ODE EMIS MANUAL

Section 5.3: Organization General Information Record (DN)



Version 1.0 September 24, 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	Effective Date (FY & Reporting Period)	Change #	Description



5.3 ORGANIZATION GENERAL INFORMATION

Required Reporting Periods

The Organization General Information Record is to be reported for the October (K), Yearend (N), and July (H) reporting periods.

General Guidelines

An Organization General Information (DN) record will be required in specific reporting periods by specific district types. The DN instructions are organized by groupings of related elements.

Records in the Count Week Days group are required to be reported during the October (K) reporting period for each building within a city, local, exempted village school district as well as each community school and each STEM district. In addition, a building record is required for each Joint Vocational School (JVS) within a joint vocational school district (JVSD).

Records in the Feeder School group and Teacher group are required to be reported during the October (K) and yearend (N) reporting periods for each building within a city, local, exempted village school district as well as each community school and each STEM district. In addition, a building record is required for each Joint Vocational School (JVS) within a joint vocational school district (JVSD), the Ohio School for the Deaf (OSD), the Ohio School for the Blind (OSB), and Department of Youth Services (DYS).

Records in the SIG Time Extended group are required to be reported during the October (K) and yearend (N) reporting periods for each building within a district that has been awarded a School Improvement Grant (SIG) only if SIG funds are used for that building.

Records in the Calamity group are required to be reported during the yearend (N) reporting period for each building within a city, local, exempted village school district as well as each community school and each STEM district. In addition, Calamity building records are 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).

Records in the First Day Next Year group are required to be reported during the yearend (N) reporting period for each building with students in grades 10 and above in districts that issue a diploma.

Records in the Financial group are required to be reported during the Financial (H) reporting period for each city, exempted village, local school district, community school and STEM district. In addition, a building record is required for each Joint Vocational School (JVS) within a joint vocational school district (JVSD), the Ohio School for the Deaf (OSD), the Ohio School for the Blind (OSB), and Department of Youth Services (DYS).

Records in the Information Technology Center group are required to be reported during the October (K), Financial (H) and yearend (N) reporting periods for each city, local, exempted village school district as well as each community school, educational service center, JVSD, and STEM district.



Records in the student group are required to be reported during the October (K) or Yearend (N) reporting periods for each city, local, exempted village school district as well as each community school and STEM district.

Attribute Date Element

Record Field Number	DN070
Definition	A date that is appropriate for this Attribute Name.

Attribute Name Element

Record Field Number	DN060
Definition	Code that defines the data for which a date, number, or text description
	must be reported.

Attribute Number Element

Record Field Number	DN090
Definition	Number that provides a value for an Attribute Name.

Attribute Text Element

Record Field Number	DN080
Definition	Code that further describes the Attribute Name.

Valid Options

This list contains a code for each Attribute Name that is valid in the current year. Each Attribute Name is followed by valid values of the Attribute Text, either a specific code, an explanation of text other than a specific code, or spaces that must be paired with the Attribute Name. Each Attribute Text is followed by valid values or explanations of the number that must be paired with the Attribute Name. Further details of the valid options for the Attribute Numbers are provided in the reporting instructions under each Attribute Name. At the present time, only one Attribute Name, FRSTNEXTYR, has an associated Attribute Date.

Attribute Name	Attribute Name		Attribute Date	
Count Week Days G	roup		·	
CWDAYSOPEN	Combination of	0000000000	0000000	
CWDAISOFEN	Y, N	00000000	00000000	
Feeder School Grou	p			
FEEDERSCHL	Valid Building	0000000000	00000000	
FEEDERSCHL	IRN	00000000	0000000	
SIG Time Extended	Group		·	
SIGEXTNDYR	spaces	Number of minutes per year	00000000	
SIGEXTNDDY spaces		Number of minutes per year	00000000	
SIGBEFNAFT spaces		Number of minutes per year	00000000	
SIGSUMRSCH spaces		Number of minutes per year	00000000	
SIGWEEKEND	spaces	Number of minutes per year	00000000	
SIGOTHERTM spaces Numb		Number of minutes per year	00000000	



Attribute Name		Attribute Number	Attribute Date		
Teacher Group					
PRFSNLMEET	HOURS	Professional Teacher Meetings hours	00000000		
PRFSNLMEET	FTE	Professional Teacher Meetings FTE	00000000		
PTCONFERNC	HOURS	Parent/Teacher conference hours	00000000		
PTCONFERNC	FTE	Parent/Teacher conference FTE	00000000		
Calamity group					
CLMTYTakeN	spaces	Calamity days taken	00000000		
CLMTYMdeUp	spaces	Calamity days made up	00000000		
ShortENWeA	spaces	Shortened days due to weather	00000000		
ShortENOtH	spaces	Shortened days, non-weather	00000000		
First Day Next Year	group				
FRSTNEXTYR	spaces	0000000000	valid CCYYMMDD		
Financial Group					
BLDGSqFeet	spaces	Building Square Feet	00000000		
LUNCHRMPCT	spaces	Lunchroom Percentage	00000000		
TRANSPTPCT	spaces	Transportation Percentage	00000000		
CENOFFSQFT*	spaces	Central Office Square Feet	00000000		
I = =	Information Technology Center Group				
INFOTECIRN*	Valid ITC IRN	000000000	00000000		
Student Group					
STUKGBRDAY*	'A' or 'B''	000000000	00000000		
STUHOMESCL*	spaces	Number of students in this group	00000000		
STUELGEXAC*	spaces	Percent of time to participate	00000000		
STUNPNTSRV*	spaces	Number of students in this group	00000000		
STUNPNTELG*	spaces	Number of students in this group	00000000		
STUPSTCBTR*	spaces	Number of students in this group	00000000		
STUPSTCATR*	spaces	Number of students in this group	00000000		

Note. Any Attribute Names marked with an asterisk should be reported with the organization IRN equal to the district IRN.

Count Week Days Group

Reporting Instructions. There is only a single Attribute Name, CWDAYSOPEN, for this group. The Attribute Name is used when indicating the specific days on which the building was open during the building's October count week.

The first character of the Attribute Text contains the appropriate flag for Monday of count week, the second character contains the appropriate flag for Tuesday of count week, the third character contains the appropriate flag for Wednesday of count week, the fourth character contains the appropriate flag for Thursday of count week, the fifth character contains the appropriate flag for Friday of count week, and the last character is a space. All buildings are required to report either a "Y" or an "N" in a specific location within the October count week Attribute Text elements.



For example, a building that is open all five days of count week reports "YYYYY" in the Attribute Text element; a building that is closed only Thursday of count week reports "YYYNY" in the Attribute Text element.

These data are required to be reported during the October (K) reporting period for all city, local, and exempted village school districts, community schools, STEM districts, and joint vocational school districts (JVSDs).

By law, districts must report the Average Daily Membership (ADM) counts during the first fiveday school week in October. This week is referred to as "October count week" throughout the EMIS manual. It is necessary for a school building to be open all five days in order to receive credit for all students enrolled during this week.

October "Funding" count week is the first full week in October. It is ODE's goal to have all districts use this week as their October count week. Therefore, the school should avoid all circumstances, including planned conflict, which might lead to this week not being the full five days.

If a building is not in session for one or more days of the October count week, such as an emergency fog situation or county fair, but wants to receive full credit for all students reported, the Superintendent/chief school administrator or a designee may request a waiver from ODE.

City, local, exempted village school districts, as well as community schools, STEM districts, and JVSDs must submit waiver requests whenever they wish to change the official count week. The waiver request should indicate the first week that the building is in session for five days prior to the official October count week.

If the district does not request a waiver by the deadline date published by the Office of School Finance, ODE will use the official October count week for the district's ADM count. The Waiver request form is available on ODE's website.

Note. It is the intent of state law and the goal of the ODE that all districts and schools across the state count students during the same week of the school year. Districts that have been granted waivers in the past have been informed that they are expected to work diligently to resolve future year conflicts in order to avoid the need for waiver requests. It is ODE's expectation that the number of waivers granted each year will decline and that no waivers will be granted other than for a reason of calamity days.

The Attribute Number for every CWDAYSOPEN record is the default, 0000000000. The Attribute Date for every CWDAYSOPEN record is 00000000.

Feeder School Group

Reporting Instructions. This group has only the single Attribute Name, FEEDERSCHL.

This Attribute Name is used when defining the principal school into which the majority of the students will enroll after completion of all grade levels in the reporting school.

The Attribute Text element contains the IRN of the school into which the students are expected to continue their education in the district.



The feeder school must contain one or more grade levels of 3 thru 8 or 10. If the feeder school does not contain one of these grade levels, then report the next building that does contain one of these grade levels.

This is not required to be reported for ESCs, Community Schools, STEM districts, JVSDs, DYS, OSB, OSD, or if the building being reported includes grade 12.

The Attribute Number for every FEEDERSCHL record is the default, 0000000000. The Attribute Date for every FEEDERSCHL record is 00000000.

SIG Extended Time Group

Reporting Instructions. These elements are required in October (K) and at yearend (N) for buildings with a School Improvement Grant (SIG). A district applies for the grant and, if awarded, can use monies only for buildings within the district that meet the grant criteria. Only the qualifying buildings in the district are required to report these elements.

The number of records submitted depends upon the variety of time frames through which increased learning time is available. Building records should not be submitted for a time frame that is not offered to all students in the building.

This set of Attribute Names indicates the actual time frame in which extended learning time is available to all students in the building being reported and may be one or more of the following.

SIGExtndYr	increased learning time by extending the school year
SIGExtndDy	increased learning time by extending the school day
SIGBefNAft	increased learning time in before and after school settings
SIGSumrSch	increased learning time in summer school
SIGWeekEnd	increased learning time on the week end
SIGOtherTm	increased learning time in some other time frame not listed above

The Attribute Text is always spaces. The Attribute Date is always 00000000.

The Attribute Number contains the number of minutes that the activity is offered to every student in the building for the entire school year.

Valid Options 0000000001 – 0000175680

Teacher Group

Reporting Instructions. An Attribute Name, Attribute Text and Attribute Number must be reported for either hours or FTE. A district should report PRFSNLMEET with HOURS and PTCONFERNC with HOURS only if the reporting district is a community school whose contract is in hours. All other districts, including community schools whose contract is in days, should report PRFSNLMEET with FTE and PTCONFERNC with FTE.

Attribute Date for all records in this group is 00000000.



FTE

Attribute Name PRFSNLMEET and Attribute Text FTE

Definition: The total full-time equivalence scheduled for professional meetings for teachers.

Attribute Name PTCONFERNC and Attribute Text FTE

Definition: The total full-time equivalence (FTE) of scheduled parent-teacher conferences.

The Attribute Number contains the FTE value.

Valid Options

00.1 - 000000009.9

The decimal point is implied and not included in the submitted value.

Reporting Instructions. 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 report both of these attribute combinations; however they do not complete the PRFSNLMEET and HOURS combination and the PTCONFERNC and HOURS combination.

The FTE reported should only include time when school will not be in session. For the PRFSNLMEET Attribute Name only, include days before the opening date for students and after the closing date for students if staff members were required to be in attendance.

One FTE equals one full work day for staff. For example, if the school is in session for half of the work day and the professional meeting day for teachers is scheduled for the second half of the work day, the professional meeting day full-time equivalence (FTE) that should be reported is .5 FTE.

HOURS

Attribute Name **PRFSNLMEET and** Attribute Text **HOURS**

Definition: The total hours scheduled for teacher professional meetings.

Attribute Name PTCONFERNC and Attribute Text HOURS

Definition: The number of hours scheduled for parent-teacher conferences.

The Attribute Number counts the hours for professional teacher meetings or for the parent-teacher conferences.

Valid Options

0000000001 - 0000000099

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 it is required to report the PRFSNLMMET and FTE combination and PTCONFERNC and FTE combination.



Only include hours when school will not be in session. For the PRFSNLMEET attribute name only, include hours before the opening date for students and after the closing date for students if staff members were required to be in attendance.

Calamity Group

Reporting Instructions. Districts are required to submit a record for each of the district's buildings for each one of the group's Attribute Names when the Attribute Number is not zero. The Attribute Text is always the default, spaces.

Attribute Name *CLMTYTAKEN*

This Attribute Name is used when reporting the total number of calamity days for the school for the current school year.

The Attribute Number counts the building's calamity days taken.

Valid Options

0000000001 - 0000000099

Include every day that the building was originally scheduled to be open for instruction but due to unforeseen circumstances, the entire building had to be closed for the entire day.

If the building was closed for over 2 hours it should be counted as closed for a whole day. Count days even if they were made up prior to the original instructional closing date. If an instructional day was rescheduled and cancelled again, count it as only one day.

Attribute Name CLMTYMDEUP

This Attribute Name is used when reporting the number of calamity days that were made up prior to the instructional closing date.

The Attribute Number counts the calamity days made up during the current school year.

Valid Options

0000000001 - 0000000099

Include days that were made up by extending the school day.

Attribute Name SHORTENWEA

This Attribute Name is used when reporting the number of days the length of the school day was shortened for two hours or less due to hazardous weather conditions.

The Attribute Number counts the number of whole days.

Valid Options

0000000001 - 0000000099

Attribute Name **SHORTENOTH**

This Attribute Name is used when reporting the number of days the length of the school day was shortened to less than the state minimum for reasons other than hazardous weather conditions.



The Attribute Number counts the number of whole days.

Valid Options

0000000001 - 0000000099

The minimum school day, exclusive of lunch is as follows:

Kindergarten 2.5 hours Grades 1-6 5 hours Grades 7-12 5.5 hours

First Day Next Year Group

Reporting Instructions.

Attribute Name **FRSTNEXTYR**

This Attribute Name is used when indicating the scheduled first day of instruction for the next school year for buildings enrolling students in grades 10 and above.

The Attribute Name, FRSTNEXTYR, is reported with its Attribute Text the default, spaces. The Attribute Number for every FRSTNEXTYR record is the default, 0000000000.

Attribute Date

Valid Options

CCYYMMDD A valid date

Reporting Instructions. Since this is an Attribute Name for which a date is required, this element should contain a valid date. 00000000 should never be used with FRSTNEXTYR since only buildings that meet the reporting requirements submit this record.

This element must be reported for the Attribute Name FRSTNEXTYR, the scheduled first day of instruction for the next school year for buildings enrolling students in grades 10 and above if the district grants diplomas. For this Attribute Name, report the expected first day of school for grades 10 and above, including grades 13 and 23, if a building is specifically established for students in these grade levels. The date must be after June 30 of the current fiscal year. This date will be used to determine summer vs. next school year graduates until the actual first day of school is reported in the October reporting period. This date need only be reported for buildings enrolling these grade levels.

Financial Group

Reporting Instructions. Each city, exempted village, local school district, community school and STEM district is required to report every Attribute Name in this group in the Financial (H) reporting period. In addition, only the BLDGSQFEET record is required for each Joint Vocational School (JVS) within a joint vocational school district (JVSD).

Attribute Text is always the default value, spaces.

Attribute Name **BLDGSQFEET**

Definition: The square footage of the building

Attribute Number



Valid Options

000000000 - 999999999

Report zeroes if no positive value applies.

Attribute Name LUNCHRMPCT

Definition: The percentage of meals served for the building

Attribute Number

Valid Options

000.00 - 100.00

Report the total number of meals served for this building divided by the total number of meals served in the district. Report zeroes if no positive value applies.

Joint vocational school districts (JVSDs), the Ohio Department of Youth Services (ODYS), the Ohio School for the Blind (OSB) and the Ohio School for the Deaf (OSD) are not required to report this element.

The CN-7 report prepared monthly will be helpful in providing the number of meals served.

Report as required by the Expenditure Flow Model (EFM), ORC §3301.12.

Attribute Name **TRANSPTPCT**

Definition: The percent of students, in the district, bused for the building

Attribute Number

Valid Options

000.00 - 100.00

Report the total number of students bused for this building divided by the total number of students bused in the district. Include the number of auxiliary service students bused. If the district is required to report this Attribute Name, report zeroes if no positive value applies.

Joint vocational school districts (JVSDs), the Ohio Department of Youth Services (ODYS), the Ohio School for the Blind (OSB) and the Ohio School for the Deaf (OSD) are not required to report this element.

The annual T1 report provides helpful information regarding the number of students who ride the school bus and/or alternate sources of transportation to the school site.

Attribute Name **CENOFFSQFT**

Definition: The square footage of the central office.

Attribute Number

Valid Options

000000000 - 999999999



Reporting Instructions. Include the square footage of the central office space and also the square footage of any other facilities directed by the central office not already reported under a separate IRN.

Educational Service Centers (ESCs) should report 000000000 as the default value of this element.

Information Technology Center Group

Reporting Instructions. This group has only the single Attribute Name, INFOTECIRN, reported at October (K), Financial (H), and yearend (N).

The Attribute Text is the IRN of the ITC that submits EMIS data to ODE on behalf of this EMIS reporting entity.

Valid Options	
085563	ACCESS (Area Cooperative Computerized Educational Service System)
043489	Akron Public (Serves as own ITC/Independent Site)
043802	Columbus Public (Serves as own ITC/Independent Site)
095869	HCCA (Hamilton-Clermont Cooperative Association)
088971	LACA (Licking Area Computer Association)
085589	LEECA (Lake Erie Educational Computer Association)
085597	LGCA (Lake Geauga Computer Association)
095893	LNOCA (Lakeshore Northeast Ohio Computer Association)
082719	MDECA (Metropolitan Dayton Educational Cooperative Association)
083931	MEC (Metropolitan Educational Council)
086488	MVECA (Miami Valley Educational Computer Association)
088161	NCOCC (North Central Ohio Computer Cooperative)
085613	NEOMIN (Northeast Ohio Management Information Network)
095885	NEONET (Northeast Ohio Network For Educational Technology)
085639	NOACSC (Northwest Ohio Area Computer Services Cooperative)
085621	NOECA (Northern Ohio Educational Computer Association)
086496	NWOCA (Northwest Ohio Computer Association)
082743	OME-RESA (Ohio Mid-Eastern Regional Education Service Agency)
082727	SCOCA (South Central Ohio Computer Association)
082735	SEOVEC (Southeastern Ohio Voluntary Education Cooperative)
095877	SPARCC (Stark-Portage Area Computer Consortium)
085571	SWOCA (Southwest Ohio Computer Association)
086504	TCCSA (Tri-County Computer Service Association)
085647	TRECA (Tri-Rivers Educational Computer Association)
085654	WOCO (Western Ohio Computer Organization)

Reporting Instructions. If an EMIS reporting entity works with multiple ITCs (e.g., contracts with one ITC for payroll/staff data and another for student data), report the IRN for the ITC where the district will log on to the Data Collector to submit data to ODE.

Student Group

Reporting Instructions. The following Attribute Names are to be collected at October (K) for this group; **STUKGBRDAY**, **STUHOMESCL**, **STUELGEXAC**, and **STUPNTSRV**.



STUKGBRDAY Date student is required to be 5 years old to be admitted into

kindergarten

STUHOMESCL Count of home schooled resident students

STUELGEXAC Amount of time a student is required to attend district to be

eligible for extracurricular activities

STUNPNTSRV Count of resident and non-resident nonpublic students within

district boundaries eligible for special education services but not

being served by the district

The following Attribute Names are to be collected at Yearend (N) for this group; *STUNPNTELG*, *STUPSTCBTR*, and *STUPSTCATR*.

STUNPNTELG Count of resident and non-resident nonpublic students within

district boundaries evaluated and determined ineligible for

special education services

STUPSTCBTR Count of preschool transition conferences held by 3rd birthday,

no disability suspected, no additional evaluation

STUPSTCATR Count of preschool transition conferences held after 3rd

birthday, no disability suspected, no additional evaluation

STUKGBRDAY is the Attribute Name used when indicating the date that students are required to be five years old to be admitted to kindergarten. This is the only Attribute Name in the Student Group that has valid options collected as Attribute Text.

Valid Options

A September 30

B August 1

Reporting Instructions. Districts do not need to report this Attribute Name if they have no kindergarten students: community schools that do not have a kindergarten grade level, ESCs, STEM Districts, JVSDs, OSB, OSD, and DYS.

H.B. 383 indicates that the school district may choose one of two dates by which a student must be five years old in order to be admitted to kindergarten.

School district boards must choose to adopt either the first day of August or the thirtieth day of September as the date by which a student must be five years of age to be admitted into kindergarten and six years of age to be admitted to first grade.

A parent may request early admission to kindergarten if the child turns five years of age after the district's kindergarten entrance date (August 1 or September 30). The local board of education shall determine entrance through a standardized testing program.

All remaining Attributes in this group; STUHOMESCL, STUELGEXAC, STUPNTSRV, STUNPNTELG, STUPSTCBTR, and STUPSTCATR are collected as an Attribute Number.

The Attribute Text is always spaces. The Attribute Date is always 00000000.



Valid Options

0000000000 - 999999999

Report zeroes if no positive value applies.

District IRN Element

Record Field Number	DN040
Definition	The state assigned six-digit information retrieval number (IRN) of the
	district.

Valid Options

Six-digit IRN Valid district IRN

☼ Organization IRN Element

Record Field Number	DN050
Definition	The state assigned six-digit information retrieval number (IRN) of the
	district or building.

Valid Options

Six-digit IRN Valid building IRN within the reporting district or Valid district IRN

Reporting Instructions. In some instances, students may be counted at the district rather than at the building level. 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 a record using the district IRN as the building IRN.

In other instances, those Attribute Names followed by "*", the district reports only records in which the building IRN (DN050) is the same as the District IRN (DN040). The attributes are not applicable at the building level.

Defining a Unique Record

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

Record Name	Record	Required Fields	Number
Organization General Information Record		Organization IRN	DN050
Organization General Information Record		Attribute Name	DN060



5.3 ORGANIZATION GENERAL INFORMATION RECORD (DN) FILE LAYOUT

Number	Position	Name	Type/Size
	1-8	Filler	PIC X(8)
DN010	9-10	Sort Type Code	PIC X(2)
		Always "DN"	
	11	Filler	PIC X(1)
DN020	12-15	Fiscal Year (format CCYY)	PIC X(4)
DN030	16	Reporting Period Code	PIC X(1)
		K – October	
		N –Yearend	
		H – Financial	
DN040	17-22	District IRN	PIC X(6)
DN050	23-28	Organization IRN	PIC X(6)
DN060	29-38	Attribute Name	PIC X(10)
DN070	39-46	Attribute Date	PIC 9(8)
DN080	47-52	Attribute Text	PIC X(6)
DN090	53-62	Attribute Number	PIC 9(10)