

FY 2009 ODE EMIS MANUAL

Appendix I: Required Records/Elements by Reporting Period



Version 1.0
September 22, 2008

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REQUIRED RECORDS/ELEMENTS BY REPORTING PERIOD

STUDENT RECORDS AND DATA ELEMENTS

Table 1. Student Demographic Record (GI) Data Elements

Record Field Number	Data Element	October (K)	December (M)	February (C)	March (D)	Yearend (N)	July (H)	5-yr (P)
GI070	<i>Date of Birth Element</i>	√	√	√		√		
GI050	<i>EMIS Student ID Number Element</i>	√	√	√		√		
GI330	<i>First Name Element</i>	√	√	√		√		
GI080	<i>Gender Element</i>	√	√	√		√		
GI350	<i>Last Name Element</i>	√	√	√		√		
GI340	<i>Middle Name Element</i>	√	√	√		√		
GI270	<i>Native Language Element</i>	√	√	√		√		
GI090	<i>Racial/Ethnic Group Element</i>	√	√	√		√		

Table 2. Student Standing Record (FS) Data Elements

Record Field Number	Data Element	October (K)	December (M)	February (C)	March (D)	Yearend (N)	July (H)	5-yr (P)
FS050	<i>EMIS Student ID Number Element</i>	√	√	√		√		
FS060	<i>Effective Start Date Element</i>	√	√	√		√		
FS070	<i>Admission Date Element</i>	√	√	√		√		
FS080	<i>Student Admission Reason Element</i>	√	√	√		√		
FS090	<i>Effective End Date Element</i>	√	√	√		√		
FS100	<i>Withdrawal Reason Element</i>	√	√	√		√		
FS110	<i>State Student ID (SSID) Element</i>	√	√	√		√		
FS120	<i>Student Percent of Time Element</i>	√	√	√		√		
FS130	<i>Tuition Type Element</i>	√	√	√		√		
FS140	<i>District Relationship Element</i>	√	√	√		√		
FS150	<i>Legal District of Residence Element</i>	√	√	√		√		
FS160	<i>Attending Building IRN Element</i>	√	√	√		√		
FS170	<i>Assigned Building Area IRN Element</i>	√	√	√		√		
FS180	<i>How Received Element</i>	√	√	√		√		
FS190	<i>How Received IRN Element</i>	√	√	√		√		
FS200	<i>Sent Reason 1 Element</i>	√	√	√		√		
FS230	<i>Sent Reason 2 Element</i>	√	√	√		√		
FS210	<i>Sent To IRN 1 Element</i>	√	√	√		√		
FS240	<i>Sent To IRN 2 Element</i>	√	√	√		√		

Record Field Number	Data Element	October (K)	December (M)	February (C)	March (D)	Yearend (N)	July (H)	5-yr (P)
FS220	<i>Sent To Percent of Time 1 Element</i>	√	√	√		√		
FS250	<i>Sent To Percent of Time 2 Element</i>	√	√	√		√		
FS320	<i>School Year Attendance Days Element</i>	√	√	√		√		
FS330	<i>School Year Excused Absence Days Element</i>	√	√	√		√		
FS340	<i>School Year Unexcused Absence Days Element</i>	√	√	√		√		
FS260	<i>October Count Week Attendance Days Element</i>	√						
FS270	<i>October Count Week Excused Absence Day Element</i>	√						
FS280	<i>October Count Week Unexcused Absence Days Element</i>	√						
FS290	<i>February Count Week Attendance Days Element</i>			√				
FS300	<i>February Count Week Excused Absence Days Element</i>			√				
FS310	<i>February Count Week Unexcused Absence Days Element</i>			√				

Table 3. Student Attributes – Effective Date Record (FD) Data Elements

Record Field Number	Data Element	October (K)	December (M)	February (C)	March (D)	Yearend (N)	July (H)	5-yr (P)
FD100	<i>Attendance Pattern Element</i>	√	√	√		√		
FD130	<i>Disability Condition Element</i>	√	√	√		√		
FD110	<i>Disadvantage Element</i>	√	√	√		√		
FD070	<i>Effective End Date Element</i>	√	√	√		√		
FD060	<i>Effective Start Date Element</i>	√	√	√		√		
FD050	<i>EMIS Student ID Number Element</i>	√	√	√		√		
FD190	<i>Foreign Exchange Student Graduation Plan Element</i>	√	√	√		√		
FD080	<i>Grade Level Element</i>	√	√	√		√		
FD150	<i>Homeless Status Element</i>	√	√	√		√		
FD160	<i>Homeless Unaccompanied Youth Element</i>	√	√	√		√		
FD200	<i>Immigrant Status Element</i>	√	√	√		√		
FD170	<i>Limited English Proficiency (LEP) Status Element</i>	√	√	√		√		
FD180	<i>Migrant Status Element</i>	√	√	√		√		
FD120	<i>Preschool Poverty Level Element</i>	√	√	√		√		
FD090	<i>State Equivalent Grade Level Element</i>	√	√	√		√		

Record Field Number	Data Element	October (K)	December (M)	February (C)	March (D)	Yearend (N)	July (H)	5-yr (P)
FD140	<i>Student Being Served by a 504 Plan Element</i>	√	√	√		√		

Table 4. Student Attributes – No Date Record (FN) Data Elements

Record Field Number	Data Element	October (K)	December (M)	February (C)	March (D)	Yearend (N)	July (H)	5-yr (P)	Grad (G)
FN150	<i>Acceleration – Writing Element</i>					√			
FN160	<i>Acceleration – Reading Element</i>					√			
FN170	<i>Acceleration – Mathematics Element</i>					√			
FN180	<i>Acceleration – Social Studies Element</i>					√			
FN190	<i>Acceleration – Science Element</i>					√			
FN140	<i>Accountability IRN Element</i>					√			
FN200	<i>Corporal Punishment Element</i>					√			
FN090	<i>Diploma Date Element</i>	√							√
FN100	<i>Diploma Type Element</i>	√							√
FN110	<i>Fiscal Year that Student Began Ninth Grade Element</i>	√				√			√
FN080	<i>Grade Level Next Year Element</i>					√			
FN130	<i>Graduation Credit Units Element</i>					√			
FN210	<i>Limited English proficient Reclassification Date Element</i>					√			
FN220	<i>Majority of Attendance IRN Element</i>					√			
FN060	<i>Non-Attending Reason Element</i>	√		√					
FN120	<i>OGT Graduation Alternative Element</i>	√				√			√

Record Field Number	Data Element	October (K)	December (M)	February (C)	March (D)	Yearend (N)	July (H)	5-yr (P)	Grad (G)
FN070	<i>Retained Student Status Element</i>	√							

Table 5. Student Course Record (GN) Data Elements

Record Field Number	Data Element	October (K)	December (M)	February (C)	March (D)	Yearend (N)	July (H)	5-yr (P)
GN170	<i>Course Enrollment End Date Element</i>	√		√		√		
GN160	<i>Course Enrollment Start Date Element</i>	√		√		√		
GN130	<i>CTE Concentrator Element</i>	√		√		√		
GN040	<i>District IRN Element</i>	√		√		√		
GN150	<i>High School Credit Earned Element</i>					√		
GN080	<i>Local Classroom Code Element</i>	√		√		√		
GN152	<i>Partial/Override Credit Element</i>					√		

Table 6. Assessment Records

Record	Record Name	October (K)	December (M)	February (C)	March (D)	Yearend (N)	July (H)	5-yr (P)	Grad (G)
GT	<i>Ohio Ninth-Grade Proficiency Test Record</i>					√			
GX	<i>Ohio Graduation Test Record</i>	√				√			√
GA	<i>Ohio Achievement Test Record</i>					√			
GB	<i>Preschool Assessment Record</i>	√				√			
GS	<i>Preschool ASQ/SE Assessment Record</i>	√				√			
GM	<i>Preschool ECO Assessment Record</i>	√				√			
GO	<i>Kindergarten Readiness Assessment – Literacy Record</i>	√							
GY	<i>Career Technical Education (CTE) Testing Record</i>					√			
GF	<i>Ohio Test of English Language Acquisition Record</i>					√			

Record	Record Name	October (K)	December (M)	February (C)	March (D)	Yearend (N)	July (H)	5-yr (P)	Grad (G)
GU	<i>Career Technical Education (CTE) Industry Assessment Record</i>				√	√			

Table 7. Other Student Records

Record Field Number	Data Records	October (K)	December (M)	February (C)	March (D)	Yearend (N)	July (H)	5-yr (P)	Grad (G)
GP	<i>Ohio Graduation-Only Test Record</i>								√
GQ	<i>Student Program Record</i>	√	√	√		√			
GG	<i>Student Gifted Record</i>					√			
GD	<i>Student Discipline Record</i>					√			
GV	<i>Career Technical Education (CTE) Workforce Development Follow-Up Record</i>				√				
GE	<i>Student Special Education Record</i>	√		√		√			
GC	<i>Student Graduation – Core Summary Record</i>								√

STAFF RECORDS AND DATA ELEMENTS

Table 8. Staff Demographic Record (CI) Data Elements

Record Field Number	Data Element	October (K)	December (M)	February (C)	March (D)	Year end (N)	July (H)	5-yr (P)
CI150	<i>Absence Days Element</i>					√		
CI155	<i>Absence Days/Long-term Illness Element</i>					√		
CI140	<i>Attendance Days Element</i>					√		
CI200	<i>Authorized Teaching Experience Years Element</i>	√		√		√		
CI070	<i>Date of Birth Element</i>	√		√		√		
CI225	<i>Early Childhood Education Qualification Element</i>	√		√		√		
CI100	<i>Education Level Element</i>	√		√		√		
CI050	<i>Employee ID Element</i>	√		√		√		
CI090	<i>Gender Element</i>	√		√		√		
CI290	<i>Master Teacher Designation Year Element</i>	√						
CI280	<i>Master Teacher Element</i>	√						
CI060	<i>Name Element</i>	√		√		√		
CI080	<i>Racial/Ethnic Group Element</i>	√		√		√		
CI110	<i>Semester Hours Element</i>	√		√		√		
CI270	<i>State Staff ID Element</i>	√		√		√		
CI210	<i>Total Experience Years Element</i>	√		√		√		

Table 9. Staff Employment Record (CK) Data Elements

Record Field Number	Data Element	October (K)	December (M)	February (C)	March (D)	Year-end (N)	July (H)	5-yr (P)
CK220	<i>Assignment Area Element</i>	√		√		√		
CK090	<i>Building IRN Element</i>	√		√		√		
CK240	<i>Certificate/License Application Element</i>	√		√		√		
CK050	<i>Employee ID Element</i>	√		√		√		
CK210	<i>Extended Service Element</i>	√		√		√		
CK260	<i>Grade Levels Assigned\ Low Element</i>	√		√		√		
CK270	<i>Grade Levels Assigned\ High Element</i>	√		√		√		
CK280	<i>High Quality Professional Development Question Element</i>					√		
CK160	<i>Length of Work Day Element</i>	√		√		√		
CK250	<i>Local Contract Code Element</i>	√		√		√		
CK190	<i>Pay Amount/Rate Element</i>	√		√		√		
CK180	<i>Pay Type Element</i>	√		√		√		

Record Field Number	Data Element	October (K)	December (M)	February (C)	March (D)	Year-end (N)	July (H)	5-yr (P)
CK060	Position Code Element	√		√		√		
CK100	Position FTE Element	√		√		√		
CK130	Position Fund Source Elements	√		√		√		
CK120	Position Fund Source Percent Element	√		√		√		
CK300	Position Separation Date Element	√		√		√		
CK230	Position Separation Reason Element	√		√		√		
CK080	Position Start Date Element	√		√		√		
CK070	Position Status Element	√		√		√		
CK140	Position Type Element	√		√		√		
CK290	Qualified Paraprofessional Element	√						
CK170	Scheduled Work Days Element	√		√		√		
CK310	Special Education FTE Element	√						
CK150	Type of Appointment Element	√		√		√		

Table 10. Course Master Record (CN) Data Elements

Record Field Number	Data Element	October (K)	December (M)	February (C)	March (D)	Year-end (N)	July (H)	5-yr (P)
CN080	Course Level Element	√		√		√		
CN290	Course End Date Element	√		√		√		
CN280	Course Start Date Element	√		√		√		
CN300	CTE College Credit Element	√		√		√		
CN130	Course Type Element	√		√		√		
CN310	Curriculum Element	√		√		√		
CN320	Delivery Method Element	√		√		√		
CN330	Educational Option Element	√		√		√		
CN070	Employee ID Element	√		√		√		
CN200	High School Credit Amount Element	√		√		√		
CN260	Highly Qualified Teacher Element	√						
CN270	Highly Qualified Teacher IRN Element	√		√		√		
CN220	Language Used in Teaching Course Element	√		√		√		
CN100	Length of Scheduled Instruction Element	√		√		√		
CN060	Local Classroom Code Element	√		√		√		

Record Field Number	Data Element	October (K)	December (M)	February (C)	March (D)	Year-end (N)	July (H)	5-yr (P)
CN110	Location IRN Number Element	√		√		√		
CN190	Program Builder Code Element	√		√		√		
CN180	Program Provider IRN Element	√		√		√		
CN090	Semester Code Element	√		√		√		
CN240	Special Population Element	√		√		√		
CN340	Student Population Element	√		√		√		
CN210	Subject Area for Credit Element	√		√		√		
CN050	Subject Code Element	√		√		√		

Table 11. Other Staff Records

Record Field Number	Data Records	October (K)	December (M)	February (C)	March (D)	Year-end (N)	July (H)	5-yr (P)
CV	Career-Technical Correlated Class	√		√		√		
CC	Contract Only Record	√				√		
CJ	Contractor Staff Employment Record	√		√		√		
CM	Mapped Local Classroom Code Record	√		√		√		

DISTRICT, BUILDING, AND FINANCIAL RECORDS

Table 12. District and Building Records

Record Field Number	Data Records	October (K)	December (M)	February (C)	March (D)	Yearend (N)	July (H)	5-yr (P)
DQ	District General Information – Fall/October	√						
DF	Building General Information – Fall/October	√						
DH	Building General Information – February			√				
DT	District Testing – Yearend					√		
DR	District General Information – Yearend					√		
DB	Building General Information – Year-end					√		
DD	District General Information-Financial						√	
DM	Building General Information – Financial						√	

Table 13. Financial Data Records and Five-Year Forecast Records

Record Field Number	Data Records	October (K)	December (M)	February (C)	March (D)	Yearend (N)	July (H)	5-yr (P)
QC	Financial File Descriptions						√	
QC	Cash						√	
QC	Expenditure						√	
QC	Receipt						√	
QC	Operational Unit (OPU) Description						√	
QC	Cash and Fund Balance Reconciliation – End of Fiscal Year						√	
QC	Schedule of Federal Assistance Programs - Summary						√	

Required Records/Elements by Reporting Period

Record Field Number	Data Records	October (K)	December (M)	February (C)	March (D)	Yearend (N)	July (H)	5-yr (P)
	QC	Schedule of Federal Assistance Programs\Detail						√
QC	Statement R						√	
QC	Schedule of Capital Assets						√	
QF	Five Year Forecast							√
QN	Five Year Forecast Notes							√