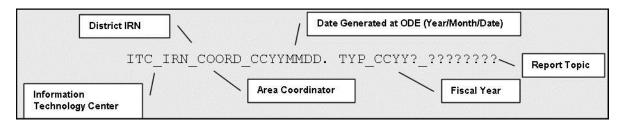
This file is copied to School Districts/ITC's after each EMIS Processing (with other weekly reports & files that are copied to school districts).

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 **ITC_IRN_COORD_CCYYMMDD.CSV_CCYYN _STU_ MISSING_OTELA**. 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 Standing, Student Attributes – Effective Date, 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 or M). If "Y" or "L" or "M" 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.

Logic

The program looks at the Grade Level to determine if it equals KG or is between 01 and 12. If no OTELA record exists for the current fiscal year at the reporting district for the student selected, the student will be added to the report for the district. (The student is missing the OTELA test record).

Data Source

The data found for this report is taken from the ***STUDENT DEMOGRAPHIC, STUDENT STANDING, STUDENT ATTRIBUTES –EFFECTIVE DATE,*** and ***OTELA RECORDS.***

Submitted Data Used in Report

Element Name	Record Field #	File/Table Name	Special Notes
DISTRICT IRN	FS040	*STUDENT_STANDING*	
ATTENDING BUILDING IRN	FS160	*STUDENT_STANDING*	
STATE STUDENT ID	FS050	*STUDENT_STANDING*	
DISTRICT RELATIONSHIP	FS140	*STUDENT_STANDING*	
STATE EQUIVALENT GRADE LEVEL	FD090	*STUDENT_ATTRIB_EFCTV_DATE*	
RACIAL/ETHNIC GROUP	GI090	*STUDENT DEMOGRAPHIC*	
GENDER	GI080	*STUDENT DEMOGRAPHIC*	
LIMITED ENGLISH PROFICIENCY (LEP) STATUS	FD170	*STUDENT_ATTRIB_EFCTV_DATE*	
ADMISSION DATE	FS070	*STUDENT_STANDING*	
EFFECTIVE START DATE	FS060 FD060	*STUDENT_STANDING* *STUDENT_ATTRIB_EFCTV_DATE*	
EFFECTIVE END DATE	FS090 FD070	*STUDENT_STANDING* *STUDENT_ATTRIB_EFCTV_DATE*	
WITHDRAWAL REASON	FS100	*STUDENT_STANDING*	
FIRST_SENT_REASON_CODE	FS200	*STUDENT_STANDING*	
SECOND_SENT_REASON_CODE	FS220	*STUDENT_STANDING*	
STUDENT DATA SUBMITTED TO ODE	From ODE Audit file	*AUDIT*	

FY13 Key Dates:

Administration	Begin Date of Test Window	End Date of Test Window
Spring	1/14/13	3/8/13

Derived Data Used in Report

There is no derived data used in this report.

Report Selection Criteria

The following criterion is used in determining what data appear on the report:

The School Year = Current Fiscal Year.

The Limited English Proficiency = L , Y, or M.

STDNT_GRADE_CODE is grade KG, 01-12 (inclusive),13 and 23
District Relationship = '*1*' and the Sent Reason (both) not = '*AU*'
AND
District Relationship = '*1*' and How_Recieved **NOT** = '*2*'or 'L'

AND EFCTV_START_DATE less than or equal to **End Date of Test Window** of current school year **AND** EFCTV_END_DATE greater than or equal to **Begin Date of Test Window** of current school year

Or
The Limited English Proficiency = L , Y, or M **AND**
STDNT_GRADE_CODE is grade KG, 01-12 (inclusive),13 and 23 **AND**
Sent Reason (1 or 2) = '*CT*' or '*JV*' or '*MR*' or '*OS*' or '*PI' or 'CR'*
AND
EFCTV_START_DATE less than or equal to **End Date of Test Window** of current school year **AND** EFCTV_END_DATE greater than or equal to **Begin Date of Test Window** of current school year.

Report Sample, CSV file

Header Information

CSV File Format, General Information
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:

<div align="center">

012345, My District, Franklin

</div>

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.

Note: Blanks or zeros in EFCTV_END_DATE is replaced with '25001231'

Header Row Field Titles
DIST- IRN

ATTENDING_BLDG-IRN
SSID
STDNTGRADE_
GENDER
RACE
PERCENT-TIME
DIST-RELATIONSHIP
FS-START-DATE
FS-END-DATE
FD-START-DATE
FD-END-DATE
STDNT-SUBMIT-DATE

Calculations

The NUMERATOR_COUNT and the DENOMINATOR_COUNT must be calculated once for each district whose student data are read in this program. Even if the district does not get a missing report, i.e. all of its test records have been submitted, NUMERATOR_COUNT and DENOMINATOR_COUNT are calculated.

A count of 1 is added to the district's denominator whenever the program detects a district's SSID who should take this particular test (the student meets the criteria for this test)
A count of 1 is added to the district's numerator whenever the program finds a test record for a district's SSID who should take.

Whenever there is no OTELA test record for an SSID who should take this particular test, the student data is written to the Missing Report for this test.

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, STDNT-GRADE, GENDER,RACE, PERCENT-TIME, ,DIST-RELATIONSHIP, FS-START-DATE,FS-END-DATE, FD-START-DATE,FD-END-DATE ,SUBMIT-DATE
"011111","022222","BG1234567","05","W","F", "0","2","20110902","20120601", "20110906","20120602"

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 (LEP) Status accurately reported?
- Is the student's STATE EQUIVALENT GRADE LEVEL accurately reported?
- Are the EFCTV_START_DATE and EFCTV_END_DATE accurately reported?

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