FY 2011 ODE EMIS MANUAL

Chapter 3: Reporting Staff Data



Version 1.0 August 30, 2010

CHAPTER 3 REVISION HISTORY

Version	Change	Description
0.1	669	Added valid option "AP" and "VB" to Curriculum Element (CN310), added Reporting instructions for Subject Code Element to include AP subject Code Cross walk.
0.1	696	Deleted the Certificate/License Application Element (CK240)
0.1	761	Modified Curriculum Element (CN310) valid option "VT" to delete language pertaining to program code 305005.
0.1	768	Added new valid option "VP" Career Technical Education Tech Prep Cooperative Program Anchor to Curriculum Element (CN310) and modified options VA and V3 to include VP language.
0.2	793	Updated position codes valid for reporting the Contract Only record (CC) and clarified that a Building Manager (position code 121) may be reported with multiple Staff Employment records if assigned to more than one building.
0.2	799	Added OC- Expert Contracted from Outside Company/Organization for Credit Flex as valid option for Curriculum Element (CN310), added OC to the list of Curriculum Element values that exempt an instructor from HQT requirements, and added OC to the list of Curriculum Element values where all 9's may be reported in the Employee ID Element (CN070).
0.2	802	Clarified and added options and reporting instructions for Early Childhood Education Qualification Element (CI225).
0.2	804	Clarified when a building vs. district IRN may be used in the Highly Qualified Teacher IRN Element (CN270).
0.2	805	Clarified use of U - No Longer Employed option for Position Status (CK070)
0.2	809	Changed references to related services program codes to be either special education or general services, depending on context
0.2	812	Added text that if all 9s are allowed but not used for the Employee ID Element (CN070), then a complete Staff Demographic Record (CI) and Staff Employment Record (CK) must be reported.
1.0	790	Added a Delivery Method (CN320) for situations where a computer-based course does not have a person providing instruction and updated HQT reporting for this new value.
1.0	818	Clarified that a valid Position Separation Date Element (CK300 and CL090) cannot be earlier than the day after the last day of school in the prior year

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

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3.1 Introduction

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

OVERVIEW OF DATA

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

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

REPORTING RESPONSIBILITY

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

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

Reporting Staff Members

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

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

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

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

Individuals employed by the reporting entity as of the district's October count week.



- Individuals or companies contracted by the school district as of the October count week for duties normally performed by school district personnel (e.g., bus drivers, food service staff, and special education therapists).
- Individuals who were employed during the current school year but who left prior to the October count week.
- Individuals who are on leaves of absence.
- Substitutes who become the "teacher of record."
- Individuals employed during the previous reporting period, who are no longer employed, including individuals who have resigned over the summer.

Do not report the following individuals to EMIS.

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

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

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

Do not report the following individuals to EMIS.

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



Reporting Substitute Teachers

Types of Substitutes

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

Staff assigned this position code meet the following criteria.

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

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

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

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

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

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

Reporting Contracted Staff

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

The EMIS reporting entity where the staff member is employed is responsible for reporting staff data. A Staff Demographic Record, Staff Employment Record, and in some cases a Contractor Staff Employment Record, are required to be reported by the employing entity. In most contracting situations, the Staff Course Master Record is only reported by the resident/educating district contracting for staff to teach a course. In cases where the ESC is allocated a preschool special education teacher center-based unit or receives state funds for an Early Childhood Education Program, the ESC is still required to report a Course Master record for these preschool teachers.



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

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

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

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

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

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

This includes teaching position code 230 with assignment areas 999365, 999370, 999380, 999412, 999414, and 999800 and instructional paraprofessionals with a position code of 415 which are contracted. In addition, this also applies to gifted coordinators.

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

- Virtual School (or resident/educating district) contracts with a Virtual School to teach online courses.
- Resident/educating district is allocated a preschool special education related service unit and
 contracts with an ESC or another EMIS reporting entity for a staff member to provide the
 special education service. Eligible position codes for preschool contracted related service
 staff are listed below. No course master is required to be reported for staff members with
 these position codes.
 - o 304 Audiologist



- o 318 Psychologist
- o 325 Physical Therapist
- o 326 Speech and Language Therapist
- 327 Occupational Therapist
- o 328 Orientation and Mobility Therapist
- 333 Adapted Physical Education Therapist
- Note that this only applies to preschool special education *related service* units. A Contractor Staff Employment Record will almost never be reported for a center-based teacher.
- Resident/educating district receives funding for an Early Childhood Education program (formerly state-funded Public Preschool program) and contracts (or subcontracts) with an ESC or another EMIS reporting entity for a staff member to teach preschool.
- Resident/educating district contracts with an ESC or EMIS reporting entity for staff to provide instruction to students in an alternative school setting.
- Resident/educating district contracts with an ESC or another EMIS reporting entity for a staff member to teach an art, music, or PE course to students in grades K-8. In this case, the resident/educating district counts this staff member towards Educational Service Personnel Requirements (ESP). It is the responsibility of the resident/educating district to report a Course Master Record for these ESP teachers.
 - o *ESP Teaching Position Code*. Use position code 230 with one of the following assignment areas: 999050 Art Education K-8, 999570 Music Education K-8, and 999418 Physical Education K-8.
- Resident/educating district contracts with an ESC or another EMIS reporting entity for educational service personnel (other than the teaching positions of music, art and PE) to meet their ESP ratio requirement. In this case, it is the responsibility of the contractor to report a Staff Demographic Record, Staff Employment Record, and Staff Contractor Employment Record.

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

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

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

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

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

In these situations there may or may not be a contract between the ESC and the resident/educating district to provide these services or teach a course because the payment for these services comes through



ODE (either in the form of an Early Childhood Education grant or an allocated preschool special education unit). Because the ESC is in direct receipt of funds from ODE specifically for these preschool services, the ESC is required to report both staff and student data. This situation does not fall under the general reporting guidelines mentioned in #2. The resident/educating district is still required to report students with disabilities in this situation with the applicable program codes. For reporting instructions regarding specific situations, see Appendix A.



3.2 STAFF-LEVEL RECORDS

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

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

District IRN Element

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

District IRN Element

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

Valid Options

Six-digit code Valid school district IRN

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

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



3.2.1 STAFF DEMOGRAPHIC RECORD (CI)

General Guidelines

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

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

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

Staff Demographic Data Elements

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

Absence Days Element

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

Valid Options

000.0 - 999.9

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

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

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

Absence Days – Long term Illness Element

<i>y</i>	0
Record Field Number	CI155
Definition	At least 15 consecutive days absent due to an illness of the staff mem-
	ber, his/her spouse, child or parent.

Valid Options

000.0 - 999.9

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



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

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

Attendance Days Element

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

Valid Options 000.0 – 999.9

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

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

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

Authorized Teaching Experience Years Element

	<i>,</i> .
Record Field Number	CI200
Definition	Total years of authorized teaching experience.

Valid Options 00 – 99

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

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

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

Report the total number of years, even if the total exceeds 11 years. Authorized teaching experience years should be updated during the October (K) reporting period that follows the current school year. For example, a new teacher would have "0" authorized teaching experience years in October (K)



and Yearend (N) reporting periods of the current school year but this number would be updated to "1" during the following October (K) reporting period. The number of authorized teaching experience years reported for an employee should be the same in October (K) and Yearend (N) reporting periods of the current school year.

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

Required criteria for determining authorized teaching years of experience.

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

Optional criteria for determining authorized teaching years of experience.

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

Date of Birth Element

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

Valid Options

YYYYMMDD Year, Month, Day

Early Childhood Education Qualification Element

Record Field Number	CI225
Definition	Identifies how the teacher instructing an Early Childhood Education
	Entitlement program meets the requirements specified under 3301-37-
	04 (J) or 3301.311.



Valid Options

- * Not applicable
- 1 Associate's in Early Childhood Education, Child Development, or Approved Related Field
- 2 Bachelor's in Early Childhood Education, Child Development, or Approved Related Field
- Enrolled in an Associate's Degree program in Early Childhood Education, Child Development, or Approved Related Field
- Enrolled in a Bachelor's Degree program in Early Childhood Education, Child Development or Approved Related Field
- 5 Enrolled in a Master's or higher Degree program in Early Childhood Education, Child Development or Approved Related Field
- 6 Master's or higher in Early Childhood Education, Child Development, or Approved Related Field

Reporting Instructions. This element is required to be reported for Early Childhood Education teachers who have a degree but not a certificate or license. See ODE's Office of Early Learning and School Readiness Teacher Credentials Policy for complete list of approved related fields.

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

Valid Options

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

Employee ID Element

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

Valid Options

Valid nine-character code

Reporting Instructions. When reporting the Employee ID Element, report the local number assigned to the employee by the district. The same locally assigned number must be used for the Employee ID on other staff related records reported for this staff member by this reporting entity. A value of "99999999" is not allowed in this element on this record type.



□ Gender Element

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

Valid Options

M Male F Female

○ Name Element

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

Valid Options

Valid 42 characters

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

Last Name,

Appendage (e.g., Jr., III, etc.)

First Name

Middle/Maiden Name or Initial

Example 1. Employee Name

Smith Jr., Joe S

State Staff ID Element

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

Valid Options

A 2 letter, 7 number string: XX9999999

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

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

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

- The first character of the ID must be "Z".
- The second, third, and fourth characters must match the State Staff ID Prefix for the reporting entity, as assigned by ODE and published in the EMIS section of the ODE web site. The second position will be a letter, and the third and fourth positions will be numbers.



• The final five characters are a number from 00001 to 99999 that the district will assign to a specific staff member. This number will remain unchanged for this staff member in this district, and can not be re-used for another staff member if the original assignee leaves the EMIS reporting entity.

Note that the Z ID is district-dependent. The Z ID of a particular individual will change if they change employment from one district to another. A staff member with an ODE credential will provide their State Staff ID to the district, and/or the district will look up the ID using the CORE Educator Profile application via the ODE web site. A staff member without an ODE credential will have a Z ID assigned by the district, and this ID will not have relevance for any context outside of data reporting to ODE.

☆ Racial/Ethnic Group Element

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

Valid Options

W White, Non-Hispanic

People who have origins in any of the original peoples of Europe, North Africa, or the Middle East.

B Black or African American(Non-Hispanic)

Persons having origins in any of the black racial groups in Africa.

H Hispanic/Latino

Persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin regardless of race.

A Asian

Persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent. This area includes, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

I American Indian or Alaska Native

Persons having origins in any of the original peoples of North and South America (including Central America) and who maintain tribal affiliation or community attachment.

P Native Hawaiian or Other Pacific Islander

Persons having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

M Multiracial

Persons having origins in two or more of the above options.

N Not Specified.

Semester Hours Element

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

Valid Options

000 – 999



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

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

Example 2. Reporting Semester Hours

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

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

Total Experience Years Element

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

Valid Options 00 – 99

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



3.2.2 STAFF EMPLOYMENT RECORD (CK)

General Guidelines

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

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

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

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

Example 3.

Supplemental Positions

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

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

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

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

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

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



999418 Physical Education K-8

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

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

Reporting Teachers. Beginning in FY09, teachers will no longer be reported with a position code of 205, 206, 207, or 211. All such teachers are now to be reported with position code 230. This position

code must always be reported with an assignment area, as snown in the table below.				
Table 1. Teacher map	oping from pre-FY09 coding t	o new coding as o	f October (K) FY09	
, , , , , , , , , , , , , , , , , , ,		Becomes – a	Becomes – as of FY09 Oct (K) reporting period	
Position Code	Assignment Area	Position	Assignment Area	

Code 230 Teacher 205 Regular Teaching Any 999370 General Education Any, except for the following 999414 Special Education 999380 Gifted and Talented 999380 Gifted and Talented 999412 Preschool Special 999412 Preschool Special Edu-206 Intervention Specialist 230 Teacher Education cation 999800 Career-Technical Pro-207 Career-Technical 230 Teacher Any **Education Teaching** grams/Career Pathways 999050 Art Education 999050 Art Education K-8 211 Educational Services 999570 Music Education 999570 Music Education K-8 230 Teacher Personnel 999418 Physical Education 999418 Physical Education K-8

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

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

- An assignment area *must always be reported* with the following position code.
 - 230 Teacher (999050, 999365, 999370, 999380, 999412, 999414, 999418, 999570, or 999800 only)
- An assignment area is required for the following position codes only in certain situations.



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

Reporting Teachers and Building Managers Assigned to Multiple Buildings. A district has the following two choices when reporting a Staff Employment record for a teacher instructing at several buildings or a Building Manager (Position Code 121).

1. Report One Staff Employment Record

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

2. Report Multiple Staff Employment Records

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

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



Example 4.

Reporting Multiple Employment Records – Teacher in Several Buildings

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

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

Elements Removed From Record

• Certificate/License Application Element

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

Assignment Area Element

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

Valid Options

000000 No assignment area applies 999050 Art Education K-8

Education comprised of the organized body of subject matter or related courses involving primarily visual, tactile, and kinesthetic expression. Included in instruction are the two-dimensional forms such as drawing, painting, or printmaking; the three-dimensional forms such as sculpture or pottery; other spatial concepts such as architecture and design for the performing arts; and the history and theory of art. Emphasis is placed upon the aesthetic and creative factors of visual forms.

999140 **Title I Programs**

An assignment area which provides instructional programs to meet the special needs of educationally deprived children, including disadvantaged youth; migrant children; handicapped, orphaned, and neglected and delinquent children.

999350 Food Services

An assignment area that performs the activities concerned with providing food to students and staff in a school district. This area includes preparing and serving regular and incidental meals, lunches, or snacks in connection with school activities and food delivery.

999365 LEP Instructional Program

This assignment area is to be used by school districts for teachers who teach in language instruction education programs designed specifically for limited



English proficient (LEP) students. The purpose of the language instruction education program is to help LEP students attain English proficiency and achieve challenging State academic content standards. The program may make instructional use of both English and a child's native language.

999370 **General Education**

An assignment to a licensed staff member to instruct pupils.

999380 Gifted and Talented

Programs and projects designed to provide appropriate educational services to gifted children at preschool, elementary, and secondary levels; development and dissemination of information pertaining to such education; inservice training of educational personnel working with gifted children and their supervisors; leadership training, including internships; and model or exemplary projects.

999412 Preschool Special Education - (Early Education of the Handicapped)

This assignment area is to be used by school districts for preschool special education coordinators, supervisor/managers, directors, and/or staff who serve preschool age students with disabilities either in a center-based, itinerant program, or via related services. This assignment is to be used for all staff members serving preschoolers with disabilities, including SLPs.

999414 **Special Education K-12**

Specially designed instruction, at no cost to the parent, which meets the unique needs of a handicapped child, including classroom instruction, instruction in physical education, home instruction, and instruction in hospitals and institutions. This assignment area can be used for teachers, supervisors, coordinators, and directors of special education programs.

999418 **Physical Education K-8**

The body of related subject matter and activities in physical education and recreation.

999520 Maintenance/Construction/Grounds

Assignment areas which perform school district plant housekeeping, servicing, and security services consisting of such activities as: cleaning; operating heating, ventilating and air conditioning systems; guarding and caring for school property, and servicing building equipment; also an area which may maintain grounds owned, rented, or leased, and used by the school district.

999570 Music Education K-8

The fine art that utilizes sounds in time in a meaningful and organized manner. Subject matter and activities in music are designed to impart the skills and knowledge necessary for the understanding, appreciation, creation, performance, and enjoyment of music.

999725 Vocational Special Education Coordinator Services

Services provided by the Vocational Special Education Coordinator include assisting students with disabilities who are enrolled in programs offered by a career technical planning district or joint vocational education school district by: collaborating with referring district officials, parents, and instructional personnel in developing the IEP and career-technical education program; providing support to general and career-technical teachers in the design and delivery of differentiated instruction for students with disabilities, to ensure their access to and progress in the general education curriculum; providing supplemental instruction to those students with disabilities requiring intensive support; serving as a liaison to the referring district and to the student's home; collaboratively monitoring progress of student with disabilities on a

	continuous basis and assisting the work-study coordinator in follow-up stu-
	dies.
999790	Transportation Services
	An assignment area consisting primarily of the operation of vehicles such as
	buses, trucks, or automobiles used in the service of the school district.
999800	Career-Technical Programs/Career Pathways
	An assignment to a staff member to provide instruction to students to help
	develop skills, knowledge, and abilities needed for occupational employ-
	ment.
999805	Career-Technical Education-Apprenticeship Program
	An assignment area that includes worksite based career-technical education
	apprenticeship programs. Includes any career-technical content area.
999895	Career Assessment Specialist Services
	(formerly called Vocational Evaluation) Services provided by a career-
	assessment specialist including assessing students' interests, aptitudes, work
	behaviors, etc. in order to develop an individualized comprehensive report.

Reporting Instructions. Refer to the Reporting Assignment Areas section of the General Guidelines at the beginning of the Staff Employment Record for information on position codes requiring assignment areas.

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

Building IRN Element

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

Valid Options

Six-digit IRN

Valid building IRN within the reporting district

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

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

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

JVSD Staff. A staff member employed by a joint vocational school district (JVSD) is reported with the IRN of the joint vocational school building (JVS) where he/she is assigned within the JVSD. If a



staff member is assigned only to a satellite program, then report the IRN of either the JVSD or a JVS building within the JVSD. If a staff member is traveling to multiple buildings within a JVSD, then report the IRN of the JVSD.

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

Employee ID Element

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

Valid Options

A valid nine-character code.

Reporting Instructions. When reporting the Employee ID Element, report the local number assigned to the employee by the district. The same locally assigned number must be used for the Employee ID on other staff related records reported for this staff member by this reporting entity. A value of "99999999" is not allowed in this element on this record type.

Extended Service Element

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

Valid Options

00 - 60

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

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

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

1. ESC Supervisor

• Position Code 120 - ESC Supervisor

2. Gifted Education

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

3. Preschool Special Education

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

- Position Code 230 Teacher, Assignment Area 999412
- Position Code 110 Supervisor
- Position Code 304 Audiologist
- Position Code 318 Psychologist
- Position Code 325 Physical Therapist
- Position Code 326 Speech and Language Pathologist



- Position Code 327 Occupational Therapist
- Position Code 328 Mobility Therapist
- Position Code 333 Adaptive Physical Education Therapist

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

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

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

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

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

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

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



Crade Levels Assigned - High Element

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

Valid Options

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

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

□ Grade Levels Assigned - Low Element

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

Valid Options

1	
**	Not applicable
PS	Preschool
KG	Kindergarten
01	First Grade
02	Second Grade
03	Third Grade
04	Fourth Grade
05	Fifth Grade
06	Sixth Grade
07	Seventh Grade
08	Eighth Grade
09	Ninth Grade
10	Tenth Grade
11	Eleventh Grade
12	Twelfth Grade

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

High-Quality Professional Development Element

Record Field Number	CK280
Definition	Indicates if the teacher participated in "High Quality Professional De-
	velopment" (HQPD).

Valid Options

* Not applicable

Y Yes N No

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

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

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

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

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

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

- 1. is reported with the 230 position code.
- 2. has been employed by the district for at least 120 days, which means
 - The position start date for the staff member in that position is on or before November 9 of the current school year, and
 - The *Position Status Element* at yearend reflects the status of the individual in that particular position as of the last day of school and should be reported with any option other than the following.
 - A contracted personnel Agency,
 - o I contracted personnel Individual,
 - o P individual is on leave of absence,
 - o U individual is no longer employed by the district in this position.



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

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

This element answers the following question:

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

□ Length of Work Day Element

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

Valid Options

00.00 - 99.99

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

Three hours and 15 minutes is reported as "03.25".

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

☼ Local Contract Code Element

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

Valid Options

Valid three-character code, except CJ0 through CJ9

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



☼ Pay Amount/Rate Element

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

Valid Options

000000.00 - 999999.99

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

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

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

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

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

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

Pay Type Element

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

Valid Options

H Hourly rate
A Annual salary

Position Code Element

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

Valid Options

Valid three-digit code As provided in Appendix D

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

Position codes group the kinds of work staff members perform within the school district into general categories and divide these categories (or classifications) into activity assignments describing the major activities of each position. These codes identify the staff member by his/her duties rather than by



his/her job title, since job titles for the same position may differ across the state. Position code categories include:

- Official/Administrative Positions (1xx) A grouping of assignments comprising of the various skill levels required to perform management activities, such as developing broad policies for the school district and executing these policies through the direction of staff members at all levels of the school district. Those activities performed directly by policy makers are also included here. (The Official/Administrative classification does not preclude Professional Educational or Professional Other status.)
- Professional Educational Positions (2xx) A grouping of assignments requiring a high
 degree of knowledge and skills acquired through at least a baccalaureate degree (or its
 equivalent obtained through special study and/or experience), including skills in the field
 of education or educational psychology.
- Professional Other Positions (3xx) A grouping of assignments requiring a high degree
 of knowledge and skills acquired through at least a baccalaureate degree (or its equivalent
 obtained through special study and/or experience), but not requiring skills in the field of
 education.
- Technical Positions (4xx) A grouping of assignments requiring a combination of basic scientific knowledge and manual skills that can be obtained through approximately two (2) years of post-high school education, such as is offered in junior-community colleges and technical institutes or through equivalent special study and/or on-the-job training.
- Office/Clerical Positions (5xx) A grouping of assignments for those who perform the
 predominantly non-manual activities of preparing, transferring, transcribing, systematizing, or preserving communications, records, and transactions, regardless of the level of
 skills required.
- Crafts and Trades Positions (6xx) A grouping of manual assignments requiring a relatively high skill level (usually acquired through an extensive period of training) as well as considerable judgment and thorough and comprehensive knowledge of the processes involved in the work.
- Operative Positions (7xx) Manual assignments that require an intermediate skill level in order to perform machine-operated activities. This skill level can be mastered in a few weeks through limited training.
- Extracurricular/Intracurricular Activities Positions (8xx) Student activities under the
 guidance or supervision of qualified adults that are designed to provide opportunities for
 pupils to participate in such experiences on an individual basis, in small groups, or in
 large groups/at school events, public events, or a combination of these/for purposes such
 as motivation, enjoyment, and skill improvement. In practice, participation usually is not
 required and credit usually is not given.
- Service Work/Laborer Positions (9xx) A grouping of assignments, regardless of the difficulty level that relate to both protective and non-protective supportive services. Also a grouping of manual assignments that generally require no special training. All laborers performing lifting, digging, mixing, loading, and pulling operations would be classified



in this general job classification. Under the Service Work/Laborer classification, the following activity assignments are the most common in the school districts.

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

ESP position codes are listed in the table below.

Position Description Code 202 Counselor 323 Social Worker $3\overline{30}$ Visiting Teacher 203 Librarian/Media Specialist 320 Registered Nurse 230 K-8 Art Teacher Assignment Area 999050 230 K-8 Physical Education Teacher Assignment Area 999418 230 K-8 Music Teacher Assignment Area 999570

Table 2. ESP Position Codes

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

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

Teachers assigned to their own classrooms, in addition to serving as a mentor for entry year teachers, are reported with the regular teaching position code "230" and an appropriate assignment area. *Tutors*. Staff members serving as tutors are reported with the option of "208" in the *Position Code Element*. Position code "208" cannot be used for tutors who aid in the instruction of disabled students.

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

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



Position FTE Element

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

Valid Options

0.00 - 9.99

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

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

Example 5.

Position FTE

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

Example 6.

Cooks FTE

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

Example 7.

Bus Driver and Transportation Supervisor FTE

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

The Position Fund Source Elements

First Fund Source

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

Second Fund Source

Record Field Number	CK130	1
Definition	The second fund source from which the employee is paid.	1



Third Fund Source

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

Valid Options

- A State Auxiliary Funds
- B Other State Funds
- F Special Education Part-B IDEA Federal Grant Funds for school-age students with disabilities
- G Title I Funds
- I State Poverty-Based Assistance Funds (formerly DPIA)
- J Federal Early Learning Initiative Program Funds
- L Local Funds and/or State Foundation Funds
- N TANF (Temporary Assistance to Needy Families)
- O Other Federal Funds
- P Special Education Part B IDEA Federal Grant Funds for preschool students with disabilities
- S State Funds Early Childhood Education Programs (formerly Public Preschool Programs)
- T Private/Tuition
- U State Unit Funding (use fund source "Z" for preschool special education unit staff)
- X Reading First Federal Grant Funds
- Z Preschool State Unit Funding (use for preschool special education unit staffs)

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

Example 8.

Multiple Fund Sources and Fund Source Percents

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

Position Fund Source Percent Elements

First Fund Source Percent

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

Second Fund Source Percent

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



Third Fund Source Percent

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

Valid Options

000 - 100

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

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

** Position Separation Date Element

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

Valid Options

YYYYMMDD Year, Month, Day

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

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

Only dates after the last day of school for the prior year may be reported in this element. If a staff member is not assigned to a specific building within a district, then the reported date must be after the latest last day of school for all buildings within the district.

Position Separation Reason Element

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

Valid Options

- * Not applicable
- 1 Retirement
- 3 Employer initiated
- 5 Resigned Took another education job in Ohio
- 6 Resigned Took another education job out of state
- 7 Resigned Other
- 8 Employee accepted new position within district
- 9 Deceased



Position Start Date Element

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

Valid Options

YYYYMMDD Year, Month, Day

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

Position Status Element

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

Valid Options

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

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

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

U - No longer employed by district in this position should only be reported if a staff member has not been employed by the district this year and will have no attendance information to be reported during yearend reporting. If a staff member starts the year and later leaves the district, leave the *Position Status* element value set to the value that represents the last status in the position and complete the *Position Separation Reason* and *Position Separation Date* for this staff member.

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

If a staff member is employed as of October count week but is not employed by the district through the end of the October (K) reporting period, then the district should still report the staff member's Position Status with the value that was valid as of count week. Districts can enter the *Position Separation Reason* and *Position Separation Date* for this staff member without updating the position status to U. For Yearend (N) reporting, the position status can be left with its October (K) value. ODE will use the position separation information to know that the staff member is no longer employed in the district and will not be reported by the district in the next school year. This reporting rule for October (K) reporting takes precedence over the *Position Status* reporting rules below related to replacing a teacher who resigns or reporting an individual who retires.

If a teacher resigns and another teacher is hired to fill his/her position, then both are reported to EMIS. A Staff Demographic Record and Staff Employment Record are required to be reported during the Yearend (N) reporting period for each teacher. Report attendance and absence days until the day of resignation for the teacher who resigned. Attendance and absence days for the teacher hired to fill the position include days from the **first day of work** through the end of the school year.

If an individual retires, the *Position Separation Reason* Element is to be reported using option "1 – Retirement", and the *Position Separation Date Element* is to be reported with the retirement effective date. If the individual is rehired into the same or new position, a new Staff Employment record must be reported with a new *Position Start Date* resulting in two records for the individual.

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

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

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

OR

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

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

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

C Current

Current position the employee has within a district.

A Contracted personnel - agency

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

I Contracted personnel – individual



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

P Leave of absence

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

U No longer employed by district in this position

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



Position Type Element

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

Valid Options

R Regular

T Temporary

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

S Supplemental

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

* Qualified Paraprofessional Element

		· J · · · · · · · · · · · · · · · · · · ·		
	Record Field Number	CK290		
Definition Indicates if the staff member is a "qualified paraprofession		Indicates if the staff member is a "qualified paraprofessional" under the		
		No Child Left Behind Act.		

Valid Options

* Not applicable

Y Yes

N No

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

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

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

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

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

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

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



Scheduled Work Days Element

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

Valid Options

000 - 999

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

☼ Special Education FTE Element

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

Valid Options

0.00 to 9.99

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

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

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

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

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

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

Position	Title	
Code		
110	Supervisor/Manager Assignment	
120	ESC Supervisor/Manager	
202	Counseling Assignment	
212	Supplemental Service Teaching Assignment (Serves Students With Disability Conditions Only)	
230	Intervention Specialist that only include the following assignment areas:	
	• 999412 (Preschool Special Education)	
	• 999414 (Special Education)	
304	Audiologist Assignment	
318	Psychologist Assignment	
320	Registered Nursing Assignment	
323	Social Work Assignment	
325	Physical Therapist Assignment	
326	Speech and Language Therapist Assignment	
327	Occupational Therapist Assignment	
328	Mobility Therapist Assignment	
329	Educational Interpreter	
331	Occupational Therapy Assistant (OTA) Assignment	
332	Physical Therapy Assistant (PTA) Assignment	
333	Adapted Physical Education Therapist Assignment	
334	Intern Psychologist Assignment	
415	Instructional Paraprofessional Assignment	
909	Attendant Assignment	

Type of Appointment Element

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

Valid Options

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

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

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

- (A) The board of education of any school district may employ an individual who is not certificated or licensed as required by Chapter 3319. of the Ohio Revised Code, but who meets the following qualifications, as a teacher in the schools of the district:
 - (1) The individual is a veteran of the armed forces of the United States and was honorably discharged within three years of the effective date of this amendment;



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



3.2.3 CONTRACTOR STAFF EMPLOYMENT RECORD (CJ)

General Guidelines

A Contractor Staff Employment Record is required to be reported by each contractor for each staff member providing services or teaching a course. The contractor (in many cases an ESC) must be an EMIS reporting entity. The term "contract" refers to an agreement with another entity or individual to provide services. The nature of the contract may range from a formal written document to a general agreement between district leaders.

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

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

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

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

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

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

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

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

- Audiologists
- School Psychologists
- Physical Therapists
- Occupational Therapists
- Speech and Language Therapists
- Supplemental Services Teachers special education



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

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

A Contractor Staff Employment Record should not be reported if:

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

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

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

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

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

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

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

Contracting District IRN Element

200000000000000000000000000000000000000		
Record Field Number	eld Number CJ070	
Definition	The IRN of the resident/educating district contracting with the ESC	
	other EMIS reporting entity for a staff member in a specific position.	

Valid Options

State assigned six-digit code.



Employee ID Element

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

Valid Options

A valid nine-character code

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

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

A value of "99999999" is not allowed in this element on this record type.

Local Contract Code Element

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

Valid Options

Three-character code

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

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

Position Code Element

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

Valid Options

Valid three-digit code As provided in Appendix D

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

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

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



Position FTE Element

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

Valid Options 0.00 – 9.99

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

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

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

3.2.4 CONTRACT ONLY STAFF RECORD (CC)

General Guidelines

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

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

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

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

Table 4. Position Codes and Contract Reporting

Position	May be reported with this record	May not be reported with this record;
Code		report at individual level using other staff
Series		records
100s	None	101-199
200s	None	201-299
300s	301, 307, 319, 329, and 340	304, 318, 320, 323, 325-328, 330-334, and
		399
400s	402-414, and 499	415
500s	501-508, 599	509, 510
600s	601-699	None
700s	702-799	None
800s	801-899	None
900s	901-999	None

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

☼ Based on Number of People Element

<u> </u>	- · · r · · · - · · · · · · · · · · · · · · ·
Record Field Number	CC160
Definition	Indicates if the contract language requires a specific number of indi-
	viduals to be provided as a critical requirement of the contract.

Valid Options

Y Yes N No



A Based On Services Performed Element

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

Valid Options

Y Yes N No

Based On Work Hours Element

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

Valid Options

Y Yes N No

Contract End Date Element

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

Valid Options

YYYYMMDD Year, Month, Day

Contract Start Date Element

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

Valid Options

YYYYMMDD Year, Month, Day

Dollar Amount of Contract for Current Year Element

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

Valid Options

00000000.00 - 99999999.99

☼ Federal Tax Id Element

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



Valid Options

Valid nine digit code

Note. This number should be available from your Treasurer's office.

Hours per Week Element

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

Valid Options

0000.00 - 9999.99

Reporting Instructions. For October, enter hours worked during count week. For Yearend, enter average hours per week during contract period for current fiscal year.

☼ Local Contract Code Element

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

Valid Options

Valid three-character code

Name Element Name Name Element

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

Reporting Instructions. If the contractor is an individual, report the individual's full name. If the contractor is an organization, report the organization's business name.

Position Code Element

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

Valid Options

Valid three-character code

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

☼ Position Fund Source Element

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

Valid Options

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



3.2.5 STAFF SUMMER EMPLOYMENT SEPARATION RECORD (CL)

General Guidelines

A Staff Summer Employment Separation Record (CL) may be reported in the October (K) reporting period for any staff member who was employed in the district at the end of the prior school year but separated from all employment with the district as of the current school year. If a staff member works even a single day of the current school year in the district, the CL record may not be used to report separation.

Staff who separate over the summer may be reported with a full Staff Demographic Record (CI) and Staff Employment Record (CK), or may be reported with a single CL record. Note that if CI/CK records are reported, all elements on those records must have values that are valid for the current school year. If a district reports a CL record, then that staff member cannot also be reported with a CI/CK record during October.

If a staff member had multiple CK records in the prior yearend and left over the summer, the district may report a single CL record that matches only one of the CK records on State Staff ID, Position Code, and Local Contract Code. The district may also report a CL record for each prior yearend CK record, matching on appropriate fields, but this is not required. As this record can only be used if all employment ends, ODE will assume that the staff member has separated from all positions if a single CL record is reported.

☐ Local Contract Code Element

Record Field Number	CL070
Definition	A unique number assigned by the school district, which differentiates
	between multiple contracts of a staff member within the same position
	code.

Valid Options

Valid three-character code

Reporting Instructions. The value for this element must match the value reported in the Local Contract Code (CK250) on the Staff Employment Record in the prior yearend for the position from which the staff member has separated.

Position Code Element

Record Field Number	CL060
Definition	The code associated with the position assignment of the employee.

Valid Options

Valid three-digit code

Reporting Instructions. The value for this element must match the value reported in the Position Code (CK060) on the Staff Employment Record in the prior yearend for the position from which the staff member has separated.



☼ Position Separation Date Element

Record Field Number	CL090
Definition	The last date of employment of the staff member for the specific posi-
	tion.

Valid Options

YYYYMMDD Year, Month, Day

Reporting Instructions. Only dates after the last day of school for the prior year may be reported in this element. If a staff member is not assigned to a specific building within a district, then the reported date must be after the latest last day of school for all buildings within the district.

* Position Separation Reason Element

Record Field Number	CL080
Definition	Reason the staff member left position.

Valid Options

- 1 Retirement
- 3 Employer initiated
- 5 Resigned Took another education job in Ohio
- 6 Resigned Took another education job out of state
- 7 Resigned Other
- 9 Deceased

☼ State Staff ID Element

Record Field Number	CL050
Definition	A unique statewide ID used to match a staff member's data to EMIS
	data from previous reporting periods and to the state certification and
	licensure database.

Valid Options

A 2 letter, 7 number string: XX9999999

Reporting Instructions. The value for this element must match the value reported in the State Staff ID (CI270) on the Staff Demographic Record in the prior yearend for the staff member who has separated employment.

3.2.6 COURSE MASTER RECORD (CN)

General Guidelines

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

Beginning with FY09, the individual reported as the teacher of record for a course must be reported with at least one Staff Employment Record with position code 230 (Teacher), 108 (Principal Assignment), or 109 (Superintendent Assignment) with the appropriate teaching assignment area. For courses taught via Delivery Method CC, OL or ET that are also Educational Options (YS), a position code of 202 (Counselor Assignment) may be reported as the teacher of record.

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

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

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

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

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

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

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

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



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

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

Reporting Course Master Records – Preschool Courses

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

180050 Early Childhood Education (Ages 0-2)

180108 Preschool program in a self-contained classroom, this includes course related to ECE, Federal Head Start, and other local programs.

196095 Early Education of the Handicapped (Ages 3-6)

Preschool Special Education Courses. A preschool special education teacher who teaches a center-based preschool special education class is to be reported with a 196095 in the *Course Subject Code Element* and a D8 or DP in the *Student Population Element*. All students scheduled into his/her class are to be scheduled with the local classroom code of this special education teacher. The following students may also be scheduled into a class with a course code of 196095.

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

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

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

Exceptions to Reporting Course Master for Itinerant Teachers. If a teacher provides preschool itinerant services and also teaches a center-based special education preschool class (also known as a 'combination teacher'), then it is necessary to report a Course Master Record for the center-based class which he/she is teaching. However, only those students who are receiving center-based services are to be scheduled into the class. A student who is receiving only itinerant services (and not receiving preschool special education center-based services) is not to be scheduled into the center-based class. For more in-



formation about reporting preschool special education teachers and students, please see the document *Preschool Units EMIS Staff Report* found on EMIS's website.

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

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

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

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

Reporting Course Master Record – Kindergarten

Kindergarten courses may no longer be reported as self-contained courses. A separate Course Master Record is required to be submitted for each course/subject which is taught by the kindergarten teacher. This includes reporting a separate record for each subject/course which is taught to the same group of students. Each Course Master Record reported for a kindergarten course is to be reported with the appropriate *Curriculum*, *Delivery Method*, *Educational Option*, and *Student Population Element options*.

Reporting Course Master Records – Grades 1-12

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

Example 9.

Teaching several courses to the same group of students

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

Regular Instruction. Regular education courses for students in grades 1-12 are reported with the *Student Population Element* option as "RG". These are courses that are primarily designed to provide regular instruction to a group of students. Postsecondary courses are reported as "PS" or "PI" in the *Curriculum Element*.



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

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

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

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

If the Gifted Intervention Specialist is the "teacher of record" for the gifted course, report one Course Master Record for each course. Report one of the "GX" gifted options in the *Student Population Element*. However, no Course Master Record is required for a Gifted Intervention Specialist who provides supplemental gifted programs and services to students. In the case of supplemental instruction, report the applicable 206xxx program code(s) with the Employee ID of the Gifted Intervention Specialist for the served gifted students.

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

Reporting Course Master Records - Home Instruction

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

Students With Disabilities. A student with a disability receiving home instruction is to be reported with a Delivery Method Element option as "HI", the Student Population Element option as "SE" or "SP," and the appropriate subject code in the Subject Code Element of the Course Master for the special education teacher. In general, this refers to students who are individually served at their place of residence by a special education teacher. A "teacher of record" is to be reported with a position code of 230 with assignment area 999414.



Students with Disabilities – Basic Living Skills

There are subject codes that identify courses for severely handicapped students who require instruction in basic living skills. For these students, report the *Student Population Element* option as "SE" or "SP" and the appropriate "196xxx" subject code for the *Subject Code Element* of the Course Master.

Reporting Course Master Records – Educational Options

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

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

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

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

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

Reporting Course Master Records – Technology Courses

The Ohio technology academic content standards address a broad range of technology experiences with application in *computer and multimedia literacy*, *information literacy* and *technological literacy* in order to provide a fully articulated program of technology study; which enables students to achieve the No Child Left Behind 8th Grade Technology Literacy Goal.

Computer and Multimedia Literacy (29xxxx subject codes) includes the ability to appropriately use hardware, software applications, multimedia tools, and other electronic technology. It harnesses the use of educational technology tools for productivity, communication, research and problem-solving. Instruction is most effective when integrated with curricular components of other academic content areas.

Information Literacy (20xxxx subject codes) is the acquisition, interpretation, and dissemination of information. Information literacy focuses on effective methods for locating, evaluating, using, and generating information. Technology-based information literacy skills encompass the use of library resources, the Internet and other electronic information sources for research and knowledge building. Instruction is most effective when integrated with curricular components of other academic content areas.

Technological Literacy (10xxxx subject codes) addresses the abilities needed to participate in a technological world. It is the intersection of mathematics, science, and technology. It specifies unique knowledge, devices, and capabilities used to solve problems. It identifies career connections between



technology and the world of work. Technological literacy includes technology education and preengineering concepts.

Reporting Course Master Records - Educational Service Personnel (ESP)

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

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

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

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

Staff Course Master Data Elements

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

Course Level Element

Record Field Number	CN080
Definition	The level of the course.

Valid Options

Not applicable
I
II
III
IV
V
Advanced course
Intervention

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

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

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



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

Course End Date Element

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

Valid Options

00000000 Reporting course dates not required (default)

CCYYMMDD Year, Month, Day (value must be within current fiscal year: July

1 - June 30)

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

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

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

☼ Course Start Date Element

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

Valid Options

00000000 Reporting course dates not required (default)

CCYYMMDD Year, Month, Day (value must be within current fiscal year: July

1 - June 30)

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

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

For course master dates, the starting date of the school calendar period may be used for courses that span all the weeks of the calendar period even if the first day of the specific course is after the first day of the calendar period. For example, a course that meets on Tuesdays during a semester that starts on a Monday may use the Monday date in the Course Start Date Element even though the first class session



was the next day. If, however, the Tuesday-only course had started a week later (8 days after the start of the semester), the actual start date would be used, since the course did not span all weeks of the semester.

CTE College Credit Element

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

Valid Options

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

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

Curriculum Element

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

Valid Options

- **AP** Advanced Placement
 - Used to designate a class that follows the current Advanced Placement syllabus.
- IA International Baccalaureate AB INITO
- IH International Baccalaureate Higher Level
- IS International Baccalaureate Standard Level
- OC Expert Contracted from Outside Company/Organization for Credit Flex

Course is taught by a content area expert who is employed by an outside company or organization that is providing the instructor under contract or memorandum of understanding to a school district as part of a Personalized Learning Experience under a Student Credit Flexibility Plan.

- OT Curriculum Not Specifically Covered By Another Option
- PI Postsecondary Instructor

Course is taught by a college or university faculty member who is not directly employed by the school district for the teaching of the course and the course is not being funded through the Post Secondary Enrollment Options program.

- PS Postsecondary Enrollment Options (PSEO)
- **VA** Career Technical Education Applied Academic

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

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



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

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

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

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

VB Career Technical Education Applied Academic Advanced Placement

Used to designate a Career Technical Education Applied Academic class that follows the current Advanced Placement syllabus.

VC Career Technical Education Cooperative Program Anchor

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

VN Career Technical Education Non-Cooperative Based Anchor

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

VO Career Technical Education Not Specifically Covered by Another CTE Option

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

VP Career Technical Education Tech Prep Cooperative Program Anchor

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



VT Career Technical Education Tech Prep Non-Cooperative Based Anchor

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

Only those students in a State approved Tech Prep Program (reported as a VT curriculum value will be counted toward Tech Prep Enrollment and be included in Tech Prep Accountability.

V3 Career Technical Education Related/Correlated

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

V9 Career Technical Education Contract Program

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

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

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

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

Delivery Method Element

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

Valid Options

CC Correspondence Course

Instruction between a pupil and an instructor by mail.

CI Computer as Instructor

Instruction provided by a computer with no instruction of any kind provided by a teacher, either in person or from a remote location. Any teacher monitoring a student in this course would not be involved in adapting or modifying lessons and/or clarifying subject content. A teacher monitoring a student receiving in-



struction via this delivery method may assign the grade for the course provided the assignments and/or evaluations are scored by the computer program.

ET Educational Travel

An educational activity involving travel in accordance with local board policy under the direction of a person approved by the board and parent.

FF Face To Face Classroom Instruction

Instruction where the teacher and students are face to face in the same physical location.

HI Home Instruction

Instruction at a student's residence delivered by a school staff member.

ID Interactive Distance Learning

Instruction where the course is provided via interactive video with a teacher at a remote site.

IS Independent Study

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

OL Online

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

OT Other Delivery Method Not Specifically Covered By Another Option

Educational Option Element

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

Valid Options

NO Not an Educational Option Course
YS Course is an Educational Option Course

Employee ID Element

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

Valid Options

A valid nine-character code.

Reporting Instructions. Beginning with FY09, the individual reported as the teacher of record for a course must be reported with at least one Staff Employment Record with position code 230 (Teacher), 108 (Principal Assignment), or 109 (Superintendent Assignment) with the appropriate teaching assignment area. For courses that are provided via *Delivery Method Element* options "CC", "OL" and "ET" that are also Educational Options (YS), a position code of 202 (Counselor Assignment) may be reported as the teacher of record.

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



Postsecondary Teachers. Resident districts may report all 9s in this element when reporting data about classes provided by postsecondary enrollment option courses or taught by postsecondary instructors (Curriculum values of PS or PI). If districts report anything other than all 9s, then a complete Staff Demographic Record (CI) and Staff Employment Record (CK) must be reported for the instructor. If all 9s are reported, then the CI and CK record are not required.

Expert Contracted from Outside Company/Organization for Credit Flex. Districts may report all 9s in this element when reporting data about classes provided by an expert contracted from a company or organization for a credit flex opportunity (Curriculum value of OC). If districts report anything other than all 9s, then a complete Staff Demographic Record (CI) and Staff Employment Record (CK) must be reported for the instructor. If all 9s are reported, then the CI and CK record are not required.

With the exception of reporting the situations above, this element should never be reported as all 9's.

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

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

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

Highly Qualified Teacher Element

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

Valid Options

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



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

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

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

A list of subject codes considered "core courses" is available in Appendix C of the EMIS Manual located on the EMIS website. Noncore courses are not evaluated for HQT.

Report option I whenever one or more of the following is true:

- Curriculum Element is OC, PS or PI, or
- Delivery Method is CC, ET, or OL and Educational Option is YS, or
- Delivery Method is ID or CI, or
- Student Population is D8, DP, or PR

Highly Qualified Teacher IRN Element

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

Valid Options

Six digit IRN 999999 *****

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

All ******'s should only be reported if the subject being taught is not a subject area for HQT (see Appendix C), or the *Curriculum, Delivery Method, or Student Population Element* option being reported for the subject is not evaluated for HQT.

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

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



trict IRN) as the Highly Qualified Teacher (HQT) IRN on the course master.

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

Note that the district IRN should never be used by a local, exempted village, or city school district. These entities should always report one of their own buildings as the HQT IRN for courses where they are responsible for the HQT status of the teacher (see exception for contracted staff below.)

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

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

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

High School Credit Element

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

Valid Options

0.00 - 9.99

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

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

☼ Language Used in Teaching Course Element

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

Valid Options

E English

N Native language only

B English & native language



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

* Length of Scheduled Instruction Element

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

Valid Options

0009 - 1260

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

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

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

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

☆ Local Classroom Code Element

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

Valid Options

Alphanumeric code

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

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

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

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

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



Local classroom codes can be changed for succeeding school years.

☼ Location IRN Element

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

Valid Options

Six-digit IRN 999999

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

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

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

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

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

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

Student attending courses at non-EMIS entity. If a district sends a student to attend a course in a space that cannot be considered as the district's space and the staff teaching the course is provided by a non-EMIS reporting entity, the district should report 999999 in the Location IRN Element. This is the only time that 999999 can be reported in the Location IRN Element.

Trogram Provider IRN Element

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

Valid Options

Six-digit IRN

Not Applicable



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

☼ Semester Code Element

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

Valid Options

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

☼ Student Population Element

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

Valid Options

DP Preschool Special Education Hearing/Visual

Center-based course for preschool students with disabilities, structured to specifically instruct students with hearing and/or visual impairments.

D8 Preschool Special Education

Center-based course for preschool students with disabilities.

GA Gifted Education In Arts Delivered By Trained Arts Instructor K-12

Course specifically for students identified as gifted and related to the gifted identification arts areas of dance, visual arts, drama/theater, and/or music.

GE Gifted Education K-12

Course specifically for students identified as gifted and with a Gifted Intervention Specialist as the teacher of record.

PR Preschool General Education

Center-based course for preschool students without disabilities.

RG Regular/General Students K-12

No specific student attributes reflected in the other options for this element apply to the group of students intended to take this course.

SE Special Education K-12

Course specifically for students with disabilities.

SP Special Education K-12 Hearing/Visual

Course specifically for students with disabilities, structured to specifically instruct students with hearing and/or visual impairments.



Subject Area for Credit Element

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

Valid Options

Not applicable - course does not qualify for high school credit toward gradua-
tion.
Business
Career-Technical
English
Fine Arts (including dance, drama, music and visual arts)
Foreign Language
Family and Consumer Sciences (non-career-technical)
Health
JROTC - Junior Reserve Officer Training Corps
Mathematics - Algebra II or Equivalent units
Mathematics units Other than Algebra II or Equivalent
Physical Education
Social Studies- American Government units
Social Studies- American History units
Social Studies units Other than American History & Government
Science - Advanced Science units
Science - Life Science units
Science units Other than Physical, Life, or Advanced Science
Science - Physical Science units
Technology Education/Computer Science
Elective - Option reported for courses that are not aligned with the academic
content standards and for which credit toward meeting legislated graduation re-
quirements is awarded. These courses may be included in district programs and
can be used toward elective graduation requirements based on local district de-
termination.

Reporting Instructions. Report the most specific option that would apply. For example, if a student takes a business course as an elective report the 'BUS' option instead of the 'ELE' option since the 'BUS' option is more specific.

☆ Subject Code Element

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

Valid Options

Valid six-character code

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

There is no requirement that the subject codes used in student scheduling software be the same as the subject codes provided by Appendix C. However, a crosswalk should be available by the software



vendors to map the district-defined codes to the codes in Appendix C before data submission to the designated ITCs.

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

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

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

Beginning in FY11, Advanced Placement courses will be designated via the Curriculum Element rather than by the course subject code. The following table provides a crosswalk to assist districts in choosing a course code to report now that there are no longer AP courses in Appendix C. Please note that in many cases, the course code has remained the same, while the title and description have been altered.

Table 5. AP Subject Code Crosswalk

Course Reported Prior to FY11	Course to Report beginning in
	FY11, with Curriculum Element
	AP or VB
029100 AP Studio Art – Drawing	No change.
029110 AP Studio Art – 2D Design	No change.
029120 AP Studio Art – 3D Design	No change.
029130 AP Art History	020101 Art History
059920 AP English Language & Composition	No change.
059930 AP English Literature & Composition	No change.
069910 AP Chinese	060102 Chinese
069912 AP Japanese	060250 Japanese
069914 AP French Language	060230 French
069915 AP French Literature	No change.
069916 AP German Language	060235 German
069918 AP Italian Language	060245 Italian
069920 AP Russian	060218 Russian
069922 AP Latin: Vergil	No change.
069925 AP Latin Literature	No change.
069930 AP Spanish Language	060265 Spanish
069935 AP Spanish Literature	No change.
119550 AP Statistics	No change.
119930 AP Calculus AB	No change.
119960 AP Calculus BC	No change.
129926 AP Music Theory	120300 Music Theory
139903 AP Biology	132230 Biological Sciences

Course Reported Prior to FY11	Course to Report beginning in FY11, with Curriculum Element AP or VB
139905 AP Physics B	No change.
139906 AP Chemistry	130301 Chemistry
139930 AP Environmental Science	132350 Environmental Sciences
139940 AP Physics C - Electricity & Magnetism	No change.
139950 AP Physics C – Mechanics	No change.
152500 AP Psychology	151121 Psychology
152600 AP U.S. History	150810 History (American)
152700 AP World History	150890 History (World)
152810 AP European History	No change.
152820 AP Human Geography	150700 Geography
159930 AP Macroeconomics	No change.
159940 AP Microeconomics	No change.
159950 AP Government & Politics (United States)	No change.
159960 AP Government & Politics (Comparative)	No change.
290310 AP Computer Science A	No change.
290320 AP Computer Science AB	No change.

3.2.7 CAREER-TECHNICAL EDUCATION CORRELATED CLASS RECORD (CV)

General Guidelines

To form a career-technical program, the Career-Technical Education Correlated Class Record is used to indicate the relationship between a career-technical anchor (Curriculum Element options VN, VC or VT) and its

- Associated technical related class (Curriculum Element option V3) for career field workforce development programs,
- Associated technical related class and/or academic class(es) (Curriculum Element option V3) for Career Based Intervention, and
- Instructional support time (Curriculum Element option V3) for GRADS.

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

All co-op classes (Curriculum Element option VC) MUST be correlated with a technical related class (Curriculum Element option V3).

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

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

- The Career-Technical Correlated Class Record must have an Anchor/Lab/Co-op local classroom code with a valid career-technical subject code and career-technical Curriculum Element option (VX).
- The valid Curriculum Element options for the Anchor/Lab/Co-op local classroom code are VN, VC and VT.
- The valid Subject Codes for the Anchor/Lab/Co-op local classroom code are found in Appendix C of this guide under the following headings:

All subject codes in the following Career Fields could be used as Anchor/Lab/Co-op subject codes (Curriculum Element options VN, VC or VT) for the correlated class record:

- Career Field 05: Education & Training Subject Codes
- Career Field 06: Engineering & Science Technologies Subject Codes
- Career Field 07: Finance Subject Codes
- Career Field 08: Government and Public Administration Subject Codes
- Career Field 10: Hospitality & Tourism Subject Codes
- Career Field 11: Human Services Subject Codes
- Career Field 12: Information Technology Subject Codes
- Career Field 15: Marketing Subject Codes
- Vocational Job Training Coordinating (990371)
- Career Based Intervention (CBI) (252525)

The following table includes the Career Fields where some subject codes are valid but others are not for Anchor/Lab/Co-op subject codes (Curriculum Element options VN, VC or VT).



Anchor/Lab/Co-op Subject Codes (VN, VC & VT Curriculum options ONLY)	Does not include subject codes
Career Field 01: Environmental & Agricultural Systems Subject Codes	010001 – Environmental and Agricultural Science
Career Field 02: Arts & Communications Subject Codes	040001 – Arts and Communication Foundation
Career Field 03: Business & Administrative Services Subject Codes	140001 – Business and Management Foundation 140200 – Business Information Technology 140075 – Interdisciplinary Career Field Business Concepts
Career Field 04: Construction Technologies Subject Codes	170003 – Construction Foundations
Career Field 09: Health Science Subject Codes	070001 – Foundation for Health Careers
Career Field 13: Law & Public Safety Subject Codes	172809 – Fundamentals of Public Safety
Career Field 13: Law & Public Safety Subject Codes	172809 – Fundamentals of Public Safety
Career Field 16: Transportation Systems Subject Codes	170004 – Transportation Foundations
Family and Consumer Sciences	090001 – Human Resources/Services Foundation
Work & Family Studies Subject Codes	090101 – Personal Development
(Includes GRADS – 090194, 090193, 090192)	090102 – Parenting and Child Development
	090106 – Family Relations
	090107 – Nutrition and Wellness
	090108 – Resource Management
	090111 – Life Planning
	090112 – Life Planning w/Career Mentorship
	090185 – Middle School Work & Family Life
	090700 – Consumer and Financial Literacy
	091025 – Child Development
	091050 – Financial Management I
	091051 – Financial Management II 091400 – Career Search
	091400 – Career Search 091401 – Career Search II (Includes Mentorship)
	091401 – Career Search II (Includes Mentorship) 091410 – Transitions and Careers
	090050 – Healthy Food – Middle School
	091077 – Healthy Food – Middle School 091077 – Healthy and Safe Food
	091200 – Healthy Living
	091300 – Managing Transitions

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

- The *Technical Related Correlated Local Classroom Code Elements* must be career-technical *Curriculum Element* option V3.
- The related correlated local classroom code subject code must be a valid career-technical subject code for the V3 Curriculum Element option. The CTE Secondary Workforce Development Program Matrix (career-technical and Adult Education Website on ODE



http://www.ode.state.oh.us/ctae/teacher/program_information/default.asp) lists work-force development subject codes that are valid as V3 *Curriculum Element* option.

All students enrolled in a correlated technical related class (V3 Curriculum Element option)
must also be enrolled in an approved and funded career field workforce development anchor
class (VN, VC & VT).

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

- The related correlated local classroom code subject code may be a related CBI class (252525 subject code), a valid CBI academic subject code or a valid mathematics, science, English/language arts or social studies subject code. The related correlated class must be the V3 *Curriculum Element* option.
- CBI teachers can instruct ONLY academic subjects in which they are age- and subject-appropriate certificated/licensed (e.g., an elementary certificate (K-8) permits the CBI teacher to teach any academic to 7th -8th grade CBI students only).
- Only CBI technical related or academic V3 courses taught by one CBI teacher can be correlated. CBI technical related or academic V3 courses taught by different CBI teachers cannot be correlated.
- All students enrolled in correlated technical related and academic V3 courses must also be enrolled in that teacher's approved and funded CBI anchor class (VN or VC).

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

- The correlated local classroom codes subject code must be career-technical *Curriculum Element* option V3.
- The correlated local classroom codes subject code must be 090194, 090193, or 090192.
- A GRADS teacher must have one (1) Instructional Support Time (*Curriculum Element* option V3) correlated with one (1) GRADS class taught by that GRADS teacher.
- Students must NOT be enrolled in the Instructional Support Time.

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

Anchor/Lab/Co-op Local Classroom Code Element

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

Valid Options

Alphanumeric code

Reporting Instructions. Report the local classroom code of the career-technical anchor course (VN, VC & VT) in the first column on the State Software EMIS screen EMSVEP (labeled "Anchor/Lab/Coop LCC").



🜣 First Correlated Academic or Technical Related Local Classroom Code Element

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

Valid Options

Alphanumeric code Local district classroom code

Reporting Instructions. Report the local classroom code of the related course (*Curriculum Element* optionV3) in second column on the State Software EMIS screen EMSVEP (labeled "First Corr. Academic or Tech. Related LCC").

Second Correlated Academic or Technical Related Element

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

Valid Options

Alphanumeric code Local district classroom code

Reporting Instructions. Report local classroom code of related course (*Curriculum Element* option V3) in the third column on the State Software EMIS screen EMSVEP (labeled "Second Corr. Academic or Tech. Related LCC").



3.2.8 MAPPED LOCAL CLASSROOM CODE RECORD (CM)

General Guidelines

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

This process should only be used in instances where there is physically one teacher and one set of students in a class but due to scheduling constraints subsets of the students are scheduled into different classes. This process should not be used to combine students from different classes when the students are not physically in the same classroom.

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

- Subject Code (CN050)
- Employee Id (CN070)
- Curriculum (CN310)
- Delivery Method (CN320)
- Educational Option (CN330)
- Student Population (CN340)

Only classes with a Semester Code of '1', '2', or 3 will be eligible to be included in the mapping process.

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

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

The "mapping" process will automatically determine which type of mapping is being performed based upon the semester code of both classes.

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

If a student is enrolled in both classes then the student is only included once in the combined class.

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

A first and a second semester class may be mapped together for reporting to ODE. When this occurs the mapping process will automatically combine the classes and convert the class into an "All Year" class. The length of scheduled instruction from both classes will be added together and used for the



"All Year" class. Students which are enrolled in both the first and second semester classes will only be included once in the combined class.

Combinations. It is possible to do combinations of the above mappings with a set of classes. For instance, it may be necessary to combine two first semester classes into one class, also combine two second semester classes into one class, and then map the combined classes into a single all year class. In this type of situation the district should map all first semester classes into on class and all second semester classes into one class then map the one first semester class into the one second semester class. A class can only appear once as a "From" class. However, a class can appear multiple times in the "To" field, and a class that has been mapped into can also be mapped to another class.

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

☼ Mapped From Local Classroom Code

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

Valid Options

Alphanumeric code

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

☼ Mapped To Local Classroom Code

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

Valid Options

Alphanumeric code

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

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

