## FY 2011 ODE EMIS MANUAL

# Chapter 4: Reporting District, Building, and Financial Data



**Version 1.0** August 30, 2010

## **CHAPTER 4 REVISION HISTORY**

Version	Change	Description
0.1	765	Added New Record: District CTE Tech Prep Consortium Mapping
		Record (DC), added new elements: Career-Technical Education Tech
		Prep Area Element, Tech Prep Consortium Code Element, Tech Prep
		Program Mapping Scope IRN Element, District IRN Element.
0.1	788	Added three new Elements Information Technology Center IRN Element
		(DQ270 and DR760 and DD060)
0.2	788	Update entities required to report DQ, DR, and DD record types to all
		EMIS reporting entities reporting data in the related reporting period and
		provided additional reporting instructions on other elements as needed
0.2	793	Updated language related to proration when instructional level is re-
		ported.

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.



## TABLE OF CONTENTS

Chapter 4 Revision History	2
Table of Contents	3
4.1 Introduction	5
4.2 District and Building Level Records	6
4.2.1 Building General Information–Fall/October Record (DF)	7
Annual Days Scheduled Elements.	7
Annual Days in Session Scheduled Elements	8
Annual Hours Scheduled Elements	
Annual Hours in Session Scheduled Elements	
⇔ Building IRN Element	
District IRN Element	
☐ Feeder School IRN Element  ☐ First Proof School Files of the second	
☼ First Day of School Elements ☼ Hours Per Day Scheduled Elements	
□ Day Scheduled Elements     □ Last Day of School Scheduled - Grades K-12 Element	
□ Cotober Funding Count Week Elements	
4.2.2 District General Information – Fall/October Record (DQ)	
	13 15
☼ Information Technology Center IRN Element	
☆ Kindergarten Entrance Birth Date Element	
Participation Eligibility Element	
Unserved Eligible Nonpublic Students with Disabilities Element	
4.2.3 Building General Information – Yearend Record (DB)	18
Actual Days in Session Elements	
Actual First Day of School Elements	
Actual FTE Elements	
Actual Hours Elements	
Actual Hours in Session Elements	
Actual Hours Per Day Elements	
Actual Last Day of School – Grades K-12	
☼ Building IRN Element ☼ Calamity Days Element	
☆ Calamity Days Element	
⇔ Days Shortened Elements	
☼ Feeder School IRN Element	
Scheduled First Day of School-Next Year Grades 10 and Above Element	
4.2.4 District CTE Tech Prep Consortium Mapping Record (DC)	
☼ Career-Technical Education Tech Prep Area Element	
☼ District IRN Element	
Tech Prep Consortium Code Element	
Tech Prep Program Mapping Scope IRN Element	30
4.2.5 District General Information – Yearend Record (DR)	31
☼ District IRN Element	
☼ Information Technology Center IRN Element	31
☼ Nonpublic Students Evaluated For Special Education - Ineligible Element	
Preschool Transition Conferences Held After 3rd Birthday No Disability Suspected Element	32



Preschool Transition Conferences Held By 3rd Birthday No Disability Suspected Element	33
4.2.6 Building General Information – Financial Record (DM)	
☼ Building Square Feet Element	
□ Lunchroom Percentage Element	
☼ Transportation Percentage Element	
4.2.7 District General Information—Financial Record (DD)	
☆ Central Office Building Square Feet Element	
☼ Information Technology Center IRN Element	
4.2.8 District Testing - Yearend Record (DT)	
Accommodations/Modifications Headcount Element	
☆ Administered with Accommodations/Modifications Element  ☆ Alternate Assessment Headcount Element	
☆ Alternate Assessments Provided Element	
☐ Grade Level Assessed Element	
☼ Local Assessment Number Element.	
Number of Students Taking Assessment Element	39
4.3 Financial Data	40
Uniform School Accounting System	40
4.4 Expenditures	42
4.5 Receipts	50
4.6 Financial Records	54
4.6.1 Cash Record (QC)	54
4.6.2 Expenditure Record (QC)	
4.6.3 Receipt Record (QC)	
4.6.4 Operational Unit (OPU) Description Record (QC)	
465 Five Vear Forecast Record (OF)	



## 4.1 Introduction

Chapter 4 of the ODE EMIS Manual provides instructions for reporting district and building level records and elements to the Ohio Department of Education (ODE). Chapter 4 also includes financial data and records.

### Overview of Data

The following are general categories of data covered in Chapter 4 of the ODE EMIS Manual.

- District and Building General Information Fall/October (includes data regarding funding count week information, first day of school, hours per day, calamity days, professional development days, parent-teacher conferences, annual days in session, etc.)
- District and Building General Information Yearend (includes data regarding family literacy services, extended learning time, first day of school, hours per day, days in session, etc.)
- Financial Data

#### Reporting the Building IRN

In most cases, the *Building IRN Element* is to be reported with the IRN of the individual building submitting a record. However, in some cases (i.e., community schools) the *Building IRN Element* and *District IRN Element* will be reported with the same IRN.



## 4.2 DISTRICT AND BUILDING LEVEL RECORDS

Below is a list of each district and building record, its name, and record number. Data elements for each of these records are found in the following sections of Chapter 4.

<b>Record Number</b>	Record Name
DF	Building General Information – Fall/October Record
DQ	District General Information – Fall/October Record
DB	Building General Information – Yearend Record
DC	District CTE Tech Prep Consortium Mapping Record
DR	District General Information – Yearend Record
DM	Building General Information – Financial Yearend Record
DD	District General Information – Financial Yearend Record
DT	District Testing – Yearend Record



# 4.2.1 BUILDING GENERAL INFORMATION—FALL/OCTOBER RECORD (DF)

## General Guidelines

A Building General Information Fall/October Record is 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 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), and the Ohio Department of Youth Services (ODYS).

Educational service centers (ESCs) are no longer required to submit the Building General Information – Fall/October Record.

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 parent teacher conferences, professional meetings, and scheduled time in session. A community school reports either the "Hours" elements or the "Days" elements but does not report both. See the table below for assistance with regards to which elements (the "hours" or the "days") the community school reports. It is, however, required that community schools report all other elements on the Building General Information – Fall/October Record.

#### Table 1.

Contract Type	Data Elements Required to Complete
Contract for the school year is in days	• Report the "Days" elements not the "Hours" elements
	• Annual Days Scheduled Elements (2 elements)
	• Annual Days In Session Elements (6 elements)
Contract for the school year in hours	• Report the "Hours" elements, not the "Days" elements
	• Annual Hours Scheduled Elements (2 elements)
	• Annual Hours In Session Elements (6 elements)

## Annual Days Scheduled Elements

#### **Parent Teacher Conferences FTE**

Record Field Number	DF280
Definition	The total full-time equivalence (FTE) of scheduled parent-teacher con-
	ferences.

Valid Options

0.0 - 9.9

**Reporting Instructions.** One FTE equals one full work day for staff. For example, if the school is in session for half of the work day and parent-teacher conference day is scheduled for the second half of the work day, the parent teacher conference full-time equivalence (FTE) that should be reported is .5 FTE.

All entities are required to report this element, 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 Scheduled Element* nor the *Annual Hours in Session Element.* 



**Teacher Professional Meetings FTE** 

Record Field Number	DF290
Definition	The total full-time equivalence scheduled for professional meetings for
	teachers.

### Valid Options

0.0 - 9.9

**Reporting Instructions.** The FTE reported should only include time when school will not be in session.

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.

All entities are required to report this element, including community schools whose contracts for the school year are in days. For these community schools, it is required to complete each of the *Annual Days Elements*; however, they do not complete the *Annual Hours Scheduled Element* or the *Annual Hours in Session Element*.

#### Annual Days in Session Scheduled Elements

#### Grades 1-8

Record Field Number	DF300
Definition	The number of scheduled days in session for students in grades 1-8
	during the current school year.

#### Grades 9-11

Record Field Number	DF310
Definition	The number of scheduled days in session for students in grades 9-11
	during the current school year.

#### Grade 12

Record Field Number	DF320
Definition	The number of scheduled days in session for students in grade 12 for
	the current school year.

**Every Day Half Day Kindergarten** 

Record Field Number	DF330
Definition	The number of scheduled days in session for students in every day
	half-day kindergarten during the current school year.

Alternate Day Full Day Kindergarten

Tillerinate Day I am Day		, immedigation
	Record Field Number	DF340
	Definition	The number of scheduled days in session for students in alternate day
		full-day kindergarten during the current school year.



**Every Day Full Day Kindergarten** 

Record Field Number	DF350
Definition	The number of scheduled days in session for students in every day full-
	day kindergarten during the current school year.

#### Preschool

Record Field Number	DF370
Definition	The number of scheduled days in session for students in preschool dur-
	ing the current school year.

#### Valid Options

000.00 - 999.99

**Reporting Instructions.** For the October (K) reporting period, this indicates the number of days the school plans to be 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 Scheduled Element* or the *Annual Hours in Session 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.

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

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

#### Annual Hours Scheduled Elements

#### Parent Teacher Conferences

I WI CITT I COULTED	
Record Field Number	DF200
Definition	The number of hours scheduled for parent-teacher conferences.

#### **Teacher Professional Meetings**

Record Field Number	DF210
Definition	The total hours scheduled for teacher professional meetings.

#### Valid Options

000 - 999

**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 *Annual Days Scheduled Elements*.

Only include hours when school will not be in session. Include hours before the opening date for students and after the closing date for students if staff members were required to be in attendance.

#### Annual Hours in Session Scheduled Elements

#### Grades 1-8

Record Field Number	DF220
Definition	The number of scheduled annual hours in session for students in grades
	1-8.

#### Grades 9-11

Record Field Number	DF230
Definition	The number of scheduled annual hours in session for students in grades
	9-11.

#### Grade 12

Record Field Number	DF240
Definition	The number of scheduled annual hours in session for students in grade
	12.

**Everyday Half-Day Kindergarten** 

Record Field Number	DF250
Definition	The number of scheduled annual hours in session for students in every
	day half-day kindergarten.

**Alternate Full-Day Kindergarten** 

Record Field Number	DF260
Definition	The number of scheduled annual hours in session for students in alter-
	nate full-day kindergarten.

**Every Day Full-Day Kindergarten** 

Livery Day I am Day IX	inder Sur ten
Record Field Number	DF270
Definition	The number of scheduled annual hours in session for students in every
	day full-day kindergarten.

## 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 scheduled 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.

Report 0000 if the building does not have a particular grade span as designated above.

## Building IRN Element

Record Field Number	DF050
Definition	The state assigned six-digit information retrieval number (IRN) of the
	building.

#### Valid Options

Six-digit IRN Valid building IRN within the reporting district

#### District IRN Element

Record Field Number	DF040
Definition	The state assigned six-digit information retrieval number (IRN) of the
	district.

#### Valid Options

Six-digit IRN Valid district IRN

#### **☼** Feeder School IRN Element

Record Field Number	DF390
Definition	The principal school into which the majority of the students will enroll
	after completion of all grade levels in the reporting school.

#### Valid Options

\*\*\*\*\* Not Applicable

Six-digit IRN Valid building IRN of feeder school

**Reporting Instructions.** 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, OBD, ODS. These entities can report "\*\*\*\*\*\*". If the reporting building includes grade 12, report "\*\*\*\*\*\*" in this element.

## First Day of School Elements

#### Grades 1-12

Record Field Number	DF110
Definition	Indicates the first scheduled day of instruction for students in grades 1-
	12.



#### Kindergarten

Record Field Number	DF120
Definition	The first scheduled day of instruction for kindergarten students.

#### Valid Options

YYYYMMDD

Year, Month, and Day

**Reporting Instructions.** If the building does not offer kindergarten, report "00000000".

## Hours Per Day Scheduled Elements

#### **Grades 1-8**

0-11111	
Record Field Number	DF140
Definition	The number of scheduled hours per day for students in grades 1-8.

#### **Grades 9-12**

Record Field Number	DF150
Definition	The number of scheduled hours per day for students in grades 9-12.

**Every Day Half-Day Kindergarten** 

Record Field Number	DF160
Definition	The number of scheduled hours per day for students in every day half-
	day kindergarten.

Alternate Day Full Day Kindergarten

	/
Record Field Number	DF170
Definition	The number of scheduled hours per day for students in alternate day full-day kindergarten

#### **Every Day Full Day Kindergarten**

Record Field Number	DF180
Definition	The number of scheduled hours per day for students in every day full-
	day kindergarten.

#### Preschool

Record Field Number	DF360
Definition	The number of scheduled hours per day for students in preschool.

#### Valid Options

0.00 - 9.99

**Reporting Instructions.** Report the number of scheduled hours per day in which scheduled classes, supervised activities, or approved educational options are provided to students. Do not include lunch.

## A Last Day of School Scheduled - Grades K-12 Element

Record Field Number	DF130
Definition	Indicates the last scheduled day of instruction for students in grades K-
	12.



Valid Options

YYYYMMDD Year, Month, and Day

**Reporting Instructions.** This date should not be greater than June 30, which is the official last day of school defined in ORC §3313.62.

## October Funding Count Week Elements

School Open on Monday of Count Week

Record Field Number	DF060
Definition	Indicates if the building was open on Monday of the district's October
	count week.

**School Open on Tuesday of Count Week** 

Record Field Number	DF070
Definition	Indicates if the building was open on Tuesday of the district's October
	count week.

School Open on Wednesday of Count Week

Record Field Number	DF080
Definition	Indicates if the building was open on Wednesday of the district's Oc-
	tober count week.

School Open on Thursday of Count Week

Record Field Number	DF090
Definition	Indicates if the building was open on Thursday of the district's October
	count week.

**School Open on Friday of Count Week** 

<u> </u>	
Record Field Number	DF100
Definition	Indicates if the building was open on Friday of the district's October
	count week.

#### Valid Options

- \* Not Applicable
- No, the building was NOT open on the particular day of October count week
- Y Yes, the building was open on the particular day of October count week

**Reporting Instructions.** The "\*" (Not Applicable) option is only valid for DYS buildings and the Ohio Schools for the Deaf and Blind. All other buildings are required to report either a "Y" or an "N" in the above October count week elements.

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

By law, districts must report the Average Daily Membership (ADM) counts during the first five-day 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 dis-



tricts 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, 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.

# 4.2.2 DISTRICT GENERAL INFORMATION – FALL/OCTOBER RECORD (DQ)

#### General Guidelines

A District General Information Fall/October Record is required to be reported during the October (K) reporting period by each entity reporting any other record type in October.



#### Elements Added to Record

• Information Technology Center IRN Element

#### District General Information – Fall/October Record Data Elements

The following portion of this section discusses each of the data elements within the District General Information Fall/October Record. The elements are organized alphabetically.

#### **☼ District IRN Element**

Record Field Number	DQ040
Definition	The state assigned six-digit unique information retrieval number (IRN)
	for the district.

## Valid Options

Six-digit code Valid range of numbers determined by ODE.

#### Home Schooled Resident Students Element

Record Field Number	DQ220
Definition	The total number of resident students receiving home schooling based
	on the receipt of a Home Education Notification Form as required by
	Ohio Administrative Code <sup>1</sup> (OAC).

#### Valid Options

00000 - 99999

**Reporting Instructions.** This element is reported by only city, local, and exempted village school districts during the October (K) reporting period.

All other reporting entities should report 00000 in this element.



## ☼ Information Technology Center IRN Element

Record Field Number	DQ270
Definition	The state assigned six-digit information retrieval number (IRN) of the
	ITC that submits EMIS data to ODE on behalf of this EMIS reporting
	entity.

T7 1		$\sim$	. •	
Val	1/1	/ 10	1 t 1 1	100
v al	u	<b>U</b>	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	IIIA

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 Associa-
	tion)
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.

## **☼ Kindergarten Entrance Birth Date Element**

Record Field Number	DQ120
Definition	The date chosen by the district that indicates when a student is required
	to be five years old in order to be admitted into kindergarten.

#### Valid Options

- \* Not applicable (Use only for community schools that do not have a kindergarten grade level and for ESCs, STEM Districts, JVSDs, OSB, OSD, and DYS)
- A September 30
- B August 1

**Reporting Instructions.** 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.



## The Participation Eligibility Element

Record Field Number	DQ080
Definition	The amount of time a student is required to attend the district in order
	to participate in extracurricular activities in the district.

#### Valid Options

0.00 - 9.99

**Reporting Instructions.** It is optional for the district to report this information.

This element may be used to report the FTE equivalent necessary for participation. For example, if the district policy indicates the student must be receiving services for 0.25 of FTE in order to participate, then 0.25 is reported in this element.

This element is included in the criterion to calculate eligibility.

If the district does not report a value for this element, a student will be counted as eligible for extra-curricular activities if the student's *Percent of Time Element (GI150)* is greater than zero.

## Unserved Eligible Nonpublic Students with Disabilities Element

Record Field Number	DQ210
Definition	The total number of resident and non-resident nonpublic students with-
	in the district boundaries that are eligible for special education services
	but are not being served by the district.

#### Valid Options

0000 - 9999

**Reporting Instructions.** This element is reported by only city, local, and exempted village school districts during the October (K) reporting period. All other reporting entities should report 0000 in this element.

This information can be gathered when the district consults with nonpublic schools within its boundaries to determine how they will participate in the special education Part B IDEA Federal Grant Funds received by the district.

## 4.2.3 BUILDING GENERAL INFORMATION – YEAREND RECORD (DB)

#### General Guidelines

A Building General Information - Yearend Record is required to be reported during the Yearend (N) reporting period for each building within a city, exempted village and local school district as well as each community school and STEM district. In addition, a building record is also required for 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).

Educational service centers are no longer required to submit this record.

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 parent teacher conferences, professional meetings, and scheduled time in session. A community school reports either the "Hours" elements or the "Days" elements but does not report both. See table below for assistance with regards to which elements (the "hours" or the "days") the community school reports. It is required that a community school reports all other elements on the Building General Information – Yearend Record.

#### Table 2.

Contract Type	Data Elements Required to Complete
Contract for the school year is in days	• Report the "Days" elements not the "Hours" elements
	• Actual FTE Elements (2 elements)
	• Actual Days In Session Elements (6 elements)
Contract for the school year in hours	• Report the "Hours" elements, not the "Days" elements
	• Actual Hours Elements (2 elements)
	• Actual Hours In Session Elements (6 elements)

#### Actual Days in Session Elements

#### **Grades 1-8**

0 - 0 - 0 - 0	
Record Field Number	DB400
Definition	The actual number of days in session during the current school year for
	students in grades 1-8.

#### Grades 9-11

Record Field Number   DB410	
	al number of days in session during the current school year for in grades 9-11.

#### Grade 12

Record Field Number	DB420
Definition	The actual number of days in session during the current school year for
	students in grade 12.

#### **Every Day Half-Day Kindergarten**

Record Field Number	DB430
Definition	The actual number of days in session during the current school year for
	students in half-day everyday kindergarten.



Alternate Day Full Day Kindergarten

Record Field Number	DB440
Definition	The actual number of days in session during the current school year for
	students in alternate day full day kindergarten.

**Every Day Full Day Kindergarten** 

	. 8
Record Field Number	DB450
Definition	The actual number of days in session during the current school year for
	students in full day everyday kindergarten.

#### **Preschool**

Record Field Number	DB570
Definition	The actual number of days in session during the current school year for
	students in preschool.

#### Valid Options

000.00 - 999.99

**Reporting Instructions.** These elements are annual amounts expressed in number of days. All entities are required to report these elements, except for community schools whose contract specifies annual instruction as number of hours. Community schools, whose contract specifies instruction as number of hours, report *Actual Hours in Session Elements* instead.

Do not count days the schools were closed for school holidays, teachers meetings, disease epidemics, public calamities, or other similar reasons. Do not include parent-teacher conference days. Do not add days for the additional time added to the end of the school days that was used to make up for calamity days used in excess of the contingency days on the school calendar.

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

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

Table 3. Days in Session (different grade groups within a building)

Grade Group	Total Absence and Attendance Days (Authorized and Unauthorized)	Days in Session	ADM
PM Kindergarten	18000	180	100
			.00
AM Kindergarten	20000	179	111.73
Total	38000	X	211.73



#### X = 38000/211.73 = 197.47 DAYS IN SESSION

Note. June Data for Regular Classes

## Actual First Day of School Elements

#### Grades 1-12

014440	
Record Field Number	DB260
Definition	The actual first day of instruction for students in grades 1-12.

#### Kindergarten

Record Field Number	DB270
Definition	The actual first day of instruction for students in kindergarten.

#### Valid Options

YYYYMMDD

Year, Month, Day

**Reporting Instructions.** If the district does not have kindergarten, report "00000000".

#### Actual FTE Elements

#### **Actual Parent Teacher Conferences FTE**

Record Field Number	DB380
Definition	The actual full-time equivalency (FTE) of parent teacher conference
	days for the current school year.

#### Valid Options

0.0 - 9.9

**Reporting Instructions.** One full-time equivalency (FTE) is equal to one full work day for staff. For example, if the school was in session for half of the work day and the parent teacher conference day was held for the second half of the work day, the parent teacher conference full-time equivalence (FTE) that should be reported would be .5 FTE.

#### **Actual Professional Meetings FTE**

	<u> </u>
Record Field Number	DB390
Definition	The actual full-time equivalency (FTE) for teacher professional meet-
	ings held during the current school year.

#### Valid Options

0.0 - 9.9

The FTE reported should only include time when school was not in session. 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 was in session for half of the work day and the professional meeting day for teachers was held for the second half of the work day, the professional meeting day full-time equivalence (FTE) that should be reported would be .5 FTE.

## Actual Hours Elements

#### **Actual Parent Teacher Conferences**

Record Field Number	DB300
Definition	The actual number of parent teacher conference hours.

#### **Actual Professional Meetings**

Record Field Number	DB310
Definition	The actual number of professional meeting hours for teachers.

#### Valid Options

00 – 99

**Reporting Instructions.** These elements are annual amounts expressed in number of hours. They are reported by community schools whose contract for the school year is in hours instead of days.

Only include hours when school was not in session and include the hours before the opening date and after the closing date for students if the hours before the opening and after the closing date required staff members to be in attendance.

#### Actual Hours in Session Elements

#### Grades 1-8

Record Field Number	DB320
Definition	The actual number of hours that the school was open for instruction to
	students in grades 1-8.

#### Grades 9-11

Record Field Number	DB330
Definition	The actual number of hours that the school was open for instruction to
	students in grades 9-11.

#### Grade 12

Record Field Number	DB340
Definition	The actual number of hours that the school was open for instruction to
	students in grade 12.

#### **Every Day Half-Day Kindergarten**

2,01	
Record Field Number	DB350
Definition	The actual number of hours that the school was open for instruction to
	students in half-day everyday kindergarten.

#### Alternate Day Full Day Kindergarten

Record Field Number	DB360
Definition	The actual number of hours that the school was open for instruction to
	students in alternate day full day kindergarten.



**Every Day Full-Day Kindergarten** 

Record Field Number	DB370
Definition	The actual number of hours that the school was open for instruction to
	students in full-day everyday kindergarten.

## Valid Options

0000 - 9999

**Reporting Instructions.** These elements are the number of hours, therefore, only Community schools whose contract specifies instruction as number of hours 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 is required to report the *Annual Days Scheduled Elements*.

Report the number of actual hours that the school was open during the school year for instruction in each of the designated grade areas.

The number of hours should include scheduled classes, supervised activities or approved educational options that are provided to students exclusive of lunch. Do not include the hours that the school was closed for school holidays, parent teacher conferences, and professional meetings for teachers, public calamities or similar reasons.

Report 0000 if the building does not have a particular grade span as designated above.

### Actual Hours Per Day Elements

#### **Grades 1-8**

Record Field Number	DB510
Definition	The actual number of hours per day in which scheduled classes, super-
	vised activities or approved educational options were provided to stu-
	dents in grades 1-8 (exclusive of lunch).

#### Grades 9-12

Record Field Number	DB520
Definition	The actual number of hours per day in which scheduled classes, supervised activities or approved educational options were provided to stu-
	dents in grades 9-12 (exclusive of lunch).

**Every Day Half-Day Kindergarten** 

Record Field Number	DB530
Definition	The actual number of hours per day in which scheduled classes, super-
	vised activities or approved educational options were provided to stu-
	dents in every day half-day kindergarten (exclusive of lunch).

Alternate Day Full Day Kindergarten

internate Buy I am Buy Immaergation	
Record Field Number	DB540
Definition	The actual number of hours per day in which scheduled classes, super-
	vised activities or approved educational options were provided to stu-
	dents in alternate day kindergarten (exclusive of lunch).



**Every Day Full Day Kindergarten** 

Record Field Number	DB550
Definition	The actual number of hours per day in which scheduled classes, super-
	vised activities or approved educational options were provided to stu-
	dents in every day full-day kindergarten (exclusive of lunch).

#### Preschool

Record Field Number	DB580
Definition	The actual number of hours per day in which scheduled classes, super-
	vised activities or approved educational options were provided to stu-
	dents in preschool (exclusive of lunch).

#### Valid Options

0.00 - 9.99

**Reporting Instructions.** These elements are required to be reported by all EMIS reporting entities. If the building does not have one of the designations above, report 0.00.

Report the actual hours per day that the designation above 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.

#### Actual Last Day of School – Grades K-12

Record Field Number	DB280	
Definition	The actual last day of instruction for students in kindergarten through	
	grade 12.	

#### Valid Options

YYYYMMDD Year, Month, Day

**Reporting Instructions.** This date cannot be greater than June 30, which is the official last day of school defined in ORC §3313.62.

#### **☼** Building IRN Element

Record Field Number	DB050
Definition	The state assigned six-digit information retrieval number (IRN) of the
	building.

#### Valid Options

Six-digit IRN Valid building IRN within the reporting district

#### Calamity Days Element

Record Field Number	DB460
Definition	Total number of calamity days for the school for the current school
	year.

#### Valid Options

00.00 - 99.99



**Reporting Instructions.** A 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.

## Calamity Days Made Up Element

Record Field Number	DB470
Definition	The number of calamity days that were made up prior to the instruc-
	tional closing date.

#### Valid Options

00.00 - 99.99

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

#### **☼** Days Shortened Elements

#### **Due to Weather**

Record Field Number	DB480
Definition	The number of days the length of the school day was shortened for two
	hours or less due to hazardous weather conditions.

#### **Reasons Other than Weather**

Record Field Number	DB490
Definition	The number of days the length of the school day was shortened to less
	than the state minimum for reasons other than hazardous weather con-
	ditions.

#### Valid Options

00 - 99

#### **Reporting Instructions.** 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

#### District IRN Element

Record Field Number	DB040
Definition	The state assigned six-digit information retrieval number (IRN) of the
	district.

#### Valid Options

Six-digit IRN Valid district IRN

#### ☼ Feeder School IRN Element

Record Field Number	DB290
Definition	The principal school into which the majority of the students will enroll
	after completion of all grade levels in the reporting school.



Valid Options

\*\*\*\*\* Not Applicable

Six-digit IRN Valid building IRN of feeder school

**Reporting Instructions.** The feeder school must contain one or more grade levels of 3-8 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.

Joint vocational school districts (JVSDs), the Ohio Department of Youth Services (ODYS), STEM districts, community schools, the Ohio School for the Blind (OSB) and the Ohio School for the Deaf (OSD) are not required to complete this element. These entities can report "\*\*\*\*\*\*". If the reporting building includes grade 12, report "\*\*\*\*\*\*" in this element.

### Scheduled First Day of School-Next Year Grades 10 and Above Element

Record Field Number	DB590			
Definition	The scheduled first day of instruction for the next school year for			
	buildings enrolling students in grades 10 and above			

Valid Options

YYYYMMDD 00000000

**Reporting Instructions.** 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.

# 4.2.4 DISTRICT CTE TECH PREP CONSORTIUM MAPPING RECORD (DC)

#### General Guidelines

A District Tech Prep Consortium Mapping Record is required to be reported during the Yearend (N) reporting period for each EMIS reporting entity operating Career-Technical Education (CTE) Tech Prep programs (Curriculum codes VT or VP). At least one record must be reported for each Tech Prep program in the district. This information is used to match Tech Prep programs at the district with the Tech Prep Consortium for that program for accountability purposes.

## District General Information – Yearend Record Data Elements

The following portion of this section discusses each of the data elements within the District Tech Prep Consortium Mapping Record. The elements are organized alphabetically.

Career-Technical Education Tech Prep Area Element

Record Fi	ord Field Number DC050					
Definition		The CTE Tech Prep program offered by the district that is being				
		mapped to a Tech Prep Consortium.				

#### Valid Options

#### **Agricultural and Environmental Systems**

- A0 Agribusiness and Production Systems
- A1 Agricultural and Industrial Power Technology
- A2 Animal Science and Management
- A3 Biotechnology for Food, Plant and Animal
- A4 Food Science and Technology
- A5 Horticulture
- A6 Natural Resource Management

#### **Arts and Communication**

- B0 Media Arts
- B1 Performing Arts
- B2 Visual Design and Imaging

#### **Business and Administrative Services**

- CO Administrative and Professional Support
- C1 Business Management
- C2 Legal Management and Support
- C3 Medical Management and Support



#### **Construction Technologies**

- D0 Brick, Block, and Cement Masonry
- D1 Building and Property Maintenance
- D2 Building Technology
- D3 Carpentry
- D4 Construction Design—Build
- D5 Construction—Management
- D6 Custodial Services
- D7 Electrical Trade
- D8 Environmental Control Technologies
- D9 Heavy Equipment Operations (Construction)
- DA Interior Design Applications
- DB Plumbing and Pipefitting
- DC Wood Product Technologies

#### **Education and Training**

- E0 Early Childhood Education
- E1 Teaching Professions

#### **Engineering and Science Technologies**

- F0 Biomedical Science
- F1 Energy Science
- F2 Engineering Science
- F3 Engineering Technology
- F4 Power Transmissions
- F5 Telecommunications

#### Finance

- G0 Accounting
- G1 Financial Services

#### **Government and Public Administration**

H0 Government and Public Administration

#### **Health Science**

- J0 Biotechnology
- J1 Clinical Health Care Services
- J2 Community Health Aide
- J3 Dental Assistant
- J4 Dental Lab Technology
- J5 Diagnostic Pathway
- J6 Exercise Science/Sports and Recreation Healthcare
- J7 Health Information Management Services
- J8 Health Support Pathway
- J9 Health Unit Coordinator
- JA Home Health
- JB Medical Assistant
- JC Medical Lab Technology
- JD Nurse Assisting
- JE Optometric Occupations
- JF Patient Care Technician



JG JH JJ JK JL	Pharmacy Technician Phlebotomy Practical Nursing Surgical Technology Therapeutic Pathway
L0 L1 L2	Hospitality and Tourism Culinary and Food Service Operations Lodging Travel and Tourism
M0 M1 M2 M3	Human Services Barbering Cosmetology Family and Community Services Vocational Job Training
N0 N1 N2 N3	Information Technology Information Support and Services Interactive Media Network Systems Programming and Software Development
P0 P1 P2 P3 P4 P5	Law and Public Safety Career Paths for the Law Profession Criminal Justice Criminal Science Technologies Emergency Medical Technician—Secondary Firefighter Training Private Security
R0 R1 R2 R3 R4 R5 R6	Manufacturing Technologies Automation and Robotics Electronics Integrated Systems Technologies Manufacturing Design and Development Manufacturing Occupations Precision Machining Welding and Cutting
S0 S1 S2 S3 S4	Marketing Acquisition and Logistics Entrepreneurship High School of Business Marketing Communications Marketing Management
T0 T1 T2	Transportation Systems Aircraft Maintenance Auto Collision Repair Auto Specialization



- T3 Auto Technology
- T4 Aviation Occupations
- T5 Ground Operations
- T6 Maritime Occupations
- T7 Medium/Heavy Truck Technician
- T8 Power Equipment Technology

#### District IRN Element

Record Field Number	DC040				
Definition	The state assigned six-digit information retrieval number (IRN) of the				
	district.				

#### Valid Options

Six-digit IRN Valid district IRN

#### Tech Prep Consortium Code Element

Record Field Number	r DC070			
Definition	The unique code assigned to a Tech Prep Consortium that will be			
	mapped to a CTE Tech Prep program.			

#### Valid Options

AKAR Akron Area
CLST Clark State

EOHV Eastern Ohio Valley CNCI Greater Cincinnati NWOH Greater Northwest Ohio

HROH Heart of Ohio

KNST Kent LKLD Lakeland LRCT Lorain Co

LRCT Lorain County
MAHO Mahoning Area
TRTN Marian Area Pa

TRTN Marion Area Partners

MMVL Miami Valley
MEOH Mid-East Ohio
NRCN North Central
NRCS North Coast
OHST Ohio South
OHVL Ohio Valley

STHE Southeast Ohio STCT Stark County

UPMV Upper Miami Valley

WMMS Washington-Morgan-Meigs

WCOH West Central

WORK Workforce Development Council



## Tech Prep Program Mapping Scope IRN Element

Record Field Number	DC060	
Definition	The state assigned six-digit information retrieval number (IRN) that defines the scope of the Consortium-Program mapping as either dis-	
	trict-wide or specific to a building reported as the location for a pr	
	gram.	

#### Valid Options

Six-digit IRN Valid district IRN or building IRN

**Reporting Instructions.** The majority of EMIS reporting entities will report this element with their district IRN, as for most entities, all buildings with the same Tech Prep program will participate in the same Consortium.

However, for larger districts and JVSDs with the same programs at multiple physical locations (including satellite courses), it is possible that a specific Tech Prep program within the district will need to be mapped to multiple Consortia. In this case, the reporting entity can report the mapping at the program location level (similar to the Location IRN on the Course Master) using the building IRN where the program is approved. If the district needs this level of specificity, then a mapping record must be reported for every location of this program with its building IRN in this element.

If an entity reports building-level mapping for one or more Tech Prep programs, it can still report district-level mappings for those programs that are only mapped to a single consortia district-wide.

## 4.2.5 DISTRICT GENERAL INFORMATION – YEAREND RECORD (DR)

#### General Guidelines

A District General Information Yearend Record is required to be reported during the Yearend (N) reporting period by each entity reporting any other record type in Yearend.



#### Elements Added to Record

• Information Technology Center IRN Element

#### District General Information – Yearend Record Data Elements

The following portion of this section discusses each of the data elements within the District General Information Yearend Record. The elements are organized alphabetically.

#### District IRN Element

Record Field Number	DR040			
Definition	The state assigned six-digit information retrieval number (IRN) of th			
	district.			

#### Valid Options

Six-digit IRN

Valid district IRN



## ☼ Information Technology Center IRN Element

Record Field Number	DR760			
Definition	The state assigned six-digit information retrieval number (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 Associa-
	tion)
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.

## Nonpublic Students Evaluated For Special Education - Ineligible Element

Record Field Number	DR230			
Definition	Total number of resident and non-resident nonpublic students within			
	district boundaries that have been evaluated for special education ser-			
	vices and determined to be ineligible.			

*Valid Options* 0000 – 9999

**Reporting Instructions.** This element is reported by city, local, and exempted village school districts and represents a final headcount as of the district's yearend (July 1 to June 30). All other reporting entities should report 0000 in this element.

## Preschool Transition Conferences Held After 3rd Birthday No Disability Suspected Element

Record Field Number	DR750					
Definition	Count	of	preschool	transition	conferences	
	(PSTC) for students potentially moving from Part C to Part B special					
	education services where a decision was made at the PSTC that no dis-					
	ability was suspected and where the district will not pursue additional					
	evaluation of the child. The PSTC occurred after the child's 3rd birth-					
	day.					

*Valid Options* 000 – 999

**Reporting Instructions.** This element is reported by city, local, and exempted village school districts and represents a final headcount as of the district's yearend (July 1 to June 30). All other reporting entities should report 000 in this element.

## \*\*Preschool Transition Conferences Held By 3rd Birthday No Disability Suspected Element

Record Field Number	DR740
Definition	Count of preschool transition conferences (PSTC) for students poten-
	tially moving from Part C to Part B special education services where a
	decision was made at the PSTC that no disability was suspected and
	where the district will not pursue additional evaluation of the child.
	The PSTC occurred by the child's 3rd birthday.

*Valid Options* 000 – 999

**Reporting Instructions.** This element is reported by city, local, and exempted village school districts and represents a final headcount as of the district's year end (July 1 to June 30). All other reporting entities should report 000 in this element.

## 4.2.6 BUILDING GENERAL INFORMATION – FINANCIAL RECORD (DM)

#### General Guidelines

A Building Financial Record (DM) is required to be reported during the Financial (H) reporting period for each city, exempted village, local school district, community school and STEM district.

### Building Square Feet Element

Record Field Number	DM080
Definition	The square footage of the building.

#### Valid Options

000000000 - 999999999

#### □ Lunchroom Percentage Element

Record Field Number	DM070
Definition	The percentage of meals served for the building.

#### Valid Options

000.00 - 999.99

**Reporting Instructions.** 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 complete this element.

Report the total number of meals served for this building divided by the total number of meals served in the district.

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.

#### Transportation Percentage Element

<u></u>	
Record Field Number	DM060
Definition	The percent of students, in the district, bused for the building.

#### Valid Options

000.00 - 999.99

Reporting Instructions. JVSDs, DYS, OSB, and OSD are not required to complete this element.

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.

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.

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



## 4.2.7 DISTRICT GENERAL INFORMATION—FINANCIAL RECORD (DD)

A District General Information- Financial Record is required to be reported during the Financial (H) reporting period by each entity reporting any other record type in the H reporting period.



#### Elements Added to Record

• Information Technology Center IRN Element (DD060)

#### District General Information – Financial Record Elements

The following portion of this section discusses each of the data elements within the District General Information Financial Record. The elements are organized alphabetically.

## Central Office Building Square Feet Element

Record Field Number	DD050
Definition	The square footage of the central office.

#### 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 IRN Element

Record Field Number	DD060
Definition	The state assigned six-digit information retrieval number (IRN) of the
	ITC that submits EMIS data to ODE on behalf of this EMIS reporting
	entity.

Valid	<b>Options</b>
	00556

· · · · · - <b>I</b> · · · · · · · · · · · · · · · · · · ·	
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 Associa-
	tion)
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.

# 4.2.8 DISTRICT TESTING - YEAREND RECORD (DT)

#### General Guidelines

A District Testing Record must be reported to collect headcount information on district-wide assessments beyond those required by the state. This will be reported during the June (N) reporting period for each city, exempted village, and local school district as well as each community school and the Ohio Department of Youth Services (ODYS).

Report one record per test per grade level if a test is given to an entire grade level in the district. This only applies to non-state tests. If the only tests that the district administers to all students in grades K-12, or to all students in particular grade levels, are Ohio's Achievement and Graduation Tests, KRA-L, or the Ohio Test of English Language Acquisition, then report a single record with "NT" in the grade level field and a Local Assessment Number of the district's choice.

If a test was required for students in one grade level, but was optional for students in another grade level, then only report a record for the required grade level. For example, if the district requires all fourth-graders to take the Otis Lennon, yet permits students who enter the district at a later grade to take the Otis Lennon as part of the gifted identification process, then the district would only enter a record for the "04" grade level and would only include students in grade 4 in the headcount fields.

#### District Testing – Yearend Record Data Elements

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

#### Accommodations/Modifications Headcount Element

Record Field Number	DT100
Definition	The number of students with disabilities who took the assessment with
	accommodations /modifications.

#### Valid Options

0000 - 9999

**Reporting Instructions.** Enter the number of students with disabilities who took the assessment with accommodations/modifications. If accommodations/modifications were not available or no students used accommodations/modifications, enter "0000".

## Administered with Accommodations/Modifications Element

Record Field Number	DT090
Definition	Indicates if accommodations/modifications were available for students
	with disabilities.

#### Valid Options

Y Yes, accommodations were availableN No, accommodations were not available

#### Alternate Assessment Headcount Element

Record Field Number	DT120
Definition	The number of students with disabilities who took an alternate assess-
	ment.



#### Valid Options

0000-9999

**Reporting Instructions.** Enter the number of students with disabilities who took an alternate assessment. If no alternate assessment was administered, enter "0000".

#### Alternate Assessments Provided Element

Record Field Number	DT110
Definition	Indicates if alternate assessments were available for students with dis-
	abilities who cannot participate, even with accommodations/ modifica-
	tions.

#### Valid Options

Y Yes, alternate assessments were availableN No, alternate assessments were not available

**Reporting Instructions.** If alternate assessments were available for students with disabilities who cannot participate, even with accommodations/modifications, in the same assessment used with other students at the grade level, enter "Y".

#### Assessed Students with Disabilities Headcount Element

Record Field Number	DT080
Definition	The number of students with disabilities in the grade level who took
	the assessment.

#### Valid Options

0000 - 9999

**Reporting Instructions.** Enter the number of students with disabilities in the grade level where the assessment was administered. Do not include students who were required by district policy to take the test but did not do so.

#### District IRN Element

Record Field Number	DT040
Definition	The state assigned six-digit information retrieval number (IRN) of the
	district.

#### Valid Options

Six-digit IRN

Valid district IRN

#### Crade Level Assessed Element

Record Field Number	DT050
Definition	The grade level of the students who were required to take the assess-
	ment.

#### Valid Options

KG

01-12

NT Not tested



#### 

Record Field Number	DT060
Definition	A locally determined number for an assessment.

#### Valid Options

000 - 999

**Reporting Instructions.** If students at multiple grade levels took the same assessment, use the same local assessment number in each record for that assessment.

#### Number of Students Taking Assessment Element

Record Field Number	DT070
Definition	The number of students to whom this assessment was actually adminis-
	tered.

#### Valid Options

0000 - 9999

**Reporting Instructions.** Enter the number of students (both with and without disabilities) to whom this assessment was actually administered. Do not include students in the grade level who were required by district policy to take the test, but did not test.

#### 4.3 FINANCIAL DATA

#### UNIFORM SCHOOL ACCOUNTING SYSTEM

The Uniform School Accounting System (USAS) structure involves an account number with distinct dimensions. To meet the requirements of ORC §3301.0714, it will be necessary for school districts to maintain their financial records at specified minimum levels of detail for each dimension. The detail for each of the dimensions is listed below. The requirements for the function code of expenditures are listed in a table followed by the requirements for the receipt information. This information can be found in the next section.

The requirements for some code sets are listed in the USAS Manual, <a href="http://www.auditor.state.oh.us/services/lgs/publications/LocalGovernmentManualsHandbooks/uniform\_school\_accounting\_system\_user\_manual.pdf">http://www.auditor.state.oh.us/services/lgs/publications/LocalGovernmentManualsHandbooks/uniform\_school\_accounting\_system\_user\_manual.pdf</a>. and technical bulletins issued since the publication of the manual.

#### **Fund**

A three-digit code assigned by the State Auditor's Office to assure money is spent for the purposes specified.

#### **Function**

Additional information on the function code valid options can be found in the USAS Manual.

A four-digit code that classifies expenditures for comparisons of data.

1100 - 2 Digits	2600 - 2 Digits
1200 - 4 Digits	2700 - 2 Digits
1300 - 3 Digits	2800 - 3 Digits (except 282X)
1400 - 3 Digits	2900 - 3 Digits (except 296X)
1900 - 3 Digits	296X - 4 Digits
2100 - 3 Digits	3000 - 3 Digits
2180 - 4 Digits	4X00 - 2 Digits (except 4500)
2200 - 4 Digits	4500 - 3 Digits
2300 - 2 Digits	5000 - 2 Digits
2400 - 4 Digits	6000 - 2 Digits
2500 - 2 Digits	7000 - 3 Digits

#### Object Code

The object code is a three-digit code assigned by the Auditor's Office that defines an expenditure as "goods or services. Additional information on the valid options for the object codes can be found in the USAS Manual." A minimum of two significant digits is required for all object codes except those listed below. Three significant digits are required in the following areas:

```
111, 113 – Salaries, certificated/licensed – regular & supplemental
```

112, 114 – Substitutes and Overtime – certificated/licensed

141, 143 – Salaries, non-certificated/licensed – regular & supplemental

142. 144 – Substitutes and Overtime – non-certificated/licensed

45X – Utilities

47X - Tuition

81X – Redemption

82X - Interest

83X – Other Debt Service Payments



94X – Grant payments to other districts/organizations/Individuals

96X – Discount on Debt

#### Special Cost Center

A special cost center is a four-digit code that tracks costs for temporary or specific needs in defining funds. This code is required by state and federal mandates to subdivide funds into project year, etc.

#### Subject

The subject is indicated by a six-digit code that identifies specific educational costs. The major subject areas (e.g., math, science, etc.) will be used for grades 9-12. Two digits are required for all major subject areas as well as elementary physical education, art, and music.

#### Operational Unit (OPU)

The operation unit is indicated by a three-digit code that identifies the permanent operational entity (e.g., building, office, etc.).

- Building or logical physical unit
- If expenditure is not limited to a specific number of buildings, then no OPU is required and the district-wide/undistributed OPU will be assumed.

#### Instructional Level

The instructional level is indicated by a two-digit code that specifies the various grade levels or educational levels in the district. Valid options can be found in the USAS Manual.

#### Job Assignment

The job assignment is a three-digit code to relate staff costs to assigned activity. (Not required).

#### Receipt Codes

A receipt code is four-digit code that classifies receipts by source and type for the various funds to which they are applied.

Additional information about the receipt codes can be found in the USAS Manual.

1110 - 4 Digits	3100 - 3 Digits
1120 - 3 Digits	3200 - 4 Digits
1130 - 3 Digits	3300 - 2 Digits
1190 - 3 Digits	3400 - 2 Digits
1200 - 4 Digits	4100 - 3 Digits
1300 - 4 Digits	4200 - 3 Digits
1400 - 3 Digits	4300 - 2 Digits
1500 - 4 Digits	4400 - 2 Digits
1600 - 3 Digits	5100 - 2 Digits
1700 - 3 Digits	5200 - 3 Digits
1800 - 3 Digits	5300 - 2 Digits
1900 - 4 Digits	-
2000 - 2 Digits	



#### 4.4 EXPENDITURES

The following table indicates whether the subject code, operational unit, and instructional level for each function and object combination is required for EMIS reporting. If the letters "S, O, or I" are shown, that detail is required. Fund code will always be reported. If Special Cost Centers are used to distinguish funds, they will also be reported. If a "P" appears, that detail will be prorated by the Ohio Department of Education.

Code **Definition** S Subject Code O Operational Unit (OPU) Instructional Level (Required for Elemen-State will prorate cost X (in Object Significant-digit required Codes) No expenditures in this area NA Function/object to the levels shown is re-**BLANK** auired

Table 4. Codes Used in the Following Tables

**Note.** \*Subject code is required for all high school teachers. Subject code is also required of any middle school/junior high school teacher (grade levels 6 through 8), and elementary teachers who teach specific subjects (e.g., physical education, music, art). Where subject code is required, use two significant digits. Instructional level is required for all other elementary/middle school/junior high school teachers.

**Table 5. Regular Education** 

<b>Function Code</b>	Object Codes											
	111 113 142 144	112 114	141 143	1X0 2X0	45X	4X0	520 83X	530 7X0	5X0 82X	6X0	81X	8X0
1100	*SO/OI	P	О	P	N/A	P	*SO/ OI	О	О	О	N/A	О

**Table 6. Special Education** 

<b>Function Codes</b>						Object	Codes	S				
	111 113 142 144	112 114	141 143	1X0 2X0	45X	4X0	520 83X	530 7X0	5X0 82X	6X0	81X	8X0
1230	O	P	О	P	N/A	P	О	О	О	О	N/A	O



<b>Function Codes</b>					•	Object	Codes	5				
Coucs	111 113 142 144	112 114	141 143	1X0 2X0	45X	4X0	520 83X	530 7X0	5X0 82X	6X0	81X	8X0
1231	О	P	О	P	N/A	P	О	О	О	О	N/A	О
1232	О	P	0	P	N/A	P	0	0	0	0	N/A	0
1233	О	P	0	P	N/A	P	0	0	0	0	N/A	0
1234	О	P	O	P	N/A	P	О	О	O	О	N/A	0
1235	О	P	O	P	N/A	P	О	О	O	О	N/A	О
1236	О	P	О	P	N/A	P	О	O	О	О	N/A	О
1237	О	P	О	P	N/A	P	О	О	О	0	N/A	0
1239	O	P	О	P	N/A	P	О	О	О	0	N/A	0
1240	O	P	О	P	N/A	P	О	O	О	0	N/A	0
1241	О	P	0	P	N/A	P	О	О	0	О	N/A	O
1242	0	P	0	P	N/A	P	0	0	0	0	N/A	0
1243	O	P	О	P	N/A	P	О	О	О	О	N/A	О
1244	0	P	0	P	N/A	P	0	0	0	0	N/A	0
1245	0	P	0	P	N/A	P	0	0	0	0	N/A	0
1246	0	P	0	P	N/A	P	О	О	0	О	N/A	О
1247	0	P	0	P	N/A	P	О	О	0	О	N/A	О
1249	O	P	O	P	N/A	P	O	O	O	О	N/A	O
1251	O	P	O	P	N/A	P	O	O	O	О	N/A	O
1252	O	P	О	P	N/A	P	O	O	О	О	N/A	0
1259	O	P	О	P	N/A	P	O	O	О	О	N/A	0
1270	O	P	O	P	N/A	P	O	О	O	О	N/A	O
1290	O	P	О	P	N/A	P	O	O	О	О	N/A	O

**Table 7. Career-Technical Education** 

Function					(	Object	Codes					
Codes		1		ı	ı		1				ı	
	111	112	141	1X0	45X	4X0	520	<b>530</b>	5X0	6X0	81X	8X0
	113	114	143	2X0			83X	7X0	82X			
	142											
	144											
1310	*SO/OI	P	О	P	N/A	P	SO/O	0	О	О	N/A	О
							I					
1330	*SO/OI	P	О	P	N/A	P	SO/O	О	О	О	N/A	O
							I					
1340	*SO/OI	P	О	P	N/A	P	SO/O	О	О	О	N/A	О
							I					
1350	*SO/OI	P	О	P	N/A	P	SO/O	О	О	О	N/A	О
							I					
1370	*SO/OI	P	О	P	N/A	P	SO/O	0	О	0	N/A	О
							I					
1380	*SO/OI	P	О	P	N/A	P	SO/O	0	0	0	N/A	О
							I					

Function					(	Object	Codes								
Codes		111 112 141 170 457 470 520 520 570 670 917 970													
	111														
	113														
	142														
	144														
1390	*SO/OI	P	O	P	N/A	P	SO/O	O	О	О	N/A	О			
							I								

**Table 8. Adult/Continuing Education** 

<b>Function Codes</b>						Object	Codes	5				
	111 113 142 144	112 114	141 143	1X0 2X0	45X	4X0	520 83X	530 7X0	5X0 82X	6X0	81X	8X0
1410	О	P	O	P	N/A	P	О	О	О	О	N/A	О
1420	О	P	О	P	N/A	P	0	О	0	0	N/A	О
1430	О	P	0	P	N/A	P	О	0	О	О	N/A	О
1440	О	P	О	P	N/A	P	0	О	0	0	N/A	О
1450	О	P	О	P	N/A	P	0	0	0	0	N/A	0
1460	О	P	О	P	N/A	P	0	0	0	0	N/A	0
1490	О	P	О	P	N/A	P	О	0	О	О	N/A	О

**Table 9. Other Instruction** 

Function Codes						Object	Code	S					
	111 113 142 144	113											
1910	О	P	О	P	N/A	P	О	0	О	О	N/A	O	
1990	0	P	0	P	N/A	P	0	0	0	0	N/A	О	

**Table 10. Support Services - Pupils** 

<b>Function Codes</b>						Object	Codes	8				
	111 113 142 144	112 114	141 143	1X0 2X0	45X	4X0	520 83X	530 7X0	5X0 82X	6X0	81X	8X0
2110	О	P	О	P	N/A	P	N/A	О	О	О	N/A	О
2120	*SO	P	О	P	N/A	P	N/A	О	0	0	N/A	О
2130	О	P	О	P	N/A	P	N/A	0	О	О	N/A	O
2140	0	P	0	P	N/A	P	N/A	0	0	0	N/A	0
2150	0	P	0	P	N/A	P	N/A	0	0	0	N/A	0
2160	0	P	PO	P	N/A	P	N/A	0	0	0	N/A	0

<b>Function</b>						Object	Codes	5						
Codes		111 112 111 170 177 1770 720 720 770 017 070												
	111	112	141	1X0	45X	4X0	520	530	5X0	6X0	81X	8X0		
	113	114	143	2X0			83X	7X0	82X					
	142													
	144													
2170	О	P	0	P	N/A	P	N/A	О	0	0	N/A	О		
2180	О	P	0	P	N/A	P	N/A	0	0	0	N/A	0		
2190	0	P	0	P	N/A	P	N/A	0	0	0	N/A	O		

<sup>\*</sup>Subject Code 999810 for CTE only, not needed for other.

**Table 11. Support Services Instructional Staff** 

<b>Function Codes</b>					(	Object	Codes	5				
Codes	111 113 142 144	112 114	141 143	1X0 2X0	45X	4X0	520 83X	530 7X0	5X0 82X	6X0	81X	8X0
2211	0	P	О	P	N/A	P	N/A	О	О	О	N/A	О
2212	О	P	0	P	N/A	P	N/A	О	0	0	N/A	0
2213	О	P	О	P	N/A	P	N/A	О	О	О	N/A	0
2214	О	P	О	P	N/A	P	N/A	О	О	О	N/A	О
2215	О	P	0	P	N/A	P	N/A	О	0	0	N/A	О
2216	O	P	0	P	N/A	P	N/A	0	О	О	N/A	O
2219	O	P	0	P	N/A	P	N/A	0	О	О	N/A	O
2221	О	P	0	P	N/A	P	N/A	О	0	0	N/A	О
2222	O	P	0	P	N/A	P	N/A	0	О	О	N/A	O
2223	O	P	0	P	N/A	P	N/A	0	О	О	N/A	O
2224	О	P	0	P	N/A	P	NA/	0	0	0	N/A	0
2225	О	P	О	P	N/A	P	N/A	О	О	О	N/A	О
2229	О	P	О	P	N/A	P	N/A	О	О	О	N/A	0
2290	O	P	0	P	N/A	P	N/A	О	0	0	N/A	О

**Table 12. Support Services – Board of Education** 

<b>Function Codes</b>						Object	Code	S				
	111 113 142 144	112 114	141 143	1X0 2X0	45X	4X0	520 83X	530 7X0	5X0 82X	6X0	81X	8X0
2300					N/A		N/A	N/A		N/A	N/A	

**Table 13. Support Services - Administration** 

<b>Function</b>	Object Codes
Codes	

	111 113	112 114	141 143	1X0 2X0	45X	4X0	520 83X	530 7X0	5X0 82X	6X0	81X	8X0
	142 144											
2410					N/A		N/A	N/A			N/A	
2416	О	P	0	P	N/A	P	N/A	0	О	О	N/A	О
2217	О	P	О	P	N/A	P	N/A	О	0	0	N/A	О
2420	О	P	О	P	N/A	P	N/A	N/A	0	0	N/A	О
2490					N/A		N/A	N/A			N/A	

**Table 14. Fiscal Services** 

Function		Object Codes										
Codes												
	111 113 142 144	112 114	141 143	1X0 2X0	45X	4X0	520 83X	530 7X0	5X0 82X	6X0	81X	8X0
2500					N/A		N/A	N/A			N/A	

**Table 15. Support Service - Business** 

Function		Object Codes										
Codes												
	111	112	141	1X0	45X	4X0	520	530	5X0	6X0	81X	8X0
	113	114	143	2X0			83X	7X0	82X			
	142											
	144											
2600					N/A		N/A	N/A			N/A	

**Table 16. Operation & Maintenance of Plant** 

Function		Object Codes										
Codes												
	111 113 142	112 114	141 143	1X0 2X0	45X	4X0	520 83X	530 7X0	5X0 82X	6X0	81X	8X0
	144											
2700	O	P	0	P	0	0	N/A	N/A	0	0	N/A	0

**Table 17. Support Service - Transportation** 

<b>Function Codes</b>		Object Codes										
	111 113 142 144	112 114	141 143	1X0 2X0	45X	4X0	520 83X	530 7X0	5X0 82X	6X0	81X	8X0
2800					N/A		N/A	N/A			N/A	
2821	О	P	О	P	N/A	P	N/A	О	О	О	N/A	O

2899   O   P   O   P   N/A   P   N	J/A O O O N/A O
------------------------------------	-----------------

**Table 18. Support Service - Central** 

Function		Object Codes										
Codes												
	111	112	141	1X0	45X	4X0	520	530	5X0	6X0	81X	8X0
	113	114	143	2X0			83X	7X0	82X			
	142											
	144											
2910					N/A		N/A	N/A			N/A	
2920					N/A		N/A	N/A			N/A	
2930					N/A		N/A	N/A			N/A	
2940					N/A		N/A	N/A			N/A	
2950					N/A		N/A	N/A			N/A	
2961					N/A		N/A	N/A			N/A	
2962					N/A		N/A	N/A			N/A	
2963					N/A		N/A	N/A			N/A	
2964					N/A		NA/	N/A			N/A	
2965					N/A		N/A	N/A			N/A	
2966					N/A		N/A	N/A			N/A	
2968					N/A		N/A	N/A			N/A	
2970					N/A		N/A	N/A			N/A	
2990					N/A		N/A	N/A			N/A	

**Table 19. Operation of Non-Instructional Services** 

Function		Object Codes										
Codes												
	111	112	141	1X0	45X	4X0	520	530	5X0	6X0	81X	8X0
	113	114	143	2X0			83X	7X0	82X			
	142											
	144											
3110											N/A	
3120											N/A	
3130											N/A	
3190											N/A	
3210											N/A	
3220											N/A	
3230											N/A	
3240											N/A	
3250											N/A	
3260											N/A	
3290											N/A	
3300											N/A	
3900											N/A	

**Table 20. Extracurricular Activities** 

Function		Object Codes										
Codes												
	111	112	141	1X0	45X	4X0	520	530	5X0	6X0	81X	8X0
	113	114	143	2X0			83X	7X0	82X			
	142											
	144											
4100	0	P	О	P	P	P	N/A	N/A	О	О	N/A	О
4300	0	P	О	P	P	P	N/A	N/A	О	О	N/A	О
4510	0	P	0	P	P	P	N/A	N/A	0	0	N/A	О
4520	0	P	0	P	P	P	N/A	N/A	О	О	N/A	О
4530	0	P	0	P	P	P	N/A	N/A	О	О	N/A	О
4540	0	P	0	P	P	P	N/A	N/A	О	О	N/A	О
4550	0	P	0	P	P	P	N/A	N/A	0	0	N/A	О
4590	0	P	0	P	P	P	N/A	N/A	0	0	N/A	О
4600	O	P	O	P	P	P	N/A	N/A	O	O	N/A	O

**Table 21. Facilities Acquisition & Construction Services** 

<b>Function Codes</b>		Object Codes											
	111 113 142 144	112 114	141 143	1X0 2X0	45X	4X0	520 83X	530 7X0	5X0 82X	6X0	81X	8X0	
5100	О	P	О	P	P	P	N/A	N/A	О	0	N/A	О	
5200	О	P	0	P	P	P	N/A	N/A	0	0	N/A	О	
5300	О	P	0	P	P	P	N/A	N/A	0	О	N/A	О	
5400	0	P	О	P	P	P	N/A	N/A	О	0	N/A	О	
5500	О	P	0	P	P	P	N/A	N/A	0	0	N/A	О	
5600	О	P	0	P	P	P	N/A	N/A	0	0	N/A	О	
5900	О	P	0	P	P	P	N/A	N/A	0	0	N/A	О	

**Table 22. Debt Services** 

Function		Object Codes										
Codes												
	111	112	141	1X0	45X	4X0	520	530	5X0	6X0	81X	8X0
	113	114	143	2X0			83X	7X0	82X			
	142											
	144											
6100	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		N/A

Other Uses of Funds

- 7100
- 7200
- 7300

**Note.** All functions need three significant digits and will be used with only the 900 object series except the 7600 function which can be used with any object code.

• 7410

- 7420
- 7500
- 7600
- 7700
- 7900

**Note.** The following proration procedures will be used when prorations are necessary for Operational Unit and/or Subject Code for 100 and 200 within a specific Fund/Function/SCC combination.

- Object codes 112-119, 120, 130, 210, and 240 Same proportion as 111 & 113
- Object codes 142-149, 150, 160, 220, and 250 Same proportion as 141 & 143
- Object codes 190, 230, 260, 270, 280, and 290 Same proportion as the sum of the 111, 113, 141, and 143 object codes.

All other prorations will be calculated using the district's ADM.

If districts choose to use more detail in a particular dimension of the coding system than is required, this detail must be used throughout that dimension or the proration routines used by the Department will be inaccurate. This does not apply to instructional level, which is not currently used for proration by ODE.

When OPU is required but not feasible, use the district-wide/undistributed OPU. When OPU is not required and not reported, the district-wide/undistributed OPU will be assumed.



#### 4.5 RECEIPTS

The coding requirements for receipts are Fund/SCC and Receipt Code. The Receipt Codes are required at the level of detail indicated below. Additional information about the receipt codes can be found in the USAS manual.

#### Taxes

- 1111 General Property Tax Real Unreserved
- 1112 General Property Tax Real Reserved
- 1120 Tang Personal Prop Tax (GRS)
- 1130 Income Tax
- 1190 Other Receipts (Local Taxes)

#### Tuition from Patrons

- 1211 Regular Day School
- 1212 Summer School
- 1213 Special Education
- 1214 Career-Technical Education
- 1215 Adult/Contin Ed Basic Ed
- 1216 Adult/Contin Ed H.S. Contin
- 1217 Adult/Contin Ed Other Progs
- 1219 Misc. Tuition from Patrons

#### **Tuition - Other Districts**

- 1221 Regular Day School
- 1222 Summer School
- 1223 Special Education
- 1224 Career-Technical Education
- 1225 Adult/Contin Ed Basic Ed
- 1226 Adult/Contin Ed-H.S. Contin
- 1229 Misc. Tuition Other District

#### Tuition – from Other Sources

- 1231 Regular Day School
- 1232 Summer School
- 1233 Special Education
- 1234 Career-Technical Education
- 1235 Adult/Contin Ed Basic Ed
- 1236 Adult/Contin Ed H.S. Contin
- 1239 Misc. Tuition Other Sources
- 1290 Other Tuition

#### Transportation Fees - Other Districts

- 1312 Summer School
- 1313 Special School

#### Trans Fees – Other Districts In-State

- 1321 Regular School
- 1322 Summer School



#### 1323 Special School

#### Transportation Fees Other Districts Outside the-State

- 1331 Regular School
- 1332 Summer School
- 1333 Special School

#### Transportation Fees - Other Sources

- 1341 Regular School
- 1342 Summer School
- 1343 Special School
- 1344 Extracurric (Student) Activ
- 1390 Other Transportation Fees

#### Earnings on Investments

- 1410 Interest on Investments
- 1420 Dividends on Investments
- 1430 Gain or Loss on Sale of Investments
- 1440 Rent Real-Property Held oor Income
- 1490 Other Earnings on Investments

#### Food Services - Students

- 1511 Sales of Breakfasts to Students
- 1512 Sale of Type A Lunch to Students
- 1513 Sales of a la Carte to Students
- 1514 Sales of Milk to Students

#### Food Services - Adults

- 1521 Sales of Breakfasts to Adults
- 1522 Sales of Type A Lunch Adults
- 1523 Sales of a la Carte to Adults
- 1524 Sales of Milk to Adults

#### Food Services – Elderly Persons

- 1541 Sales of Breakfasts Elderly
- 1542 Sales of Type A Lunch Elderly
- 1543 Sales of a la Carte Elderly
- 1544 Sales of Milk Elderly

#### Food Services – Special Functions

- 1551 Extracurricular (Student) Activities
- 1559 Other Receipts Special Function
- 1590 Food Services Other Receipts

#### Extracurricular Student Activities

- 1610 Admissions
- 1620 Sales
- 1630 Dues and Fees
- 1640 Bookstore Sales



1690	Other Extracurricular (Student) Activities
Classroom I	Materials and Fees
1710	Classroom Supplies
1720	
1730	
1740	
1790	
3.4. 11	D 1 1 1 0
	ous Receipts – Local Sources
1810	Rentals
1820	
1830	
1840	, , , , , , , , , , , , , , , , , , ,
1850	Commissions
1860	Fines
1870	Charges for Self-Insurance
1880	Payments to Compensate for Property Tax Exemptions
1890	Other Miscellaneous Receipts
Other Recei	pts – Local Sources
1911	
1912	
1913	E .
1914	
1919	$\epsilon$
1921	
1922	
1931	Sale of Fixed Assets
1932	Compensation for Loss of Assets
1933	Sale of Personal Property
1755	Sale of Fermina Froperty

- Sale of Debt
- 1934 **Insurance Proceeds**
- 1941 Sale of Current Year Tax Anticipation Notes
- 1942 Sale of Current Year Revenue Anticipation Notes
- 1943 Sale of Long-Term Tax Anticipation Notes
- 1944 Sale of Energy Conservation Notes
- 1949 Sale of Other Notes
- 1950 Advancements from State Solvency Assistance Fund

#### Receipts from Intermediate Source

- 2100 Unrestricted Grants-in-Aid
- 2200 Restricted Grants-in-Aid
- 2300 Revenue for/on Behalf School District
- 2400 Revenue in Lieu of Taxes

#### Receipts from State Sources

- 3100 Unrestricted Grants-in-Aid
- 3110 School Foundation Basic Allowance
- 3120 Special Education
- 10 and 2.5 Percent Rollbacks 3131
- 3132 **Homestead Exemption**



3133	\$10,000 Personal Property Tax Exemption
3134	Electric Deregulation Property Tax Replacement
3135	Tangible Personal Property Tax Loss
3139	Other Property Tax Allocations
3140	Career-Technical Education
3150	Pupil Transportation
3160	Disadvan Pupil Impacted Aid
3170	Bus Purchase Allowance
3180	School Lunch
3190	Other Unrestrc Grants-In-Aid
3211	Disadvantaged Pupil Impact Aid
3212	Bus Purchase Allowance
3213	School Lunch
3214	Textbook - Instructional Materials
3219	Other Restricted Grants-in-Aid Received from the State
3220	Restricted Grants-in-Aid Received from State Gov't through Intermediate Sources
3300	Revenue for/on Behalf School District

#### Receipts from Federal Sources

3400

- 4110 Unrestricted Grant Direct Federal Government
  4120 Unrestricted Grant Federal from State
  4130 Unrestricted Grant Federal from Intermediate
  4210 Restricted Grant Direct Federal Government
  4220 Restricted Grant Federal from State
  4230 Restricted Grant Federal from Intermediate
  4300 Revenue for/on Behalf School District
- 4400 Revenue in Lieu of Taxes

Revenue in Lieu of Taxes

#### Other Revenue Receipts

- 5100 Transfers-in
- 5210 Advances in Initial
- 5220 Advances in Return
- 5300 Refund of Prior Year Expenditures



# 4.6 FINANCIAL RECORDS

# **4.6.1 CASH RECORD (QC)**To be provided for each Fund/Special Cost Center.

Table 23.

<b>Data Element</b>	Definition
Transaction Indicator -This	Numerical identifier to denote specific accounting transaction.
element is not submitted to	
ODE.)	
Fund (QC110)	Three-digit code assigned by the State Auditor's Office to assure money is
	spent for the purposes specified.
Special Cost Center (QC120)	Four-digit code that tracks costs for temporary or specific needs in defining
	funds.
Account Description Error!	Description of account structure as maintained by State Auditor.
Bookmark not defined	
This element is not submitted	
to ODE.)	
Fund Type - This element is	Funds shall be one of the following types: Governmental, Fiduciary, or
not submitted to ODE.)	Proprietary.
ODE Brief Description	Description of Fund/Special Costs Center based on a list found in Chapter
(QC185)	5, Section 5.4.0.1
Fund Class (QC200)	G - General Fund
	S - Special Revenue
	C - Capital Project
	D - Debt Service
	A - Agency
	E - Enterprise
	I - Internal Service
	P - Permanent
	R - Private Purpose Trust
	V - Investment Trust
	W - Pension Trust
July 1 Cash Balance (QC	Beginning fiscal year available cash
210)	
Fiscal Year Receipts	Receipts capable of being expended
(QC220)	
Fiscal Year Expend (QC230)	Monies expended during fiscal year for goods or services.
Current Cash Encumbered	Monies encumbered for orders in process.
(QC240)	
Current Fund Balance	Balance of particular fund at given time.
(QC250)	
Current Payables (QC260)	Invoices for goods/services received and not yet (optional) paid.

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
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



ODE Brief Description				
Fund	USAS Fund Description	Program	QC185	Appropriation Line Item/ CFDA
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
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	*	200-721



ODE Brief Description				
Fund	USAS Fund Description	Program	QC185	Appropriation Line Item/ CFDA
	School Improvement Models	Big City School Program	BCSP	200-431
	School Improvement Models	Early College High School	ECHS	200-431
	School Improvement Models	High School Transformation	HST	200-431
	School Improvement Models	IMPR Solutions Urban Students	IMPR	200-431
	School Improvement Models	Ohio's Rural Appalachia Leadership	ORAL	200-431
464	School Improvement Models	Southern State Community College	SSCC	200-431
	School Improvement Models	Other School Improvement Models	*	
464	School Improvement Models	GRAD	GRAD	200-431
	School Improvement Models	LEAF	LEAF	200-431
	School Improvement Models	Technical Assistance	TA	200-431
	Miscellaneous State	Academic Standards	AS	200-427
	Miscellaneous State	American Sign Language	ASL	200-441
	Miscellaneous State	American Sign Language- Pilot Projects	ASLP	200-441
	Miscellaneous State	Child Care Licensing	CCL	200-442
	Miscellaneous State	Community Schools Start Up	CSS	200-455
	Miscellaneous State	Eddie Eagle Gun Safety Pilot Program.	EESGP	200-578
	Miscellaneous State	Emergency Loan Interest Subsidy	ELIS	200-558
	Miscellaneous State	GED Testing/Adult High School	GED	200-447
	Miscellaneous State	Miscellaneous	MISC	
	Miscellaneous State	OGT Practice Test	OGT	200-437
	Miscellaneous State	Assessment	ASMT	200-437
	Miscellaneous State	Report Card Distribution	RCD	200-439
	Miscellaneous State	Safe and Supportive Schools	SSS	200-578
	Miscellaneous State	Safe School Center	SSC	200-578
	Miscellaneous State	Safe School Help Line	SSHL	200-578
	Miscellaneous State	Teaching Success Commission Initiatives	TSCI	200-452
	Miscellaneous State	Waterford Early Reading Program	WERP	200-433
	Miscellaneous State	Ohio Mathematics Academy Program	OMAP	200-433
	Miscellaneous State	Teachers On Loan	TOL	200-427
	Miscellaneous State	Jennings Ohio Learning First Alliance	JOLFA	200-615
	Miscellaneous State	Reggio Amelio Grant	RAG	200-615
	Miscellaneous State	National Assoc State Bds Grant	NASBG	200-615
	Miscellaneous State	Cleve Foundation Schools of Promise Net-	CFSPN	200-615
		work		
499	Miscellaneous State	Gund Schools of Promise Network	GSPN	200-615
499	Miscellaneous State	Jennings Schools of Promise Network	JSPN	200-615
	Miscellaneous State	RJ Wean Foundation	RJWF	200-615
	Miscellaneous State	Interagcy Spt - Child Abuse Detection Tng	CADT	200-633
	Miscellaneous State	Motorcycle Safety	MOTOR	
	Miscellaneous State	Guidance and Testing	GT	200-610
-	Miscellaneous State	Adult High School	AHS	200-509
	Miscellaneous State	Bowling Green CSD Preschool	BG	200-540
-	Miscellaneous State	Jason Project	JASON	200-427
	Miscellaneous State	Language & Literacy Intervention	LLI	200-540



	ODE Brief Description			
Fund	USAS Fund Description	Program	QC185	Appropriation Line Item/ CFDA
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 & Deliquent Child- ren/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	*	
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



Table 24.

Data Element	Definition
Transaction Indicator - This element	Numerical identifier to denote specific accounting transaction.
is not submitted to ODE.	
Fund (QC110)	Three-digit code assigned by the State Auditor's Office to assure
	money is spent for the purposes specified.
Special Cost Center (QC120)	Four-digit code that tracks costs for temporary or specific needs in
	defining funds.
Function (QC130)	Four-digit code which classifies expenditures for comparisons of
	data.
Object (QC140)	Three-digit code assigned by Auditor's Office to define expendi-
	ture as "goods or service".
Subject (QC150)	Six-digit code which identifies specific educational costs.
Operational Unit (QC160)	Three-digit code which identifies the permanent operational entity.
Instructional Level (QC170)	Two-digit code which specifies the various grades or educational
	levels in the district.
Job (QC180)	Three-digit code to relate staff costs to assigned activity.
Prior Fiscal Year Encumbered	(Also known as previous year carry-over appropriation) Monies
(QC270)	encumbered from previous fiscal year and carried-over into new
	fiscal year.
Fiscal Year Total Appropriation	Budget showing projected spending for current fiscal year.
(QC280)	
Fiscal Year Actual Expenditure	Total monies expended for fiscal year.
(QC290)	
Current Encumbered	Monies encumbered, but goods/services not received.
(QC300)	



4.6.3 RECEIPT RECORD (QC) To be provided for each fund/SCC/receipt code as indicated in the financial detail documentation.

#### Table 25.

<b>Data Element</b>	Definition
Fiscal Year Estimated Revenue (QC320)	Forecast of expendable revenue to be received during fiscal
	year.
Fiscal Year Actual Receipts (QC330)	Actual monies received during fiscal year.
Fiscal Year Receivable (QC340)	Monies due the district, but not yet (optional) received.



# 4.6.4 OPERATIONAL UNIT (OPU) DESCRIPTION RECORD (QC)

If the OPU is a school building, use the building IRN for the entity IRN. If the OPU is not a school building and refers to district wide expenditures, the district IRN should be used for the entity IRN and the entity type should be blank. If the OPU is the central office then the entity IRN should be the district IRN and the entity type should be a "C".

#### Exhibit 1 - Cash and Fund Balance Reconciliation - End of Fiscal Year

Cash and Fund Balance Reconciliation is designed to disclose the position of the school district as of the last day of the fiscal year.

Table 26.

<b>Data Element</b>	Definition
Cash on Hand	The amounts of Petty Cash, Change Cash and Cash with Fiscal Agent
	[amount of money evidenced by warrants recorded in the fiscal agent's
	records on behalf of the Board, but not charged against the fiscal agent's
	depository (bank) balance] is listed.
Total Balances, End of	The sum of the "Total Depository Balances," "Total Adjustments to Bank
Year	Balance," "Total Investments and Total Cash on Hand."
Fund Balances	The fund balances are totaled by classification and are listed in the Sub-
	total's column.
Total Balances of all Cash	The Total Balances All Funds.
and Investments, End of	
Year	
Other Depository	The total of the depository (bank) balances, of the payroll, other clearance
Balances	accounts, bond and coupon accounts.

#### Schedule of Federal Assistance

Listing of federal programs and governmental agency administering the program monies. Occurs in Summary and Detail.

Table 27.

<b>Data Element</b>	Definition
Entity Name (QC360)	District or subdivision receiving funds.
County Name (QC740)	County in which district is located.
Fiscal Year Ending (QC750)	Fiscal year in which report is being made.
Total Federal Receipt Group (QC760)	Federal agency that administers program.
CFDA Number (QC780)	Five-digit number from grantor that identifies that program.
Grant Title (QC790)	Description of and name given to the federal program supplying
	federal monies.
USAS Fund (QC110)	Fund which receives the federal monies.
USAS Special Cost Center (QC120)	Special cost center for fund, if applicable.
Federal Contribution Received in	All monies received and available for expenditures during the
Current Fiscal Year (QC810)	current fiscal year.
Federal Expenditure during current	Amount of Expenditures of federal funds.
Fiscal Year (QC820)	

#### Statement R

Statement R is a civil proceedings information sheet that contains all data pertaining to any civil proceedings pending in court involving the Board of Education.

#### Schedule of Capital Assets

This schedule is a capital asset summary. It shows beginning balances, additions, and reductions. It is to be submitted in the H reporting period.

Name	
Capital Assets Code (QC971)	Three character code as defined below
Capital Assets Code Old Balance	Starting balance, June 30 prior fiscal year, for this particular
(QC972)	Capital Assets Code
Capital Assets Code Additions	Amounts to be added for the current fiscal year to the starting bal-
(QC973)	ance
Capital Assets Code Deduction	Amounts to be subtracted for the current fiscal year from the start-
(QC974)s	ing balance

#### Capital Assets Code

Record Field Number	QC971
Definition	An acronym indicating the Capital Asset related to each reported bal-
	ance, addition, or deduction

#### Valid Options

-	
DBI	Depreciable Capital Assets, Buildings and Building Improvements
DBK	Depreciable Capital Assets, Books
DFE	Depreciable Capital Assets, Furniture, Fixtures and Equipment
DIN	Depreciable Capital Assets, Infrastructure
DLI	Depreciable Capital Assets, Land Improvements
DVE	Depreciable Capital Assets, Vehicles
LBI	Accumulated Depreciation, Buildings and Building Improvements
LBK	Accumulated Depreciation, Books
LFE	Accumulated Depreciation, Furniture, Fixtures and Equipment
LIN	Accumulated Depreciation, Infrastructure
LLI	Accumulated Depreciation, Land Improvements
LVE	Accumulated Depreciation, Vehicles
NDC	Capital Assets not being depreciated, Construction in Progress
NDL	Capital Assets not being depreciated, Land

**Reporting Instructions.** The following definitions determine the category in which an amount should be included.

**Land -** A fixed asset account which reflects the acquisition value of the land owned by the school district. This account includes the purchase price and costs such as legal fees, filing and excavation costs, and other associated improvement costs incurred to put the land in condition for its intended use. If land is acquired by gift, the account reflects its appraised value at the time of acquisition.

**Land Improvements -** A fixed asset account which reflects the acquisition value of permanent improvements, other than buildings, which add value to land. Examples of such improvements are fences, retaining walls, sidewalks, pavements, gutters, tunnels and bridges. If the improvements are purchased or constructed, this account contains the purchase or contract price. If improvements are obtained by gift, it reflects the appraised value at the time of acquisition.

**Buildings and Building Improvements -** A fixed asset account which reflects the acquisition value of permanent structures, used to house persons and property owned by the school district. If buildings are purchased or constructed, this account includes the purchase or contract price of all permanent buildings and the fixtures attached to and forming a permanent part of such buildings. This account includes all building improvements. If buildings are acquired by gift, the account reflects their appraised value at the time of acquisition.

**Furniture, Fixtures, and Equipment -** Tangible property of a more or less permanent nature, other than land, buildings, or improvements thereto, which is useful in carrying on operations. Examples are machinery, tools, furniture and furnishings.

**Vehicles** – Examples are trucks, cars, and buses.

**Infrastructure** – Example is sewage treatment plant.

**Books** – Examples are textbooks and library books.

**Construction in Progress -** The cost of construction work undertaken but not yet completed.



## 4.6.5 FIVE-YEAR FORECAST RECORD (QF)

The five-year forecast is a financial projection required by Sub. HB 412. For details or assistance in preparing the forecast contact the State Auditors Office or the Office of School Finance. The Auditors Office maintains a web site with the latest HB 412 information at: Auditor's HB 412 Information.

A five-year forecast is required of all city, local, exempted village school districts, joint vocational (see ORC §5705.391 and 3301-92-04 of the Ohio Administrative Code). The five-year forecast consists of three years of historical data, projections for the current year and four ensuing years, the ADM forecast, and a summary of key assumptions. For details or assistance in preparing AMD forecasts contact your Area Coordinator or the Office of School Finance.

The initial five-year forecast must be submitted through EMIS by October 31st of each year (reporting period P). Districts are also required to submit an updated forecast through EMIS between April 1st and May 31st of each year. Both the five-year projections and the forecast notes must be successfully submitted to EMIS in order to meet these statutory requirements.

The record layout is in standard EMIS format. Because the source of this data is likely to be a spreadsheet application, the EMIS Software used by the ITC will also accept this data as a commadelimited file. See desc\_forecast\_rec for the detailed record layout. The remainder of this section describes the fields required on the five-year forecast.

#### Category/Line Number (QF050)

The Category/Line Number field is a code value that indicates the line on the financial forecast. Lines must be included for each line (row) of the forecast. The line number is expressed as a decimal number (99.999). The whole number indicates the major section of the forecast and the decimal portion indicates the line within the section.

The tables below contain the line numbers permitted in the forecast. Where applicable, the table indicates the corresponding USAS Revenue or Object codes or the instructions for calculating the subtotal lines

Table 28. Revenue

Line #	Description	Revenue Codes
1.010	General Property Tax (Real	1110 through 1119
1.010	Estate)	
1.020	Tangible Personal Property Tax	1120
1.030	Income Tax	1130
1.035	Unrestricted Grants-in-Aid	All 3100's except 3130
1.040	Restricted Grants-in-Aid	All 3200's
1.045	Restricted Federal Grants-in-	Captured as receipts to fund 532
1.043	Aid-SFSF	
1.050	Property Tax Allocation	3130
1.060	All Other Operating Revenue	All other receipt codes except 1931, 1933, 1940, 1950, 5100
1.000		and 5200
1.070	Total Revenue	Total lines 1.010 Through 1.060

**Table 29. Other Financing Sources** 

Line #	Description	Revenue Codes
2.010	Proceeds From Sale of Notes	1940
2.020	State Emergency Loans & Advancements (Approved)	1950
2.040	Operating Transfers-In	5100
2.050	Advances-In	5200
2.060	All Other Financing Sources	1931, 1933 & all 5000's except 5100 &
		5200
2.070	Total Other Financing Sources	Total of lines 2.010 through 2.060
2.080	Total Revenue and Other Financing Sources	Total of lines 1.070 & 2.070

#### **Table 30. Expenditures**

Line #	Description	Object Codes
3.010	Personal Services - Employee Salaries & Wages	100 Through 199
3.020	Employees' Retirement and Insurance Benefits	200 Through 299
3.030	Purchased Services	400 Through 499
3.040	Supplies and Materials	500 Through 599
3.050	Capital Outlay	600 Through 799
	Intergovernmental	Any object with Function 7600 or 7700
4.010	All Principal (Historical)	810 through 819
4.020	Principal-Notes	812 and 813
4.030	Principal-State Loans	815
4.040	Principal-State Advancements	816
4.050	Principal-HB 264 Loans	814
4.055	Principal - Other	819
4.060	Interest and Fiscal Charges	820 Through 829
4.300	Other Objects	840 Through 899
4.500	Total Expenditures	Total Lines 3.010 Through 3.060 & 4.010 Through
4.500		4.300
	er Financing Uses	
5.010	Operational Transfers-Out	910-919
	Advances-Out	920-929
	All Other Financing Uses	930, 940, 941, & 942
5.040	Total Other Financing Uses	Total of Lines 5.010 Through 5.030
5.050	Total Expenditures and Other Financing Uses	Total Line 4.500 & 5.0400

 $\begin{tabular}{ll} Table 31. Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses \\ \end{tabular}$ 

Line #	Description	Object Codes
6.010	Excess Of Revenues and Other Financing Sources over (under)	Line 2.080 minus 5.050
0.010	Expenditures and Other Financing Uses	



#### Table 32. Cash Balance July

Line #	Description	<b>Object Codes</b>
. / () ()		Prior year line 7.020
7.010	New Levies	

#### Table 33. Estimated Encumbrances June 30

Line #	Description	<b>Object Codes</b>
8.010	Estimated Encumbrances June 30	

#### **Table 34. Reservation of Fund Balance**

Line #	Description	Object Codes
9.010	Textbook and Instructional Materials	
9.020	Capital Improvements	
9.030	Budget Reserve	
9.040	DPIA	
9.045	Fiscal Stabilization	
9.050	Debt Service	
9.060	Property Tax Advances	
9.070	Bus Purchases	
9.080	Subtotal	Total of lines 9.010 through 9.070

#### Table 35. Fund Balance June 30 for Certification of Appropriations

Line # Description	Object Codes
10.010 Fund Balance June 30 For Certification of Appropriations	Line 7.020 – Line 8.010 – Line 9.080

#### Table 36. Revenue from Replacement / Renewal Levies

Line #	Description	Object Codes
11.010	Income Tax - Renewal	
11.020	Property Tax - Renewal or Replacement	
11 200	Cumulative Balance of Replacement/Renewal Levies	Previous Yr. Line 11.300 + Current Year
11.300	_	Line 11.010 +Line 11.020

# Table 37. Fund Balance June 30 For Certificates of Contracts Salary Schedules, and Other Obligations

Line #	Description	Revenue Codes
12.010	Fund Balance June 30 For Certificates of Contracts Salary Schedules, and Other Obligations	Line 10.010 + 11.3
12.010	Other Obligations	

#### **Table 38. Revenue from New Levies**

Line #	Description	Revenue Codes
13.010	Income Tax –New	
	Property Tax – New	
12 020	Cumulative Balance of New	Previous Yr. Line 13.030 + Current Year Line 13.010 + Line
13.030	Levies	13.020

**Table 39. Revenue from Future State Advancements** 

Line #	Description	Revenue Codes
14 010	Revenue from Future State	
14.010	Advancements	

Table 40. Unreserved Fund Balance June 30

Line #	Description	Object Codes
15.01	Unreserved Fund Balance June	Line 12.010 + Line 13.030 + Line
0	30	14.010

**Table 41. ADM Forecasts** 

Line #	_	Count Week
20.010	Kindergarten - October count	October
20.015	Grades 1-12 - October count	October

**Table 47. Required Disclosure Items** 

Captured as Expenditures from fund 532

Line #	Description
21.010	Personal Services SFSF
21.020	Employees Retire-
	ment/Insurance Benefits
	SFSF
21.030	Purchased Services SFSF
21.040	Supplies and Materials SFSF
21.050	Capital Outlay SFSF
21.060	Total Expenditures - SFSF

These forecasts will be reported in the same fields used for the five-year forecasts (Prior Year's Actual, Average Annual Change, Forecasted Year's Amounts), along with a forecast note in the five-year forecast notes field.

#### Prior Year's Actual (QF060)

The Prior Years Actual field contains the actual expenditure or revenue for the line number. Each row in the forecast contains three prior year actual values containing the three most recent fiscal years.

#### Average Annual Change (QF070)

Contains the average annual change between the prior year actual values.  $[(Year\ 2 - Year\ 1) + (Year\ 3 - Year\ 2)]/2$ .

#### Forecasted Year's Amounts (QF080)

Contains forecasted amounts for the next five fiscal years. The first value is the amount being forecast for the current fiscal year. The remaining four values contain subsequent fiscal year projections.



#### Five-Year Forecast Notes (QN)

The five-year forecast is not complete unless accompanied by the Notes to all forecasts (ADM and five-year forecast). The notes contain explanations of the assumptions used to calculate the forecast. The Five-Year Forecast Notes Record must be used to submit the notes. Each record contains one line of text for the notes. Up to 99,999 lines may be submitted as necessary. This record is very simple and only includes the relevant fields described below.

#### Line Number (QN050)

Indicates the relative line number of the text within the notes. The text will be kept in line number order regardless of the order of the physical records. The line numbers should start from one (1) and be numbered consecutively.

#### Note Text Line (QN060)

Contains a single line of text for the notes. The text line must contain only printable characters and may not include any special characters for formatting, line feeds, etc. If blank lines are to be included, then a record with a blank text line may be submitted.

