GENERAL MISSING DATA REPORT EXPLANATION (TXT_CCYY?_GEN_MISSING_DATA) (ITC_CCYYMMDD.CSV_CCYY?_GEN_MISSING_DATA)

Education Management Information System (EMIS)



Revised January 18, 2013

Prepared by Office of Information Policy and Management

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Revision History

The revisions to this document listed in the table below.

Revision Date	Owner/Source	Description of Change
12/6/2007	ODE/EMIS/IPM	Created from program, documentation
10/15/2008	ODE/EMIS/IPM/KE	Modified for changes in FY09
2/10/2010	ODE/EMIS/IPM/KE	Modified for changes in FY10
8/20/2010	ODE/EMIS/IPM/KE	Modified for changes in FY11
5/26/2011	ODE/EMIS/IPM/CR	Modified for changes in FY11 Yearend
1/1/2013	ODE/EMIS/KE	Modified for changes in FY13K October, new measures

Report Overview

General Description and Significance

This report advises EMIS reporting entities that they are missing data required to be reported in the current reporting period. The fields displayed on this report are based on percentages of expected records to be reported. These percentages will change from week to week according to the schedule published on ODE's Web Site, Data Submissions Requirements.

Non-compliance with the Warning Letter (W) percents will indicate that the district can expect a letter warning them they have not met the reporting requirements. Non-compliance with the Out Of Compliance (OOC) percents indicates that the district will suffer loss of funding for being out of compliance with the reporting requirements.

Report Distribution

Every district required to report during the current reporting period will receive a GEN_MISSING_DATA report.

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

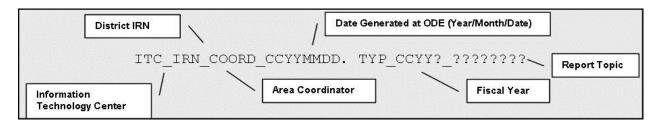
The file names for this report are:



TITC_IRN_COORD_CCYYMMDD.TXT_CCYY?_GEN_MISSING_DATA

ITC_CCYYMMDD. CSV_CCYY?_GEN_MISSING_DATA

their components are described below. These reports are produced during the October (K), Yearend (N), and Financial (H) reporting periods.



ODE Processing

Process Description

The submission of a single record of a given type is not sufficient to comply with EMIS reporting requirements. This report is based on percentages of records actually reported compared to records that are expected.

Each percentage on this report is the measure of the submitted number of records for a particular data type divided by the expected number of records for that data type.

The determination of the expected number of records is explained in the Rules Table described later in this document.

The percentages required to be in compliance will increase as the reporting period progresses.

Some district types will be exempt from some measures. The explanation for each measure explains what districts are expected to report data for that measure. There are also some measures evaluated in the October reporting period from which newly opened districts will be exempt; Student Missing (FS), Staff Missing (CI/CK), and Program (GQ) all determine denominators based on the prior year-end data submissions. In such cases and in cases where the calculated denominator is zero, the report will show that the measure is not required.

Data Source

The EMIS reference table, REF_DIST_BLDG, is used to determine whether districts and buildings are currently open and to capture the necessary report name components.

Submitted Data Used in Report

These files all refer to the current reporting period. The number of records meeting the rule criteria in each of these files will determine the numerator in each percentage



calculation. Denominator values will be from current or prior reporting periods and these variations are noted in the Missing Rules Table below.

October Reporting Period (K)

Reporting Period	Record Type	Record Name	Record Code
K	Building	DL	Grade Schedule
K	Organization	DN	Organization General Information
K	Staff	CI/CK	Profile/Position
K	Student	GI/FS/FD	Standing/Attributes/Demographic
K	Student	GN	Course
K	Student	GQ	Program
K	Student	GO	Kindergarten Readiness Assessment-Literacy
K	Student	GS	Preschool ASQ/SE Assessment
K	Student	GB	Preschool Assessment
K	Student	GM	Preschool ECO Assessment
K	District		OEDS
	identifiers		

Yearend Reporting Period (N)

Reporting Period	Record Type	Record Name	Record Code
N	Building	DB	General Information
N	District	DR	General Information
N	District	DT	District Testing
N	Staff	CI/CK	Demographic/Employment
N	Student	FS	Student Standing
N	Student	GN	Course
N	Student	GB/GM/GS	Early Learning Assessments
N	Student	GX	Ohio Graduation Tests
N	Student	GA	Achievement Assessments
N	Student	GF	OTELA
N	Student	GE	Special Education Event
N	Student	GQ	Program

Missing Rules Table

The table on the following page contains the rule codes, record types, basic rule calculation, and related ODE reports that will assist EMIS reporting entities with identifying any records that are missing so the percentage reported can be increased.

Rules Table Headings



RULE CODE two-character, letter-number, abbreviation for the rule

REPORT TEXT a brief description of the rule code, including the file type

submitted by the district

LEVEL S = Staff data, C = Student (children) data, F =

Financial/District/Building

In each case below, the numerator and the denominator metrics all refer to numbers within the same district.

Missing Rules Table—October (K)

Rule Code	Report Text: File Type(s)-% of	Basic Description of Rule Calculation	Level Related Report	
A2	CI/CK-Current staff demos/job when active in yrend	Staff on Staff Demo/Job for current reporting period ÷ Staff reported as active during prior yearend; Staff IDs in prior yearend must match Staff IDs in current K reporting period; will mirror the staff missing report	S	STAFF_MISSING, Level 1 report
A5	GN- students with current course	Students reported with at least one Student Course for current reporting period ÷ Students reported as enrolled in the current reporting period with any percent of time; there must be at least one course per student	C STU_MISS_COURSE, po processing report	
B2	GQ-Program Counts this yr vs. last yr, same period	The ratio of program codes reported per student in current reporting period to the number of program codes reported per student in the prior year's reporting period.	С	None
В3	FS-Student Standing	Student SSIDs reported this year ÷ Student SSIDs reported in the prior year end that indicate the student is expected to continue enrollment at the district	C STU_MISSING, Level report	
B4	FA: Early Learning Assessments	Student IDs for who have a required preschool or kindergarten assessment record for the current reporting period ÷ Student IDs for students being reported in the current year who required to be tested. Only ASQSE, GGG, ECO and KRA-L are included	C Early Learning Assessmen Level 2 reports for prescho STUD_MISSING_KRAL kindergarten	
В5	DL-Grade Schedule	DL records for current reporting period ÷ unique combination of attending building, grade, attendance pattern in student records	Gen Issues, list of missing building/grade/attendance pattern records	



Rule Code	Report Text: File Type(s)-% of	Basic Description of Rule Calculation	Level	Related Report
В6	DN-Organization General Information	DN records for current reporting period ÷ records required for district type, reporting period	F	Gen Issues, list of missing Attribute names

Rule Code	Report Text: File Type(s)-% of	Full Text Level Related Report		
D1	DB-Open buildings	DB records for open buildings in current reporting period ÷ OEDS buildings identified as open and required to report data	F	None
D2	DR-Open districts	DR records for current reporting period ÷ OEDS districts identified as open and required to report data	F	None
D3	DT-District Testing	DT record for current reporting period ÷ OEDS districts identified as open and required to report data	F	None
D4	CI/CK- Current staff demos/job when active in yearend	Staff IDs on Staff Demo/Job for current reporting period ÷ Staff reported as active during 11K; Staff IDs in Yearend current year must match Staff IDs in October current year; will mirror the staff missing report		
D5	FS- Current active students vs. 11K	Students reported this year ÷ Students reported last October (K)	C STU_MISSING	
D6	GN- Students with current course	Students on Student Course for current reporting period ÷ Students reported as enrolled with any percent of time; there must be at least one course per student	C STU_MISS_COURSE	
D7	GB/GM/GS-w req. ASQSE/GGG/ECO	Students required to test who have an ASQSE/GGG/ECO Assessment record for the current reporting period ÷ Students required to test	C All preschool missing test reports	
D8	GX- Ohio Graduation Tests (OGT)	Students required to test who have an OGT record ÷ Students that should have an OGT record	C STU_MISSING_OGT	
D9	GA- Ohio Achievement Assessments (OAA)	Students required to test who have an OAA record ÷ Students that should have an OAA record	C STU_MISSING_OAT	

Rule Code	Report Text: File Type(s)-% of	Full Text Level Related Report		
E1	GF- Ohio Test of English Language Acquisition (OTELA)	Students required to test who have an OTELA record ÷ Students that should have an OTELA record	С	STU_MISSING_OTELA
E2	GE- Special Ed Event	Students who have at least one GE record submitted ÷ Students coded as disabled C STU_MISSING_SF		STU_MISSING_SPED_EVENT
E3	GQ- Program Counts this yr vs. last yr, same period	The ratio of program codes reported per student in current reporting period to the number of program codes reported per student in the prior year's reporting period.	С	None

Required Reported Percent by Data Submission Date (K)

This table is published on ODE's web site and provides the percentage of records required on various dates during the reporting period. Please use that document, easily found by typing "data submission requirement" in the search box on ODEs home page. These requirements are published by reporting period and the date of posting is readily visible. The district can keep up to date with any changes in this way.

The table shows that the percentages increase over time. Most of the measures required 100% of compliance by the end of the reporting period.

Rule Code Details (October-K)

For each Rule Code, three pieces of information are provided:

- The business rules for determining the numerator in the percent calculation
- The business rules for determining the denominator in the percent calculation, and
- Guidance on which EMIS reporting entities are responsible for meeting the rule.

Unless otherwise noted, all data references are to data reported in the current reporting period.

Rule Code A2

The criteria for this rule parallel the criteria used in the STAFF_MISSING report.

Logic for the numerator- For each staff member (by Staff ID) who is counted in the denominator and who has a staff demo and job record reported in the current October reporting period, 1 is added to the numerator for the district.



Note that if a staff member's staff ID changes for some reason, there is no way for ODE to match the records between reporting periods. This can happen due to a change from classified to certified status a change in the local staff ID used for classified staff (such as going from Social Security Number to a district-generated number for the local ID), or other rare but possible data reporting issues. If this is true for one or more staff members in your district, please create the necessary records in the CP file following the reporting instructions in the EMIS Manual, 3.8.

If the change is from a Zid to a Credential ID, please provide your ITC with the non-matching staff IDs from the prior yearend (from the STAFF_MISSING report) and current October (from the STF_DEMO_JOB) reporting periods. Your ITC will communicate this ID crosswalk to ODE via the EMIS Help Desk, and once ODE verifies that the same staff are being reported under different IDs, the IDs will be added to the numerator.

Logic for the denominator- For each staff member in the prior yearend reporting where the position status does not equal "U" or "I" or "A" and the position code is not between 800 and 899 and a separation date is not reported, 1 is added to the denominator for the district.

The A2 Rule Applies To:

Any EMIS reporting entity that reported staff as still employed as of the end of the prior year's period "N".

Rule Code A5

Logic for the numerator- If the student is included in the denominator, the process looks for a match on the *STUDENT_COURSE* records using the DIST_IRN and SSID. If one or more *STUDENT_COURSE* records exist, "1" is added to the numerator.

Logic for the denominator- The denominator is a count of the students with a STUDENT PERCENT OF TIME > 0 and/or a Sent To Percent of Time > 0.

The A5 Rule Applies To:

Any EMIS reporting entity that reported one or more students who meet the criteria to be included in the denominator.

Rule Code B2

Logic for the numerator- The numerator for this rule is the number of program records (GQ) reported by the district in the current reporting period (FYYY-K)



divided by the total number of students included on the enrollment report for the district. In other words, it is the average number of program codes reported per student for the current reporting period.

Logic for the denominator- The denominator for this rule is the number of program records (GQ) reported by the district in the same reporting period in the prior fiscal year K divided by the total number of students included on the enrollment report for the same period for the district. In other words, it is the average number of program codes reported per student for the prior fiscal year K reporting period.

The B2 Rule Applies To:

Any EMIS reporting entity that reported program records in the prior fiscal year period "K". Program codes that are no longer used in the current reporting period are excluded from the numerator and the denominator calculation. Program codes that are new in the current reporting period are excluded from the numerator and the denominator calculation. All extra-curricular activity program codes are excluded from the numerator and the denominator calculation.

The following program codes have been excluded from the FY12K counts: 305003, 120020, 120030, 121001, 160110, and all 4xxxxx.

Rule Code B3

The criteria for this rule parallel the criteria used in the STUDENT_MISSING report.

Logic for the numerator- Based on the set of SSIDs included in the denominator, the count of SSIDs reported in the current reporting period as still enrolled even one day during the current school year, as summer graduates, or as summer withdrawals. Note that summer graduates and withdrawals are determined based on the reported last day of school last year and the first day of school this year on the Building (DF) record.

SSID changes for students in the submitted data for FYYYK will be handled in the report generation process.

Students who attended at least one day of school this year but withdrew before October count week will be included in the numerator as they are included from the October data set reported to ODE. Therefore, the final goal for this rule is 100%.

Logic for the denominator- The number of students who are reported as enrolled as of the prior year end and there is no indication that enrollment is terminated.



Prior year-end enrolled students are students who at the prior year end have a withdraw reason that is the default, "**".

If a student is listed on the Student Missing report and the student should not continue to be reported in the current year, please submit a record for this student on the FC file, following the reporting instructions in the EMIS Manual, section 2.17. Students in the FC file will be excluded from the counts of students for the denominator.

The B3 Rule Applies To:

Any EMIS reporting entity that reported student data in the prior fiscal year period "N".

Rule Code B4

The criteria for this rule parallels the criteria used in the matching missing report for the *STU_MISSING_KRALor the Level 2 category 5 error* reports.

Logic for the numerator- One will be added to the numerator when a student has a valid KRA-L assessment have been submitted, a student has all three valid ECO assessments, a student has a valid ASQ/SE assessment, and a student has all three valid GGG assessments. A preschool student could be responsible for a count of 3 if that student has had all required preschool records submitted.

Logic for the denominator- One will be added to the denominator for each student who is required to take the KRAL, for each student who is required to take the ASQSE, for each student who is required to take the GGG, and for each student who is required to take the ECO. The denominator may count students more than once if they are required to take more than one test; it is possible that the same student will have an ASQSE, GGG, and ECO test and would count three times in the denominator.

These Rules Apply To:

Any entity reporting a student who meets the denominator criteria.

Rule Code B5

The criteria for this measure is broader in scope than building measures in prior years because it verifies the submission of a record for each building/ grade/ attendance pattern of students within a district.

Logic for the numerator- For each Grade Schedule (DL) record submitted by the district, one (1) will be added to the numerator. If a district has multiple



attendance patterns for KG or PS students, the total amount will be higher than the number of buildings times the number of grades within that building.

Logic for the denominator- One is added to the denominator for every student standing (FS)/attribute effective date (FD) combination that defines a unique Attending Building IRN (FS160), State Equivalent Grade (FD090), and Attendance Pattern (FD100). This evaluation is made only when the district relationship (FS140) = '1'.

Student records are excluded if the effective end date of the student records is before the first day of school. Students with an equivalent grade code = "IN" are excluded.

There may be more of these combinations that the combinations of OEDS buildings/grade ranges. For example, a student in grade 04 may be attending building A that is listed as KG-03 or a student in grade 08 may be attending building B that is listed as 09-12. A Grade Schedule record is required for grade 04 in building A and grade 08 in building B.

Some districts, notably community schools, may have more grades in their published OEDS grade ranges than those used when submitting student data. There is no penalty for submitting DL records for those grades; the district may end up with over 100% if they do so.

These Rules Apply To:

Any district reporting students with a district relationship (FS140) = '1'.

If the district has a student that falls into a category but there is no matching DL record, they will get a Gen Issues report line stating that there is a problem with that grade and building.

The error might be on the submission of the Grade Schedule record. However, there might also be instances in which the attending building IRN on the Student Standing (FS) Record or the values of the student grade and attendance pattern on the Student Detail--Effective Date (FD) record are incorrect and lead ODE to expect a DL record when one should not be submitted. Correcting erroneous student records may reduce the number of building/grade/attendance records expected.

Rule Code B6

The criteria for this measure are broader in scope than the district measure in prior years. It verifies the submission of a record for each Attribute Name expected of a district of a specific type. It also includes counts for buildings because a



CWDAYSOPEN record is expected to be submitted for each of building in a community, STEM, JVS, or traditional district.

Logic for the numerator- For each Organization General Information (DN) record submitted by the district, one (1) will be added to the numerator.

Logic for the denominator ODE expects certain district types to submit specific Attribute Name records. These criteria are list in the table below. The left column contains an Attribute Name used in October reporting. The top row contains a district type. For each "X" or "K" in a cell, ODE will add one to the denominator count. K and B are explained below the chart.

	Traditional	Community	STEM	JVSD	ESC
INFOTECIRN	X	X	X	X	X
STUKGBRDAY	X	K			
STUHOMESCL	X				
STUNPNTSRV	X				
STUELGEXAC	X	X	X		
CWDAYSOPEN	В	X	X	В	

K: district is required to report this element only when the district instructs kindergarten students.

B: records are required at the building level and one is added to the denominator for each open building in the district. A JVSD is required to report a record using the building IRN as the org IRN. A traditional district is required to report a record for each building under their hierarchy, using the building IRN as the ORG_IRN.

These Rules Apply To:

See the list above because the requirements will vary by district type.

Buildings that are closed in the current year are excluded from the measure. If a building is kept open because of reporting requirements for other manifests, the district should request an override through its ITC, providing the organization IRN and the reason for the override request.

Rule Code Details (Yearend-N)

For each Rule Code, three pieces of information are provided:

- The business rules for determining the numerator in the percent calculation
- The business rules for determining the denominator in the percent calculation, and
- Guidance on which EMIS reporting entities are responsible for meeting the rule.

Unless otherwise noted, all data references are to data reported in the current reporting period.



Rule Code D1, D2 & D3

Logic for the numerator- For D1 the numerator equals the number of Building (DF) records reported for building types where students are typically educated in a district based on data in ODE's OEDS-R system.

For D2 the numerator will equal 1 if the EMIS reporting entity reports a District (DQ) record.

For D3 the numerator will equal 1 if the EMIS reporting entity reports a District Testing (DT) record.

Logic for the denominator- For D1 the denominator equals the number of buildings listed in OEDS-R as open during October count week for building types where students are typically educated in a district.

For D2 & D3 the denominator will equal 1.

The D1, D2 & D3 Rules Apply To:

All EMIS reporting entities except ESC's (responsible for D2 only).

Rule Code D4

The criteria for this rule parallel the criteria used in the STF_STAFF_MISSING report.

Logic for the numerator- For each staff member (by Staff ID) who is counted in the denominator and who has a staff demo and job record reported in the current reporting period reported as active in 'K', 1 is added to the numerator for the district.

Logic for the denominator- For each staff member in the prior reporting where the position status does not equal "U" or "I" or "A" and the position code is not between 800 and 899 and a separation date is not reported or is after the start of the school year, 1 is added to the denominator for the district.

The D4 Rule Applies To:

Any EMIS reporting entity that reported staff employed as of the end of October (K) reporting period.

Rule Code D5

The criteria for this rule parallel the criteria used in the STU_STUDENT_MISSING report.



Logic for the numerator- Based on the set of SSIDs included in the denominator, the count of SSIDs reported in the current reporting period as still enrolled even one day during the current school year. SSID changes for students in the submitted data for FYYYN will be handled in the report generation process.

Logic for the denominator- The number of students who were reported as enrolled as at least one day during the October (K) reporting period. Enrolled means the latest effective date on the student standing is greater than or equal to the building first day of school for the current year.

The D5 Rule Applies To:

Any EMIS reporting entity that reported student standing records of October (K) reporting period.

Rule Code D6

Logic for the numerator- If the student is included in the denominator, the process looks for a match on the *STUDENT_COURSE* records using the DIST_IRN and SSID. If one or more *STUDENT_COURSE* records exist, "1" is added to the numerator.

Logic for the denominator- The denominator is a count of the students with a STUDENT PERCENT OF TIME > 0 and/or a SENT TO PERCENT OF TIME > 0.

The D6 Rule Applies To:

Any EMIS reporting entity that reported 1 or more students who meet the criteria to be included in the denominator.

Rule Code D7

The criteria for this rule parallels the criteria used in the matching missing report for the *STU_MISSING_PS_ASQSE*, *STU_MISSIN_PS_GGG*, or *STU_PS_ECO_MISSING* reports.

Logic for the numerator- One will be added to the numerator for each test record that is submitted for the ASQSE, GGG, and ECO. The numerator will be the total of all of the tests submitted.

Logic for the denominator- One will be added to the denominator for each student who is required to take the ASQSE, GGG, and ECO. The denominator may count students more than once if they are required to take more than one test; it is possible that the same student will have an ASQSE, GGG, and ECO test and would count three times in the denominator.



These Rules Apply To:

Any entity reporting a student who meets the denominator criteria.

Rule Code D8

The criteria for this rule parallels the criteria used in the matching STU_MISSING_OGT report.

Logic for the numerator- One will be added to the numerator for each student where all required OGT tests have been submitted.

Logic for the denominator- One will be added to the denominator for each student who is required to take at least one part of the OGT.

These Rules Apply To:

Any entity reporting a student who meets the denominator criteria.

Rule Code D9

The criteria for this rule parallels the criteria used in the matching STU_MISSING_OAT report.

Logic for the numerator- One will be added to the numerator for each student where all required OAA tests have been submitted.

Logic for the denominator- One will be added to the denominator for each student who is required to take at least one part of the OAA.

These Rules Apply To:

Any entity reporting a student who meets the denominator criteria.

Rule Code E1

The criteria for this rule parallels the criteria used in the matching STU MISSING OTELA report.

Logic for the numerator- One will be added to the numerator for each OTELA test record that is submitted containing all required tests for the student.

Logic for the denominator- One will be added to the denominator for each student who is required to take the OTELA.

These Rules Apply To:

Any entity reporting a student who meets the denominator criteria.



Rule Code E2

The criteria for this rule parallels the criteria used in the matching STU_MISSING_SPED_EVENT report.

Logic for the numerator- One will be added to the numerator for each student with at least one Special Ed Event record submitted.

Logic for the denominator- One will be added to the denominator for each student who is coded as having a disability condition.

These Rules Apply To:

Any entity reporting a student who meets the denominator criteria.

Rule Code E3

Logic for the numerator- The numerator for this rule is the number of program records (GQ) reported by the district in the current reporting period (FYYY-N) divided by the total number of students reported for the district. In other words, it is the average number of program codes reported per student for the current reporting period.

Logic for the denominator- The denominator for this rule is the number of program records (GQ) reported by the district in the same reporting period in the prior fiscal year N divided by the total number of students reported for the district. In other words, it is the average number of program codes reported per student for the prior 'N' reporting period.

The E3 Rule Applies To:

Any EMIS reporting entity that reported program records in the prior 'N' reporting period. Program codes that are no longer used in the current reporting period are excluded from the numerator and the denominator calculation. Program codes that are new in the current reporting period are excluded from the numerator and the denominator calculation. All extra-curricular activity program codes are excluded from the numerator and the denominator calculation. In FY11N, this is the criteria used for selection of program codes in both the numerator and the denominator: Not Like '4*' And Not In ('305005','120030')

Report Sample

Header Information

There are two types of files related to missing data:



- a CSV file for each ITC, and
- a printed report for each district required to report during the current reporting period

The specific layouts for each are described below.

CSV File (for ITCs only)

Header Information

The following is the header for the CSV file.

Header Row Field Titles
ITC-IRN
District-IRN
Rule-Description
ITC-Acronym
District-Name
File-is-Required
Current-Percent
Current-Goal
As-of-date
Current-Goal-Met
Final-Percent
Final-Goal
Final-Goal-Met

Detail Information

On this report, there will be one row for each rule code for every district required to report during the current reporting period.

Detail Row Data Elements
ITC IRN from OEDS
DISTRICT IRN
RULE DESCRIPTION from the <i>RULES</i> table RULE TEXT
ITC ACRONYM from OEDS
DISTRICT NAME from OEDS
FILE IS REQUIRED value ($Y = yes, N = no$)- indicates if rule applies to this entity
CURRENT PERCENT is the value calculated as described in the Rule Code Details
section above, to the nearest tenth of a percent (xx.x%) with an implied decimal
CURRENT GOAL is the current percent required from the Required Reported Percent by
Data Submission Date table
AS OF DATE is the date the percent is as of
CURRENT GOAL MET will be determined by whether or not the CURRENT PERCENT is
greater than or equal to the CURRENT GOAL.
FINAL GOAL is the final percent required from the Required Reported Percent by Data
Submission Date table



FINAL GOAL MET will be determined by whether or not the CURRENT PERCENT is greater than or equal to the FINAL GOAL

CSV Report Sample

ITC-IRN,DISTRICT-IRN,RULE-DESCRIPTION,ITC-ACRONYM,DISTRICT-NAME,FILE-IS-REQUIRED,CURRENT-PERCENT,CURRENT-GOAL,AS-OF-DATE,CURRENT-GOAL-MET,FINAL-PERCENT,FINAL-GOAL,FINAL-GOAL-MET

111111,222222,CK-staff employ when active prior yearend,ITCITC,Best Ever,Y,040.2,75,20071116,N,100,N

Text report

Header Information

The first area of the report header includes the standard EMIS report header information: the program name and data source on the left, the date the report was generated, the page number, and the current reporting period on the right, and the ODE identifier in the middle.

The second area of the header identifies to the recipient of the report: District name and IRN, ITC acronym, Area Coordinator number, and county name.

Report Detail

Fields to Display

The text report includes the same fields as the CSV file, with the addition of a "Next Goal" column which shows the percent a district must meet as of the next processing date in the Required Reported Percent by Data Submission Date table.

One row is included in the text report for each rule, including rules that are not required for the entity.



Printed Report Layout/Sample

Source: EMIS 2012-2013K Informational Technology Office Page: 1
Education Management Information System Report Period: K

FY2013 General Missing Data Report

District: YOURTOWN Information Technology Center: MYEMIS

IRN: 019751 County: ANYUSA Area Coordinator: 31

Rule Description	File Req	Current Percent as of 05/27/11	Current Goal	Current Goal Met	Next Goal 06/03/11	Final Goal 07/15/11	Final Goal Met
CI/CK-Staff Demo/Employment		85.1	75	Y	75	100	N
GN-Students with current course	Y	99.4	75	Y	75	95	Y
GQ-Program Counts this yr vs last yr	Y	> 100.0	75	Y	75	90	Y
FS-Student Standing	Y	98.5	75	Y	75	95	Y
FA-Early Learning Assessment	Y	96.9	50	Y	50	100	N
DL-Building/Grade/AttndPttrn	Y	> 100.0	75	Y	75	90	Y
DN-Org General Info	Y	> 100.0	75	Y	75	90	Y



Error Detection and Correction

As this file is providing the district with a report that reflects non-compliant EMIS reporting, if there are any discrepancies between the file and the district's information, the district should check the specific records for accuracy and completeness.

Districts should refer to the appropriate chapter in the ODE EMIS manual for instructions on proper reporting procedures.

Districts should review the other EMIS missing reports referenced in this documentation for assistance in determining which records are missing. If a related report is not listed, districts should apply the report's rule criteria to the data they are reporting in EMIS.

If a district checks the referenced reports, has corrected all data and submitted all the records pertinent to the measure, but still is falling short of its goal, the district can request that its ITC submit a Help Desk question for assistance from ODE.

If the failure to reach a goal is because of prior reporting that cannot be corrected and the measure is one that allows an override, the district can contact its ITC to determine the criteria for requesting an override. Student and most staff overrides can be done by the district itself; the district can review the FC and CP, sections 2.17 and 3.8 respectively, in the EMIS Manual for instructions on how to do this. The student, staff, and program count overrides require specific information in order to have the override request honored.

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