# Enrollment REPORT EXPLANATION (.TXT_CCYYK_STU_ENROLLMENT) 

Education Management Information System (EMIS)

Revision Date September 24, 2012

## Table of Contents

REVISION HISTORY ..... 3
REPORT OVERVIEW ..... 3
General Description and Significance ..... 3
Tips for Reading This Document. ..... 3
Report Name and Timing ..... 4
Process Description ..... 4
Data Source ..... 4
Submitted Data Used in Report ..... 4
Report Selection Criteria ..... 5
REPORT SAMPLE ..... 5
HEADER InFORMATION ..... 6
DETAIL INFORMATION ..... 6
Section I Numbers ..... 8
CALCULATIONS ..... 9
Student Percent of Time ..... 10
ERROR DETECTION AND CORRECTION ..... 10
Key Data Checks ..... 11
INDEX ..... 15

## Revision History

The revisions to this document listed in the table below.

| Revision Date | Owner/Source | Description of Change |
| :--- | :--- | :--- |
| July 17, 2006 | Changed to new format, based on 2001K report <br> explanation; valid for FY07 October(K) reporting <br> period |  |
| November 15, 2006 | IPM, ODE | Added further explanation of first section, counts by <br> grade |
| August 13, 2007 | IPM, McKeand | Added OSHAA and 1Z |
| October 1, 2008 | IPM, ODE | Removed deleted grade codes, included Feb reports, FS <br> record elements |
| December 1, 2009 | IPM, ODE | Added new ethnic code, changed logo, removed Feb |
| February 8, 2012 | DQG, ODE | Removed OHSAA count references since participation <br> eligibility percentage not available for calculation, <br> removed "3","4","5" AH Status codes from criteria list <br> since they don't exist. |
| September 24, 2012 | Bkm | Only revised for FY13. No content changes. |

## Report Overview

## General Description and Significance

The Enrollment Report includes Enrollment Head Counts and Student \% of Time data for each building within a district, as well as a district summary. The Student \% of Time element indicates the average percentage of time during the district's count week the student participates in any instruction provided by the district. Student enrollment is a head count of all students enrolled during the first full week of October in reporting period K.

An enrolled student is defined in Division C of Section 3317.03 of the Ohio Revised Code as: "For purposes of state funding, "enrolled" persons are only those pupils who are attending school, those who have attended school during the current school year and are absent for authorized reasons, and those handicapped children currently receiving home instruction."

This report is created for district/buildings to verify student enrollment data during the October count week, as reported to ODE via EMIS. The accuracy of these data is critical. Districts should report data that accurately reflect what is occurring in a building/district.

In October, the currently reported student headcount and FTE is compared to the prior year's data.

## Tips for Reading This Document

- EMIS data elements are written in Small capital letters.
- Report field names are written in BOLD SMALL CAPITAL LETTERS.
http://sharepoint/OPS/ito/ipm/Reporting Documentation/Report Explanations/Working/Post/Enrollment.doc Revision Date September 24, 2012
- 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:
(ITC_IRN_COORD_CCYYMMDD.TXT_CCYYK_STU_ENROLLMENT); its components are described below. Reports are produced for all city, exempted village, and local school districts, community schools, Joint Vocational School Districts, and Educational Service Centers (ESCs) based on data submitted via EMIS during the October K processing period.


ODE Processing

## Process Description

These data are submitted by the districts as student demographic and student standing, student attributes-effective date, student attributes-no effective date records. The aggregation produces the ASSG file and does processing such as determining if the student is enrolled or not enrolled, computing FTE and age factors. Fatal or warning error messages are generated for invalid combinations of data.

## Data Source

The student demographic and student standing, student attributes-effective date, student attributes-no effective date records as aggregated into the ASSG file furnish this year's report data. The prior year's data come from a files maintained by ODE. OEDS is used for describing the building and district attributes listed at the top of each report page.

## Submitted Data Used in Report

| Element Name | Record Field \# | File Name | Special Notes |
| :--- | :--- | :--- | :--- |
| BUILDING IRN | FS160 | Student standing | ASSG:A1030 |
| LEGAL DISTRICT OF <br> RESIDENCE | FS150 | student standing | ASSG: A1055 |
| EFFECTIVE END DATE | FS090 | student standing |  |
| WITHDRAW REASON | FS100 | student standing |  |

http://sharepoint/OPS/ito/ipm/Reporting Documentation/Report
Explanations/Working/Post/Enrollment.doc Revision Date September 24, 2012

| Element Name | Record Field \# | File Name | Special Notes |
| :--- | :--- | :--- | :--- |
| GRADE LEVEL | FD090 | student attributes-effective <br> date | ASSG: A1250 |
| RACE | GI090 | student demographic | ASSG: A1260 |
| GENDER | GI080 | student demographic | ASSG: A1270 |
| STUDENT PERCENT OF <br> TIME | FS120 | student standing |  |
| HOW RECEIVED | FS180 | student standing | ASSG: A1050, 2 <br> nd <br> character |
| HOW RECEIVED IRN <br> INDICATOR | FS190 | student standing | ASSG: A1051 |
| SENT REASON | FS200 or FS230 | student standing |  |
| SENT TO IRN | FS210 or FS240 | student standing |  |
| BUILDING NAME |  | OEDS |  |
| DISTRICT NAME |  | OEDS |  |
| DISTRICT COUNTY |  | OEDS |  |
| AREA COORDINATOR |  | OEDS |  |
| ITC |  | OEDS |  |

## Report Selection Criteria

The aggregation process applies the following criteria:

- Students with Admission Date <= last day of count week and Withdrawal Date (EfFECTIVE END DATE <> " 00000000 " AND WITHDRAW REASON <> "**") $=0$ OR
- Withdrawal Date <= Admission Date OR
- Withdrawal Date => Admission Date and Withdrawal Date => first day of week are included

The report program itself uses the following selection criteria: Beginning with FY09, these named elements will be created from the FS, FD, FN records.
Students who:

- Have a State equivalent grade level = "PS", " $K G$ ", "01", "02 ", "03", "04", " 05 ", " 06 ", " 07 ", "08", "09", " 10 ", " 11 ", " $12 ", " 13 ", " 23 "$ AND;
- Have [Student Percent of Time > 0] OR resident students attending an ESC, JVS or a post-secondary institution [ATTENDING/HOME DISTRICT IRN INDICATOR = " 23 ", ' 24 ", " 25 ", " 33 ", " 34 ", and " 35 "] , AND
- Have [Attending Home status=1X]
- EXCEPT omit 16, 1F and 1I.


## Report Sample

Each building in a district will have a report page. Once all of these have been created, the district summary page will be created. See 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. The middle information identifies the producer of the report and the report title. The upper right section states the page number and the date on which the report was generated.

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

After data are received at ODE, the ASSG data files from prior years are recreated, establishing the two-character Attending Home Status Codes, the Attending Home Indicator, the Attending Home IRN, and other values needed for the report criteria. Reports are generated in the following manner:

1. Student head count subtotals are generated in groupings by GENDER and STATE EQUIVALENT GRADE LEVEL for this school year and subtotaled by grade level only for the prior school year. The subtotals are summed to achieve a total head count or total enrollment.
2. Data in the Student \% of Time element are subtotaled in groupings by GENDER and STATE EQUIVALENT GRADE LEVEL for the current school year; and subtotaled by grade level only for the prior school year. The subtotals are summed to achieve the total Student \% of Time, which would be a sum of the average percentage of time during the district's count week each student participates in any instruction provided by the district.
3. Student head count subtotals are generated in groupings by RacIal/ETHNIC CATEGORY for the current and prior school years. The subtotals are summed to achieve a total head count or total ethnic enrollment.
4. The $\%$ of students in the total student enrollment included in each ethnic category is calculated for each category. The percentages are summed. (Total should equal 100\%.)
NOTE: If there is only one student in a category, and there is a large total enrollment, causing the $\%$ to be less than $.1 \%$, the percentage in that category will be forced to . $1 \%$
5. Subtotals of Student \% of Time are generated for attending students by STUDENT STATUS code.
6. Subtotals of Student \% of Time are generated for resident students instructed elsewhere by Attending/Home IRN Indicator.

Subtotals of Student \% of Time are generated for students in three-way situations by Attending/Home IRN Indicator.
*Three-way situations refer to situations in which a student is instructed by personnel from more than two districts/entities

1. If students in grades 9,10 , or 11 are instructed in a building, a message will appear in the "information messages" section of the report that includes a total head count of students enrolled in grades $9,10,11$ and assigned grade level "UG" by gender. There will be a separate total for females and for males.
2. If the total number of resident students instructed by the reporting district [STUDENT Status $=$ ' 0 '] is fewer than $80 \%$, a warning message will appear in the "INFORMATION MESSAGES" section of the report. This is a tolerance check. The data may be correctly reported, but the likelihood is minimal for a district to have an enrollment of which fewer than $80 \%$ are resident students. If fewer than $80 \%$ of enrollment is truly resident students, disregard this message. If not, this message alerts districts to check their data.
3. If the total number of resident students instructed elsewhere [Attending/Home IRN Indicator $=1,2,3,4,5,6,7,8,9, C, E, P, S, T, W]$ is greater than $20 \%$ of total enrollment, a warning message will appear in the "INFORMATION MESSAGES" section of the report. This is another tolerance check. If there actually are more than $20 \%$ of resident students attending elsewhere, disregard this message. If not, this message alerts districts to check their data.

There are seven sections on each page. Each section is labeled in the diagram below with a number, and a sample page is described below.

Building or District Enrollment Report (This is an example report and assumes it is the current and previous year)

http://sharepoint/OPS/ito/ipm/Reporting Documentation/Report
Explanations/Working/Post/Enrollment.doc
Revision Date September 24, 2012

When a student meets the criteria in the footnotes at the bottom left, the student is counted in the grade and ethnicity counts. This means that students who are educated at a JVS, ESC, or Post Secondary location will be included in the counts by grade and by ethnicity as well as those students who are educated entirely by the district submitting the data.

When the student is partially educated by the reporting district, the assumption is that the student spends $100 \%$ of time between the reporting district and the JVS, ESC, or PostSecondary location. The student is counted once in the headcount and attributed a full FTE or $100 \%$ of time.

The bottom right section is the one that separates the time the student is not educated at the reporting district. If you add the percents of time under the "ATTENDING STUDENTS BY DISTRICT" to the "STUDENTS INSTRUCTED ELSEWHERE" for the JVS, ESC, and Post Secondary percentages (lines 3, 4, 5), they should add up to the total percent of time in the first section.

Only when a student is being educated by the reporting district less than $100 \%$ of time but not being educated elsewhere would the report show any difference between the head count and $\%$ of time. Since this is a rare occurrence, both numbers will likely be the same or nearly the same.

## Calculations

## Ethnic Composition of (Reporting Period) Head Count (\% of Students in each category)

As an example. in the sample report, to calculate the $\%$ of students in a building who are of American Indian descent:

1. The head count for each ethnic category is summed to achieve a total, which becomes the numerator.
2. The total of all students in all ethnic groups is the denominator.
3. Divide the head count in each ethnic category by the total students in all ethnic groups
4. There are 50 American Indian students, divided by the total 18,933 , to get $.3 \%$. Percent is rounded to the nearest tenth. (Percent has only one decimal place.)
http://sharepoint/OPS/ito/ipm/Reporting Documentation/Report Explanations/Working/Post/Enrollment.doc

Revision Date September 24, 2012


## Student Percent of Time

Indicates the average percentage of time per week the student participates in any instruction provided by the district.

## Error Detection and Correction

If there are discrepancies between what is on the report, and what is actually occurring in your district, there could be a coding error. Things to check include:
$\checkmark$ Is the ATtending Building IRN entered appropriately for each student?
$\checkmark$ Is the SENT To IRN entered appropriately for each resident student that is educated elsewhere?
$\checkmark$ Is the State Equivalent Grade Level entered appropriately for all students?
$\checkmark$ Is the ADMISSION DATE accurate for each student?
$\checkmark$ Are the Withdrawal Reason and Effective End Date accurate for each student who has withdrawn?
$\checkmark$ Is the appropriate RACIAL/ETHNIC CATEGORY entered for all students?
$\checkmark$ Are both the SENT REASON and/or How RECEIVED entered correctly for all students?

For analysis purposes, administrators may want to know if the enrollment or the Student \% of Time changed significantly from the prior to the current year.

## Key Data Checks

| The Student $\%$ of |
| :--- |
| Time for an |
| individual student |
| cannot be > $100 \%$ |

Make sure the Total Head Count is larger than or equal to or greater than the \% Time. (Total Head Count should not be smaller than the Total \% Time.)

The total Head Count should match the Total Ethnic Count.


| BUILDING: Any School | DISTRICT: District of Any School |
| :--- | ---: |
| IRN: 111111 | IRN: 999999 |
| COUNTY: Inohio | CDT CODE: \#\#-0000-H |
| INFORMATION TECHNOLOGY CENTER: Western Ohio Computer Organization | COORD: 02 |

INFORMATION TECHNOLOGY CENTER: Western Ohio Computer Organization
COORD: 02


BUILDING: Another School
IRN: 222222
COUNTY: InOhio
INFORMATION TECHNOLOGY CENTER: Western Ohio Computer Organization

DISTRICT: District of Any School
IRN: 999999
CDT CODE: \#\#-0000-H
COORD: 02

<----------------ETHNIC COMPOSITION------------------->

|  | <2007-2008> <br> HEAD <br> COUNT | PCT | <2006-2007> <br> HEAD <br> COUNT | PCT |
| :--- | ---: | ---: | ---: | ---: |

1) Enrollment and ethnic composition includes

Enroliment and ethnic composition includes resident students instructed outside of the
district with Attending/Home Indicator Status district with Attending/Home Indicator Status
3,4 , or 5 and all attending students except Student Status $=6, \mathrm{~F}$, or I .
2) Adult levels are excluded in all counts.
3) Other includes grades 13 and 23.

ATTENDING STUDENTS BY DISTRICT

## STUDENT STATUS

\% TIME
0 Resident
1 In-State Non-Res Tuition
2 In-State VE Contract
3 In-State Non,Res, Non-Tuit.
4 Out-State, Tuition
5 Out-State, Non-Tuition
7 Non-Resident, Grandparent
7 Non-Resident, Grandp
9 Non-Resident, Open Enroll.
A Non-Resident, Employee
B Non-County Bd. Cooperative
C Foster Care
D Direct Pay Tuition
H ESC Providing Instruction
L Non-Res (Open Enroll-Oct)
M Community School
P Court Place. - not foster
S Non-Resident (Supt)
| T Other Institution Enroll
V Clev. Scholarship
W Title 1 School Choice
Z Autistic Scholarship Program

STUDENTS INSTRUCTED ELSEWHERE ATTENDING/HOME IND. \% TIME
0.00 Non VE Cont. 0.00
0.00 | 2 VE Contract 0.00
0.00 | 3 JVS 0.00
0.00 | 4 ESC 0.00
0.00 | 5 Post Secondary 0.00
0.00 | $6 \mathrm{MR} / \mathrm{DD} \quad 0.00$
0.00 | 7 Other Cooperative 0.00
0.00 | 8 Youth Serv. 0.00
0.00 | 9 Proprietary Inst. 0.00
0.00 C Foster Care 0.00
0.00 | E Open Enrollment 0.00
0.00 I M Community School 0.00
0.00 P Other Court 0.00
0.00 | S Non-Res (Supt) 0.00
0.00 T Other Institution 0.00
0.00 T Other Institution 0.00

| 42.50 | V Clev. Scholarship | 0.00 |
| ---: | :--- | :--- |
| 0.00 | W Title 1 Sch Choice | 0.00 |

0.00 Non-Residents Instructed Elsewhere
0.00 13 JVS 0.00
0.00 | 5 Post Secondary 0.00
1.00 |X Other 0.00

COUNTY: AnOhio
INFORMATION TECHNOLOGY CENTER: Western Ohio Computer Organization

CDT CODE: \#\#-0000-H



| $<2007-2008>$ | <2006-2007> |
| :--- | :--- | :--- |
| HEAD | HEAD |
| COUNT PCT | COUNT PCT |

Am. Indian
Asian
Black
White
Hispanic
Multiracial
Hawaiian/Pac Island
Total Ethnic $\qquad$
,
) Enrollment and Ethnic Composition includes resident students instructed outside of the district with Attending/Home Indicator Status = 3, 4, or 5 and all attending students except Student Status $=6, \mathrm{~F}$, or I .
2) Adult levels are excluded in all counts.
3) Other includes Ungraded and grade level 23.

ATTENDING STUDENTS BY DISTRICT
STUDENT STATUS
0 Resident
1 In-State Non-Res Tuition
2 In-State VE Contract
3 In-State Non,Res, Non-Tuit
4 Out-State, Tuition
5 Out-State, Non-Tuition
7 Non-Resident, Grandparent
8 Non-Resident, Senior
9 Non-Resident, Open Enroll.
A Non-Resident, Employee
B Non-County Bd. Cooperative C Foster Care
D Direct Pay Tuition
H ESC Providing Instruction
L Non-Res. (Open Enroll-Oct) M Community School
P Court Place. - not foster
| S Non-Resident (Supt)
| T Other Institution Enroll
| V Clev. Scholarship
| W Title 1 School Choice
Z Autistic Scholarship Program

STUDENTS INSTRUCTED ELSEWHERE
ATTENDING/HOME IND. \% TIME

| 0.00 | 1 Non VE Cont. | 0.00 |
| :---: | :---: | :---: |
| 0.00 | \| 2 VE Contract | 0.00 |
| 0.00 | \| 3 JVS | 0.00 |
| 0.00 | \| 4 ESC | 0.00 |
| 0.00 | \| 5 Post Secondary | 0.00 |
| 0.00 | \| 6 MR/DD | 0.00 |
| 0.00 | \| 7 Other Coop. | 0.00 |
| 0.00 | \| 8 Youth Services | 0.00 |
| 0.00 | \| 9 Proprietary Inst. | 0.00 |
| 0.00 | \| C Foster Care | 0.00 |
| 0.00 | \| E Open Enrollment | 0.00 |
| 0.00 | \| M Community School | 0.00 |
| 0.00 | \| P Other Court | 0.00 |
| 0.00 | \| S Non-Res (Supt) | 0.00 |
| 0.00 | \| T Other Institution | 0.00 |
| 42.50 | \| V Clev. Scholarship | 0.00 |
| 0.00 | \| W Title 1 Sch Choice | 0.00 |
| 0.00 | --------------------- |  |
| 0.00 | Non-Residents Instructed Elsewhere |  |
| 0.00 | I 3 JVS | 0.00 |
| 0.00 | \| 5 Post Secondary | 0.00 |

## INDEX

## A

Admission Date

$\qquad$ ..... 6, 11B
Building IRN ..... 5, 11
C
Calculation .....  .7
Correction ..... 11
D
Data Source ..... 5
E
Error Detection ..... 11
F
FTE .....  5
G
Gender ..... $6,7,8$
Grade Level ..... 5, 7, 11
H
How Received ..... 6, 11
How Received IRN. ..... 6
L
Legal District of Residence ..... 5
R
Racial/Ethnic Category ..... $7,10,11,13,14$
Report Sample ..... 6
Revision Date ..... 1, 4
$S$
Selection Criteria ..... 6
Significance ..... 4
State Equivalent Grade Level ..... 6
Student Percent of Time ..... 6, 11
Student Status ..... $.7,8,13,15,16$

