ODE EMIS MANUAL

Section 2.4:
Student Standing Record (FS)

Ohio | Department of Education

Version 3.0
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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
2.0	3/7/13	E-Transcript (E)	922	Added E-Trans (E) column to Required Reporting Periods table. Added language to include E-Trans in General Guidelines.
2.0	3/7/13	Student Record Exchange (X)	921	Added SRE (X) column to Required Reporting Periods table and SRE (X) reporting period to File Layout . Added language to General Guidelines to include SRE.
3.0	6/7/13	FY13K	948	Added new element (FS370) with options and reporting instructions, added FS370 to required reporting period table, file layout and bullet in General Guidelines under Changes in Value for New Records.

2.4 STUDENT STANDING RECORD

Required Reporting Periods

The Student Standing Record and the relevant elements are to be reported as follows.

Record Field Number	Data Element	October (K)	Yearend (N)	E-Transcript (E)	Student Record Exchange (X)
FS070	*Admission Date Element*	√	√	√	√
FS350	*Admitted From IRN*	√	√		
FS170	*Assigned Building Area IRN Element*	√	√		√
FS160	*Attending Building IRN Element*	√	√	√	√
FS140	*District Relationship Element*	√	√		√
FS090	*Effective End Date Element*	√	√	√	√
FS060	*Effective Start Date Element*	√	√	√	√
FS050	*EMIS Student ID NumberElement*	√	√	√	√
FS180	*How Received Element*	√	√		√
FS190	*How Received IRN Element*	√	√		√
FS150	*Legal District of Residence Element*	√	√		√
FS260	*October Count Week Attendance Days Element*	√			
FS270	*October Count Week Excused Absence Day Element*	√			
FS280	*October Count Week Unexcused Absence Days Element*	√			
FS320	*School Year Attendance Days Element*	√	√		
FS330	*School Year Excused Absence Days Element*	√	√		
FS340	*School Year Unexcused Absence Days Element*	√	√		
FS200	*Sent Reason 1 Element*	√	√		√
FS230	*Sent Reason 2 Element*	√	√		√
FS210	*Sent To IRN 1 Element*	√	√		√
FS240	*Sent To IRN 2 Element*	√	√		√
FS220	*Sent To Percent of Time 1 Element*	√	√		√
FS250	*Sent To Percent of Time 2 Element*	√	√		√

Record Field Number	Data Element	October (K)	Yearend (N)	E-Transcript (E)	Student Record Exchange (X)
FS110	*State Student ID (SSID) Element*	√	√	√	√
FS080	*Student Admission Reason Element*	√	√		√
FS120	*Student Percent of Time Element*	√	√		√
FS130	*Tuition Type Element*	√	√		√
FS100	*Withdrawal Reason Element*	√	√	√	√
FS360	*Withdrawn To IRN*	√	√		
FS370	*County of Residence*	√	√		

General Guidelines

The Student Standing data elements describe the standing of a student within the district reporting that student. This record also describes situations in which the reporting district receives a student from another district and/or in which the reporting district sends a student to another district.

Student Standing records are reported by a district

- if the student was enrolled in the district,
- if the student received services from the district, or
- if the district had a fiscal or other reporting responsibility for the student.

In the October (K) and Yearend (N) reporting periods, a district will submit one or more records describing its relationship to a student. A single record will be reported for a student if that student's relationship to the district is unchanged throughout the time frame of the reporting period. If the relationship of a student to the district changes, the original record must be "closed" and a new record "opened," resulting in more than one record submitted for the student during the reporting period.

When reporting for the E-Transcript (E) and Student Record Exchange (X) collection requests, the district reports only one FS record, the most recent record available.

The data that comes to ODE in each record should reflect element values that are true for the student during the time frame between the Effective Start Date and the Effective End Date, inclusive, of the Student Standing record. These data should not extend into future potential changes to the student's standing. No element in the record should contain projected values.

Open Versus Closed Records

The terms "open" and "closed" records will be used in relation to this record and to the Student Attributes – Effective Date record to indicate whether or not the element values in a given record are currently in effect.

A record that is open will reflect the student's relationship and status with the reporting district as it exists at the end of a reporting window; all values in the record are currently in effect. A student can have only one open record per type being reported in a single reporting period.

A record that is closed will reflect a student's prior relationship with the reporting district and no longer defines the status of the student at the end of the reporting window; not all values in the record are currently in effect. There may be any number of closed records for a single student in a single reporting period. If a record is closed for any reason other than the withdrawal of the student, there must be a new open record.

If a record is closed by entering an Effective End Date, it may still be corrected after that date as long as ODE is still accepting data for the reporting period. A correction to a record does not trigger the closing of the current record and the opening of a new record as long as the corrected element value is changed to the true value of the student as of the Effective Start Date on the record.

Changes of Values in New Records

When there is a real change in the student's standing within the reporting district, the change will trigger closing the existing record and opening a new record.

For example, if a student moves from one building in a school district to another, the Attending Building IRN of the Student Standing Record must be changed. The existing record would be closed by entering an Effective End Date. The district must calculate the School Year Attendance Days, School Year Excused Absence Days, and School Year Unexcused Absence Days for the time frame of the record. All of the other elements in the original record will be kept the same. A new Student Standing Record must be opened and must contain the new Attending Building IRN. A new Effective Start Date must be entered for this record and the *Effective End Date, School Year Attendance Days, School Year Excused Absence Days, and School Year Unexcused Absence Days Elements* will be filled with zeros on the new record. Unless the move to a new building triggers some other change, other elements will contain the same values as those on the closed record.

As is evident in this example, changes to some data elements will necessitate closing the current Student Standing Record and opening a new one that defines the new relationship of the student to the reporting district.

A change to any of the following elements requires the closing of the current open record:

- *Admission Date Element*
- *Admission Reason Element*
- *Assigned Building Area IRN Element*
- *Attending Building IRN Element*
- *County of Residence Element*
- *District Relationship Element*
- *How Received Element*
- *How Received IRN Element*
- *Legal District of Residence Element*
- *Percent of Time Element*
- *Sent Reason Element*
- *Sent to IRN Element*
- *Sent to Percent of Time Element*
- *State Student ID Element*
- *Tuition Type Element*
- *Withdraw Reason Element*

The closing of the current record requires entering appropriate values for

- *Effective End Date Element*
- If the record applies to a student whose attendance must be recorded:
  - *School Year Attendance Days Element*
  - *School Year Excused Absence Days Element*
  - *School Year Unexcused Absence Days Element*, and
- If the Effective End Date occurs during the count week of the student's Attending Building and attendance is required for the student, attendance for the days in the count week up to and including the day of the Effective End Date must be reported.

For a change in any of the above elements, except Withdraw Reason, a new record must be opened for the student. The opening of the new record requires:

- An Effective Start Date one calendar day after the closed record's Effective End Date,
- Zero values in all attendance related elements, to be updated later as appropriate,
- New value(s) in the element(s) that changed as of the Effective Start Date,
- The same values as the closed record for all other elements that continue to reflect the student's standing within the district.

In general, ODE prefers that each Student Standing or Student Attributes – Effective Date Record reflect at least one change in value beyond effective dates and attendance days between each submitted record. However, due to the challenges of maintaining this data and the impact of corrections to incorrect data, ODE will accept data rows without changing data as long as there is no overlap in the Effective Date ranges and the attendance days are accurate on each record. In other words, if a change in a specific element triggers the closing of a current record and the opening of a new record with contiguous dates, and it is later discovered that the change in value for the specific element was incorrect, the initial record may still be reported to ODE as closed and the new open record reported with the same value as the closed record.

Time Frames

Any district that has a relationship with the student during a time frame within the current school year must report:

- In October (K): one or more records for
  - students who were enrolled one or more days from the day after the last day of the prior school year to the last day of the October count week of the building the student is attending,
  - students who withdrew or graduated during the summer,
  - school age students who have enrolled after the district's October Count Week and have been identified with a disability condition as of December 1(needed for Federal Child Count of students with disabilities), and
  - students in preschool as of December 1.

  The district has the option to submit additional records reflecting the student's standing from the day after October count week (or December 1 per above) through the end of the October reporting period. If a district reported student withdrawals that occurred after the last day of school through June 30th during the Yearend (N) reporting period these students would not need to be reported during the October reporting period. During the October reporting period the district would report any withdrawal that occurred after the last day of school that had not been reported during the prior Yearend reporting period.
- Yearend (N): one or more records for students who were enrolled one or more days from the first day of school for the building the student was attending through the last day of school.

The district has the option to submit additional records reflecting the student's standing through the end of June.

If a student is enrolled in more than one district, each district is responsible for reporting a Student Standing Record.

If a student is concurrently enrolled in more than one building of a district during the reporting period, the following criteria should be used.

- If a student is enrolled in two or more buildings between the Effective Start Date and Effective End Date, inclusive, within a district, the Student Standing data is reported in the building where the student spends the majority of time.
- If a student is enrolled in two or more buildings between the Effective Start Date and Effective End Date, inclusive, within a district for the exact same amount of time in each, then the district will make the determination as to which building reports the student attendance and absence days.

Definitions of Terms Related to Attendance

Enrolled Students. An enrolled student is defined in Division C of § 3317.03 of the Ohio Revised Code as those pupils who are attending school, those who have attended school during the current school year and are absent for authorized (excused) reasons, those students described by division G (a scholarship student of a pilot project district) of this section, and those students with disabilities currently receiving home instruction.

Expelled Students. "Students who are expelled and not receiving instructional services are to be withdrawn from the district during the term of the expulsion" (OAC 3301-18-01 (K)). When a student is expelled, the student is withdrawn from the school district on the date of expulsion and re-enrolled when the expulsion period ends and the student returns to the district. When the expulsion period ends the *Admission Date* and *Admission Reason Element* are to be updated.

Instructional Services. Instructional services for students who are expelled and/or suspended, per OAC 3301-18-01 (C), include "alternative experiences or activities which are provided in accordance with Board Policy or an Individualized Education Program (IEP) to meet the unique needs of the student. In designing such services, modifications may be made to provisions relating to instructional time, teaching credentials, and courses of study. For students with disabilities, such modifications must be made through the IEP team".

Calamity Days. Students should not be reported in attendance or absent when there is a calamity day, i.e., snow day, utility failure, flu epidemic. Days-in-session do not include calamity days. When a district is using the option of adding time to the school day to make up calamity days in excess of 10, the additional time is considered a part of that school day and partial day absences should be in proportion to the entire day.

Parent-Teacher Conference Days. For students, parent-teacher conference days do not count as absence or attendance days. Days-in-session do not include parent-teacher conference days.

October (K) Reporting. During October reporting, October Count Week days of attendance and absences are reported by the building(s) the student attended during the districts October Count Week. The student attendance reported in October is used to calculate the average daily membership (ADM) used in the calculation for district funding in October.

Yearend (N) Reporting. During Yearend (N) reporting, the students' total attendance/absence for the entire school year is reported. A student may attend multiple buildings within a district during a reporting period.

Combined Attendance – October. During the October (K) reporting period, the resident district includes the attendance for school-age students receiving services from a staff person employed by an ESC.

Students attending a JVSD part time are to be reported by both the JVSD and the resident school district. The school district reports the time spent at the school district only, and the JVSD reports the time spent at the JVSD only.

Example 1.

October Attendance – JVSD
If a student spends half of his/her day at the JVSD the maximum days of absence and attendance that the JVSD can report for any given day would be .5.

For October only, preschool students attending both an ESC and their resident school district are to be reported by both entities. The ESC reports the time spent at the ESC only and the school district reports the time spent at the school district only.

Combined Attendance – Yearend. During the Yearend (N) reporting period, the sending district should report combined attendance for all students with one of the following options in the Sent Reason Element*:*

"PS" Post-Secondary Institutions (Students attending a Post-Secondary Institution can be reported as 100% attendance for the percent of time they are at the Post-Secondary Institution)
"MR" MR/DD that Student Attends
"PI" Proprietary Institution Program Placement
"NP" Non-public school placement at district expense.

During the Yearend (N) reporting period, the sending district includes the attendance for non-preschool students receiving services from a staff person employed by an ESC. These students are only reported at the sending district.

Contract Career-Technical Vocational and/or JVSDs report attendance for the time spent at the Contract Career-Technical Vocational Center and/or the JVSD.

Example 2.

Combined Attendance - Yearend
If a student attends a JVSD part time and the resident district part time, the resident district includes the student attendance for the time educated at the resident district. The JVSD includes student attendance for the time educated at the JVSD.

Student Standing Data Elements

The following portion of this section discusses each of the data elements within the Student Standing Record. The elements are organized logically, listing related elements together.

Elements Added to Record

- Admitted From IRN Element
- Withdrawn To IRN Element

☼ *Admission Date Element*

Record Field Number	FS070
Definition	The date of the student's first day of attendance for the most recent entry or re-entry into the school district.

Valid Options

YYYYMMDD Year, Month, Day

Reporting Instructions. If the entry/re-entry occurred during a prior school year and the exact date is unavailable, report the first day of school for that school year. If the entry/re-entry is during the current year, the Admission Date is an attendance day for the student and must occur on a date in the building's current school year calendar.

The Admission Date cannot be on a day in the school's calendar unless the student begins attendance on that day. The admission date may reflect a day prior to the first day the student actually attended if there are no scheduled days in session for the building between the date reported in the *Admission Date Element* and the day the student actually attended. For students who were enrolled in the district as of the end of the FY08 school year, the district should continue to report the admission date as it is currently being reported.

Example 3.

Admission Date
A student moves into the district and registers for school on Monday, September 15; the student is scheduled to start classes on Tuesday of the same week. The student's family decides to keep the student home a couple more days to help unpack. The student does not start attending school until Thursday, September 18. The admission date for the student would be Thursday, September 18. If the original record was sent to ODE with a September 16 date, the district must update the Student Standing Record without closing the record and opening a new one. The September 16 date was in error and should not be reported to ODE as the Admission Date on any record.

Example 4.

Admission Date
A student moves into the district over the summer and registers for school on June 22. The first day of the school year is August 26 and the student attends school on that day. The admission date can be June 22, August 26, or any date between these two dates as all dates between June 22 and August 26 are not days in session.

An admission date of August 1, 2008, is to be reported as 20080801.

If a student withdraws and returns to the district, an Admission Date is changed and the current student record should be closed. A new Student Standing Record must be opened and must contain the new date. If an error is found for an Admission Date, the date may be corrected without closing the record and opening a new one as long as all other rules regarding the Admission Date are followed.

☼ *Admission Reason Element*

Record Field Number	FS080
Definition	Describes how the student arrived at the district.

Valid Options

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
8 Early Childhood (Pre-Preschool <3 years of age- only used by Dept. of Health)
9 Student previously enrolled in Early Childhood (Pre-Preschool <3 years of age) program

Reporting Instructions. The *Admission Reason Element* must be reported for every reporting period that students are reported. Once entered, the *Admission Reason Element* remains the same for the entire duration of the student's enrollment within the district.

Option 8 will only be used by the Ohio Department of Health (ODH) at this time. Students who are issued an SSID through participation in an ODH program would be reported with option 9 when reported in EMIS (instead of 4) so a new SSID will not be issued.

If an Admission Reason is changed that is not simply a data entry error, the current student record should be closed. A new Student Standing Record must be opened and must contain the new Admission Reason value.

☼ *Admitted From IRN Element*

Record Field Number	FS350
Definition	The prior city, local, exempted village school district, community school, ESC, STEM District or nonpublic school where the student was enrolled.

Valid Options

******	Default
Six-digit code	Valid district or nonpublic school IRN
999999	Entity that does not have an IRN

Reporting Instructions. This element will be reported with a non-default value (a value other than "******") only when the Admission Reason element is reported with a value of '3', '6' or '7'and the Admission Date is on or after the first day of school. If the IRN is unknown, the default value may be reported. Report the IRN of the district, community school, ESC, STEM district or nonpublic school from which the student transferred. For an Admission Reason of '7', this could be the reporting entity's own IRN. ESCs and JVSDs should always report the default ('******') for this element.

If the student is enrolling from a nonpublic school that does not have a valid IRN, report 999999.

This element should be reported with the IRN of the last Ohio public district or nonpublic school that the student was enrolled in, if that enrollment happened during the current school year or the previous school year. If the student did not attend an Ohio public school district or nonpublic school during the current school year or the previous school year, report either the IRN of last enrollment or 999999.

☼ *Assigned Building Area IRN Element*

Record Field Number	FS170
Definition	The IRN of the building the student would normally attend according to the standard district attendance policy

Valid Options

Six-digit IRN	Valid building IRN within the reporting district
******	Default

Reporting Instructions. This element will be reported with a non-default value (a value other than "******") only if it is different from the Attending Building IRN. This IRN is the IRN of the building that the student would normally attend according to district policy, i.e., attendance area. It would be used when the student, for some reason, is attending the building of the Attending Building IRN instead of the building to which the student would have been assigned.

If the Assigned Building Area IRN is changed, the current student record should be closed. A new Student Standing record must be opened and must contain the new IRN.

ATTENDANCE DAYS

General Information. Attendance counts are required to be submitted by any district in which the student had even a single day of enrollment. The time frames vary in each reporting period.

There are six elements of the Student Standing Record that count the number of days of attendance or absence. There is a set of attendance, excused, and unexcused elements to be used specifically for October count week and for the period of time in which the standing of the student on the submitted record is in effect:

- October Count Week elements are to be used if the student was enrolled one or more days in the district during its October count week.
- School Year Attendance Days, Excused Absence Days, and Unexcused Absence Days are to be used for an enrolled student:
  - whenever a record is closed
  - at year end

Reporting School Year Attendance Days, School Year Excused Absence Days, and School Year Unexcused Absence Days:

- For yearend reporting, counts should be included on all records, open and closed, that are submitted for enrolled students. The first day counted should be the Effective Start Date of a record or the first school day of the building in which the student is enrolled, whichever comes later. The last day counted should be the last day of school for the building in which the student is enrolled. The total number of days for all of the records, when added together, should equal the number of days that the student was enrolled in the reporting district during the entire school year.
- For any other reporting cycle, the School Year Attendance Days should be calculated for closed records only and should reflect the time in which the elements in the record were in effect. They should encompass the span of time between, inclusively, the Effective Start Date and the Effective End Date. If the Effective Start Date is before the first day of school, the first day of school for the building in which the student is enrolled should be the first day counted.

Reporting Attendance Days in October

If the student's enrollment includes any days from the first through the last day of the district's count week, the district should report the record with the October Count Week Attendance Days, October Count Week Excused Absence Days, and October Count Week Unexcused Absence Days. The district should not report School Year elements unless the record is closed.

If the student's enrollment is prior to and does not include the first or any subsequent days of the district's October count week, the district should report the record with an Effective End Date before the first day of the district's October count week and include all of the School Year days within the current school year's first day of school and Effective End Date range. There would be no values in the October Count Week days.

If the student's enrollment includes the first day of the district's October count week but terminates before the last day of the district's October count week, the district should report the record with an appropriate Effective End Date and include all of the School Year Attendance Days, School Year Excused Absence Days, and School Year Unexcused Absence Days within the current school year's first day of school (or the Effective Start Date if later) and Effective End Date range. It should also include the October Count Week Attendance Days, October Count Week Excused Absence Days, and October Count Week Unexcused Absence Days for the duration of the time the student was in the district during the October count week.

If Sent Reason = "PS" or "NP", the record should include October Count Week attendance, excused and unexcused absence days if the Student Standing record overlaps the Attending Building's count week. If the Sent Reason = "AU' or "MR", October Count Week days should be zero.

Example 5.

A student stays within the district and attends South Elementary School through the first semester, not changing the relationship with the district in any way during this time. South Elementary School's count week is October 1 through October 5. The first day of the school year for South Elementary is August 20. The record would contain:

Element Name	Value
Effective Start Date Element	20080820
Effective End Date Element	00000000
School Year Attendance Days Element	000.00
School Year Excused Absence Element	000.00
School Year Unexcused Absence Element	000.00
Attending Building IRN Element	IRN of South Elementary School
October Count Week Attendance Days Element	actual number of days
October Count Week Excused Absence Days Element	actual number of days
October Count Week Unexcused Absence Days Element	actual number of days

Appropriate values should be used in all other elements on the record.

Example 6.

This is a student who started the school year at the same school, is enrolled through September 21, and then moves out of the district. The record would contain:

Element Name	**Value**
Effective Start Date Element	20080820
Effective End Date Element	20080921
School Year Attendance Days Element	actual number of days
School Year Excused Absence Element	actual number of days
School Year Unexcused absence Element	actual number of days
Attending Building IRN Element	IRN of South Elementary School
October Count Week Attendance Days Element	0.00
October Count Week Excused Absence Days Element	0.00
October Count Week Unexcused Absence Days Element	0.00
Withdraw Reason Element	41

Example 7.

The same student attends school at South Elementary School since the first day of the school year, but the student switches to North Elementary on October 2. In this case, both a closed and an open record must be submitted.

The closed record would contain:

Element Name	Value
Effective Start Date Element	20080820
Effective End Date Element	20081001 (last day at South)
School Year Attendance Days Element	actual number of days
School Year Excused Absence Element	actual number of days
School Year Unexcused absence Element	actual number of days
Attending Building IRN Element	IRN of South Elementary School
October Count Week Attendance Days Element	actual number of days at South
October Count Week Excused Absence Days Element	actual number of days at South
October Count Week Unexcused Absence Days Element	actual number of days at South

The student remains at North Elementary for the rest of count week, so the open record would contain:

Element Name	Value
Effective Start Date Element	20081002 (first day at North)
Effective End Date Element	00000000
School Year Attendance Days Element	000.00
School Year Excused Absence Element	000.00
School Year Unexcused Absence Element	000.00
Attending Bldg IRN Element	IRN of North Elementary School
October Count Week Attendance Days Element	actual number of days at North
October Count Week Excused Absence Days Element	actual number of days at North
October Count Week Unexcused Absence Days Element	actual number of days at North

Reporting Attendance Days at Yearend

For yearend, every student with whom the district had a relationship during any day from the first day of the current school year to the last day of the current school year must report one or more records with the School Year Attendance Days, School Year Excused Absence Days, and School Year Unexcused Absence Days.

If the student's relationship with the district is unchanged from the first day of the school year to the last day of the school year, only one record will be reported.

If the student will continue the same relationship with the district the following school year, the Effective End Date should not be entered. The attendance calculation should include days through the last day of school for the building the student was attending.

If Sent Reason = "PS" or "NP" or "MR", the record should include School Year attendance, excused and unexcused absence days for the duration of time that the record was effective. If the Sent Reason = "AU", the School Year days for the duration of time that the record was effective should be zero.

Example 8.

Using the situation of the first example for October, assuming this student is expected back in the district next year, this record at yearend would contain

Element Name	Value
Effective Start Date Element	20080820
Effective End Date Element	00000000
School Year Attendance Days Element	actual number of days
School Year Excused Absence Element	actual number of days
School Year Unexcused Absence Element	actual number of days
Attending Building IRN Element	IRN of South Elementary School

Appropriate values should be used in all other elements on the record.

If the parent has already notified the district that the student is transferring to a district outside of Ohio after the last day of school, the record would look slightly different. The last day of school for South Elementary is June 6, 2009.

Element Name	Value
Effective Start Date Element	20080820
Effective End Date Element	20090606
School Year Attendance Days Element	Actual number of days
School Year Excused Absence Element	Actual number of days
School Year Unexcused Absence Element	Actual number of days
Attending Building IRN Element	IRN of South Elementary School
Withdraw Reason Element	40

Determination of Attendance Days

Determination of any attendance day is based upon the following factors:

1. Attendance days shall include in-school suspensions, school-sponsored field trips, and the number of days a student received instructional services from the school district while expelled or while serving an out-of-school suspension.
2. Pupils absent due to personal illness, legal excuse, religious holiday, illness in the home, truancy, or any other reason should not be counted as in attendance.
3. No pupils shall be counted as in attendance prior to the actual date of entry in the school. Any pupil permanently withdrawn from school shall not be counted in attendance after the date of such withdrawal.
4. To have a day counted as an attendance day, a student must be enrolled and in attendance that day or be on expulsion or suspension status and receiving instructional services from the school district.
5. The daily attendance for a student attending school less than full time, such as half-day kindergarten or preschool, may not exceed that portion of the day in which he/she is scheduled to

attend. Fractional days (to two decimal places) are permitted. This includes students receiving instructional services for less than full time while expelled or during an out-of-school suspension. This does not include students with a sent to percent of time that requires attendance to be reported. For example, if a student's percent of time is 50% and sent to percent of time is 50% sent to PSEO, then the student would be considered, in total, full time for attendance reporting.

One hour of home instruction with a tutor for a student with a disability condition is considered a day of attendance.

A student assigned to a half-day kindergarten or half-day preschool program is to be reported with half-days of attendance. The daily attendance for a student attending school less than full time may not exceed that portion of the day in which he is scheduled to attend.

Fractional days, up to two decimal places, may be reported.

There are a number of different schedules under which preschool programs (regular and special education) are operated. Therefore the calculation of the number of days in operation for each option varies. General guidelines as examples are provided below.

Example 9.

Reporting School-Age Students in Yearend
If the student percent of time is 20% and the student is enrolled in the district for 180 days, then the aggregate attendance and absence days would be equal to 36 (20% * 180 = 36). The sum of the student attendance and absence days could not exceed 36 for the year as reported during the Yearend (N) reporting period. If the student percent of time is 50% and the student is enrolled in the district for 180 days, the aggregate attendance and absence days would be equal to 90.

Example 10.

Reporting Preschool Attendance in Yearend (N) Reporting
If the student percent of time is 100%, then the sum of attendance and absence days would be as follows.

Number of days in operation	Sum of attendance and absence days
4 full days per week	144
5 full days per week	180

Example 11.

Reporting Preschool Attendance in Yearend (N) Reporting
If the student percent of time is 50% and the student is in a state-funded public preschool program or a preschool special education program, the sum of attendance and absence days would be as follows.

Number of days in operation	Sum of attendance and absence days
4 half days per week	72
5 half days per week	90

Example 12.

Reporting Preschool Attendance at Yearend (N) Reporting
If the student percent of time is 50% and the student is only receiving itinerant preschool special education services (not enrolled in a center-based special education or other preschool program), then the student will have an aggregate absence and attendance for the year as follows.

Number of days in operation	Sum of attendance and absence days
Itinerant services	36

Excused Absence Days

General Information. These days are recorded in the October Count Week Excused Absence Days or School Year Excused Absence Days depending on the reporting period and the context of the time frame of the record being submitted.

No student shall be counted as absent prior to the actual date of entry in the school. To have a day counted as an excused absence, a student must be enrolled and have been in attendance.

Any student permanently withdrawn from school shall not be counted as absent after the date of such withdrawal. The daily excused absence for a student who is attending less than full time may not exceed that portion of the day that he/she is scheduled to attend. A student assigned to a half-day kindergarten or half-day preschool program is to be reported with half-days of absence. The field will allow fractional days (two decimal places). When a district is using the option of adding time to the school day to make up calamity days in excess of 10, the additional time is considered a part of that school day and partial day absences should be in proportion to the entire day.

An excuse for absence from school may be approved on the basis of any one or more of the following conditions (Rule 3301-69-02 (3301-51-13 rescinded effective 9/23/06) of the Ohio Administrative Code):

a. Personal illness.
The approving authority may require the certificate of a physician if he/she deems it advisable.

b. Illness in the family.
The approving authority may require a written statement from a physician and an explanation as to why the child's absence was necessary.

c. Quarantine of the home.
The absence of a child from school under this condition is limited to the length of quarantine as fixed by the proper health officials.

d. Death of a relative.
The absence arising from this condition is limited to a period of three days unless a reasonable cause may be shown by the applicant child for a longer absence.

e. Medical or dental appointment.
The approving authority may require a written statement from a physician or dentist and an explanation as to why the child's absence was necessary

f. Observance of religious holidays.
Any child of any religious faith shall be excused if his absence was for the purpose of observing a religious holiday consistent with his truly held religious beliefs.

g. Emergency or other set of circumstances.
Circumstances which in the judgment of the superintendent of schools constitutes a good and sufficient cause for absence from school.

h. College visitation.
The approving authority may require verification of the date and time of the visit by the college, university, or technical college.

☼ *October Count Week Attendance Days Element*

Record Field Number	FS260
Definition	The actual number of days a student is in attendance during October Count Week and between the effective dates on the record, inclusive.

Valid Options

0.01 – 5.00
0.00 Default

Reporting Instructions. Definitions and reporting instructions for School Year Attendance Days apply to the October Count Week Attendance Days. If there is no significant change in a student's data in the Student Standing Record, this is the actual number of days the student was in attendance during October count week.

If there is a significant change in a student's data and a new record is begun, the original record will count the days beginning with the first day of count week and will include the Effective End Date. If the significant change is not the withdrawal of the student from the district, the newly opened record will count the days from the Effective Start Date of the new record to the last day of the district's count week.

Example 13.

Reporting School-Age Students in October
- If the student percent of time is 20%, then the student would have an aggregate of attendance and absence days for the week equal to one day.
- If the student percent of time is 50%, then the student would have an aggregate of attendance and absence days for the week equal two and half (2.5) days.

Example 14.

Preschool Student Attendance - October Reporting
If the preschool student percent of time is 100%, then the student has an aggregate attendance and absence for the week dependent upon the days that the program is operated. See Reporting Kindergartner Percent of Time Table.

Table 1.Preschool Student Percent of Time 100%

Number of days in operation	Sum of attendance and absence days
4 full days per week (5 hrs per day or more)	4.0
5 full days per week (5 hrs per day or more)	5.0

If the student percent of time is 50% and the student is in a center-based preschool (regular or special education) program, the student will have an aggregate absence and attendance and for the week dependent upon the days that the program is operated.

Table 2. Preschool Student Percent of Time 50% (Center-Based Program)

Number of days in operation	Sum of attendance and absence days
4 half days per week	2.0
5 half days per week	2.5

If the student percent of time is 50% and the student is only receiving itinerant preschool special education services (not enrolled in a center-based special education, or other preschool program), then the student will have an aggregate and absence attendance for the week as follows.

Table 3. Preschool Student Percent of Time 50% (Itinerant Only)

Number days in operation	Sum of attendance and absence days
Itinerant services of at least 1 hour per week	At least 1.0

☼ *October Count Week Excused Absence Days Element*

Record Field Number	FS270
Definition	The number of days the enrolled student was absent for excused reasons in the district during October Count Week and between the effective dates on the record, inclusive.

Valid Options

0.01 – 5.00
0.00 Default

Reporting Instructions. If there is no significant change in a student's data in the Student Standing Record, this is the actual number of excused absence days during October count week.

If there is a significant change in a student's data and a new record is begun, the original record will count the excused absence days beginning with the first day of count week and including the Effective End Date. Unless the significant change is the withdrawal of the student from the reporting district, the newly opened record will count the excused absence days from the Effective Start Date of the new record to the last day of the district's count week.

☼ *October Count Week Unexcused Absence Days Element*

Record Field Number	FS280
Definition	The number of days the student was absent in the district during October Count Week and between the effective dates on the record, inclusive, for any reasons not listed as excused, including truancy.

Valid Options

0.01 – 5.00
0.00 Default

Reporting Instructions. If there is no significant change in a student's data in the Student Standing Record, this is the actual number of unexcused absence days during October count week.

If there is a significant change in a student's data and a new record is begun (i.e., the student did not withdraw from the reporting district), the original record will count the unexcused absence days beginning with the first day of count week through the Effective End Date. The newly opened record will count the unexcused absence days from the Effective Start Date of the new record to the last day of the district's count week.

☼ *School Year Attendance Days Element*

Record Field Number	FS320
Definition	The actual number of days a student is in attendance during the current school year and between the effective dates on the record, inclusive.

Valid Options

000.01 – 366.00
000.00 Default

Reporting Instructions. An attendance day can be considered a required attendance day when all students are required to be in attendance on the day in question. If only certain students who are making up attendance are required to be in attendance (i.e., make-up), then the attendance does not count. An attendance day should be counted when all students must be in attendance on the day in question. If there is a day on which only certain students are required to be in attendance (e.g., make-up), that day should not be included in the count.

School Year Attendance Days for a student are defined as the actual number of days the student was in attendance in the district OAC 3301-18-01(G)(1-5) during the time span of the record being submitted. At yearend, these days must encompass the first and last days of the student's enrollment at the district in the current school year. If there has been no change in the student's standing within the district during that time, this number will be counted on a single record and include the first and last day of school.

If there were changes to the student's standing in the same district during the year, there will be two or more records during the reporting period. When a record closes, School Year Attendance Days shall be the count of the student's days of attendance from the Effective Start Date to the Effective End Date, inclusive, of that specific record.

☼ *School Year Excused Absence Days Element*

Record Field Number	FS330
Definition	The number of days the enrolled student was absent for excused reasons in the district for the current school year and between the effective dates on the record, inclusive.

Valid Options

000.01 – 366.00
000.00 Default

Reporting Instructions. At yearend, these days must encompass the first and last days of the student's enrollment at the district in the current school year.

If there has been no change in the student's standing within the district during that time, this number will be counted on a single open record. If changes have occurred, days will be split between one or more closed records and one open record, assuming the student is still enrolled at the end of the school year.

☼ *School Year Unexcused Absence Days Element*

Record Field Number	FS340
Definition	The number of days the student was absent in the district during the current school year and between the effective dates on the record, inclusive, for any reasons not listed as excused, including truancy.

Valid Options

000.01 – 366.00
000.00 Default

Reporting Instructions. At yearend, these days must encompass the first and last days of the student's enrollment at the district during the current school year.

If there has been no change in the student's standing within the district during that time, this number will be counted on a single open record. If changes have occurred, days will be split between one or more closed records and one open record, assuming the student is still enrolled at the end of the school year.

☼ *Attending Building IRN Element*

Record Field Number	FS160
Definition	The IRN of the building within the district that the student attends between the effective dates, inclusive, of the record being reported.

Valid Options

Six-digit IRN Valid building IRN within the reporting district

Reporting Instructions. The Attending Building IRN should be that of a building within the hierarchy of the reporting district. It should be the building in which the student was enrolled during the duration of the record being reported. Any exceptions to this rule are explained in Student Records, Section 2.1 Student Records Overview, under **SPECIAL REPORTING SITUATIONS**, ***Building IRN Element***.

If the student is simultaneously educated in more than one building within the reporting district, only one building should be reported. If the student spends the greater majority of the day in one building, that IRN should be used for the record. If the student spends an equal amount of time in different buildings, the IRN should be the one determined by district policy.

If there is a change in the Attending Building IRN, the existing record for the student should be closed. A new Student Standing record must be opened and must contain the new Attending Building IRN.

If a student maintains the same relationship to the district but the Attending Building IRN is changed because of a student's transfer within the same district, the new building the student is now attending must be in the hierarchy of the reporting district. This is a situation in which there is not a break in enrollment within the district. When determining effective dates and attendance and absence days for the records, the district must apply its local attendance policy addressing missed days for attendance days in the district calendar when the student was present in neither building. There should be no change in the student *How Received* or *Sent Reason Elements* since they define a relationship between districts and not between buildings.

If the building change is a result of the student's withdrawal from the district, the current record should be closed by recording a value in the *Withdraw Reason Element*. In such a case, no new record will be opened.

☼ *County of Residence Code Element*

Record Field Number	FS370
Definition	The two-digit State of Ohio designation of the county of the student's domicile.

Valid Options

Each county name below is followed by the county code to be used for this element.

Adams	01	Logan	46
Allen	02	Lorain	47
Ashland	03	Lucas	48
Ashtabula	04	Madison	49
Athens	05	Mahoning	50
Auglaize	06	Marion	51
Belmont	07	Medina	52
Brown	08	Meigs	53
Butler	09	Mercer	54
Carroll	10	Miami	55
Champaign	11	Monroe	56
Clark	12	Montgomery	57
Clermont	13	Morgan	58
Clinton	14	Morrow	59
Columbiana	15	Muskingum	60
Coshocton	16	Noble	61
Crawford	17	Ottawa	62
Cuyahoga	18	Paulding	63
Darke	19	Perry	64
Defiance	20	Pickaway	65
Delaware	21	Pike	66
Erie	22	Portage	67
Fairfield	23	Preble	68
Fayette	24	Putnam	69
Franklin	25	Richland	70
Fulton	26	Ross	71
Gallia	27	Sandusky	72
Geauga	28	Scioto	73
Greene	29	Seneca	74
Guernsey	30	Shelby	75
Hamilton	31	Stark	76
Hancock	32	Summit	77
Hardin	33	Trumbull	78
Harrison	34	Tuscarawas	79
Henry	35	Union	80
Highland	36	Van Wert	81
Hocking	37	Vinton	82
Holmes	38	Warren	83
Huron	39	Washington	84
Jackson	40	Wayne	85
Jefferson	41	Williams	86
Knox	42	Wood	87
Lake	43	Wyandot	88
Lawrence	44	Out of State	**
Licking	45		

Reporting Instructions. This element should be reported on every Student Standing record. The County of Residence Code is the county in which the student is actually living. It is the student's true place of residence for the time span of the Effective Start Date and Effective End date of a particular Student Standing record.

If the student is living with parents, report the county of the parents' home address. If the parents are not living together, report the county of the parent who has primary custody of the student.

For a student who is not living with parents, report the county in which the student is domiciled. If foster placed, for example, it would be the county of the home of the foster parent(s).

If a student is homeless and has an established residence, such as a homeless shelter or is in a doubled-up situation, the county of that residence should be reported. Otherwise report the county code where the student spends the night.

If the domicile of the student is out of state, use "**".

DYS does not need to report this element. For students with a Sent Reason (FS200 or FS230) = "FP", the value in this element will not be used.

If the County of Residence Code changes during the duration of the student's enrollment in the district, the existing Student Standing record should be closed and a new one opened, using the new Effective Start Date as the day the student began to live at the new address.

☼ *District Relationship Element*

Record Field Number	FS140
Definition	The educational relationship between the student and the district.

Valid Options

1 The student is receiving instruction, in whole or in part, from the reporting district
2 The student is receiving services but no instruction from the reporting district
3 The student is receiving neither services nor instruction from the reporting district but the reporting district has an obligation to submit data on the student in EMIS

Reporting Instructions. There must be a value of “1”, “2”, or “3” submitted for each student record.

If the student is being instructed by the reporting district, the value of this element should be “1” even if the reporting district is also providing services. “1” should also be used if the student is being educated in a private facility, at district expense, and for students receiving instruction from staff reported as contracted from another EMIS reporting entity (i.e., reported via contract staff job records per Staff Records, Section 3.2 Reporting Contracted Staff). In general, any student with a percent of time greater than zero in the *Student Percent of Time* and/or *Sent To Percent of Time Elements* will be reported with a “1”. Exceptions include students in the Autism Scholarship Program, who will be reported with a “3”.

If the student is receiving no instruction from the reporting district, but is receiving services, the value of this element should be “2”. Services, in this context, include activities such as ***special education*** services only for students with disabilities, Title I services only, career assessment services only, and preschool students evaluated for special education as part of their Part C to Part B transition, found to be ineligible, and not otherwise attending the district. If a student is only receiving transportation services and has no other relationship with the district, they are not reported in EMIS, and therefore would not be reported with a “2”. Students reported with a “2” will have zeros reported in the percent of time elements and will not have any courses reported.

If the student is receiving neither instruction nor services from the reporting district but the district has a fiscal or other responsibility for submitting the student record, this value should be "3".

"3" should only be used if neither "1" nor "2" apply. "2" should only be used if "1" does not apply.

If the District Relationship is changed, the current student record should be closed. A new Student Standing Record must be opened and must contain the new District Relationship value.

☼ *Effective End Date Element*

Record Field Number	FS090
Definition	The last day, inclusive, that the set of all other values on this record are valid

Valid Options

CCYYMMDD	Year, Month, Day
00000000	Still an open record (default)

Reporting Instructions. An Effective End Date other than 00000000 will be reported in two situations:

- When an element on the FS Record that causes the current record to close and a new record to be opened has a change in value, and
- When a student withdraws from the district.

In the first situation, a new FS Record is opened that reflects the attributes of the student as of the new Effective Start Date. The Effective End Date and the Effective Start Date must be contiguous. For example, if a student's District Relationship changes on November 10, 2008, the Effective End Date for the FS Record showing the prior District Relationship must be November 9, 2008, even though this date is a Sunday, and the Effective Start Date on the new FS Record must be November 10, 2008. See the General Reporting Instructions for this record for a discussion of when a change in element value causes a record to close.

In the second situation, the Effective End Dates for the Student Standing (FS) and Student Attributes – Effective Date (FD) Records must match, and a Withdrawal Reason must be reported on the FS Record. See "Changes of Values in New Records" for additional information related to the closing of a record when a student withdraws.

See the "Open Versus Closed Records" section at the start of this record for a discussion of the meaning of open and closed records.

☼ *Effective Start Date Element*

Record Field Number	FS060
Definition	The first day, inclusive, that the set of all other values on this record are valid.

Valid Options

CCYYMMDD	Year, Month, Day

Reporting Instructions. An Effective Start Date must be reported on all records. Students will have a new FS record with a new Effective Start Date in two situations:

- When an element on the FS record that causes a prior record to close and a new record to be opened has a change in value, and
- When a student is admitted to the district.

In the first situation, a new FS Record is opened that reflects the attributes of the student as of the new Effective Start Date. The Effective End Date and the Effective Start Date must be contiguous. For example, if a student's District Relationship changes on November 10, 2008, the Effective End Date for the FS Record showing the prior District Relationship must be November 9, 2008, even though this date is a Sunday, and the Effective Start Date on the new FS Record must be November 10, 2008. See the General Reporting Instructions for this record for a discussion of when a change in element value causes a record to close.

In the second situation, the Effective Start Date for the Student Standing (FS) and Student Attributes – Effective Date (FD) Records must match. A newly enrolled student's Effective Start Dates on FS and FD Records may be less than or equal to the Admission Date on the FS Record, but cannot be greater than the Admission Date.

See the Open Versus Closed Records section at the start of this record for a discussion of the meaning of open and closed records.

☼ *EMIS Student ID Number Element*

Record Field Number	FS050
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.

☼ *How Received Element*

Record Field Number	FS180
Definition	How the student arrived at the district.

Valid Options

***** **Not Applicable**
No other code applies, e.g., Student is a resident of the district and, if a preschool student, is receiving neither instruction nor services from the resident district.

2 **In-state, non-resident, career-technical contract student**
Also use for Career-Technical contract Special Education students.

3 **In-state, non-resident, non-tuition, non-contract student**
Unauthorized student

6 **In-state Student Attending Nonpublic School**
Students reported with this student status code must also be reported with the appropriate Title I or Special Education program code(s)

7 **Non-resident Student Residing with Grandparent**

See ORC 3313.64.

8 **Non-resident Student in his/her Senior Year**
See ORC 3313.64.

9 **Non-resident, Open Enrollment Student: Inter-District**

A **Non-resident Student -Parent is a District Employee**
See ORC 3313.64.

B **Non-resident Student Attending a Special Education Program**
This includes students attending special education cooperative programs. These are not court placed students. Contract Career-Technical Special Education Students should be reported with How Received "2"

C **Foster Placed Student or Court Placed Student with Relative**
Students who are placed in foster care or placed by court with a relative. This includes court-placed students with and without disabilities. Also use for resident students who are court-placed within the resident district. Students placed in foster homes must be reported in EMIS by all districts involved.

E **Preschool ECE Early Childhood Education Grant**
Student is enrolled in an ECE program offered by the Local Education Agency (LEA). ECE is a preschool program designed to serve primarily 3-4 year-old children from income eligible families.

F **Student receiving Career Assessment Services Only**
Not enrolled in district, public student receives career assessment services only.

G **Preschool Federal Head Start**
Student is enrolled in a Federal Head Start program offered by the Local Education Agency (LEA). Federal Head Start is a preschool program primarily designed to serve 3-4 year-old children from income eligible families.

I **Student receiving non-instructional, supplementary or related services**
The ESC, in the case of preschool students, or district is providing non-instructional support, supplementary, or related services to a resident or non-resident student. Examples include participation in special education services. Do not use when the student is placed in a local/county institution for the neglected or delinquent.

K **Student Attending STEM district**
How Received "K" is only to be used by STEM districts.

L **Community School Student Attending Resident District Career Tech Program**
How Received "L" is only to be used by the resident district.

M **Student Attending Community School**
See ORC §§ 3313.844 and 3314.01-11.

N **Preschool Other Funding**
A preschool student who is receiving instruction but is not enrolled in an ECE, or the Federal Head Start Preschool Program. This includes, but is not limited to, locally funded preschool, preschool funded by parental payment, typically developing peers in a preschool special education unit funded course, and both itinerant and center-based instruction for students with disabilities.

P **Court-Placed Students, Excluding Foster Care**
ALL court ordered institutional placements other than foster care (this includes juvenile detention centers, jails, and residential treatment centers). These include students both with and without disabilities. Use for resident students who are court-placed within the resident district.

S **Superintendent Agreement for Students**

Non-resident student attending district based on District Superintendent agreement for the student well being (see ORC § 3313.64).

T **Students Placed in Institutions, Non-Court Ordered**
All institutional placements that are not court ordered or foster care, such as those by parents. Also use for resident students who are placed in an institution within the district of residence.

U **Students Attending State supported schools (i.e., OSB, OSD)**
How Received "U" is only to be used by these special state supported schools:

- Ohio School for the Deaf
- Ohio School for the Blind

V **Pre-school, Evaluated Only, Found Ineligible**
Preschool student's transition conference with disability suspected, found not to have disability, not enrolled for instruction.

W **Non-resident – Attending under Title I Public School Choice**
Student is attending a district other than he/she normally would attend due to Title I public school choice (No Child Left Behind Act of 2001, PL 107-110, Section 1116).

X **Direct enrollment at JVSD**
Student is directly enrolled in a JVSD and the legal district of residence for the student is in the jointure of the JVSD but the student does not enroll in the resident district, e.g., home-schooled student or student attending a non-public school.

Y **Placed in DYS**
How Received "Y" is only to be used by Department of Youth Services (DYS)

Reporting Instructions. Only one of the above options can be selected per student. From the reporting district's perspective, this element describes the rationale for the student being educated or receiving services at the reporting district. It must always be used with a *How Received IRN Element*, defining the district from which the student was received.

The How Received code should be used from the perspective of the district, not the building. If more than one How Received code can be applied in a given situation, the default is the resident district unless the How Received code is "C", "P", "T", or "L".

If a How Received/How Received IRN is changed, the current student record should be closed. A new Student Standing Record must be opened and must contain the new How Received/How Received IRN. This change may also trigger a change in other elements such as Sent Reason and Percent of Time.

In order to meet federal reporting requirements for CTE, districts that educate contract career-technical special education students are required to report these students in the *How Received Element* with a "2", instead of "B". The resident/sending district reports the *How Received Element* with a "CT". This will have no impact on funding, as the Disability Condition is used to identify students receiving special education services. Students receiving contracted special education services in regular districts should still be reported with *How Received Element* of "B".

If a resident student is court-placed within his/her resident district (where parents reside), use "C" or "P" to indicate that the student has been court-placed. If a student is placed in an institution (not court ordered or foster care) placed within his/her resident district (where parents reside), use "T".

In each of these instances, use the Resident IRN in the How Received IRN element.

Reporting "How Received" for Preschool Students. Students in ECE, regardless of the resident district are to have "E" reported for the *How Received Element*. Students in Federal Head Start, regardless of the resident district are to have "G" reported for the *How Received Element*.

Students in a specific preschool program (i.e., ECE, Head start) regardless of their resident district are to have the appropriate *"How Received"* option reported (i.e., "E", "G", or "N"). This would include both preschool students with and without disabilities. Due to program requirements, a student can enroll in either "E" or "G". A student cannot be enrolled in more than one of these programs at a time. In addition, a student can be in either "E" or "G" and also be receiving special education services.

If a student is enrolled in special education and ECE, then "E" is reported for the *How Received Element*. If a student is enrolled in special education and Federal Head Start, then "G" is reported for the *How Received Element.*

Options "E", "G", and "N" are only valid for preschool students. These options take precedence over reporting the type of entity.

☼ *How Received IRN Element*

Record Field Number	FS190
Definition	The entity from which a student is received.

Valid Options

Six-digit code	Valid IRN
999999	Entity that is not part of an EMIS reporting entity and has no IRN
******	Default

Reporting Instructions. This element is the IRN of the district from which the student came. Unless a student is court-placed within its resident district or is not coming from a non-public school and only receiving non-instructional, supplementary, or ***special education*** services, the IRN must be different than the reporting IRN.

Table 4.

How Received Value	How Received IRN Required	How Received IRN org Type Allowed
*	N	Not applicable
2	Y	Traditional, Community
3	N	Not applicable
6	Y	Non-public entity or "999999" if non-public does not have an IRN
7, 8, A, S	Y	Traditional
9	Y	Traditional
B	Y	Traditional
C, P, T	Y	Traditional
E, G, N	N	Not applicable
F	Y	Traditional, Community
I	Y	Traditional
K	Y	Traditional
L	Y	Community
M	N	Not applicable
U	Y	Traditional, Community
V	N	Not applicable
W	Y	Traditional

X	N	Not applicable
Y	Y	Traditional

If the How Received IRN is changed, the current student record should be closed. A new Student Standing Record must be opened and must contain the new IRN.

☼ *Legal District of Residence Element*

Record Field Number	FS150
Definition	The six-digit IRN number of the city/municipal, local, or exempted village school district in which the parent(s) is a resident, if residing in-state.

Valid Options

Six-digit IRN	Valid district IRN
999999	Student is not a resident of Ohio

Reporting Instructions. If the parent(s) resides out-of-state or is deceased and the student resides in-state with a guardian, then report the guardian's district IRN.

A student who resides out-of-state with a parent(s), a guardian, or alone, is to have a "999999" reported as his/her *Legal District of Residence Element*.

A student who lives alone in-state is to be reported with the school district IRN in which he/she resides in the *Legal District of Residence IRN Element*.

JVSDs and the DYS must report a city, local, or exempted village IRN of the district in which the student resides. In a tri-district reporting situation, the JVSD/DYS always reports the IRN of the "true" district of residence in the *Legal District of Residence Element.*

Example 15

Tri-District reporting situations A student is a resident of district "A". He/she open enrolled into district "B", and attended the JVSD. In this case, the JVSD reports the district IRN of district "A".

A student who is living in a "home", such as foster care, JDC (Juvenile Detention Center), or residential facility, the Legal District of Residence is based on where the parents resided at the time of placement, unless the court has designated another school district as financially responsible for the student.

Report the city, local, or exempted village district of residence IRN for nonpublic school students.

A student who is in a situation where parents have joint custody and reside in different districts, the Ohio Revised Code defines one parent as the custodial parent (ORC § 3313.64). The Legal District of Residence is where the custodial parent resides at the time of placement. The district that is educating the student should report the IRN where the custodial parent lives at the time of placement in the *Legal District of Residence IRN Element*.

District of Residence for Students with Disabilities. (District responsible for payment of tuition/excess cost)

1) The school district determined by the court under §2151.35 (B)(3) of the Ohio Revised Code, or the school district as determined by the probate court of the county in which the student re-

sides. If the court fails to designate a school district of financial responsibility, then precede through items (2) and (3) below.

2) The school district in which the student's parents reside, or last known to have resided.
3) If the school district specified in (2) above cannot be determined, the last school district in which the student's parents are known to have resided if the parents whereabouts are currently unknown.
4) If the student receiving special education has a parent who is incarcerated in a correctional facility, juvenile residential placement, or residential facility in accordance with ORC §3313.65, **AND** for whom a tuition obligation has not been previously established, **AND** the other parent is not known to reside in Ohio, the school district in which the student's parent (natural or adoptive) resided at the time of such placement is responsible for tuition.

Grandparent Legislation. Effective July 20, 2004, HB 130 created two new conditions under which a grandparent can obtain "care, physical custody, and control" over a grandchild, without changing legal custody.

- The *first condition* occurs if the parent executes a Power of Attorney authorizing the grandparent full care, custody and control of a grandchild under the age of eighteen which allows the child to attend the district where the grandparent resides tuition free authorized by §§3109.51 to 3109.62 of the Ohio Revised Code.
- The *second condition* occurs if the grandparent executes a Caretaker Authorization Affidavit due to an inability to locate the child's parents or the existence of a custody order that prevents contact between the child and the parent. This condition also authorizes the grandparent full care, custody and control of a grandchild under the age of eighteen and allows the child to attend the district where the grandparent resides tuition free authorized by §§3109.65 to 3109.73 of the Ohio Revised Code.

In both of these cases the grandparents are considered the parent and the student is reported with a How Received code of "*" by the district where the grandparent resides.

The existing grandparent rule authorized by §3313.64 of the Ohio Revised Code remains unchanged. In this particular circumstance, a student under the age of twenty-two, who is in the custody of the parent(s), resides with a grandparent and does *not* require special education can attend the district where the grandparent resides tuition-free as long as the Boards of Education of both districts agree that good cause exists for such attendance. These students should continue to be reported in the *How Received Element* with the option of "7 – Non-resident residing with grandparent (per ORC §3313.64)". The Legal District of Residence is the parent's district.

If a Resident IRN is changed, the current student record should be closed. A new Student Standing Record must be opened and must contain the new Resident IRN. The change of the Resident IRN may also trigger a change in the How Received or Sent Reason elements and the Percent of Time.

☼ *Percent of Time Element*

Record Field Number	FS120
Definition	The average percent of time, for the week, that the student participates in any instruction provided by a certified/licensed employee.

Valid Options

000-100

Reporting Instructions. The following are general guidelines to follow when reporting the *Student Percent of Time Element.* Calculate the percent of time based upon the time that the student was actually enrolled in the district during the timeframe of the Student Standing Record.

Include the following in the student percent of time:

- The amount of time the student is educated by employees of the reporting district.
- The amount of time the student is educated by contracted employees of the reporting district (with the exception of time spent receiving instruction through contract career-technical instruction).
- The amount of time in which the student, enrolled in the reporting district, is educated by staff employed by an ESC. This does not apply to preschool students.

Additionally, student percent of time includes the time the student is educated at entities other than the reporting district in the following situation.

- The reporting district is providing instructional services to students placed in a "Home" (i.e., institution, Juvenile Detention Center, etc.) within the reporting school district's boundaries.

Do NOT include the Percent of Time in the following situations. Instead, report the percentage in the *Sent To Percent of Time Element* together with the Sent Reason and Sent to IRN fields.

- Instructional services for students with disabilities provided at chartered nonpublic schools, when placed in the nonpublic entity by the district as the most appropriate placement per the students IEP. The Sent To IRN is the IRN of the non-public entity or "999999".
- Services for students participating in the Autism Scholarship Program. These students are reported with the "AU" Sent Reason. The Sent To IRN is the appropriate IRN or "999999" if that IRN is not known.
- Post-secondary institutions

Do **NOT** include in the *Student Percent of Time Element* or the *Sent To Percent of Time Element* the amount of time the student spent/is educated by the following entities.

- County Boards of Developmental Disabilities (BDDs)
- Entities providing contracted career-technical instruction
- A Pilot Program site

Student percent of time for students attending State Schools for the Blind and Deaf (OSB, OSD), or Department of Youth Services (DYS) are to be reported in the following manner.

- The OSB, OSD, or DYS each report the percent of time the student is being educated by an employee or contracted employee of the OSB, OSD, or DYS.
- The district sending the student to the OSB, OSD, or DYS reports the percent of time the student is being educated by an employee or contracted employee of the sending district. Most of the time the student percent of time will be 0% in this case.

Student percent of time for those students attending a JVSD are to be reported in the following manner.

- The JVSD reports the percent of time the student is being educated by the JVSD.

- The sending district reports the percent of time (if any) the student is being educated by the sending district.

The student percent of time should be provided as a whole number. For a full-time student, 100 should be entered, while 050 should be reported for a half-time student. If a student attends more than one district, then each district reports the amount of time, in the *Student Percent of Time Element*, the student spends at their district in relation to the total school day for the student.

Example 16.

Student Attending Multiple Districts
If a student spends 2 hours at District A and 4 hours at District B each day, then District A should report 33% and District B should report 67%.

Example 17.

Student Attending Multiple Buildings within the Same District
Students are transported by bus, from several buildings within the same district, to a building housed within that district, for some type of program (i.e., gifted) for one day of the week, every week. Students are spending 80% of their time at one building and 20% of their time at the other building. The building IRN for each student should be the IRN of the building in which they spend the majority of their time. In this example, it would be the building IRN where they are 80% of the time. This is because the building IRN is a district-level element. Actually, the student spends 100% of his/her time within the same district.

Reporting Kindergarten Percent of Time. Below are general guidelines for reporting the percent of time for a student enrolled in kindergarten.

Table 5.Reporting Kindergarten Percent of Time

Number of Hours per Week	Student Percent of Time
More than 12.5 hrs and less than or equal to 17.5 hrs	50% - 69%
17.6 – 24.9	70% - 99%
25 hours or more	100%

Reporting Preschool Student Percent of Time. The *Student Percent of Time Element* is to be coded as 50% if the student attends less than 19 hours per week. The *Student Percent of Time Element* is to be coded 100% if the student attends 20+ hours per week.

Table 6. Reporting Preschool Percent of Time

Number of Hours per Week	Student Percent of Time
Less than 19 hours per week	50%
20+ hours per week	100%

Reporting Post-Secondary Educational Option Percent of Time. As a general guideline, a district with a student who attends a Post-Secondary Enrollment Option (PSEO) only (meaning the student does not attend a JVSD or Contract Career-Technical) is to report the percent of time that the district is educating the student in the Student Percent of Time. The time that the student is being educated at the Post-secondary institution should be reported in the Sent To Percent of Time.

For instance, if the student is attending a PSEO 100% of the time, then the district reports 0% in *the Student Percent of Time Element*, Sent Reason "PS", and 100 in *Sent to Percent of Time Element.*

Then ODE knows that the student is a PSEO student and through the funding calculations funds the district at 100% FTE for that student. See the tables below.

Example 18.

Student attends post-secondary institution ONLY.

	Student Percent of Time at Each Entity	Each Entity Reports during October	Sent Reason	Sent To Percent of Time
Resident District	0%	0%	PS	100%
Post-Secondary	100%	Not reported in EMIS	Not reported in EMIS	

Example 19.

Student is educated at resident district and post-secondary institution.

	Student Percent of Time at Each Entity	Report During October (K)	Sent Reason	Sent To Percent of Time
Resident District	20%	20%	PS	80%
Post-Secondary	80%	Not reported in EMIS	Not reported in EMIS	

If a Student's Percent of Time changes, the current student record should be closed. A new Student Standing record must be opened and must contain the new Student Percent of Time.

☼ *Sent Reason 1 Element*

Record Field Number	FS200
Definition	Reason a student is sent to another district.

☼ *Sent Reason 2 Element*

Record Field Number	FS230
Definition	Reason a student is sent to another district if the student is sent to a second district

Valid Options

TS **Attending another district as a tuition student**
This does NOT include non-resident special education or court-placement
CT **Contract Career-Technical Education Participant**
JV **Joint Vocational School District Program Participant**
ES **Education Service Center Preschool program participant**
PS **Post-Secondary Enrollment Options Program Participant**
MR **BDD program participant**
OS **State School (OSB or OSD) program participant**
SE **Public District Providing Special Education to the Student**
This does not include Educational Service Centers

FP **Departments of Youth Services or Rehabilitation and Corrections Facility that student is attending**
PI **Proprietary Institution Program Placement**
FC **Foster Placement or Court Placed with a Relative**
OE **Attending another district via Open Enrollment**
CI **All Court-Ordered Institutional Placements other than foster care.**
This includes both students with and without disabilities
64 **Attending another district per ORC §3313.64(F)(1)** (includes superintendent agreement, students following parent, residing with grandparent, senior attending, etc.)
NI **Non-Court-Ordered or Foster Care Institutional Placement**
Includes student placed in an institution by parent(s)
CS **Cleveland Scholarship and Tutoring Program Participant**
Students are only reported during the first year of participation in the program. (This option is only valid for Cleveland City School District.)
T1 **Title I Public School Choice Participant**
AU **Autism Scholarship Program participant**
NP **Non-public school placement at district expense**
NA **No Sent Reason code applies, default**
PP **Pilot Program Participant**
CR **Resident District Career-Technical Education Participant**
Sent Reason "CR" is only to be used by community schools.

Reporting Instructions.

1. In cases where a student is placed in a home (i.e., foster care, group home, juvenile detention center, or other residential facility), the district IRN in which the home is located is reported in the Sent To IRN 1 or Sent To IRN 2 Element.
2. If the students are sent to a Department of Youth Services (DYS) institution, then the resident/sending district reports the IRN of the DYS in the Sent To IRN 1 or Sent To IRN 2 Element.
3. In the case where a student is attending a chartered nonpublic school as part of the Cleveland Scholarship and Tutoring program (Only students in the Cleveland City School District are eligible for the Cleveland Scholarship and Tutoring Program.) the Sent Reason 1 or Sent Reason 2 Element is reported with the option of "CS".
4. Community schools are not permitted to be part of a "Jointure" with regards to JVSD/Career-Technical Education. Therefore, students enrolled in a community school who are attending a JVS are to be reported with a "CT" in the Sent Reason 1 or Sent Reason 2 Element. Such students cannot be reported with a "JV".

In addition, option "ES" is only valid for preschool students attending/receiving services from an employee of an ESC. School-age students are not to be coded with option "ES" in this element.

The *Sent Reason 1* and *Sent To IRN 1 Elements* should always be entered in tandem. If there is a *Sent Reason 1 Element*, the Sent To IRN 1 should contain a valid IRN or "999999" when the entity does not have an IRN. Since a district may send a student to more than one alternative educational setting, the second set of elements allows such situations to be coded. The second set of elements should only be used if the first set of elements is already being used.

If a Sent Reason 1 or Sent Reason 2 is changed, the current student record should be closed. A new Student Standing record must be opened and must contain the new Sent Reason and Sent To IRN 1

or Sent Reason 2 and Sent To IRN 2. This change may also trigger a change in other elements such as the Percent of Time.

☼ *Sent To IRN 1 Element*

Record Field Number	FS210
Definition	The district to which a student is sent

☼ *Sent To IRN 2 Element*

Record Field Number	FS240
Definition	The district to which a student is sent if the student is simultaneously being sent to a second district

Valid Options

Six-digit code	Valid IRN
999999	Entity that is not part of an EMIS reporting entity and that has no IRN
******	Default

Reporting Instructions. If the reporting district is sending the student for instruction or services to another entity, a valid value should be entered in the Sent To IRN 1 Element.

If sent to and EMIS reporting entity that has a district level IRN, use the district IRN instead of the IRN of a specific building in the district. If the student is being sent to an entity that does not have a valid OEDS IRN, the reporting district should enter "999999".

Please note the difference between the use of "******" and "999999"; "******" should be used when the student is not being sent anywhere.

If the reporting district is sending the student for instruction or services to a second institution and has entered values in the Sent To IRN 1 Element for the first institution, a valid option should be entered the Sent To IRN 2 Element.

If a Sent To IRN 1 Element or Sent To IRN 2 Element is changed, the current student record should be closed. A new Student Standing record must be opened and must contain the new Sent Reason 1 Element and Sent To IRN 1 Element or Sent Reason 2 Element and Sent To IRN 2 Element. This change may also trigger a change in other elements such as the Sent To Percent of Time.

☼ *Sent To Percent of Time 1 Element*

Record Field Number	FS220
Definition	The average percent of time, for the week, that the student participates in any instruction provided by an employee at a non-EMIS reporting entity.

☼ *Sent To Percent of Time 2 Element*

Record Field Number	FS250
Definition	The average percent of time, for the week, that the student participates in any instruction provided by an employee at a non-EMIS reporting entity.

Valid Options

01 - 100
000 Default

Reporting Instructions. The sum of the *Student Percent of Time Element* (FS120) and the *Sent to Percent of Time Elements* (both) for a student may not be greater than 100.

Sent to Percent of Time 1 Element must be used when the *Sent To IRN 1 Element* is a non-EMIS reporting entity and the time at that entity is not included in the regular *Student Percent of Time Element* (FS120).

For October reporting, if Sent Reason = "PS" or "NP", the record should include October Count Week attendance, excused and unexcused absence days if the Student Standing record overlaps the Attending Building's count week. If Sent Reason = "AU' or "MR", October Count Week days should be zero.

For yearend reporting, if Sent Reason = "PS" or "NP" or "MR", the record should include School Year attendance, excused and unexcused absence days for the duration of time that the record was effective. If Sent Reason = "AU", the School Year days should be zero.

This element, with a *Sent Reason 2 Element* and a *Sent To IRN 2 Element*, allows a reporting district to point to a second district to which they are sending a student. This element must be used when the *Sent To IRN 2 Element* is a non-EMIS reporting entity.

When a student attends both a JVSD and a post-secondary institution, one can be recorded using the *Sent Reason 1 Element, Sent To IRN 1 Element, Sent To Percent of Time 1 Element* and the other can be recorded using the *Sent Reason 2 Element, Sent To IRN 2 Element, Sent To Percent of Time 2 Element*. For the JVSD, the *Sent To Percent of Time Element* should be zero, since the JVSD is an EMIS reporting entity. For the post-secondary institution, the *Sent To Percent of Time Element* should reflect the amount of time the student is spending at that institution.

Do **NOT** include in the *Sent To Percent of Time Element* the amount of time the student spent/is educated by the following entities.

- County Boards of Developmental Disabilities (BDDs)
- Entities providing contracted career-technical instruction
- A Pilot Program site

Example 20.

Student Attends Resident District, JVSD, and Post-Secondary Institution

	Student Percent of Time at Each Entity	**Element and number**	**Sent Reason**
Resident District	**10%**	Student Percent of Time: 10%	
Post-Secondary	**50%**	Sent To Percent of Time 1: 50%	Sent Reason 1: PS
JVSD	**40%**	Sent To Percent of Time 2: 0%, 40% is reported when the JVSD submits its data	Sent Reason 2: JV
Total Student % of Time	**100%**	Resident District Record: 60% JVSD Record 40%	

Example 21.

Student Attends both a JVSD and Post-Secondary Institution

	Student Percent of Time at Each Entity	**Element and value**	**Sent Reason**
Resident District	**0%**	0%	
Post-Secondary	**50%**	Sent To Percent of Time 1: 50%	Sent Reason 1: PS
JVSD	**50%**	Sent To Percent of Time 2: 0%--50% is reported by the JVSD	Sent Reason 2: JV
Total Student % of Time	**100%**	Resident District record 50%, JVS record 50%	

Example 22.

Student Attends Both a Contract Career-Technical and a Post-Secondary Institution

	Student Percent of Time at Each Entity	**Element and number**	**Sent Reason**
Resident District	0%		
Post-Secondary	70%	Sent To Percent of Time 1: 70%	Sent Reason 1: PS
Contract-Career Technical	30%	Sent To Percent of Time 2: 0%-30% is reported by the Contract Career Entity	Sent Reason 2: CT
Total Student % of Time	100%	Resident District record 70%, Contract Career record 30%	

If a student were to attend a post-secondary institution and another entity other than a JVSD or Contract Career-Technical, then follow the reporting instructions for the student who attends a JVSD/Contract Career-Technical and a PSEO, replacing the JVSD/Contract Career-Technical with the "other entity" and use the appropriate Sent Reason.

If any Percent of Time is changed, the current student record should be closed. A new Student Standing Record must be opened and must contain the new Percent of Time. The change of the Percent of Time may also trigger a change in other elements in this record, such as *How Received* or *Sent Reason Elements*.

☼ *State Student ID (SSID) Element*

Record Field Number	FS110
Definition	The state assigned unique identifier.

Valid Option

Nine-character alphanumeric as assigned by the SSID System

Reporting Instructions. This is required for all students.

If the SSID is changed, the current student record should be closed. A new Student Standing Record must be opened and must contain the new SSID.

☼ *Tuition Type Element*

Record Field Number	FS130
Definition	This element defines the manner in which the student is paying tuition to the reporting district.

Valid Options

D Direct pay tuition student
N Non-tuition student (default)
T Tuition student

Reporting Instructions. This element is used whenever a student is enrolled in the reporting district by way of a tuition payment. The student may be a resident of another Ohio traditional public school district or attending from an out-of-state school district.

When this element is used, the reporting district should enter a How Received value of "*" and not enter a How Received IRN value. The Resident IRN will provide the connection to the district from which the student came.

If the Tuition Type is changed, the current student record should be closed. A new Student Standing record must be opened and must contain the new Tuition Type.

☼ *Withdrawal Reason Element*

Record Field Number	FS100
Definition	The reason for the most recent withdrawal from the school district.

Valid Options

****** **Not Applicable, Default**
Student did not withdraw and was not truant.

36 **Withdrew from Preschool**
Preschool student has withdrawn from the preschool program (for any reason).

37 **Withdrew from Kindergarten**
Kindergarten student has withdrawn because it has been deemed to be in the best interest of the student if he/she waits one more year until starting his/her kindergarten experience; may only be used by students with a grade level of KG.

40 **Transferred to Another School District Outside of Ohio**
Transcript request on file.

41 **Transferred to Another Ohio School District**
Local, Exempted Village, or City, transcript request on file.

42 **Transferred to a Private School**
Transcript request on file, i.e., Ed Choice students.

43 **Transferred to Home Schooling**
Superintendent's approval on file.

45 **Transferred by Court Order/Adjudication**
If Court has designated a public district other than yours as district responsible for paying for the education. The resident district should not withdraw ANY students placed into the Department of Youth Services.

46 **Transferred out of the United States**

47 **Withdrew Pursuant to Yoder vs. Wisconsin**
Only use for 8th grade students.

48 **Expelled**

51 **Verified Medical Reasons**
Doctor's authorization on file.

52 **Death**

71 **Withdrew Due to Truancy/Nonattendance**

72 **Pursued Employment/Work Permit**
Superintendent Approval on file.

73 **Over 18 Years of Age**

74 **Moved**
Not known to be continuing.

75 **Student Completed Course Requirements**
Student Completed Course Requirements but did NOT pass the appropriate statewide assessments required for graduation. In the case of a student on an IEP who has been excused from the individual consequences of the statewide assessments, using this code indicates that the student completed course requirements but did not take the appropriate statewide assessments required for graduation.

99 **Completed High School Graduation Requirements**
Student completed course requirements and passed the appropriate statewide assessments required for high school graduation. In the case of a student on an IEP who has been excused from the individual consequences of the statewide assessments, using this code indicates that the student completed course requirements and took the appropriate statewide assessments required for high school graduation.

Reporting Instructions. If a student withdraws from a district, it does not necessitate adding a new FS record for the day of withdrawal. The district should enter a withdrawal reason and Effective End Date on the existing open Student Standing record. See "Changes of Values in New Records" for additional values that need to be reported on this record.

Students reported as withdrawn during the Yearend (N) reporting period are not required to be reported in the following October (K) reporting period.

However, if a student withdrew over the summer (not previously reported as withdrawn in Yearend), then he/she should be reported in October (K) as withdrawn prior to the first day of the following school year.

Returning Withdrawals. In cases where a student was a dropout (withdrawal reasons 71-75) and returns the following reporting period, the district no longer reports the previous year withdrawal date and reason during the current reporting period. The Department will review the prior period's data to adjust the district's dropout rate and not count the student as a dropout.

Reasons Not to Withdraw. In situations where the Legal District of Residence is not providing instruction, but another Ohio public school district (another Ohio public school district includes exempted village, city, local, JVSD, post-secondary institution, ESC, and DYS) is, the student is not withdrawn from the Legal District of Residence. Examples include, but are not limited to, Open Enrollment, Special Education Cooperative Agreement, Superintendent Agreement, etc.

Court-Placed Students in a Home. Students who are court-placed in a home (foster care, group home, juvenile detention center, or other residential facility; "home" does not include the Department of Youth Services) and are receiving instructional services from the district in which the home is located are not to be reported as withdrawn by the district of residence. The district in which the home is located enrolls the student. Once the student is released from the home, the district in which the home is located reports the student as withdrawn back to the resident district with the appropriate 40-52 option.

JVSDs and Career-Technical Centers. In situations where a student is attending a JVSD and/or contract career-technical center, both the resident/sending district and the career-technical district (JVSD or contract career-technical center) are required to report this element.

Graduating Students. Students who have completed course requirements for credit toward graduation and have passed the appropriate statewide assessments required for graduation are required to be reported with a withdrawal code of "99".

In situations where a resident student attends a different district 100% of the time (such as open enrollment, superintendent's agreement, grandparent's legislation), at the time of graduation the resident district withdraws this student using a withdrawal code of "41". In these cases, the resident district is not issuing a diploma to the student and therefore does not report the *Diploma Date Element* or *Diploma Type Element*. The *Effective End Date Element* is required to be reported by both districts and is reported with the date of the student's last day of school.

It is the responsibility of the district issuing the diploma to report the withdrawal code of "99" and to complete the *Diploma Date Element*, *Diploma Type Element*, and *Withdrawal Date Element* for these students.

When a student is attending a JVSD, ESC, or Post-Secondary Institution, because the resident district is issuing the diploma, the resident district is responsible for reporting the graduating student with the "99" *Withdrawal Reason Element*, the *Diploma Date Element*, *Diploma Type Element*, and *Effective End Date Element*. When a student attends a JVSD, the JVSD is responsible for reporting the *Effective End Date* and the *Withdrawal Reason Elements*.

Dropout Students. Only withdrawal codes "71-75" are included in the dropout counts used to calculate the graduation rate for districts. When a withdrawal code of "71-75" is reported in the *Withdrawal Reason Element*, the option "DR" is required to be reported in the *Grade Level Next Year Element* for that student.

Withdrawal code options "40-52" and "99" are not included in the district's dropout count.

Similarly to the graduating student reporting instructions, when a student is a dropout it is the responsibility of the district that would have issued the diploma to report the appropriate dropout code.

In situations where a resident student attends a different district 100% of the time (such as open enrollment, superintendent's agreement, grandparent's legislation) at the time of a student dropout, the educating district reports the student with a withdrawal code of "71-75". In these cases, the resident district reports the appropriate "41" withdrawal code.

When a student is attending an ESC or post-secondary institution, because the resident district would have issued the diploma had the student not dropped out, the resident/educating district is responsible for reporting the dropout student with the appropriate "71-75" withdrawal code, the *Diploma Date Element*, the *Diploma Type Element*, and the *Effective End Date Element*.

In most cases, when a student drops out of a JVSD, both the JVSD and the resident district are responsible for reporting the dropout information. However, if a student is expelled from the JVSD, his/her resident district may or may not expel him/her. In this situation, the JVSD is responsible for reporting the student expulsion (as "expelled") and the resident district reports the appropriate withdrawal code depending on whether the student is or is not also expelled from the resident district.

Reporting a GED Student. Ohio law does not recognize the GED as an Ohio graduation diploma. Therefore, a student who receives a GED instead of an Ohio graduation diploma is not considered a graduate and is not counted in the graduation rate. The GED is offered through the Adult Education system. He/she must exit the K-12 education system in order to pursue a GED. When this happens, the district is required to withdraw the student. The student is exiting the district without receiving an Ohio diploma and is therefore considered a dropout. These students are to be reported with the appropriate dropout code ("71-75").

Withdrawing a Kindergarten Student. If a kindergarten student is withdrawn from school by parental choice because the parent feels that the student is not developmentally ready for kindergarten, and the student is not withdrawn in order to attend another district, the district should use option "37" to withdraw the 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 code "42".

Special education students with disabilities who are participating in this program are to be reported per the instructions for special education students attending a non-public school.

Table 7. Reporting Options Withdrawal Element

REF #	Reporting Entity	Reporting Situation	Withdrawal Codes NOT Counted as Dropouts	Withdrawal Codes that ARE Counted as Dropouts
1	Legal District of Residence	Student is no longer a legal resident of your district AND is not being educated by your district	40, 41, 45, 46	71,72, 73, 74, 75
2	Legal District of Residence	Student is still a legal resident of your district BUT is no longer being provided instruction /services by a public school district	36, 37, 42, 43, 47, 48, 51,52	71, 72, 73, 74, 75
3	Educating District	Your district WAS providing instruction to a student who is NOT a resident of your district but YOUR district is NO LONGER providing instruction or services to the student	40, 41, 42, 43,45, 46, 47, 48, 51, 52	71, 72, 73, 74, 75
4	Legal District of Residence or Educating District	Student has completed graduation requirements	99	NA

Students Attending a Community School or Non-district STEM School. Students who leave/dropout from a community school or non-district STEM school and do not return to the resident district for instruction should be reported with the appropriate dropout code "71-75".

When a resident student transfers to a community school or non-district STEM school, the resident district should follow the normal withdrawal procedure; withdraw the student using the appropriate withdrawal date and a withdrawal code of "41".

If the student returns to the resident district, the resident district should use the same procedure and coding that they would use for any student returning to the district.

A non-district STEM school is a STEM school that is not considered a building of a district. If a STEM school is a building of a district, then students from outside the STEM's district who attend the school do so through open enrollment and are not withdrawn.

Department of Youth Services Reporting. Students who leave/dropout from DYS and do not return to the resident district for instruction are to be reported in the following manner.

- DYS reports the appropriate dropout code "71-75"
  AND
- Legal District of Residence withdraws the student and reports a withdrawal code of "45".

Open Enrollment Reporting. Students who open enroll into another Ohio public school district, dropout during the year, and do not return to the resident district for instructional purposes should be reported in the following manner

- Resident school district reports the student with a withdrawal code of "41"
  AND
- The district in which the student was open enrolled reports the student with one of the following withdrawal codes "71-75", as appropriate to the student.

If a Withdraw Reason is entered, the current student record should be closed. No new record needs to be opened for this student by this reporting district since the use of a Withdraw Reason indicates that the student is terminating the relationship with this district.

☼ *Withdrawn To IRN Element*

Record Field Number	FS360
Definition	The IRN of the city, local, exempted village school district, community school, ESC, STEM District or nonpublic school into which the student will be enrolling.

Valid Options

******	Default
Six-digit code	Valid district or nonpublic school IRN
999999	Entity that does not have an IRN

Reporting Instructions. This element will be reported with a non-default value (a value other than "******") only when the Withdrawal Reason element is reported with a value of '41', '42' or '45' and the withdrawal date is after the last day of school for the prior school year. Report the IRN of the city, local, exempted village school district, community school, ESC, STEM District or nonpublic school the student enrolled in when the student withdrew from your district. If the nonpublic school does not have a

valid IRN, report 999999. ESCs and JVSDs should always report the default ('******') for this element. For FY12 reporting, if the IRN is not recorded in your student data system for a particular student, the default value may be reported.

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 Standing Record, each combination of values in the following fields must be unique.

Required Fields	Number
EMIS Student ID	FS050
Effective Start Date	FS060

2.4 STUDENT STANDING RECORD (FS) FILE LAYOUT

Number	Position	Name	PIC/Size
	1-8	Filler	PIC 9(8)
FS010	9-10	Sort Type	PIC X(2)
		Always "FS"	
	11	Filler	PIC X
FS020	12-15	Fiscal Year, e.g., 2010 (CCYY)	PIC X(4)
FS030	16	Reporting Period	PIC X
		K – October N –Yearend E – E- Transcript X – Student Record Exchange	
FS040	17-22	District IRN	PIC X(6)
FS050	23-31	EMIS Student ID Number	PIC X(9)
FS060	32-39	Effective Start Date	PIC 9(8)
FS070	40-47	Admission Date CCYYMMDD	PIC 9(8)
FS080	48	Student Admission Reason	PIC X
FS090	49-56	Effective End Date	PIC 9(8)
FS100	57-58	Withdrawal Reason	PIC X(2)
FS110	59-67	State Student ID (SSID)	PIC X(9)
FS120	68-70	Student Percent of Time	PIC 9(3)
FS130	71	Tuition Type	PIC X
FS140	72	District Relationship	PIC X
FS150	73-78	Legal District of Residence	PIC X(6)
FS160	79-84	Attending Building IRN	PIC X(6)
FS170	85-90	Assigned Building Area IRN	PIC X(6)
FS180	91	How Received	PIC X
FS190	92-97	How Received IRN	PIC X(6)
FS200	98-99	Sent Reason 1	PIC X(2)
FS210	100-105	Sent To IRN 1	PIC X(6)
FS220	106-108	Sent To Percent of Time 1	PIC 9(3)
FS230	109-110	Sent Reason 2	PIC X(2)
FS240	111-116	Sent To IRN 2	PIC X(6)
FS250	117-119	Sent To Percent of Time 2	PIC 9(3)
FS260	120-122	October Count Week Attendance Days	PIC 9V99
FS270	123-125	October Count Week Excused Absence Days	PIC 9V99
FS280	126-128	October Count Week Unexcused Absence Days	PIC 9V99
	129-137	Filler	PIC 9V99
FS320	138-142	School Year Attendance Days	PIC 999V99
FS330	143-147	School Year Excused Absence Days	PIC 999V99
FS340	148-152	School Year Unexcused Absence Days	PIC 999V99
FS350	153-158	Admitted From IRN	PIC X(6)
FS360	159-164	Withdrawn To IRN	PIC X(6)
FS370	165-166	County of Residence Code	PIC X(2)