

FY 2009 ODE EMIS MANUAL

Chapter 3: Reporting Staff Data



Version 1.0
September 12, 2008

CHAPTER 3 REVISION HISTORY

Version	Change	Description
0.1	521	Added new Element: CTE College Credit (CN300) with valid options, and reporting instructions.
0.1	534	Added new elements: Master Teacher Element (CI280) and Master Teacher Designation Year Element (CI290) with Valid Options and Reporting Instructions.
0.1	536	Added reporting instructions to Course Master (CN) General Guidelines and <i>Employee ID Element</i> (CN070) indicating 230, 202, 108 and 109 position codes are the only codes to be reported for individuals teaching classes.
0.1	544	Removed second and third occurrences of Assignment Area (CK220) and updated reporting instructions as needed
0.1	544/550	Update references to specific position codes and assignment areas throughout chapter as appropriate; added clarifying language regarding how position codes and assignment areas are used together
0.1	545	Added new Elements, options and reporting instructions for: Curriculum (CN310), Delivery Method (CN320), Educational Option (CN330), & Student Population (CN340) and general reporting instructions for Course Master record.
0.1	546	Update references to preschool subject codes in the Course Master record general instructions
0.1	553	Added new elements, options & reporting instructions for Course Start Date Element (CN280) and Course End Date Element (CN290).
0.1	568	Added Science Certification/Licensure section to General Guideline section in Course Master (CN) 3.2.5.
0.1.	570	Added new element, options & reporting instructions for Highly Qualified Teacher IRN (CN270).
0.1	579	Added new Element: Special Education FTE Element (CK310) with valid options, and reporting instructions.
0.2	521	Updated CTE College Credit Element (CN300), options, and reporting instructions.
0.2	543	Modified definition and valid options for Employee ID Element (CI050, CK050, CJ050, CN070, GQ070) & added reporting instructions.
0.2	544	Deleted the word "First" from the First Assignment Area Element (CK220).
0.2	553	Updated reporting instructions for Course Start Date Element (CN280) and Course End Date Element (CN290).
0.2	570	Modified reporting instructions to Location IRN Element (CN110) and modified Highly Qualified Teacher IRN Element (CN270).
0.2	579	Updated the Special Education FTE Element (CK310) with reporting instructions.
1.0	534	Revised Reporting instructions for Master Teacher Element (CI280) and Master Teacher Designation Year (CI290).
1.0	536	Added reporting instructions to Course Master (CN) General Guidelines and <i>Employee ID Element</i> (CN070) adding the 202 position code to the only codes to be reported for individuals teaching classes.
1.0	544/550	Updated Table 1, teacher position code/assignment area mapping, for 207 position code.

Version	Change	Description
1.0	545	Added information updates to Curriculum Element (CN310), Delivery Method Element (CN320), Educational Option Element (CN330), and Student Population Element (CN340).
1.0	550	Updated valid position code table for the Contract Only Staff (CC) record.
1.0	579	Updated the Special Education FTE Element (CK310) to include reporting data in the October (K) reporting period.
1.0	610	Added new section, “Mapped Local Classroom Code (CM), including general guidelines, Mapped From Local Classroom Element (CM050) and Mapped to Local Classroom Element (CM060) with options and reporting instructions.
1.0	611	Revised the Position Status Code Element (CK070) to include reporting instructions, deletion of options R, N, D, & O & modified Option “C”.
1.0	615/620	Changed name of CI270 to State Staff ID Element, clarified that any staff member with a credential must have that credential ID reported in this element, and added rules for reporting the State Staff ID for staff without an ODE credential.

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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3.1 INTRODUCTION

Chapter 3 of the ODE EMIS Manual provides instructions about reporting staff data records and elements to the Ohio Department of Education (ODE). This chapter also contains guidance regarding the reporting of staff in a contracted situation, such as when the school district contracts with an Educational Service Center (ESC) or another EMIS reporting entity. For specific contracted staff reporting instructions, see Appendix A. Most staff records are submitted to the Ohio Department of Education (ODE) with a staff employee ID. Some examples of how staff data are used include reporting student-teacher ratio statistics, teacher supply and demand reports, and state preschool special education unit funding.

OVERVIEW OF DATA

The following are general categories of staff data covered in Chapter 3 of the ODE EMIS Manual.

- Staff demographic data (race, gender, age, name, education level, attendance, etc.)
- Staff employment data (salary, assignment area, fund source, etc.)
- Course data (subject code, course type, local classroom code, etc.)
- Career-technical education class data

REPORTING RESPONSIBILITY

One Staff Demographic Record and at least one Staff Employment Record are required for each individual employed (certificated/licensed and classified) by the following EMIS reporting entities.

- City, local, or exempted village school districts
- Community schools
- Educational service centers (ESCs)
- Joint vocational school districts (JVSD)
- Ohio Schools for the Deaf and Blind
- Ohio Department of Youth Services (ODYS)

Reporting Staff Members

Please keep these key points in mind when reporting a staff member:

- Staff members must be assigned a unique *Employee ID*.
- The ID assigned to a staff member must be the same used for reporting related records in Chapter 3 (Course Master, Staff Employment, Staff Demographic, Contractor Staff Employment) and Chapter 2 (Student Program) records.
- When reporting a Staff Demographic Record for a staff member who has a credential issued by ODE, the staff member must be reported with his/her Ohio Credential ID in the State Staff ID element.

Use the following guidelines to determine which staff members must be reported for the October (K), February (C) and Yearend (N) reporting periods, and which individuals need not be reported to EMIS. The term “individuals” refers to both certificated/licensed and classified staff members.

October (K) Reporting. Staff data reported during the October (K) reporting period provide a snapshot of the district’s employees during the October count week. The following employees are to be reported by the EMIS reporting entity.

- Individuals employed by the reporting entity as of the district’s October count week.
- Individuals or companies contracted by the school district as of the October count week for duties normally performed by school district personnel (e.g., bus drivers, food service staff, and special education therapists).

- Individuals who were employed during the current school year but who left prior to the October count week.
- Individuals who are on leaves of absence.
- Substitutes who become the “teacher of record.”
- Individuals employed during the previous reporting period, who are no longer employed, including individuals who have resigned over the summer.

Do not report the following individuals to EMIS.

- Individuals employed through supplemental contracts
- Daily (as needed) substitutes
- Student employees
- Board of education members
- Adult education teachers
- Game officials, ticket takers
- Part-time help
- Volunteers serving in the district

February (C) Reporting. The staff records for the February (C) reporting period are identical in format to the staff records for the October (K) reporting period. The difference is that the only staff reported in February are staff members who teach career-tech courses (Vxx).

When reporting the career-tech staff data for the February reporting period the data should reflect the status of the staff member as of the end of the February count week. The following employees are to be reported by the EMIS reporting entity.

- Individuals employed by the reporting entity and reported as teaching a career-technical course (Vxx) as of the end of the February count week.
- Individuals who taught a career-technical course that finished before February count week, regardless of whether the staff is employed during February count week.
- Individuals who are scheduled to teach a career-technical course beginning after February count week.

Report all CTE Course Master Records (course type starts with a V), including all first semester and second semester courses. Course Master Records for courses other than CTE courses do not need to be reported.

If a district provides staff to another district to teach CTE courses, then the district employing the staff is required to report the staff and associated contractor records.

The CTE Correlated Class File must also be reported.

If an ESC provides staff to teach CTE courses to any district, then the ESC must report those staff members and an associated contractor record. If an ESC does not provide staff to teach CTE courses, then the ESC has no reporting responsibility for the February reporting period.

If a community school has CTE programs, then the students, the CTE courses these students are taking, and the instructors for these courses are to be reported. Community schools should not report any non-CTE students in EMIS for the February count week.

It is not necessary to report staff data other than those defined above. Staff data other than the above may be included in an extract but will not be transmitted by ITCs to ODE.



Records that Must be Reported for February count week

- Staff Demographic (CTE instructors only)
- Staff Employment (CTE instructors only)
- Staff Course Master (CTE courses only)
- Correlated Class
- Contractor Record (CTE instructors only)
- Mapped Local Classroom Code Record

Yearend (N) Reporting. The staff records for the Yearend (N) reporting period are identical in format to the staff records for the October (K) reporting period. The difference is that the yearend staff data reflect the status of the staff member as of the end of the school year. Data should be extracted at yearend from personnel and/or payroll systems. The following employees are to be reported by the EMIS reporting entity. The term “individuals” refers to both certificated/licensed and classified staff members.

- Individuals employed by the reporting entity as of the end of the school year.
- Individuals hired after the October count week who left before the end of the school year.
- Individuals who were employed during the current school year but who left prior to the October count week.
- Individuals or companies contracted by the school district as of the end of the school year to perform duties normally performed by school district personnel (e.g., bus drivers, food service staff, and special education therapists).
- Individuals who were reported as part of the October staff data, even if they are no longer employed.
- Individuals employed through supplemental contracts as of the end of the school year, including individuals whose only position is a supplemental contract.

Do not report the following individuals to EMIS.

- Daily (as needed) substitutes
- Student employees
- Board of education members
- Adult education teachers
- Game officials, ticket takers
- Part-time help
- Individuals who left over the summer and were reported as no longer employed during the October (k) reporting period
- Volunteers serving in the district

Reporting Substitute Teachers**Types of Substitutes**

1. *Daily (As-Needed) Substitutes.* These are individuals whom the district contacts on an as needed basis who are not on the district’s salary schedule but are paid the daily substitute rate. These individuals are not reported through EMIS.
2. *Full-time Substitute Teachers (Permanent).* Individuals hired as full-time (permanent) substitute teachers should be reported with position code “225”.

Staff assigned this position code meet the following criteria.

- Have a contract with the district; AND
- Are placed on the district salary schedule; AND
- Report to the district for work daily

Teaching assignments for individuals assigned to this position code are subject to change daily. An individual in this position is never the teacher of record, but has a variety of assignments based upon the needs of the district. No Course Master Record should be reported for full-time (permanent) substitute teachers, because they cannot be the teachers of record. If a substitute becomes the teacher of record, then his/her position code should reflect the new assignment and he/she should have the proper certification/licensure for the position he/she is hired to fill. A position code of “225” cannot be used as a teacher of record.

Individuals assigned a position code of “225” are not counted in the teacher FTE, but may be included in data analysis and in calculating total costs.

Substitute Becoming Teacher of Record. Districts should use their discretion in determining when a substitute teacher becomes a teacher of record. As a general guideline, the teacher of record is the individual, with a regular teaching assignment, who is responsible for assigning the grade to the student. The teacher of record is to have a Staff Course Master Record reported by the district.

Once a substitute is determined to be the teacher of record, he/she should be coded with a regular teaching assignment. He/she is required to have the proper credentials to teach the particular subject for which he/she has been designated teacher of record.

Note. A Course Master reported for a teacher of record without the proper credentials is subject to the usual consequences for funding and certification.

Reporting Contracted Staff

The term “contract” refers to an agreement with another entity or individual to provide services. The nature of the contract may range from a formal written document to a general agreement between district leaders. The term “contractor” refers to the entity with which the resident/educating district is contracting. A contractor may be an ESC, another school district, or a non-EMIS reporting entity. The term “contracting district” refers to the resident/educating district contracting for the service.

The EMIS reporting entity where the staff member is employed is responsible for reporting staff data. A Staff Demographic Record, Staff Employment Record, and in some cases a Contractor Staff Employment Record, are required to be reported by the employing entity. In most contracting situations, the Staff Course Master Record is only reported by the resident/educating district contracting for staff to teach a course.¹

The following are general reporting guidelines for contracting situations. For reporting instructions regarding specific situations, please see Appendix A.

Resident/Educating District Contracts with a Non-EMIS Reporting Entity. If the resident/educating district contracts with an individual or entity that does not report through EMIS, then the resident/educating district is responsible for reporting all staff information for the contracted staff member. This will include a Contract Only Record or a Staff Demographic Record, Staff Employment Record, and if applicable a Staff Course Master Record. No Contractor Staff Employment Record is reported by the resident/educating district. See Appendix A for additional information. In this situation, the resident/contracting entity is responsible for reporting all student information.

¹ In cases where the ESC is allocated a preschool special education teacher center-based unit or receives state funds for an Early Childhood Education Program, the ESC is still required to report a Course Master record for these preschool teachers.

Common contracting situations that follow this guideline include, but are not limited to, the following.

- Resident/educating district or ESC is allocated state funds for an Early Childhood Education program and is contracting with an agency such as a Head Start Agency or a Community Action Organization for a staff member to provide instruction to preschool students. The instruction may take place either at the resident/educating district or at another entity.
- Resident/educating district is contracting with a national agency/organization/association or hospital for a staff member to provide adaptive PE and/or related services to students with disabilities.

Resident/Educating District Contracts to Teach Courses or Provide Services to Students. The resident/educating district contracting with an ESC (or another EMIS reporting entity) for a staff member to teach a course or provide services does not report a Staff Demographic, Staff Employment, or Contractor Staff Employment Record. However, the resident/educating district is required to report the applicable Staff Course Master Record(s) and/or Student Program Record with the *Employee ID Element* and the *Provider IRN Element* completed. If the staff member is teaching a course, the staff member is reported with his/her Ohio Credential ID in the *Employee ID Element*. The resident/educating district is responsible for reporting all student data (i.e., Student Course Record, Student Program Record, etc.).

In this situation, it is the responsibility of the contractor (the entity where the staff member is employed such as an ESC) to report a Staff Demographic Record, Staff Employment Record, and a Contractor Staff Employment Record for each staff member contracted out (teaching a course) to the resident/educating district. With the exception of preschool courses, in this situation the contracting entity does not report any student data.

This includes teaching position code 230 with assignment areas 999370, 999414, 999380, 999412, 999413, and 999800 and instructional paraprofessionals with a position code of 415 which are contracted. In addition, this also applies to gifted coordinators.

Common contracting situations that follow this general guideline include, but are not limited to the following. For reporting instructions regarding specific situations, please see Appendix A.

- Virtual School (or resident/educating district) contracts with a Virtual School to teach online courses.
- Resident/educating district is allocated a preschool special education related service unit and contracts with an ESC or another EMIS reporting entity for a staff member to provide the related service. Eligible position codes for preschool contracted related service staff are listed below. No course master is required to be reported for staff members with these position codes.
 - 304 Audiologist
 - 318 Psychologist
 - 325 Physical Therapist
 - 326 Speech and Language Therapist
 - 327 Occupational Therapist
 - 328 Orientation and Mobility Therapist
 - 333 Adapted Physical Education Therapist
- Note that this only applies to preschool special education *related service* units. A Contractor Staff Employment Record will almost never be reported for a center-based teacher.

- Resident/educating district receives funding for an Early Childhood Education program (formerly state-funded Public Preschool program) and contracts (or subcontracts) with an ESC or another EMIS reporting entity for a staff member to teach preschool.
- Resident/educating district contracts with an ESC or EMIS reporting entity for staff to provide instruction to students in an alternative school setting.
- Resident/educating district contracts with an ESC or another EMIS reporting entity for a staff member to teach an art, music, or PE course to students in grades K-8. In this case, the resident/educating district counts this staff member towards Educational Service Personnel Requirements (ESP). It is the responsibility of the resident/educating district to report a Course Master Record for these ESP teachers.
 - *ESP Teaching Position Code.* Use position code 230 with one of the following assignment areas: 999050 Art Education K-8, 999570 Music Education K-8, and 999418 Physical Education K-8.
- Resident/educating district contracts with an ESC or another EMIS reporting entity for educational service personnel (other than the teaching positions of music, art and PE) to meet their ESP ratio requirement. In this case, it is the responsibility of the contractor to report a Staff Demographic Record, Staff Employment Record, and Staff Contractor Employment Record.²

ESP Position Codes (other than music, art, and PE teachers)

- 202 Counselor
- 203 Library/Media Specialist
- 320 Registered Nurse
- 323 Social Worker
- 330 Visiting Teacher

Resident/Educating District Contracts for Classified Staff. A contracted classified staff member (i.e., bus drivers, food service personnel, etc.) is required to be reported to EMIS. For reporting instructions regarding specific situations, see Appendix A.

Contract Career-Tech Staff. The district employing the contract career-tech staff member is responsible for reporting the Staff Demographic, Employment, Course, and CTE Correlated Class Records. For reporting instructions regarding specific situations, please see Appendix A.

Other “Contracting” Situations. In situations where an ESC is allocated a preschool special education teacher/related service unit or the ESC is allocated state funds for an Early Childhood Education program (formerly Public Preschool), the ESC is responsible for reporting a Staff Demographic, a Staff Employment, and a Course Master Record. In addition, Student Demographic, Student Attendance, the applicable Student Program, and Student Course Records are also required to be submitted by the ESC.

In these situations there may or may not be a contract between the ESC and the resident/educating district to provide these services or teach a course because the payment for these services comes through ODE (either in the form of an Early Childhood Education grant or an allocated preschool special education unit). Because the ESC is in direct receipt of funds from ODE specifically for these preschool services, the ESC is required to report both staff and student data. This situation does not fall under the general reporting guidelines mentioned in #2. The resident/educating district is still required to report stu-

² The resident/educating district is responsible for communicating with the contractor indicating that the staff member they are contracting for is going to count towards their ESP ratio requirement, and therefore the contractor should report the Contractor Staff Employment Record.

dents with disabilities in this situation with the applicable program codes. For reporting instructions regarding specific situations, see Appendix A.

3.2 STAFF-LEVEL RECORDS

There are six different records containing staff data that may need to be submitted to ODE. Below is a list of each record, its name and record number. Data elements for each of these records are found in the following sections of Chapter 3.

Record Number	Record Name
CI	Staff Demographic Record
CK	Staff Employment Record
CN	Staff Course Master Record
CV	Staff CTE Correlated Class Record
CJ	Contractor Staff Employment Record
CC	Contract Only Staff Record
CM	Mapped Local Classroom Code Record

District IRN Element

Each staff record is submitted with a *District IRN Element*. Basically, this is the IRN of the reporting district/entity. Below is the definition and field number of the *District IRN Element*.

☼ *District IRN Element*

Record Field Number	XX040
Definition	The state assigned six-digit information retrieval number (IRN) for the district.

Valid Options

Six-digit code Valid school district IRN

The *District IRN Element* is found on each of the six staff records submitted to ODE. Although this element is not defined on each staff record in Chapter 3, Chapter 5 does list this element on each staff record.

Generally, software packages will automatically populate this field based on the IRN of the reporting entity. If a different district IRN is required to be reported (in addition to the *District IRN Element*), there will be another field on the record named something other than *District IRN Element*. The additional field will be found on that record in Chapters 3 and 5. For example, the CJ record contains an element called *Contracting District IRN Element*. This element is to be populated with a district IRN, but the definition of the *Contracting District IRN Element* is different from that of the *District IRN Element*. See the Contractor Staff Employment Record for more information regarding the *Contracting District IRN Element*.

3.2.1 STAFF DEMOGRAPHIC RECORD (CI)

General Guidelines

The EMIS reporting entity that employs the staff member is responsible for reporting one Staff Demographic Record for each staff member. In most circumstances the Staff Demographic Record is not required to be reported by the resident/educating district for the contracted staff member who provides services or teaches a course. See the Reporting Contracted Staff section of this chapter for more information about reporting contracted staff.

When reporting the *Absence Days Element*, *Absence Days/Long Term Illness Element*, and the *Attendance Days Element*, a day is defined as the period of time the staff member normally spends at his/her work site(s) during a 24-hour period. This may vary from staff member to staff member.

When reporting a long term illness, report the days absent in both the *Absence Days Element* and also the *Absence Days – Long Term Illness Element*.

Staff Demographic Data Elements

The following portion of this section discusses each of the data elements within the Staff Demographic Record. The elements are organized alphabetically.


 NEW

Elements Added to Record

- *Master Teacher Designation Year Element*
- *Master Teacher Element*

☀ *Absence Days Element*

Record Field Number	CI150
Definition	Total number of days the staff member was absent during the period from July 1 through June 30 due to all causes except professional meetings, vacations, or holidays.

Valid Options

000.0 – 999.9

Reporting Instructions. This element is only reported during Yearend (N) reporting. It is not required for a staff member reported with the options 800-899 in the *Position Code Element*.

Maintain absence according to district policy, but when reporting for yearend, round partial absences to the nearest tenth. Include absences that are covered by sick leave, personal leave, or other forms of leave.

Do not count a staff member as absent prior to the effective date of his/her contract. Do not include days a staff member who has resigned or has been dismissed from and/or after the effective date of such resignation or dismissal.

☀ *Absence Days – Long term Illness Element*

Record Field Number	CI155
Definition	At least 15 consecutive days absent due to an illness of the staff member, his/her spouse, child or parent.

Valid Options

000.0 – 999.9

Reporting Instructions. A long-term illness must be 15 consecutive work days or more, regardless of whether or not the staff member is paid (or unpaid) during his/her absence.

“Long term illness” includes an illness of the staff member, his/her spouse, child or parent, in accordance with the federal Family and Medical Leave Act of 1993 (Public Law 103-3, enacted February 5, 1993). There is no minimum for a workday. Staff members work different hours per day. This element also applies to both full-time and part-time employees. Therefore, an individual who works part time and is absent for 15 or more consecutive work days is to be reported in this element. Long-term illness does not count against the staff attendance rate.

Absence days that are reported in the *Absence Days – Long Term Illness Element* must also be reported in the *Absence Days Element*. For instance, if a staff member is absent for 20 consecutive days, 20 days would be included in both the *Absence Days Element* and the *Absence Days – Long Term Illness Element*.

☀ **Attendance Days Element**

Record Field Number	CI140
Definition	Total number of days the staff member was in attendance during the period from July 1 through June 30.

Valid Options

000.0 – 999.9

Reporting Instructions. This element is only reported during Yearend (N) reporting. It is not required for a staff member reported with the options 800-899 in the *Position Code Element*.

Maintain attendance according to district policy, but when reporting at yearend, round partial attendance to the nearest tenth. Include attendance at professional meetings approved by the district. This includes parent-teacher conference days.

Do not count vacation days or holidays. Do not count staff as in attendance prior to the actual starting date of their contract. Do not include days for staff members who have resigned or been dismissed from and after the effective date of such resignation or dismissal.

☀ **Authorized Teaching Experience Years Element**

Record Field Number	CI200
Definition	Total years of authorized teaching experience.

Valid Options

00 – 99

Reporting Instructions. This element is reported only for certified/licensed employees.

It is extremely important to update this element each year. In some cases this element is used for funding purposes. It is also used to determine eligibility for the National Board Certification exam.

Non-authorized experience (i.e., teaching service in a college, a university, or a related institution, including the Peace Corps) is not to be included. However, it can be reported in the *Total Experience Years Element*.

Report the total number of years, even if the total exceeds 11 years. Authorized teaching experience years should be updated during the October (K) reporting period that follows the current school year. For example, a new teacher would have “0” authorized teaching experience years in October (K), February (C), and Yearend (N) reporting periods of the current school year but this number would be updated to “1” during the following October (K) reporting period. The number of authorized teaching experience years reported for an employee should be the same in October (K), February (C), and Yearend (N) reporting periods of the current school year.

General criteria for determining authorized teaching years of experience. One year must consist of at least 120 days within a regular school year ending June 30. To be credited with an authorized year, teachers must be employed as a regular or substitute teacher, in elementary or secondary instruction (ORC §3317.13).

Required criteria for determining authorized teaching years of experience.

- Teaching service by a teacher certified pursuant to ORC §3319.22 performed in one or more of the following educational institutions operated by the state, or in a subdivision or other local governmental unit of the state: a chartered school, an institution that subsequently became chartered, a chartered special education program, or a special education program that subsequently became chartered.
- Teaching service performed in any other elementary and/or secondary public school district in Ohio in compliance with ORC §§3317.13 and 3317.14.
- Active military service in the armed forces of the United States, as defined in ORC §3307.75.2, to a maximum credit of five years. A partial year of active military service of eight continuous months or more should be credited as a full year.
- Teaching service by a teacher certified pursuant to ORC §3319.22, performed in a chartered, nonpublic school located in Ohio.
- Teaching service performed in the reporting school district.

Optional criteria for determining authorized teaching years of experience.

- Teaching service performed in elementary and/or secondary public school districts in states other than Ohio.
- Teaching service in an overseas dependent school operated by one of the armed forces of the United States or in an elementary or secondary school operated by a state agency, approved by the State Board of Education.

 **Date of Birth Element**

Record Field Number	CI070
Definition	The date the staff member was born.

Valid Options

YYYYMMDD Year, Month, Day

☀ **Early Childhood Education Qualification Element**

Record Field Number	CI225
Definition	Identifies how the teacher instructing a public school Early Education program or Early Learning Initiative program meets the requirements specified under 3301-37-04 (G).

Valid Options

- * Not applicable
- 1 Associate in Early Childhood Education or Child Development
- 2 Bachelor in Early Childhood Education or Child Development
- 3 Enrolled in an Associate Degree program in Early Childhood Education

Reporting Instructions. This element is required to be reported for Early Childhood Education teachers who have a degree but not a certificate or license.

☀ **Education Level Element**

Record Field Number	CI100
Definition	The highest level of education achieved.

Valid Options

- 0 Non-degree
- 1 Associate
- 2 Bachelors
- 3 Masters
- 4 Education Specialist
- 5 Doctorate
- 6 Other
- 7 Less than High School Diploma
- 8 High School Diploma
- 9 GED Diploma

☀ **Employee ID Element**

Record Field Number	CI050
Definition	Unique code assigned to the staff member.

Valid Options

Valid nine-character code

Reporting Instructions. When reporting the Employee ID Element, report the local number assigned to the employee by the district. The same locally assigned number must be used for the Employee ID on other staff related records reported for this staff member by this reporting entity.

☀ **Gender Element**

Record Field Number	CI090
Definition	The gender of the individual being reported.

Valid Options

- M Male
- F Female

NEW**Master Teacher Designation Year Element**

Record Field Number	CI290
Definition	The fiscal year that a teacher is designated as a Master Teacher.

Valid Options

CCYY Fiscal Year
0000 Not Applicable (default)

Reporting Instructions. Beginning with FY09 reporting, the *Master Teacher Designation Year Element* is required to be reported each October for all teachers. This date reflects the fiscal year in which a teacher was identified as a Master Teacher. Unless the value of the Master Teacher Designation Year is “0000”, the value for this element must be greater than or equal to 2009. A teacher designated during 2008-2009 would be reported as 2009.

As the Master Teacher status is valid for a period of five years, this field must be re-reported each year end and updated as appropriate upon renewal.

All entities will be required to report Master Teacher Designation Year. For more information concerning the Master Teacher designation process, search the ODE website for “Master Teacher”.

NEW**Master Teacher Element**

Record Field Number	CI280
Definition	The method by which a teacher meets the requirement for Master Teacher.

Valid Options

BC National Board Certified
FA Full Application Process
NO Not a Master Teacher per the National Board or full application process

Reporting Instructions. Beginning with FY09 reporting, the Master Teacher status is required to be reported each October.

All entities will be required to report Master Teachers. Reporting entities that have Local Report Cards (LRCs) include school districts and community schools. ESCs need only report a value other than “NO” for a Master Teacher if they are providing a staff member with a Master Teacher designation to school districts or community schools through contracted staff.

A “Master Teacher” is a teacher who has received a certification through the National Board for Professional Teaching Standards or has successfully completed an application process managed locally per the guidelines from the Educator Standards Board. For more information concerning the Master Teacher designation process, search the ODE website for “Master Teacher”.

Master Teacher status is valid for a period of five consecutive years and is transferable from one district to another as long as the educator continues to maintain the eligibility requirements outlined by the Master Teacher Application.

If a teacher has not met the requirements for Master Teacher, report “NO” in this element.

☀ **Name Element**

Record Field Number	CI060
Definition	Legal name of the individual being reported.

Valid Options

Valid 42 characters

Reporting Instructions. Report the *Name Element* in the following manner:

Last Name,
 Appendage (e.g., Jr., III, etc.)
 First Name
 Middle/Maiden Name or Initial

Example 1. Employee Name

Smith Jr., Joe S

☀ **State Staff ID Element**

Record Field Number	CI270
Definition	A unique statewide ID used to match a staff member's data to EMIS data from previous reporting periods and to the state certification and licensure database.

Valid Options

A 2 letter, 7 number string: XX9999999
 or
 ***** (October only)

Reporting Instructions. For all staff reported in EMIS, this number is determined as follows:

- For any staff member ever issued a credential by ODE, the State Staff ID will be the ID number/PIN found on a certificate, license, permit, or other credential issued by the ODE Office of Educator Licensure, or
- For any staff member that has never been issued a credential by ODE, the State Staff ID will be a unique ID assigned by the EMIS reporting entity that follows the ODE required format below.

A State Staff ID assigned by an EMIS reporting entity (often called a “Z ID”) must meet the following criteria:

- The first character of the ID must be “Z”.
- The second, third, and fourth characters must match the State Staff ID Prefix for the reporting entity, as assigned by ODE and published in the EMIS section of the ODE web site. The second position will be a letter, and the third and fourth positions will be numbers.
- The final five characters are a number from 00001 to 99999 that the district will assign to a specific staff member. This number will remain unchanged for this staff member in this district, and can not be re-used for another staff member if the original assignee leaves the EMIS reporting entity.

Note that the Z ID is district-dependent. The Z ID of a particular individual will change if they change employment from one district to another. A staff member with an ODE credential will provide their State Staff ID to the district, and/or the district will look up the ID using the CORE Educator Profile application

via the ODE web site. A staff member without an ODE credential will have a Z ID assigned by the district, and this ID will not have relevance for any context outside of data reporting to ODE.

Reporting the Z ID in this element is optional up through the end of the FY09 October reporting period. Ohio credential IDs must continue to be reported. For staff without a credential from ODE, the Z ID must be entered in this element for both February (an extremely limited number of staff, as only those instructing CTE courses are reported in February) and yearend submission.

Through the end of 09K, the data submission process will continue to assign this ID using the same rules stated above. Since this ID is critical for the Missing Staff Data Submission Requirement process, it is critical that the Z ID currently assigned to each non-credentialed staff member be used as the initial Z ID reported in this element. Information and tools for accessing the current Z ID for all staff members will be provided by the State Software Development Team. All staff reported in 09K without an ODE credential ID will have a Z ID assigned, so ODE does not recommend importing the current Z IDs into this field until all new staff for this school year as of October Count Week have been reported in the 09K data submission.

 **Racial/Ethnic Group Element**

Record Field Number	CI080
Definition	The racial/ethnic group of the individual being reported.

Valid Options

- W **White, Non-Hispanic**
People who have origins in any of the original peoples of Europe, North Africa, or the Middle East.
- H **Hispanic**
Persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin regardless of race.
- B **Black, Non-Hispanic**
People who have origins in any of the black racial groups in Africa.
- A **Asian or Pacific Islander**
People having origins in any of the original peoples of the Far East, Southeast Asia, the Pacific Islands, or the Indian subcontinent. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.
- I **American Indian or Alaskan Native**
People having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.
- M **Multiracial**
- N **Not Specified**

 **Semester Hours Element**

Record Field Number	CI110
Definition	The total number of semester hours of recognized college training.

Valid Options

000 – 999

Reporting Instructions. The term “recognized college” is defined as any institution from which credit is accepted for certification by the Ohio Department of Education, Center for the Teaching Profession. Fractions should be rounded to the nearest whole number.

Report the total number of semester hours achieved by the staff member. The total includes the number of semester hours earned with a college degree plus any semester hours taken with no degree yet earned.

Example 2. Reporting Semester Hours

If a teacher earned 121 semester hours with a BA degree, and has taken an additional 22 semester hours, then report 143 in the *Semester Hours Element* (121+22=143).

To convert quarter hours to semester hours, multiply the number of quarter hours by 2/3 and round to the nearest whole number.

 **Total Experience Years Element**

Record Field Number	CI210
Definition	Indicates the total number of years of all certificated/licensed educational service (authorized and non-authorized) in elementary schools, secondary schools, colleges, universities, and any other public or non-public educational institutions (including the Peace Corps).

Valid Options

00 – 99

Reporting Instructions. This element is reported only for certified/licensed employees. Include active military service years up to the maximum allowable five years.

3.2.2 STAFF EMPLOYMENT RECORD (CK)

General Guidelines

The EMIS reporting entity that employs the staff member is responsible for reporting at least one Staff Employment Record for each staff member.

In most circumstances, the Staff Employment Record is not required to be reported by the resident/educating district for a contracted staff member providing services or teaching a course. Contracted staff members are not employees of the district; however, they are providing services to the district under a contractual arrangement with the district. See the *Contracted Staff* section of this chapter for more information about reporting contracted staff.

A staff member with more than one position (such as someone who teaches and also serves in an administrative position) or a staff member with a supplemental contract (i.e., coaching, class advisor, club advisor, etc.) different from his/her regular position(s) is reported with a separate Staff Employment record for each position. If a staff member has multiple coaching or advisor assignments, then each position is reported on a separate Staff Employment record. In addition, a separate Staff Employment record is reported when a teacher has multiple teaching positions (e.g., 230 with 999370 or 999414).

All supplemental positions are optional reporting for the October (K) reporting period. However, supplemental positions are required to be reported during the Yearend (N) reporting period. This includes individuals whose only position in the district is supplemental. Staff employment data for supplemental positions are to reflect the specific supplemental position. Estimates may have to be made in some areas.

Example 3.

Supplemental Positions

A regular teacher functions two periods per day as a teacher. He/she also has a supplemental contract for an assistant athletic director position, which has traditionally been a separate job.

One Staff Employment Record is to be reported for his/her regular teacher position and one Staff Employment Record is to be reported for the supplemental position. Report two positions for this staff member: one on each Staff Employment Record. The *Position FTE Element* is to be reported accordingly for each position on each Record. See the *Position FTE Element* for further instructions about reporting FTE.

Educational Service Personnel (ESP). ESP includes art, music, and physical education (PE) courses taught in grades K-8. Based upon the ESP staff/pupil ratio, if a district determines that a certain elementary art, music, or PE teacher will be included in the total ESP staff required to comply with this ratio, the teacher should:

- be assigned to teach only K-8 music, art, or PE for the FTE reported on the Staff Employment Record, and
- hold the special teaching certificate or multi-age license in the subject to which they are assigned (for more information on these credentialing requirements, refer to the on-line certification and licensure search on the EMIS portion of the ODE website), and
- be a regular employee of the district (reported with an “R” in the *Position Type Element*).

If a teacher is hired to meet the ESP ratio requirement and meets the criteria listed above, then report the teacher with a 230 in the *Position Code Element* and one of the following assignment areas in the *Assignment Area Element*, indicating the subjects he/she teaches:

- 999050 Art Education K-8
- 999570 Music Education K-8



- 999418 Physical Education K-8

As per the Operating Standards for Ohio Schools, each district is required to employ five full-time equivalent educational service personnel district-wide for each 1,000 students in the regular student population. Therefore, Educational Service Personnel Teachers must be reported with position code 230 and the appropriate assignment area (999050 Art Education K-8, 999570 Music Education K-8, and 999418 Physical Education K-8) so that districts can determine whether the ESP staff/pupil ratio requirements have been met.

If a teacher with an elementary certificate will be assigned to teach K-8 art, music, or physical education, and he/she does not have the special teaching certificate or multi-age license in the specific subject (art, music, or physical education), AND the district already has sufficient staff FTE with appropriate credentials to meet the ESP staff/pupil ratio requirements, then the district reports this individual as a regular teacher with option “230” “” in the Position Code Element and assignment area 999370 General Education.

Reporting Teachers. Beginning in FY09, teachers will no longer be reported with a position code of 205, 206, 207, or 211. All such teachers are now to be reported with position code 230. This position code must always be reported with an assignment area, as shown in the table below.

Table 1. Teacher mapping from pre-FY09 coding to new coding as of October (K) FY09

Prior to FY09 Oct (K) reporting period		Becomes – as of FY09 Oct (K) reporting period	
Position Code	Assignment Area	Position Code	Assignment Area
205 Regular Teaching	Any	230 Teacher	999370 General Education
206 Intervention Specialist	Any, except for the following	230 Teacher	999414 Special Education
	999380 Gifted and Talented		999380 Gifted and Talented
	999412 Preschool Special Education		999412 Preschool Special Education
	999413 Preschool Handicapped Itinerant		999413 Preschool Handicapped Itinerant
207 Career-Technical Education Teaching	Any	230 Teacher	999800 Career-Technical Programs/Career Pathways
211 Educational Services Personnel	999050 Art Education	230 Teacher	999050 Art Education K-8
	999570 Music Education		999570 Music Education K-8
	999418 Physical Education		999418 Physical Education K-8

Note. Assignment areas 999050, 999570, and 999418 are only to be reported for K-8 ESP personnel. See the section on Educational Service Personnel (ESP) for further reporting instructions for these teachers. High school teachers teaching art, music, and physical education should be reported with assignment area 999370.

Reporting Assignment Areas. Beginning in FY09, only one assignment area can be reported on each job record. Though an assignment area may be reported for any position code, certain position codes *require* an assignment area. In other instances, an assignment area is required only in certain situations (see, for instance, the section below on staff reporting for gifted education).

- An assignment area *must always be reported* with the following position code.
 - 230 Teacher (999370, 999414, 999380, 999412, 999413, 999800, 999050, 999570, or 999418 only)



- An assignment area is required for the following position codes only in certain situations.
 - 108 Principal, assignment area *required* when individual is also teaching a class (the principal must have proper certification to teach the class)
 - 109 Superintendent, assignment area *required* when individual is also teaching a class (the superintendent must have proper certification to teach the class)
 - 110 Supervisor/Manager, assignment area *required* for gifted and talented, maintenance/construction/grounds, for transportation services, and food services
 - 113 Coordinator, area assignment *required* for gifted and talented, career-technical education-apprenticeship program, vocational special education coordinator services, and career assessment specialist services.
 - 115 Director, assignment area *required* for gifted and talented
 - 318 Psychologist, assignment area *required* for preschool special education
 - 325 Physical Therapist, assignment area *required* for preschool special education
 - 326 Speech and Language Therapist, assignment area *required* for preschool special education
 - 327 Occupational Therapist, assignment area *required* for preschool special education
 - 328 Mobility Therapist, assignment area *required* for preschool special education
 - 333 Adapted Physical Education Therapist, assignment area *required* for preschool special education
 - 415 Instructional Paraprofessional, assignment area *required* for Title I programs
- The following position codes required an assignment area prior to the FY09 October (K) reporting period. Beginning with the FY09, these position codes no longer require an assignment area.
 - 104 Assistant Principal
 - 114 Education Administrative Specialist
 - 208 Tutor
 - 212 Supplemental Service Teaching Assignment

Reporting Teachers Assigned to Multiple Buildings. A district has the following two choices when reporting a Staff Employment record for a teacher instructing at several buildings.

1. Report One Staff Employment Record

The district may report one Staff Employment Record for the teacher. Report the district IRN in the *Building IRN Element*, and report all other employment elements to reflect the teaching position.

2. Report Multiple Staff Employment Records

The district may report multiple Staff Employment Records for a teacher instructing at several buildings. In this reporting method, each record is reported with a different building IRN in the *Building IRN Element*. This reflects the buildings where he/she is assigned.

When the teacher has the same position in multiple buildings within the district, the *Local Contract Code Element* is required to be unique on each Staff Employment record. In this case the *Position FTE Element* represents the proportion of time spent in that building, as related to the total FTE for the position. The *Scheduled Work Days Element* should be the same for each employment record. If the *Pay Type Element* is annual, the *Pay Amount/Rate Element* represents the *Position FTE Element* times the *Total Annual Salary Element* for the position. If the *Pay Type Element* is an hourly rate, the *Pay Amount/Rate Element* is to be reported the same for each Staff Employment Record.

Example 4.**Reporting Multiple Employment Records – Teacher in Several Buildings**

A teacher instructs in two separate buildings, spending 60% of his/her time at one building and the remainder in another building. He/she has a salary of \$50,000. Two Staff Employment Records are submitted. The *Position Code Element* is the same on both. The *Local Contract Code Element* is required to be unique on each record. The *Position FTE Element* and *Pay Amount/Rate Element* are split 60/40 and \$30,000/\$20,000, respectively.

Reporting Staff with Non-Teaching Assignments. A staff member not in a teaching assignment who has district-wide responsibilities or is assigned to multiple buildings is reported with one Staff Employment Record per position. For example, a staff member with a position code of “328” (Mobility Specialist) may be assigned to several buildings within the district. Report only one Staff Employment Record for this staff member with a “328” reported in the *Position Code Element*. In this case, the *Building IRN Element* may be either the IRN of the district or the IRN of a specific building where he/she is assigned for payroll or other purposes.

Elements Added to Record

- *Special Education FTE Element*

Staff Employment Data Elements. The following portion of this section discusses each of the data elements within the Staff Employment Record. The elements are organized alphabetically.

☀ **Assignment Area Element**

Record Field Number	CK220
Definition	The six digit code that more completely defines the position.

Valid Options

Valid six-digit code 000000	As found in Appendix B No assignment area applies
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Reporting Instructions. Refer to Appendix B for a complete list of options for the *Assignment Area Element*. Refer to the Reporting Assignment Areas section of the General Guidelines at the beginning of the Staff Employment Record for information on position codes requiring assignment areas.

Prior to FY09, staff members could have more than one assignment area on each of their job records. Starting in FY09, only one assignment area can be reported on each job record. Therefore if a staff member needs more than one assignment area, then they must be reported with more than one job record.

☀ **Building IRN Element**

Record Field Number	CK090
Definition	The state assigned six-digit information retrieval number (IRN) of the building.

Valid Options

Six-digit IRN	Valid building IRN within the reporting district
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Reporting Instructions. Report the IRN of the building where the staff member is assigned. If a staff member transfers buildings within the district, then the *Building IRN Element* should be changed to reflect the new building IRN.

A staff member who is not a teacher who has district-wide responsibilities or is assigned to multiple buildings is reported with the district’s IRN in the *Building IRN Element*. However, if a staff member serves more than one school but is assigned to a specific school for payroll or other purposes, he/she may be reported with that specific school’s IRN in the *Building IRN Element*.

ESC Staff. A staff member employed by an ESC is reported by the ESC with the IRN of the ESC coded in the *Building IRN Element*. Even if the staff member is physically providing services at a school district, report the IRN of the ESC.

JVSD Staff. A staff member employed by a joint vocational school district (JVSD) is reported with the IRN of the joint vocational school building (JVS) where he/she is assigned within the JVSD. If a staff member is assigned only to a satellite program, then report the IRN of either the JVSD or a JVS building within the JVSD. If a staff member is traveling to multiple buildings within a JVSD, then report the IRN of the JVSD.

Nonpublic Assignments. Staff members employed by a school district and assigned to nonpublic schools are to be reported with the district IRN in the *Building IRN Element*.

☀ **Certificate/License Application Element**

Record Field Number	CK240
Definition	Indicates if the staff member has applied for, but has not yet received the required certification/licensure for this position.

Valid Options

- * Not applicable
- 1 Applied for, but has not received, the required certification/licensure for this position

Reporting Instructions. This element is only required for certified/licensed positions.

☀ **Employee ID Element**

Record Field Number	CK050
Definition	Unique code assigned to the staff member.

Valid Options

A valid nine-character code.

Reporting Instructions. When reporting the Employee ID Element, report the local number assigned to the employee by the district. The same locally assigned number must be used for the Employee ID on other staff related records reported for this staff member by this reporting entity.

☀ **Extended Service Element**

Record Field Number	CK210
Definition	The number of days or the full-time equivalency for which the supplemental salary is claimed.

Valid Options

00 – 60

Reporting Instructions. This element is to be reported only by ESCs.

The maximum number of days shall not exceed 60. Any number 0.50 or greater should be raised to the next whole number. Determination is based on the following criteria.

The following position code/assignment area combinations are eligible for extended service if a compatible certificate/license is held by the staff member filling the position.

1. ESC Supervisor

- Position Code 120 - ESC Supervisor

2. Gifted Education

- Position Code 113 – Gifted Coordinator, Assignment Area 999380
- Position Code 230 – Teacher, Assignment Area 999380
- Position Code 110 – Gifted Coordinator, Assignment Area 999380

3. Preschool Special Education

Preschool special education positions must be reported with the 999412 assignment area in order for the staff member to receive a supplemental salary for extended service.

- Position Code 230 – Teacher, Assignment Area 999412 or 999413
- Position Code 110 – Supervisor
- Position Code 304 – Audiologist
- Position Code 318 – Psychologist
- Position Code 325 – Physical Therapist
- Position Code 326 – Speech and Language Pathologist
- Position Code 327 – Occupational Therapist
- Position Code 328 – Mobility Therapist
- Position Code 333 – Adaptive Physical Education Therapist

Section 3317.11 of the Ohio Revised Code provides an additional salary allowance proportional to the length of the extended term of service not to exceed three months for each supervisory and child study teacher whose term of service in any year is extended beyond the terms of service of regular classroom teachers. Each biennium, a specific sum is appropriated for extended service. Total claims for supplemental salary are prorated to stay within the appropriation.

To be eligible for a supplemental salary allowance, an employee must be employed by an ESC. Employees for whom a supplemental salary allowance is claimed must be employed in a position that requires a certificate license. The employee's certificate license must qualify him or her for that position.

Personnel paid from federal program funds, Disadvantaged Pupil Program Funds, or auxiliary service funds are not eligible for a supplemental salary allowance.

An extended service day shall not be less than five hours for elementary teachers and not less than five and one-half hours for all other employees. The "days of service" shall reflect the full-time equivalency for service less than the minimum day. Any number .50 or greater should be raised to the next whole number. Do not use decimals or fractions.

Extended Service Exceptions. Certificated licensed personnel not currently employed by the filing ESC, or employed by the filing ESC but with a different position code than the one for which the extended service is claimed, may be eligible for extended service under the following circumstances:



- A teacher who has a regular-year contract with another school district is employed by the filing ESC to teach summer school.
- A teacher employed by the filing ESC teaches summer school and then leaves the filing ESC.
- A teacher is reported under a position code that differs from the position code reported for the preceding summer’s extended service.

Days of Extended Service Calculation. A K-6 employee works 2 hours and 15 minutes a day for 10 days. 10 days * 2 hours = 20.0 hours, 10 days * 15 min. = 2.5 hours. TOTAL = 22.5 hours. Divide the total hours by the state minimum hours per day. 22.5 hours divided by 5 hours = 4.50 days of extended service. Do not exceed 60 days.

☀ Grade Levels Assigned - High Element

Record Field Number	CK270
Definition	The highest grade in the range this staff member is assigned to teach or supervise.

Valid Options

- ** Not applicable
- PS Preschool
- KG Kindergarten
- 01 First Grade
- 02 Second Grade
- 03 Third Grade
- 04 Fourth Grade
- 05 Fifth Grade
- 06 Sixth Grade
- 07 Seventh Grade
- 08 Eighth Grade
- 09 Ninth Grade
- 10 Tenth Grade
- 11 Eleventh Grade
- 12 Twelfth Grade

Reporting Instructions. This element is mandatory for paraprofessionals hired under Poverty-Based Assistance (formerly DPIA) funding, Principals, Assistant Principals, and individuals reported with the option “212 - Supplemental Service Teaching Assignment” in the *Position Code Element*. If the school that employs the staff member is ungraded, use the information reported in the *State Equivalent Grade Level Element* from the Student Demographic Record to determine the lowest grade levels served by the employee.

☀ Grade Levels Assigned - Low Element

Record Field Number	CK260
Definition	The lowest grade in the range this staff member is assigned to teach or supervise.

Valid Options

- ** Not applicable
- PS Preschool
- KG Kindergarten
- 01 First Grade



02	Second Grade
03	Third Grade
04	Fourth Grade
05	Fifth Grade
06	Sixth Grade
07	Seventh Grade
08	Eighth Grade
09	Ninth Grade
10	Tenth Grade
11	Eleventh Grade
12	Twelfth Grade

Reporting Instructions. This element is mandatory for paraprofessionals hired under Poverty-Based Assistance (formerly DPIA) funding, Principals, Assistant Principals, and individuals reported with the option “212 - Supplemental Service Teaching Assignment” in the *Position Code Element*. If the school that employs the staff member is ungraded, use the information reported in the *State Equivalent Grade Level Element* from the Student Demographic Record to determine the lowest grade level served by the employee.

 **High-Quality Professional Development Element**

Record Field Number	CK280
Definition	Indicates if the teacher participated in “High Quality Professional Development” (HQPDP).

Valid Options

*	Not applicable
Y	Yes
N	No

Reporting Instructions. This element is only reported during the Yearend (N) reporting period.

The “*” (NA) option is only valid with position code “230” when a teacher has been in the district for less than 120 days. If a teacher has been in the district for at least 120 days in this position, then either the “Y” or “N” option is required to be reported.

This element is required to be reported with either a “Y” or “N” option for each teacher regardless of how many hours per day the teacher works (i.e., if a teacher only teaches one course, then this element is still reported).

The following entities are required to report the HQPD data element for the teachers they employ:

- City, Local, and Exempted Village School Districts
- Educational Service Centers
- Community Schools
- Joint Vocational School Districts
- Ohio Department of Youth Services
- Ohio School for the Blind
- Ohio School for the Deaf

This element is reported for every teacher employed by the reporting entity who

1. is reported with the 230 position code.

2. has been employed by the district for at least 120 days, which means
 - The position start date for the staff member in that position is on or before November 9 of the current school year, and
 - The *Position Status Element*³ for the individual at yearend is reported with any option other than the following.
 - A contracted personnel – Agency,
 - I contracted personnel – Individual,
 - P individual is on leave of absence,
 - U individual is no longer employed by the district in this position.

The No Child Left Behind Act of 2001 (NCLB) requires the ODE to annually report the percentage of teachers in Ohio who have participated in HQPD as defined in Title IX, Section 9101 (34). NCLB requires that the annual report cover elementary and secondary teachers in public school districts (city, local, and exempted village school districts, JVSs, ESCs, community schools and Ohio Department of Youth Services). The entity that employs the staff member is responsible for reporting the *High-Quality Professional Development Element* for the eligible teaching positions.

If the staff member has more than one job record reported with a 230 position code, then each 230 record must have the same value for the *High Quality Professional Development Element*. Therefore, if an individual is reported with two employment records, one for a regular teaching assignment (position code 230 with assignment area 999370) and one for a special education teaching assignment (position code 230 with assignment area 999414, 999380, 999412, or 999413), the High Quality Professional Development Element on both records must be reported with the same value.

This element answers the following question:

Did the teacher participate in a High Quality Professional Development activity between June 1 and May 31 of the current school year as defined by the No Child Left Behind Act of 2001 in Title IX Section 9101 and as certified by the teacher on the Teacher Participation Questionnaire?

☀ **Length of Work Day Element**

Record Field Number	CK160
Definition	Total hours worked during a normal day, excluding lunch.

Valid Options

00.00 – 99.99

Reporting Instructions. Report the number of hours to the nearest quarter hour, including breaks and planning periods.

Three hours and 15 minutes is reported as “03.25”.

Do not report this element when options “T” (Temporary) or “S” (Supplemental) are reported in the *Position Type Element*.

³ The *Position Status Element* at yearend reflects the status of the individual in that particular position as of the last day of school.

☀ **Local Contract Code Element**

Record Field Number	CK250
Definition	A unique number assigned by the school district, which differentiates between multiple contracts of a staff member within the same position code.

Valid Options

Valid three-character code, except CJ0 through CJ9

Reporting Instructions. If a district reports multiple Staff Employment Records with the same position code on each for one staff member, then a unique local contract code is required to be reported on each Staff Employment Record. Local Contract Codes CJ0 through CJ9 are reserved for use by ODE when processing Contractor Staff Employment Records.

☀ **Pay Amount/Rate Element**

Record Field Number	CK190
Definition	Either the annual salary amount or the hourly pay rate of the position, per the staff contract.

Valid Options

000000.00 – 999999.99

Reporting Instructions. During the October (K) and February (C) reporting periods, report the annual salary or hourly rate as it was on the last day of count week. During the Yearend (N) reporting period, report the annual salary or hourly rate as it was at yearend.

Include all salary that the individual receives for the position code being reported, regardless of the number of days employed. Because a staff member can have multiple employment records, the *Pay Amount/Rate Element* may be different on each employment record for one individual.

When reporting annual salary, round to the nearest whole dollar. If reporting an hourly rate, then indicate the actual hourly rate.

Include employees whose salaries result from their involvement in federal, state, and special reimbursement programs.

- If the resident/educating district is in a contracting situation that requires the submission of a Staff Employment Record, report the contract amount for one year of service in the *Pay Amount/Rate Element*.

Note. Be sure that the *Scheduled Work Days Element* and *Pay Amount/Rate Element* data are representing the same period of time for the position code being reported.

☀ **Pay Type Element**

Record Field Number	CK180
Definition	Indicates if the type of pay is an hourly rate or an annual salary.

Valid Options

H Hourly rate
A Annual salary

☀ Position Code Element

Record Field Number	CK060
Definition	The code associated with the position assignment of the employee.

Valid Options

Valid three-digit code As provided in Appendix D

Reporting Instructions. Appendix D lists the options for the *Position Code Element*. Refer to the Reporting Assignment Areas section of the General Guidelines at the beginning of the Staff Employment Record for information on position codes requiring assignment areas.

Educational Service Personnel (ESP) Positions. A minimum of five full-time equivalent staff shall be employed district wide for each 1,000 students in the regular student population as defined in ORC §3317.023. Educational service personnel shall be assigned to at least five of the following eight areas: counselor, library media specialist, school nurse, visiting teacher, social worker, or elementary art, music, and physical education. Educational service personnel assigned to elementary art, music, and physical education shall hold the special teaching certificate or multi-age license in the subject to which they are assigned.

Failure to hire persons in at least five of the eight categories listed above for every 1,000 students in a district means a deduction in state foundation aid.

ESP position codes are listed in the table below.

Table 2. ESP Position Codes

Position Code	Description
202	Counselor
323	Social Worker
330	Visiting Teacher
203	Librarian/Media Specialist
320	Registered Nurse
230	K-8 Art Teacher Assignment Area 999050
230	K-8 Physical Education Teacher Assignment Area 999418
230	K-8 Music Teacher Assignment Area 999570

Position code 230 with assignment areas 999050, 999418, and 999570 may only be reported for grades K-8.

Evaluators/Mentors. Teachers who are hired expressly as Teacher Evaluators/Mentors are reported with a “226” option in the Position Code Element. These teachers do not have direct responsibilities for routinely teaching students in a classroom.

Teachers assigned to their own classrooms, in addition to serving as a mentor for entry year teachers, are reported with the regular teaching position code 230 and an appropriate assignment area.

Tutors. Staff members serving as tutors are reported with the option of “208” in the *Position Code Element*. Position code “208” cannot be used for tutors who aid in the instruction of disabled students.

Volunteer tutors, such as those tutoring for OhioReads, are not required to be reported to ODE.

Career-Technical Education. A certified/licensed regular academic teacher who teaches a career-technical academic class (course type VA1) is to be reported with position code 230) and assignment area 999370..

 **Position FTE Element**

Record Field Number	CK100
Definition	The full-time equivalency of the position expressed as a percentage.

Valid Options

0.00 – 9.99

Reporting Instructions. Full-time equivalency (FTE) is the ratio between the amount of time normally required to perform a part-time assignment and the time normally required to perform the same assignment full-time. The number 1.00 represents one full-time assignment. One (1.0) FTE is equal to the number of hours in a regular working day for that position, as defined by the district.

If the FTE of the staff member is 1.0 (or 100%), report 100.

Example 5.

Position FTE

A full-time teacher who instructs students for six hours a day (as defined by the district) has a 1.0 FTE reported as 100. In this case, a teacher who instructs students for three hours a day in that district would have a position FTE of .50 reported as 050.

Example 6.

Cooks FTE

A district employs eight cooks. Three cooks work three hours per day, two work four hours per day, and three work five hours per day. The district has defined that 5 hours is equal to one (1.0) FTE for a cook’s position. Therefore, the FTE for a cook who works five hours a day is 1.0. The FTE for a cook who works 4 hours a day is .80 FTE, and the FTE for a cook who works three hours a day is .60.

Example 7.

Bus Driver and Transportation Supervisor FTE

A district employs an individual to drive a bus half time and to supervise the transportation system half time. The district has defined that four hours is equal to 1.0 FTE for a bus driver and 8 hours is equal to 1.0 FTE for a transportation supervisor. In this case, if the employee drives a bus for two hours, then he/she is reported with .50 FTE for the bus driver position. If he/she supervises for six hours, then he/she is reported with .75 in the *Position FTE Element* on the Staff Employment Record for the transportation supervisor.

☀ **Position Fund Source Elements**

First Fund Source

Record Field Number	CK130
Definition	The first fund source from which the employee is paid.

Second Fund Source

Record Field Number	CK130
Definition	The second fund source from which the employee is paid.

Third Fund Source

Record Field Number	CK130
Definition	The third fund source from which the employee is paid.

Valid Options

- A State Auxiliary Funds
- B Other State Funds
- F Special Education Part-B IDEA Federal Grant Funds for school-age students with disabilities
- G Title I Funds
- H Early Learning Initiative State Funds (formerly State Head Start)
- I State Poverty-Based Assistance Funds (formerly DPIA)
- J Federal Early Learning Initiative Program Funds
- L Local Funds and/or State Foundation Funds
- N TANF (Temporary Assistance to Needy Families)
This option includes all TANF funds, with the exception of TANF funds for Early Learning Initiative. Use option “H” to report Early Learning Initiative Funds (which are TANF funds).
- O Other Federal Funds
- P Special Education Part B IDEA Federal Grant Funds for preschool students with disabilities
- S State Funds – Early Childhood Education Programs (formerly Public Preschool Programs)
- T Private/Tuition
- U State Unit Funding (use fund source “Z” for preschool special education unit staff)
- X Reading First Federal Grant Funds
- Z Preschool State Unit Funding (use for preschool special education unit staffs)

Reporting Instructions. Identify up to three options in the *Fund Source Element* from which the employee is paid for the position code reported. Each option is required to have a corresponding percentage in the *Fund Source Percent Element*. The sum of the three percents in the *Fund Source Percent Element* is required to equal 100%.

Example 8.

Multiple Fund Sources and Fund Source Percents
A teacher is paid 60 percent from local funds and 40 percent from other federal funds. Report option “L” in the first *Fund Source Element*, and 60 in the first *Fund Source Percent Element*. Report option “O” in the second *Fund Source Element*, and 40 in the *Fund Source Percent Element*.

☀ Position Fund Source Percent Elements

First Fund Source Percent

Record Field Number	CK120
Definition	Identifies the percentage of the employee’s salary that is paid with funds from the corresponding fund source.

Second Fund Source Percent

Record Field Number	CK120
Definition	Identifies the percentage of the employee’s salary that is paid with funds from the corresponding fund source.

Third Fund Source Percent

Record Field Number	CK120
Definition	Identifies the percentage of the employee’s salary that is paid with funds from the corresponding fund source.

Valid Options

000 – 100

Reporting Instructions. For each option selected in the *Position Fund Source Element*, identify what percentage of the employee’s total salary is being funded by the identified fund source. If an employee’s salary is 100% local funds, then 100 is to be reported in this element along with the option “L” in the *Position Fund Source Element*.

The sum of all three fund source percents is required to equal 100% on each Staff Employment Record reported, even if the FTE is less than 1.0 in the *Position FTE Element*.

☀ Position Separation Date Element

Record Field Number	CK300
Definition	The last date of employment of the staff member for the specific position.

Valid Options

YYYYMMDD Year, Month, Day

Reporting Instructions. Staff members can have multiple positions within the district. In those cases, a separate Staff Employment Record is required for each position held. The position separation date is for a specific position within his/her Staff Employment Record.

A date is required for any Staff Employment Record with a “U – no longer employed by the district in this position” reported in the *Position Status Element*.

☀ Position Separation Reason Element

Record Field Number	CK230
Definition	Reason the staff member left position.

Valid Options

- * Not applicable
- 1 Retirement
- 3 Employer initiated



- 5 Resigned - Took another education job in Ohio
- 6 Resigned - Took another education job out of state
- 7 Resigned - Other
- 8 Employee accepted new position within district
- 9 Deceased

☀ Position Start Date Element

Record Field Number	CK080
Definition	Date the staff member began work in this position.

Valid Options

YYYYMMDD Year, Month, Day

Reporting Instructions. This date indicates the starting date for the specific position, not when the employee started at the district in any position. Because a staff person can have multiple employment records, the *Position Start Date Element* can be different on each Staff Employment Record for the individual. This is a required element for each employment record submitted.

☀ Position Status Element

Record Field Number	CK070
Definition	Identifies the employee’s current employment relationship with the school board in that particular position.

Valid Options

- C Current position in the district
- A Contracted personnel - Agency
- I Contracted personnel - Individual
- P Leave of absence
- U No longer employed by district in this position

Reporting Instructions. This is a required element for each employment record submitted and is reported for all individuals regardless of the options reported in the *Position Type Element* and *Type of Employment Element*.

A separate Staff Employment Record is required for every position held by a staff member. The *Position Status Element* describes the status of the staff member on a specific Staff Employment Record.

Beginning 2009, if the individual remains a current employee of the district or is hired into a new position, then the individual is to be reported with the option of “C” - Current position in the district” in the *Position Status Element* in a new Staff Employment record. The already existing position’s Staff Employment record would be updated as needed (e.g., report the position as no longer employed, update the position FTE, etc.).

If a teacher resigns and another teacher is hired to fill his/her position, then both are reported to EMIS. A Staff Demographic Record and Staff Employment Record are required to be reported during the Yearend (N) reporting period for each teacher. Report attendance and absence days until the day of resignation for the teacher who resigned. His/Her *Position Status Element* is coded with “U – No longer employed by the district in this position.” Attendance and absence days for the teacher hired to fill the position include days from the **first day of work** through the end of the school year.

If an individual retires, the *Position Status Element* must be reported using option “U – No longer employed by district in this position”, the *Position Separation Reason Element* is to be reported using option “1 – Retirement”, and the *Position Separation Date Element* is to be reported with the retirement effective date. If the individual is rehired into the same or new position, a new Staff Employment record must be reported with a new *Position Start Date* resulting in two records for the individual.

Anytime there a break in employment service for an individual between reporting periods, a new Staff Employment Record is required to be reported for every position held by the individual.

Leaves of Absence. As a general rule, the staff member who will be present for the majority of the school year is to be reported. If a staff member was placed on leave of absence prior to October count week and is replaced by another individual, then the district has two options for EMIS reporting.

1. The district reports both the substitute and the staff member on leave. The staff member on leave should be reported with the option “P - Leave of Absence” in the *Position Status Element*.

OR

2. District chooses to report only the staff member that is on leave and does not report the substitute. In this case, the *Position Status Element* is not to be reported with the option “P - Leave of Absence” for the staff member on leave.

If a staff member is reported as on leave of absence in one year and does not return the next year, in YEAR TWO the district should report the teacher as “P - Leave of absence”, unless the staff member has resigned. If the staff member is not planning to return and has submitted his/her resignation, report position status “U - No longer employed by district in this position.”

Definitions. Individuals who are currently employed by the school district and are paid through the payroll system are reported with one of the valid options listed above. Below is a definition for each option for the *Position Status Element*.

C Current

Current position the employee has within a district.

A Contracted personnel - agency

When the resident/educating district is contracting with an agency (not an individual) for staff to provide services or teach a course.

I Contracted personnel – individual


When the resident/educating district is contracting with an individual (not an agency) to provide services or teach a course.

P Leave of absence

The individual was employed by the current district during the last reporting period, but was granted a leave of absence. It does not matter if the employee is being paid while on leave.

U No longer employed by district in this position

The individual was employed by the current district during the last reporting period in this position, but is not employed in this position this year and was not granted a leave of absence. Employees need only to be reported once under this status.

 **Position Type Element**

Record Field Number	CK140
Definition	The type of employment with the school board.

Valid Options

R **Regular**

T **Temporary**

Temporary employees are different from individuals holding temporary licenses. These are individuals who hold a position of employment that is designated “temporary” by the local district. These individuals could also hold temporary licenses, if the position requires certification/licensure that the individual does not hold. Classified positions can also be designated as temporary.

S **Supplemental**

Employees who are hired under a supplemental contract to provide services such as coaching, advising, and student activities.

 **Qualified Paraprofessional Element**

Record Field Number	CK290
Definition	Indicates if the staff member is a “qualified paraprofessional” under the No Child Left Behind Act.

Valid Options

* Not applicable

Y Yes

N No

Reporting Instructions. This element is reported during the October (K) reporting period.

The *Qualified Paraprofessional Element* is required to be reported for all instructional paraprofessionals that work in a Title I Schoolwide Building or are funded by Title I funds in a Title I Targeted Assistance Building.

An instructional paraprofessional is defined as an individual in an assignment to provide instructional assistance in one or more of the following ways: (1) one-on-one tutoring, (2) classroom management, (3) instructional assistance in a computer laboratory, (4) instructional support in a library or media center, or (5) instructional support services under the direct supervision of a teacher. This does not include paraprofessionals hired to assist with parent involvement activities or who act as translators.

The “*” (Not applicable) option is not valid for staff reported with the following combinations.

- Position code “415”
 - with an assignment area of “999140”, and/or
 - a fund source of “G”.
- Position code “415” in any Title I Schoolwide Building.

These staff members are required to be reported with either the “Y” or “N” option.

Districts can choose to report this element for instructional paraprofessionals who are not employed in Title I Schoolwide Buildings or funded with Title I funds in Title I Targeted Assistance Buildings.

☀ **Scheduled Work Days Element**

Record Field Number	CK170
Definition	The total number of days the staff member is scheduled to work in the position during the year.

Valid Options

000 – 999

Reporting Instructions. If multiple Staff Employment Records are reported for a staff member who works in multiple buildings in the same position, then report the total number of days scheduled to work during the year on each record. Include parent/teacher conference days and paid vacation days. Do not include holidays.

NEW

☀ **Special Education FTE Element**

Record Field Number	CK310
Definition	The full time equivalency of the position related to special education expressed as a percentage.

Valid Options

0.00 to 9.99

Reporting Instructions. General rules for calculating this element are the same as the rules for the Position FTE Element (CK100) with the exception that only time related to special education would be included. This element is required for a federal report on staff FTE related to special education and is reported in the October (K) reporting period only.

Time included for these calculations should include activities and services that *are not* routinely provided to *all* students. For example, a school counselor who provides college admission assistance to all students would not include the time providing the same assistance to students with disabilities as part of this FTE. The administrator who coordinates district-wide testing would NOT include time assigned to administration of an ability test that is taken by most students; however, the staff member WOULD include administration of the same kind of test when it is being used only as part of the special education multi-factored evaluation.

Staff responsible for identifying the need for developing and/or implementing IEPs would report the time associated with such. A special ed teacher who teaches fulltime would report an FTE of 1.0 as would a fulltime special ed director. If a position FTE is 0.5, and half of the staff person's time is assigned to special education, then the special education FTE would be 0.25.

Nearly all teachers (position code 230) without an assignment area that indicates instruction to students with disabilities (assignment code 999412, 999413 or 999414) will have 0.00 reported in this element.

The table below lists the position codes that will frequently report an FTE of greater than 0.00 in this field.

Table 3. Staff Reporting a Special Education FTE Greater Than 0

Position Code	Title
110	Supervisor/Manager Assignment
120	ESC Supervisor/Manager
202	Counseling Assignment
212	Supplemental Service Teaching Assignment (Serves Students With Disability Conditions Only)
230	Intervention Specialist that only include the following assignment areas: <ul style="list-style-type: none"> • 999412 (Preschool Special Education) • 999413 (Preschool Handicapped Itinerant) • 999414 (Special Education)
304	Audiologist Assignment
318	Psychologist Assignment
320	Registered Nursing Assignment
323	Social Work Assignment
325	Physical Therapist Assignment
326	Speech and Language Therapist Assignment
327	Occupational Therapist Assignment
328	Mobility Therapist Assignment
329	Educational Interpreter
331	Occupational Therapy Assistant (OTA) Assignment
332	Physical Therapy Assistant (PTA) Assignment
333	Adapted Physical Education Therapist Assignment
334	Intern Psychologist Assignment
415	Instructional Paraprofessional Assignment
909	Attendant Assignment

☀ **Type of Appointment Element**

Record Field Number	CK150
Definition	The classification of the staff member’s position.

Valid Options

- 1 Certificated/licensed
- 2 Classified
- 3 Internship
- 4 Six-hour lay teacher
- 5 Veteran (ORC §3319.283)

Reporting Instructions. A veteran (option “5”) does not include teachers who are involved in the Troops to Teachers program.

3319.283 ORC – Employment of veteran who is not certified or licensed

(A) The board of education of any school district may employ an individual who is not certificated or licensed as required by Chapter 3319. of the Ohio Revised Code, but who meets the following qualifications, as a teacher in the schools of the district:

- (1) The individual is a veteran of the armed forces of the United States and was honorably discharged within three years of the effective date of this amendment;

- (2) While in the armed forces the individual had meaningful teaching or other instructional experience.
 - (3) The individual holds at least a baccalaureate degree
- (B) An individual employed under this section shall be deemed to hold a teaching certificate or educator license for the purposes of state and federal law and rules and regulations and school district policies, rules, and regulations. Such individuals shall meet the requirement to successfully complete fifteen hours, or the equivalent, of coursework every five years that is approved by the local professional development committee as is required of other teachers licensed in accordance with Chapter 3319 of the Ohio Revised Code.

3.2.3 CONTRACTOR STAFF EMPLOYMENT RECORD (CJ)

General Guidelines

A Contractor Staff Employment Record is required to be reported by each contractor⁴ for each staff member providing services or teaching a course. The term “contract” refers to an agreement with another entity or individual to provide services. The nature of the contract may range from a formal written document to a general agreement between district leaders.

The term “contractor” refers to the entity with which the resident/educating district is contracting. A contractor may be a reporting entity, i.e., an ESC or another school district. The term “contracting district” refers to the resident/educating district.

For reporting instructions regarding specific contracting situations and reporting this record, see Appendix A.

The Contractor Staff Employment Record is an extension of the Staff Employment Record. It is required in order for the contractor to be able to report the amount of time (or Position FTE) that a staff member in the same position is serving a resident/educating district.

The contractor (either the ESC or another EMIS reporting entity) with which the resident/educating district contracts for a staff member to provide services and/or teach a course to students, is responsible for reporting a Staff Demographic Record and at least one Staff Employment Record⁵. If multiple resident/educating districts are contracting with the ESC or another EMIS reporting entity for the same staff member in the same position to provide services or teach a course, then the contractor (the ESC or other EMIS reporting entity) is responsible to report a Contractor Staff Employment Record for each resident/educating district the staff member in the same position is serving.

The resident/educating district does not report a Staff Demographic, Staff Employment, or Contractor Staff Employment Record for the contracted staff if they are contracting with an ESC or another EMIS reporting entity.

If the resident/educating district is contracting with a non-EMIS reporting entity, they do not report this record. Instead they report either a Contract Only Staff Record or a Staff Demographic Record and a Staff Employment Record.

A Contractor Staff Employment Record is only reported by the contractor. One record is reported for each district where the staff member is serving. If the staff member in the same position code is providing services or teaching courses to students from multiple districts, then one Contractor Staff Employment Record is to be submitted for each of the districts being served.

Programs, Services, and Related Services Provided to Students. A resident/educating district may contract with an ESC or another EMIS reporting entity to supply a staff member to provide programs, services, and/or related services to students. The following examples include but are not limited to such positions.

- Audiologists
- School Psychologists
- Physical Therapists
- Occupational Therapists

⁴ The contractor (in many cases an ESC) must be an EMIS reporting entity.

⁵ One Staff Employment Record is reported for each position held by the employee.

- Speech and Language Therapists
- Supplemental Services Teachers – special education

These staff members should only have a Contractor Staff Employment Record reported in specific situations. A Contractor Staff Employment Record should be reported if:

- The staff member will enable the contracting district to receive a preschool related services unit (use assignment area 999412), or
- The contractor is an EMIS reporting entity other than an ESC, or
- The contractor is an ESC, and the service is not one that is provided to all but a few member districts

A Contractor Staff Employment Record should not be reported if:

- The staff member is filling a preschool related services unit allocated to the contractor, or
- The contractor is an ESC, and the staff member provides a service that is provided to nearly all ESC member districts as a part of the basic service offerings of the ESC.

Courses. A resident/educating district may contract with an ESC or another EMIS reporting entity for a staff member to teach a course. A staff member teaching a course to students from one or multiple resident/educating districts is required to have a Contractor Staff Employment Record reported by the contractor for each resident/educating district being served by the staff member. The contractor (i.e., the ESC) does not report a Course Master Record for these teachers.

The resident/educating district is responsible for reporting a Course Master Record for the contracted staff member with the IRN of the contracting entity reported in the *Program Provider IRN Element* and the ID of the staff member teaching the course reported in the *Employee ID Element*.

For specific reporting situations regarding contracted staff, see Appendix A.

Administrators (Position Codes 100-199). A Contractor Staff Employment Record should be reported for administrative positions only in a limited number of situations:

- The administrator is serving in the contracting district as a Principal for one of the contracting district’s buildings
- The administrator is serving as the Superintendent or Treasurer for the contracting district
- The administrator is a gifted coordinator or preschool special education supervisor (see Appendix A)
- The contractor is not an ESC
- An administrator contracted from an ESC is providing a specific administrative service in a specific district that is not normally provided to all member districts.

Contractor Staff Employment Data Elements. The following portion of this section discusses each of the data elements within the Contractor Staff Employment Record. The elements are organized alphabetically.

☀ **Contracting District IRN Element**

Record Field Number	CJ070
Definition	The IRN of the resident/educating district contracting with the ESC or other EMIS reporting entity for a staff member in a specific position.

Valid Options

State assigned six-digit code.



☀ **Employee ID Element**

Record Field Number	CJ050
Definition	Unique code assigned to the staff member.

Valid Options

A valid nine-character code

Reporting Instructions. Report the Employee ID of the staff member providing the services for which the resident/educating district is contracting.

When reporting the *Employee ID Element*, report the local number assigned to the employee by the district. The same locally assigned number must be used for the Employee ID on other staff related records reported for this staff member by this reporting entity.

☀ **Local Contract Code Element**

Record Field Number	CJ090
Definition	A unique number assigned by the school district, which differentiates between multiple contracts of a staff member within the same position code.

Valid Options

Three-character code

Reporting Instructions. Report the same local contract code for the position being reported on the Contractor Staff Employment Record which was reported on the Staff Employment Record.

If a district reports multiple Staff Employment Records for one staff member with the same position, then a unique local contract code is required to be reported on each Staff Employment Record.

☀ **Position Code Element**

Record Field Number	CJ060
Definition	The code associated with the position assignment of the employee.

Valid Options

Valid three-digit code As provided in Appendix D

Reporting Instructions. Report the position for which the resident/educating district is contracting.

Appendix D lists the options for the *Position Code Element*.

For further instructions, see *Position Code Element* in the Staff Employment Record.

☀ **Position FTE Element**

Record Field Number	CJ080
Definition	The full-time equivalency of the position expressed as a percentage.

Valid Options

0.00 – 9.99

Reporting Instructions. Report the full-time equivalency (FTE) of the position for which the resident/educating district is contracting.

It is the responsibility of the contractor to determine how to split the position FTE among multiple resident/educating districts contracting for the position. When the contracting staff member is a teacher, the FTE is often determined based on the percent of students from each contracting district.

Since FTE is reported relevant to the data collection period (FTE as of the end of October count week and FTE as of the last day of school for yearend reporting), it is possible to report a teacher contracted with some FTE in October (a student from the contracting district is in the class at the end of count week) and then with zero FTE at yearend (no students from the contracting district in course). If a record with a non-zero FTE is reported in October, then it is important to report a record at yearend, even if the FTE is zero, to establish the teacher for the Course Master Record from the contracting district in the yearend data set.

3.2.4 CONTRACT ONLY STAFF RECORD (CC)

General Guidelines

This record allows for the collective reporting of staff contracted from a non-EMIS reporting entity. Contract examples include: transportation, custodial or food services. For these types of contracts, individual staff information is not needed. Refer to the Position Codes and Contract Reporting table below for further clarification.

Districts must report at least one record per contractor, contract, position code, and fund source for the October (K) and Yearend (N) reporting periods.

During October, only report contracts that were in effect during the district's count week. For Yearend, report any contract that was in effect at any point during the fiscal year (July 1 – June 30).

Contracts that fulfill the job responsibilities usually completed by staff with a variety of position codes may be reported using this record. The following chart indicates which position codes may be reported with this record and which position codes must be reported using the other staff records and a position status of "A" or "I".

Table 4. Position Codes and Contract Reporting

Position Code Series	May be reported with this record	May not be reported with this record; report at individual level using other staff records
100s	None	101-199
200s	None	201-299
300s	301, 307, 319, 329, and 340	304, 318, 320, 323, 325-328, 330-334, and 399
400s	402-414, and 499	415
500s	501-599	None
600s	601-699	None
700s	702-799	None
800s	801-899	None
900s	901-999	None

Contractor Only Staff Data Elements. The following portion of this section discusses each of the data elements within the Contractor Only Staff Record. The elements are organized alphabetically.

☀ **Based on Number of People Element**

Record Field Number	CC160
Definition	Indicates if the contract language requires a specific number of individuals to be provided as a critical requirement of the contract.

Valid Options

Y	Yes
N	No

☀ **Based On Services Performed Element**

Record Field Number	CC140
Definition	Indicates if the contract language requires specific services to be performed as a critical requirement of the contract.

Valid Options

Y Yes
N No

☀ **Based On Work Hours Element**

Record Field Number	CC150
Definition	Indicates if the contract language requires a specific number of hours of services to be performed as a critical requirement of the contract.

Valid Options

Y Yes
N No

☀ **Contract End Date Element**

Record Field Number	CC110
Definition	The end date stated in the contract, even if the end date is in a future fiscal year.

Valid Options

YYYYMMDD Year, Month, Day

☀ **Contract Start Date Element**

Record Field Number	CC100
Definition	The start date stated in the contract, even if the start date was in a prior fiscal year

Valid Options

YYYYMMDD Year, Month, Day

☀ **Dollar Amount of Contract for Current Year Element**

Record Field Number	CC090
Definition	The total dollar value of the contract for the current fiscal year (July 1- June 30).

Valid Options

00000000.00 – 99999999.99

☀ **Federal Tax Id Element**

Record Field Number	CC050
Definition	A nine digit number that uniquely identifies an organization or an individual for federal tax purposes.

Valid Options

Valid nine digit code

Note. This number should be available from your Treasurer's office.☀ **Hours per Week Element**

Record Field Number	CC120
Definition	The total hours per week worked under this contract related to this position code

Valid Options

0000.00 – 9999.99

Reporting Instructions. For October, enter hours worked during count week. For Yearend, enter average hours per week during contract period for current fiscal year.☀ **Local Contract Code Element**

Record Field Number	CC080
Definition	A unique number assigned by the school district that differentiates among multiple contracts with the same contractor with the same position code.

Valid Options

Valid three-character code

☀ **Name Element**

Record Field Number	CC060
Definition	Name of the contractor being reported.

Reporting Instructions. If the contractor is an individual, report the individual's full name. If the contractor is an organization, report the organization's business name.☀ **Position Code Element**

Record Field Number	CC070
Definition	The code that would have been assigned to an employee of the district who completed the work covered in this contract if the district had hired an employee instead of a contractor.

Valid Options

Valid three-character code

Reporting Instructions. See the general reporting instructions earlier in this chapter for position codes that may be reported with this record and Appendix D for code definitions.

☀ **Position Fund Source Element**

Record Field Number	CC130
Definition	The fund source from which this contract is paid.

Valid Options

- A State Auxiliary Funds
- B State Funds Other
- F Federal Special Education Part-B IDEA Grant (School-age) [formerly VI-B]
- G Federal Title I Funds
- H State Early Learning Initiative Program Funds
- I State Poverty-Based Assistance Funds
- J Federal Head Start Program Funds
- L Local/State Foundation Funds
- N TANF (Temporary Assistance to Needy Families)
- O Other Federal Funds
- P Federal Preschool Special Education Part-B IDEA Federal Grant
- S State Funds – Public Preschool Program
- T Private/Tuition
- X Federal Reading First Grant

3.2.5 COURSE MASTER RECORD (CN)

General Guidelines

A separate Course Master Record is required to be reported for each subject the teacher is teaching. Even if two or more subjects (i.e., reading and math) are taught by the same teacher to the same group of students, a separate Course Master Record is required to be reported for each subject taught (i.e., one record is submitted for reading and one for math).

Beginning with FY09, the individual reported as the teacher of record for a course must be reported with at least one Staff Employment Record with position code 230 (Teacher), 108 (Principal Assignment), or 109 (Superintendent Assignment) with the appropriate teaching assignment area. For course types X01 and X02, a position code of 202 (Counselor Assignment) may be reported as the teacher of record.

Preschool courses continue to be reported as self-contained courses. Therefore, only report one Course Master Record for each self-contained preschool class.

With the exception of postsecondary courses, it is necessary to associate a teacher with each course. Therefore an employee ID is required to be reported on the Course Master Record.

During the October (K) and Yearend (N) reporting period, submit Student Course Records and Course Master Records for all courses, including:

- Year-long courses (i.e., courses offered for the entire school year), and
- Any other courses offered during the school year, such as courses offered during the second semester only or courses that span five or six week periods.

For the February (C) reporting period, ODE requires Course Master Records for all CTE courses (Vxx) regardless of when the course is taught during the school year.

Science Certification/Licensure. Starting in FY09, new certification and licensure checks for science will be implemented. The checks are now more restrictive and no longer allow a teacher with any science credential to teach any science course. For more detailed information on the new science checks, refer to the Certification and Licensure Dictionary (search for “Certification and Licensure Dictionary” on ODE’s website) and the Certification and Licensure Search (which can be found under “EMIS Related Applications” on the EMIS portion of ODE’s website).

Team Teaching. In a team teaching situation (more than one teacher teaching a course) create a Course Master Record for each teacher. Each Course Master Record, with the exception of the *Local Classroom Code Element* and *Highly Qualified Element*, is most likely identical for these two teachers. Best practice suggests that the students should be equally split between the teachers. For example, in a class with 20 students and two teachers, ideally there would be ten students assigned to each teacher.

Supplemental Instruction Provided by a Remedial Specialist or a Tutor. The *Position Code Element* is reported with a 204 or 208 in this situation. If the tutor is providing supplemental instruction (teacher is not considered the “teacher of record” and does not assign the grade for the course) then no Course Master Record is required to be reported for the supplemental instruction.

Educational Service Centers. ESCs, with the exception of preschool course data, are not required to report a Course Master Record for courses taught to students by staff employed by ESCs. It is the responsibility of the resident/educating district contracting with the ESC for a staff member to teach a course to report a Course Master Record for the contracted staff member.

Contracted Staff. When a resident/educating district is contracting with an ESC or another EMIS reporting entity for a staff member to teach a course, the resident/educating district is responsible for reporting a Course Master Record for each contracted staff member teaching a course. When submitting a Course Master Record for a contracted staff member, the resident/educating district is required to report the IRN of the contracting entity in the *Provider IRN Element*. In addition, the ID of the staff member teaching the course is to be reported in the *Employee ID Element*.

Exception to ESC Reporting Course Master. In most cases, the ESC or other EMIS reporting entity does not report a Course Master Record for the staff member teaching a course for the resident/educating district. Although ESCs are, for the most part, no longer reporting course information there is an exception. If an ESC is allocated a preschool special education teacher unit or allocated state funds for an Early Childhood Education program (formerly state funded Public Preschool), then the ESC (or other EMIS reporting entity) is required to report a Course Master Record for the preschool special education teacher and/or regular preschool teacher. The ESC is also required to report a Student Course Record for the students enrolled in preschool special education center-based unit. This is to ensure that preschool special education unit funding flows accurately.

Reporting Course Master Records – Course Type Versus New Course Attributes

FY09 is expected to be the final year that ODE will collect the Course Type (CN130) element. Over the years, additional categories of meaning have been added to the concept of course type, such that any new information needed requires adding multiple course type options and creates situations that are impossible to completely and clearly reflect in the current structure (e.g., what course type would be used to report a PSEO course taken online?)

To resolve most of these issues and allow greater flexibility related to reporting information about a course, ODE is adding four new elements for FY09 that capture the types of information currently described by various course types:

- Curriculum Element (CN310)
- Delivery Method Element (CN320)
- Educational Option Element (CN330)
- Student Population Element (CN340)

Although space for these elements and a default value (“**”) must be present in the Chapter 5 layout and file for the Course Master record, reporting meaningful values in these elements is optional for FY09.

Appendix Y of the EMIS manual provides a crosswalk between current course type options and the minimum required options on these four new elements in FY10.

Reporting Course Master Records – Preschool Courses

Preschool courses are to be reported as self-contained courses. Do not report a separate Course Master Record for each subject (i.e., reading, math, writing, etc.) in which the preschool teacher is teaching. The following self-contained course code options are valid for reporting on the Course Master Record of the preschool teacher. See Appendix C for a complete description of the courses.

- 180050 Early Childhood Education (Ages 0-2)
- 180108 Preschool program in a self-contained classroom, this includes course related to ELI, ECE, Federal Head Start, and other local programs.
- 196095 Early Education of the Handicapped (Ages 3-6)

Preschool Special Education Courses. A preschool special education teacher who teaches a center-based preschool special education class is to be reported with a 196095 in the *Course Subject Code Element* and a D08 in the *Course Type Element*. All students scheduled into his/her class are to be scheduled with the local classroom code of this special education teacher. The following students may also be scheduled into a class with a course code of 196095.

- A regular or typically developing peer in the same class as preschoolers with disabilities. These children are taught by the preschool special education teacher and are scheduled with the same local classroom code of the preschool special education teacher found on that staff member's Course Master Record.

Do not report a Course Master Record for a preschool special education teacher who only provides itinerant services (and not also teaching a center-based class) to students.

For itinerant teachers only a Staff Demographic and a Staff Employment Record is required to be reported.

Exceptions to Reporting Course Master for Itinerant Teachers. If a teacher provides preschool itinerant services and also teaches a center-based special education preschool class (also known as a 'combination teacher'), then it is necessary to report a Course Master Record for the center-based class which he/she is teaching. However, only those students who are receiving center-based services are to be scheduled into the class. A student who is receiving only itinerant services (and not receiving preschool special education center-based services) is not to be scheduled into the center-based class. For more information about reporting preschool special education teachers and students, please see the document *Preschool Units EMIS Staff Report* found on EMIS's website.

ESCs that are allocated a preschool special education teacher unit are required to report a Course Master Record.

Regular Preschool Courses. A teacher who is teaching a regular preschool class (non-special ed class), is reported with a position code of 230 and assignment area 999370 General Education. He/she is to have one Course Master Record reported for each preschool class he/she is teaching. The *Subject Code Element* is to be reported with the appropriate "180xxx" code and a "P08" is reported in the *Course Type Element*. See Appendix C for descriptions of the 180xxx preschool course codes.

It is possible that a preschool teacher may be teaching two separate preschool courses such as a special education course in the AM and an Early Childhood Education course in the PM. In this case, two Course Master Records, one with "196095" and one with "180108", are to be reported in the *Course Code Element*. Two Staff Employment Records are to be reported, each with "position code 230. One record will have assignment area 999370 General Education and the other will have assignment area 999412 Preschool Special Education.

Reporting the Location IRN. A Location IRN is required to be completed for all preschool courses reported. Report the IRN where the course is being taught. For example, if the Early Childhood Education Course is taught at a Head Start or Community Action Organization, report the IRN of the Head Start or Community Action Organization. For a complete list of IRN's, please check the Ohio Education Directory (OEDS) on ODE's website.

Reporting Course Master Record – Kindergarten

Kindergarten courses may no longer be reported as self-contained courses. A separate Course Master Record is required to be submitted for each course/subject which is taught by the kindergarten teacher. This includes reporting a separate record for each subject/course which is taught to the same group of students. Each Course Master Record reported for a kindergarten course is to be reported with the appropriate course type.

Reporting Course Master Records – Grades 1-12

A separate Course Master Record is required to be submitted for each course in which the staff member is teaching. This includes reporting a separate record for each course which is taught to the same group of students.

Example 9.

Teaching several courses to the same group of students

If a teacher is teaching seven courses to the same group of students, then seven Course Master Records, each with a unique local classroom code, are to be reported for that teacher, one record for each course.

Regular Instruction. Regular education course types for students in grades 1-12 are reported with an “R00” in the *Course Type Element*. These are courses that are primarily designed to provide regular instruction to a group of students. Postsecondary courses are reported with an “S01” in the *Course Type Element*.

Students with Disabilities. Courses primarily designed for students with disability conditions require a separate Course Master Record to be reported for each course. The appropriate option is to be reported in the *Subject Code Element* (see Appendix C for a complete list of options). Report a “DXX” option in the *Course Type Element* only for courses that were primarily designed for students with disabilities or if the majority of the students are students with disabilities.

A Course Master record is not required to be reported for a staff member who is teaching a student with a disability condition that is either pulled out of the regular classroom to receive special education services or is receiving supplemental instruction within the regular classroom (i.e., tutoring, speech and language therapy, etc.). This includes staff reported with the “212 – Supplemental Service Teaching Assignment (special education)” option in the *Position Code Element*. Only position code 230 with assignment area 999414 can be used to report a “teacher of record” for students with a disability condition.

Gifted Students. Gifted courses taught to gifted students in grades K-12 are required to be reported separately, even if these courses are taught by the same teacher. A Course Master Record is required for each subject in which the teacher teaches. If a teacher teaches seven subjects, then a unique local classroom code is required to be reported on each Course Master Record for each of the seven courses.

Report a “GXX” option in the *Course Type Element* only for courses that were primarily designed for gifted students and the instructor is credentialed in gifted education. However, if the course is a regular education course or is taught by a teacher who is not credentialed in gifted education, then report the RXX option in the *Course Type Element*, and if appropriate report the applicable 205xxx program(s) for the served gifted students.

If the Gifted Intervention Specialist is the “teacher of record” for the gifted course, report one Course Master Record for each course. Report one of the “GXX” gifted options in the *Course Type Ele-*

ment. However, no Course Master Record is required for a Gifted Intervention Specialist who provides supplemental gifted programs and services to students. In the case of supplemental instruction, report the applicable 206xxx program code(s) with the Employee ID of the Gifted Intervention Specialist for the served gifted students.

A Course Master Record is required to be reported with the appropriate subject code and “GXX” gifted option in the *Course Type Element* for education in the arts delivered by a trained arts instructor. These include gifted students who are receiving instruction or participating in activities that are directed by a teacher or visiting instructor trained in the arts areas of dance, visual arts, drama/theater, and /or music.

Reporting Course Master Records - Home Instruction

Students Without Disabilities. A student without disabilities receiving home instruction from a tutor is reported as though he/she is scheduled into his/her courses at school. He/she should be reported in his/her regular classes, or the normal course he/she would be taking if he/she was physically in school. A Course Master Record is not reported for the tutor.

Students With Disabilities. A student with a disability receiving home instruction is to be reported with a course type of “D02” and the appropriate subject code in the *Subject Code Element* of the Course Master for the special education teacher. In general, this refers to students who are individually served at their place of residence by a special education teacher. A “teacher of record” is to be reported with a position code of 230 with assignment area 999414.

Students with Disabilities – Basic Living Skills

There are subject codes that identify courses for severely handicapped students who require instruction in basic living skills. For these students, you should report a Dxx course type and the appropriate “196xxx” subject code in the *Course Type* and *Subject Code Elements* of the Course Master.

Reporting Course Master Records – Educational Options

Educational options include courses that are taught for credit toward graduation through the use of an educational option delivery method (i.e., correspondence courses/on-line learning, interactive distance learning, educational travel, independent study, etc.).

If the course will be offered for credit toward graduation and delivered through an educational option delivery method, report a Course Master Record with the appropriate option in the *Subject Code Element* and the appropriate educational option in the *Course Type Element*. A credentialed staff member at the district identified as the “teacher of record” is to be identified for these courses. This individual is responsible for reviewing the instructional plan, providing or supervising instruction, and evaluating student performance. The district must report a Course Master Record with a credentialed staff member at the district identified as the “teacher of record”. The teacher located at the remote site should NOT be reported to EMIS.

An instructional plan that is based on individual student needs must be developed and should include the following

- instructional objectives that align with the local district’s curriculum requirements
- an outline that specifies instructional activities, materials, and learning environments
- a description of the criteria and methods for assessing student performance

Credit for approved educational options shall be assigned according to student performance relative to stated objectives of the educational option and in accordance with local board policy and established procedures.

Reporting Course Master Records - Educational Service Personnel (ESP)

Report a Course Master record with the appropriate 02XXXX, 08XXXX, or 12XXXX option in the *Subject Code Element* for art, music, and PE courses taught in grades 9-12. The *Position Code Element* on the Staff Employment Record is to be reported with the “” 230 option for these ESP personnel teaching in grades 9-12. Student Course Records for students enrolled in these classes in grades 9-12 are required to be reported.

A Course Master is required to be reported with the appropriate art, music, or PE subject code for courses taught in grades K-8. ODE does not require that districts enroll K-8 students in art, music, or PE courses unless their specific software packages require students to be enrolled. If a teacher is hired to meet the ESP ratio requirement and meets the criteria listed above, then report the teacher with position code 230 in the *Position Code Element* and the appropriate *assignment area code*, indicating the subject he/she teaches:

- 999050 Art Education - K-8
- 999570 Music Education - K-8
- 999418 Physical Education - K-8

For additional information about ESP staff members see the Educational Service Personnel section of the Staff Employment record.



Elements Added to Record

- *Course Start Date Element (CN280)*
- *Course End Date Element (CN290)*
- *CTE College Credit Element (CN300)*
- *Curriculum Element (CN310)*
- *Delivery Method Element (CN320)*
- *Educational Option Element (CN330)*
- *Highly Qualified Teacher IRN Element (CN270)*
- *Student Population Element (CN340)*

Staff Course Master Data Elements

The following portion of this section discusses each of the data elements within the Staff Course Master Record. The elements are organized alphabetically.

☀ Course Level Element

Record Field Number	CN080
Definition	The level of the course.

Valid Options

- * Not applicable
- 1 I
- 2 II
- 3 III
- 4 IV
- 5 V



- 6 Advanced course
- 7 Intervention

Reporting Instructions. Generally, districts are going to report the “*” option for most courses.

Options “1” through “7” provide distinctions between courses that have identical course codes as defined by the Department and/or are usually taken in a series and are prerequisites for one another. Course levels will most likely be used only for the foreign language courses; however, districts may choose to report course levels for local purposes.

Course levels are no longer required for all CTE courses; however, districts may choose to report course levels for CTE courses at a local level.

Course level designations are not to be used to distinguish between groups of students in the same grade level taking the same subjects.



☀ Course End Date Element

Record Field Number	CN290
Definition	Last scheduled day of a course where course dates are required.

Valid Options

- 00000000 Reporting course dates not required (default)
- CCYYMMDD Year, Month, Day (value must be within current fiscal year: July 1 - June 30)

Reporting Instructions. Only required for courses where timeframe of course is critical to a funding determination or other state or Federal reporting or processing requirement. A non-default value is only required for the preschool 196095 course and for all Career Technical Education courses.

If available in a district’s data system, dates may be reported for all courses, but any reported dates must be valid dates (i.e., reporting 20090132 would cause a Course Master Record to fatal) and must be within the current fiscal year (20080701 to 20090630 for FY09).

For course master dates, the ending date of the school calendar period may be used for courses that span all the weeks of the calendar period even if the last actual day of the specific course is before the final day of the calendar period. For example, a course that meets on Tuesdays during a semester that ends on a Friday may use the Friday date in the Course End Date Element even though the last class session was three days prior. If, however, the Tuesday-only course had ended a week earlier (10 days before the end of the semester), the actual end date would be used, since the course did not span all weeks of the semester.



☀ Course Start Date Element

Record Field Number	CN280
Definition	First scheduled day of a course where course dates are required.

Valid Options

- 00000000 Reporting course dates not required (default)
- CCYYMMDD Year, Month, Day (value must be within current fiscal year: July 1 - June 30)

Reporting Instructions. Only required for courses where timeframe of course is critical to a funding determination or other state or Federal reporting or processing requirement. A non-default value is only required for the preschool 196095 course and for all Career Technical Education courses.

If available in a district's data system, dates may be reported for all courses, but any reported dates must be valid dates (i.e., reporting 20090132 would cause a Course Master record to fatal) and must be within the current fiscal year (20080701 to 20090630 for FY09).

For course master dates, the starting date of the school calendar period may be used for courses that span all the weeks of the calendar period even if the first day of the specific course is after the first day of the calendar period. For example, a course that meets on Tuesdays during a semester that starts on a Monday may use the Monday date in the Course Start Date Element even though the first class session was the next day. If, however, the Tuesday-only course had started a week later (8 days after the start of the semester), the actual start date would be used, since the course did not span all weeks of the semester.

☼ **Course Type Element**

Record Field Number	CN130
Definition	The type of instructional program.

Valid Options

Three character code beginning with a letter.

Reporting Instructions.

Preschool Course Types. Preschool itinerant services are no longer reported as courses; rather they are reported with a program code. Further information about reporting preschool itinerant services can be found in the program code section (Appendix E) or the *Preschool Units EMIS Staff Report* located on the EMIS website.

D08 Center-based class for preschool students with disabilities (special education)

P08 Center-based class for preschool students without disabilities (regular instruction)

Kindergarten Course Types. Beginning in FY07, Kindergarten attendance pattern began to be reported in the attendance pattern element on the Student Attendance Record. Therefore, Kindergarten course types should be reported the same as all other course types. For example, if it is regular instruction, an R00 would be reported. If it is special education a DXX is to be reported. If gifted, GXX is to be reported.

Regular Instruction Course Types for Grades 1-12

S01 Postsecondary enrollment option course

R00 Regular Instruction

Special Education Course Types for Grades K-12

D00 Interactive distance learning designed specifically to serve students with disabilities

D01 Special education (not to be used for preschool special education teachers)

D02 Home instruction (special education)

Educational Option Course Types. These include courses offered for credit and delivered through an educational option.

An interactive distance learning (course types "I00", "D00", "G00", and "V00") is instruction where the course is provided via interactive video with a teacher at a remote site. Students "meet" at a regularly scheduled time during the school day and the instruction method provides "real-time, face-to-

face” interaction among teacher and students on a regular basis via technology. The course is offered as a “regularly scheduled” course (offered to a group of students as part of the regular course offerings/programs) and the teacher plans and evaluates student progress and performance.

- I00 **Interactive Distance Learning (Regular Instruction)**
- D00 **Interactive Distance Learning – Special Education Instruction**
The course is designed specifically to serve students with disabilities.
- G00 **Interactive Distance Learning - Gifted**
The course is designed specifically to serve gifted students.
- V00 **Interactive Distance Learning - Career-Technical Education**
The course is designed specifically to serve career-technical students⁶.
- X01 **Correspondence Courses/On-Line Learning**
Instruction between a pupil and an instructor by mail or electronic media in accordance with local board policy. (Note: On-line learning differs from interactive distance learning as defined above.)
- X02 **Educational Travel**
An educational activity involving travel in accordance with local board policy under the direction of a person approved by the board and parent.
- X03 **Independent Study**
An educational activity involving advanced or in-depth work by an individual pupil under the direction of a certified member of the school staff in accordance with board policy.
- X04 **Other Educational Options**
An additional educational option not listed above that is provided by the school district, to meet specialized learning needs or interests unique to a target population, the district or a geographic region. All local options must meet the standards pertaining to parental approval, approval of an instructional plan, and the maximum units of credit that may be offered for graduation.

Gifted Course Types

- G00 **Interactive Distance Learning (Gifted Instruction)**
The course is designed specifically to serve gifted students.
- G03 **Gifted Education Delivered in a Gifted Self-Contained Classroom**
“Gifted self-contained classroom” refers to a class composed only of gifted students. It is mandatory that all courses, including those being taught to a self-contained class of gifted students, are reported separately. Each Course Master Record reported for this type of education is to be reported with the “G03” course type.
Gifted students receive all instruction for a particular course or subject area in a self contained classroom of gifted students. Gifted students are not enrolled in general education courses for these subject areas. These could be classes provided in a magnet school or provided in other educational settings. The Gifted Intervention Specialist who teaches the gifted course in this setting is considered the “teacher of record” and assigns the grades to the students.
- G04 **Gifted Education in the Arts Delivered by a Trained Arts Instructor**
Gifted students receive instruction or participate in activities directed by a teacher or visiting instructor trained in the arts areas of dance, visual arts, drama/theater, and/or music.

⁶ This course type does not qualify for weighted career-technical funding.

Career-Technical Education Course Types**V00 Interactive Distance Learning**

Instruction designed specifically to serve CTE students⁷

VT1 Tech Prep - Anchor, College Tech Prep

Establishes a class as Tech Prep. This course type defines the anchor class that will be used to determine Tech Prep program enrollment either as an independent class or for a set of connected classes. Tech Prep is a high school and college career path linked to business, industry and labor that ensures a specified seamless pathway from high school to college to careers meeting Ohio's technological employment needs.

Only those students in a State approved Tech Prep Program (reported as a VT1 Course Type) AND reported using the Tech Prep Program Code (305005) will be counted toward Tech Prep Enrollment. Districts may

- (a) enroll only Tech Prep Students or
- (b) enroll both career-technical and tech prep students.

In either case, districts must report all students identified as tech prep students by using the tech prep program code.

The VT1 course type should not be used for 9th and 10th grade portions of a pathway leading to a tech prep program (except for subject code 171815 Engineering Technologies – Emerging, 9th and 10th grade students may be reported as tech prep students (program code 305005)). A list of state approved tech prep programs can be found at the ODE career-technical website. For all VT1 enrollment exceptions, see a document entitled Career-Technical Education Programming and EMIS Reporting. This document can be located under Resources and Tools for EMIS as well as on the CTE section of ODE's website.

VV1 Anchor

Establishes a class as an anchor class. Anchor classes define the class that will be used to determine program enrollment either as an independent class or for a set of connected classes.

Use this code with all non-cooperative based programs (i.e., all students are not involved in paid work-site based instruction).

A teacher may teach more than one anchor class IF individual classes are taught with separate and generally unique student enrollment.

VV2 Anchor, Cooperative

Establishes a class as an anchor class. Anchor classes define the class that will be used to determine program enrollment either as an independent class or for a set of connected classes.

Use this code with cooperative programs only. Cooperative programs are those requiring all students to be involved in PAID work-site based instruction.

A teacher may teach more than one anchor class IF individual classes are taught with separate and generally unique student enrollment.

All VV2 classes MUST be connected with at least one VV3 class in the Career-Technical Education Correlated Class Record.

VV3 Career-Technical, Technical Related

Designates a class as a career-technical education course.

Use with all career-technical classes not identified as an anchor class (see VV1 or VV2 or VT1).

Must be connected with an anchor class (VV1 or VV2 or VT1) in the Career-Technical Education Correlated Class Records.

⁷ This course type does not qualify for career-technical weighted funding.

The course type is used for career field workforce development courses when part of a career field workforce development program and for academic courses when a part of a Career Based Intervention (CBI) program.

The course type is also used to designate GRADS (090194, 090193 or 090192) instructional support time.

VA1 Academic

Used to designate a class as a high school academic class that is integral to the career field workforce development program and which only enrolls students who are enrolled in a career field workforce development program (VV1 or VV2 or VT1).

With a few exceptions, this course type can be reported with most high school mathematics (11xxxx), science (13xxxx), English/language arts (05xxxx) and social studies (15xxxx) courses.

Below is a list of high school courses which should not have this course type reported as they do not qualify for funding. These courses are remedial/intervention in nature. These courses are to prepare students to retake test(s) or to take high school level courses.

- 050014 – Intervention English
- 050119 – Intervention Reading
- 111950 – Intervention Mathematics
- 110190 – Transition to High School Mathematics
- 132900 – Intervention Science
- 150400 – Intervention Social Studies

This course type is NOT TO BE USED for Career Based Intervention (CBI) academic courses.

For purposes of weighted career-technical funding, the length of scheduled instruction of these classes may not exceed 54% of a career field workforce development program.

V91 Career-Technical Contract Program

Used to designate a career-technical program that is contracted to a source outside the school district's realm (e.g., a proprietary school).⁷

Limited availability - must be approved.

V99 Other

A career-technical program that cannot be described within the preceding course types.⁷

Limited availability and must be approved.

International Baccalaureate Courses Types. These courses types are for use with subject codes based on the International Baccalaureate curriculum published by the International Baccalaureate Organization (www.ibo.org). As such, they should only be reported by schools approved by IBO.

See Appendix C for a full list of International Baccalaureate Subject Codes (32xxxx). The following course types may only be used with Subject Codes in the 32xxxx series.

IBS	Standard Level
IBH	Higher Level
IBA	AB INITO (Used only with IB Second Language Codes)

NEW**☀ CTE College Credit Element**

Record Field Number	CN300
Definition	Indicates if a career-technical course provides an opportunity for students to earn college credit.

Valid Options

- N No, the course is not a CTE College Credit Course (default)
 Y Yes, the course is a CTE College Credit Course

Reporting Instructions. This element is only reported with a non-default value for Career Technical courses that meet the definition of this element and some type of formal agreement exists between the district and the college that indicates the course is eligible for college credit (e.g., dual/concurrent enrollment, articulated credit, Career-Technical Credit Transfer (CT2)). The value in this element will be used in the calculation of one of the new performance measures for CTE programs related to courses that earn both high school and college credit.

NEW**☀ Curriculum Element**

Record Field Number	CN310
Definition	The curriculum source/model/program for a specific course.

Valid Options

- ** No Meaningful Value Being Reported At This Time (Default)**
IA International Baccalaureate AB INITO
IH International Baccalaureate Higher Level
IS International Baccalaureate Standard Level
OT Curriculum Not Specifically Covered By Another Option
PS Postsecondary Enrollment Options (PSEO)
VA Career Technical Education Applied Academic

Used to designate a class as a high school academic class that is integral to the career field workforce development program and which only enrolls students who are enrolled in a career field workforce development program (VC, VN, or VT).

With a few exceptions, this curriculum value can be reported with most high school mathematics (11xxxx), science (13xxxx), English/language arts (05xxxx) and social studies (15xxxx) courses.

Below is a list of high school courses which should not have this curriculum value reported as they do not qualify for funding. These courses are remedial/intervention in nature. These courses are to prepare students to retake test(s) or to take high school level courses.

- 050014 – Intervention English
- 050119 – Intervention Reading
- 111950 – Intervention Mathematics
- 110190 – Transition to High School Mathematics
- 132900 – Intervention Science
- 150400 – Intervention Social Studies

This curriculum value is NOT TO BE USED for Career Based Intervention (CBI) academic courses.

For purposes of weighted career-technical funding, the length of scheduled instruction of these classes may not exceed 54% of a career field workforce development program.

VC Career Technical Education Cooperative Program Anchor

Establishes a class as an anchor class. Anchor classes define the class that will be used to determine program enrollment either as an independent class or for a set of connected classes. Use this code with cooperative programs only. Cooperative programs are those requiring all students to be involved in PAID work-site based instruction. A teacher may teach more than one anchor class IF individual classes are taught with separate and generally unique student enrollment. All VC classes MUST be connected with at least one V3 class in the Career-Technical Education Correlated Class Record.

VN Career Technical Education Non-Cooperative Based Anchor

Establishes a class as an anchor class. Anchor classes define the class that will be used to determine program enrollment either as an independent class or for a set of connected classes. Use this code with all non-cooperative based programs (i.e., all students are not involved in paid work-site based instruction). A teacher may teach more than one anchor class if individual classes are taught with separate and generally unique student enrollment.

VO Career Technical Education Not Specifically Covered by Another CTE Option

Instruction designed specifically to serve CTE students. A career-technical program that cannot be described by one of the other Vx curriculum values. This course type does not qualify for career-technical weighted funding.

VT Career Technical Education Tech Prep Anchor

Establishes a class as Tech Prep. This curriculum value defines the anchor class that will be used to determine Tech Prep program enrollment either as an independent class or for a set of connected classes. Tech Prep is a high school and college career path linked to business, industry and labor that ensures a specified seamless pathway from high school to college to careers meeting Ohio's technological employment needs.

Only those students in a State approved Tech Prep Program (reported as a VT curriculum value) AND reported using the Tech Prep Program Code (305005) will be counted toward Tech Prep Enrollment. Districts may

- (a) enroll only Tech Prep Students or
- (b) enroll both career-technical and tech prep students.

In either case, districts must report all students identified as tech prep students by using the tech prep program code.

The VT curriculum value should not be used for 9th and 10th grade portions of a pathway leading to a tech prep program (except for subject code 171815 Engineering Technologies – Emerging, 9th and 10th grade students may be reported as tech prep students (program code 305005)). A list of state approved tech prep programs can be found at the ODE career-technical website. For all VT enrollment exceptions, see a document entitled Career-Technical Education Program-

ming and EMIS Reporting. This document can be located under Resources and Tools for EMIS as well as on the CTE section of ODE’s website.

V3 Career Technical Education Related/Correlated

Designates a class as a career-technical education course. Use with all career-technical classes not identified as an anchor class (see VC, VN or VT). Must be connected with an anchor class (VC, VN or VT) in the Career-Technical Education Correlated Class Records. The course type is used for career field workforce development courses when part of a career field workforce development program and for academic courses when a part of a Career Based Intervention (CBI) program. The curriculum value is also used to designate GRADS (090194, 090193, or 090192) instructional support time.

V9 Career Technical Education Contract Program

Used to designate a career-technical program that is contracted to a source outside the school district’s realm. Limited availability - must be approved.

Reporting Instructions. Districts may report the default value for all courses in FY09. See Reporting Course Master Records – Course Type Versus New Course Attributes earlier in this section for additional information on this new EMIS element.

International Baccalaureate Curriculum Values. These curriculum values are for use with subject codes based on the International Baccalaureate curriculum published by the International Baccalaureate Organization (www.ibo.org). As such, they should only be reported by schools approved by IBO.

See Appendix C for a full list of International Baccalaureate Subject Codes (32xxxx). The following course types may only be used with Subject Codes in the 32xxxx series.

- IS Standard Level
- IH Higher Level
- IA AB INITIO (Used only with IB Second Language Codes)



☀ Delivery Method Element

Record Field Number	CN320
Definition	Identifies the means by which instruction is provided/communicated to the student(s) in the course.

Valid Options

- ** **No meaningful value being reported at this time** (default)
- CC Correspondence Course**
Instruction between a pupil and an instructor by mail.
- ET Educational Travel**
An educational activity involving travel in accordance with local board policy under the direction of a person approved by the board and parent.
- FF Face To Face Classroom Instruction**
Instruction where the teacher and students are face to face in the same physical location.
- HI Home Instruction**
Instruction at a student’s residence delivered by a school staff member.
- ID Interactive Distance Learning**
Instruction where the course is provided via interactive video with a teacher at a remote site.
- IS Independent Study**

An educational activity involving advanced or in-depth work by an individual pupil under the direction of a certified member of the school staff.

OL Online

Instruction between a pupil and an instructor by electronic media other than interactive video.

OT Other Delivery Method Not Specifically Covered By Another Option

Reporting Instructions. Districts may report the default value for all courses in FY09. See Reporting Course Master Records – Course Type versus New Course Attributes earlier in this section for additional information on this new EMIS element.

 **Educational Option Element**


Record Field Number	CN330
Definition	Identifies the Educational Option status for a course per Ohio Administrative Code 3301-35-06 (G).

Valid Options

- ** No Meaningful Value Being Reported at This Time** (default)
NO Not an Educational Option Course
YS Course is an Educational Option Course

Reporting Instructions. Districts may report the default value for all courses in FY09. See Reporting Course Master Records – Course Type Versus New Course Attributes earlier in this section for additional information on this new EMIS element.

 **Employee ID Element**

Record Field Number	CN070
Definition	Unique code assigned to the staff member.

Valid Options

A valid nine-character code.

Reporting Instructions. Beginning with FY09, the individual reported as the teacher of record for a course must be reported with at least one Staff Employment Record with position code 230 (Teacher), 108 (Principal Assignment), or 109 (Superintendent Assignment) with the appropriate teaching assignment area. For course types X01 and X02, a position code of 202 (Counselor Assignment) may be reported as the teacher of record.

Contracted Teachers. If the resident/educating district is contracting with an ESC or another EMIS reporting entity for a teacher to teach a course, then the educating/resident district is required to report the State Staff ID of the teacher (employed by ESC/EMIS reporting entity) teaching the course.

Postsecondary Teachers. Resident districts must report all 9s in this element when reporting data about classes provided by postsecondary enrollment option courses.

With the exception of reporting Post Secondary Enrollment Option Courses, this element should never be reported as all 9's.

All Other Teachers. When reporting the Employee ID Element, report the local number assigned to the employee by the district. The same locally assigned number must be used for the Employee ID for the Staff Demographic Record (CI).

An ESC that is allocated a preschool special education teacher unit or awarded an Early Childhood Education Grant (formerly Public Preschool Grant) is responsible for reporting a Course Master Record with the ID of the preschool teacher reported in *Employee ID Element*.

The value in the Employee ID Element must be consistently reported as it is used to connect related records in Chapter 3 (Staff Employment, Staff Demographic, Contractor Staff Employment) and in Chapter 2 (Student Program).

Highly Qualified Teacher Element

Record Field Number	CN260
Definition	Describes how the person teaching the course meets the federal definition of a highly qualified teacher (HQT).

Valid Options

- I Not a core course OR course type is not evaluated for HQT.
- N Teacher does not meet the definition of Highly Qualified Teacher for this course
- 1 NTE/Praxis II – State Licensing Exam
- 2 Academic major or 30 hours in content area
- 3 Master’s Degree
- 5 Holds or has ever held an 8-year Professional Certificate
- 6 Permanent Certificate
- 7 National Board Certification
- 8 Expanded HQT Rubric
- 9 90 Completed and Approved Clock Hours of Professional Development approved by a Local Professional Development Committee (LPDC)

Reporting Instructions. This element is required to be reported for all teachers who teach core academic subjects. To report this information, you should utilize the Center for the Teaching Profession Highly Qualified Teacher Worksheet. This worksheet is available on ODE’s website. Districts are to report the first reason from this worksheet that indicates how the teacher meets the HQT definition for the particular course being reported.

Beginning in FY08, reporting of options 3 through 9 are restricted to certain situations. Details of when these options are valid for a specific teacher, grade, and subject area can be found in the HQT Toolkit from the Center for the Teaching Profession.

Core academic subjects (as specified by the No Child Left Behind Act of 2001, Reauthorization of Elementary and Secondary Education Act (ESEA), Public Law 107-110) include the following: English, reading, language arts, mathematics, science, civics and government, economics, arts (including music, visual arts, dance and drama), history, geography and foreign language.

A list of subject codes considered “core courses” is available in Appendix C of the EMIS Manual located on the EMIS website.

Noncore courses are not evaluated for HQT. Report option I whenever the course type is one of the following:

S01	Postsecondary enrollment option course
I00	Interactive Distance Learning (Regular Instruction)
D00	Interactive Distance Learning (special education)
D08	Center-based class for preschool children with disabilities (special education)
P08	Center-based class for preschool children (regular education)
G00	Interactive Distance Learning (Gifted Instruction)
X01	Correspondence Courses/On-Line Learning

NEW

Highly Qualified Teacher IRN Element

Record Field Number	CN270
Definition	IRN used to group courses for the calculation of the percent of core courses taught by highly qualified staff and the percent of core courses taught by properly certificated staff.

Valid Options

Six digit IRN
999999

Reporting Instructions. Beginning with FY09, this element will be used instead of the Location IRN (CN110) for the determination of where a course will count in HQT calculations. When populating this value for the first time in FY09, ODE recommends that districts copy the value from the Location IRN into this field as a default, as the situations where these elements will have different values are expected to be very small in number.

All *****'s should only be reported if the subject being taught is not a subject area for HQT (see Appendix C), or the course type being reported for the subject is a course type that is not evaluated for HQT.

Courses not evaluated for HQT have an "I" reported in the *Highly Qualified Teacher* element.

Rental or "Borrowed" Space. In the case where an EMIS reporting entity rents or "borrows" space from another organization (such as another district, ESC, or private entity) to house a course taught by its own staff, the EMIS reporting entity would report the IRN for one of its own buildings (or its district IRN) as the Highly Qualified Teacher (HQT) IRN on the course master.

For example, if a high school holds a course in a neighboring office complex, then the course master for this course would use the high school building's IRN as the HQT IRN. Likewise, if district A rents or borrows space in a building in district B for a course for A's students, then district A would report the course as taking place in one of their own buildings (this could include reporting the district's IRN as the HQT IRN).

Contracted Staff. The value of the HQT IRN for courses taught by the contracted staff member is dependent on the location of the course and the districts of students in that course.

If the contracted staff member is teaching the course in a building of the district reporting the course master, and if all the students in the course are from the reporting district, then the building or district IRN where the course takes place is used in the HQT IRN field on the course master. In this case, the *HQT IRN Teacher Element* and the *Location IRN Element* would be the same.

In all other cases, the IRN of the entity providing the contracted staff member is used in the HQT IRN field on the course master. These cases may result in the *HQT Teacher IRN Element* and *Location IRN Element* being different. This would include courses taught at the entity providing the contracted staff member and instruction provided by a contracted staff member to a classroom of students from more than one district. If, in the case of contracted staff, the entity providing the staff does not have an IRN, you may use 999999 in the HQT IRN field.

☀ **High School Credit Element**

Record Field Number	CN200
Definition	The amount of high school credit given for the course.

Valid Options

0.00 – 9.99

Reporting Instructions. Report for courses offered for high school credit, whether at the middle or high school level.

This is a three-digit field allowing for two decimal places. Report the amount of credit to be allowed for the given course, for example, 1.00 or 0.50.

☀ **Language Used in Teaching Course Element**

Record Field Number	CN220
Definition	The language(s) used by the teacher when presenting to students.

Valid Options

E English
 N Native language only
 B English & native language

Reporting Instructions. “Native language” refers to the native language of the student(s), not the teacher.

☀ **Length of Scheduled Instruction Element**

Record Field Number	CN100
Definition	Hours per year that a teacher spends in instruction for the course/subject.

Valid Options

0009 – 1260

Reporting Instructions. Calculate the number of hours per school year that the teacher instructs on the subject/course reported on this record.

A full year course (*Semester Code Element* of “3”) may not exceed 1260 hours. A course offered on a semester basis (*Semester Code Element* of “1” or “2”) may not exceed 630 hours.

Report the amount of time an elementary music, art, and/or PE teacher spends in a building.

The time scheduled in labs for non-career-technical courses such as chemistry should be included.

☀ **Local Classroom Code Element**

Record Field Number	CN060
Definition	The code used by the local school district that uniquely identifies a specific classroom (i.e., period and section) within a district.

Valid Options

Alphanumeric code

Reporting Instructions. A classroom is defined per teacher, period, and building for K-12 courses. The local classroom code is completely defined by the resident/educating district. A student scheduled into a teacher's class/course is to be reported with the same local classroom code on his/her Student Course Record as the local classroom code reported on his/her teacher's Course Master Record for that course.

If a coding system does not exist at a building or district, the resident/educating district is responsible for creating a code that uniquely identifies each classroom. A resident/educating district may create the local classroom code using any method. However, this code is only a unique identifier of specific classes within a district. When this information reaches ODE, it only differentiates one body (classroom) of students from another. ODE will not extract period, section, building, course, or teacher from this element. Such information is obtained from other elements reported on the Course Master Record.

The local classroom code must refer to the same class in the October (K), February (C), and Yearend (N) reporting periods.

If a classroom is eliminated during the year, then no other classroom can use this unique identifier for the Yearend (N) reporting period.

New local classroom codes may be reported during the February (C) and Yearend (N) reporting periods to identify classes added after the October (K) reporting period.

Local classroom codes can be changed for succeeding school years.

☀ **Location IRN Element**

Record Field Number	CN110
Definition	The IRN of building where the course is held.

Valid Options

Six-digit IRN

Reporting Instructions. In general the IRN of the physical location where the course is being held is to be reported. The following examples illustrate cases that may deviate from the general case.

Post-Secondary Courses. For a post-secondary course, report the IRN of the post-secondary institution that is giving credit for the course.

For information on Post-Secondary Institution IRNs, search for the institution in OEDS-R on the ODE website.

Joint Vocational School District Satellite Courses. For JVSD satellite course, the location IRN is used for funding purposes; therefore, when a JVSD reports a satellite course, the JVSD will always use

the location IRN corresponding to the location where the course is being held.

Rental or “Borrowed” Space. In the case where an EMIS reporting entity rents or “borrows” space from another organization (such as another district, ESC, or private entity) to house a course taught by its own staff, the EMIS reporting entity would use the IRN for one of its own buildings (or its district IRN) as the location IRN on the course master.

For example, if a high school holds a course in a neighboring office complex, then the course master for this course would use the high school building’s IRN as the location IRN. Likewise, if district A rents or borrows space in a building in district B for a course for A’s students, then district A would report the course as taking place in one of their own buildings (this could include the district’s IRN as a location IRN).

☼ **Program Builder Code Element**

Record Field Number	CN190
Definition	A code used by the school district that uniquely identifies a specific career-technical program (a coherent set of courses leading students to a career objective) within a district.

Valid Options

Valid fifteen-character code or blanks if does not apply.

Reporting Instructions. Reporting this element is optional and if reported is only for career-technical courses.

This element may be reported for building career-technical programs too complex for the correlated class record. The element combines multiple anchor classes together to form a career-technical program. It allows two or more classes and/or sets of correlated classes to be connected together into a career-technical program.

If a coding system does not exist at a building or district, the district will need to create a unique code that identifies each career-technical program. A district can create this unique code using any method. However, this code is only a unique identifier of a career-technical program within a district. This code, the unique identifier of a career-technical program, is required to refer to the same career-technical program in the October (K), February (C), and Yearend (N) reporting periods.

If a program builder code is eliminated during the year, then no other career-technical program can use this unique identifier for Yearend (N) reporting.

It is required that program builder codes created for the October (K) reporting period refer to the same career-technical program for the entire school year.

These codes may be changed for succeeding school years.

The program builder code is a set of alphanumeric characters that may be no longer than 15 characters in length. Do not report all zeros in the *Program Builder Element*. It will normally be put on the anchor classes (those classes designated with career-technical course types VV1, VV2, or VT1).

Example 10.**Program Builder Code**

If a district chooses to report *Program Builder Code Element* and the teacher teaches multiple single period career-technical Environmental and Agricultural classes (those classes with subject code 01XXXX), then the district reports the same code in the *Program Builder Code Element* on ALL the classes for the teacher.

☀ **Program Provider IRN Element**

Record Field Number	CN180
Definition	The district IRN of the entity in contract with the reporting school district.

Valid Options

Six-digit IRN

Reporting Instructions. When the resident/educating district is contracting with an EMIS reporting entity, e.g., ESC, for a staff member to teach this course, the IRN of the EMIS reporting entity must be reported in this element. If the resident/educating district is not contracting with another EMIS reporting entity, then this element should be left blank.

☀ **Semester Code Element**

Record Field Number	CN090
Definition	The length of time, in weeks or semesters, that the course is taught.

Valid Options

- 1 1st semester only
- 2 2nd semester only
- 3 All year
- 4 12 weeks
- 5 9 weeks
- 6 6 weeks
- 8 Other

☀ **Special Populations Element**

Record Field Number	CN240
Definition	Indicates if the special education course type (DXX) is structured to specifically instruct students with hearing and/or visual impairments.

Valid Options

- * Not applicable
- Y Yes. This course was structured to specifically serve students with hearing impairments or visual impairments.
- N No

Reporting Instructions. Report for both preschool special education courses and special education courses taught to school-age students.



☀ **Student Population Element**

Record Field Number	CN340
Definition	Identifies the attributes of the group of students for which the course is intended.

Valid Options

- ** No Meaningful Value Being Reported At This Time (Default)**
- DP Preschool Special Education Hearing/Visual**
Center-based course for preschool students with disabilities, structured to specifically instruct students with hearing and/or visual impairments.
- D8 Preschool Special Education**
Center-based course for preschool students with disabilities.
- GA Gifted Education In Arts Delivered By Trained Arts Instructor K-12**
Course specifically for students identified as gifted and related to the gifted identification arts areas of dance, visual arts, drama/theater, and/or music.
- GE Gifted Education K-12**
Course specifically for students identified as gifted and with a Gifted Intervention Specialist as the teacher of record.
- PR Preschool General Education**
Center-based course for preschool students without disabilities.
- RG Regular/General Students K-12**
No specific student attributes reflected in the other options for this element apply to the group of students intended to take this course.
- SE Special Education K-12**
Course specifically for students with disabilities.
- SP Special Education K-12 Hearing/Visual**
Course specifically for students with disabilities, structured to specifically instruct students with hearing and/or visual impairments.

Reporting Instructions. Districts may report the default value for all courses in FY09. See Reporting Course Master Records – Course Type versus New Course Attributes earlier in this section for additional information on this new EMIS element.

☀ **Subject Area for Credit Element**

Record Field Number	CN210
Definition	The subject for courses offered in which high school credit toward graduation is being applied, whether at middle school or high school level.

Valid Options

- ***** Not applicable – course does not qualify for high school credit toward graduation.
- BUS Business
- CTA Career-Technical
- ENG English
- FAR Fine Arts (including dance, drama, music and visual arts)
- FLR Foreign Language
- HEC Family and Consumer Sciences (non-career-technical)
- HTH Health
- MTH Mathematics

PHE	Physical Education
SOC	Social Studies
SCI	Science
TEC	Technology Education/Computer Science
ELE	Elective – Option reported for courses that are not aligned with the academic content standards and for which credit toward meeting legislated graduation requirements is awarded. These courses may be included in district programs and can be used toward elective graduation requirements based on local district determination.

☀ **Subject Code Element**

Record Field Number	CN050
Definition	The subject of the course being reported.

Valid Options

Valid six-character code

Reporting Instructions. A complete list of subject code options and descriptions is found in Appendix C.

There is no requirement that the subject codes used in student scheduling software be the same as the subject codes provided by Appendix C. However, a crosswalk should be available by the software vendors to map the district-defined codes to the codes in Appendix C before data submission to the designated ITCs.

If a course being offered at the district does not exactly match one of the options found in Appendix C, select the code that represents the subject definition most closely related to the course offered at the district. Not every subject title will fit precisely into the list found in Appendix C; therefore the best match should be used.

Academic subject codes that may be reported for career-technical instruction include mathematics, English/language arts, science and social studies. Courses must be integral to the workforce development career-technical program (excluding foundation courses), limited to courses enrolling workforce development students only, and in compliance with the state academic standards for the grade level.

In general, if a special education student is placed by the school district in an employment situation for high school credit, then this employment is required to be supervised by the work/study coordinator. The course code and the assignment areas must reflect this. If the staff member providing employment supervision as part of the course of study for the student with a disability condition is the special education classroom teacher, then report the “300010 – Career Exploration” option in the *Subject Code Element* and the “D01” option in the *Course Type Element*.

3.2.6 CAREER-TECHNICAL EDUCATION CORRELATED CLASS RECORD (CV)

General Guidelines

To form a career-technical program, the Career-Technical Education Correlated Class Record is used to indicate the relationship between a career-technical anchor (course types VV1, VV2 and VT1) and its

- Associated technical related class (course type VV3) for career field workforce development programs,
- Associated technical related class and/or academic class(es) (course type VV3) for Career Based Intervention, and
- Instructional support time (course type VV3) for GRADS.

One or more Correlated Class Records may be used for a career-technical anchor class. This file is comprised of local classroom codes.

All co-op classes (VV2 course type) MUST be correlated with a technical related class (VV3 course type).

Rules for Determining Anchor/Lab/Co-op, First and Second Academic or Technical Related Correlated Classes for the Career-Technical Education Correlated Class. The Career-Technical Correlated Class Record is used to form a career-technical program by associating the career-technical anchor class with its associated class(es).

Rules for the Anchor/Lab/Co-op Class of a career-technical Block.

- The Career-Technical Correlated Class Record must have an Anchor/Lab/Co-op local classroom code with a valid career-technical subject code and career-technical course type.
- The valid course types for the Anchor/Lab/Co-op local classroom code are VV1, VV2, and VT1.
- The valid Subject Codes for the Anchor/Lab/Co-op local classroom code are found in Appendix C of this guide under the following headings:

Anchor/Lab/Co-op Subject Codes (VV1, VV2 & VT1 Course Types ONLY)	Does not include subject codes
Environmental and Agricultural Systems (01xxxx)	010001 – Environmental and Agricultural Science
Arts and Communications (04xxxx)	040001 – Arts and Communication Foundation
Health Service Careers Education (07xxxx)	070001 – Foundation for Health Careers
Family and Consumer Sciences (Career-Technical) (09xxxx)	090001 – Human Resources/Services Foundation
(Includes GRADS – 090194, 090193, 090192)	090101 – Personal Development 090102 – Resource Management 090106 – Family Relations 090107 – Nutrition and Wellness 090108 – Parenting and Child Development 090111 – Life Planning 090112 – Life Planning w/Career Mentorship 090185 – Middle School Work & Family Life

Anchor/Lab/Co-op Subject Codes (VV1, VV2 & VT1 Course Types ONLY)	Does not include subject codes
Business and Administrative Services (14xxxx)	140001 – Business and Management Foundation 140200 – Business Information Technology
Manufacturing Technologies (17xxxx)	170002 – Manufacturing Foundations 170003 – Construction Foundations 170004 – Transportation Foundations 172809 – Fundamentals of Public Safety
Career Based Intervention (252525)	NA
Vocational Job Training Coordinating (990371)	NA

Workforce Development Programs – Rules for the Technical Related Correlated Classes of a Career Field Workforce Development Block.

- The *Technical Related Correlated Local Classroom Code Elements* must be career-technical Course Type VV3.
- The related correlated local classroom code subject code must be a valid career-technical subject code for the VV3 course type. The CTE Secondary Workforce Development Program Matrix (career-technical and Adult Education Website on ODE) lists workforce development subject codes that are valid as VV3 course type.
- All students enrolled in a correlated technical related class (VV3 course type) must also be enrolled in an approved and funded career field workforce development anchor class (VV1, VV2 or VT1).

Career Based Intervention (CBI) (252525 subject code) – Rules for the First and Second Academic or CBI Related Correlated Classes of a Career-Technical CBI Block.

- The related correlated local classroom code subject code may be a related CBI class (252525 subject code), a valid CBI academic subject code or a valid mathematics, science, English/language arts or social studies subject code. The related correlated class must be course type VV3.
- CBI teachers can instruct ONLY academic subjects in which they are age- and subject-appropriate certificated/licensed (e.g., an elementary certificate (K-8) permits the CBI teacher to teach any academic to 7th -8th grade CBI students only).
- Only CBI technical related or academic VV3 courses taught by one CBI teacher can be correlated. CBI technical related or academic VV3 courses taught by different CBI teachers cannot be correlated.
- All students enrolled in correlated technical related and academic VV3 courses must also be enrolled in that teacher’s approved and funded CBI anchor class (VV1 or VV2).

Graduation, Reality and Dual-role Skills (GRADS) (subject codes 090194, 090193, and 090102) – Rules for the Instructional Support Time Correlated Class of a Career-Technical GRADS Program Block.

- The correlated local classroom codes subject code must be career-technical Course Type VV3.
- The correlated local classroom codes subject code must be 090194, 090193, or 090192.
- A GRADS teacher must have one (1) Instructional Support Time (Course Type VV3) correlated with one (1) GRADS class taught by that GRADS teacher.
- Students must NOT be enrolled in the Instructional Support Time.

Career-Technical Education Correlated Class Record Data Elements. The following portion of this section discusses each of the data elements within the Career-Technical Education Correlated Class Record data. The elements are organized alphabetically.

☀ **Anchor/Lab/Co-op Local Classroom Code Element**

Record Field Number	CV060
Definition	The Anchor/Lab/Co-op local classroom code found on the Course Master Record.

Valid Options

Alphanumeric code

Reporting Instructions. Report the local classroom code of the career-technical anchor course (course type VV1, VV2, or VT1) in the first column on the State Software EMIS screen EMSVEP (labeled “Anchor/Lab/Coop LCC”).

☀ **First Correlated Academic or Technical Related Local Classroom Code Element**

Record Field Number	CV070
Definition	The Technical Related local classroom code (or academic local classroom code for Career-Based Intervention; or Instructional Support Time local classroom code for GRADS) from the Course Master Record of the first correlated class.

Valid Options

Alphanumeric code Local district classroom code

Reporting Instructions. Report the local classroom code of the related course (course type VV3) in second column on the State Software EMIS screen EMSVEP (labeled “First Corr. Academic or Tech. Related LCC”).

☀ **Second Correlated Academic or Technical Related Element**

Record Field Number	CV080
Definition	The Technical Related local classroom code (or academic local classroom code for Career Based Intervention; or Instructional Support Time local classroom code for GRADS) from the Course Master Record of the second correlated class.

Valid Options

Alphanumeric code Local district classroom code

Reporting Instructions. Report local classroom code of related course (course type VV3) in the third column on the State Software EMIS screen EMSVEP (labeled “Second Corr. Academic or Tech. Related LCC”).

NEW

3.2.7 MAPPED LOCAL CLASSROOM CODE RECORD (CM)

General Guidelines

The Mapped Local Classroom Code Record allows a district to map (combine) the students from a specific class into another class. Mapping means combining (merging) students from two or more classes in EMIS to look like a single class. The students that are reported in the “Mapped From Local Classroom Code” (CM050) will be mapped (moved) to the “Mapped To Local Classroom Code” (CM060) and for EMIS reporting will no longer exist in the “Mapped From Local Classroom Code”.

In order to map classes together both classes must have the same values in the following elements:

- *Subject Code* (CN050)
- *Course Type* (CN130)
- *Employee Id* (CN070)

For more specific information related to mapping Career Technical classes please refer to the CTE Programming and EMIS Reporting documentation on the ODE website.

Types of Mapping. There are two types of mapping which can be accomplished using the “mapping” process.

- 1.) Mapping two classes from the same semester
- 2.) Mapping first and second semester classes together

The “mapping” process will automatically determine which type of mapping is being performed based upon the semester code of both classes. When mapping classes together from the same semester only *Semester Code* of “1 – 1st semester only” or “2 – 2nd semester only” should be used.

Mapping Two Classes From the Same Semester. This type of mapping is used to combine two classes from the same semester (*Semester Code* of “1” or “2”) which should be reported as one class. For example, juniors and seniors were scheduled separately for a class which is truly one class (taught by the same teacher during the same period), the classes should be reported as a single class.

Any two classes may be mapped in this manner provided they have the same teacher, subject code and course type. If a student is enrolled in both classes then the student is only included once in the combined class.

Mapping First and Second Semester Classes Together. This form of mapping may be used when a school district schedules a year long class in two parts (a first and a second semester class). For Vocational Education some of these classes are required to be reported as a single all year class.

A first and a second semester class may be mapped together for reporting to ODE. When this occurs the mapping process will automatically combine the classes and convert the class into an “All Year” class. The length of scheduled instruction from both classes will be added together and used for the “All Year” class. Students which are enrolled in both the first and second semester classes will only be included once in the combined class.

Combinations. It is possible to do combinations of the above mappings with a set of classes. For instance, it may be necessary to combine two first semester classes into one class, also combine two second semester classes into one class, and then mapped the combined classes into a single all year class. The mapping process can handle virtually any type or combination of mapping. The only restriction is a

class can only appear once as a “From” class. However, a class can appear multiple times in the “To” field, and a class that has been mapped into can also be mapped to another class.

Mapped Local Classroom Code Record Data Elements. The following portion of this section discusses each of the data elements within the Mapped Local Classroom Code Record data. The elements are organized alphabetically.

☀ **Mapped From Local Classroom Code**

Record Field Number	CM050
Definition	The Local Classroom Code of the class that the students should be mapped (moved) from.

Valid Options

Alphanumeric code

Reporting Instructions. Report the Local Classroom Code (CN060) of the class that the students should be mapped (moved) from. Each student that is reported in the “From” local classroom code will be removed from this class and moved into the “To” local classroom code.

☀ **Mapped To Local Classroom Code**

Record Field Number	CM060
Definition	The Local Classroom Code of the class that the students should be mapped (moved) into.

Valid Options

Alphanumeric code

Reporting Instructions. Report the Local Classroom Code (CN060) of the class that the students should be mapped (moved) into. Each student that is reported in the “From” local classroom code will be mapped into this class. If a student is reported in both the “From” class and the “To” class that student will only be in the “To” class once.

If a Local Classroom Code has been entered into the “From” element in this record or any other record it can not be entered in this element. Multiple classes can be mapped into one class, therefore, the same local classroom code can be reported multiple times in this element.