

FY 2009 ODE EMIS MANUAL

Chapter 5: Rules for School District Data Formatting



Version 1.0
September 8, 2008

CHAPTER 5 REVISION HISTORY

Version	Change	Description
0.1	516	Added GE140 Outcome Beginning Date Element
0.1	516	Added GE150 Outcome End Date Element
0.1	517	Added new IEP Test Type Element & options (GE160)
0.1	519	Updated valid options in GE120 (IE13-IE72)
0.1	521	Added CN300 CTE College Credit
0.1	526	GU060 Added options 400, 420, 440, 460, 480, 500, 540, 560 & 580
0.1	530	Added “40FA” and deleted “40EA” from GY760 CTE Technical Assessment Code
0.1	534	Added CI280 and CI290, Master Teacher elements
0.1	534	Added DF380 Building Level Master Teacher Eligibility Count
0.1	534	Added DQ260 District Level Master Teacher Eligibility Count
0.1	537	Changed title of How Received (formerly Student Status) option F on FS180
0.1	538	Added new Student Standing (FS) Record
0.1	544	Removed second and third occurrences of CK220 Assignment Area
0.1	545	Added CN310, CN320, CN330, and CN340 new course attribute elements
0.1	546	Added Preschool Fund Source options to FS180
0.1	553	Added CN280 and CN290 Course dates
0.1	553	Added GN160 and GN170 Course Enrollment dates
0.1	553	Added GQ100 and GQ110 Program Enrollment dates
0.1	553	Added new Student Attributes-Effective Date (FD) Record
0.1	553	Added new Student Attributes-No Date (FN) Record
0.1	553	Deleted elements from Student Demographic (GI) Record that were moved to new record types
0.1	553	Removed Student Attendance (GK) Record
0.1	558	Deleted GI320 Special Ed Exit Date
0.1	561	Updated valid options in GE120 (ET01 – ET16).
0.1	567	Added “K” to Reporting Period options for Student Transfer Course (GC) Record
0.1	569	FD130 deleted option 11 and added option 16
0.1	570	Added CN270 Highly Qualified Teacher IRN
0.1	571	Added GE170 Secondary Planning Element
0.1	574	Added FD200 Immigrant Status Element
0.1	575	GA215 Deleted NLP, NRE, NRP & MOV options
0.1	575	GA235 Added options J and K
0.1	575	GB215 Deleted NRE, NBD, NLP & MOV options
0.1	575	GB235 Added options J and L
0.1	575	GF215 Added (regular) to STR Option, deleted options NRE & MOV.
0.1	575	GF235 Added option J
0.1	575	GM215, Deleted MOV option
0.1	575	GM235 Added option J
0.1	575	GO215 Deleted NRP, NBD, NLP, MOV, & NRE options
0.1	575	GO235 Added options J, K, & L

Version	Change	Description
0.1	575	GS215 Deleted MOV Option
0.1	575	GS235 Added option J
0.1	575	GX215 Deleted NRE, NRP, NRF, NRL, MOV & NLP options
0.1	575	GX235 Added options J & K
0.1	576	Added FD190 Foreign Exchange Status Element
0.1	579	Added CK310 Special Education FTE Element
0.1	Many	Updated EMIS Identifying Fields by Record
0.1	Many	Updated Record Format Indicator for any records with new elements
0.2		Corrected filler typo under Student Course (GN) Record. Changed filler to reflect 140 replacing 194 that was there.
0.2	519	Condensed IETR and RETR Outcome IDs for GE120.
0.2	538	Updated option list for How Received (FS180) and Sent Reason (FS200)
0.2	544/550	Modified the CK280 options to reflect the 230 Position Code.
0.2	571	Added Options to Secondary Planning Element (GE170)
0.2	593	Deleted Proficiency and replaced with Graduation-Only Test Record in the EMIS Identifying Fields reporting instructions.
0.2	595	Added TETR Outcome ID to GE120.
0.2	602	Deleted Course Status Element (GN090).
1.0	530	Updated several options for GY760 CTE Technical Assessment Code
1.0	545	Added options to Curriculum Element (CN310), Delivery Method Element (CN320), Educational Option Element (CN330), and Student Population Element (CN340).
1.0	546	Updated name of option E for FS180, How Received element
1.0	553	Removed December as a valid reporting period for the Student Attributes- No Date record (FN)
1.0	565	E-Tech Code placeholder removed from Course Master (CN).
1.0	581	Deleted Schedules J, K, L M, N, and S. Added Schedule of Capital Assets
1.0	586	Added new record Building General Information – Fall/October Feeder School Element (DF390).
1.0	595	Added TETR option to GE100 Date Type element
1.0	598	Added Student Graduate – Core Summary Record (GC) placeholder and identifying fields information
1.0	604	Added new records Building General Information – Financial (DM) and District General Information – Financial (DD). Deleted DB060, DB070 & DB080 from Building General Information - Yearend record. Deleted DR720 from District General Information - Yearend record.
1.0	610	Added new record Mapped Local Classroom Code (CM)
1.0	611	Deleted options R,N,O, & D from Position Status Element (CK070) and modified option C.
1.0	620	Changed name of CI270 from Ohio Credential ID to State Staff ID
1.0	624	Changed Required Test Type Element name to Score Not Reported Element for the following: GX235, GB235, GT235, GA235, GO235, GS235, GM235, GF235.

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5.1 GENERAL DATA CHARACTERISTICS

FILE DESCRIPTIONS

This chapter presents the file descriptions for each of the EMIS records to be transferred to the designated Information Technology Center sites. Each file description includes:

- the data elements,
- their characteristics,
- field number,
- position in the file,
- field size, and
- most field values.

Also included are file descriptions which can be used for field validation.

These file descriptions will be used by individuals responsible for formatting the school district data. Persons responsible for this task may be a vendor, district personnel, designated data acquisition site staff, or the Ohio Department of Education staff involved in the creation or use of the EMIS data.

Picture Clause Symbols

Symbol	Meaning
X	Alphanumeric field
A	Alphabetic field
9	Numeric field
V	Indicates position of assumed decimal point; used only in numeric fields, does not count toward data item size.
S	Operational sign. Used only in numeric fields. All signed number fields must use a trailing separate character.

FORMATTING RULES AND NOTES

Unless otherwise stated, **alphanumeric fields** must be left justified and filled with trailing spaces.

Numeric fields must be right justified and filled with leading zeroes.

All signed numeric fields must contain a trailing separate sign character. The sign character immediately follows the numeric digits. The sign character must be either a “+” or “-” (ASCII values 44 and 46 respectively). For example, the picture S9(9)V99(s) represents 11 numeric digits followed by a sign field. This field would have a total size of 12 bytes.

For **date fields**, CCYYMMDD represents the required format for the date. For example, the value for May 2, 2006, is 20060502.

For **time fields** (shown as HHMM or HHMMMP) enter the hours, minutes and “A” for A.M. or “P” for P.M. For example, 8:00 in the morning is entered as 0800A; 6:00 in the evening is 0600P.

A field format of Y/N indicates that the field is entered as either “Y” or “N.”

Areas defined as “**Filler**” are blank areas to pad records to an appropriate size. These areas should be left blank (filled with spaces) and are reserved for use in the future.

Employee Name format (element on the Staff-Demographics file): Last name and appendage (if any) followed by a comma (,); then first and middle name or initial. Maiden name may also be specified in place of the middle name. The following are examples of valid formats for this element:

- Smith, John E
- Smith Sr., Mark A
- Jones, Susan

LEAVING FIELDS UNSPECIFIED

A record may have some fields unspecified. The software used at the data collection site will be capable of ignoring certain fields. If a field is filled entirely with commercial at-signs (@), the field will be ignored and will not be loaded into the district's EMIS database.

This might be useful if the software system producing the record does not contain sufficient information to complete the entire record. In this case, the software system producing the detail record should fill all unknown fields with "@".

Note. This does not imply that the data is optional. The fields will be provided from another source.

For example, a student attendance system may not contain information about in-school suspensions that is contained in a student discipline tracking system. The attendance system could produce a detail EMIS attendance record with the attendance and absence fields completed and the In-school Suspension field filled with at-signs (@). The discipline tracking system would likewise produce a record with in-school suspension fields completed and attendance fields filled with at-signs.

When these two files are loaded into the designated data acquisition site's computer system, the fields containing at-signs will be ignored. Records with matching key values will be merged into a single record.

To work properly, the "key" fields for each record type must be properly specified. The "key" fields are ones that can be used to uniquely identify each record. These fields are identified in the table below. For example, the State Student ID (SSID) must not contain at-signs. Furthermore, the key fields from the various systems producing EMIS files must use the same values to identify records. In the above example, the attendance system and discipline tracking system must use matching State Student IDs (SSID) to identify students.

EMIS IDENTIFYING FIELDS

The following table contains fields for each record type that are considered "key" fields. Key fields are those that can be used to uniquely identify each record. These fields are the minimum numbers of fields that must be specified for the record to be considered valid. Student software packages that use @ as a common protocol to indicate further use of a field should not use @ in any key field. Identifying fields cannot contain at-signs (@).

Note. The tables referred to above, does not imply that the data are optional for EMIS reporting. It is expected that the data will be supplied from another source.

The State Student ID (SSID) is required in the Student Standing Record and Student Graduate - Core Summary Record for all students and in the student Graduation-Only Record for any student who completed high school courses after June 30, 2003. All other student ID's are those supplied by the local

student management software and will be replaced with the State Student ID (SSID) during the aggregation process at the Information Technology Center Site. In the file layouts these other State Student IDs (SSID) are called EMIS Student IDs. This element is the district-determined number used by districts for student tracking.

For student, staff and financial records, the first 31, 31 and 35 positions respectively of each record are always required. The elements listed in the table below are in addition to the preliminary parts of each record.

Terms Used

Sort Type identifies the record type, i.e., CI (Staff Demo), CK (Staff Job), GQ (Student Program), GG (Gifted), etc. It is 2 characters in length. The sort type is critical and basically determines which type of data is on the record. The EMIS loading programs will use this to determine which file the records are to be loaded. For example, a GI record will be loaded into the Student Demographic Record and the GI record layout is assumed for all of the fields being loaded.

The **record format indicator** is what is used to distinguish between versions of the file layouts. Every time a new field is added to the specific layout the record format indicator should be advanced to the next letter. This is how the State Software Development Team loading programs maintain a backwards compatibility with earlier file layouts.

EMIS Identifying Fields by Record

Table 1. Batch Header and Trailer

Record Name	Record	Required Fields	Number
Batch Header and Trailer Record		All fields required	

Table 2. Student Records

Record Name	Record	Required Fields	Number
Student Demographic Record	GI	EMIS Student ID	GI050
Student Standing Record	FS	EMIS Student ID Effective Start Date	FS050 FS060
Student Attributes-Effective Date Record	FD	EMIS Student ID Effective Start Date	FD050 FD060
Student Attributes-No Date Record	FN	EMIS Student ID	FN050
Student Proficiency Testing Record	GT	EMIS Student ID Test Grade level Subject Type	GT050 GT200 GT205
Graduation ONLY Record	GP	EMIS Student ID	GP050
Student Achievement Testing Record	GA	EMIS Student ID Test Grade level Subject Type Test Date	GA050 GA200 GA205 GA210
Student OGT Testing Record	GX	EMIS Student ID Test Grade level Subject Type Test Date	GX050 GX200 GX205 GX210
CTE Student Testing Record	GY	EMIS Student ID	GY050

Record Name	Record	Required Fields	Number
Kindergarten Readiness Assessment Record	GO	EMIS Student ID Subject Type Test Date	GO050 GO205 GO210
Preschool Assessment Record	GB	EMIS Student ID Test Grade level Test Date	GB050 GB200 GB210
Ohio Test of English Language Acquisition Record	GF	EMIS Student ID Test Date	GF050 GF210
Preschool ASQ/SE Assessment Record	GS	EMIS Student ID Test Level Test Date	GS050 GS200 GS210
Preschool ECO Assessment Record	GM	EMIS Student ID Assessment Area Test Date	GM050 GM200 GM210
Student Course Record	GN	EMIS Student ID Local Classroom Code	GN050 GN080
Student Program Record	GQ	EMIS Student ID Program Code	GQ050 GQ060
Student Discipline Record	GD	Date of Discipline Type of Discipline Sequence Number	GD060 GD070 GD085
Student Gifted Record	GG	EMIS Student ID	GG050
Student CTE Industry Assessment Record	GU	EMIS Student ID CTE Industry Assessment Code	GU050 GU060
CTE Workforce Development Follow-up Record	GV	EMIS Student ID	GV050
Student Special Education Record	GE	EMIS Student ID Date Type Date	GE055 GE100 GE110
Student Graduate - Core Summary Record	GC	State Student ID Additional Fields TBD	GC050

Table 3. Staff Records

Record Name	Record	Required Fields	Number
Staff Demographic Record	CI	Employee ID	CI050
Staff Employment Record	CK	Employee ID Position Code Local Contract Code	CK050 CK060 CK250
Contractor Staff Employment Record	CJ	Employee ID Position Code Contracting District IRN Local Contract Code	CJ050 CJ060 CJ070 CJ090
Contractor Only Staff Record	CC	Federal Tax ID Position Code Local Contract Code Position Fund Source Element	CC050 CC070 CC080 CC130
Mapped Local Classroom Code Record	CM	Mapped From Local Classroom Code	CM050

Record Name	Record	Required Fields	Number
		Mapped To Local Classroom Code	CM060
Staff Course Master Record	CN	Local Classroom Code	CN060
Staff CTE Correlated Class Record	CV	Local Classroom Code	CV060
		First Correlated Classroom	CV070
		Second Correlated Classroom	CV080

Table 4. Building/District Records

Record Name	Record	Required Fields	Number
District General Information Fall/October Record	DQ	District IRN	DQ040
Building General Information Fall/October Record	DF	Building IRN	DF050
District General Information - Yearend Record	DR	District IRN	DR040
Building General Information - Yearend Record	DB	Building IRN	DB050
Building General Information - February Record	DH	Building IRN	DH050
District Testing - Yearend Record	DT	Grade Level Administered	DT050
		Local Assessment Number	DT060
Building General Information - Financial Record	DM	Building IRN	DM050
District General Information - Financial Record	DD	District IRN	DD040

Table 5. Financial Records

Record Name	Record	Required Fields	Number
Cash Record		Cash Receipts Fund	QC110
		Special Cost Center	QC120
Expenditure Record		Fund	QC110
		Special Cost Center	QC120
		Function	QC130
		Object	QC140
		Subject	QC150
		Operational Unit	QC160
		Instructional Level	QC170
Receipt Record		Job	QC180
		Fund	QC110
		Special Cost Center	QC120
		Receipt	QC310
		Subject	QC150
Operational Unit Description		Operational Unit	QC160
Exhibit 1		(None beyond position 35)	
Schedule of Federal Assistance Summary		(None beyond position 35)	
Schedule of Federal Assistance Detail		CFDA Number	QC780
Statement R (header)		(None beyond position 35)	
Statement R (description)		(None beyond position 35)	
Five-Year Forecast		Category/Line Number	QF050
Five-Year Forecast Notes		Line Number	QN050
Schedule of Capital Assets		Capital Assets Code	QC971

Note. While these are key fields, they may contain blanks. This is to identify the record layout. Changes causing a modification to the structure of an existing element or the addition of a new element will result in the creation of a new record format indicator.

5.1.1 BATCH HEADER & TRAILER RECORDS

Each file (batch) that is transmitted to a designated Information Technology Center must contain a Header and a Trailer Record. These records assist the Information Technology Center in validating the reporting district and batch of records.

Batch Header Record - Sort Type "H" (space H)

Number	Position	Name	PIC/Size
H001	1-7	Record Number	PIC 9(7)
H005	8	Record Status	PIC X
		A - Add/Update	
H010	9-10	Sort Type	PIC X(2)
		"H" Header Record (space followed by H)	
H015	11	Record Format Indicator	PIC X
		"G" to indicate Format G	
H020	12-15	Fiscal Year, e.g., 2009 (CCYY)	PIC X(4)
H030	16	Reporting Period	PIC X
		A - All	
H040	17-22	District IRN	PIC X(6)
H050	23-30	File Date (The date that this batch of records was prepared, formatted as CCYYMMDD)	PIC 9(8)
H060	31-36	File Time (The time that this batch of records was prepared, formatted as HHMMSS)	PIC 9(6)
	37-56	Filler (reserved by ODE)	PIC X(20)
	57-96	User/Vendor Defined Area (Optional) This area may be used by the producer of the file to include other information about the file. This field should contain only printable characters.	PIC X(40)
	97-300	Filler	PIC X(204)

Note. The filler size at the end of the record depends on the record size of the records included in the batch. The size of the Header Record must match the size of the records being reported in the batch.

Batch Trailer Record - Sort Type "T" (space T)

Number	Position	Name	PIC/Size
T001	1-7	Record Number	PIC 9(7)
T005	8	Record Status	PIC X
		A-Add/Update	
T010	9-10	Sort Type	PIC X(2)
		"T" Header Record (space followed by T)	
T015	11	Record Format Indicator	PIC X
		"G" to indicate Format G	
T020	12-15	Fiscal Year, e.g., 2009 (CCYY)	PIC X(4)
T030	16	Reporting Period	PIC X
		A-All	
T040	17-22	District IRN	PIC X(6)
T050	23-30	File Date (The date that this batch of records was prepared, formatted as CCYYMMDD)	PIC 9(8)

Number	Position	Name	PIC/Size
T060	31-36	File Time (The time that this batch of records was prepared, formatted to HHMMSS)	PIC 9(6)
T070	37-43	Record Count (The number of records in this batch including the Header and Trailer Records.)	PIC 9(7)
T080	44-50	Checksum of record numbers (This field should contain an arithmetic total of all the record numbers (position 1-7) in this batch, including the Header and Trailer Records. Truncated on left to 7 digits.)	PIC 9(7)
T090	51-56	Checksum of IRNs	PIC 9(6)
		This field should contain an arithmetic total of all IRNs in positions 17-22 from each record in this file, including Header and Trailer Records. IRNs in positions other than 17-22 should not be included. Truncated on left to 6 digits.	
	57-96	User/Vendor Defined Area (Optional) This area may be used by the producer of the file to include other information about the file. This field should contain only printable characters. Note that the value of this field does not have to match that of the Header Record.	PIC X(40)
	97-300	Filler	PIC X(204)

Note. The filler size at the end of the record depends on the size of the records included in the batch. The size of the Trailer Record must match the size of the records being reported in the batch.

5.2 STUDENT RECORDS

5.2.1 STUDENT DEMOGRAPHIC RECORD (GI)

One record should be reported per student for each district for each reporting period.

With the exception of GI320 (Special Education Exit Date), all elements first marked as filler for FY09 have been moved to one of the new student record types (FD, FN, or FS) or appear on one of the new record types in a modified form (e.g., FS180, How Received, is a modified version of GI120, Student Status). Special Education Exit Date is no longer collected, as it will be derived from the Special Education Event Records for a student.

Number	Position	Name	PIC/Size
GI001	1-7	Record Number	PIC 9(7)
GI005	8	Record Status	PIC X
		A - Add/Update	
GI010	9-10	Sort Type	PIC X(2)
		Always "GI"	
GI015	11	Record Format Indicator	PIC X
		"K" to indicate Format K	
GI020	12-15	Fiscal Year, e.g., 2009 (CCYY)	PIC X(4)
GI030	16	Reporting Period	PIC X
		K - October M - December C - February N - Yearend	
GI040	17-22	Building IRN	PIC X(6)
GI050	23-31	EMIS Student ID Number	PIC X(9)
GI070	32-39	Date of Birth (CCYYMMDD)	PIC 9(8)
GI080	40	Gender	PIC X
		M - Male F - Female	
GI090	41	Racial/Ethnic Group	PIC X
		W - White (non-Hispanic) B - Black (non-Hispanic) H - Hispanic A - Asian or Pacific Islander I - American Indian or Alaskan Native M - Multiracial	
	42-61	Filler (GI100, GI120, GI130, GI140, GI150, GI160, GI170, GI190, GI230, GI240)	PIC X(20)
	62-64	Filler	PIC X(3)
GI270	65-67	Native Language	PIC X(3)
		ENG - (default)- English ALB - Albanian AMH - Amharic ARA - Arabic CAM - Cambodian CAN - Cantonese CRE - Creole (French)	

Number	Position	Name	PIC/Size
		GER - German HMG - Hmong JPN - Japanese KOR - Korean LAO - Laotian NAV - Navajo PTG - Portuguese ROM - Romanian RUS - Russian SBC - Serbo Croat SOM - Somali SPN - Spanish TAG - Tagalog TRI - Trigriyan UKR - Ukrainian VTM - Vietnamese OTH - Other	
	68	Filler	PIC X
	69-85	Filler (GI310, GI320)	PIC X(17)
GI330	86-115	First Name (Optional)	PIC X(30)
GI340	116-145	Middle Name (Optional)	PIC X(30)
GI350	146-175	Last Name (Optional)	PIC X(30)
GI360	176-205	Student Birth Place City (Optional)	PIC X(30)
	206-207	Filler (GI370)	PIC X(2)
	208-212	Filler	PIC X (5)
	213	Filler (GI430)	PIC X
	214-224	Filler	PIC X(11)
	225-238	Filler (GI480, GI490, GI500, GI510, GI520, GI530, GI540, GI550, GI560)	PIC X(14)
	239-300	Filler	PIC X (62)

5.2.2 STUDENT STANDING RECORD (FS)

This is a new record type for FY09; however, some elements on this record were transferred from the GI or GK record. Elements and options directly transferred without changes are not highlighted in the table below (Word manual version only – PDF version will not show any highlighting). Changes may have been made to the reporting instructions for these elements. See Chapter 2 for details.

Number	Position	Name	PIC/Size
FS001	1-7	Record Number	PIC 9(7)
FS005	8	Record Status	PIC X
		A - Add/Update	
FS010	9-10	Sort Type	PIC X(2)
		Always "FS"	
FS015	11	Record Format Indicator	PIC X
		"K" to indicate Format K	
FS020	12-15	Fiscal Year, e.g., 2009 (CCYY)	PIC X(4)
FS030	16	Reporting Period	PIC X
		K - October M - December C - February N - Yearend	
FS040	17-22	District IRN	PIC X(6)
FS050	23-31	EMIS Student ID Number	PIC X(9)
FS060	32-39	Effective Start Date	PIC 9(8)
FS070	40-47	Admission Date CCYYMMDD	PIC 9(8)
FS080	48	Student Admission Reason	PIC X
		1 - Student transferred from Home School in Ohio. 2 - Student transferred from out of state/out of country. 3 - Student transferred from a nonpublic school in Ohio. 4 - Student enrolling for first time in Ohio public school/community school because of age (Preschool/Kindergarten). 5 - Not enrolled in an Ohio public district or community school since 2003 for a reason other than listed above. 6 - Transferred from another Ohio public district / community school. 7 - Not newly enrolled in this school district.	
FS090	49-56	Effective End Date	PIC 9(8)
FS100	57-58	Withdrawal Reason	PIC X(2)
		** - Not applicable (did not withdraw/was not truant) 36 - Withdrew from Preschool Preschool student has withdrawn from the preschool program (for any reason). 37 - Withdrew from Kindergarten 40 - Transferred to another School District Outside of Ohio (transcript request on file) 41 - Transferred to another Ohio School District – local, exempted village or city (transcript request on file) 42 - Transferred to a private school (transcript request on file) use for Ed Choice Students 43 - Transferred to home schooling (superintendent's approval on file)	

Number	Position	Name	PIC/Size
		45 - Transferred by Court Order/Adjudication (If Court has designated a public district other than yours as district responsible for paying for the education) 46 - Transferred out of the United States 47 - Withdrew pursuant to Yoder vs. Wisconsin 48 - Expelled 51 - Verified Medical Reasons (doctor's authorization on file) 52 - Death 71 - Withdrew due to truancy/nonattendance 72 - Pursued employment/work permit (Superintendent's approval on file) 73 - Over 18 years of age 74 - Moved: not known to be continuing 75 - Student completed course requirements but did NOT pass the appropriate statewide assessments required for graduation. 99 - Completed high school graduation requirements – student completed course requirements and passed the appropriate statewide assessments required for graduation.	
FS110	59-67	State Student ID (SSID)	PIC X(9)
FS120	68-70	Student Percent of Time	PIC 9(3)
FS130	71	Tuition Type	PIC X
		D - Direct pay tuition student N - Non-tuition student (default) T - Tuition student	
FS140	72	District Relationship	PIC X
		1 - The student is receiving instruction, in whole or in part, from the reporting district 2 - The student is receiving services but no instruction from the reporting district 3 - The student is receiving neither services nor instruction from the reporting district but the reporting district has an obligation to submit data on the student in EMIS	
FS150	73-78	Legal District of Residence	PIC X(6)
FS160	79-84	Attending Building IRN	PIC X(6)
FS170	85-90	Assigned Building Area IRN	PIC X(6)
FS180	91	How Received	PIC X
		* - Not applicable 2 - In-state, non-resident, career-technical contract student 3 - In-state, non-resident, non-tuition, non-contract student 6 - In-state student attending nonpublic school 7 - Non-resident student residing with grandparent 8 - Non-resident student in his/her senior year 9 - Non-resident, Open Enrollment student: inter-district A - Non-resident student - parent is a district employee B - Non-resident student attending a special education program C - Foster placed student or court placed student with relative E - Preschool ECE Early Childhood Education Grant F - Student receiving career assessment services only G - Preschool Federal Head Start	

Number	Position	Name	PIC/Size
		I - Student receiving non-instructional, supplementary or related services J - Preschool Early Learning Initiative (ELI) M - Student attending community school N - Preschool Instruction via other funding P - Court-placed students, excluding foster care S - Superintendent agreement T - Students placed in institutions, non-court ordered U - Students attending state supported schools OSB or OSD) V - Preschool, Evaluated Only, Found Ineligible W - Non-resident – attending under Title I public school choice X - Direct enrollment at JVSD Y - Placed in DYS	
FS190	92-97	How Received IRN	PIC X(6)
FS200	98-99	Sent Reason 1	PIC X(2)
		64- Attending another district per ORC 3313.64 (includes superintendent agreement, students following parent, residing with grandparent, senior attending, etc.) AU - Autism Scholarship Program participant CI- All court-ordered institutional placements other than foster care CS - Cleveland Scholarship and Tutoring Program participant CT- Contract Career-Technical Education participant ES - Education Service Center preschool program participant FC- Foster placement or court placed with a relative FP- Departments of Youth Services or Rehabilitation and Corrections facility placement JV- Joint Vocational School District program participant MR - MRDD program participant NA - Not sent to another district (default) NI - Non court-ordered or foster care institutional placement NP - Non-public school placement at district expense OE - Attending another district via open enrollment OS - State school (OSB or OSD) program participant PI- Proprietary institution program participant PP - Pilot Program Participant PS - Post-Secondary Enrollment Options program participant SE - Attending another district for special education T1 - Title I public school choice participant TS - Attending another district as a tuition student	
FS210	100-105	Sent To IRN 1	PIC X(6)
FS220	106-108	Sent To Percent of Time 1	PIC 9(3)
FS230	109-110	Sent Reason 2	PIC X(2)
		Same options as Sent Reason 1 above	
FS240	111-116	Sent To IRN 2	PIC X(6)
FS250	117-119	Sent To Percent of Time 2	PIC 9(3)
FS260	120-122	October Count Week Attendance Days	PIC 9V99
FS270	123-125	October Count Week Excused Absence Days	PIC 9V99

Number	Position	Name	PIC/Size
FS280	126-128	October Count Week Unexcused Absence Days	PIC 9V99
FS290	129-131	February Count Week Attendance Days	PIC 9V99
FS300	132-134	February Count Week Excused Absence Days	PIC 9V99
FS310	135-137	February Count Week Unexcused Absence Days	PIC 9V99
FS320	138-142	School Year Attendance Days	PIC 999V99
FS330	143-147	School Year Excused Absence Days	PIC 999V99
FS340	148-152	School Year Unexcused Absence Days	PIC 999V99
	153-300	Filler	PIC X(148)

5.2.3 STUDENT ATTRIBUTES – EFFECTIVE DATE RECORD (FD)

This is a new record type for FY09; however, some elements on this record were transferred from the GI or GK record. Elements and options directly transferred without changes are not highlighted in the table below (Word manual version only – PDF version will not show any highlighting). Changes may have been made to the reporting instructions for these elements. See Chapter 2 for details.

Number	Position	Name	PIC/Size
FD001	1-7	Record Number	PIC 9(7)
FD005	8	Record Status	PIC X
		A - Add/Update	
FD010	9-10	Sort Type	PIC X(2)
		Always “FD”	
FD015	11	Record Format Indicator	PIC X
		“K” to indicate Format K	
FD020	12-15	Fiscal Year, e.g., 2009 (CCYY)	PIC X(4)
FD030	16	Reporting Period	PIC X
		K - October M - December C - February N - Yearend	
FD040	17-22	District IRN	PIC X(6)
FD050	23-31	EMIS Student ID Number	PIC X(9)
FD060	32-39	Effective Start Date	PIC 9(8)
FD070	40-47	Effective End Date	PIC 9(8)
FD080	48-49	Grade Level	PIC X(2)
		UG - No grade level IN - Infant/Toddler (Ages 0-2) PS - Preschool (Ages 3-5) KG - Kindergarten 01/12 - First through twelfth grade 13 - Enrolled, completed course requirements but has not passed graduation test 23 - Student who has been identified as having a disability condition, who has completed graduation requirements and elects to remain for further training, is under age 22, and has not graduated.	
FD090	50-51	State Equivalent Grade Level	PIC X(2)
		** - Not applicable IN - Infant/Toddler (Ages 0-2) PS - preschool (Ages 3-5) KG - Kindergarten 01/12 - First through twelfth grade 13 - Enrolled, completed course requirements but did not pass proficiency 23 - Student is under age 22, has a disability, has completed graduation requirements, and has not yet received a diploma.	
FD100	52-53	Attendance Pattern	PIC X(2)
		FE – Full Day, Every Day FO – Full Day, Every Other Day HE – Half Day, Every Day	

Number	Position	Name	PIC/Size
		HO – Half Day, Every Other Day AS – Alternative Schedule NA – Not Applicable	
FD110	54	Disadvantagement	PIC X
		* - Not applicable 1 - Economic disadvantagement 2 - Academic disadvantagement (CTE students only) 3 - Both Economic and Academic disadvantagement (CTE students only)	
FD120	55	Preschool Poverty Level	PIC X
		A – 0-100% B – 101-125% C – 126-150% D – 151-175% E – 176-185% F – 186-200% G – 200+ N – Not a preschool student P – Parent Income Level not requested or provided.	
FD130	56-57	Disability Condition	PIC X(2)
		** - Not applicable 01 - Multiple Disabilities (other than Deaf-Blind) 02 - Deaf-Blindness 03 - Deafness (Hearing Impairments) 04 - Visual Impairments 05 - Speech and Language Impairments 06 - Orthopedic Impairments 08 - Emotional Disturbance (SBH) 09 - Cognitive Disabilities 10 - Specific Learning Disabilities 12 - Autism 13 - Traumatic Brain Injury (TBI) 14 - Other Health Impaired (Major) 15 - Other Health Impaired (Minor) 16 - Developmental Delay	
FD140	58	Student being served by 504 Plan (Y/N)	PIC X
FD150	59	Homeless Status	PIC X
		* - Not applicable A - Homeless Shelter B - Unsheltered C - Doubled-up F - Abandoned I - Hotel/Motel J - Other U - Unknown	
FD160	60	Homeless Unaccompanied Youth	PIC X
		* - Not applicable N - No Y - Yes	

Number	Position	Name	PIC/Size
FD170	61	Limited English Proficiency	PIC X
		<p>N – No, the student is not of Limited English Proficiency</p> <p>Y – Yes, Limited English Proficient student who has been enrolled in U.S. schools for more than 180 school days</p> <p style="text-align: center;">OR</p> <p>Previously exempted from taking the spring administration of either of the State’s English language Arts assessments (reading or writing).</p> <p>L – LEP – Enrolled in U.S. Schools for First Time A recently arrived Limited English Proficient student who has been enrolled in US schools for no more than 180 school days</p> <p style="text-align: center;">AND</p> <p>Not previously exempted from taking the spring administration of either of the State’s English language Arts assessments (reading or writing).</p> <p>M – LEP – Trial-Mainstream, the student is of Limited English Proficiency and in his/her trial-mainstream period.</p>	
FD180	62	Migrant Status (Y/N)	PIC X
FD190	63	Foreign Exchange Student Graduation Plan	PIC X
		<p>* - Not applicable (Student is not a foreign exchange student)</p> <p>L - Foreign exchange student plans to graduate in Ohio but leave the United States after graduation</p> <p>N - Foreign exchange student does not plan to graduate in Ohio</p> <p>S - Foreign exchange student plans to graduate in Ohio and stay in the United States after graduation</p>	
FD200	64	Immigrant Status (Y/N)	PIC X
	65-300	Filler	PIC X (236)

5.2.4 STUDENT ATTRIBUTES – NO DATE RECORD (FN)

This is a new record type for FY09; however, all elements on this record were transferred from the GI or GK record and therefore are not highlighted in the table below (Word manual version only – PDF version will not show any highlighting). Changes may have been made to the reporting instructions for these elements. See Chapter 2 for details.

Number	Position	Name	PIC/Size
FN001	1-7	Record Number	PIC 9(7)
FN005	8	Record Status	PIC X
		A - Add/Update	
FN010	9-10	Sort Type	PIC X(2)
		Always "FN"	
FN015	11	Record Format Indicator	PIC X
		"K" to indicate Format K	
FN020	12-15	Fiscal Year, e.g., 2009 (CCYY)	PIC X(4)
FN030	16	Reporting Period	PIC X
		K - October C - February N - Yearend	
FN040	17-22	District IRN	PIC X(6)
FN050	23-31	EMIS Student ID Number	PIC X(9)
FN060	32	Non-Attending Reason	PIC X
		* - Not applicable 1 - Personal illness 2 - Illness in the family 3 - Quarantine of home 4 - Death of relative 6 - Observance of religious holiday 7 - Superintendent's judgment 8 - Medical or Dental Appointment 9 - College Visitation	
FN070	33	Retained Status	PIC X
		* - Student was not retained in the previous school year 1 - Student was retained at end of the previous school year, and is still retained 2 - Student was retained at the end of the previous school year, but advanced because of successful completion of summer school 3 - Student was retained at the end of the previous school year, but advanced at parent's request. 4 - Student was retained at the end of the previous school year, but advanced for a reason other than completion of summer school or parent's request	
FN080	34-35	Grade Level, Next Year	PIC X(2)
		** - Not applicable UG - No grade level IN - Infant/Toddler (Ages 0-2) PS - preschool (Ages 3-5) KG - Kindergarten 01/12 - First through twelfth grade	

Number	Position	Name	PIC/Size
		13 - Enrolled, completed course requirements but did not pass proficiency 23 - Student with disability condition who has completed graduation requirements and elects to remain for further training GR - Student will complete educational requirements DR - Student has dropped out, is not enrolled in the district, and not known to be enrolled anywhere	
FN090	36-43	Diploma Date	PIC 9(8)
		00000000 - Not applicable CCYYMMDD Date	
FN100	44	Diploma Type	PIC X
		* - Not Applicable 1 - Regular Diploma 2 - Diploma with Honors	
FN110	45-48	Fiscal year student began 9th grade	PIC 9(4)
		0000 - Not applicable CCYY - Fiscal year	
FN120	49	OGT Graduation Alternative	PIC 9
		0 - Not used 1 - Used for one test not yet passed	
FN130	50-53	Graduation Credit Units (9-12)	PIC 99V99
FN140	54-59	Accountability IRN	PIC X(6)
FN150	60	Acceleration-Writing	PIC 9
FN160	61	Acceleration-Reading	PIC 9
FN170	62	Acceleration-Mathematics	PIC 9
FN180	63	Acceleration-Social Studies	PIC 9
FN190	64	Acceleration-Science	PIC 9
FN200	65-66	Corporal Punishment	PIC 9(2)
FN210	67-72	Limited English Proficient Reclassification Date	PIC X(6)
		000000 – Not Applicable CCYYMM – Date	
FN220	73-78	Majority of Attendance IRN	PIC X(6)
	79-300	Filler	PIC X(222)

~~5.2.5 STUDENT ATTENDANCE RECORD (GK)~~

The Student Attendance Record (GK) is no longer reported to ODE. All elements on this record, with the exception of GK230 (Withdrawal Date), have been moved to one of the new student records (FD, FN, or FS) or appear on one of the new record types in a modified form (e.g., FS200 and FS230, Sent Reason, is a modified version of GK305, Attending/Home District IRN Indicator). Withdrawal Date is no longer collected as a specific element. It is now derived based on the Effective End Date and Withdrawal Reason reported on the new FS record.

5.2.6 STUDENT COURSE RECORD (GN)

There can be multiple records for one student if a student has four or more subjects.

Number	Position	Name	PIC/Size
GN001	1-7	Record Number	PIC 9(7)
GN005	8	Record Status	PIC X
		A-Add/Update	
GN010	9-10	Sort Type	PIC X(2)
		Always GN	
GN015	11	Record Format Indicator	PIC X
		“J” to indicate Format J	
GN020	12-15	Fiscal Year, e.g., 2009 (CCYY)	PIC X(4)
GN030	16	Reporting Period	PIC X
		K – October C - February N - Yearend	
GN040	17-22	District IRN	PIC X(6)
GN050	23-31	EMIS Student ID Number	PIC X(9)
	32-160	Subject Information (OCCURS 3 TIMES)	
GN080		Local Classroom Code	PIC X(20)
GN150		High School Credit Earned	PIC X
		Y – The student received credit for the course as reported on the course master N – The student did not receive credit for the course P – The student received the credit as reported in the Partial/Override Credit Element	
GN130		CTE Concentrator (Y/N)	PIC X
		N - No (Default) Y - Yes	
		Filler (GN140)	PIC X
GN152		Partial /Override Credit	PIC 9V99
GN160		Course Enrollment Start Date CCYYMMDD	PIC 9(8)
GN170		Course Enrollment End Date CCYYMMDD	PIC 9(8)
	161-300	Filler	PIC X(140)

5.2.7 STUDENT PROGRAM RECORD (GQ)

This record should be reported for any student receiving programs and services listed in Appendix E.

The Employee ID field is required for students reported with the following.

- 305003 Career Assessment program code
- 206xxx series of Gifted program codes
- 220100 Preschool Itinerant Services

In addition, if a district contracts with an EMIS reporting entity, such as an ESC, to provide any services or programs to students, the IRN of the entity providing the service should be reported in the Program Provider IRN element.

Please refer to Chapter 2 and Appendix A for more detailed reporting instructions.

Number	Position	Name	PIC/Size
GQ001	1-7	Record Number	PIC 9(7)
GQ005	8	Record Status	PIC X
		A-Add/Update	
GQ010	9-10	Sort Type	PIC X(2)
		Always "GQ"	
GQ015	11	Record Format Indicator	PIC X
		"K" to indicate Format K	
GQ020	12-15	Fiscal Year, e.g., 2009 (CCYY)	PIC X(4)
GQ030	16	Reporting Period	PIC X
		K - October M - December C - February N - Yearend	
GQ040	17-22	Building IRN	PIC X(6)
GQ050	23-31	EMIS Student ID Number	PIC X(9)
GQ060	32-37	Program Code (See Appendix E)	PIC X(6)
GQ070	38-46	Employee ID	PIC X(9)
	47-52	Filler	PIC X(6)
GQ090	53-58	Program Provider IRN	PIC X(6)
GQ100	59-66	Program Enrollment Start Date CCYYMMDD	PIC 9(8)
GQ110	67-74	Program Enrollment End Date CCYYMMDD	PIC 9(8)
	75-300	Filler	PIC X(226)

5.2.8 OHIO NINTH-GRADE PROFICIENCY TESTING RECORD (GT)

Please refer to Chapter 2 for more detailed reporting instructions.

Number	Position	Name	PIC/Size
GT001	1-7	Record Number	PIC 9(7)
GT005	8	Record Status	PIC X
		A-Add/Update	
GT010	9-10	Sort Type	PIC X(2)
		Always "GT"	
GT015	11	Record Format Indicator	PIC X
		"H" to indicate Format H	
GT020	12-15	Fiscal Year, e.g., 2009 (CCYY)	PIC X(4)
GT030	16	Reporting Period	PIC X
		N – Yearend	
GT040	17-22	Building IRN	PIC X(6)
GT050	23-31	EMIS Student ID Number	PIC X(9)
GT200	32-33	Test Grade Level	PIC 9(2)
		09 – 9th Grade Proficiency Test	
GT205	34	Subject	PIC X
		R - Reading W - Writing M - Mathematics C - Social Studies/Citizenship S - Science	
GT210	35-40	Test Date (CCYYMM)	PIC X(6)
GT215	41-43	Required Test Type	PIC X(3)
		STR - Standard (regular) ALT - Alternate Assessment (IEP-based alternate assessment) as required by IEP NRP - Not required in this district due to part-time student status, home school, nonpublic school NRF - Not required (all tests) – foreign exchange student – student does not plan to receive high school diploma in Ohio NRL - Not required (Citizenship test only) – foreign exchange student plans to leave country (United States) after graduation. MOV - Student moved in or out of district before test administered	
GT220	44-45	Grade Level of Student at Time of Test	PIC X(2)
		08, 09, 10, 11, 12, 13, and 23	
GT225	46-47	Type of Accommodation	PIC X(2)
		** - Not Applicable No Y1 - Yes, 504 Y2 - Yes, IEP	
GT230	48-50	Scaled Score	PIC X(3)
		Standard Test Format *** Student did not take the test 0-499 Scaled Score is reported for students who took the standard format test	

Number	Position	Name	PIC/Size
		INV May be assigned to students who have taken the test, but for whose test was for good cause, invalidated by the Ohio Department of Education or the school district <u>Alternate Assessment</u> *** Student did not take the test AAA Exceptional Progress BBB Expected Progress CCC Adequate Progress DDD Limited Progress	
GT235	51	Score Not Reported	PIC X
		* – Not Applicable A – Medical B – Parent Refusal C – Student Refusal D – Suspension/Expulsion E – Truancy F – Other	
	52-54	Filler	PIC X(3)
GT245	55-56	Attempt	PIC 9(2)
GT250	57	Test Required for Graduation	PIC X
		(Reported for students for whom the 9th grade proficiency test is still required for graduation.) * – Not Applicable N – No Y – Yes	
	58-59	Filler	PIC XX
GT280	60-65	Building IRN - Spring Test Administration	PIC X(6)
	66-300	Filler	PIC X(235)

5.2.9 GRADUATION-ONLY TEST RECORD (GP)

Report one record per individual student. Use only for students who have completed graduation requirements, are **no longer enrolled** in the district, and have been granted a diploma by the reporting district.

Number	Position	Name	PIC/Size
GP001	1-7	Record Number	PIC 9(7)
GP005	8	Record Status	PIC X
		A-Add/Update	
GP010	9-10	Sort Type	PIC X(2)
		Always "GP"	
GP015	11	Record Format Indicator	PIC X
		"G" to indicate Format G	
GP020	12-15	Fiscal Year, e.g., 2009 (CCYY)	PIC X(4)
GP030	16	Reporting Period	PIC X
		N - Yearend	
GP040	17-22	IRN of Building giving test	PIC X(6)
GP050	23-31	EMIS Student ID Number	PIC X(9)
GP060	32-73	Student Name (optional)	PIC X(42)
		Format: Last Name Appendage, First Middle/Maiden, or Initial	
GP070	74	Gender	PIC X
GP080	75	Racial/Ethnic Group	PIC X
GP090	76-81	Courses Completed Date (CCYYMM)	PIC 9(6)
GP100	82-87	Courses Completed IRN (Where student completed course requirements)	PIC X(6)
GP110	88	Reading Test Score	PIC X
GP120	89	Writing Test Score	PIC X
GP130	90	Mathematics Test Score	PIC X
GP140	91	Social Studies/Citizenship Test Score	PIC X
GP150	92	Science Test Score	PIC X
GP160	93-100	Diploma Date (CCYYMMDD)	PIC 9(8)
GP170	101-103	Reading Scaled Score	PIC X(3)
GP180	104-106	Writing Scaled Score	PIC X(3)
GP190	107-109	Mathematics Scaled Score	PIC X(3)
GP200	110-112	Social Studies/Citizenship Scaled Score	PIC X(3)
GP210	113-115	Science Score	PIC X(3)
GP220	116-124	State Student ID (SSID) (Required for student who completed high school courses after June 30, 2003)	PIC X(9)
	125-300	Filler	PIC X(176)
		Graduation-ONLY Test Score (VALID OPTIONS):	
		2 - Passed, OPT 3 - Excused from consequences 5 - Passed, OGT 6 - Met OGT graduation alternative criteria	
		Racial/Ethnic Group (VALID OPTIONS): W - White (Non-Hispanic) B - Black (Non-Hispanic) H - Hispanic A - Asian or Pacific Islander I - American Indian or Alaskan Native	

Number	Position	Name	PIC/Size
		M - Multiracial	
		Gender (VALID OPTIONS): M - Male F - Female	

5.2.10 STUDENT ACHIEVEMENT TEST RECORD (GA)

Please refer to Chapter 2 for more detailed reporting instructions.

Number	Position	Name	PIC/Size
GA001	1-7	Record Number	PIC 9(7)
GA005	8	Record Status	PIC X
		A - Add/Update	
GA010	9-10	Sort Type	PIC X(2)
		Always "GA"	
GA015	11	Record Format Indicator	PIC X
		"H" to indicate Format H	
GA020	12-15	Fiscal Year, e.g., 2009 (CCYY)	PIC X(4)
GA030	16	Reporting Period	PIC X
		N - Yearend	
GA040	17-22	Building IRN	PIC X(6)
GA050	23-31	EMIS Student ID Number	PIC X(9)
GA200	32-33	Test Grade Level	PIC X(2)
		03 – 3rd Grade Achievement Test 04 – 4th Grade Achievement Test 05 – 5th Grade Achievement Test 06 – 6th Grade Achievement Test 07 – 7th Grade Achievement Test 08 – 8th Grade Achievement Test	
GA205	34	Subject Type	PIC X
		R - Reading (3rd, 4th, 5th, 6th, 7th, and 8th grade only) W - Writing (4th and 7th grade) M - Mathematics (3rd, 4th, 5th, 6th, 7th, and 8th Grade only) S - Science (5th and 8th grades) C - Social Studies (5th and 8th grades)	
GA210	35-40	Test Date (CCYYMM)	PIC X(6)
GA215	41-43	Required Test Type	PIC X(3)
		STR – Standard (regular) ALT – Alternate Assessment (IEP based or Standards-based alternate assessment) as required by IEP	
GA220	44-45	Grade Level of Student at time of Test	PIC X(2)
		KG 01 02 03 04 05 06 07 08	
GA225	46-47	Type of Accommodation	PIC X(2)

Number	Position	Name	PIC/Size
		** - Not Applicable NO - No Y1 - Yes, 504 Y2 - Yes, IEP Y3 - Yes, LEP (Only valid during March administration.) Y4 - Yes, Accelerated	
GA230	48-50	Scaled Score	PIC X(3)
		*** – Not Applicable INV – Invalidated Test 0-999 – Scaled Test Score – Regular Test	
GA235	51	Score Not Reported	PIC X
		* – Not Applicable A – Medical B – Parent Refusal C – Student Refusal D – Suspension/Expulsion E – Truancy F – Other J – Student moved in or out of district before test administered K – Not required in this district due to part-time student status, home school, nonpublic school N – Accelerated Student, No Subject Test at Accelerated Grade P – Due to Timing of Alternate Assessment Determination	
GA240	52-54	Raw Score	PIC X(3)
		*** – Not Applicable INV – Invalidated Test NSA – Non-scorable Assessment 0-99.9 – Raw Test Score (Decimal Point is assumed and should not actually appear in field)	
	55-56	Filler	PIC XX
GA280	57-62	Building IRN - Spring Test Administration	PIC X(6)
	63-300	Filler	PIC X(238)

5.2.11 STUDENT OHIO GRADUATION TEST (OGT) RECORD (GX)

The reporting district(s) must submit a separate OGT record per student, per test date, per test subject.

When submitting previous year test results, use current year values for:

- Record Format Indicator (GX015)
- Fiscal Year (GX020)

Please refer to Chapter 2 for more detailed reporting instructions.

Number	Position	Name	PIC/Size
GX001	1-7	Record Number	PIC 9(7)
GX005	8	Record Status	PIC X
		A-Add/Update	
GX010	9-10	Sort Type	PIC X(2)
		Always "GX"	
GX015	11	Record Format Indicator	PIC X
		"H" to indicate Format H	
GX020	12-15	Fiscal Year, e.g., 2009 (CCYY)	PIC X(4)
GX030	16	Reporting Period	PIC X
		K - October N - Yearend	
GX040	17-22	Building IRN	PIC X(6)
GX050	23-31	EMIS Student ID Number	PIC X(9)
GX200	32-33	Test Grade Level	PIC X(2)
		10th – Tenth Grade	
GX205	34	Subject	PIC X
		R - Reading W - Writing M - Mathematics C - Social Studies/Citizenship S - Science	
GX210	35-40	Test Date (CCYYMM)	PIC X(6)
GX215	41-43	Required Test Type	PIC X(3)
		STR – Standard (regular) ALT – Alternate Assessment (IEP-based or Standards-based alternate assessment) as required by IEP	
GX220	44-45	Grade Level of Student at time of test	PIC X(2)
		10 - Tenth Grade 11 - Eleventh Grade 12 - Twelfth Grade 13 - Enrolled, completed course requirements but has not passed graduation test	
GX225	46-47	Type of Accommodation	PIC X(2)
		** - Not Applicable NO - No Y1 - Yes, 504 Y2 - Yes, IEP Y3 - Yes, LEP	

Number	Position	Name	PIC/Size
GX230	48-50	Scaled Score	PIC X(3)
		*** - Not Applicable INV - Invalidated Test 0-999 - Scaled Test Score - Regular Test	
GX235	51	Score Not Reported	PIC X
		* - Not Applicable A - Medical B - Parent Refusal C - Student Refusal D - Suspension/Expulsion E - Truancy F - Other J - Student moved in or out of district before test administered K - Not required in this district due to part-time student status, home school, nonpublic school P - Due to Timing of Alternate Assessment Determination	
GX240	52-54	Raw Score (Must be used for all standards-based alternate assessments)	PIC X(3)
		*** – Not Applicable INV – Invalidated Test NSA – Non-scorable Assessment 0-99.9 – Raw Test Score (Decimal Point is assumed and should not actually appear in field)	
	55-56	Filler	PIC 9(2)
GX250	57	Test Required for Graduation	PIC X
		* - Not Applicable N - No Y - Yes	
	58-59	Filler	PIC XX
GX280	60-65	Building IRN - Spring Test Administration	PIC X(6)
	66-300	Filler	PIC X(235)

5.2.12 CTE STUDENT ASSESSMENT RECORD (GY)

Report one record per student for those students who took the CTE Technical Assessment Test or the Career Paths for the Teaching Profession Portfolio Assessment. This record should be reported by the district that employs the CTE Workforce Development instructor.

Number	Position	Name	PIC/Size
GY001	1-7	Record Number	PIC 9(7)
GY005	8	Record Status	PIC X
		A - Add/Update	
GY010	9-10	Sort Type	PIC X(2)
		Always "GY"	
GY015	11	Record Format Indicator	PIC X
		"H" to indicate Format H	
GY020	12-15	Fiscal Year, e.g., 2009 (CCYY)	PIC X(4)
GY030	16	Reporting Period	PIC X
		N - Yearend	
GY040	17-22	Building IRN	PIC X(6)
GY050	23-31	EMIS Student ID Number	PIC X(9)
GY760	32-35	CTE Technical Assessment Code	PIC X(4)
		**** – CTE not required 01EA – Accounting 02MA – Administrative Office Technology 02EA – Administrative Office Technology 03DA – Agricultural Production core 03DB – Agricultural Production core and Beef and Sheep Production 03DC – Agricultural Production core and Dairy Production 03DD – Agricultural Production core and Poultry Production 03DE – Agricultural Production core and Swine Production 05DA – Agricultural/Industrial mechanical Technician 07EA – Heating, Ventilation, Air-Conditioning and Refrigeration 08DA – Animal Management Technician 09EA – Auto Collision Technician 10DA – Auto Mechanics 12EA – Building and Property Maintenance 13EA – Business Administration and Management 15MA – Carpentry 15EA – Carpentry 16FA – Early Childhood Education and Care, (new test version) 18MA – Visual Communications 18EA – Visual Communications Art 19DA – Commercial Photography 23MA – Dental Assistant 23EA – Dental Assistant 24EA – Diesel Mechanics 25HA – Diversified Health Occupation, (new test Version) 26MA – Drafting 26EA – Drafting 27MB – Electrical Trades 27EA – Electrical Trades	

Number	Position	Name	PIC/Size
		28MA – Electronics 28EA – Electronics 30FA – Entertainment Marketing, (new test Version) 34EA – Food Management, Production and Service 36MA – Marketing Technology 36EA – Marketing Technology 38MA – Graphic Communications 38EA – Graphic Communications 39DA – Natural Resources and Forest Industry Worker 39DB – Natural Resources and Resource Conservation 40FA – Hospitality 41DA – Travel and Tourism Marketing 42EA – Industrial Maintenance 43FA – Criminal Justice, (new test version) 44EA – Precision Machine Technologies 45DA – Masonry 46DA – Meat Processor 47FA – Medical Assistant, (new test version) 53DA – Horticulture core and Floriculture and Greenhouse Worker 53DB – Horticulture core and Turf and Landscape Worker 53DC – Horticulture core and Nursery and Garden Worker 56DA – Power Equipment Technology 59EA – Welding 80MB – Core Information Technology 81MB – Information Support and Services 82MB – Network Systems 83MB – Programming and Software Development 84MB – Interactive Media	
GY770	36-38	CTE Technical Assessment Score *** - Not Applicable 000-100 Score	PIC X(3)
Industry Credential			
	39-51	Filler (GY780, GY800 & GY810)	PIC X(13)
GY890	52-53	Career Paths for Teaching Profession Portfolio Score (subject code 090011 only) Valid Score: 00-98 ** – Student not required to take the portfolio assessment NP – Required to take the portfolio assessment, no portfolio completed	PIC XX
	54-300	Filler	PIC X(247)

5.2.13 STUDENT KINDERGARTEN READINESS ASSESSMENT – LITERACY RECORD (GO)

See Chapter 2 for detailed reporting instructions.

Number	Position	Name	PIC/Size
GO001	1-7	Record Number	PIC 9(7)
GO005	8	Record Status	PIC X
		A-Add/Update	
GO010	9-10	Sort Type	PIC X(2)
		Always “GO”	
GO015	11	Record Format Indicator	PIC X
		“H” to indicate Format H	
GO020	12-15	Fiscal Year, e.g., 2009 (CCYY)	PIC X(4)
GO030	16	Reporting Period	PIC X
		K - October	
GO040	17-22	Building IRN	PIC X(6)
GO050	23-31	EMIS Student ID Number	PIC X(9)
	32-33	Filler (GO200)	PIC X(2)
GO205	34	Subject	PIC X
		R - Reading	
GO210	35-40	Test Date (CCYYMM)	PIC X(6)
GO215	41-43	Required Test Type	PIC X(3)
		STR – Standard (regular)	
	44-45	Filler (GO220)	PIC X(2)
GO225	46-47	Type of Accommodation	PIC X(2)
		** – Not applicable (only used if the student did not take the test) No – No, student did not take the test with accommodations Y1 – Yes, student took the test with 504 plan accommodations Y2 – Yes, student took the test with IEP accommodations	
	48-50	Filler	PIC X(3)
GO235	51	Score Not Reported	PIC X
		* – Not Applicable A – Medical Reasons B – Parent Refusal C – Student Refusal D – Suspension/Expulsion E – Truancy F – Other J – Student moved in or out of district before test administered K – Not required in this district due to part-time student status, home school, nonpublic school L – Student has a disability condition and is deaf and/or blind and is not required to take the test	
GO240	52-54	Total Score	PIC X(3)
		*** – Not Applicable – student did not take test PNO – Parents request results not be reported to the state Valid range of scores = 000-029	
	55	Filler (GO250)	PIC X
	56-300	Filler	PIC X(245)

5.2.14 STUDENT PRESCHOOL ASSESSMENT RECORD (GB)

Please refer to Chapter 2 for more detailed reporting instructions.

Number	Position	Name	PIC/Size
GB001	1-7	Record Number	PIC 9(7)
GB005	8	Record Status	PIC X
		A-Add/Update	
GB010	9-10	Sort Type Always "GB"	PIC X(2)
GB015	11	Record Format Indicator "G" to indicate Format G	PIC X
GB020	12-15	Fiscal Year, e.g., 2009 (CCYY)	PIC X(4)
GB030	16	Reporting Period K – October N – Yearend	PIC X
GB040	17-22	Building IRN	PIC X(6)
GB050	23-31	EMIS Student ID Number	PIC X(9)
GB200	32-33	Test Grade Level	PIC X(2)
		PS – Preschool (Default)	
	34	Filler	PIC X
GB210	35-40	Test Date (CCYYMM)	PIC X(6)
GB215	41-43	Required Test Type	PIC X(3)
		STR – Standard (regular)	
	44-45	Filler	PIC X(2)
GB230	46-47	Type of Accommodations to Standard Test Type	PIC X(2)
		** – Not applicable (only used if the student did not take the test) No – No, student did not take the test with accommodations Y2 – Yes, student took the test with IEP accommodations	
	48-50	Filler	PIC (3)
GB235	51	Score Not Reported	PIC X
		* – Not Applicable A – Medical reasons B – Parent Refusal C – Student Refusal D – Suspension/Expulsion F – Other (reason not listed) J – Student moved in or out of district before test administered L – Student has a disability condition and is deaf and/or blind and is not required to take the test	
GB240	52-54	Picture Naming Score	PIC X(3)
		*** – Not Applicable – student did not take test PNO – Parents request results not be reported to the state UNS – Unable to answer sample items Valid range of scores = 000-096	
GB250	55-57	Rhyming Score	PIC X(3)
		*** – Not Applicable – student did not take test PNO – Parents request results not be reported to the state UNS – Unable to answer sample items Valid range of scores = 000-048	

Number	Position	Name	PIC/Size
GB260	58-60	Alliteration Score	PIC X(3)
		*** – Not Applicable – student did not take test PNO – Parents request results not be reported to the state UNS – Unable to answer sample items Valid range of scores = 000-040	
	61-300	Filler	PIC X(240)

5.2.15 STUDENT PRESCHOOL ASQ/SE ASSESSMENT RECORD (GS)

Please refer to Chapter 2 for more detailed reporting instructions.

Number	Position	Name	PIC/Size
GS001	1-7	Record Number	PIC 9(7)
GS005	8	Record Status	PIC X
		A-Add/Update	
GS010	9-10	Sort Type Always "GS"	PIC X(2)
GS015	11	Record Format Indicator "G" to indicate Format G	PIC X
GS020	12-15	Fiscal Year, e.g., 2009 (CCYY)	PIC X(4)
GS030	16	Reporting Period K – October N – Yearend	PIC X
GS040	17-22	Building IRN	PIC X(6)
GS050	23-31	EMIS Student ID Number	PIC X(9)
GS200	32-33	Test Level	PIC 9(2)
		30 – 30 Months (27-32 months) 03 – 3 Years (33-41 months) 04 – 4 years (42-53 months) 05 – 5 years (54-65 months)	
GS210	34-39	Test Date (CCYYMM)	PIC X(6)
GS215	40-42	Required Test Type	PIC X(3)
		STR – Standard (regular)	
GS235	43	Score Not Reported	PIC X
		* – Not Applicable A – Medical reasons B – Parent Refusal D – Suspension/Expulsion F – Other (reason not listed) J – Student moved in or out of district before test administered O – Student Older than Maximum Age ASQ/SE Assessment	
GS240	44-46	Score	PIC X(3)
		*** – Not Applicable – student did not take test PNO – Parents request results not be reported to the state Valid range of scores = 000-495	
	47-300	Filler	PIC X(254)

5.2.16 STUDENT PRESCHOOL ECO ASSESSMENT RECORD (GM)

Please refer to Chapter 2 for more detailed reporting instructions.

Number	Position	Name	PIC/Size
GM001	1-7	Record Number	PIC 9(7)
GM005	8	Record Status	PIC X
		A-Add/Update	
GM010	9-10	Sort Type Always "GM"	PIC X(2)
GM015	11	Record Format Indicator "G" to indicate Format G	PIC X
GM020	12-15	Fiscal Year, e.g., 2009 (CCYY)	PIC X(4)
GM030	16	Reporting Period K – October N – Yearend	PIC X
GM040	17-22	Building IRN	PIC X(6)
GM050	23-31	EMIS Student ID Number	PIC X(9)
GM200	32	Assessment Area	PIC X
		E – Social-Emotional Skills K – Acquiring and Using Knowledge and Skills T – Taking Appropriate Action to Meet Needs	
	33	Filler	PIC X
GM210	34-39	Test Date (CCYYMM)	PIC X(6)
GM215	40-42	Required Test Type	PIC X(3)
		STR – Standard (regular)	
GM235	43	Score Not Reported	PIC X
		* – Not Applicable A – Medical reasons B – Parent Refusal D – Suspension/Expulsion F – Other (reason not listed) J – Student moved in or out of district before test administered	
GM240	44	Score	PIC X
		* – Not Applicable – student did not take test P – Parents request results not be reported to the state 1–7 – Valid range of scores	
GM245	45	Progress	PIC X
		* – Not Applicable – student did not take test F – First Assessment – This record represents the first ECO assessment for this student, so progress is not relevant N – No – The student has not shown any new skills or behaviors related to the Assessment Area Y – Yes – The student has shown new skills or behaviors related to the Assessment Area	
	46-300	Filler	PIC X(255)

5.2.17 OHIO TEST OF ENGLISH LANGUAGE ACQUISITION RECORD (GF)

Number	Position	Name	PIC/Size
GF001	1-7	Record Number	PIC 9(7)
GF005	8	Record Status	PIC X
		A-Add/Update	
GF010	9-10	Sort Type Always "GF"	PIC X(2)
GF015	11	Record Format Indicator "H" to indicate Format H	PIC X
GF020	12-15	Fiscal Year, e.g., 2009 (CCYY)	PIC X(4)
GF030	16	Reporting Period N – Yearend	PIC X
GF040	17-22	Building IRN	PIC X(6)
GF050	23-31	EMIS Student ID	PIC X(9)
GF210	32-37	Test Date (CCYYMM)	PIC X(6)
GF215	38-40	Required Test Type	PIC X(3)
		STR - Standard (regular)	
GF220	41-42	Grade Level of Student at Time of Test	PIC X(2)
		Grade Level of Student at Time of "Subject" Test (VALID OPTIONS): 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 13 - Enrolled – completed course req's but has not passed graduation test 23 - Student with Disability, met graduation requirements, further training	
GF225	43-44	Type of Accommodations	PIC X (2)
		Type of Accommodations (VALID OPTIONS): ** - Not Applicable NO - No, student did not take the test with accommodations Y1 - Yes, student took the test with 504 plan accommodations Y2 - Yes, student took the test with IEP accommodations	
GF235	45	Score Not Reported	PIC X
		Score Not Reported (VALID OPTIONS) * – Not Applicable A – Medical Reasons B – Parental Refusal	

Number	Position	Name	PIC/Size
		C – Student Refusal D – Suspension/Expulsion E – Truancy F – Other J – Student moved in or out of district before test administered	
GF240	46-48	Reading Domain Score	PIC X(3)
		Reading Domain Scores (VALID OPTIONS): *** – Not Applicable INV – Invalidated Test 000-999 – Scaled Score	
GF250	49-51	Writing Domain Score	PIC X(3)
		Writing Domain Scores (VALID OPTIONS): *** – Not Applicable INV – Invalidated Test 000-999 – Scaled Score	
GF260	52-54	Listening Domain Score	PIC X(3)
		Reading, Writing, Listening, Speaking, Comprehension Domain Scores (VALID OPTIONS): *** – Not Applicable INV – Invalidated Test 000-999 – Scaled Score	
GF270	55-57	Speaking Domain Score	PIC X(3)
		Listening Domain Scores (VALID OPTIONS): *** – Not Applicable INV – Invalidated Test 000-999 – Scaled Score	
GF280	58-60	Comprehension Domain Score	PIC X(3)
		Comprehension Domain Scores (VALID OPTIONS): *** – Not Applicable INV – Invalidated Test 000-999 – Scaled Score	
	61-64	Filler	PIC X(4)
GF300	65	Composite Performance Level	PIC X
		Composite Performance Level (VALID OPTIONS) * – Not Applicable I – Invalidated Score 1-5 – Performance Level	
	66-300	Filler	PIC X(235)

5.2.18 STUDENT GIFTED EDUCATION RECORD (GG)

Report one record per student according to instructions in Chapter 2.

Number	Position	Name	PIC/Size
GG001	1-7	Record Number	PIC 9(7)
GG005	8	Record Status	PIC X
		A-Add/Update	
GG010	9-10	Sort Type	PIC X(2)
		Always "GG"	
GG015	11	Record Format Indicator	PIC X
		"G" to indicate Format G	
GG020	12-15	Fiscal Year, e.g., 2009 (CCYY)	PIC X(4)
GG030	16	Reporting Period	PIC X
		N – Yearend	
GG040	17-22	Building IRN	PIC X(6)
GG050	23-31	EMIS Student ID Number	PIC X(9)
GG055	32	Filler	PIC X
Gifted Screening			
GG060	33	Gifted Screening – Superior Cognitive Ability Y/N (Default)	PIC X
GG070	34	Gifted Screening – (SAA) – Mathematics Y/N	PIC X
GG080	35	Gifted Screening – (SAA) – Science Y/N	PIC X
GG090	36	Gifted Screening – (SAA) – Reading/ Writing Y/N	PIC X
GG100	37	Gifted Screening – (SAA) – Social Studies Y/N	PIC X
GG110	38	Gifted Screening – Creative Thinking Ability Y/N	PIC X
GG120	39	Gifted Screening – Visual/Performing Arts Y/N	PIC X
Gifted Assessment			
GG130	40	Gifted Assessment – Superior Cognitive Ability Y/N	PIC X
GG140	41	Gifted Assessment – (SAA) – Mathematics Y/N	PIC X
GG150	42	Gifted Assessment – (SAA) – Science Y/N	PIC X
GG160	43	Gifted Assessment – (SAA) – Reading, Writing Y/N	PIC X
GG170	44	Gifted Assessment – (SAA) – Social Studies Y/N	PIC X
GG180	45	Gifted Assessment – Creative Thinking Ability Y/N	PIC X
GG190	46	Gifted Assessment – Visual/Performing Arts Y/N	PIC X
Gifted Identification			
GG200	47	Gifted Identification – Superior Cognitive Ability Y/N	PIC X
GG210	48	Gifted Identification – (SAA) – Mathematics Y/N	PIC X
GG220	49	Gifted Identification – (SAA) – Science Y/N	PIC X
GG230	50	Gifted Identification – (SAA) – Reading/Writing Y/N	PIC X
GG240	51	Gifted Identification – (SAA) – Social Studies Y/N	PIC X
GG250	52	Gifted Identification – Creative Thinking Ability Y/N	PIC X
GG260	53	Gifted Identification – Visual/Performing Arts Y/N	PIC X
GG430	54-59	Gifted Identification Date – Superior Cognitive Ability (CCYYMM)	PIC X(6)
GG440	60-65	Gifted Identification Date – (SAA) – Mathematics (CCYYMM)	PIC X(6)
GG450	66-71	Gifted Identification Date – (SAA) – Science (CCYYMM)	PIC X(6)
GG460	72-77	Gifted Identification Date – (SAA) – Reading/Writing (CCYYMM)	PIC X(6)
GG470	78-83	Gifted Identification Date – (SAA) – Social Studies (CCYYMM)	PIC X(6)
GG480	84-89	Gifted Identification Date – Creative Thinking Ability (CCYYMM)	PIC X(6)

Number	Position	Name	PIC/Size
GG490	90-95	Gifted Identification Date – Visual/Performing Arts (CCYYMM)	PIC X(6)
Gifted Service			
GG510	96	Gifted Served – Superior Cognitive Ability Y/N	PIC X
GG520	97	Gifted Served – (SAA) – Mathematics Y/N	PIC X
GG530	98	Gifted Served – (SAA) – Science Y/N	PIC X
GG540	99	Gifted Served – (SAA) – Reading, Writing Y/N	PIC X
GG550	100	Gifted Served – (SAA) – Social Studies Y/N	PIC X
GG560	101	Gifted Served – Creative Thinking Ability Y/N	PIC X
GG570	102	Gifted Served – Visual/Performing Arts Y/N	PIC X
	103-300	Filler	PIC X(198)

5.2.19 STUDENT SPECIAL EDUCATION RECORD (GE)

Number	Position	Name	PIC/Size
GE001	1-7	Record Number	PIC 9(7)
GE005	8	Record Status	PIC X
		A - Add/Update	
GE010	9-10	Sort Type	PIC X(2)
		Always "GE"	
GE015	11	Record Format Indicator	PIC X
		"H" to indicate Format H	
GE020	12-15	Fiscal Year, e.g., 2009 (CCYY)	PIC X(4)
GE030	16	Reporting Period	PIC X
		C - February K - October N - Yearend	
GE040	17-22	Building IRN	PIC X(6)
GE050	23-31	Student EMIS ID	PIC X(9)
GE100	32-35	Date Type	PIC X(4)
		PSTC – Preschool Transition Conference Date RFRL – Referral for Evaluation Date CNST – Parent/Guardian Consent for Evaluation Date IETR – Evaluation Team Report Completion Date – Initial RETR – Evaluation Team Report Completion Date – Reevaluation IIEP – IEP Completion Date – Initial RIEP – IEP Completion Date – Reevaluation TETR – Evaluation Team Report Completion Date – Transfer TIEP – Transfer Student IEP Adoption Date	
GE110	36-43	Date (format CCYYMMDD)	PIC X(8)
GE120	44-47	Outcome ID	PIC X(4)
	Date Type equals:	Outcome ID can equal:	
	PSTC & RFRL	**** – Not Applicable	
	CNST	CNGT – Consent Granted CNRf – Consent Refused CNNR – Consent Not Returned CNDP – Consent Moved to Due Process	
	IETR	ETNE – Not Eligible for Services ETDP – ETR Resulted in Due Process ET01 – ET16 See Chapter 2 for definitions of options ET01- ET16	
	RETR	ETDP – ETR Resulted in Due Process ET01 – ET16 See Chapter 2 for definitions of options ET01- ET16 ETEX – Exiting Special Education	
	TETR	ET01 – ET16 See Chapter 2 for definitions of options ET01- ET16	
	IIEP	IEENS – IEP Complete – Not Served IEPR – IEP Complete – Parental Refusal IEDP – IEP Resulted in Due Process IE13 – IE72 See Chapter 2 for definitions of options IE13- IE72	

Number	Position	Name	PIC/Size
	RIEP	IENS – IEP Complete – Not Served IEPR – IEP Complete – Parental Refusal IEDP – IEP Resulted in Due Process IEEX – Complete – Exiting Special Education IE13 – IE72 See Chapter 2 for definitions of options IE13- IE72	
	TIEP	IENS – IEP Complete – Not Served IEPR – IEP Complete – Parental Refusal IEDP – IEP Resulted in Due Process IE13 – IE72 See Chapter 2 for definitions of options IE13- IE72	
GE130	48-49	Non-compliance ID	PIC X (2)
	Date Type equals:	Non-compliance ID can equal:	
	IETR, RETR, IIEP, RIEP	** – Not Applicable 01 – No Identified Reason 02 – Staff Not Available-Summer Months 03 – Staff Not Available-School Year 04 – Scheduling conflicts with family 05 – Parental Choice 06 – Parent Refused Consent 07 – Child’s Health 08 – Student’s Incarceration 09 – District in compliance with due process timelines, but incorrect/missing data reported in EMIS in a prior reporting period.	
GE140	50-57	Outcome Beginning Date Element CCYYMMDD	PIC 9(8)
GE150	58-65	Outcome End Date Element CCYYMMDD	PIC 9(8)
GE160	66-68	IEP Test Type Element	PIC X(3)
		STR – Standard (regular) ALT – Alternate Assessment STA – Standard with accommodations *** – Not Applicable	
GE170	69-72	Secondary Planning Element	PIC X(4)
		***** – Not Applicable TPNP – Transition Plan Not in Place TFYG – (FYG-Four-Year Grad) Transition Plan in Place. Student plans to complete 12th-grade four years after entering ninth grade. TMYG – (MYG- Multi-Year-Grad) Transition Plan in Place. Student plans to complete 12th-grade more than four years after entering ninth grade. TPCE – (PCE – Planned Continuation of Ed services) Transition Plan in Place, student has met graduation requirements but needs additional education services prior to enrollment in college or employment and will continue to be enrolled and receive service as a Grade 23 student.	
	73-300	Filler	PIC X(228)

5.2.20 STUDENT DISCIPLINE RECORD (GD)

Number	Position	Name	PIC/Size
GD001	1-7	Record Number	PIC 9(7)
GD005	8	Record Status	PIC X
		A-Add/Update	
GD010	9-10	Sort Type	PIC X(2)
		Always "GD"	
GD015	11	Record Format Indicator	PIC X
		"I" to indicate Format I	
GD020	12-15	Fiscal Year, e.g., 2009 (CCYY)	PIC X(4)
GD030	16	Reporting Period	PIC X
		N - Yearend	
GD040	17-22	Building IRN	PIC X(6)
GD050	23-31	EMIS Student ID Number	PIC X(9)
GD060	32-39	Date of Discipline (CCYYMMDD)	PIC X(8)
GD070	40	Type of Discipline	PIC X
		1 - Expulsion 2 - Out-of-School Suspension 3 - In-School Suspension 4 - In-School Alternate Discipline Class/Program/Building 6 - Emergency Removal by District Personnel 7 - Removal by a Hearing Officer	
GD080	41-42	Discipline Reason (First Reason) Please NOTE: Discipline reason "***" is not valid as a first discipline reason	PIC X(2)
	43-44	Discipline Reason (Second Reason)	PIC X(2)
	45-46	Discipline Reason (Third Reason)	PIC X(2)
	47-48	Discipline Reason (Fourth Reason)	PIC X(2)
	49-50	Discipline Reason (Fifth Reason)	PIC X(2)
		Discipline Reasons (Up to 5 reasons allowed) ** - Not applicable (Should only be used as a filler – cannot be used as the first or primary reason for a discipline incident) 01 - Truancy 03 - Fighting/Violence 04 - Vandalism (Damage to School or Personal Property) 05 - Theft (Stealing Personal or School Property) 06 - Use, Possession, Sale or Distribution of a Firearm 07 - Use, Possession, Sale or Distribution of a dangerous Weapon other than a Firearm or Explosive, Incendiary or Poison 08 - Use, Possession, Sale or Distribution of any Explosive, Incendiary or Poisonous Gas 09 - Use, Possession, Sale or Distribution of Tobacco Products 10 - Use, Possession, Sale or Distribution of Intoxicating Alcoholic Beverages 11 - Use, Possession, Sale or Distribution of Drugs Other Than Tobacco or Alcohol 14 - False Alarms/Bomb Threat 18 - Disobedient/Disruptive Behavior	

Number	Position	Name	PIC/Size
		19 - Harassment/Intimidation 20 - Firearm Look-a-Likes 21 - Unwelcome Sexual Conduct 22 - Serious bodily Injury	
GD085	51	Discipline Sequence Number Valid Options: 1-9 1 - Default	PIC 9
GD090	52-56	Total Discipline Days	PIC 9(3)V99
GD100	57	Discipline Modified	PIC X
		* - Not applicable N - No Y - Yes	
GD110	58	Referred for Alternate Educational Services	PIC X
		* - Not applicable N - No Y - Yes	
GD120	59-64	Building IRN where Discipline Incident Took Place	PIC X(6)
	65-300	Filler	PIC X(236)

5.2.21 CTE WORKFORCE DEVELOPMENT FOLLOW-UP RECORD (GV)

Number	Position	Name	PIC/Size
GV001	1-7	Record Number	PIC 9(7)
GV005	8	Record Status	PIC X
		A - Add/Update	
GV010	9-10	Sort Type	PIC X(2)
		Always "GV"	
GV015	11	Record Format Indicator	PIC X
		"I" to indicate Format I	
GV020	12-15	Fiscal Year	PIC 9(4)
GV030	16	Reporting Period	PIC X
		D - March	
GV040	17-22	Building IRN	PIC X(6)
GV050	23-31	EMIS Student ID Number	PIC X(9)
GV105	32-37	RESIDENT DIST IRN	PIC X(6)
GV300	38-43	ATTENDING/HOME IRN	PIC X(6)
GV305	44	Attending/Home District IRN Indicator	PIC X
GV045	45	STUDENT STATUS	PIC X
GV055	46-87	STUDENT NAME (OPTIONAL)	PIC X(42)
GV075	88-95	Date of Birth CCYYMMDD	PIC 9(8)
GV080	96	Gender	PIC X
GV090	97	Racial/Ethnic Category	PIC X
	98	Filler (GV100)	PIC X
GV120	99-106	Diploma Date	PIC 9(8)
GV130	107	Diploma Type	PIC X
GV170	108	DISADVANTAGEMENT	PIC X
GV200	109-110	Disability Condition	PIC X(2)
GV210	111	Limited English Proficiency	PIC X
GV230	112-119	WITHDRAWAL DATE	PIC 9(8)
GV240	120-121	WITHDRAWAL REASON	PIC XX
GV420	122-123	Grade Level	PIC XX
GV430	124-125	Grade Level, Next Year	PIC XX
GV440	126-128	Student Percent of Time	PIC 9(3)
GV450	129	Homeless Status	PIC X
GV460	130	Migrant Status	PIC X
GV320	131-136	SUBJECT CODE – 1	PIC X(6)
GV330	137-156	LOCAL CLASSROOM CODE – 1	PIC X(20)
GV340	157	LCC Flag – 1	PIC X
GV350	158-163	SUBJECT CODE – 2	PIC X(6)
GV360	164-183	LOCAL CLASSROOM CODE – 2	PIC X(20)
GV370	184	LCC Flag – 2	PIC X
GV380	185-190	SUBJECT CODE – 3	PIC X(6)
GV390	191-210	LOCAL CLASSROOM CODE – 3	PIC X(20)
GV400	211	LCC Flag – 3	PIC X
GV410	212-217	SUBJECT CODE – 4	PIC X(6)
GV520	218-237	LOCAL CLASSROOM CODE – 4	PIC X(20)

Number	Position	Name	PIC/Size
GV530	238	LCC Flag – 4	PIC X
GV540	239-244	SUBJECT CODE – 5	PIC X(6)
GV550	245-264	LOCAL CLASSROOM CODE – 5	PIC X(20)
GV560	265	LCC Flag – 5	PIC X
	266–267	Filler (GV060)	PIC X(2)
GV310	268	Tech Prep	PIC X
GV570	269-272	Fiscal Year of LCC-1	PIC 9(4)
GV580	273-276	Fiscal Year of LCC-2	PIC 9(4)
GV590	277-280	Fiscal Year of LCC-3	PIC 9(4)
GV600	281-284	Fiscal Year of LCC-4	PIC 9(4)
GV610	285-288	Fiscal Year of LCC-5	PIC 9(4)
GV620	289-290	Apprenticeship Element	PIC X(2)
		** – Not reported (Default) Y1 – Yes, in an apprenticeship program related to CTE Program Y2 – Yes, in an apprenticeship program not related to CTE Program NO – No, not in an apprenticeship program	
GV630	291	Diploma Element	PIC X
		* – Diploma Status Unknown G – Earned a GED diploma N – No, has not earned a diploma D – Diploma reported in a prior reporting period	
GV640	292-293	Employed Placement Element	PIC X(2)
		** – Not reported (Default) Y1 – Yes, employed in an occupation related to CTE program Y2 – Yes, employed, in an occupation not related to CTE program NO – No, not employed	
GV650	294-295	Military Placement Element	PIC X(2)
		** – Not reported (Default) Y1 – Yes, in the military in an area related to CTE program Y2 – Yes, in the military in an area not related to CTE program NO – No, not in military	
GV660	296	Other Follow-up Status Element	PIC X
		* – Not Applicable (Default) U – Status Unknown D – Deceased X – Incorrectly reported as a CTE Concentrator	
GV670	297-298	Postsecondary Education or Advanced Training	PIC X(2)
		** – Not reported (Default) Y1 – Yes, enrolled in postsecondary education or advanced training related to CTE program. Y2 – Yes, in postsecondary education or advanced training not related to CTE program. NO – No, not enrolled in postsecondary education or advanced training.	
GV680	299	Student Earned Certificate/License	PIC X
		Y – Yes, the student earned a state-recognized industry certificate/license in the program area that is marked N – No, the student did not earn a state-recognized industry certifi-	

5.2.21 CTE Workforce Development Follow-Up Record (GV)

Number	Position	Name	PIC/Size
		cate/license in the program area that is marked	
	300	Filler (reserved for ODE)	PIC X

5.2.22 STUDENT CTE INDUSTRY ASSESSMENT RECORD (GU)

This record should be reported for any student that has been identified as a CTE Concentrator and has taken an industry assessment.

Please refer to Chapter 2 for more detailed reporting instructions.

Number	Position	Name	PIC/Size
GU001	1-7	Record Number	PIC 9(7)
GU005	8	Record Status	PIC X
		A – Add/Update	
GU010	9-10	Sort Type	PIC XX
		Always “GU”	
GU015	11	Record Format Indicator	PIC X
		“J” to indicate Format J	
GU020	12-15	Fiscal Year, e.g., 2009 (CCYY)	PIC X(4)
GU030	16	Reporting Period	PIC X
		D – March N – Yearend	
GU040	17-22	District IRN	PIC X(6)
GU050	23-31	EMIS Student ID	PIC X(9)
GU060	32-34	CTE Industry Assessment Code	PIC 9(3)
		CODE Assessment Name 100 - HVAC – National Construction Career Test – National Center for Construction Education and Research 120 - Automotive Youth Educational Systems (AYES) End of Program Test – Automotive Youth Educational Systems (AYES) 140 - NATEF End of Program Test – National Automotive Technician Education Foundation (NATEF) 160 - Carpentry Level One – National Construction Career Test – National Center for Construction Education and Research 180 - Student Electronics Technician (SET) Exam – Electronics Technicians Association International (ETA) 200 - SENSE Level 1 Test - American Welding Society 220 - Ohio - Materials Joining Technologies 240 - Ohio - Fuel Cell Technologies 260 - Welding- National Construction Career Test - National Center for Construction Education and Research 300 - Project Lead The Way - Introduction to Engineering Design Part C 320 - Project Lead The Way - Principles Of Engineering Part A and C 340 - Project Lead The Way - Digital Electronics Part C 360 - Project Lead The Way - Computer Integrated Manufacturing Part C 380 - Project Lead The Way - Civil Engineering and Architecture Part C 400 - Certified Ohio Dental Assistant (CODA) -Examination 420 - National Council Licensure Examination for Licensed Practical /Vocational Nurses (NCLEX-PN) - Ohio Board of Nursing 440 - Nurse Assistant - State Tested Nurse Aide Examination (STNA) – Ohio Department of Health	

Number	Position	Name	PIC/Size
		460 - Diversified Health Occupations - State Tested Nurse Aide Examination (STNA) - Ohio Department of Health 480 - ProStart Certificate of Achievement -National Restaurant Association Education Foundation 500 - Ohio - Computational Science and Engineering 540 - Barber License Examination Ohio State Barber Board 560 - Cosmetology License Examination Ohio State Board of Cosmetology 580 Print ED Certification The Graphic Arts and Research Foundation	
GU070	35	CTE Industry Assessment Results	PIC X
		P - Student passed the CTE Industry Assessment N - Student did not pass the CTE Industry Assessment	
	36-300	Filler	PIC X(265)

5.2.23 STUDENT GRADUATION – CORE SUMMARY RECORD (GC)

This record is still under development, and will only be reported in the new “G – Graduates Only” reporting period. This record will collect the information needed to support and validate a student’s completion of the core curriculum for graduation.

Number	Position	Name	PIC/Size
GC001	1-7	Record Number	PIC 9(7)
GC005	8	Record Status	PIC X
		A - Add/Update	
GC010	9-10	Sort Type	PIC X(2)
		Always “GC”	
GC015	11	Record Format Indicator	PIC X
		“K” to indicate Format K	
GC020	12-15	Fiscal Year, e.g., 2009 (CCYY)	PIC X(4)
GC030	16	Reporting Period	PIC X
		G – Graduates Only	
GC040	17-22	District IRN	PIC X(6)
GC050	23-31	State Student ID (SSID)	PIC X(9)
		Additional Elements TBD	
	?-300	Filler	PIC X (?)

5.3 STAFF RECORDS

5.3.1 STAFF DEMOGRAPHIC RECORD (CI)

One record per staff member per district per reporting period.

Number	Position	Name	PIC/Size
CI001	1-7	Record Number	PIC 9(7)
CI005	8	Record Status	PIC X
		A – Add/Update	
CI010	9-10	Sort Type	PIC X(2)
		Always “CI”	
CI015	11	Record Format Indicator	PIC X
		“I” to indicate Format I	
CI020	12-15	Fiscal Year, e.g., 2009 (CCYY)	PIC X(4)
CI030	16	Reporting Period	PIC X
		K – October C – February N – Yearend	
CI040	17-22	District IRN	PIC X(6)
CI050	23-31	Employee ID	PIC X(9)
CI060	32-73	Employee Name	PIC X(42)
		Format: Last Name Appendage, First Middle/Maiden, or Initial	
	74-82	Filler	PIC X(9)
CI070	83-90	Date of Birth CCYYMMDD	PIC 9(8)
CI080	91	Racial/Ethnic Group	PIC X
		W - White (Non-Hispanic) B - Black (Non-Hispanic) H - Hispanic A - Asian or Pacific Islander I - American Indian or Alaskan Native M - Multiracial N - Not Specified	
CI090	92	Gender	PIC X
		M – Male F – Female	
CI100	93	Education Level	PIC X
		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	
CI110	94-96	Semester Hours	PIC 9(3)
CI225	97	Early Childhood Education Qualification	PIC X

Number	Position	Name	PIC/Size
		* – Not applicable (default) 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	
	98	Filler (Delete CI230)	PIC X
CI140	99-102	Attendance Days	PIC 999V9
CI150	103-106	Absence Days	PIC 999V9
CI155	107-110	Absence Days – Long Term Illness	PIC 999V9
	111-114	Filler	PIC X(4)
CI200	115-116	Authorized Teaching Experience Years	PIC 9(2)
CI210	117-118	Total Experience Years in Education	PIC 9(2)
CI270	119-127	State Staff ID (Format PIC as ‘XX9999999’)	PIC X(9)
CI280	128-129	Master Teacher	PIC X(2)
		BC - National Board Certified FA - Full application process NO - Not a Master Teacher per the National Board or full application process	
CI290	130-133	Master Teacher Designation Year	PIC 9(4)
	134-300	Filler	PIC X(167)

5.3.2 STAFF EMPLOYMENT RECORD (CK)

For each reporting period, districts must report one record per position per employee.

Number	Position	Name	PIC/Size
CK001	1-7	Record Number	PIC 9(7)
CK005	8	Record Status	PIC X
		A – Add/Update	
CK010	9-10	Sort Type	PIC X(2)
		Always “CK”	
CK015	11	Record Format Indicator	PIC X
		“I” to indicate Format I	
CK020	12-15	Fiscal Year, e.g., 2009 (CCYY)	PIC X(4)
CK030	16	Reporting Period	PIC X
		K – October C – February N – Yearend	
CK040	17-22	District IRN	PIC X(6)
CK050	23-31	Employee ID	PIC X(9)
CK060	32-34	Position Code	PIC 9(3)
		See Appendix D	
CK070	35	Position Status	PIC X
		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	
CK080	36-43	Position Start Date CCYYMMDD	PIC 9(8)
CK090	44-49	Building IRN	PIC 9(6)
CK100	50-52	Position FTE	PIC 9V99
	53-64	Position Fund Source Percent and Position Fund Source (occur 3 times)	
CK120	53-55	Fund Source Percent 1	PIC 9(3)
CK130	56	Position Fund Source 1	PIC X
CK120	57-59	Fund Source Percent 2	PIC 9(3)
CK130	60	Position Fund Source 2	PIC X
CK120	61-63	Fund Source Percent 3	PIC 9(3)
CK130	64	Position Fund Source 3	PIC X
		Position Fund Source 1, 2 & 3 (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 L - Local/State Foundation Funds N - TANF/OWF (Temporary Assistance to Needy Families/Ohio Works First)	

Number	Position	Name	PIC/Size
		O - Other Federal Funds P - Federal Preschool Special Education Part-B IDEA Federal Grant S - State Funds – Early Childhood Education Programs (formerly Public Preschool Programs) T - Private/Tuition U - State Unit Funding – (Use “Z” for state-funded Special Ed. Pre-school units) Z - State Preschool Special Ed. Unit Funding X - Federal Reading First Grant J - Federal Early Learning Initiative Program Funds	
CK140	65	Position Type	PIC X
		R - Regular T - Temporary S - Supplemental (e.g., coaches)	
CK150	66	Type of Appointment	PIC X
		1 - Certificated 2 - Classified 3 - Internship 4 - Six hour lay teacher 5 - Veteran per ORC §3319.283	
CK160	67-70	Length of Work Day (in hours)	PIC 99V99
CK170	71-73	Scheduled Work Days	PIC 9(3)
CK180	74	Pay Type	PIC X
		H - Hourly Rate A - Annual Salary	
CK190	75-82	Pay Amount/Rate	PIC 9(6)V99
	83-84	Filler	PIC 9(2)
CK210	85-86	Extended Service – ESCs Only	PIC 9(2)
CK220	87-92	Assignment Area (See Appendix B)	PIC 9(6)
	93-104	Filler	PIC X(12)
CK230	105	Position Separation Reason	PIC X
		* - 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 - Accepted new position within the district 9 - Deceased	
CK240	106	Certificate/License Application	PIC X
		* - Not Applicable 1 - Applied for, but has not received certificate/license	
CK250	107-109	Local Contract Code	PIC X(3)
GRADE LEVELS ASSIGNED (Required for paraprofessionals hired under Poverty-Based Assistance funding and Principals and Assistant Principals and individuals reported with position code 212 – supplemental service teaching assignment.)			
CK260	110-111	Grade Levels Assigned LOW	PIC X(2)

Number	Position	Name	PIC/Size
		** - 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	
CK270	112-113	Grade Levels Assigned HIGH (Use the same options as Grade Levels Assigned LOW)	PIC X(2)
CK280	114	High Quality Professional Development (Question: Did the teacher participate in a High Quality Professional Development (HQPD) activity either during the summer prior to the current school year or during the school year as defined by the No Child Left Behind Act of 2001 (NCLB) and as certified by the teacher on the Teacher Participation Questionnaire?)	PIC X
		* - Not Applicable (Cannot be used on Staff Employment Records for position code 230 unless a teacher has been in district less than 120 days) N - No Y - Yes	
CK290	115	Qualified Paraprofessional * - Not Applicable N - No Y - Yes, meets definition of Qualified Paraprofessional	PIC X
CK300	116-123	Position Separation Date CCYYMMDD	PIC 9(8)
CK310	124-126	Special Education FTE	PIC 9V99
	127-300	Filler	PIC X(174)

5.3.3 CONTRACTOR STAFF EMPLOYMENT RECORD (CJ)

Please refer to Chapter 3 and Appendix A for more detailed reporting instructions.

Number	Position	Name	PIC/Size
CJ001	1-7	Record Number	PIC 9(7)
CJ005	8	Record Status	PIC X
		A – Add/Update	
CJ010	9-10	Sort Type	PIC X(2)
		Always “CJ”	
CJ015	11	Record Format Indicator	PIC X
		“G” to indicate Format G	
CJ020	12-15	Fiscal Year, e.g., 2009 (CCYY)	PIC X(4)
CJ030	16	Reporting Period	PIC X
		K – October C – February N – Yearend	
CJ040	17-22	District IRN	PIC X(6)
CJ050	23-31	Employee ID	PIC X(9)
CJ060	32-34	Position Code	PIC 9(3)
		See Appendix D	
CJ070	35-40	Contracting District IRN	PIC 9(6)
CJ080	41-43	Position FTE	PIC 9V99
CJ090	44-46	Local Contract Code	PIC X(3)
	47-300	Filler	PIC X(254)

5.3.4 CONTRACT ONLY STAFF RECORD (CC)

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

Number	Position	Name	PIC/Size
CC001	1-7	Record Number	PIC 9(7)
CC005	8	Record Status	PIC X
		A – Add/Update	
CC010	9-10	Sort Type	PIC X(2)
		Always “CC”	
CC015	11	Record Format Indicator	PIC X
		“G” to indicate Format G	
CC020	12-15	Fiscal Year, e.g., 2009 (CCYY)	PIC X(4)
CC030	16	Reporting Period	PIC X
		K – October N –Yearend	
CC040	17-22	District IRN	PIC X(6)
CC050	23-31	Federal Tax ID	PIC X(9)
CC060	32-71	Contractor Name	PIC X(40)
CC070	72-74	Position Code	PIC 9(3)
		See Chapter 3 reporting instructions for position codes that may be reported with this record and Appendix D for code definitions.	
CC080	75-77	Local Contract Code	PIC X(3)
CC090	78-87	Dollar Amount of Contract for Current Year	PIC 9(8)V99
CC100	88-95	Contract Start Date CCYYMMDD	PIC 9(8)
CC110	96-103	Contract End Date CCYYMMDD	PIC 9(8)
CC120	104-109	Hours per Week	PIC 9(4)V99
		Note: for October, enter hours worked during count week. For yearend, enter average hours per week during contract period for current fiscal year.	
CC130	110	Position Fund Source	PIC X
CC140	111	Based on Services Performed (Y/N)	PIC X
CC150	112	Based on Work Hours (Y/N)	PIC X
CC160	113	Based on Number of People (Y/N)	PIC X
	114-300	Filler	PIC X(187)
		Position Fund Source (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	

5.3.4 Contract Only Staff Record (CC)

Number	Position	Name	PIC/Size
		S - State Funds – Public Preschool Program T - Private/Tuition X - Federal Reading First Grant	

5.3.5 COURSE MASTER RECORD (CN)

Each district must report one record per local classroom code.

Number	Position	Name	PIC/Size
CN001	1-7	Record Number	PIC 9(7)
CN005	8	Record Status	PIC X
		A - Add/Update	
CN010	9-10	Sort Type	PIC X(2)
		Always "CN"	
CN015	11	Record Format Indicator	PIC X
		"H" to indicate Format H	
CN020	12-15	Fiscal Year, e.g., 2009 (CCYY)	PIC X(4)
CN030	16	Reporting Period	PIC X
		K - October C - February N - Yearend	
CN040	17-22	District IRN	PIC X(6)
CN050	23-28	Subject Code – See Appendix C	PIC X(6)
CN060	29-48	Local Classroom Code	PIC X(20)
CN070	49-57	Employee ID	PIC X(9)
		(All 9's for postsecondary courses)	
CN080	58	Course Level	PIC X
		* - Not Applicable 1 - I 2 - II 3 - III 4 - IV 5 - V 6 - Advanced 7 - Intervention	
CN090	59	Semester Code	PIC X
		1 - 1st semester only 2 - 2nd semester only 3 - All year 4 - 12 weeks 5 - 9 weeks 6 - 6 weeks 8 - Other	
CN100	60-63	Length of Scheduled Instruction	PIC 9(4)
CN110	64-69	Location IRN Number	PIC X(6)
CN130	70-72	Course Type	PIC X(3)
Preschool Courses (VALID OPTIONS):			
		D08 – Center-based for Preschoolers with a disability P08 – Center-based for Preschool Students without disabilities	
Regular Course Type (VALID OPTIONS):			
		R00 - Regular instruction (Not listed above)	
Students with Disabilities – Course Types (VALID OPTIONS):			
		D00 - Interactive Distance Learning – Special Ed. Instruction	

Number	Position	Name	PIC/Size
		D01 - Special Education (Not to be used for Preschool Special Education Teachers) D02 - Home Instruction (Special Education)	
Gifted Course Types (VALID OPTIONS):			
		G00 - Interactive Distance Learning Gifted G03 - Gifted Education Delivered in a Self-contained Classroom of Gifted Students G04 - Gifted Education in the Arts Delivered by a Trained Arts Instructor	
Career-Technical Education Course Codes (VALID OPTIONS):			
		V00 - Interactive Distance Learning (Career-technical education) VT1 - Tech Prep VV1 - Anchor VV2 - Anchor, Cooperative VV3 - Career-Technical, other VA1 - Applied Academic V91 - Career-Technical Contract Program V99 - All Other Vocation Programs	
Educational Options Course Types (VALID OPTIONS):			
		X01 – Correspondence Courses/On-line Learning X02 – Educational Travel X03 – Independent Study X04 – Other Educational Options S01 – Postsecondary enrollment option course I00 – Interactive Distance Learning – Regular Education	
International Baccalaureate Courses Types (VALID OPTIONS):			
		IBS – Standard Level IBH – Higher Level IBA – AB INITO	
CN180	73-78	Program Provider IRN	PIC X(6)
CN190	79-93	Program Builder Code	PIC X(15)
CN200	94-96	High School Credit	PIC 9V99
CN210	97-99	Subject Area for Credit	PIC X(3)
		VALID OPTIONS: *** – Not Applicable ENG – English credit MTH – Mathematics credit SOC – Social Studies credit SCI – Science credit FLR – Foreign Language credit CTA – Career/Technical FAR – Fine Arts BUS – Business TEC – Technology Education/Computer Science HEC – Family and Consumer Sciences (Non- Career-Technical) ELE – Elective PHE – Physical Education HTH – Health Education	
CN220	100	Language Used in Teaching Course	PIC X

Number	Position	Name	PIC/Size
		VALID OPTIONS: E - English (default) N - Native Language ONLY B - English & Native Language	
	101	Filler (CN230)	PIC X
CN240	102	Special Populations	PIC X
		(Used for DXX courses structured to instruct the following special population of students):VALID OPTIONS: * – Not Applicable (Default) Y – Yes, this course was structured to specifically serve students with hearing impairments or visual impairments N – No	
CN260	103	Highly Qualified Teacher	PIC X
		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 – Masters degree 5 – 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 (LPDC)	
CN270	104-109	Highly Qualified Teacher IRN	PIC X(6)
CN280	110-117	Course Start Date CCYYMMDD	PIC 9(8)
CN290	118-125	Course End Date CCYYMMDD	PIC 9(8)
CN300	126	CTE College Credit (Y/N) Y – Yes, the course is a CTE College Credit Course N – No, The course is not a CTE College Credit Course (default)	PIC X(1)
CN310	127-128	Curriculum	PIC X(2)
		** – 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) V3 – Career Technical Education Related/Correlated V9 – Career Technical Education Contract Program VA – Career Technical Education Applied Academic VC – Career Technical Education Cooperative Program Anchor VN – Career Technical Education Non-Cooperative Based Anchor VO – Career Technical Education Not Specifically Covered by another CTE Option VT – Career Technical Education Tech Prep Anchor	
CN320	129-130	Delivery Method	PIC X(2)

Number	Position	Name	PIC/Size
		** – No Meaningful Value Being Reported at This Time (default) CC – Correspondence Course ET – Educational Travel FF – Face To Face Classroom Instruction HI – Home Instruction ID – Interactive Distance Learning IS – Independent Study OL – Online OT – Other Delivery Method Not Specifically Covered By Another Option	
CN330	131-132	Educational Option	PIC X(2)
		** – No Meaningful Value Being Reported at This Time (default) NO – Not an Educational Option Course YS – Course is an Educational Option Course	
CN340	133-134	Student Population	PIC X(2)
		** – No Meaningful Value Being Reported At This Time (De- fault) D8 – Preschool Special Education DP – Preschool Special Education Hearing/Visual GA – Gifted Education In Arts Delivered By Trained Arts Instructor K-12 GE – Gifted Education K-12 PR – Preschool General Education RG – Regular/General Students K-12 SE – Special Education K-12 SP – Special Education K-12 Hearing/Visual	
	135-300	Filler	PIC X(166)

5.3.6 CAREER-TECHNICAL EDUCATION CORRELATED CLASS RECORD (CV)

Number	Position	Name	PIC/Size
CV001	1-7	Record Number	PIC 9(7)
CV005	8	Record Status	PIC X
		A-Add/Update	
CV010	9-10	Sort Type	PIC X(2)
		Always "CV"	
CV015	11	Record Format Indicator	PIC X
		"G" to indicate Format G	
CV020	12-15	Fiscal Year, e.g., 2009 (CCYY)	PIC X(4)
CV030	16	Reporting Period	PIC X
		K – October C – February N – Yearend	
CV040	17-22	District IRN	PIC X(6)
	23-28	Filler	PIC X(6)
CV060	29-48	Anchor/Lab/Co-op Local Classroom Code	PIC X(20)
CV070	49-68	First Correlated Academic or Technical Related Local Classroom Code	PIC X(20)
CV080	69-88	Second Correlated Academic or Technical Related Local Classroom Code	PIC X(20)
	89-300	Filler	PIC X(212)

5.3.7 MAPPED LOCAL CLASSROOM CODE RECORD (CM)

Number	Position	Name	PIC/Size
CM001	1-7	Record Number	PIC 9(7)
CM005	8	Record Status	PIC X
		A-Add/Update	
CM010	9-10	Sort Type	PIC X(2)
		Always "CM"	
CM015	11	Record Format Indicator	PIC X
		"G" to indicate Format G	
CM020	12-15	Fiscal Year, e.g., 2009 (CCYY)	PIC X(4)
CM030	16	Reporting Period	PIC X
		K – October C – February N – Yearend	
CM040	17-22	District IRN	PIC X(6)
CM050	23-42	Mapped From Local Classroom Code	PIC X(20)
CM060	43-62	Mapped To Local Classroom Code	PIC X(20)
	63-300	Filler	PIC X(238)

5.4 DISTRICT AND BUILDING RECORDS

5.4.1 DISTRICT GENERAL INFORMATION – FALL/OCTOBER (DQ)

Report one record for each entity identified in the general instructions.

Number	Position	Name	PIC/Size
DQ001	1-7	Record Number	PIC 9(7)
DQ005	8	Record Status	PIC X
		A - Add/Update	
DQ010	9-10	Sort Type	PIC X(2)
		Always “DQ”	
DQ015	11	Record Format Indicator	PIC X
		“J” to indicate Format J	
DQ020	12-15	Fiscal Year, e.g., 2009 (CCYY)	PIC X(4)
DQ030	16	Reporting Period	PIC X
		K - October	
DQ040	17-22	District IRN	PIC X(6)
DQ080	23-25	Participation Eligibility	PIC 9V99
DQ120	26	Kindergarten Entrance Birth date	PIC X
		A - September 30 B - August 1 * - No Kindergarten Provided	
DQ210	27-30	Number of eligible nonpublic students with disabilities who are not being served (Default = 0000)	PIC 9(4)
DQ220	31-35	Number of resident students who are home schooled	PIC 9(5)
DQ260	36-39	District Level Master Teacher Eligibility Count Element	PIC 9(4)
	40-300	Filler	PIC X(261)

5.4.2 BUILDING GENERAL INFORMATION – FALL/OCTOBER (DF)

Report one record for each entity identified in the general instructions. Beginning in FY06, ESCs are not required to complete this record.

Number	Position	Name	PIC/Size
DF001	1-7	Record Number	PIC 9(7)
DF005	8	Record Status	PIC X
		A – Add/Update	
DF010	9-10	Sort Type	PIC X(2)
		Always “DF”	
DF015	11	Record Format Indicator	PIC X
		“I” to indicate Format I	
DF020	12-15	Fiscal Year, e.g., 2009 (CCYY)	PIC X(4)
DF030	16	Reporting Period	PIC X
		K - October	
DF040	17-22	District IRN	PIC X(6)
DF050	23-28	Building IRN	PIC X(6)
Fields DF060-DF100 should be completed by City, Local and Exempted Village, School Districts, Community Schools, and JVSDs. Should NOT be completed by DYS.			
DF060	29	School Open on Monday of Count Week?	PIC X
		* – Not Applicable N – No Y – Yes	
DF070	30	School Open on Tuesday of Count Week?	PIC X
		* – Not Applicable N – No Y – Yes	
DF080	31	School Open on Wednesday of Count Week?	PIC X
		* – Not Applicable N – No Y – Yes	
DF090	32	School Open on Thursday of Count Week?	PIC X
		* – Not Applicable N – No Y – Yes	
DF100	33	School Open on Friday of Count Week?	PIC X
		* – Not Applicable N – No Y – Yes	
Fields DF110-DF210 should be completed by all entities			
DF110	34-41	First day of school scheduled for students in grades 1-12 (Format CCYYMMDD)	PIC X(8)
DF120	42-49	First day of school scheduled for kindergarten students	PIC X(8)
DF130	50-57	Last day of school scheduled for students (K-12)	PIC X(8)
DF140	58-60	Hours Per Day Scheduled – Grades 1-8 (Default = 0.00)	PIC 9V99
DF150	61-63	Hours Per Day Scheduled – Grades 9-12 (Default = 0.00)	PIC 9V99
DF160	64-66	Hours Per Day Scheduled – Half-Day Every Day Kindergarten (De-	PIC 9V99

Number	Position	Name	PIC/Size
		fault = 0.00)	
DF170	67-69	Hours Per Day Scheduled – Alternate Day Full-Day Kindergarten (Default = 0.00)	PIC 9V99
DF180	70-72	Hours Per Day Scheduled – Full-Day Everyday Full-Day Kindergarten (Default = 0.00)	PIC 9V99
	73-75	Filler (DF190)	PIC X(3)
Fields DF200-DF270 should be completed by community school whose contract for the school year requires hours. Community Schools whose contract for the school year required days should complete DF280 through DF350.			
DF200	76-78	Parent Teacher Conference Hours Scheduled (Default = 000)	PIC 9(3)
DF210	79-81	Professional Meeting (Teachers) Hours Scheduled (Default = 000)	PIC 9(3)
DF220	82-85	Annual Hours in Session Scheduled – Grades 1-8 (Default = 0000)	PIC 9(4)
DF230	86-89	Annual Hours in Session Scheduled – Grades 9-11 (Default = 0000)	PIC 9(4)
DF240	90-93	Annual Hours in Session Scheduled – Grade 12 (Default = 0000)	PIC 9(4)
DF250	94-97	Annual Hours in Session Scheduled – Every day Half-Day Kindergarten (Default = 0000)	PIC 9(4)
DF260	98-101	Annual Hours in Session Scheduled – Alternate Day Every day Full-Day Kindergarten (Default = 0000)	PIC 9(4)
DF270	102-105	Annual Hours in Session Scheduled – Every Day Full-Day Kindergarten (Default = 0000)	PIC 9(4)
Fields DF280-DF350 should be completed by City, Local, and Exempted Village School Districts, ESCs, JVSDs, DYS and any Community School whose contract for the school year requires days instead of hours. Community School whose contract for the school year requires hours should complete DF200 through DF270.			
DF280	106-107	Parent Teacher Conference FTE Scheduled (Default = 0.0)	PIC 9V9
DF290	108-109	Professional Meeting (Teachers) FTE Scheduled (Default = 0.0)	PIC 9V9
DF300	110-114	Annual Days in Session Scheduled – Grades 1-8 (Default = 000.00)	PIC 9(3)V99
DF310	115-119	Annual Days in Session Scheduled – Grades 9-11 (Default = 000.00)	PIC 9(3)V99
DF320	120-124	Annual Days in Session Scheduled – Grade 12 (Default = 000.00)	PIC 9(3)V99
DF330	125-129	Annual Days in Session Scheduled – Half-Day Everyday Kindergarten (Default = 000.00)	PIC 9(3)V99
DF340	130-134	Annual Days in Session Scheduled – Alternate Day Full-Day Kindergarten (Default = 000.00)	PIC 9(3)V99
DF350	135-139	Annual Days in Session Scheduled – Every Day Full-Day Everyday Kindergarten (Default = 000.00)	PIC 9(3)V99
DF360	140-142	Hours Per Day Scheduled – Preschool (Default = 0.00)	PIC 9V99
DF370	143-147	Annual Days in Session Scheduled – Preschool (Default = 000.00)	PIC 9(3)V99
DF380	148-150	Building Level Master Teacher Eligibility Count Element	PIC 9(3)

5.4.2 Building General Information – Fall/October (DF)

Number	Position	Name	PIC/Size
DF390	151-156	Feeder School IRN Element	PIC X(6)
	157-300	Filler	PIC X(144)

5.4.3 DISTRICT GENERAL INFORMATION – YEAREND (DR)

Report one record for each entity identified in the general instructions.

Number	Position	Name	PIC/Size
DR001	1-7	Record Number	PIC 9(7)
DR005	8	Record Status	PIC X
		A - Add/Update	
DR010	9-10	Sort Type	PIC X(2)
		Always “DR”	
DR015	11	Record Format Indicator	PIC X
		“H” to indicate Format H	
DR020	12-15	Fiscal Year, e.g., 2009 (CCYY)	PIC X(4)
DR030	16	Reporting Period	PIC X
		N - Yearend	
DR040	17-22	District IRN	PIC X(6)
	23-29	Filler (DR690, DR700, and DR710)	PIC 9(7)
	30-38	Filler (DR720)	PIC 9(9)
DR730	39-42	Nonpublic Students Evaluated For Special Education, Ineligible	PIC 9(4)
DR740	43-45	Preschool Transition Conferences Held By 3rd Birthday No Disability Suspected	PIC 9(3)
DR750	46-48	Preschool Transition Conferences Held After 3rd Birthday No Disability Suspected	PIC 9(3)
	49-300	Filler	PIC X(252)

5.4.4 BUILDING GENERAL INFORMATION – YEAREND (DB)

Report one record for each entity identified in the general instructions. ESCs are not required to complete this record.

Number	Position	Name	PIC/Size
DB001	1-7	Record Number	PIC 9(7)
DB005	8	Record Status	PIC X
		A-Add/Update	
DB010	9-10	Sort Type	PIC X(2)
		Always “DB”	
DB015	11	Record Format Indicator	PIC X
		“H” to indicate Format H	
DB020	12-15	Fiscal Year, e.g., 2009 (CCYY)	PIC X(4)
DB030	16	Reporting Period	PIC X
		N – Yearend	
DB040	17-22	District IRN	PIC X(6)
DB050	23-28	Building IRN	PIC X(6)
DB060	29-33	Filler (DB060)	PIC 9(3)V99
DB070	34-38	Filler (DB070)	PIC 9(3)V99
DB080	39-47	Filler (DB080)	PIC 9(9)
	48-68	Filler - DB090, DB100, DB110, DB120, DB130, DB140, DB150, DB160, DB170, DB180, DB190, DB200, DB210, DB220	PIC X(21)
	69-70	Filler (DB230 & DB250)	PIC XX
DB260	71-78	Actual first day of school for students in grades 1-12 Format - CCY-YMMDD	PIC X(8)
DB270	79-86	Actual first day of school for kindergarten students	PIC X(8)
DB280	87-94	Actual last day of school for students (K-12)	PIC X(8)
DB290	95-100	Feeder School IRN	PIC X(6)
Fields DB300-DB370 should be complete by Community Schools whose contract for the school year requires hours. Community Schools whose contract for the school year requires days should complete DB380 through DB490.			
DB300	101-102	Actual Parent Teacher Conference Hours (Default = 00)	PIC 99
DB310	103-104	Actual Professional Meetings (Teachers) Hours (Default = 00)	PIC 99
DB320	105-108	Actual Hours in Session – Grades 1-8 (Default = 0000)	PIC 9(4)
DB330	109-112	Actual Hours in Session – Grades 9-11 (Default = 0000)	PIC 9(4)
DB340	113-116	Actual Hours in Session – Grade 12 (Default = 0000)	PIC 9(4)
DB350	117-120	Actual Hours in Session – Half Day Everyday Kindergarten (Default = 0000)	PIC 9(4)
DB360	121-124	Actual Hours in Session – Alternate Day Full Day Kindergarten (Default = 0000)	PIC 9(4)
DB370	125-128	Actual Hours in Session – Full Day Everyday Kindergarten (Default = 0000)	PIC 9(4)
Fields DB380 – DB490 should be completed by City, Exempted Village and Local School Districts, JVSs, DYS and any Community School whose contract for the school year requires days instead of			

Number	Position	Name	PIC/Size
hours. Community School whose contract for the school year requires hours should complete DB300 through DB370.			
DB380	129-130	Actual Parent Teacher Conference FTE (Default = 0.0)	PIC 9V9
DB390	131-132	Actual Professional Meetings (Teachers) FTE (Default = 0.0)	PIC 9V9
DB400	133-137	Actual Days In Session – Grades 1-8 (Default = 000.00)	PIC 9(3)V99
DB410	138-142	Actual Days In Session – Grades 9-11 (Default = 000.00)	PIC 9(3)V99
DB420	143-147	Actual Days In Session – Grade 12 (Default = 000.00)	PIC 9(3)V99
DB430	148-152	Actual Days in Session – Half Day Everyday Kindergarten (Default = 000.00)	PIC 9(3)V99
DB440	153-157	Actual Days in Session – Alternate Day Full Day Kindergarten (Default = 000.00)	PIC 9(3)V99
DB450	158-162	Actual Days in Session – Full Day Everyday Kindergarten (Default = 000.00)	PIC 9(3)V99
DB460	163-166	Calamity Days (Default = 00.00)	PIC 9(2)V99
DB470	167-170	Calamity Days Made Up (Default = 00.00)	PIC 9(2)V99
DB480	171-172	Shortened Days – Due to Weather (Default = 00)	PIC 99
DB490	173-174	Shortened Days – Due to Other Reasons (Default = 00)	PIC 99
	175	Filler (DB500)	PIC X
DB510 through DB550 should be reported by all entities.			
DB510	176-178	Actual Hours Per Day – Students in Grades 1-8	PIC 9V99
DB520	179-181	Actual Hours Per Day – Students in Grades 9-12	PIC 9V99
DB530	182-184	Actual Hours Per Day – Students in Half-Day Everyday Kindergarten	PIC 9V99
DB540	185-187	Actual Hours Per Day – Students in Alternate Day Full Day Kindergarten	PIC 9V99
DB550	188-190	Actual Hours Per Day – Students in Full Day Everyday Kindergarten	PIC 9V99
	191-193	Filler (DB560)	PIC 9(3)
DB570	194-198	Actual Days In Session – Preschool (Default = 000.00)	PIC 9(3)V99
DB580	199-201	Actual Hours Per Day – Students in Preschool	PIC 9V99
	202-300	Filler	PIC X(99)

5.4.5 BUILDING GENERAL INFORMATION – FEBRUARY (DH)

Report one record for each building for all city, local, exempted village and Joint Vocational School Districts (JVSDs).

Number	Position	Name	PIC/Size
DH001	1-7	Record Number	PIC 9(7)
DH005	8	Record Status	PIC(X)
		A-Add/Update	
DH010	9-10	Sort Type	PIC X(2)
		Always “DH”	
DH015	11	Record Format Indicator	PIC X
		“G” to indicate Format G	
DH020	12-15	Fiscal Year, e.g., 2009 (CCYY)	PIC X(4)
DH030	16	Reporting Period	PIC X
		C – February	
DH040	17-22	District IRN	PIC X(6)
DH050	23-28	Building IRN	PIC X(6)
DH060	29	School open on Monday of Count Week?	PIC X
		* – Not Applicable N – No Y – Yes	
DH070	30	School open on Tuesday of Count Week?	PIC X
		* – Not Applicable N – No Y – Yes	
DH080	31	School open on Wednesday of Count Week?	PIC X
		* – Not Applicable N – No Y – Yes	
DH090	32	School open on Thursday of Count Week?	PIC X
		* – Not Applicable N – No Y – Yes	
DH100	33	School open on Friday of Count Week?	PIC X
		* – Not Applicable N – No Y – Yes	
	34-300	Filler	PIC X(267)

5.4.6 BUILDING GENERAL INFORMATION - FINANCIAL (DM)

Report one record for each entity identified in the general instructions. ESCs are not required to complete this record.

Number	Position	Name	PIC/Size
DM001	1-7	Record Number	PIC 9(7)
DM005	8	Record Status	PIC X
		A-Add/Update	
DM010	9-10	Sort Type	PIC X(2)
		Always "DM"	
DM015	11	Record Format Indicator	PIC X
		"H" to indicate Format H	
DM020	12-15	Fiscal Year, e.g., 2009 (CCYY)	PIC X(4)
DM030	16	Reporting Period	PIC X
		H – Financial	
DM040	17-22	District IRN	PIC X(6)
DM050	23-28	Building IRN	PIC X(6)
DM060	29-33	Transportation Percentage	PIC 9(3)V99
DM070	34-38	Lunchroom Percentage	PIC 9(3)V99
DM080	39-47	Building Square Feet	PIC 9(9)
	48-300	Filler	PIC X(253)

5.4.7 DISTRICT GENERAL INFORMATION – FINANCIAL (DD)

Report one record for each entity identified in the general instructions. ESCs are not required to complete this record.

Number	Position	Name	PIC/Size
DD001	1-7	Record Number	PIC 9(7)
DD005	8	Record Status	PIC X
		A - Add/Update	
DD010	9-10	Sort Type	PIC X(2)
		Always “DD”	
DD015	11	Record Format Indicator	PIC X
		“G” to indicate Format G	
DD020	12-15	Fiscal Year, e.g., 2009 (CCYY)	PIC X(4)
DD030	16	Reporting Period	PIC X
		H - Financial	
DD040	17-22	District IRN	PIC X(6)
DD050	23-31	Central Office Building Square Feet	PIC 9(9)
	32-300	Filler	PIC X(268)

5.4.8 DISTRICT TESTING – YEAREND (DT)

See Chapter 4 for reporting instructions.

Number	Position	Name	PIC/Size
DT001	1-7	Record Number	PIC 9(7)
DT005	8	Record Status	PIC X
		A-Add/Update	
DT010	9-10	Sort Type	PIC X(2)
		Always “DT”	
DT015	11	Record Format Indicator	PIC X
		“G” to indicate Format G	
DT020	12-15	Fiscal Year, e.g., 2009 (CCYY)	PIC X(4)
DT030	16	Reporting Period	PIC X
		N - Yearend	
DT040	17-22	District IRN	PIC X(6)
DT050	23-24	Grade Level Assessed	PIC X(2)
		Note: KG to 12 or NT for no grade levels assessed	
DT060	25-27	Local Assessment Number	PIC 9(3)
		Note: district assigned number from 000-999	
DT070	28-31	Number of Students Taking Assessment	PIC 9(4)
DT080	32-35	Assessed Students with Disabilities Headcount	PIC 9(4)
DT090	36	Administered with Accommodations/Modifications (Y/N)	PIC X
DT100	37-40	Accommodations/Modifications Headcount	PIC 9(4)
DT110	41	Alternate Assessments Provided (Y/N)	PIC X
DT120	42-45	Alternate Assessment Headcount	PIC 9(4)
	46-300	Filler	PIC X(255)

5.5 FINANCIAL DATA

5.5.1 FINANCIAL FILE DESCRIPTIONS (QC)

These fields are common to all financial records (Sort Type QC) and are defined as filler in all detailed records. All records are 300 characters in length. All codes are defined according to the Uniform School Accounting System.

Number	Position	Name	PIC/Size
QC001	1-7	Record Number	PIC 9(7)
QC005	8	Record Status	PIC X
		A - Add/Update	
QC010	9-10	Sort Type	PIC X(2)
		Always "QC"	
QC015	11	Record Format Indicator	PIC X
		"G" to indicate Format G	
QC020	12-15	Fiscal Year, e.g., 2009 (CCYY)	PIC X(4)
QC030	16	Reporting Period	PIC X
		H - July	
QC040	17-22	District IRN	PIC X(6)
QC050	23-25	Schedule Sequence	PIC X(3)
QC060	26-28	Schedule Frequency	PIC 9(3)
QC070	29-32	Line Number	PIC 9(4)
QC080	33-35	Schedule Number	PIC X(3)
	36-300	Filler	PIC X(265)

5.5.2 CASH RECORD (QC)

To be provided for each Fund/Special Cost Center.

Number	Position	Name	PIC/Size
	1-35	Filler	PIC X(35)
	36-37	Filler	PIC X(2)
QC110	38-40	Fund	PIC X(3)
QC120	41-44	Special Cost Center	PIC X(4)
QC185	45-65	ODE Brief Description (Choose from list provided below)	PIC X(21)
QC190	66-151	District Account Description	PIC X(86)
QC200	152	Fund Class	PIC X
		G - General	
		S - Special Revenue	
		D - Debt Service	
		C - Capital Projects	
		A - Agency	
		E - Enterprise	
		I - Internal Services	
		P - Permanent	
		R - Private Purpose Trust	
		V - Investment Trust	
		W - Pension Trust	
QC210	153-164	July 1 Cash Balance	PIC S9(9)V99(s)
QC220	165-176	Fiscal Year Receipts	PIC S9(9)V99(s)
QC230	177-188	Fiscal Year Expenditures	PIC S9(9)V99(s)
QC240	189-200	Current Cash Encumbered	PIC S9(9)V99(s)
QC250	201-212	Current Fund Balance	PIC S9(9)V99(s)
QC260	213-224	Current Payables (optional)	PIC S9(9)V99(s)
	225-300	Filler	PIC X(76)

ODE Brief Description				
Fund	USAS Fund Description	Program	QC185	Appropriation Line Item/ CFDA
025	Computer Network - ITCs	Basic Subsidy	BASU	200-426
025	Computer Network - ITCs	Nonpublic Communications	DANC	200-426
025	Computer Network - ITCs	Other Non-OECN Related	ONOR	200-426
025	Computer Network - ITCs	Other OECN Related	OOR	200-426
025	Computer Network - ITCs	Public Communications-DS3	DAPD	200-426
025	Computer Network - ITCs	Public Communications-other	DAPC	200-426
025	Computer Network - ITCs	Union Catalog-INFOhio	UCIO	200-426
025	Computer Network - ITCs	EMIS	EMIS	200-446
025	Computer Network - ITCs	Third Frontier Network	TFN	200-446
025	Computer Network - ITCs	Other Computer Network - ITCs	*	
401	Auxiliary Services	Auxiliary Services	AUX	200-511
401	Auxiliary Services	Nonpublic Administrative Cost	NAC	200-532

ODE Brief Description				
Fund	USAS Fund Description	Program	QC185	Appropriation Line Item/ CFDA
401	Auxiliary Services	Mobile Units	ASMU	200-659
401	Auxiliary Services	Other Auxiliary Services	*	
414	Adult High School	Adult Basic Literacy	ABL	200-509
414	Adult High School	ESOL	ESOL	200-509
414	Adult High School	Other Adult High School	*	
416	Teacher Development	Educator Recruitment	ER	200-410
416	Teacher Development	Local knowledge/skills-based	LKS	200-410
416	Teacher Development	National Teacher Board Certification	NTBC	200-410
416	Teacher Development	Ohio University Leadership Program	OULP	200-410
416	Teacher Development	Profession Development - Literacy	PDL	200-433
416	Teacher Development	Reading Recovery Training Network	RR	200-433
416	Teacher Development	Reading/Writing Improvement	RWI	200-433
416	Teacher Development	RPDC	RPDC	200-410
416	Teacher Development	School districts in academic emergency	AE	200-410
416	Teacher Development	Training School Administrators	TSA	200-410
416	Teacher Development	Other Teacher Development	*	
431	Gifted Education	Gifted ID	GID	200-521
431	Gifted Education	Gifted Units	MS	200-521
431	Gifted Education	Research and Demonstration	RD	200-521
431	Gifted Education	Summer Sch for Gifted	SSG	200-521
431	Gifted Education	Summer Honors Inst	SHI	200-521
431	Gifted Education	Other Gifted Education	*	
438	Early Learning Initiative program	Early Learning Initiative program Traditional	HDSTT	200-663
438	Early Learning Initiative program	Early Learning Initiative program - Start Up	HDSTUP	200-449
438	Early Learning Initiative program	Early Learning Initiative program - Support	HDSTSP	200-663
438	Early Learning Initiative program	Early Learning Initiative program Plus	HDSTP	200-663
447	DPIA	Breakfast	BREAK	200-520
447	DPIA	DPIA	DPIA	200-520
447	DPIA	School Choice	SC	200-520
447	DPIA	Children's Hunger Alliance	CHA	200-520
447	DPIA	Other DPIA	*	
450	School Net	Education Technology	ET	228-539
450	School Net	Instructional Resources	IR	228-539
450	School Net	Ohio K-12 Network	OKN	228-539
450	School Net	Ohio School Net Plus	OSNP	Tobacco
450	School Net	Other School Net	*	
451	OECN Communication	Public Communications	PC	200-426
451	OECN Communication	Third Frontier Network	TFN	200-446
451	OECN Communication	Other OECN Communication	*	
459	Ohio Reads	Ohio Reads Grants	ORG	200-566

ODE Brief Description				
Fund	USAS Fund Description	Program	QC185	Appropriation Line Item/ CFDA
459	Ohio Reads	OhioReads Admin/Volunteer Support	ORAVS	200-445
459	Ohio Reads	Research Based Reading Mentoring	RBRM	200-445
459	Ohio Reads	OhioReads Comm Match	ORCM	200-445
459	Ohio Reads	Other Ohio Reads	*	
460	Summer Intervention	Academic Emergency	AF	200-513
460	Summer Intervention	Intervention Services	IS	200-513
460	Summer Intervention	Read Baby Read	RBR	200-513
460	Summer Intervention	Other Summer Intervention	*	
461	Career-Technical Education Enhancement	Career Development	CD	200-545
461	Career-Technical Education Enhancement	Supplemental Equipment Funds	SEQ	200-545
461	Career-Technical Education Enhancement	Fifth Quarter	FQ	200-545
461	Career-Technical Education Enhancement	High Schools that Work	HSTW	200-545
461	Career-Technical Education Enhancement	OCIS	OCIS	200-545
461	Career-Technical Education Enhancement	JOGS	JOGS	3V0
461	Career-Technical Education Enhancement	Tech Prep	TP	200-545
461	Career-Technical Education Enhancement	Other CTE Enhancement	*	
463	Alternative Schools	Amer-I-Can	AIC	200-421
463	Alternative Schools	Toledo Tech	TT	200-421
463	Alternative Schools	Urban School Districts	USD	200-421
463	Alternative Schools	Rural and Suburban	RSUB	200-421
463	Alternative Schools	Ohio Alternative Educ Challenge Grant	OAEC	200-421
463	Alternative Schools	Youth Opportunities United	YOU	200-421
463	Alternative Schools	Other Alternative Schools	*	
464	School Improvement Models	Big City School Program	BCSP	200-431
464	School Improvement Models	Early College High School	ECHS	200-431
464	School Improvement Models	High School Transformation	HST	200-431
464	School Improvement Models	IMPR Solutions Urban Students	IMPR	200-431
464	School Improvement Models	Ohio's Rural Appalachia Leadership	ORAL	200-431
464	School Improvement Models	Southern State Community College	SSCC	200-431
464	School Improvement Models	Other School Improvement Models	*	
464	School Improvement Models	GRAD	GRAD	200-431
464	School Improvement Models	LEAF	LEAF	200-431
464	School Improvement Models	Technical Assistance	TA	200-431
499	Miscellaneous State	Academic Standards	AS	200-427
499	Miscellaneous State	American Sign Language	ASL	200-441
499	Miscellaneous State	American Sign Language- Pilot Projects	ASLP	200-441

ODE Brief Description				
Fund	USAS Fund Description	Program	QC185	Appropriation Line Item/ CFDA
499	Miscellaneous State	Child Care Licensing	CCL	200-442
499	Miscellaneous State	Community Schools Start Up	CSS	200-455
499	Miscellaneous State	Eddie Eagle Gun Safety Pilot Program.	EESGP	200-578
499	Miscellaneous State	Emergency Loan Interest Subsidy	ELIS	200-558
499	Miscellaneous State	GED Testing/Adult High School	GED	200-447
499	Miscellaneous State	Miscellaneous	MISC	
499	Miscellaneous State	OGT Practice Test	OGT	200-437
499	Miscellaneous State	Assessment	ASMT	200-437
499	Miscellaneous State	Report Card Distribution	RCD	200-439
499	Miscellaneous State	Safe and Supportive Schools	SSS	200-578
499	Miscellaneous State	Safe School Center	SSC	200-578
499	Miscellaneous State	Safe School Help Line	SSHL	200-578
499	Miscellaneous State	Teaching Success Commission Initiatives	TSCI	200-452
499	Miscellaneous State	Waterford Early Reading Program	WERP	200-433
499	Miscellaneous State	Ohio Mathematics Academy Program	OMAP	200-433
499	Miscellaneous State	Teachers On Loan	TOL	200-427
499	Miscellaneous State	Jennings Ohio Learning First Alliance	JOLFA	200-615
499	Miscellaneous State	Reggio Amelio Grant	RAG	200-615
499	Miscellaneous State	National Assoc State Bds Grant	NASBG	200-615
499	Miscellaneous State	Cleve Foundation Schools of Promise Network	CFSPN	200-615
499	Miscellaneous State	Gund Schools of Promise Network	GSPN	200-615
499	Miscellaneous State	Jennings Schools of Promise Network	JSPN	200-615
499	Miscellaneous State	RJ Wean Foundation	RJWF	200-615
499	Miscellaneous State	Interagcy Spt - Child Abuse Detection Tng	CADT	200-633
499	Miscellaneous State	Motorcycle Safety	MOTOR	
499	Miscellaneous State	Guidance and Testing	GT	200-610
499	Miscellaneous State	Adult High School	AHS	200-509
499	Miscellaneous State	Bowling Green CSD Preschool	BG	200-540
499	Miscellaneous State	Jason Project	JASON	200-427
499	Miscellaneous State	Language & Literacy Intervention	LLI	200-540
499	Miscellaneous State	Educational Media Centers	MEDIA	200-431
499	Miscellaneous State	Ohio Science Institute	OSI	200-427
499	Miscellaneous State	Project Lead The Way	PLTW	200-427
499	Miscellaneous State	Other State Miscellaneous	*	
572	Comprehensive School Reform - Title I, Part F	Comprehensive School Reform - Title I, Part F	CSR	84.332
572	Homeless Children	Homeless Children	HC	84.196
572	Improvement of Basic Programs - Title I Part A	Improvement of Basic Programs - Title I Part A	IBP	84.010
572	Neglected & Delinquent Children/Youth Title I Part D	Neglected & Delinquent Children/Youth Title I Part D	NDCY	84.013
572	Even Start	Title I, Part B-3	ESOLT	84.213
572	Title I	Other Title I	*	

ODE Brief Description				
Fund	USAS Fund Description	Program	QC185	Appropriation Line Item/ CFDA
599	Miscellaneous Federal	21st Century Community Learning Centers-T IV-B	LC	84.287
599	Miscellaneous Federal	Character Education	CE	84.215
599	Miscellaneous Federal	Community Schools	CS	84.282
599	Miscellaneous Federal	Community Service Grants Title IV Part A-2	CSG	84.184C
599	Miscellaneous Federal	Education Technology Title II Part D	ETT	84.318
599	Miscellaneous Federal	Reading First - Title 1-B	RF	84.357
599	Miscellaneous Federal	Rural and Low Income - Title VI, Part B-2	RLI	84.358
599	Miscellaneous Federal	Other Federal	*	
599	Miscellaneous Federal	Tchr Quality Enhancement	TQE	84.336
599	Miscellaneous Federal	State Prog Improvement	SPI	84.323
599	Miscellaneous Federal	Program Improvement	PGMI	84.330
599	Miscellaneous Federal	Troops to Teachers - DOD	TOTD	12.630
599	Miscellaneous Federal	Troops to Teachers - USDE	TOTUS	84.215K
599	Miscellaneous Federal	Occupational & Employment Information - ACRN	OEI	84.346
599	Miscellaneous Federal	Workforce Investment Act	WIA	17.258
599	Miscellaneous Federal	Learn & Serve America	LSA	94.004
599	Miscellaneous Federal	Math/Science Partnerships	MSP	84.366
599	Miscellaneous Federal	State Homeland Security	SHS	16.007
599	Miscellaneous Federal	Charter College	CCOLL	84.215K
599	Miscellaneous Federal	Refugee Impact	RIM	93.576
599	Miscellaneous Federal	Hurricane Relief	HKR	84.938

5.5.3 EXPENDITURE RECORD (QC)

To be provided for each account number as indicated in the financial detail documentation.

Number	Position	Name	PIC/Size
	1-35	Filler	PIC X(35)
	36-37	Filler	PIC X(2)
QC110	38-40	Fund	PIC X(3)
QC120	41-44	Special Cost Center	PIC X(4)
QC130	45-48	Function	PIC X(4)
QC140	49-51	Object	PIC X(3)
QC150	52-57	Subject	PIC X(6)
QC160	58-60	Operational Unit	PIC X(3)
QC170	61-62	Instructional Level	PIC X(2)
QC180	63-65	Job	PIC X(3)
QC270	66-77	Prior Fiscal Year Encumbered (also known as Previous Year Carry-over Appropriation)	PIC S9(9)V99(s)
QC280	78-89	Fiscal Year Total Appropriation	PIC S9(9)V99(s)
QC290	90-101	Fiscal Year Actual Expenditures	PIC S9(9)V99(s)
QC300	102-113	Current Encumbered	PIC S9(9)V99(s)
QC305	114	General Fund Debt-Bond Retire Fund (Y" IF Bond Retirement Fund (002) and expenditures are applicable to the servicing of the General Fund Debt)	PIC X
	115-300	Filler	PIC X(186)

5.5.4 RECEIPT RECORD (QC)

To be provided for each Fund/SCC/Receipt code as indicated in the financial detail documentation.

Number	Position	Name	PIC/Size
	1-35	Filler	PIC X(35)
	36-37	Filler	PIC X(2)
QC110	38-40	Fund	PIC X(3)
QC120	41-44	Special Cost Center	PIC X(4)
QC310	45-48	Receipt	PIC X(4)
QC150	49-54	Subject (optional)	PIC X(6)
QC160	55-57	Operational Unit (optional)	PIC X(3)
	58-65	Filler	PIC X(8)
QC320	66-77	Fiscal Year Estimated Revenue	PIC S9(9)V99(s)
QC330	78-89	Fiscal Year Actual Receipts	PIC S9(9)V99(s)
QC340	90-101	Fiscal Year Receivables (Optional)	PIC S9(9)V99(s)
QC345	102	Debt Retirement/General Fund (Y' IF Bond Retirement Fund (002) and expenditures are applicable to the servicing of the General Fund Debt)	PIC X
	103-300	Filler	PIC X(198)

5.5.5 OPERATIONAL UNIT (OPU) DESCRIPTION RECORD (QC)

Number	Position	Name	PIC/Size
	1-35	Filler	PIC X(35)
QC160	36-38	OPU	PIC X(3)
QC350	39-44	Entity IRN	PIC X(6)
QC360	45-89	Entity Name	PIC X(45)
QC365	90	Entity Type (optional)	PIC X
		“C” = Central Office	
	91-300	Filler	PIC X(210)

If the OPU is a school building, use the building IRN for the entity IRN. If the OPU is not a school building, the district IRN should be used for the entity IRN.

The following records are for tables from the current AUD/ODE 4502-1. Generally, they are identical to the current requirements except for the Filler at the beginning and the total record size.

EXHIBIT 1: CASH AND FUND BALANCE RECONCILIATION – END OF FISCAL YEAR

Number	Position	Name	PIC/Size
	1-35	Filler	PIC X(35)
QC370	36-67	Depository Name For Lines 1-99, 200-298	PIC X(32)
QC380	68-79	Amount	PIC S9(9)V99(s)
	80-300	Filler	PIC X(221)

SCHEDULE OF FEDERAL ASSISTANCE PROGRAMS: SUMMARY

Number	Position	Name	PIC/Size
	1-35	Filler	PIC X(35)
QC360	36-65	Entity Name	PIC X(30)
QC740	66-75	County Name	PIC X(10)
QC750	76-79	Fiscal Year Ending, e.g., 2006 (CCYY)	PIC X(4)
QC760	80	Total Federal Receipt Group	PIC X
		D – The district has \$500,000 or more in federal expenditures E – The district has less than \$500,000 in federal expenditures	
QC770	81-300	Comments	PIC (220)

SCHEDULE OF FEDERAL ASSISTANCE PROGRAMS: DETAIL

Number	Position	Name	PIC/Size
	1-35	Filler	PIC X(35)
QC780	36-40	CFDA Number	PIC X(5)
QC790	41-70	Grant Title	PIC X(30)
QC110	71-73	Fund	PIC X(3)
QC120	74-77	Special Cost Center	PIC X(4)
QC810	78-89	Federal Contribution Received in Current Fiscal Year	PIC S9(9)V99(s)
QC820	90-101	Federal Expenditure during current Fiscal Year	PIC s9(9)V99(s)
	102-300	Filler	PIC X(199)

STATEMENT R: CIVIL PROCEEDINGS

This record is used for all civil proceeding data except description.

Number	Position	Name	PIC/Size
	1-35	Filler	PIC X(35)
QC830	36-55	Case Number	PIC X(20)
QC840	56-85	Court Name	PIC X(30)
	86-190	Plaintiff/Defendant (Occurs 5 times)	
QC850		Plaintiff/Defendant Type	PIC X
QC860		Plaintiff/Defendant Name	PIC X(20)
QC870	191	Capacity of Board (Either “P” or “D”)	PIC X

Number	Position	Name	PIC/Size
QC880	192-203	Total Expense for Proceedings (through current fiscal year)	PIC S9(9)V99(s)
QC890	204-215	Expense for Proceedings (for current fiscal year)	PIC S9(9)V99(s)
	216-300	Filler	PIC X(85)

STATEMENT R: CIVIL PROCEEDINGS

This record is used for the description of the civil proceedings.

Number	Position	Name	PIC/Size
	1-35	Filler	PIC X(35)
QC830	36-55	Case Number	PIC X(20)
QC900	56-300	Description of Proceedings	PIC X(245)

SCHEDULE OF CAPITAL ASSETS

Number	Position	Name	PIC/Size
	1-35	Filler	PIC X(35)
QC971	36-38	Capital Assets Code	PIC X(3)
QC972	39-50	Capital Assets Code Prior Balance	PIC 9(10)V99
QC973	50-62	Capital Assets Code Additions	PIC 9(10)V99
QC974	61-74	Capital Assets Code Deductions	PIC 9(10)V99
	75-300	Filler	PIC X(226)

SCHEDULES

Name	Schedule Number	Schedule Sequence	Schedule Frequency	Line Number
Operational Unit	OPU	ACC	1	*1 to 999
Cash Record	CSH	AAE	1	1
Expenditure Record	EXP	AAL	1	1
Receipt Record	RCT	AAP	1	1
Exhibit 1	EX1	AAZ	1	*1-126,200-299
Federal Asst. – Summary	FAS	YAZ	1	*1
Federal Asst. – Detail	FAD	ZAZ	*1 to 999	1
Statement R – Case	STR	ZBZ	*1 to 999	*1
Statement R – Descrip	STR	ZBZ	*1 to 999	*2 to 999
Capital Assets	CAP	CAC	1	1

* See Notes.

NOTES: SCHEDULE FREQUENCY

	Federal Assistance Schedules
Summary	1
Detail	1 to 999 (Increase by one for each program)

	Statement R
	1 to 999 (Increase by 1 for each proceeding. Case data and description must have same frequency number for the same proceeding.)
	Operational Unit
	1 to 999 (Increase with each (OPU))
	Exhibit 1
Gross Depository Balance	1 98
Total Depository Balance	99
Adjustments to Bank balances	100-103
Investments	104-108
Cash on hand	109-112
Total balances end-of-year	113
Governmental Fund types	114-119
Proprietary Fund types	120-122
Fiduciary fund types	123-125
Total balances All funds	126
Other depository Balances	200-298
Total other depository	299
	Federal Assistance Schedules
Detail	1 - 999 (Increase by 1 for each record)
	Statement R
Case Data	1
Description	2 - 999 (Increase with each 248 characters of description)

5.5.6 FIVE-YEAR FORECAST RECORD (QF)

This record layout is for reporting the five-year forecast required by HB 412. The record layout described here is in standard EMIS format. Because the source of this data is likely to be a spreadsheet application, the EMIS Software used by the DAS will also accept this data as a comma-delimited file.

Number	Position	Name	PIC/Size
QF001	1-7	Record Number	PIC 9(7)
QF005	8	Record Status	PIC X
		A - Add/Update	
QF010	9-10	Sort Type	PIC X(2)
		Always "QF"	
QF015	11	Record Format Indicator	PIC X
		"G" to indicate Format G	
QF020	12-15	Fiscal Year, e.g., 2009	PIC X(4)
QF030	16	Reporting Period	PIC X
		P - December	
QF040	17-22	District IRN	PIC X(6)
QF050	23-27	Category/Line Number	PIC 99V999
		Code value that indicates line number on forecast. See Chapter 4.	
QF060	28-63	Prior Years Actual (occurs 3 times)	PIC S9(11)(s)
		Contains three prior years' actual values. First occurrence contains three years ago actual, second occurrence contains two years ago actual, and third occurrence contains prior fiscal year actual.	
QF070	64-69	Average Annual Change	PIC S999V99(s)
QF080	70-129	Forecasted Year's Amounts (Occurs 5 times)	PIC S9(11)(s)
		Contains forecasted amounts for each fiscal year. The first occurrence contains the first year being forecasted (i.e., the current fiscal year). Remaining occurrences contain subsequent fiscal years. This element also applies to ADM forecasts.	
	130-300	Filler	X(169)

5.5.7 FIVE-YEAR FORECAST NOTES RECORD (QN)

This record layout is used to submit the notes and assumptions for the five-year forecast. The notes must be submitted as plain text. Each record should contain one line of text. Blank lines may be submitted by including a record with blank text field.

Number	Position	Name	PIC/Size
QN001	1-7	Record Number	PIC 9(7)
QN005	8	Record Status	PIC X
		A - Add/Update	
QN010	9-10	Sort Type	PIC X(2)
		Always "QN"	
QN015	11	Record Format Indicator	PIC X
		"G" to indicate Format G	
QN020	12-15	Fiscal Year, e.g., 2009	PIC X(4)
QN030	16	Reporting Period	PIC X
		P - December	
QN040	17-22	District IRN	PIC X(6)
QN050	23-27	Line Number	PIC 9(5)
		Contains the line number of the text within the notes. Should be consecutively numbered starting from one.	
QN060	28-107	Note Text Line	PIC X(80)
		Must contain only printable characters. Any non-printable characters (including carriage returns and line feeds) may cause the record to be rejected.	
	108-300	Filler	PIC X(193)

5.6 OPT OPTIONS DEFINITION RECORD (OPT)

(Provided by the Department of Education.)

Number	Position	Name	PIC(Size)
OPT010	1-2	Sort-Type	PIC X(2)
OPT020	3-5	Element Number	PIC X(3)
OPT030	6-13	Option Value	PIC X(8)
OPT040	14-80	Data Element Description	PIC X(67)
OPT050	81-88	Data Element Minimum	PIC X(8)
OPT060	89-96	Data Element Maximum	PIC X(8)
OPT070	97-109	Collection-Cycle Occurs 13 Times	PIC X(13)
OPT080	110-110	Severity-Code	PIC X(1)
		Value "F" – Fatal	
		Value "W" – Warning	
		Value "I" – Informational	
OPT090	111-111	Field Status	PIC X(1)
		Value " " – "Active"	
		Value "I" – "Inactive"	