

FY 2008 EMIS Manual
Chapter 2
R & R (Rectifications & Refinements) Log

Version 3 (August - Final Release) of the EMIS Manual



Last updated

April 24, 2008

Prepared by
Office of Information Policy & Management

FY 2008 EMIS Manual-Chapter 2
R&R- Updated April 24, 2008

Purpose

The purpose of this document is to keep a history of revisions (including: clarifications, changes, and/or updates) made to the EMIS Manual after version 3 (August) release. This document reflects revisions communicated through the EMIS Newsflash. If revisions contained in this document are still applicable in FY 2009, they will be incorporated into the FY 2009 EMIS Manual.

Explanation of Document

Date	The date the change was communicated to the field (either through the EMIS Newsflash, Help Desk, or other means).
Chapter/Appendix	Chapter or Appendix impacted by the clarification
Record	If applicable, the record impacted by the clarification
Page	The page number in version 3 of EMIS Manual which the clarification impacts
Item	May include a change to the any of the following: General Guidelines for the Record, the Reporting Instructions for a data element, new options etc...
Description	A description of the clarification, change, revision and/or update.

EMIS Newsflash Date	Chapter/ Appendix	Page(s)	Record	Item/Element	Description
9-5-2007	2	20	(GI) Student Demographic Record	Student-Level Records	<p>Revision to Instructions</p> <p>Special Reporting Situations</p> <p>Summer Graduates Districts are required to report an OGT record for summer graduates if the student took the Proficiency test OGT over the summer. The OGT record is reported during the Year-end (N) October (K) reporting period following the summer completion of graduation requirements.</p>
9-5-2007	2	83	(GK) Student Attendance Record	Footnote 31	<p>Revised Instructions</p> <p>Required by Section 3301.0714 [B][g], ORC. ORC 3301.0714 (B) (1) (m), OAC 3301-44-01 (G) and 3301-44-07 (G).</p>
9-5-2007	2	84	(GK) Student Attendance Record	(GK320) Majority of Attendance IRN Element	<p>Revision to Instructions</p> <p>Reporting Instructions Continuously enrolled means that the student did not withdraw from the district after October Count Week ^{31A} and re-enroll in the same district prior to May 10 for grades 3-8 (except students taking the Achievement Alternate Assessment) and March 19 for all other grades (including students taking the Achievement Alternate Assessment).</p> <p>^{31A} Districts with a waiver for the October Count Week use the week that is on the approved waiver application to report this element.</p>
9-5-2007	2	86	(GK) Student Attendance Record	Footnote 32	<p>Revised Instructions</p> <p>OAC 3301-51-13 (B)(2)(a-g) rescinded 9/23/06. OAC 3301-69-02 (B) (2).</p>
9-5-2007	2	88	(GK) Student Attendance Record	Footnote 34	<p>Revised Instructions</p> <p>ORC 3317.03 & OAC 74-066</p>

EMIS Newsflash Date	Chapter/ Appendix	Page(s)	Record	Item/Element	Description
10-31-07	2	168	(GN) Student Course Record	(GN150) High School Credit Earned Element	<p>Revision to Options and Instructions</p> <p>High school credit earned Element</p> <p>Valid Options Y – The student received credit for the course as reported on the course master N – The student did not receive credit for the course P – The student received the credit as reported in the Partial/Override Credit element * – Course does not earn high school credit</p> <p>Reporting Instructions</p> <p>This element is only applicable for courses that are taken for high school credit, for all other instances an asterisk must be reported. For courses that do not have high school credit associated with the course the district would report a ‘Y’ in this element and would report zeros in the High School Credit element on the Course Master record.</p> <p>If a student receives the same high school credit that was reported for the course, report a ‘Y’ in this element. If a student receives high school credit for a course but the amount of credit awarded is different than what was reported on the course master record, report a ‘P’ in this element and report the amount of credit awarded to the student in the Partial/Override Credit element.</p> <p>If high school credit is offered for a course but a student does not receive credit for the course, report an ‘N’ in this element. This would include situations where the student does not complete the course or does not pass the course.</p>

EMIS Newsflash Date	Chapter/Appendix	Page(s)	Record	Item/Element	Description
10-31-07	2	170	(GN) Student Course Record	(GN152) Partial/Override Credit Element	<p>Added Element and Reporting Instructions</p> <p>Partial/Override Credit Element</p> <p>Record Field Number: GN152</p> <p>Definition: Indicates the amount of high school credit that the student received for the course.</p> <p>Valid Options: 0.00-9.99</p> <p>Reporting Instructions: This element is linked to the High School Credit Earned element and a credit amount should only be reported in this element when the option of 'P' is reported in the High School Credit Earned element. When the option of 'P' is reported in the High School Credit Earned element ODE will use the amount of credit that is reported in this element instead of the credit reported on the course master record for this course. This element is used to report the amount of credit a student is awarded when the credit is different than what is reported on the course master record.</p> <p>If a software vendor or district chooses to, they may report all high school credit earned through this element; in this case the option of 'P' must be used for all students that earn high school credit. Note: The credit assigned to the course must still be reported on the Course Master for all courses that may be taken for high school credit.</p>

EMIS Newsflash Date	Chapter/ Appendix	Page(s)	Record	Item/Element	Description
11-16-07	2	42	(GI) Student Demographic Record	(GI230) Limited English Proficiency (LEP) Status Element	<p>Modified Reporting Instructions</p> <p>Reporting Instructions</p> <p>Option M A student is considered to be in a Trial-Mainstream period when he/she has scored proficient on all five domains (listening, speaking, reading, writing, and comprehension) achieved a composite score of 5 of on the OTELA or has passed a district selected English Language Assessment administered prior to the 2004 – 2005 school year. A student remains in the trial-mainstream period until he/she is reclassified from LEP.</p> <p>October (K) Reporting If a student has been reported with a LEP status of either ‘L’ or ‘Y’ and scored proficient in all LEP domains of the achieved a composite score of 5 on the OTELA during the prior school year’s spring reassessment, then he/she is reported with the option of “M” in the <i>Limited English Proficiency Element</i> during the October (K) reporting period.</p> <p>Yearend (N) Reporting Likewise, if a student scores proficient on all five domains of the OTELA achieves a composite score of 5 on the OTELA during the current year’s spring reassessment and as a result moved into his/her trial-mainstreaming period, the student would still be reported during the current Yearend (N) reporting period with same LEP status as was reported during the current school years February (C) reporting period. The LEP status of this student would not be changed to “M” until the next October (K) reporting period.</p>
11-16-07	2	45	(GI) Student Demographic Record	(GI490) Limited English Proficient Reclassification Date Element	<p>Modified Reporting Instructions</p> <p>Determining Reclassification The decision about reclassifying an LEP student to “no longer LEP” status depends not only on the result of an English language proficiency test, but rather also on the result of how well a student has done during a two-year trial mainstream period after already having passed the English language proficiency test with a composite score of five two-years ago.</p>

EMIS Newsflash Date	Chapter/ Appendix	Page(s)	Record	Item/Element	Description
11-16-07	2	143	(GF) Ohio Test of English Language Acquisition Record	General Guidelines	<p>Modified Reporting Instructions</p> <p>General Guidelines One record is to be submitted by the district that administers the OTELA for each student identified as Limited English Proficient (LEP) who has not scored proficient on all domains (reading, writing, listening, speaking, and comprehension) of the OTELA and therefore is not in his/her trial-mainstream period.</p> <p>After a student has scored proficient on all domains of the OTELA, the OTELA is no longer required to be administered.</p> <p>One OTELA Record is required to be submitted for each student with a “Y”, or “L” option reported on the LEP Status Element on the Student Demographic Record. Beginning in FY08, an OTELA record is also required for students with an LEP Status Element of “M”. Students who are coded with an “M” are in their trial-mainstream period and no longer required to take the OTELA. Therefore, an OTELA record is not required to be reported for a student who was in his/her trial-mainstream period at the beginning of the school year.</p> <p>When a district enrolls a student after the October Count Week and through an initial English language assessment finds the student to be LEP, the district does not report to ODE the level of English proficiency until after the student takes the OTELA. The results of the OTELA are considered to be the baseline score for these recently enrolled students.</p>
12-6-07	2	206	(GE) Student Special Education Record	(GE130) Non-Compliance ID Element	<p>Added Option</p> <p>Non-Compliance ID Element 09 District in compliance with due process timelines, but incorrect/missing data reported in EMIS in a prior reporting period.</p>
12-6-07	2	201	(GE) Student Special Education Record	Table 16 Date Type and Outcome Combinations	<p>Added Option</p> <p>Date Type and Outcome Combinations Added Non-Compliance ID 09, Option 09 valid for the following Date Types: IETR IIEP RIEP RETR</p>

EMIS Newsflash Date	Chapter/ Appendix	Page(s)	Record	Item/Element	Description
12-6-07	2	148	(GM) Student Preschool ECO Assessment Record	(GM240) Score Element	<p>Modified Reporting Instructions</p> <p>Reporting Instructions Score refers to the level of age appropriate functioning exhibited by the child on a scale from 1 to 7. (1—"Not Yet"; 3—"Emerging"; 5—"Somewhat" and 7—"Completely").</p>
12-6-07	2	159	(GN) Student Course Assessment Record	Reporting Instructions	<p>Modified Reporting Instructions</p> <p>Reporting Instructions 180050 Early Education (ages 0-2 only) 180250 Early Childhood Education 180260 Early Learning Initiative 180270 Federal Head Start 180280 Title I Preschool 180290 Local Preschool 196095 Early Education of the Handicapped (ages 3-6) 196096 Early Education of the Handicapped/Early Childhood Education Grant (formerly Public Preschool Grant) 196098 Early Education of the Handicapped/Early Learning Initiative</p>
03-06-08	2	172	Table 10	Program Code Schedule	<p>Revision to Table</p> <p>Career Technical Programs Note: 305005, 305007, 305125 are the only program codes reported in C</p> <p>Placement Options for Students with Disability Conditions: added February reporting requirements</p> <p>Early Childhood Service Delivery Options: added February reporting requirements</p>
03-06-08	2	174	(GQ) Student Program Record	(GQ060) Program Code Element	<p>Modified Reporting Instructions</p> <p>Reporting Instructions For February (C) reporting, schools are only required to report program codes 210XXX and 217XXX and 212100, for students with disabilities and program codes 305005 and 305007 for CTE students. Program code 305003 is only reported at yearend.</p>

EMIS Newsflash Date	Chapter/ Appendix	Page(s)	Record	Item/Element	Description
03-06-08	2	206	(GE) Student Special Education Record	(GE130) Non-Compliance ID Element	<p>Added Reporting Instructions</p> <p>Reporting Instructions The “09” option allows the district to indicate that the preceding event was either reported incorrectly or not reported via EMIS at all. In order to check for event compliance, ODE looks at the current record being reported AND the prior event reported to determine if the required federal timelines were met.</p> <p>For example, An IEP evaluation was done in April 07 and the event was not reported in 07N EMIS. In April 08 a new evaluation is done. Since the previous IEP (07 IEP) would not have come into ODE the IEP record for 08 will appear out of compliance as far as ODE is concerned (because there is no prior record).</p> <p>Therefore, the district would need to use the ‘09’ code when reporting the 08 event record to let ODE know that the 08 event record was actually done on time even though ODE does not have the prior event.</p>
03-28-08	2	64	Definitions of Terms Related to Attendance	Calamity Days	<p>Modified Reporting Instructions</p> <p>Reporting Instructions Students should not be reported in attendance or absent when there is a calamity day, i.e., snow day, utility failure, flu epidemic. Days-in-session do not include calamity days. When a district is using the option of adding time to the school day to make up calamity days in excess of 10, the additional time is considered a part of that school day and partial day absences should be in proportion to the entire day.</p>
3-28-08	2	77	(GK) Student Attendance Record	(GK120) Excused Absence Days Element	<p>Modified Reporting Instructions</p> <p>Reporting Instructions Any student permanently withdrawn from school shall not be counted as absent after the date of such withdrawal. The daily excused absence for a student who is attending less than full time may not exceed that portion of the day that he/she is scheduled to attend. A student assigned to a half-day kindergarten or half-day preschool program is to be reported with half-days of absence. The field will allow fractional days (two decimal places). When a district is using the option of adding time to the school day to make up calamity days in excess of 10, the additional time is considered a part of that school day and partial day absences should be in proportion to the entire day.</p>

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3-28-08	2	83	(GK) Student Attendance Record	(GK130) Unexcused Absence Days Element	<p>Modified Reporting Instructions</p> <p>Reporting Instructions</p> <p>Calamity Days Students should not be reported in attendance or absence when there is a calamity day, i.e. snow day, utility failure, flu epidemic. Days-in-session do not include calamity days. When a district is using the option of adding time to the school day to make up calamity days in excess of 10, the additional time is considered a part of that school day and partial day absences should be in proportion to the entire day.</p>
3-31-08	2	207	(GC) Student Transfer Course Record	Entire record	<p>Revision to Record</p> <p>2.12 section Deleted the entire Student Transfer Course Record</p>
04-24-08	2	143	(GF) OTELA	(GF300) Composite Performance Level	<p>Added Option</p> <p>Valid Options * Not Applicable I Invalidated Score 1-5 Performance Level</p>