

FY 2010 ODE EMIS MANUAL

Appendix I: Required Records/Elements by Reporting Period



Version 1.0
August 26, 2009

APPENDIX I REVISION HISTORY

Version	Change	Description
0.1	592	Added December to valid reporting periods for the Student Special Education Record (GE)
0.1	652	Added GI570 Student Home Language Element in required periods
0.1	666	Removed October from the valid reporting periods for the Student Ohio Graduation Test Record (GX)
0.1	666	Removed multiple elements from October reporting on the Student Attributes – No Date Record (FN) due to summer graduates now being reported in the Graduate period
0.1	667	Added FN270 Updated December 1 IEP Outcome Element in the December reporting period
0.1	680	Added October to valid reporting periods for the Student Graduation – Core Summary Record (GC)
0.1	680	Added October to the valid reporting periods for Student Attributes – No Date Record (FN) elements related to CORE reporting
0.1	703	Removed Ohio Ninth-Grade Proficiency Testing Record (GT)
0.1	710	Added new Staff Summer Employment Separation Record (CL) to the October reporting period
1.0	663	Delete CN130 <i>Course Type</i> from the Course Master Record (CN)
1.0	692	Delete CN190 <i>Program Builder Code</i> from the Course Master Record (CN)
1.0	706	Delete FN130 <i>Graduation Credit Units</i> from the Student Attributes- No Date Record (FN)
1.0	716	Delete FD080 <i>Grade Level</i> from the Student Attributes- Effective Date Record (FD)
1.0	723	Delete FN200 <i>Corporal Punishment</i> from the Student Attributes- No Date Record (FN)
1.0	735	Remove all references to February reporting, including deleting the February attendance elements on the Student Standing Record (elements FS290 to FS310) and the Building General Information – February Record (DH)
1.0	741	Removed <i>Master Teacher Element</i> (CI280) and <i>Master Teacher Designation Year Element</i> (CI290) from Table 8.

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STUDENT RECORDS AND DATA ELEMENTS

Table 1. Student Demographic Record (GI) Data Elements

Record Field Number	Data Element	October (K)	December (M)	March (D)	Yearend (N)	July (H)	5-yr (P)	Grad (G)
GI070	<i>Date of Birth Element</i>	√	√		√			
GI050	<i>EMIS Student ID Number Element</i>	√	√		√			√
GI330	<i>First Name Element</i>	√	√		√			√
GI080	<i>Gender Element</i>	√	√		√			
GI350	<i>Last Name Element</i>	√	√		√			√
GI340	<i>Middle Name Element</i>	√	√		√			√
GI270	<i>Native Language Element</i>	√	√		√			
GI090	<i>Racial/Ethnic Group Element</i>	√	√		√			
GI570	<i>Student Home Language</i>	√	√		√			

Table 2. Student Standing Record (FS) Data Elements

Record Field Number	Data Element	October (K)	December (M)	March (D)	Yearend (N)	July (H)	5-yr (P)
FS050	<i>EMIS Student ID Number Element</i>	√	√		√		
FS060	<i>Effective Start Date Element</i>	√	√		√		
FS070	<i>Admission Date Element</i>	√	√		√		
FS080	<i>Student Admission Reason Element</i>	√	√		√		
FS090	<i>Effective End Date Element</i>	√	√		√		
FS100	<i>Withdrawal Reason Element</i>	√	√		√		
FS110	<i>State Student ID (SSID) Element</i>	√	√		√		
FS120	<i>Student Percent of Time Element</i>	√	√		√		
FS130	<i>Tuition Type Element</i>	√	√		√		
FS140	<i>District Relationship Element</i>	√	√		√		
FS150	<i>Legal District of Residence Element</i>	√	√		√		
FS160	<i>Attending Building IRN Element</i>	√	√		√		
FS170	<i>Assigned Building Area IRN Element</i>	√	√		√		
FS180	<i>How Received Element</i>	√	√		√		
FS190	<i>How Received IRN Element</i>	√	√		√		
FS200	<i>Sent Reason 1 Element</i>	√	√		√		
FS230	<i>Sent Reason 2 Element</i>	√	√		√		
FS210	<i>Sent To IRN 1 Element</i>	√	√		√		

Record Field Number	Data Element	October (K)	December (M)	March (D)	Yearend (N)	July (H)	5-yr (P)
FS240	<i>Sent To IRN 2 Element</i>	√	√		√		
FS220	<i>Sent To Percent of Time 1 Element</i>	√	√		√		
FS250	<i>Sent To Percent of Time 2 Element</i>	√	√		√		
FS320	<i>School Year Attendance Days Element</i>	√	√		√		
FS330	<i>School Year Excused Absence Days Element</i>	√	√		√		
FS340	<i>School Year Unexcused Absence Days Element</i>	√	√		√		
FS260	<i>October Count Week Attendance Days Element</i>	√					
FS270	<i>October Count Week Excused Absence Day Element</i>	√					
FS280	<i>October Count Week Unexcused Absence Days Element</i>	√					

Table 3. Student Attributes – Effective Date Record (FD) Data Elements

Record Field Number	Data Element	October (K)	December (M)	March (D)	Yearend (N)	July (H)	5-yr (P)
FD100	<i>Attendance Pattern Element</i>	√	√		√		
FD130	<i>Disability Condition Element</i>	√	√		√		
FD110	<i>Disadvantage Element</i>	√	√		√		
FD070	<i>Effective End Date Element</i>	√	√		√		
FD060	<i>Effective Start Date Element</i>	√	√		√		
FD050	<i>EMIS Student ID Number Element</i>	√	√		√		
FD190	<i>Foreign Exchange Student Graduation Plan Element</i>	√	√		√		
FD150	<i>Homeless Status Element</i>	√	√		√		
FD160	<i>Homeless Unaccompanied Youth Element</i>	√	√		√		
FD200	<i>Immigrant Status Element</i>	√	√		√		
FD170	<i>Limited English Proficiency (LEP) Status Element</i>	√	√		√		
FD180	<i>Migrant Status Element</i>	√	√		√		
FD120	<i>Preschool Poverty Level Element</i>	√	√		√		
FD090	<i>State Equivalent Grade Level Element</i>	√	√		√		

Record Field Number	Data Element	October (K)	December (M)	March (D)	Yearend (N)	July (H)	5-yr (P)
FD140	<i>Student Being Served by a 504 Plan Element</i>	√	√		√		

Table 4. Student Attributes – No Date Record (FN) Data Elements

Record Field Number	Data Element	October (K)	December (M)	March (D)	Yearend (N)	July (H)	5-yr (P)	Grad (G)
FN150	<i>Acceleration – Writing Element</i>				√			
FN160	<i>Acceleration – Reading Element</i>				√			
FN170	<i>Acceleration – Mathematics Element</i>				√			
FN180	<i>Acceleration – Social Studies Element</i>				√			
FN190	<i>Acceleration – Science Element</i>				√			
FN140	<i>Accountability IRN Element</i>				√			
FN240	<i>CORE Economics and Financial Literacy Requirement Met</i>	√						√
FN250	<i>CORE Fine Arts Requirement Met</i>	√						√
FN090	<i>Diploma Date Element</i>							√
FN100	<i>Diploma Type Element</i>							√
FN260	<i>Exempted from Physical Education Graduation Requirement</i>	√						√
FN110	<i>Fiscal Year that Student Began Ninth Grade Element</i>	√			√			√
FN080	<i>Grade Level Next Year Element</i>				√			
FN210	<i>Limited English proficient Reclassification Date Element</i>				√			
FN220	<i>Majority of Attendance IRN Element</i>				√			

Record Field Number	Data Element	October (K)	December (M)	March (D)	Yearend (N)	July (H)	5-yr (P)	Grad (G)
FN060	<i>Non-Attending Reason Element</i>	√						
FN120	<i>OGT Graduation Alternative Element</i>				√			√
FN070	<i>Retained Student Status Element</i>	√						
FN270	<i>Updated December 1 IEP Outcome</i>		√					
FN230	<i>Yearend Reported State Student ID (SSID) Element</i>							√

Table 5. Student Course Record (GN) Data Elements

Record Field Number	Data Element	October (K)	December (M)	March (D)	Yearend (N)	July (H)	5-yr (P)
GN170	<i>Course Enrollment End Date Element</i>	√			√		
GN160	<i>Course Enrollment Start Date Element</i>	√			√		
GN130	<i>CTE Concentrator Element</i>	√			√		
GN040	<i>District IRN Element</i>	√			√		
GN150	<i>High School Credit Earned Element</i>				√		
GN080	<i>Local Classroom Code Element</i>	√			√		
GN152	<i>Partial/Override Credit Element</i>				√		

Table 6. Assessment Records

Record	Record Name	October (K)	December (M)	March (D)	Yearend (N)	July (H)	5-yr (P)	Grad (G)
GX	<i>Ohio Graduation Test Record</i>				√			√
GA	<i>Ohio Achievement Test Record</i>				√			
GB	<i>Preschool Assessment Record</i>	√			√			
GS	<i>Preschool ASQ/SE Assessment Record</i>	√			√			
GM	<i>Preschool ECO Assessment Record</i>	√			√			

Record	Record Name	October (K)	December (M)	March (D)	Yearend (N)	July (H)	5-yr (P)	Grad (G)
GO	<i>Kindergarten Readiness Assessment – Literacy Record</i>	√						
GY	<i>Career Technical Education (CTE) Testing Record</i>				√			
GF	<i>Ohio Test of English Language Acquisition Record</i>				√			
GU	<i>Career Technical Education (CTE) Industry Assessment Record</i>			√	√			

Table 7. Other Student Records

Record Field Number	Data Records	October (K)	December (M)	March (D)	Yearend (N)	July (H)	5-yr (P)	Grad (G)
GP	<i>Ohio Graduation–Only Test Record</i>							√
GQ	<i>Student Program Record</i>	√	√		√			
GG	<i>Student Gifted Record</i>				√			
GD	<i>Student Discipline Record</i>				√			
GV	<i>Career Technical Education (CTE) Workforce Development Follow-Up Record</i>			√				
GE	<i>Student Special Education Record</i>	√	√		√			
GC	<i>Student Graduation – Core Summary Record</i>	√						√

STAFF RECORDS AND DATA ELEMENTS

Table 8. Staff Demographic Record (CI) Data Elements

Record Field Number	Data Element	October (K)	December (M)	March (D)	Year-end (N)	July (H)	5-yr (P)
CI150	<i>Absence Days Element</i>				√		
CI155	<i>Absence Days/Long-term Illness Element</i>				√		
CI140	<i>Attendance Days Element</i>				√		
CI200	<i>Authorized Teaching Experience Years Element</i>	√			√		
CI070	<i>Date of Birth Element</i>	√			√		
CI225	<i>Early Childhood Education Qualification Element</i>	√			√		
CI100	<i>Education Level Element</i>	√			√		
CI050	<i>Employee ID Element</i>	√			√		
CI090	<i>Gender Element</i>	√			√		
CI060	<i>Name Element</i>	√			√		
CI080	<i>Racial/Ethnic Group Element</i>	√			√		
CI110	<i>Semester Hours Element</i>	√			√		
CI270	<i>State Staff ID Element</i>	√			√		
CI210	<i>Total Experience Years Element</i>	√			√		

Table 9. Staff Employment Record (CK) Data Elements

Record Field Number	Data Element	October (K)	December (M)	March (D)	Year-end (N)	July (H)	5-yr (P)
CK220	<i>Assignment Area Element</i>	√			√		
CK090	<i>Building IRN Element</i>	√			√		
CK240	<i>Certificate/License Application Element</i>	√			√		
CK050	<i>Employee ID Element</i>	√			√		
CK210	<i>Extended Service Element</i>	√			√		
CK260	<i>Grade Levels Assigned\ Low Element</i>	√			√		
CK270	<i>Grade Levels Assigned\ High Element</i>	√			√		
CK280	<i>High Quality Professional Development Question Element</i>				√		
CK160	<i>Length of Work Day Element</i>	√			√		
CK250	<i>Local Contract Code Element</i>	√			√		
CK190	<i>Pay Amount/Rate Element</i>	√			√		
CK180	<i>Pay Type Element</i>	√			√		
CK060	<i>Position Code Element</i>	√			√		
CK100	<i>Position FTE Element</i>	√			√		

Record Field Number	Data Element	October (K)	December (M)	March (D)	Yearend (N)	July (H)	5-yr (P)
CK130	Position Fund Source Elements	√			√		
CK120	Position Fund Source Percent Element	√			√		
CK300	Position Separation Date Element	√			√		
CK230	Position Separation Reason Element	√			√		
CK080	Position Start Date Element	√			√		
CK070	Position Status Element	√			√		
CK140	Position Type Element	√			√		
CK290	Qualified Paraprofessional Element	√					
CK170	Scheduled Work Days Element	√			√		
CK310	Special Education FTE Element	√					
CK150	Type of Appointment Element	√			√		

Table 10. Course Master Record (CN) Data Elements

Record Field Number	Data Element	October (K)	December (M)	March (D)	Yearend (N)	July (H)	5-yr (P)
CN080	Course Level Element	√			√		
CN290	Course End Date Element	√			√		
CN280	Course Start Date Element	√			√		
CN300	CTE College Credit Element	√			√		
CN310	Curriculum Element	√			√		
CN320	Delivery Method Element	√			√		
CN330	Educational Option Element	√			√		
CN070	Employee ID Element	√			√		
CN200	High School Credit Amount Element	√			√		
CN260	Highly Qualified Teacher Element	√					
CN270	Highly Qualified Teacher IRN Element	√			√		
CN220	Language Used in Teaching Course Element	√			√		
CN100	Length of Scheduled Instruction Element	√			√		
CN060	Local Classroom Code Element	√			√		
CN110	Location IRN Number Element	√			√		

Record Field Number	Data Element	October (K)	December (M)	March (D)	Yearend (N)	July (H)	5-yr (P)
CN180	<i>Program Provider IRN Element</i>	√			√		
CN090	<i>Semester Code Element</i>	√			√		
CN240	<i>Special Population Element</i>	√			√		
CN340	<i>Student Population Element</i>	√			√		
CN210	<i>Subject Area for Credit Element</i>	√			√		
CN050	<i>Subject Code Element</i>	√			√		

Table 11. Other Staff Records

Record Field Number	Data Records	October (K)	December (M)	March (D)	Yearend (N)	July (H)	5-yr (P)
CV	<i>Career-Technical Correlated Class</i>	√			√		
CC	<i>Contract Only Record</i>	√			√		
CJ	<i>Contractor Staff Employment Record</i>	√			√		
CM	<i>Mapped Local Classroom Code Record</i>	√			√		
CL	<i>Staff Summer Employment Separation Record</i>	√					

DISTRICT, BUILDING, AND FINANCIAL RECORDS

Table 12. District and Building Records

Record Field Number	Data Records	October (K)	December (M)	March (D)	Yearend (N)	July (H)	5-yr (P)
DQ	District General Information – Fall/October	√					
DF	Building General Information – Fall/October	√					
DT	District Testing – Yearend				√		
DR	District General Information – Yearend				√		
DB	Building General Information – Yearend				√		
DD	District General Information-Financial					√	
DM	Building General Information – Financial					√	

Table 13. Financial Data Records and Five-Year Forecast Records

Record Field Number	Data Records	October (K)	December (M)	March (D)	Yearend (N)	July (H)	5-yr (P)
QC	Financial File Descriptions					√	
QC	Cash					√	
QC	Expenditure					√	
QC	Receipt					√	
QC	Operational Unit (OPU) Description					√	
QC	Cash and Fund Balance Reconciliation – End of Fiscal Year					√	
QC	Schedule of Federal Assistance Programs - Summary					√	
QC	Schedule of Federal Assistance Programs\Detail					√	
QC	Statement R					√	
QC	Schedule of Capital Assets					√	
QF	Five Year Forecast						√
QN	Five Year Forecast Notes						√