# ODE EMIS MANUAL 

## Section 5.2: <br> Grade Schedule Record (DL)

O10 $\begin{aligned} & \text { Department } \\ & \text { of Education }\end{aligned}$

Version 1.0
September 8, 2012

## Revision History

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

| Version | Date | Effective Date <br> (FY \& Reporting Period) | Change \# | Description |
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### 5.2 Grade Schedule

## Required Reporting Periods

The Grade Schedule Record is to be reported for the October (K) and Yearend (N) reporting periods.

## General Guidelines

Grade Schedule records are required to be reported during the October (K) and the Yearend (N) reporting periods for each grade at a building within a city, local, exempted village school district as well as each community school and each STEM district. In addition, a grade/building record is also required for each Joint Vocational School (JVS) within a joint vocational school district (JVSD), the Ohio School for the Deaf (OSD) and the Ohio School for the Blind (OSB), ESC, and the Ohio Department of Youth Services (ODYS). If any of the attributes apply to students or staff counted at the district, rather than building, level, records must be reported that use the district IRN as the IRN of the building (DL050).

The Grade Code (DL060) applies to students being educated within the building and not to the building profile in the Ohio Educational Directory System (OEDS). A Grade Schedule record is required to be reported for every grade in which there are students, "PS", "KG", "01" through " 13 ", and " 23 ", even if a grade is outside the reported OEDS grade range. No records need to be reported for grades in which there are no students. These rules also apply for records in which the building IRN is the IRN of the district.

For example, if a building has only half day, every day kindergarten, full day, every day kindergarten, and grades 01,02 , and 03 , the district is required to report five records for the building,

- $\quad$ one with Grade $=$ "KG" and Attendance Pattern $=$ "HE",
- one with Grade = "KG" and Attendance Pattern = "FE",
- one with Grade $=$ " 01 " and Attendance Pattern $=$ "NA",
- one with Grade $=$ " 02 " and Attendance Pattern $=$ "NA",
- one with Grade $=$ " 03 " and Attendance Pattern $=$ "NA".

If, for some reason, there is also one fourth grade student attending a third grade class in the building, the district must report a record with Grade $=$ " 04 " and Attendance Pattern $=$ "NA".

If students in grades " 03 ", " 07 ", and " 08 " have an attending building IRN of the district and the student percent of time is greater than zero, a record should be reported for each of these three grade levels with the district IRN as the building IRN.

The type of contract a community school has for a school year determines whether the school reports the "Hours" elements or the "Days" elements, with regards to time in session. A community school reports either the "Hours" elements or the "Days" elements but does not report both. It is, however, required that community schools report all other elements on the Grade Schedule Record.

## Annual Days in Session Element

Record Field Number DL120
Definition
The number of days in session for students in this specific
grade/attendance pattern combination during the current school year.

## Valid Options

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Reporting Instructions. For the October (K) reporting period, this indicates the number of days the school is scheduled to be open for instruction during the current school year. For the Yearend (N) reporting period, this indicates the number of days the school was actually open for instruction during the current school year.

All entities are required to report these elements, including community schools whose contracts for the school year are in days. For these community schools, it is required to complete each Annual Days Element; however, they do not complete the Annual Hours in Session Element. Community schools whose contracts for the school year are in hours are the only districts who report the Annual Hours in Session Element instead of this element.

Do not count days the school is scheduled to be closed for school holidays, teachers' meetings, or other similar reasons. Do not include parent-teacher conference days. Do not include calamity days taken.

If the grade for this record is "KG" and the attendance pattern is not "FE", consider the days without regard to the student percent of time. If the attendance pattern is "HE", the days in session span the entire academic year and should not be cut in half because each group of students is there only fifty percent of the day. If the attendance pattern is "FO", the days in session span the entire academic year and should be similar to the number of days for full day, every day students.

Note. The Annual Days in Session Elements reported are not used to determine a district's adherence to minimum state standards. They are used to calculate an accurate average daily membership figure.

If the number of days in session varies within a grade in a building, the district should divide the total absence and attendance days for all of the various groups of students in that grade by the total ADM of the entire grade within the building to calculate the days in session.

The table below depicts a calculation that can be used when the days in session vary among grade groups within a building. This example is for kindergarten students and may represent a situation in which a snow day cancelled the morning kindergarten session but not the afternoon session. The days in session are the number of days students were in attendance and are not calculated using a student percent of time. This example assumes a slightly smaller PM kindergarten with a lower number of Total Absence and Attendance days.

Days in Session (different grade groups within a building)

| Grade Group | Total Absence and Attendance Days <br> (Authorized and Unauthorized) | Days in Session | ADM |
| :--- | :---: | :---: | :--- |
| PM Kindergarten | 18000 | 180 | 100.00 |


| Grade Group | Total Absence and Attendance Days <br> (Authorized and Unauthorized) | Days in Session | ADM |
| :--- | :---: | :---: | :--- |
| PM Kindergarten | 18000 | 180 | 100.00 |
| AM Kindergarten | 20000 | 179 | 111.73 |
| Total | 38000 | X | 211.73 |

## Annual Hours in Session Element

| Record Field Number | DL110 |
| :--- | :--- |
| Definition | The number of annual hours in session for students in this specific <br> grade/attendance pattern combination during the current school year. |

## Valid Options

$$
0000-9999
$$

Reporting Instructions. These data elements are reported by community schools only. Furthermore, only the community schools whose contracts for the school year are in hours instead of days report these elements.

In the case where a community school has a contract for the school year in days, the community school does not complete these data elements, but they are required to report the Annual Days Scheduled Elements.

Report the number of hours that the school will be open during the school year for instruction in each of the designated grade areas. The number of hours should include scheduled classes, supervised activities and approved educational options that are provided to students exclusive of lunch. Do not count the hours that the school was closed for school holidays, parent teacher conferences, professional meetings for teachers, public calamities, or similar reasons.

## Attendance Pattern Element

| Record Field Number | DL070 |
| :--- | :--- |
| Definition | On a weekly basis, the arrangement of days in which a student is in this <br> building. |

## Valid Options

| FE | Full Day, Every Day |
| :--- | :--- |
| FO | Full Day, Every Other Day |
| HE | Half Day, Every Day |
| HO | Half Day, Every Other Day |
| AS | Alternative Schedule |
| NA | Not Applicable |

Reporting Instructions. These data elements are reported on every grade record submitted for a building.

If the grade is between 01 and 13 , inclusive, or 23 , the valid option should always be "NA".

If the grade is "KG", this element must indicate the pattern "FE", "FO", "HE", or "AS". Attendance Pattern "HO", Half Day, Every Other Day, and "NA", Not Applicable are not valid for kindergarten.

If the grade is "PS" the record must indicate the pattern "FE", "FO", "HE", "HO", or "AS". The "AS" option should only be reported for preschool students if one of the other options does not fit. Attendance Pattern "NA", not Applicable, is not valid for preschool.

## Building IRN Element

| Record Field Number | DL050 |
| :--- | :--- |
| Definition | The state assigned six-digit information retrieval number (IRN) of the <br> building. |

## Valid Options

Six-digit IRN Valid building IRN within the reporting district or the district IRN
Reporting Instructions. If there are students in the district whose Attending Building IRN element (FS160) on the Student Standing (FS) record is the IRN of the district and the Student Percent of Time (FS120) is greater than zero, the district should report Grade Schedule records for them. In such cases, there should be a row for every grade of a student who fits this situation; the building IRN in each of these rows should be the IRN of the district.

## District IRN Element

| Record Field Number | DL040 |
| :--- | :--- |
| Definition | The state assigned six-digit information retrieval number (IRN) of the <br> district. |

## Valid Options

Six-digit IRN Valid district IRN
Date of Spring Administration - Math Test Element

| Record Field Number | DL130 |
| :--- | :--- |
| Definition | The date of the spring administration of an OAA or OGT Math Test for <br> this building and grade. |

## Valid Options

CCYYMMDD
00000000

Reporting Instructions. A date should be reported for every grade in which an OAA/OGT Spring Math test is administered and should be a year/month/day of the current year. Zeroes are reported for buildings/grade level combinations not having a Math Test Spring administration. Zeroes may also be reported during October reporting for buildings having a Math Test Spring administration if the date is not yet known.

First Day of School Element

| Record Field Number | DL080 |
| :--- | :--- |
| Definition | Indicates the first day of instruction for students in this grade/ <br> attendance pattern combination. |

## Valid Options

YYYYMMDD Year, Month, and Day

## Grade Code Element

| Record Field Number | DL060 |
| :--- | :--- |
| Definition | The grade for which this schedule record is being reported. |

Valid Options
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
13 Grade 13
23 Grade 23

Reporting Instructions. For the October (K) and Yearend (N) reporting periods, a building record should be reported for every grade in which students are enrolled with that attending building IRN.

This is true even if the grade is outside of the building profile defined in OEDS. For example, if the OEDS Directory describes the building with a 7-8 grade range, but a ninth grade student is taking a class within that building, the district must report a record for grades " 07 ", " 08 " and " 09 ".

The district does not need to report records for grades in which there are no students.
Hours Per Day Element

| Record Field Number | DL100 |
| :--- | :--- |
| Definition | The actual number of hours per day in which scheduled classes, <br> supervised activities or approved educational options were provided to <br> students in this grade. |

## Valid Options

$0.00-9.99$

Reporting Instructions. This element is required to be reported by all EMIS reporting entities. Do not include lunch.

Report the actual hours per day that the grade/attendance pattern combination of the record was in session on a normal school day. Do not add additional time for calamity days made up or subtract any time for any school delays or early releases.

## Last Day of School Element

| Record Field Number | DL090 |
| :--- | :--- |
| Definition | Indicates the last day of instruction for students in this grade/ <br> attendance pattern combination. |

## Valid Options

YYYYMMDD Year, Month, and Day
Reporting Instructions. For October (K) reporting period, this is the scheduled last day of instruction. For yearend $(\mathrm{N})$ reporting period, this is the actual last day of instruction.

## Defining a Unique Record

Each EMIS record has specific fields that must be unique on each row of data reported to ODE. For the Grade Schedule Record, each combination of values in the following fields must be unique.

| Record Name | Record | Required Fields | Number |
| :--- | :--- | :--- | :--- |
| Grade Schedule Record | DL | Building IRN <br> Grade Code <br> Attendance Pattern Code | DL050 <br> DL060 <br> DL070 |

### 5.2 Grade Schedule Record (DL) File Layout

| Number | Position | Name | Type/Size |
| :--- | :--- | :--- | :--- |
|  | $1-8$ | Filler | PIC X(8) |
| DL010 | $9-10$ | Sort Type Code | PIC X(2) |
|  |  | Always "DL" |  |
|  | 11 | Filler | PIC X(1) |
| DL020 | $12-15$ | Fiscal Year (format CCYY) | PIC X(4) |
| DL030 | 16 | Reporting Period Code | PIC X(1) |
|  |  | K - October <br> N - Yearend | PIC X(6) |
| DL040 | $17-22$ | District IRN | PIC X(6) |
| DL050 | $23-28$ | Building IRN | PIC X(2) |
| DL060 | $29-30$ | Grade Code | PIC X(2) |
| DL070 | $31-32$ | Attendance Pattern Code | PIC 9(8) |
| DL080 | $33-40$ | First day of school (Format CCYYMMDD) | PIC 9(8) |
| DL090 | $41-48$ | Last day of school | PIC 9V99 |
| DL100 | $49-51$ | Hours Per Day | PIC 9999 |
| DL110 | $52-55$ | Annual Hours in Session |  |
| DL120 | $56-60$ | Annual Days in Session | PIC 9(8) |
| DL130 | $61-68$ | Date of Spring Administration - Math Test | PI |

