

# **FY 2009 ODE EMIS MANUAL**

## **Appendix K: Reporting Instructions for Required Summer Data**



**Version 1.0**  
October 23, 2008

## APPENDIX K REVISION HISTORY

Version	Change	Description
1.0	631	Clarified reporting instructions under Summer Graduation Information.

The revision history provides a means for the readers to easily navigate to the places in the manual where updates have occurred. Where there has been a significant change or update it will be highlighted. Minor changes, such as typos, formatting, and grammar are not highlighted.

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## REPORTING INSTRUCTIONS FOR REQUIRED SUMMER DATA

Appendix K discusses the reporting requirements for summer school data. The summer timeframe begins after the end of the regular school year and ends at the beginning of the next school year.

### REPORTING SUMMER DATA

Only the following summer data are required to be reported to ODE during the October (K) reporting period.

Program Codes

- Academic Intervention
- Title 1
- Summer Graduates

**Note 1.** Courses taken during the summer are not reported to the Ohio Department of Education during the October (K) reporting period.

**Note 2.** For Ohio Graduation Tests taken during the summer, see Chapter 2 for instructions submitting these testing records.

### SUMMER GRADUATION INFORMATION

These reporting instructions are referring to students that graduated during the summer of 2008.

A student is considered a summer graduate if he/she is not issued a diploma the previous year end because he/she did not meet all graduation requirements (testing and/or curriculum), and

- was enrolled during the summer, and
- completes the necessary graduation requirements, and
- is reported with a diploma date that is between July 1 and prior to the start of the next school year, and
- is withdrawn prior to the start of the next school year.

These students are to have a Student Demographic Record, a Student Attributes (FN) Record, Student Attributes (FD) Record and Student Standing (FS) Record reported during the October (K) reporting period. The *Diploma Type Element*, *Diploma Date Element*, *Effective End Date*, and the *Withdraw Reason* are required to be completed on each record. In addition, if the student became a summer graduate because of the passage of the summer administration of the OGT, these test results will need to be reported during the October (K) reporting period.

### SUMMER SCHOOL PROGRAM CODES

Only the resident district reports the required summer data. If a student attends summer school programs in another district or entity, the resident district should request the information from the provider and report the summer program data for that student.

If a student participates in one of the following programs during the summer (even if he/she withdraws from summer school), then the resident district is responsible for reporting a Student Program Record during the October (K) reporting period. Districts are required to report all codes that apply.

**Academic Intervention (Formerly Student Intervention)**

151490 Student received intervention services during the summer.

**Title I – Summer School Subject Areas<sup>1</sup>**

- 231101 Title I Reading (Summer School)
- 231102 Title I Writing (Summer School)
- 231103 Title I Language Arts (Summer School)
- 231104 Title I English (Summer School)
- 231105 Title I Mathematics (Summer School)
- 231106 Title I Science (Summer School)
- 231107 Title I Civics/Government (Summer School)
- 231108 Title I History (Summer School)
- 231109 Title I Geography (Summer School)
- 231110 Title I Other (Summer School)

**Title I – Supporting Areas<sup>1</sup>**

- 232101 Guidance/Counseling/Social Work (Summer School)
- 232102 Health/Dental (Summer School)
- 232103 Nutrition (Summer School)
- 232104 Transportation (Summer School)
- 232105 Preparation for Jobs (Summer School)
- 232106 Earned GED (Summer School)
- 232107 Other Title I Services (Summer School)

**Title I – Students Attending Neglected or Delinquent Institutions**

- 234101 Court Placement in a Local/County-Operated Institution for Neglected Youth (Summer School)
- 234102 Court Placement in a Local/County-Operated Institution for Delinquent Youth (Summer School)

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<sup>1</sup> Title I funds can only be used to supplement intervention requirements mandated by state law, such as HB 3. Title I Supporting Area codes (232xxx) can only be reported for those students who have also been reported with a Title I Summer School Subject Area code (231xxx).