

Please Note

This presentation is being provided for informational purposes only.

The information in this presentation may have changed since it was created.

This presentation is not meant to provide detailed reporting instructions and is not a replacement for the EMIS Manual, Report Explanations, or other documentation provided by ODE.

EMIS Focused Training – Graduation



May 2023

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The Usual Reminders

- Manual sections posted after this training prevail in a conflict between this presentation and the manual
- Some questions may be deferred to helpdesk
- Hierarchy of support
 - EMIS Manual
 - EMIS Coordinator
 - ITC
 - Helpdesk



Topics

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Data Reporting



Cohort Assignment → Graduation

- Reporting occurs across multiple collections
 - Student (S)
 - Current Graduation Credit Progress (S)
 - Staff and Course (L)
 - Assessment (A)
 - Graduation (G)
- Including, but not limited to
 - Earn minimum credit requirement
 - Meet CORE requirements
 - Demonstrate competency and readiness



Entities Required To Report

- Traditional districts
- Community schools
- STEM districts
- State schools



Cohort Assignment

- Determined by data reported in student (S) collections
- State Equivalent Grade Level (FD090) as of October 1 for student reported in the prior year
 - If after October 1, cohort assignment occurs following year
- Fiscal Year that Student Began Ninth Grade (FN110) as of October 1 for student not reported in the prior year
 - If after October 1, cohort assignment occurs following year
- Assignment errors can only be corrected with regular reporting in the first year

<https://education.ohio.gov/Topics/Data/Report-Card-Resources/Resources-and-Technical-Document/Graduation-Component/Graduation-Component>



Courses and Course Enrollment

- Initial and Final Staff and Course (L) Collections
- Course Master (CN) Record
 - High School Credit (CN200)
 - Subject Area for Credit (CN210)
- Student Course (GN) Record
 - Course Enrollment End Date (GN170)
 - Course Enrollment Start Date (GN160)
 - High School Credit Earned (GN150)
 - Partial/Override Credit (GN152)

CORE Requirements – Student Graduation

Core Summary (GC) Record

- Reported in Current Graduation Credit Progress (S) and Graduation (G) Collections
- CORE Area Code (GC060)
 - Subject areas where credit earned
- CORE Area Count (GC070)
 - Total credits earned by subject area
- Dual Enrollment Credit Earned (GC110)
 - Report all transcribed college credit

CORE Requirements – Student Attributes – No Date (FN) Record

- Reported in Student (S) and Graduation (G) Collections
- CORE Economics and Financial Literacy Requirement Met (FN240)
- CORE Fine Arts Requirement Met (FN250)
- CORE Graduation Requirement Exemption Code (FN300)
- Exempted from Physical Education Graduation Requirement (FN260)

Military Compact Graduation Alternative Count (FN310)

- Midyear, End of Year, SOES End of Year Student (S), and Graduation (G) Collections
- Number of Ohio graduation tests not required to pass if requirement met in another state

Student Assessment (FA) Record

Assessment (A) and Graduation (G) Collections

- ACT (AC)
- Advanced Placement (AP)
- CTE Technical Assessment (GY)
- End of Course Exam (GE)
- HS Alternate Assessment (GX)
- Industry Credential (GW)
- International Baccalaureate (IB)
- SAT (SA)
- WorkKeys (WK)

IEP Exemptions

- Student Special Education Graduation Requirement (FE) Record
 - Student (S) and Graduation (G) Collections
 - Report every year as long as exemption is continued
- Assessment Type (FE080)
 - GE – End of Course
 - GX – High School Alternate Assessment
- Assessment Area (FE090) = Subject area of exemption
- IEP Date (FE070) = same as Date (GE110) of current IEP

Graduation-Related Seals

- Student Program (GQ) Record
 - Student (S) and Graduation (G) Collections
- 510xxx – Graduation-related seals
 - Codes indicating planning to earn a seal
 - Codes indicating seal was earned
 - Codes indicating proficiency in English or a world language
- 60xxxx – Seal of Biliteracy
 - Codes indicating the student has earned a seal

Other Graduation Student Program Codes

- Student Program (GQ) Record
 - Student (S) and Graduation (G) Collections
- Graduation pathway options for 2022 cohort and prior
 - 520xxx
- Graduation alternative competency options for 2023 cohort and beyond
 - 5201xx

Withdrawal Date

- Reported with Effective End Date (FS090) in student collections
- Regular graduate = last day of school per calendar
- Summer graduate = after last day of current year, before first day of next year
 - Before July 1 = report in current end of year student collection
 - After July 1 = report in FY24 student collections
- Share students = each district's respective last day

Withdrawal Reason (FS100)

- District issuing diploma = 99
- Shared students, sending district = 41
- JVS = 99 or 41
- Non-graduate not continuing = 7x
- Retain supporting documentation

Withdrawal Override

- Student Withdrawal Override (FC) Record in Student (S) and Graduation (G) Collections
- Update prior-year withdrawal data impacting current or future graduation rate
 - Withdrawal date and reason not reported in a prior school year
 - Withdrawal date or reason incorrectly reported in a prior school year
 - New information changes reported withdrawal reason
- Must retain appropriate documentation

Non-Grad Grade Levels

Not withdrawn, returning next year

Student Situation	Grade Level Next Year (FN090) in FY2023	State Equivalent Grade Level (FD090) in FY2024
Course requirements not completed	12	12
Assessment requirements not completed	13	13
Special ed student deferring diploma	23	23



Diplomas

- Graduation (G) Collection
- Diploma Date (FN090)
 - Date graduation requirements were completed *and* student left formal secondary education
- Diploma Type (FN100)
 - Only one diploma type can be reported
- Summer grad is senior receiving diploma before first day of next school year
- Grad only is student receiving diploma who was not enrolled in current year

Grad Only

- Student Attributes – No Date (FN) Record
 - Graduation (G) Collection
- Elements unique to grad only students
 - Courses Completed Date (FN410)
 - Courses Completed IRN (FN420)

EMIS Data Appeals

FY23 Graduation

Required to Approve: [Superintendent \(instructions\)](#)

Appeal Opens: **Oct. 16, 2023**

Appeal Closes: **Oct. 27, 2023**

FY23 Collection Included

» FY23 Graduate Reporting (2023G0000)

Impacted Organizations

- » Districts
- » Community schools
- » STEM

» **Deadline to submit corrected data in EMIS for approved appeals is Nov. 10.**

FY23 Graduate Cohort

Required to Approve: [Superintendent \(instructions\)](#)

Appeal Opens: **Oct. 16, 2023**

Appeal Closes: **Oct. 27, 2023**

FY23 Data Included

» Graduate Reporting: **Only** Fiscal Year Began
Ninth Grade OR Grade Level Element

Impacted Organizations

- » Districts
- » Community schools
- » STEM

» **Deadline to submit corrected data in EMIS for approved appeals is Nov. 10.**



Reporting Scenarios

Shared: Open Enrollment

- Resident student open enrolled out
- Educating district issuing diploma

Element	Collection	Resident District	Educating District
Effective End Date (FS090)	FY23 Student, EOY	Last day	Last day
Withdrawal Reason (FS100)	FY23 Student, EOY	41	99
Withdrawn To IRN (FS360)	FY23 Student, EOY	Educating district	–
Diploma Date (FN090)	FY23 Grad	–	Met requirements, withdrawn
Diploma Type (FN100)	FY23 Grad	–	Type earned



Shared: JVS

- Student attending JVS
- Resident/sending district issuing diploma

Element	Collection	Resident District	JVS
Effective End Date (FS090)	FY23 Student, EOY	Last day	Last day
Withdrawal Reason (FS100)	FY23 Student, EOY	99	99 or 41
Withdrawn To IRN (FS360)	FY23 Student, EOY	—	*****
Diploma Date (FN090)	FY23 Grad	Met requirements, withdrawn	—
Diploma Type (FN100)	FY23 Grad	Type earned	—



Returning Next Year: Credit Deficient

- Completed assessment requirements
- Has not earned all credits required for graduation as of last day of current school year

Element	FY23 Student, EOY	FY24 Student, all
Effective End Date (FS090)	–	–
Withdrawal Reason (FS100)	–	–
State Equivalent Grade Level (FD090)	12	12
Grade Level Next Year (FN080)	12	–



Returning Next Year: Assessment Deficient

- Completed course requirements
- Has not passed all tests required for graduation as of last day of current school year

Element	FY23 Student, EOY	FY24 Student, all
Effective End Date (FS090)	–	–
Withdrawal Reason (FS100)	–	–
State Equivalent Grade Level (FD090)	12	13
Grade Level Next Year (FN080)	13	–

Summer Grad: Credit Deficient, 1

- Credits earned prior to July 1, 2023
- Received diploma before first day of new school year

Element	FY23 Student, EOY	FY23 Grad
Effective End Date (FS090)	6/30/2023 (after last day, prior to 7/1)	–
Withdrawal Reason (FS100)	99	–
Diploma Date (FN090)	–	Met requirements, withdrawn
Diploma Type (FN100)	–	Type earned
CORE Area Code (GC060)	–	Subject area
CORE Area Count (GC070)	–	Number of credits earned



Summer Grad: Credit Deficient, 2

- Credits earned on or after July 1, 2023
- Received diploma before first day of new school year

Element	FY23 Grad	FY24 Student, all
Effective End Date (FS090)	–	7/18/2023 (on/after 7/1, prior to first day)
Withdrawal Reason (FS100)	–	99
Diploma Date (FN090)	Met requirements, withdrawn	–
Diploma Type (FN100)	Type earned	–
CORE Area Code (GC060)	Subject area	–
CORE Area Count (GC070)	Number of credits earned	–



Summer Grad: Assessment Deficient

- Not all assessments passed as of last day of school
- Assessments passed after last day of school, before first day of new year

Element/Record	FY23 Student, EOY	FY23 Grad
Effective End Date (FS090)	Last day	–
Withdrawal Reason (FS100)	75	–
Diploma Date (FN090)	–	Met requirements, withdrawn
Diploma Type (FN100)	–	Type earned
Student Assessment (FA) Record	–	Passing result(s)



Grade 23: Deferred Diploma

- Special education student has met all graduation requirements per IEP
- Chooses to defer receiving diploma

Element	FY23 Student, EOY	FY24 Student, all
Effective End Date (FS090)	—	—
Withdrawal Reason (FS100)	—	—
State Equivalent Grade Level (FD090)	12	23
Grade Level Next Year (FN080)	23	—



Early Grads

- Students who graduate early will count in their originally assigned cohort
- Must meet original cohort graduation requirements

Element	FY23 Student, EOY	FY23 Grad
Effective End Date (FS090)	Last day	–
Withdrawal Reason (FS100)	99	–
Diploma Date (FN090)	–	Met requirements, withdrawn
Diploma Type (FN100)	–	Type earned
CORE Area Code (GC060)	–	Subject area
CORE Area Count (GC070)	–	Number of credits earned

Board of Developmental Disabilities (BDD): No Diploma Issued

- Student finishes grade 12 at BDD
- Not continuing education

Element	FY23 Student	FY23 Grad
Effective End Date (FS090)	Date of withdrawal	—
Withdrawal Reason (FS100)	73 – Over 18 Years of Age	—
Diploma Date (FN090)	—	—
Diploma Type (FN100)	—	—
CORE Area Code (GC060)	—	—
CORE Area Count (GC070)	—	—

Grad Only: Credits

- Credit deficient, not educated in current school year
- Diploma issued once credits earned

Element	FY23 Grad
Diploma Date (FN090)	Met requirements, withdrawn
Diploma Type (FN100)	Type earned
CORE Area Code (GC060)	Subject area
CORE Area Count (GC070)	Number of credits earned
Courses Completed Date (FN410)	Date credits earned
Courses Completed IRN (FN420)	Where courses completed



Grad Only: Assessments

- Not all assessments passed, not educated in current school year
- Diploma issued once remaining assessments passed

Element/Record	FY23 Grad
Diploma Date (FN090)	Met requirements, withdrawn
Diploma Type (FN100)	Type earned
Courses Completed Date (FN410)	Date credits earned
Courses Completed IRN (FN420)	Where courses completed
Student Assessment (FA) Record	Passing results



Reports



Level 2 Grad Cohort Reports

Collection Request / Report Name	LEA	Fatal	Critical	Warn	Info	Total	Category	Data Set
▼ SOES End of Year Student Collection (FY23) (2023SBODE)								
✓ (GRAD-002) Newly Assigned to Grad Cohort		0	0	0	32	32	Graduate	S
✓ (GRAD-423) 2023 - Grad Cohort - 4th Year Status		0	0	0	85	85	Graduate	S
✓ (GRAD-424) 2024 - Grad Cohort - 3rd Year Status		0	0	0	70	70	Graduate	S
✓ (GRAD-425) 2025 - Grad Cohort - 2nd Year Status		0	0	0	55	55	Graduate	S
✓ (GRAD-426) 2026 - Grad Cohort - 1st Year Status		0	0	0	27	27	Graduate	S
✓ (GRAD-522) 2022 - Grad Cohort - 5th Year Status		0	0	0	93	93	Graduate	S
✓ (GRAD-621) 2021 - Grad Cohort - 6th Year Status		0	0	0	80	80	Graduate	S
✓ (GRAD-720) 2020 - Grad Cohort - 7th Year Status		0	0	0	89	89	Graduate	S
✓ (GRAD-819) 2019 - Grad Cohort - 8th Year Status		0	0	0	84	84	Graduate	S

All entities

DPRs only

Verify *all* cohort assignments



Cohort Reports Recommendations

- Verify students listed in each cohort
- Determine if any students are missing from each cohort
- Confirm students should be included in district's denominator
- Use to verify accountability

(GRAD-002) Newly Assigned to Grad Cohort

- Use to verify first year students
- Focus on ADD COHORT BY GRAD EVENT CODE column
 - GRDIN: Placed in cohort based on reported state equivalent grade level
 - FYB9G: Placed in cohort based on reported fiscal year began 9th grade
- Make corrections before close of FY23 End of Year Student (S) Collections

RESULT CODE	RESULT CODE DESCR	ACNTBL LEA IRN	COHORT YEAR	DENOM FLAG	NUMER FLAG	RPTD YEAR	STATE EQUIV GR	ADD COHORT BY GRAD EVENT CODE
GR0000	Student accountable in this LEA	123456	2023	Y	N	2023	12	FYB9G
GR0000	Student accountable in this LEA	123456	2023	Y	N	2023	12	FYB9G
GR0000	Student accountable in this LEA	123456	2023	Y	N	2023	11	FYB9G
GR9998	Student accountable in State rate but not LEA	*****	2023	N	N	2023	12	GRDIN



(GRAD-999) Grad Issues






- Level 2 report available in the Graduation (G) Collection
- Helps identify possible data quality issues

SEV	RESULT CODE	RESULT CODE DESCR	COHORT YEAR	RELATED OPTION FROM REPORT	ACNTBL LEA IRN
C	GR2001	Withdrawal of 99 but no diploma	2023	05/23/2023	000000
C	GR2002	No GC Records reported	2023		000000
C	GR3003	Withdrawal date after diploma date	2023	05/23/2023	000000
I	GR4001	Diploma Reported but No 99 Withdrawal	2024	05/23/2023	000000
I	GR4002	Diploma not issued by Accountable District	2025	111111	000000



Level 2 CTE Grad Cohort Reports

- All entities with CTE concentrators
- JVSs have access

Collection Request / Report Name	Fatal	Critical	Warn	Info	Total	Category	Data Set
▼ Graduation Collection (FY22) (2022G0000)							
 (CTGR-422) 2022 - CTE Grad Cohort - 4th Year Status	0	0	0	2333	2333	Career Tech	G
 (CTGR-423) 2023 - CTE Grad Cohort - 3rd Year Status	0	0	0	2021	2021	Career Tech	G
 (CTGR-424) 2024 - CTE Grad Cohort - 2nd Year Status	0	0	0	434	434	Career Tech	G
 (CTGR-425) 2025 - CTE Grad Cohort - 1st Year Status	0	0	0	16	16	Career Tech	G
 (CTGR-521) 2021 - CTE Grad Cohort - 5th Year Status	0	0	0	2165	2165	Career Tech	G



Other Career-Tech Level 2 Reports

- (CTAC-001) CTE Accountability Program of Concentration Tech Assessment Results Report
- (ICAC-001) Industry Credential Administrative Conflict Report
- Review for issues with students reported in the Graduation (G) Collection

(GNIS-xxx) Gen Issues

- Level 2 reports available in the Graduation (G) Collection in the Data Collector
- Helps identify possible data quality issues
- Not meant to imply data contains errors
- Contains information on who to contact if there are any questions and what to check

RESULT CODE	RESULT CODE DESCR	ERR SEV CODE	DATA CLCTN DATE	BLDG IRN	GRAD RATE LY	GRAD RATE CY	GRAD RATE CHG	QUESTN CNTCT NAME	CHECK DESCR
IS0275	Large Change in 4	I	2022-10-20 00:00:00.0	000363	8.57142	1.42857	-7.14	Adam Schiming, Adam.Schiming@education.ohio.gov	Large Change in 4YR Longitudinal Grad
IS0275	Large Change in 4	I	2022-10-20 00:00:00.0	010272	88.2653	93.6651	5.4	Adam Schiming, Adam.Schiming@education.ohio.gov	Large Change in 4YR Longitudinal Grad
IS0275	Large Change in 4	I	2022-10-20 00:00:00.0	013128	75.6097	86.5	10.89	Adam Schiming, Adam.Schiming@education.ohio.gov	Large Change in 4YR Longitudinal Grad



Gen Issues Reports

- IS0020, IS0021, and IS0022: 4-yr graduation rate variations
- IS0261 and IS0264: 6-yr graduation rate variations
- IS0265 and IS0268: 7-yr graduation rate variations
- IS0275 and IS0279: large change in 4-yr and 5-yr graduation rate between current and previous years
- IS0276, IS0277, and IS0278: 5-yr graduation rate variations
- IS0346 and IS0349: 8-yr graduation rate variations



ODDEX



Grad Cohort Tab

- Includes data reported by other districts
- Can be useful in determining why a student is included or not included in cohort and grad rate

Name	SSID	Birthdate						
		12/18/2006						
Event Date	Event Code	Key Event Data	Accountable LEA	Accountable Building	Data Source LEA	Data Source FY	Data Source Collection	Override Related
06/30/2022	ACNT4 - Accountable - 4 Year Cohort	2025	999999	999999		2022	2022S2TRD	N
01/12/2022	WTHSY - School Year Withdraw	43				2022	2022S2TRD	N



Special Education Tab

Student Special Education Graduation Requirement (FE) Record data available

Name	SSID	Birthdate
Schroeder, Brad	MC9634541	05/01/2016

Event Date	Event Type	Outcome	Outcome Dates	Non-Compliance	Secondary Planning	Required Test Type	Reported by LEA
02/07/2023	CNST	CNDP	03/01/2021 - 05/21/2022	N/A	N/A	N/A	Augusta-Richmond County Weber Local (896568)
07/25/2022	TIEP	N/A	07/29/2021 - 10/10/2023	N/A	TPNP	STR	Augusta-Richmond County Weber Local (896568)
05/28/2022	SEMD	N/A	06/10/2022 - 05/19/2025	01	TPNP	N/A	Augusta-Richmond County Weber Local (896568)
05/09/2022	P						

Grad Exempt

Student Special Education Graduation Req Record

Special Education Record

SSID	Name	Event Date	Event Type	Outcome	Outcome Dates	Non-Compliance	Secondary Planning	Required Test Type	Reported by LEA
MC9634541	Schroeder, Brad	07/25/2022	TIEP	N/A	07/29/2021 - 10/10/2023	N/A	TPNP	STR	Augusta-Richmond County Weber Local (896568)

Special Education Graduation Req Record

Event Date	Type Code	Event Occur Date	Assessment Type Code	Assessment Subject Code	Exemption Flag
	TIEP - Transfer IEP	07/25/2022	GA - OAA	OISR - Overall Indiv Student Report	Y - Exempt
	TIEP - Transfer IEP	07/25/2022	GX - OGT	C - Social Studies	N - Not Exempt
	TIEP - Transfer IEP	07/25/2022	AP - Advanced Placement	LA - Language Arts	N - Not Exempt
	TIEP - Transfer IEP	07/25/2022	GE - End of Course	GOVM - US Government	Y - Exempt
	TIEP - Transfer IEP	07/25/2022	GE - End of Course	ENG - English	Y - Exempt



Access to Records: Single Student/Grad Cohort and Special Education Tabs

- View or export access only
 - Coordinator-EMIS
 - Director-EMIS
 - Superintendent
 - Supervisor-EMIS
 - Data View-ODDEX Records GRAD
 - Data View-ODDEX History GE
 - Site Manager (ITC only)
 - SDC-Student Level Access (ITC only)
- OEDS Roles for ODDDEX Access index: [ODDEX Help](#)



Resources

Training Evaluation

Available through June 2

Your evaluations of our trainings are now being collected via an online form. This will give us access to better, more immediate feedback and statistics about these trainings, which will allow us to be even more responsive to your input. This will also be easier for you as you will no longer have to email anything to us.

After completing the evaluation and clicking submit, you will see a message thanking you for your feedback and acknowledging your attendance at a training. If this is information you need, be sure to capture or print the page and retain it for your records. Once the evaluation period for the session ends (2 weeks after the final session), you will no longer be able to submit a response or receive an attendance acknowledgement. *Note that this is the only way to receive this acknowledgement. We will no longer be emailing this information to participants.*

<https://education.ohio.gov/Topics/Data/EMIS/Resources-for-EMIS-Professionals/EMIS-Focused-Training>

EMIS Focused Training Webpage

- A copy of the handout will be posted
- A recorded version of this presentation will be posted
- The Q and A, questions asked during the sessions, will be posted
- Future training opportunities will be announced

<https://education.ohio.gov/Topics/Data/EMIS/Resources-for-EMIS-Professionals/EMIS-Focused-Training>

EMIS Manual

- 2.4 Student Standing (FS) Record
- 2.5 Student Attributes – Effective Date (FD) Record
- 2.6 Student Attributes – No Date (FN) Record
- 2.8 Student Assessment (FA) Record
- 2.9 Student Program (GQ) Record
- 2.14 Student Special Education Graduation Requirement (FE) Record
- 2.15 Student Graduation - Core Summary (GC) Record
- 2.17 Student Withdrawal Override (FC) Record
- 4.2 Course Master (CN) Record
- 4.4 Student Course (GN) Record



Report Explanations

- CTE Grad Cohort Reports
- CTE Technical Assessment Summary Reports
- Grad Cohort Reports
- (GRAD-999) Grad Issues
- (GRAD-002) Newly Assigned to Grad Cohort
- (ICAC-001) Industry Credential Administrative Conflict

(GNIS-xxx) General Issues

- Level 2 reports generated by business offices on student, staff/course, assessment, and financial data
- Announced via Release Notes
 - <http://education.ohio.gov/Topics/Data/EMIS/Technical-Documentation/EMIS-Release-Notes>
- For assistance, contact data manager on report and in report explanation
 - <https://education.ohio.gov/Topics/Data/EMIS/EMIS-Documentation/FY16-EMIS-Validation-and-Report-Explanation-Docume>
- Do ***not*** include student identifiable information in communications

Other

- Graduation Rate Technical Documentation
 - <https://education.ohio.gov/Topics/Data/Report-Card-Resources/Resources-and-Technical-Document/Graduation-Component/Graduation-Component>
- Graduation Requirements
 - <https://education.ohio.gov/Topics/Ohio-s-Graduation-Requirements>
- ODDEX Help
 - <https://wiki.ssdt-ohio.org/pages/viewpage.action?pageId=21135503>

Office of Data Quality

- EMIS Data Appeals
 - <http://education.ohio.gov/Topics/Data/EMIS/Reporting-Responsibilities/Data-Appeals>
- EMIS Data Review & Verification
 - <http://education.ohio.gov/Topics/Data/EMIS/Reporting-Responsibilities/EMIS-Data-Review-Verification>
- Contact information
 - dataquality@education.ohio.gov
 - (614) 466-7144





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