

# **ODE EMIS MANUAL**

## **Section 4.4: Student Course (GN) Record**



**Version 6.1**  
April 12, 2020

## REVISION HISTORY

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

| Version             | Date                    | Effective Date (FY & Data Set) | Change #               | Description   |
|---------------------|-------------------------|--------------------------------|------------------------|---|
| <a href="#">6.1</a> | <a href="#">4/12/20</a> | <a href="#">FY20</a>           | <a href="#">20-104</a> | <a href="#">Clarified credit v non-credit course reporting.</a>             |
| <a href="#">6.0</a> | <a href="#">3/31/20</a> | <a href="#">FY20</a>           | <a href="#">NA</a>     | <a href="#">Posted for FY20.</a>  |
| 5.3                 | 5/6/19                  | FY19                           | 60939                  | Updated reporting instructions for Partial/Override Credit Element.         |
| 5.2                 | 7/3/18                  | FY19                           | NA                     | Posted for FY19.  |
| 5.1                 | 6/8/18                  | FY18                           | NA                     | Posted for FY18.  |
| 5.0                 | 8/30/16                 | FY17                           | NA                     | No FY17 changes.  |
| 4.0                 | 8/22/16                 | FY16                           |                        | Added Coming Changes section.   |
| 3.0                 | 9/29/15                 | FY15L                          |                        | Updated language to reflect shift from reporting periods to FY15 reporting. |
| 2.0                 | 6/26/15                 | FY14K                          | 1010                   | Removed references to unit funding.   |

## COMING CHANGES

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

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## 4.4 STUDENT COURSE (GN) RECORD

### *Required Collection Requests*

The Student Course (GN) Records are to be reported for the Initial and Final Staff/Course (L) Collections. The table below provides the collection by element.

| <b>Record Field Number</b> | <b>Data Element</b>                         | <b>Initial L</b> | <b>Final L</b> |
|----------------------------|---|------------------|----------------|
| GN170                      | <i>Course Enrollment End Date Element</i>   | √                | √              |
| GN160                      | <i>Course Enrollment Start Date Element</i> | √                | √              |
| GN040                      | <i>District IRN Element</i>                 | √                | √              |
| GN150                      | <i>High School Credit Earned Element</i>    |                  | √              |
| GN080                      | <i>Local Classroom Code Element</i>         | √                | √              |
| GN152                      | <i>Partial/Override Credit Element</i>      |                  | √              |

### *General Guidelines*

It is mandatory to report all courses separately for students in grades K-12. Therefore, a separate Student Course (GN) Record will have to be reported for every course in which the student is participating, even if two or more courses are being taught by the same teacher.

The only exceptions are preschool courses. These are still to be reported as self-contained courses.

In situations where school districts are contracting with Educational Service Centers and/or other EMIS-reporting entities, the school district is responsible for reporting Student Course (GN) Records, with the exception of preschool courses. The school district will report the Student Course (GN) Records, the Staff Course (CU) Records of the staff teaching the students at the ESC, and the Course Master (CN) Records.

In general, all students who have at least one Student Standing (FS) Record reported with a Student Percent of Time (FS120) that is greater than zero should have courses reported or have the preschool itinerant program code (220100) reported. In addition, students who have any Student Standing (FS) Record reported with a Sent to Percent of Time (FS220 or FS250) greater than zero for the following Sent Reasons (FS200 or FS230) should have courses reported for the student:

- PS – Post Secondary Enrollment Option Program Participant,
- PI – Proprietary Institution Program Placement, and
- NP – Non-public school placement at district expense.

During the Initial Staff/Course (L) Collection, report the Student Course (GN) Records, the Staff Course (CU) Records, and the Course Master (CN) Records for *all* courses in accordance with the instructions below, including:

- Year-long courses (i.e., courses offered for the entire school year), and
- Any other courses offered during the school year, such as courses offered during the second semester only or courses that span five or six-week periods.

Courses taken during the summer (after the last day of the school year and prior to the start of the following school year) are not reported to the Ohio Department of Education.

See Section 4.7 Subject Codes, for a complete list of subject codes and definitions. See Section 4.2 Course Master Record and Section 4.3 Staff Course Record for more information on reporting those records.

### ***Reporting Preschool Courses***

As indicated above, preschool courses are to be reported as self-contained courses. Do not report separate course records for each course/subject in which the preschool student is participating, such as reading, math, etc. The following self-contained subject codes are applicable for preschool students/teachers:

|        |  |
|--------|--|
| 180050 | Early Education (Ages 0-2)   |
| 180108 | Preschool: preschool program in a self-contained classroom, this includes course related to ECE, Federal Head Start, and other local programs. |
| 180280 | Title I Preschool: A preschool program funded with Title I funds.  |
| 196095 | Early Education of the Handicapped (for children below 6)  |

***Reporting Special Education Preschool Courses.*** Students who are receiving center-based preschool special education services are to be scheduled with a Local Classroom Code of a special education teacher with a subject code of 196095 and a Student Population of D8 or DP. The following students may also be scheduled into a class with the subject code of 196095.

- Regular or “Typically Developing Peers” in the same class as preschoolers with disabilities, being taught by a preschool special education teacher, should be scheduled with the same Local Classroom Code of the preschool special education teacher found on that teacher’s Staff Course Record. The subject code should be 196095.

Students receiving preschool special education itinerant services are reported with a program code (220100) for itinerant services. If the student is receiving preschool itinerant services and also center-based services, then both a Student Course (GN) Record (showing the local classroom code of the special education teacher) and a Student Program (GQ) Record (with the itinerant services program code and the itinerant teacher’s state ID) are to be reported for the student.

***Reporting Regular Preschool Courses.*** Each non-disabled student reported with a “PS” in the Grade Level Element is required to have at least one Student Course (GN) Record reported with an appropriate local classroom code. All regular preschool courses are to be reported with a Student Population of PR. It is possible that a non-disabled preschool student is enrolled in a center-based special education course (196095 subject code) as a typically-developing peer (as noted above). If this typically-developing peer is not “dually enrolled” into another preschool class (such as a locally funded preschool class), then this is the only subject code that is required for him/her. If he/she is dually enrolled into another class, such as a locally funded preschool class, then he/she is reported with two Student Course (GN) Records: one with the local classroom code of the 196095 subject code and one with the local classroom code of the 180108 subject code.

A student enrolled in the Early Childhood Education grant program is required to be scheduled into the 180108 course. Only those students who are scheduled into this preschool course (and who meet the income eligibility requirements and admission requirements) will count towards the grantee's preschool child count. The number of students scheduled into this course is used to determine the state-funded Early Childhood Education Grant head count as of December 1. This head count is the baseline for the Early Childhood Education Grant allocation for the following school year. Please note that the Early Childhood Education head count is different from the Federal Child Count for students with disabilities.

**Dually Enrolled Students.** Any student who is dually enrolled into two preschool programs (e.g., subject codes 196095 and 180108) is required to be scheduled into both preschool courses and should have two Student Course (GN) Records reported for him/her.

### **Reporting Course Records for Students Without Disabilities, K-12**

A separate Student Course (GN) Record must be submitted for each course/subject in which the student is taught. This includes courses that are taught by the same teacher and courses that are taught by different teachers.

#### **Example 1.**

If Mrs. Smith, a kindergarten teacher, is teaching math, reading, science, and social studies to the same group of students, in the same building, at roughly the same time, then a separate Student Course (GN) Record, with a unique Local Classroom Code for each subject, would be reported for math, reading, science, and social studies. In this case, four Student Course (GN) Records would be reported for each student in Mrs. Smith's kindergarten class.

In addition, the Staff Course (CU) Record for Mrs. Smith would have the respective Local Classroom Codes, and the Course Master (CN) Record would have the appropriate subject codes as indicated in Section 4.7 Subject Codes, and the appropriate Student Population.

Students who are non-disabled and are receiving temporary home instruction are considered to be enrolled and in attendance for the school district. Therefore, a Student Course (GN) Record is to be reported for each subject in which the student is enrolled, with the same Local Classroom Code reported on both the Course Master (CN) Record and the Staff Course (CU) Record, as if the student was actually in the class.

A Student Course (GN) Record is not required for students who receive supplemental instruction from a Remedial Specialist (position code 204) or a Tutor (position code 208).

### **Reporting Student Course (GN) Records for Students With Disabilities, K-12**

A separate Student Course (GN) Record is required to be reported for each course/subject for which a student is taught. This includes courses that are taught by the same teacher and those that are taught by different teachers.

Course records for students with disabilities are to be reported for each course/subject in which a student is enrolled. The actual subject codes of these courses are found in Section 4.7 Subject Codes and are to be coded on the Course Master (CN) Record.

If modifications are made to the curriculum, and/or the program, for a particular student in conjunction with a special education teacher in accordance with an IEP, then the Student Population

Element on the Course Master (CN) Record into which the student is scheduled must indicate Special Education (SE or SP).

If no program or curriculum modifications are made for a student, then the Student Population Element on the Course Master (CN) Record into which the student is scheduled should reflect the regular course (RG).

A Student Course (GN) Record is not required to be reported for students with disabilities who are pulled out of the regular classroom in order to receive supplemental special education services such as tutoring, speech and language, etc. This includes students who are being taught by staff with a position code of “212 – Supplemental Services Teaching Assignment – Special Education”.

School-age students with disabilities receiving home instruction are to have one Student Course (GN) Record per course, reported with the same local classroom code as that reported on the Course Master (CN) Record and the Staff Course (CU) Record. Each such course is reported with a Delivery Method of HI and the appropriate Subject Code.

### ***Career-Technical Students – Satellite Courses***

A Student Course (GN) Record is required to be reported by the district that employs the instructor for career-technical students enrolled in satellite courses (including GRADS courses). In addition to the course records, the district that employs the instructor must also report Student Demographic (GI), Student Standing (FS), Student Attributes – Effective Date (FD), and Student Attributes – No Date (FN) Records.

### ***Gifted Students***

One Student Course (GN) Record should be reported for each course/subject taught to a student. The Student Course (GN) Records for students who are gifted are to be reported for each course with the same Local Classroom Code as that reported on the related Staff Course (CU) and Course Master (CN) Records. The actual Subject Codes of these courses are found in Section 4.7 Subject Codes and are to be coded on the Course Master (CN) Record. The appropriate gifted Student Population (Gx) is also to be reported on the Course Master (CN) Record. This includes submitting a Student Course (GN) Record for students who are gifted and receiving instruction in the arts.

No Student Course (GN) Record is reported for students receiving supplemental gifted instruction provided by a gifted intervention specialist. However, students receiving such services should have the appropriate gifted supplemental code reported for the Program Code Element on the Student Program (GQ) Record.

### ***Educational Options and Delivery Methods***

A Student Course (GN) Record is submitted for each student who is enrolled in a course that is offered for graduation credit regardless of the Delivery Method. Examples of Delivery Methods are

- Correspondence Courses (CC)
- On-Line (OL)
- Interactive Distance Learning (ID)
- Educational Travel (ET)
- Independent Study (IS)

See Section 4.2 Course Master (CN) Record for a complete list of Delivery Methods, along with descriptions and additional reporting instructions.

Students can be enrolled in courses for credit that are educational options or have Delivery Methods other than the traditional face-to-face classroom situation. For such courses, Student Course (GN) Records should still be reported, along with Staff Course (CU) Records that report the staff member monitoring the class and Course Master (CN) Records.

***Educational Service Centers***

With the exception of preschool courses, the Educational Service Centers (ESCs) do not report course information. It is the sending district’s responsibility to report Student Course (GN), Staff Course (CU), and Course Master (CN) Records for students and staff who are educated by employees of the ESC.

An exception to this is when ESCs have preschools. In these cases, the ESCs do report Student Course (GN), Staff Course (CU), and Course Master (CN) Records for the preschool students they are educating.

***Student Course Data Elements***

The following portion of this section discusses each of the data elements within the Student Course (GN) Record. The elements are organized alphabetically. The Student Course (GN), Staff Course (CU), and Course Master (CN) Records are tied together through the Fiscal Year, District IRN, and Local Classroom Code.

 ***Course Enrollment End Date Element***

|                     |   |
|---------------------|---|
| Record Field Number | GN170   |
| Definition          | Last day of a student’s enrollment in a course where course dates are required. |

***Valid Options***

|          |  |
|----------|--|
| 00000000 | Student enrolled in course through the Course End Date (CN290) or reporting student’s enrollment date not required (default) |
| CCYYMMDD | Year, Month, Day (value must be within current fiscal year: July 1 - June 30)  |

***Reporting Instructions.*** Only required for student course enrollments where the end date of a student’s enrollment is different than the end date (CN290) of the course (e.g., the student dropped the course before it ended).

If “00000000” is reported in this element, the value for the Course End Date (CN290) will be used for this element for this student.

Enrollment dates may be reported for all students in a course, but any reported dates must be valid dates (i.e., reporting 20090132 would cause a Student Course record to fatal) and must be within the boundaries of the start and end dates on the related Course Master (CN) Record.



**☀ Course Enrollment Start Date Element**

|                     |  |
|---------------------|--|
| Record Field Number | GN160  |
| Definition          | First day of a student’s enrollment in a course where course dates are required. |

**Valid Options**

- 00000000 Student enrolled in course from the Course Start Date (CN280) or reporting student’s enrollment date not required (default)
- CCYYMMDD Year, Month, Day (value must be within current fiscal year: July 1 - June 30)

**Reporting Instructions.** Only required for student course enrollments where the start date of a student’s enrollment is different than the start date (CN280) of the course (e.g., the student started the course late).

If “00000000” is reported in this element, the value for the Course Start Date (CN280) will be used for this element for this student.

Enrollment dates may be reported for all students in a course, but any reported dates must be valid dates (i.e., reporting 20090132 would cause a Student Course Record to fatal) and must be within the boundaries of the start and end dates on the related Course Master (CN) Record.

**☀ District IRN Element**

|                     |  |
|---------------------|--|
| Record Field Number | GN040  |
| Definition          | The state assigned six-digit information retrieval number (IRN) of the district. |

**Valid Options**

- Six-digit IRN
- Valid school district IRN

**Reporting Instructions.** The IRN of the school district that is reporting the student’s course(s) is reported in this element.

**☀ High School Credit Earned Element**

|                     |  |
|---------------------|--|
| Record Field Number | GN150  |
| Definition          | Indicates if a student earned high school credit for the course. |

**Valid Options**

- Y The student received credit for the course as reported on the Course Master (CN)
- N The student did not receive credit for the course
- P The student received the credit as reported in the Partial/Override Credit Element

**Reporting Instructions.** For courses that do not have high school credit associated with the course, the district would report a “Y” in this element and would report zeros in the High School Credit Element on the Course Master (CN) Record.

If a student receives the same high school credit that was reported for the course, report a “Y” in this element. If a student receives high school credit for a course, but the amount of credit awarded is

different than what was reported on the Course Master (CN) Record, report a “P” in this element and report the amount of credit awarded to the student in the Partial/Override Credit Element.

If high school credit is offered for a course but a student does not receive credit for the course, report an “N” in this element. This would include situations where the student does not complete the course or does not pass the course.

 **Local Classroom Code Element**

|                     |  |
|---------------------|--|
| Record Field Number | GN080  |
| Definition          | The code used by the local school district that uniquely identifies a specific classroom (i.e., period and section) within a district. |

**Valid Option**

Alphanumeric code      Local district classroom code

**Reporting Instructions.** A classroom is defined per teacher, period, subject, and building. The Local Classroom Code is completely defined by the school district. It must match between the Student Course (GN), Staff Course (CU), and Course Master (CN) Records.

If a coding system does not exist at a building or district, the school district will need to create a unique number that uniquely identifies each classroom.

If a classroom is eliminated during the year, then no other classroom can use this unique identifier for the remainder of the school year.

New Local Classroom Codes may be reported during the Final Staff/Course (L) Collection to identify classes added after Initial Staff/Course (L) Collection.

Local Classroom Codes can be changed for succeeding school years.

 **Partial/Override Credit Element**

|                     |  |
|---------------------|--|
| Record Field Number | GN152  |
| Definition          | Indicates the amount of high school credit that the student received for the course. |

**Valid Options**

0.00 – 9.99

**Reporting Instructions.** This element is linked to the High School Credit Earned Element and a credit amount should only be reported in this element when the option of “P” is reported in the High School Credit Earned Element. When the option of “P” is reported in the High School Credit Earned Element, ODE will use the amount of credit that is reported in this element instead of the credit reported on the Course Master (CN) Record for this course. This element is used to report the amount of credit a student is awarded when the credit is different than what is reported on the Course Master (CN) Record.

If a student has more than one Student Course (GN) Record for the same Course Master (CN) Record, only report the credit earned on the latest record (i.e., do not double report credit earned).

A software vendor or district may choose to report all high school credit earned through this element. For those who report in this manner, High School Credit Earned Element option “P” must be reported for all students who earn high school credit. When option “P” is reported and the High School Credit Element on the Course Master (CN) Record is reported with a value greater than 0 and the Partial/Override Credit Element is reported as 0, then the student is seen as not having earned credit in the course. ~~If a software vendor or district chooses to, they may report all high school credit earned through this element; in this case the option of “P” must be used for all students that earn high school credit.~~

**Note.** The credit assigned to the course must still be reported on the Course Master (CN) Record for all courses that may be taken for high school credit.

***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 Course (GN) Record, each combination of values in the following fields must be unique.

| Required Fields              | Number |
|------------------------------|--------|
| EMIS Student ID              | GN050  |
| Local Classroom Code         | GN080  |
| Course Enrollment Start Date | GN160  |

## 4.4 STUDENT COURSE (GN) RECORD FILE LAYOUT

| Number | Position | Name                                  | PIC/Size  |
|--------|----------|---------------------------------------|-----------|
|        | 1-8      | Filler                                | PIC 9(8)  |
| GN010  | 9-10     | Sort Type                             | PIC X(2)  |
|        |          | Always GN                             |           |
|        | 11       | Filler                                | PIC X     |
| GN020  | 12-15    | Fiscal Year, e.g., 2015 (CCYY)        | PIC X(4)  |
| GN030  | 16       | Data Set                              | PIC X     |
|        |          | L – Staff/Course                      |           |
| GN040  | 17-22    | District IRN                          | PIC X(6)  |
| GN050  | 23-31    | EMIS Student ID Number                | PIC X(9)  |
|        | 32-160   | Subject Information (OCCURS 3 TIMES)  |           |
| GN080  |          | Local Classroom Code                  | PIC X(20) |
|        |          | Filler                                | PIC X     |
| GN150  |          | High School Credit Earned             | PIC X     |
|        |          | Filler                                | PIC X(2)  |
| GN152  |          | Partial /Override Credit              | PIC 9V99  |
| GN160  |          | Course Enrollment Start Date CCYYMMDD | PIC 9(8)  |
| GN170  |          | Course Enrollment End Date CCYYMMDD   | PIC 9(8)  |