

FY 2010 ODE EMIS MANUAL

Appendix Z: Significant Future Manual Changes



Version 1.0
January 6, 2010

APPENDIX Z REVISION HISTORY

Version	Change	Description

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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Introduction

The purpose for Appendix Z is to provide information pertaining to significant changes for a future year's EMIS Manual. Appendix Z will not include all changes, only those known changes that will present significant reporting or programming impacts.

Formatting for Appendix Z includes light green highlights (new language) and strikethroughs (deleted language) that reflect the changes from the current year's manual that will be incorporated into future year's manual.

FY11 Change 562–Collection of Race/Ethnicity Student Data

Chapter 2

Data Elements Required for Assignment of SSID

The following nine data elements are all mandatory for assignment of the SSID.

Ethnicity. Racial/ethnic group to which the student belongs or with which the student identifies. Districts must give parents the option to designate the category. Valid options are found in Chapter 2, *Summative Racial/Ethnic Group Element* on the Student Demographic Record.

2.3 Student-Level Records

Below is a list of each student record and its record indicator as they are submitted to ODE. Data elements on each record are defined in the following sections of Chapter 2.

Record Indicator	Record Name
GI	Student Demographic Record
GJ	Student Demographic – Race Detail Record
FS	Student Standing Record
FD	Student Attributes – Effective Date Record
FN	Student Attributes – No Date Record
GP	Graduation-Only Test Record
GA	Student Achievement Test Record
GX	Student OGT Testing Record
GB	Student Preschool Assessment Record
GO	Kindergarten Readiness Assessment – Literacy Record
GF	Ohio Test of English Language Acquisition (OTELA) Record
GY	CTE Student Assessment Record
GS	Student Preschool ASQ/SE Assessment Record
GM	Student Preschool ECO Assessment Record
GN	Student Course Record
GQ	Student Program Record
GG	Student Gifted Education Record
GD	Student Discipline Record
GV	CTE Workforce Development Completer Follow-Up Record
GU	Student CTE Industry Assessment Record
GE	Student Special Education Record
GC	Student Graduate Core Summary Record

Special Reporting Situations

Race/Ethnicity Reporting

Due to mandated data collection and reporting requirement changes from the United States Department of Education (USDOE), ODE is changing the reporting of race/ethnicity information. Per USDOE requirements, when collecting race/ethnicity information districts must collect this information by using a two part question. The following excerpt is from USDOE:

Educational institutions and other recipients will be required to collect racial and ethnic data using a two-part question. The first question is whether the respondent is Hispanic/Latino. The second question is whether the respondent is from one or more races using the following five racial groups: American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, and White. Respondents will not be offered the choice of selecting a “two or more races” category.

For more information about the USDOE requirements please go to the following link: <http://www.ed.gov/policy/rschstat/guid/raceethnicity/index.html> . Also the following NCES web page is a good resource: <http://nces.ed.gov/PUBSEARCH/pubsinfo.asp?pubid=2008802>.

To meet the new USDOE reporting requirements, districts must collect additional information for all students that enroll in the district on or after July 1, 2010. Additionally, students that were previously reported by a district but have a change in their district of residence after July 1, 2010 must also have the additional information reported for them. Districts can choose to re-collect the race/ethnicity information from all students and report the results in EMIS; however this is not mandated by ODE.

An element “Hispanic/Latino Element” has been added to the Student Demographic record to report, for a student whose information is recollected, the response to the question “Is the student of Hispanic/Latino heritage?”

The second part of the two-part question will be reported, as appropriate (see the chart below), through the new Student Demographic – Race Detail record. A Student Demographic – Race Detail record is reported for each race the respondent indicates in answering the second part of the two- part question.

The race/ethnic element on the Student Demographic record has been re-named to “Summative Race/Ethnic Group” and will summarize the race/ethnic group of the student.

The following table summarizes how each element is to be reported based on the listed Student Situation.

Student Situation	Hispanic/Latino Element Value (GI580)	Summative Race Element Value (GI090)	Race Detail Value (GJ record – one per response)
Information Not Recollected	*	Same as FY10 Yearend – W, B, H, A, I, P, M	No GJ Record Reported
Recollected – Student is of Hispanic/Latino Heritage	Y	H	All Races Chosen from the Following: W, B, A, I, P

Recollected – Student is not of Hispanic/Latino Heritage – only one race being chosen	N	Race Chosen – Only one of the following: W, B, A, I, P	No GJ Record Reported
Recollected – Student is not of Hispanic/Latino Heritage - more than one race being chosen	N	M	All Races Chosen from the Following: W, B, A, I, P

2.3.1 Student Demographic Record (GI)

☀ Hispanic/Latino Element

Record Field Number	GI580
Definition	Indicates whether the student is of Hispanic/Latino origin.

Valid Options

Y	Yes, the student is Hispanic/Latino
N	No, the student is not Hispanic/Latino
*	Not Re-Collected

Reporting Instructions. Hispanic/Latino means a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

This element must be reported with the ‘Y’ or ‘N’ option if the student enrolled in the district on or after July 1, 2010, or if the student has a change in the district of residence.

The ‘* - Not Re-Collected’ option should only be used for students that were enrolled in the district prior July 1, 2010 and the district did not re-collect the ethnic/race information for the student.

When the parent or guardian refuses to provide this information, the district shall use observer identification. This designation is required to be communicated to the parent or guardian by the district prior to designation.

☀ Summative Racial/Ethnic Group Element

Record Field Number	GI090
Definition	The summative, based on USDOE requirements, 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. (Valid only when the race/ethnic data was not re-collected or the Hispanic/Latino element is 'Y')
- 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 Alaskan 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. (Valid only when the race/ethnic data was not re-collected or the Hispanic/Latino element is an 'N' and the parent/guardian chose more than one race option)

Reporting Instructions. This element will either be the value as reported in FY2010 yearend or will be a derived value based on the Hispanic/Latino element and the information on the Student Demographic – Race Detail records. If the Hispanic/Latino element is reported with a 'Y' then this element must be reported with the 'H – Hispanic/Latino' option; even if other options may apply. If the Hispanic/Latino element is reported with an 'N' then the 'H – Hispanic/Latino' option cannot be reported for this element. If multiple options apply (other than 'H – Hispanic/Latino') this element must be reported with the 'M – Multiracial' option and all applicable options should be reported through the Student Demographic – Race Detail record.

When the parent or guardian refuses to provide their child's racial/ethnic group, the district shall use observer identification. ~~If observer identification does not identify the racial/ethnic group is to be coded, default to "Multiracial".~~ This designation is required to be communicated to the parent or guardian by the district prior to designation.

2.3.1 Student Demographic – Race Detail Record (GJ)

General Guidelines

Part of the new federal requirements for reporting race/ethnicity information is to allow the parent/guardian to designate multiple race groups for the student. The Student Demographic – Race Detail record will allow districts to report each race the parent/guardian indicated in answering the two part question.

At least one Student Demographic – Race Detail record is to be reported when the Hispanic/Latino element on the Student Demographic record is reported with a 'Y' or is reported with an 'N' and the Summative Race/Ethnic element is reported with an 'M'. One Student Demographic – Race Detail record is to be reported for every race that has been indicated.

If ‘* - Not Re-Collected’ is reported for the Hispanic/Latino element this record would not be reported. Additionally, if the Hispanic/Latino element is reported with an ‘N’ and the Summative Race/Ethnic element is reported with a ‘W’, ‘B’, ‘A’, ‘I’, or ‘P’ this record should not be reported.

Student Demographic – Race Detail Data Elements

The following portion of this section discusses each of the data elements within the Student Demographic – Race Detail Record. The elements are organized alphabetically.

EMIS Student ID Number Element

Record Field Number	GJ050
Definition	The locally determined EMIS student ID.

Valid Options

Nine-digit ID used by the school district

Reporting Instructions. The EMIS ID is the district-determined number that is used by districts for student tracking. This number uniquely identifies each student within the district. The school district is responsible for assigning this number. The EMIS student ID number is for local use only and is not submitted to ODE.

Districts should not eliminate this number from their systems with the implementation of the SS-ID. The SSID is used for EMIS reporting purposes.

Racial Group Element

Record Field Number	GJ060
Definition	A racial group of the individual being reported.

Valid Options

W White

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

B Black or African American

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

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 Alaskan 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.

Reporting Instructions. When the parent or guardian refuses to provide their child’s racial group, the district shall use observer identification. This designation is required to be communicated to the parent or guardian by the district prior to designation.

Chapter 5

5.2 Student Records

Table 1. Student Records

Record Name	Record	Required Fields	Number
Student Demographic Record	GI	EMIS Student ID	GI050
Student Demographic – Race Detail Record	GJ	EMIS Student ID Racial Group	GJ050 GJ060

5.2.1 Student Demographic Record (GI)

GI090	41	Summative Racial/Ethnic Group	PIC X
GI580	242	Hispanic/Latino	PIC X

5.2.2 Student Demographic – Race Detail Record (GJ)

Number	Position	Name	PIC/Size
	1-8	Filler	PIC X(8)
GJ010	9-10	Sort Type	PIC X(2)
		Always “GJ”	
	11	Filler	PIC X
GJ020	12-15	Fiscal Year, e.g., 2011 (CCYY)	PIC X(4)
GJ030	16	Reporting Period	PIC X
		K – October M –December N –Yearend	
GJ050	17-25	EMIS Student ID Number	PIC X(9)
GJ060	26	Racial Group	PIC X

Appendix I

Student Records and Data Elements

Table 2. 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>Summative Racial/Ethnic Group Element</i>	√	√		√			
GI580	<i>Hispanic/Latino Element</i>	√	√		√			
GI570	<i>Student Home Language</i>	√	√		√			

Table 3. Other Student Records

Record Field Number	Data Records	October (K)	December (M)	March (D)	Yearend (N)	July (H)	5-yr (P)	Grad (G)
GJ	<i>Student Demographic – Race Detail Record</i>	√	√		√			