

# **FY 2010 ODE EMIS MANUAL**

## **Appendix K: Reporting Instructions for Required Summer Data**



**Version 1.0**  
October 2, 2009

## APPENDIX K REVISION HISTORY

Version	Change	Description
1.0	702	Removed footnotes.
1.0	666	Deleted verbiage under Reporting Summer Data section and added/modified reporting instructions under the Summer Graduation Information Section.

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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## REPORTING INSTRUCTIONS FOR REQUIRED SUMMER DATA

Appendix K discusses the reporting requirements for summer school data. The summer timeframe begins after the end of the regular school year and ends at the beginning of the next school year.

### REPORTING SUMMER DATA

Only the following summer data are required to be reported to ODE.

Program Codes

- Academic Intervention
- Title 1
- Summer Graduates

**Note 1.** Courses taken during the summer are not reported to the Ohio Department of Education during the October (K) reporting period.

**Note 2.** For Ohio Graduation Tests taken during the summer, see Chapter 2 for instructions submitting these testing records.

### SUMMER GRADUATION INFORMATION

A student is considered a summer graduate if he/she is not issued a diploma the previous yearend because he/she did not meet all graduation requirements (testing and/or curriculum), and

- was enrolled during the summer, and
- completes the necessary graduation requirements, and
- is reported with a diploma date that is after the last day of school and prior to the start of the next school year, and
- is withdrawn prior to the start of the next school year.

The diploma date and diploma type should be reported during the Graduate (G) reporting period. Additionally, these students are to have a Student Demographic Record, a Student Attributes (FN) Record, Student Attributes (FD) Record and Student Standing (FS) Record reported during either the Yearend (N) reporting period or the October (K) reporting period. If the student graduates after the last day of the prior school year but before July 1 these records with the withdrawal information can be reported during the Yearend (N) reporting period, however if the withdrawal information is not reported during the Yearend (N) reporting period it must be reported during the following October (K) reporting period. In addition, if the student became a summer graduate because of the passage of the summer administration of the OGT, these test results will need to be reported during the Graduate (G) reporting period.

### SUMMER SCHOOL PROGRAM CODES

Only the resident district reports the required summer data. If a student attends summer school programs in another district or entity, the resident district should request the information from the provider and report the summer program data for that student.

If a student participates in one of the following programs during the summer (even if he/she withdraws from summer school), then the resident district is responsible for reporting a Student Program Record during the October (K) reporting period. Districts are required to report all codes that apply.

***Academic Intervention (Formerly Student Intervention)***

151490 Student received intervention services during the summer.

***Title I – Summer School Subject Areas***

231101 Title I Reading (Summer School)  
231102 Title I Writing (Summer School)  
231103 Title I Language Arts (Summer School)  
231104 Title I English (Summer School)  
231105 Title I Mathematics (Summer School)  
231106 Title I Science (Summer School)  
231107 Title I Civics/Government (Summer School)  
231108 Title I History (Summer School)  
231109 Title I Geography (Summer School)  
231110 Title I Other (Summer School)

***Title I – Supporting Areas***

232101 Guidance/Counseling/Social Work (Summer School)  
232102 Health/Dental (Summer School)  
232103 Nutrition (Summer School)  
232104 Transportation (Summer School)  
232105 Preparation for Jobs (Summer School)  
232106 Earned GED (Summer School)  
232107 Other Title I Services (Summer School)

***Title I – Students Attending Neglected or Delinquent Institutions***

234101 Court Placement in a Local/County-Operated Institution for Neglected Youth (Summer School)  
234102 Court Placement in a Local/County-Operated Institution for Delinquent Youth (Summer School)