

**MISSING ACHIEVEMENT RECORDS  
REPORT EXPLANATION  
(.CSV\_CCYYN\_STU\_MISSING\_OAT)**

**Education Management Information System (EMIS)**



Revision Date April 29, 2011

**Prepared by the Office of  
Information, Policy and Management**

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## Revision History

The revisions to this document listed in the table below.

Revision Date	Owner/Source	Description of Change
5/11/2007	ODE, IPM	Created New Report Explanation from Specs.
6/13/2007	ODE, IPM	Revised Sample Report , removed white space, revised table of contents, revised index, and corrected formatting problems.
3/6/08	ODE, IPM	In the selection criteria, Student Attending/Home Status, revised options, dates, and detail information.
4/1/08	ODE, IPM	Added denominator/numerator logic.
6/1/2009	IPM	Updated for FY09
04/08/10	IPM	Updated subject tests for FY10 Remove students attending ESC or getting Sp ED Cooperative Services from filter
03/16/11	IPM	Added new How Received Code – updated test window
04/29/11	IPM	Input / Output data field name updates

## Report Overview

### *General Description and Significance*

The Missing Achievement Records Report generates a data verification CSV file for all school districts and community schools.

This report provides a means to inform school districts and community schools that ODE is missing achievement test records for those students that ODE has determined should have test records submitted.

### *Report Distribution*

The Missing Achievement Records Report will be generated only for the school districts and community schools that have at least one student that is missing an achievement test record, as defined by the logic in the report specifications. This report will be run and CSV files will be generated during the Yearend (N) reporting period. [NOTE: A report will not be generated for ESC's, or JVSD's.]

This report is copied to school districts/ITC's after each EMIS Processing (with other weekly reports & files that are copied to school districts).

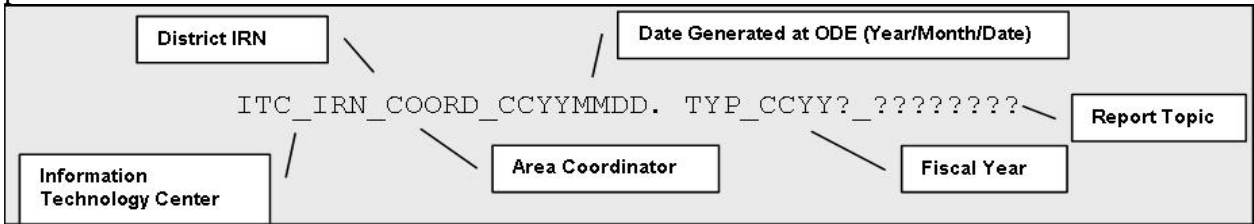
### *Tips for Reading This Document*

- EMIS data elements are written in SMALL CAPITAL LETTERS.
- Report field names are written in **BOLD SMALL CAPITAL LETTERS**.

- Options (values) for each data element are indicated in *ITALICIZED CAPITAL LETTERS* and are enclosed in quotation marks.
- Record names are displayed in *italicized bold letters*.
- File names are displayed in **CAPITALIZED BOLD LETTERS**.
- CCYY? denotes the century and year and processing period.

**Report Name and Timing**

The file name for the report is **ITC\_IRN\_CORD.CSV\_CCYYN\_STU\_MISSING\_OAT** its components are described below. This report is produced during the Yearend (N) reporting period.



**ODE Processing**

*Process Description*

**Data Source**

The data found on this file is taken directly from Student Demographic, Student Standing, Student Attribute – Effective Date and Student Achievement files.

**Submitted Data Used in Report**

Element Name	Record Field #	File Name	Special Notes
BUILDING IRN		<b>STUDENT STANDING RECORD</b>	Attending Building IRN
SSID		<b>STUDENT STANDING</b>	
STATE EQUIVALENT GRADE LEVEL		<b>STUDENT ATTRIBUTE – EFFECTIVE DATE</b>	
SUMMATIVE RACIAL/ETHNIC GROUP		<b>STUDENT DEMOGRAPHIC</b>	
GENDER		<b>STUDENT DEMOGRAPHIC</b>	
DISTRICT RELATIONSHIP		<b>STUDENT STANDING</b>	
SENT REASON 1		<b>STUDENT STANDING</b>	
SENT REASON 2		<b>STUDENT STANDING</b>	
EFFECTIVE START DATE		<b>STUDENT STANDING, STUDENT ATTRIBUTE – EFFECTIVE DATE</b>	
EFFECTIVE END DATE		<b>STUDENT STANDING, STUDENT ATTRIBUTE –</b>	

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Element Name	Record Field #	File Name	Special Notes
		<b>EFFECTIVE DATE</b>	
LEP STATUS		<b>STUDENT ATTRIBUTE – EFFECTIVE DATE</b>	
REQUIRED TEST TYPE		<b>OHIO ACHIEVEMENT TEST</b>	
SCALED SCORE		<b>OHIO ACHIEVEMENT TEST</b>	
SCORE NOT REPORTED		<b>OHIO ACHIEVEMENT TEST</b>	
SUBJECT		<b>OHIO ACHIEVEMENT TEST</b>	
TEST DATE		<b>OHIO ACHIEVEMENT TEST</b>	
STUDENT DATA SUBMITTED TO ODE		<b>FROM ODE AUDIT FILE</b>	

### Derived Data Used in Report

The “Subject”\_Miss data elements are derived in this report based upon the logic below.

### Report Selection Criteria

The program selects **STUDENT STANDING** and **STUDENT ATTRIBUTE – EFFECTIVE DATE** records where:

CCYY = calendar year

The Effective Start Date is  $\leq 05/13/CCYY$  and the Effective End Date is  $\geq 04/25/CCYY$

**AND**

State Equivalent Grade level is grade 03-08 (inclusive).

**AND**

District Relationship = ‘I’ and the Sent Reason (either) not = ‘AU’

**AND**

District Relationship = ‘I’ and How\_Recieved **NOT** = ‘2’ or ‘L’

Or

Sent Reason (1 or 2) = ‘CT’ or ‘JV’ or ‘MR’ or ‘OS’ or ‘PI’ or ‘CR’

### Logic

The program looks for students who have a Limited English Proficiency (LEP) Status = L. If found, it considers the requirement for Reading and Writing test subjects have been met and the student is exempt from taking the Reading and Writing tests, thus no test records are required.

The program looks to see if the grade level = 03 and the Subject = 1 (Reading). If there is no reading achievement record a CSV file is created. If a reading record is found, the

program checks the most current test date to determine if the test was taken in the fall or spring test administration. If the test was taken in the fall the program looks to see if the scaled score is greater than 400. If greater than 400, the test requirement has been met. If less than 400 a test record will be expected for the spring administration.

Starting FY10, there will be no checking for subject tests Writing (Grades 04-07) or Social Studies (Grades 05 and 08). The tests may be back in at a later date. On the reports, these subject/grade tests should not have an 'X', indicating missed.

The following logic is for the remaining achievement tests:

If the grade level = 04-08 **and** no reading Achievement record

**Then** put 'X' in Read\_Miss

If the grade level = 03-08 **and** no math Achievement record

**Then** put 'X' in Math\_Miss

If the grade level = 05 or 08 **and** no Science Achievement record

**Then** put 'X' in Sci\_Miss

### **Missing Data Information File Update Logic**

The Numerator Count and the Denominator Count will be calculated once for each district whose student data are read in this program. Even if the district does not get a missing report, i.e. all of its test records have been submitted; the program will calculate the Numerator Count and Denominator Count and write a record for the district.

Each time the program determines that it has found an SSID for a student who should take this particular test (the student meets the criteria for this test), a 1 will be added to the count for the denominator.

Each time the program finds all required test records for this SSID, a 1 will be added to the count for the numerator. If the program does not find required test records for this SSID, the program writes this information to the Missing Report for this test.

### **Report Sample – CVS File -Missing Achievement Records**

In basic terms, the CSV file will contain the data element values separated by a comma to denote the end of one data element value and the start of a new one. For example, if you were to take the district IRN, its name, and county and convert it into a CSV file it would look like this:

**012345, My District, Franklin**

When imported into Excel, this string of comma separated values would be split into corresponding columns:

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District IRN	District Name	County Name
012345	My District	Franklin

*TIP: When importing data from a CSV file containing a numerical value that starts with a zero, like an IRN, it is important to import that type of data element as text and not a number in Excel. If imported as a numerical value, the first zero will be removed.*

## Header Information

The following is the header as it should appear in the CSV file.

.CSV\_CCYYN\_STU\_MISSING\_OAT Yearend (N) File Data Row's Field Descriptions

Data Element Name
DIST-IRN (H040)
BLDG- IRN (GK040)
SSID (GI310)
GRADE
RACE
GENDER
Read-Miss
Write-Miss
Math-Miss
Soc-Miss
Sci-Miss
STUDENT DATE SUBMITTED TO ODE AS OF

## Report Grouping/Ordering/Control Breaks

The data are ordered in the file by Building IRN and Student ID. Each district has its own report.

## Report Summary

There is no report summary.

## Report Detail

### Fields to Display

1. District - IRN
2. Bldg-IRN
3. SSID
4. Grade Level
5. Summative Racial/Ethnic Group
6. Gender
7. Read-Miss
8. Write-Miss
9. Math-Miss

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10. Soc-Mis
11. Sci-Miss
12. Student-Data-submitted-to-ODE-as-of

### **Detail Information**

The spaces in the following example are for readability only and should not be in the actual file.

DIST-IRN, BLDG-IRN, SSID, GRADE, RACE, GENDER, READ\_MISS, WRITE\_MISS,  
MATH\_MISS, SOC\_MISS, SCI\_MISS, STUDENT-DATA-SUBMITTED-TO-ODE

055555, 133959, BG1459744, 05, w, F, , , X, , , 20070315  
055555, 133959, BG1622781, 05, B, M, X, , , X, , , 20070315

### **Calculations**

There are no calculations done when this report is generated.

### **Other Detail Data**

There are no data elements besides those in each output line.

### **Error Detection and Correction**

As this file is providing the district with a report that reflects at least one missing achievement testing record, if there are any discrepancies between the file and the district's information, check the specific admission fields for accuracy. Also verify that the information contained in the achievement test record submitted data has been reported accurately. If more than one test exist at the student grade level then all student tests must be reported in order for the student to not appear on the report.



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