## STUDENT MISSING COURSE REPORT EXPLANATION (.CSV\_CCYY?\_STU\_MISS\_COURSE)

**Education Management Information System (EMIS)** 



**Revision Date April 8, 2013** 

Prepared by Office of Data Quality and Governance

## **Table of Contents**

| REVISION HISTORY                        | 3 |
|---|---|
| REPORT OVERVIEW                         | 3 |
| GENERAL DESCRIPTION AND SIGNIFICANCE    |   |
| TIPS FOR READING THIS DOCUMENT          |   |
| REPORT NAME AND TIMING                  | 3 |
| ODE PROCESSING                          | 4 |
| PROCESS DESCRIPTION                     | 4 |
| DATA SOURCE                             | 4 |
| Submitted Data Used in Report           |   |
| Derived Data Used in Report             |   |
| Report Selection Criteria               | 4 |
| Logic                                   | 5 |
| REPORT SAMPLE                           | 5 |
| HEADER INFORMATION                      | 5 |
| Report Grouping/Ordering/Control Breaks | 5 |
| REPORT SUMMARY                          | 5 |
| DETAIL INFORMATION                      | 5 |
| ERROR DETECTION AND CORRECTION          | 6 |
| INDEX                                   | 7 |



## **Revision History**

| <b>Revision Date</b> | Owner/Source | Description of Change                                |
|----------------------|--------------|--|
| 4/7/08               | IPM          | Created report explanation.                          |
| 5/1/2008             | IPM          | Updated to include new logic.                        |
| 12/8/2009            | IPM          | Updated for FY10 – No changes                        |
| 03/11/2010           | IPM          | Added selection logic for year reporting.            |
| 03/22/2011           | IPM          | Added PSEO students                                  |
| 2/16/12              | Bkm          | Updated for FY12 – no changes                        |
| 9/26/12              | BKM          | Revised for FY13 only. No substantive/logic changes  |
| 4/8/13               | Bkm          | Revised for FY13N only. No substantive/logic changes |
| 07/09/13             | IPM          | Updated Test Window dates                            |

The revisions to this document listed in the table below.

### **Report Overview**

#### General Description and Significance

This program generates a data verification CSV file for all EMIS reporting entities.

The purpose of this CSV file is to inform the districts/entities of students that ODE has not received courses for where it has been determined that students should have course records submitted.

#### **Report Distribution**

The CSV file will be generated only for EMIS reporting entities that have at least one student that is missing student course records.

This report 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.
- CCYY? denotes the century and year and processing period.

#### Report Name and Timing

The file name for the report is: **ITC\_IRN\_COORD\_CCYYMMDD. CSV\_CCYY?\_ STU\_MISS\_COURSE**; its components are described below. This report is produced during the October (K) and Yearend (N) reporting periods.



| District I                       | District IRN / Date Generated at ODE (Year/Month/Date) |                    |                            |              |
|----------------------------------|--|--------------------|----------------------------|--------------|
|                                  | ITC_IRN_COOR   | D_CCYYMMDD. TYP_CC | CAAS <sup>-</sup> 55555555 | Report Topic |
| Information<br>Technology Center |  | Area Coordinator   | Fiscal Year                |              |

## **ODE Processing**

#### **Process Description**

#### Data Source

The data will come from the **Student Demographic, Student Standing, Student Attribute – Effective Date** and **Student Course** records.

| Element Name            | Record Field<br># | File Name               | Special Notes |
|-------------------------|-------------------|-------------------------|---------------|
| DISTRICT IRN            |                   |                         |               |
| STATE STUDENT ID (SSID) | FS110             | Student Standing Record |               |
| STUDENT PERCENT OF TIME | FS120             | Student Standing Record |               |
| STATE EQUIVALENT GRADE  | FD090             | Student Attribute –     |               |
| LEVEL                   |                   | Effective Date Record   |               |
| RACIAL/ETHNIC GROUP     | GI090             | Student Demographic     |               |
|                         |                   | Record                  |               |
| GENDER                  | GI080             | Student Demographic     |               |
|                         |                   | Record                  |               |
| SENT TO PERCENT OF TIME | FS220 &           | Student Standing Record |               |
|                         | FS250             |                         |               |

#### **Derived Data Used in Report**

| Element Name          | Record Field<br># | File Name | Special Notes   |
|-----------------------|-------------------|-----------|---|
| ATTENDING/HOME STATUS |                   |           | Derived from Student<br>Status and A/H IRN<br>Indicator |

#### **Report Selection Criteria**

The program selects all students with the STUDENT PERCENT OF TIME or SENT TO PERCENT OF TIME greater than zero and the first position of the ATTENDING HOME STATUS = to "1" or students who are PSEO participants ATTENDING HOME STATUS = 25 OR 35. The program excludes all students in the Autism Scholarship Program, i.e., the student ATTENDING/HOME STATUS = "1Z".

For October reporting period, the program will **EXCLUDE** students who withdraw prior to the district's October Count Week.

For Yearend reporting period, the program will:

- **EXCLUDE** newly enrolled students who enroll after April 22 of the current school year.
- **INCLUDE** students who were enrolled before April 22 of the current school year and continued to be enrolled through May 10 of the current school year.

#### Logic

The program matches each student that meets the selection criteria to the STUDENT COURSE RECORD on the District IRN and SSID. If a match is found the reporting criteria has been met.

If there is no course match, the program will check the PROGRAM RECORD on the DISTRICT IRN and SSID. If there is not a "220100" program code for pre-school itinerant services, that student will be included in the report.

## **Report Sample**

#### Header 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.

| Header Row Field Titles |
|-------------------------|
| Dist-irn                |
| Bldg-IRN                |
| SSID                    |
| Equiv_Grade             |
| Atn_Home_Status         |
| Race                    |
| Gender                  |
| Student-Submit-Date     |

#### Report Grouping/Ordering/Control Breaks

These data are ordered in the file by building IRN and SSID. Each district has its own report.

#### **Report Summary**

There is no report summary.

#### **Detail Information**

The spaces in the following example are for readability only and should not be in the actual file.



# DIST-IRN, BLDG-IRN, SSID, EQUIV\_GRADE, ATN\_HOME\_STATUS, RACE, GENDER, STUDENT-SUBMIT-DATE

#### 044449, 133959, BG1459744, 05, 10, w, F, 20080615 044449, 133959, BG1622781, 05, 19, B, M, 20080615

## **Error Detection and Correction**

This report alerts school districts that course information that should have been submitted to ODE has not been and, consequently, is reported as missing.

Districts should check their aggregation and submission reports to be sure that all submitted data were accepted and processed by ODE.

Once that is assured, district personnel should look at the data in the records for students.

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:

- ✓ Is the STUDENT PERCENT OF TIME and SENT TO PERCENT OF TIME reported appropriately for all students?
- ✓ Is the STATE EQUIVALENT GRADE LEVEL accurate for each student?
- ✓ Are both the *HOW RECEIVED* and/or *SENT REASON* reported correctly for all students?
- $\checkmark$  Is there at least one course reported for the student?



## INDEX

Building IRN, 5 Correction, 6 Data Source, 4 Error Detection, 6 Gender, 4, 5 Racial/Ethnic Category, 4 *Report Sample*, 5 Revision Date, 1, 3 Selection Criteria, 4 Significance, 3 State Student ID (SSID), 4, 5, 6 Student Percent of Time, 4 Student Status, 6

