

# **ODE EMIS MANUAL**

## **Section 2.1: Student Records Overview**



**Version 6.4**  
May 11, 2020

## REVISION HISTORY

The revision history sections of the EMIS Manual provide a means for readers to easily navigate to the places where updates have occurred. Significant changes and updates are indicated through red text for additions and strikethroughs for deletions. Minor changes—such as typos, formatting, and grammar corrections or updates—are not marked.

| Version             | Date                    | Effective Date (FY & Data Set) | Change #              | Description   |
|---------------------|-------------------------|--------------------------------|-----------------------|---|
| <a href="#">6.4</a> | <a href="#">5/11/20</a> | <a href="#">FY20</a>           | <a href="#">20-73</a> | <a href="#">Clarified reporting instructions for attending IRN for PS ECE grantees.</a> |
| <a href="#">6.3</a> | <a href="#">11/7/19</a> | <a href="#">FY20</a>           | <a href="#">20-47</a> | <a href="#">Clarified CT reporting of student subgroup data.</a>                        |
| <a href="#">6.2</a> | <a href="#">10/9/19</a> | <a href="#">FY20</a>           | <a href="#">NA</a>    | <a href="#">Posted for FY20.</a>  |
| 6.1                 | 7/6/18                  | FY19                           | NA                    | Posted for FY19.  |
| 6.0                 | 4/19/18                 | FY18                           | NA                    | Posted for FY18.  |
| 5.0                 | 6/9/17                  | FY17                           | 47374                 | Changed ECO to COS.   |
| 5.0                 | 6/9/17                  | FY17                           | 48771                 | Removed reference to ASQ/SE.  |
| 4.0                 | 5/18/16                 | FY16                           | 33592                 | New OELPA Assessment to replace the OTELA.  |
| 4.0                 | 5/18/16                 | FY16                           | 36420                 | New Admission Reason Code for students 22 and older.                                    |
| 4.0                 | 5/18/16                 | FY16                           |                       | Added Coming Changes section.   |
| 3.0                 | 7/21/15                 | FY15                           |                       | Updated language to reflect shift from reporting periods to FY15 reporting.             |
| 2.0                 | 7/20/15                 | FY14K                          | 1010                  | Updated reporting instructions for ESCs per new funding system.                         |
| 2.0                 | 7/20/15                 | FY14K                          | 908                   | Included information for reporting the Jon Peterson Scholarship Program.                |
| 2.0                 | 7/20/15                 | FY14K                          | 557                   | Updated per changes to reporting students in JDCs.                                      |
| 2.0                 | 7/20/15                 | FY14K                          | 949                   | Updates based on new admission reasons for board of regents use of SSID.                |

## COMING CHANGES

The EMIS Manual is a living document, and each fiscal year's version is updated throughout the school year. For information regarding specific known changes that may impact the elements in this section, see the appropriate FY Change Information document on the EMIS Manual webpage.

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## 2.1 STUDENT RECORDS OVERVIEW

### *General Guidelines*

The Student Records sections in the ODE EMIS Manual provide instructions in relation to reporting student-level data records and elements. Guidance regarding the State Student Identifier (SSID) is also included in the Student Records. All student-level records are submitted to the Ohio Department of Education (ODE) with an SSID. Some examples of how student-level data is used include Average Daily Membership (ADM) for funding purposes, enrollment, attendance, accountability, and other information needed for federal and state reports.

### **OVERVIEW OF DATA**

The following are general categories of student data covered in the Student Records sections of the ODE EMIS Manual.

- Student Demographic data (gender, race, etc.)
- Student Standing information (student percent of time, attendance days, absences, withdrawal/dropout, etc.)
- Student Attributes, both with and without dates
- Special Education data (disability condition, placement options, special education services, Special Education Record)
- English Language Proficiency data (identified, exited, reclassification, OELPA, etc.)
- Testing data (OGT, achievement tests, other assessments)
- Career-Technical Education (CTE) data (testing, follow-up)
- Programs (programs and services in which the student is participating)
- Discipline data (days of discipline, discipline reasons, etc.)
- Gifted data (screening, assessment, identification, services, etc.)

### **REPORTING RESPONSIBILITY**

The following are some general guidelines/rules regarding the reporting responsibility of EMIS reporting entities. EMIS reporting entities include:

- City, local, and exempted village school districts
- Community schools
- Educational Service Centers (ESC)
- Joint Vocational School Districts (JVSD)
- Ohio Department of Youth Services (ODYS)
- Ohio School for the Deaf (OSD)
- Ohio School for the Blind (OSB)
- Stem Districts

Throughout the student's enrollment, student data should be reported so that the dates accurately reflect the situation being reported. This is the case even if the accurate dates are before the reporting date. The student's last day of school is the earlier of the student's withdrawal date or the official last day of

school. Specific guidelines and exceptions to the general reporting responsibilities are located in the individual sections of Student Records.

### ***City, Local, and Exempted Village School Districts***

One Student Demographic and all applicable student records are required to be reported by the district for each student enrolled. This includes situations such as non-resident students who are being educated by district employees through arrangements such as open enrollment and superintendent agreements.

In addition, a Student Demographic and other applicable student data records are also required to be reported by the resident city, local, and/or exempted village school district for those students who reside within district boundaries, but are enrolled in another EMIS reporting entity such as a JVSD, DYS, OSB, or OSD.

### ***Juvenile Detention Centers***

In cases where a student is placed in a Juvenile Detention Center (JDC) facility (defined by ORC §2151.65 or §2152.41), per ORC §2151.362 the facility is responsible for coordinating the education of the child. However, the public school district designated as the district responsible for the cost of education is required to report the student to EMIS. Additionally, if the district in which the facility resides is educating the students in the facility, that district must report the student in EMIS for the time period that the student is in the facility.

In cases where a non-public or home-schooled student is court placed into one of these facilities, the public school district designated as the district responsible for the cost of education is required to report the student in EMIS for the time period that the student is in the facility.

If a student was enrolled in an internet or computer-based community school at the time of the court placement and if the JDC facility has the capability, the facility may allow the student to continue to be educated by the community school. In this instance, the community school should continue to report the student and the district designated as responsible for the cost of educating the student would not report the student.

See the Special Reporting Situations for more information on how to report the students in these facilities.

### ***Educational Service Centers***

With the exception of preschool student data, Educational Service Centers are not required to report student data. Therefore, ESCs are not to report student data records for non-preschool students receiving and/or participating in programs/services from ESC employees. It is the sending/resident districts responsibility to report the appropriate student-level data records for those students receiving services and/or being educated by an ESC employee.

For funding purposes, ESCs are still required to report student-level data for preschool students they are educating and/or providing services to. If the ESC provides preschool special education instruction or receives state preschool funds, then the ESC is required to report the appropriate student-level records. These funds include allocations for the Early Childhood Education state funds (formerly State Funded Public Preschool Grant).

Generally, the following student records are required to be reported by the ESC if the ESC is serving preschool students:

- Student Course (GN; if being reported with a percent of time and receiving more than itinerant services)
- Student Demographic (GI)
- Student Standing (FS)
- Student Attributes – Effective Date (FD)
- Student Attributes – No Date (FN)
- Student Discipline (GD)
- Student Assessment (FA; COS and ELA)
- Student Program (GQ; if applicable)

### ***Community Schools***

Community schools are responsible for reporting the applicable student-level records for students enrolled. These records include the following:

- Student Course (GN)
- Student CTE Workforce Development Follow-Up (GV)
- Student Demographic (GI)
- Student Standing (FS)
- Student Attributes – Effective Date (FD)
- Student Attributes – No Date (FN)
- Student Discipline (GD)
- Student Gifted Education (GG)
- Student Assessment (Kindergarten Readiness Assessment, Ohio English Language Proficiency Assessment (OELPA), OGT, etc.)
- Student Program (GQ)
- Student Special Education (GE)
- Student Contact (FF)
- Student Contact Address (FG)
- Student Transportation (FP)

### ***Joint Vocational School Districts***

Joint Vocational School Districts are responsible for reporting the applicable student-level records for those students enrolled in the JVS. These may include but are not limited to:

- Student Demographic (GI)
- Student Standing (FS)
- Student Attributes – Effective Date (FD)
- Student Attributes – No Date (FN)
- Student Discipline (GD)
- Student Course (GN)
- Student Program (GQ)

- Student CTE Workforce Development Follow-up (GV)
- Student Assessment (FA; Industry Assessments, Industry Credentials, etc.; for students who directly enroll from a non-public school or students who are home schooled, additional tests may need to be reported)

Any student data that impacts subgroups for accountability or funding should be reported accurately by the JVS.

### ***Contracted Career Technical Programs/Services***

In contracted career-technical situations, the following student records are to be reported by the district which employs the staff providing the career-technical programs/services to the students:

- Student Demographic (GI)
- Student Standing (FS)
- Student Attributes – Effective Date (FD)
- Student Attributes – No Date (FN)
- Student Program (GQ)
- Student Course (GN)
- Student Discipline (GD)
- Student CTE Workforce Development Follow-up (GV)
- Student Assessment (FA)

In addition, the resident city, local, or exempted village school district in which the student attending the JVS or contracted career-technical school resides is also responsible for reporting a Student Demographic (GI) Record and any other applicable student records.

### ***Ohio School for the Deaf and Ohio School for the Blind***

Students enrolled in the Ohio School for the Deaf or the Ohio School for the Blind are to be reported by these entities through EMIS. All applicable student records are to be reported, including, but not limited to,

- Student Demographic (GI)
- Student Standing (FS)
- Student Attributes – Effective Date (FD)
- Student Attributes – No Date (FN)
- Student Assessment (FA)
- Student Discipline (GD)
- Student Program (GQ)
- Student Course (GN)

In addition, the resident city, local, or exempted school district must also report a Student Demographic (GI) Record and any other applicable student records for students enrolled in the OSB and/or OSD.

### ***Ohio Department of Youth Services***

The Ohio Department of Youth Services is responsible for reporting Student Demographic (GI) and other applicable records for students enrolled in its institutions. In addition, the resident/sending city, local, or exempted village school district of the student must also report Student Demographic (GI), Student Standing (FS), Student Attributes – Effective Date (FD), and Student Attributes – No Date (FN) Records for students attending DYS.

### ***STEM Districts***

STEM Districts are responsible for reporting the applicable student-level records for students enrolled. These records include the following:

- Student Course (GN)
- Student Demographic (GI)
- Student Standing (FS)
- Student Attributes – Effective Date (FD)
- Student Attributes – No Date (FN)
- Student Discipline (GD)
- Student Gifted Education (GG)
- Student Assessment (Ohio English Language Proficiency Assessment (OELPA), OGT, etc.)
- Student Program (GQ)
- Student Special Education (GE)

## **STATEWIDE STUDENT IDENTIFIER**

The Statewide Student Identifier (SSID) is a nine character identification code that is unique to each public school student within the State of Ohio Public Education System.

### **PURPOSE OF THE SSID**

The SSID should be used for EMIS reporting purposes in order to maintain student privacy. Per ORC § 3301.0714 (D), at no time shall a district release the crosswalk that matches the SSID with other student-level data (e.g., name, address, social security number). This information is protected by the Family Educational Rights to Privacy Act (20 U.S.C. §1232g; 34 CFR Part 99) and by the Ohio Revised Code for the purpose of maintaining student confidentiality. Failure to follow federal and state statutes will result in penalties as stated therein.

The SSID allows student-level data to be reported via EMIS and facilitates statewide, longitudinal tracking of student progress without the Ohio Department of Education knowing sensitive student-level information such as name, address, or social security number. All EMIS records are required to be submitted with the SSID, as it is a mandatory data element.

In order for funding to flow appropriately, it is critical to report the SSID accurately, as records submitted to ODE with invalid SSIDs will not be processed.

Software at the ITC will read the most recently reported Student Standing (FS) Record and replace the EMIS ID with the SSID in every student record.

Additional information about the SSID can be found at the ODE/EMIS website.

## ISSUANCE OF AND ACCESS TO THE SSID

The identification code is to be issued by the approved Application Service Provider (IBM). IBM is contracted by the Ohio Department of Education to maintain the Statewide Student Identifier Database (SSID) System.

Any district responsible for reporting data to EMIS may access the SSID System. Access to the SSID System will only be open to authorized personnel within the district for the purpose of enrolling preschool, new kindergarten, or transfer students. All policies specified within the Ohio Revised Code (ORC) pertaining to the protection of student privacy and the maintenance of confidential records shall be followed by districts as the SSID is implemented in districts.

Districts should be aware that preschool and/or kindergarten students who are enrolling for the first time in a public district may already have an SSID. If an infant child was served by specific programs administered by the Ohio Department of Health, the Department of Health is authorized to access the SSID system to generate an SSID for the child. The Board of Regents (BOR) is also authorized to generate SSIDs.

The secure website for the SSID System is <https://www.ohiossid.com>. Districts should contact their ITC to gain access to the secure website.

## DATA ELEMENTS REQUIRED FOR ASSIGNMENT OF SSID

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

- **Legal First Name.** Legal First Name of the student as it appears on the birth certificate, I-95 form, or passport. This is for local use only. ODE does not receive this information.
- **Legal Middle Name.** Legal Middle Name of the student as it appears on the birth certificate, I-95 form, or passport. This is for local use only. ODE does not receive this information.
- **Legal Last Name.** Legal Last Name of the student as it appears on the birth certificate, I-95 form, or passport. This is for local use only. ODE does not receive this information.
- **Date of Birth.** Date of Birth (format: mm/dd/ccyy) as it appears on the birth certificate, I-95 form, or passport.
- **Gender.** The gender of the student.
  - M = Male
  - F = Female
- **Native Language.** “Native” or first language of the student. This is often the language spoken at home but should denote the primary language spoken by the student at the onset of speech. Valid options are found in Student Records, section 2.2 Student Demographic Record (GI), *Native Language Element*.
- **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 Student Records, section 2.2 Student Demographic Record (GI), *Summative Racial/Ethnic Group Element*.

- **Birthplace Name.** “Place/Name” for the geographic location where the student was born as it appears on the birth certificate (or via parent/guardian if student is foreign born). The Birthplace Name will typically be a city. If no city is available, Birthplace Name should be the most specific information that appears on the birth certificate or other documentation (e.g., county, hospital name). Please report this exactly as it appears on the birth certificate, including misspellings. ODE does not receive this data. It is required only to obtain an SSID.
- **Admission Reason.** The *Admission Reason Element* has been added as a required field to obtain an SSID for a newly enrolled student for the purposes of validation and also to decrease the assignment of a second or third SSID for the same student. In addition, it will provide information on where new students coming into Ohio public education are coming from.

This element is now required to be submitted to ODE through EMIS, it is required to be submitted to IBM in any batch file for the assignment of an SSID for newly enrolled students. It will also be required on the SSID website, when a district is requesting an SSID for a new student.

This element describes how the student arrived at the district. It answers the question “How did this student arrive at my district?”

Denote the explanation for which a new SSID is being created for a newly enrolled student. The following options are valid.

1. Student Transferred from Home School in Ohio
  2. Student transferred from out of state/out of country
  3. Student transferred from a nonpublic school in Ohio
  4. Student enrolling for the first time in Ohio public school/community school because of age (Preschool/Kindergarten)
  5. Not enrolled in an Ohio public district or community school since 2003 for a reason other than listed above
  6. Transferred from another Ohio public/community school
  7. Not newly enrolled in this school district
  9. Student previously enrolled in Early Childhood (Pre-Preschool < 3 years of age) program
- C BOR student previously enrolled in an Ohio higher education program

Records submitted with Reasons 6, 7, 9, or C will not be assigned a new SSID, as one should already exist. Districts will receive a message indicating such.

When districts look up information in the SSID system, they may see informational Admission Reason codes “8”, “A”, “B”, and “D”. These informational Admission Reason codes are never reported in EMIS. Admission Reason code “8” is used to indicate when an SSID has been generated by the Ohio Department of Health. Admission Reason codes “A” and “B” are used to indicate when an SSID has been generated by the Board of Regents (BOR). Admission Reason code “D” is used for students who are 22 years old or older.

## SSID HELP

Located on the ODE EMIS website is a frequently asked questions document regarding functionality questions about the SSID. This document may be referenced for assistance regarding the SSID; however, the EMIS coordinators should contact their ITC for assistance regarding SSID issues.

## STUDENT-LEVEL RECORDS

Several records are submitted to ODE from ITCs that contain student data. Below is a list of each record and its record indicator as they are submitted from the ITCs to ODE. Data elements on each record are defined in the following sections of the Student Records.

| <b>Record Indicator</b> | <b>Record Name</b>                                      |
|-------------------------|---|
| 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                     |
| FB                      | Student Acceleration Record                             |
| FA                      | Student Assessment Record                               |
| GQ                      | Student Program Record                                  |
| GG                      | Student Gifted Education Record                         |
| GD                      | Student Discipline Record                               |
| GV                      | CTE Workforce Development Completer Follow-Up Record    |
| GE                      | Student Special Education Record                        |
| FE                      | Student Special Education Graduation Requirement Record |
| GC                      | Student Graduate Core Summary Record                    |
| GP                      | Graduation-Only Test Record                             |
| FC                      | Student Missing Override Record                         |
| FL                      | Student Summer Withdrawal Record                        |
| FF                      | Student Contact Record                                  |
| FG                      | Student Contact Address Record                          |
| FP                      | Student Transportation Record                           |

## REPORTING STUDENT DATA

Definitions for student data elements are located within this Student Records Overview section. Within each student record, each data element is organized alphabetically. Valid options for certain data elements are listed and defined accordingly. In addition to valid options and data definitions, data reporting requirements for each data element are discussed in each of the following sections.

## SPECIAL REPORTING SITUATIONS

### *Jon Peterson Scholarship Program*

All students who participate in the Jon Peterson Scholarship Program are required to be reported to EMIS by the resident district. Any district that is providing services or educating these students is also required to report the students.

When a district is providing special education services via a service plan to a non-public school student who is participating in the Jon Peterson Scholarship Program, the district should report the student in the same manner that it would report any other such student receiving services through a service plan.

When a district is providing education to a student who is from another public district and is participating in the Jon Peterson Scholarship Program, the district should report the student in the same manner that it would report any other such student it is educating (e.g., open-enrolled students, foster-placed students).

The following table describes how to report key elements for students participating in the Jon Peterson Scholarship Program.

**Table 1. Key Data Elements for Jon Peterson Scholarship Program (JPSP) Participants**

| <b>Data Element</b>                        | <b>Resident District</b>   | <b>District Providing Services to a Non-Public Student</b>  | <b>District Educating a Public School Student</b>  |
|--|--|---|--|
| <i>Legal District of Residence Element</i> | Resident District IRN  | Resident District IRN   | Resident District IRN  |
| <i>Effective Date Elements</i>             | If first attend JPSP program in current school year, close out any open record for the student and open a new record with an Effective Start Date of the first day the student is in the JPSP program. | If reported as Non-Public student prior to entry into JPSP, then Effective Dates do not change. If reported as a public district student and first attend JPSP program in current school year, withdraw student to the Non-Public, then re-enroll the student as a Non-Public student receiving special education services. | If first attend JPSP program in current school year, close out any open record for the student and open a new record with an Effective Start Date of the first day the student is in the JPSP program. |
| <i>How Received Element</i>                | *  | 6   | R  |
| <i>How Received IRN</i>                    | *****  | Non-public entity or 999999 if non-public does not have an IRN  | Resident District IRN  |
| <i>Sent Reason Element</i>                 | JP   | NA  | NA   |
| <i>Sent To IRN Element</i>                 | IRN, if known, of entity providing services to student; otherwise 999999   | *****   | *****  |
| <i>Student Percent of Time Element</i>     | 000  | 000   | Indicate the percent of time the student is receiving instruction.   |
| <i>Sent To Percent of Time</i>             | 000  | 000   | 000  |
| <i>District Relationship Element</i>       | 3  | 2   | 1  |

| <b>Data Element</b>                 | <b>Resident District</b>   | <b>District Providing Services to a Non-Public Student</b>   | <b>District Educating a Public School Student</b>   |
|-------------------------------------|--|--|---|
| <i>Attendance Days Elements</i>     | <b><i>S Collections</i></b><br>Only report the days that the student actually attended in your district, if any. If the student attended the JPSP for the entire year, the district is not required to report any attendance at yearend. | <b><i>S Collections</i></b><br>Only report the days that the student actually attended in your district, if any. If the student attended the Jon Peterson Scholarship Program for the entire year, the district should not report any attendance at yearend. | <b><i>S Collections</i></b><br>Report the days that the student actually attended in your district. |
| <i>Disability Condition Element</i> | As indicated in the ETR  | As indicated in the ETR  | As indicated in the ETR   |

***Court Ordered Institutional Placement into Facility as defined by ORC §2151.65 or §2152.41***

This information applies to a student who is court ordered into a facility as defined by ORC §2151.65 or §2152.41 (typically a Juvenile Detention Center (JDC)); it does not include placement into DYS. Once the student is placed in the facility, the district designated in the court order as responsible for the cost of education should report the student. Additionally, if the district in which the facility resides is educating the students in the facility, that district must report the student in EMIS for the time period that the student is in the facility.

If a student was enrolled in an internet or computer-based community school at the time of court placement and the student continues to be educated by the community school, the community school would continue to report the student and the district designated as responsible for the cost of educating the student would not report the student.

The following student records *are* required to be reported by the district designated as responsible for the cost of educating the student.

- Student Demographic (GI) Record
- Student Standing (FS) Record
- Student Attributes – Effective Date (FD) Record
- Student Attributes – No Date (FN) Record
- Student Special Education (GE) Record

The following student records are *not* required to be reported by the district designated as responsible for the cost of educating the student.

- Student Course (GN) Record
- Student Program (GQ) Record
- Student Gifted Education (GG) Record
- Student Discipline (GD) Record
- Any Student Assessment (FA) Records

When the district in which the facility resides is educating the students in the facility, that district would report all appropriate student records for the students that the district is educating.

The following table describes how to report key elements for these students.

**Table 2. Key Data Elements for Court-Ordered Institutional Placements into Facility as defined by ORC §2151.65 or §2152.41**

| Data Element                               | District Responsible for the Cost of Education                           |
|--|--|
| <i>Legal District of Residence Element</i> | Resident District IRN  |
| <i>How Received Element</i>                | * or Q if facility is within the district and district is educating      |
| <i>How Received IRN</i>                    | *****  |
| <i>Sent Reason Element</i>                 | CE   |
| <i>Sent To IRN Element</i>                 | IRN, if known, of entity providing services to student; otherwise 999999 |
| <i>Student Percent of Time Element</i>     | 000  |
| <i>Sent To Percent of Time</i>             | 000  |
| <i>District Relationship Element</i>       | 3  |

***Autism Scholarship Program***

All students who participate in the Autism Scholarship Program are required to be reported to EMIS by the resident district. These students are included in the Federal December Child Count. Do not withdraw these students.

The following student records *are* required to be reported through EMIS for each student participating in the Autism Scholarship Program.

- Student Demographic (GI) Record
- Student Standing (FS) Record
- Student Attributes – Effective Date (FD) Record
- Student Attributes – No Date (FN) Record
- Student Program (GQ) Record
- Student Special Education (GE) Record

The following student records are *not* required to be reported through EMIS for each student participating in the Autism Scholarship Program.

- Student Course (GN) Record
- Student Gifted Education (GG) Record
- Student Discipline (GD) Record
- Any Student Assessment (FA) Records

The following table describes how to report key elements for students participating in the Autism Scholarship Program.

**Table 3. Key Data Elements for Autism Scholarship Program Participants**

| Data Element                               | Report for Autism Scholarship Participants |
|--|--|
| <i>Legal District of Residence Element</i> | Resident District IRN                      |

| Data Element                           | Report for Autism Scholarship Participants   |
|--|--|
| <i>Effective Date Elements</i>         | If first attend ASP program in current school year, close out any open record for the student and open a new record with an Effective Start Date of the first day the student is in the ASP program.   |
| <i>How Received Element</i>            | *  |
| <i>How Received IRN</i>                | *****  |
| <i>Sent Reason Element</i>             | AU   |
| <i>Sent To IRN Element</i>             | IRN, if known, of entity providing services to student; otherwise 999999   |
| <i>Student Percent of Time Element</i> | 000  |
| <i>Sent To Percent of Time</i>         | Indicate the percent of time the student would be receiving instruction if he/she were attending the resident district.  |
| <i>District Relationship Element</i>   | 3  |
| <i>Attendance Days Elements</i>        | <b>S Collections</b><br>Only report the days that the student actually attended in your district, if any. If the student attended the Autism Scholarship Program for the entire year, the district is not required to report any attendance at year-end. |
| <i>Disability Condition Element</i>    | Usually 12 – Autism, but exceptions exist  |

**Autism Scholarship Program Funding.** Initial funding of school age and preschool students participating in the Autism Scholarship Program is noted on the FTE Detail report.

Through an application process, the resident district confirms the residency of the student and indicates if the student has been included in the district’s student collections. This information is then forwarded to ODE. Funding for the program is deducted from the resident district and sent through installments to the parents of the students participating. The parents then make payments to the ODE-approved provider.

**Preschool Students Found to be Ineligible for Service**

Preschool students who are not otherwise enrolled in a district who are referred for special education evaluation and are found to be ineligible for special education services are required to have special education events submitted for them. In these cases, the public school district is responsible for reporting special education event records. Resident districts are to enroll these preschool students using the date of the Evaluation Team Report Date (ETR) for the admission, effective start, and effective end dates. The percent of time would be zero and the District Relationship would be 2.

These records are reported by the resident district even if an ESC completed the screening process.

**Example 1.**

A preschool student had the following events:

- On 3/28/2007 Preschool School Transition conference
- On 5/23/2007 Referral Date for Evaluation
- On 5/23/2007 Consent Date for Evaluation
- On 6/27/2007 Evaluation Team Report Date with an Outcome ID of ETNE not eligible for services.

The resident district would use the date of 6/27/2007 for the admission, effective start, and effective end dates.

Note that a student must be at least age 3 to be reported in the current school year. Ineligible pre-school students who are still 2 as of the end of the year must be reported once they turn 3, which could put the admission effective start and effective end dates in the summer. If these dates must be delayed until summer, the district would still use the actual event dates for the Special Ed Event records.

### ***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 webpage 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 Student Demographic – Race Detail (GJ) Record. A Student Demographic – Race Detail (GJ) 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 (GI) 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.

**Table 4. Race/Ethnicity Coding**

| 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 |

**Summer Graduates**

Summer graduates are students who did not meet graduation requirements (either course requirements or test requirements) during their final year in school but do meet graduation requirements during the summer immediately after their final year in school. In order to be considered a summer graduate the student must graduate prior to the start of the next school year.

At least one of each of the following record types are required to be reported during the Graduation (G) Collection for each student who graduates during the summer following his/her final year in school:

- Student Demographic (GI) Record
- Student Attributes – No Date (FN) Record
- Student Graduation – Core Summary (GC) Record

The *Diploma Date Element* and *Diploma Type Element* should be reported during the Graduation (G) Collection.

Districts are required to report a Student OGT Testing Record for summer graduates if the student took the OGT over the summer. The summer administration of the Student OGT Testing Record is reported during Graduation (G) Collection the summer of meeting graduation requirements.

If a student graduates after the last day of the prior school year but before July 1, the withdrawal information can be reported during the Final Student (S) Collection; however, if the withdrawal information is not reported during the Final Student (S) Collection, then it must be reported during the following year’s Initial Student (S) Collection.

If the withdrawal information is not reported during the Final Student (S) Collection, the following record types are required to be reported during the following year’s Initial Student (S) Collection for each student who graduates during the summer following his/her final year in school:

- Student Demographic (GI), Student Standing (FS), and Student Attributes – Effective Date (FD) Records  
*or*
- Student Summer Withdrawal (FL) Record

An Effective End Date prior to the first day of the new school year and a Withdrawal Reason of “99” should be reported during the Initial Student (S) Collection.

### ***Court-Placed Student Attending a Community School***

This information applies to a student from district A (the resident district) who is court-placed into a “home” (this includes foster care, group home, Juvenile Detention Center (JDC), or other residential facility; it does not include placement into DYS) located in another district (district B) and then attends a community school. Upon enrollment at the community school, the student should be withdrawn from both the resident district (district A) and the district that the student was court-placed into (district B). If the student withdraws from the community school and enrolls at the district where the student was originally court-placed (district B), both the resident district (district A) and the district where the student was originally placed (district B) should re-enroll the student and report the student as they would for any court-placed student.

### ***Educational Choice Scholarship Pilot Program***

Non-special education students who have been granted scholarships and participate under this program are to be withdrawn from the public school using a withdrawal code of “42”.

Students with disabilities participating in this program are to be reported per the instructions for special education students attending a nonpublic school.

Additional information about Ed Choice can be found at the Center for School Finance website.

### ***Special Education Student Attending a Nonpublic School***

A special education student attending a nonpublic school can be placed there either by parental choice or by the district. Please follow the appropriate reporting instructions below depending on how the student was placed in the nonpublic school.

#### **1. Parentally Placed Special Education Student in Nonpublic School**

As a general reporting guideline, the public school district (not including community schools) in which the nonpublic school is located has the responsibility to report special education students who are parentally placed in the nonpublic school. This may or may not be the same district as the resident district of the student. In cases where the nonpublic school is located in a district other than the student’s resident district, the resident district has no reporting responsibility. The following reporting guidelines should be followed in this case.

- **Public School District Providing Special Education Services**

These students are receiving special education services (on a services plan) from the public district in which the nonpublic school is located. In these cases, the public school district is responsible for reporting Student Demographic, Standing, Attributes – Effective Date, Attributes – No Date, and Program Records.

- **No Special Education Services Provided by Public School District**

These students are eligible to receive services from the public district, but are not being served in this capacity. In this situation, the public district reports these students as an aggregate count on its Organization – General Information (DN) Record during the Final Calendar Collection in the *Unserviced Eligible Nonpublic Students with a Disability Element*. In this case, the public school district does not report individual student level records.

**2. District-Placed Special Education Students in Nonpublic School**

As a general reporting guideline, the student’s resident district is responsible for reporting individual student level data for these students. The EMIS records required to be reported by the district for these students are the same records reported for a student educated within the district. The percent of time for these students is reported in the Sent To Percent of Time with a Sent Reason of NP and a Sent To IRN of the nonpublic school (if none exists, report 999999). The regular Student Percent of Time does not include the percent of time the student has been placed in the nonpublic school (therefore reported as zero for a full time placement) and the District Relationship is reported as 1.

***Special Education Co-Operative Students***

Generally, students who are attending a special education co-operative in a public school district other than their resident district are reported as shown in the table below.

**Table 5. Special Ed Co-Operative Students – General**

| <b>Elements on Student Standing Record</b> | <b>Resident District Reports</b>                     | <b>Special Education Co-Operative Reports</b>       |
|--|--|---|
| <i>Legal District of Residence Element</i> | Resident District IRN                                | Resident District IRN                               |
| <i>How Received Element</i>                | *  | B   |
| <i>How Received IRN Element</i>            | *****  | Resident District IRN                               |
| <i>Student Percent of Time Element</i>     | % of time receiving instruction at resident district | % of time receiving instruction at special ed co-op |
| <i>District Relationship Element</i>       | If above is 0%, report 3; else report 1              | 1   |
| <i>Sent Reason Element</i>                 | SE   | NA  |
| <i>Sent To IRN Element</i>                 | District IRN of special ed co-op                     | *****   |
| <i>Sent To Percent of Time Element</i>     | 000  | 000   |

Sometimes students are “placed” in an institution outside their resident district and attend a Special Education Co-Operative in another district. This includes students who are court-placed, foster placed, or non-court placed such as parentally placed in an institution (how received of “C”, “P”, or “T”). In these cases, the district in which the student is placed is responsible for the student’s education. These students may attend a special education co-operative at a district other than the one in which they were placed. In these situations report the student as shown in the following table.

**Table 6. Special Ed Co-Operative Students – “Placed” in an Institution**

| Elements on Student Standing Record        | Resident District Reports                       | District in Which the Student is Placed Reports       | Special Education Co-Operative Reports          |
|--|---|---|---|
| <i>Legal District of Residence Element</i> | Resident district IRN                           | Resident district IRN                                 | Resident district IRN                           |
| <i>How Received Element</i>                | *   | C, P, or T  | B   |
| <i>How Received IRN Element</i>            | *****   | Resident district IRN                                 | IRN of district in which the student was placed |
| <i>Student Percent of Time Element</i>     | 0   | 0   | 100%  |
| <i>District Relationship Element</i>       | 3   | 3   | 1   |
| <i>Sent Reason Element</i>                 | <i>FC, CI, or NI</i>                            | <i>SE</i>   | NA  |
| <i>Sent To IRN Element</i>                 | IRN of district in which the student was placed | IRN of district of the special education co-operative | *****   |
| <i>Sent To Percent of Time Element</i>     | 0   | 0   | 0   |

***Building IRN Element***

The Building IRN Element is defined below for all student records, unless noted otherwise within the reporting instructions for a particular student record.

 ***Building IRN Element***

|                     |  |
|---------------------|--|
| Record Field Number | **040  |
| Definition          | The state assigned six-digit information retrieval number (IRN) of the building. |

***Valid Option***

Six-digit IRN

Valid building IRN within the reporting district

***Reporting Instructions.*** Generally, this is the building IRN where the student is enrolled during the situation being reported. As a general rule, if the district is instructing the student, then a building IRN within the district is to be reported. IRNs can be found in the Ohio Educational Directory.

***City, Local, or Exempted Village School Districts.*** If a city, local, or exempted village district is instructing the student, then a building IRN within its district is reported. When the district is not instructing the student, the building IRN where the student would have been enrolled in the district is reported in this field with the following exceptions; in situations in which How Received = “6”, “F”, “I”, “P”, “T”, or “V”, the district IRN can be used as this element’s value.

***Community Schools.*** If a student is enrolled in a community school, then the building IRN of the community school that the student is attending should be reported.

***Ohio Department of Youth Services.*** ODYS (Ohio Department of Youth Services) reports the building IRN of the particular institution that is providing instructional services to the student.

***Educational Service Centers.*** If an ESC is reporting preschool student data, then the IRN of the ESC is reported in the building IRN field.

*Early Childhood Education (ECE) Grantees.* When a public district is reporting the building IRN for their ECE funded students and the district does not operate a preschool program under their hierarchy, the IRN should be the one determined by district policy.

For example, a public district receives ECE funding and the district sends ECE funded students to be educated by an ESC. The public district does not operate any preschool programs and the ESC is the operator of the preschool. The district cannot use the building IRN of the ESC preschool because that IRN is under the ESC's hierarchy and is not under the hierarchy of the district. One possible option would be for the district to report the building IRN of where the students will eventually be attending kindergarten.

***Joint Vocational School Districts.*** When the JVSD is reporting the building IRN for enrolled students, the building IRN of the Joint Vocational School that the student is attending should be reported.

***State Schools for the Deaf and Blind.*** The Ohio State Schools for the Deaf and Blind each report the appropriate building IRN in which the student is enrolled.

***STEM Districts.*** If a student is enrolled in a STEM district, then the building IRN of the STEM district that the student is attending should be reported.

***Reporting the Building IRN, as Related to Student Percent of Time.***

- A. If the student percent of time is greater than 0% and the student is being instructed in a building operated/owned by the district, then report the building IRN where the student is instructed.
- B. If the student percent of time is equal to 0%, then report the building where the student would have attended geographically within the district or the district IRN.
- C. If the student percent of time is greater than 0% and the student has a Sent Reason of “CT” (Contract Career-Technical), “JV” (Joint Vocational School District), “ES” (Educational Service Center), or “PS” (Post-Secondary Institution) then report the building IRN where the student receives instruction when attending the district.
- D. If the student percent of time is greater than 0% and the student is being instructed in a building **NOT** operated **OR** leased/rented by the district (e.g., hospital, detention center, nonpublic building), then report the building IRN where the student would have attended.
- E. If the student percent of time is greater than 0% and the student is being instructed in a building that is not operated by the district but is leased/rented by the district, then the report the building IRN where the student would have attended.

**Example 2.**

If an elementary school needs extra classrooms and rents a church across the street, then the building IRN should be the school IRN. The elementary school IRN would be used in all student and staff records (including the “Location IRN” on the Course Master Record).

**Example 3.**

If a district leases a building in a strip mall to house a district-wide elementary program, such as a pull-out program for gifted students, each student is to be assigned to the building he/she would have attended if this special facility did not exist.