ODE EMIS MANUAL

Section 2.3:
Student Demographic Record–Race Detail Record (GJ)

Ohio | Department of Education

Version 1.0
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REVISION HISTORY

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.

Version	Date	Effective Date (FY & Reporting Period)	Change #	Description

2.3 STUDENT DEMOGRAPHIC RECORD–RACE DETAIL RECORD

Required Reporting Periods

The Student Demographic Record–Race Detail Record is to be reported for the October (K) and Yearend (N) reporting periods.

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 SSID. 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 Alaska 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.

Defining a Unique Record

Each EMIS record has specific fields that must be unique on each row of data reported to ODE. For the Student Demographic Record–Race Detail Record, each combination of values in the following fields must be unique.

Required Fields	Number
EMIS Student ID	GJ050
Racial Group	GJ060

2.3 STUDENT DEMOGRAPHIC RECORD–RACE DETAIL RECORD (GJ) FILE LAYOUT

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 N –Yearend	
GJ050	17-25	EMIS Student ID Number	PIC X(9)
GJ060	26	Racial Group	PIC X