ODE EMIS MANUAL

Section 4.6:
Mapped Local Classroom Code Record (CM)

Ohio | Department of Education

Version 1.0
September 9, 2012

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

4.6 MAPPED LOCAL CLASSROOM CODE RECORD

Required Reporting Periods

The Mapped Local Classroom Code Record is to be reported for the October (K) and Yearend (N) reporting periods.

General Guidelines

The Mapped Local Classroom Code Record allows a district to map (combine) the students from a specific class into another class. Mapping means combining (merging) students from two or more classes in EMIS to look like a single class. The students that are reported in the "Mapped From Local Classroom Code" (CM050) will be mapped (moved) to the "Mapped To Local Classroom Code" (CM060) and for EMIS reporting will no longer exist in the "Mapped From Local Classroom Code". The process should only be used for Career Technical courses.

This process should only be used in instances where there is physically one teacher and one set of students in a class but due to scheduling constraints subsets of the students are scheduled into different classes. This process should not be used to combine students from different classes when the students are not physically in the same classroom.

In order to map classes together both classes must have the same values in the following elements:

- Subject Code (CN050)
- Curriculum (CN310)
- Delivery Method (CN320)
- Educational Option (CN330)
- Student Population (CN340)

Both courses also must have the same teacher(s) reported on the Staff Course record.

Only classes with a Semester Code of '1', '2', or 3 will be eligible to be included in the mapping process.

Types of Mapping**.** There are two types of mapping which can be accomplished using the "mapping" process.

1. Mapping two classes from the same semester
2. Mapping first and second semester classes together

The "mapping" process will automatically determine which type of mapping is being performed based upon the semester code of both classes.

Mapping Two Classes From the Same Semester. This type of mapping is used to combine two classes from the same semester which should be reported as one class. For example, juniors and seniors were scheduled separately for a class which is truly one class (taught by the same teacher during the same period), the classes should be reported as a single class.

If a student is enrolled in both classes then the student is only included once in the combined class.

Mapping First and Second Semester Classes Together. This form of mapping may be used when a school district schedules a year long class in two parts (a first and a second semester class). For Vocational Education some of these classes are required to be reported as a single all year class.

A first and a second semester class may be mapped together for reporting to ODE. When this occurs the mapping process will automatically combine the classes and convert the class into an "All Year" class. The length of scheduled instruction from both classes will be added together and used for the "All Year" class. Students which are enrolled in both the first and second semester classes will only be included once in the combined class.

Combinations. It is possible to do combinations of the above mappings with a set of classes. For instance, it may be necessary to combine two first semester classes into one class, also combine two second semester classes into one class, and then map the combined classes into a single all year class. In this type of situation the district should map all first semester classes into on class and all second semester classes into one class then map the one first semester class into the one second semester class. A class can only appear once as a "From" class. However, a class can appear multiple times in the "To" field, and a class that has been mapped into can also be mapped to another class.

Mapped Local Classroom Code Record Data Elements. The following portion of this section discusses each of the data elements within the Mapped Local Classroom Code Record data. The elements are organized alphabetically.

☼ *Mapped From Local Classroom Code*

Record Field Number	CM050
Definition	The Local Classroom Code of the class that the students should be mapped (moved) from.

Valid Options

Alphanumeric code

Reporting Instructions. Report the Local Classroom Code (CN060) of the class that the students should be mapped (moved) from. Each student that is reported in the "From" local classroom code will be removed from this class and moved into the "To" local classroom code.

☼ *Mapped To Local Classroom Code*

Record Field Number	CM060
Definition	The Local Classroom Code of the class that the students should be mapped (moved) into.

Valid Options

Alphanumeric code

Reporting Instructions. Report the Local Classroom Code (CN060) of the class that the students should be mapped (moved) into. Each student that is reported in the "From" local classroom code will be

mapped into this class. If a student is reported in both the “From” class and the “To” class that student will only be in the “To” class once.

If a Local Classroom Code has been entered into the “From” element in this record or any other record it cannot be entered in this element. Multiple classes can be mapped into one class, therefore, the same local classroom code can be reported multiple times in this element.

Defining a Unique Record

Each EMIS record has specific fields that must be unique on each row of data reported to ODE. For the Mapped Local Classroom Code Record, each combination of values in the following fields must be unique.

Required Fields	Number
Mapped From Local Classroom Code	CM050
Mapped To Local Classroom Code	CM060

4.6 MAPPED LOCAL CLASSROOM CODE RECORD (CM) FILE LAYOUT

Number	Position	Name	PIC/Size
	1-8	Filler	PIC 9(8)
CM010	9-10	Sort Type	PIC X(2)
		Always “CM”	
	11	Filler	PIC X
CM020	12-15	Fiscal Year, e.g., 2010 (CCYY)	PIC X(4)
CM030	16	Reporting Period	PIC X
		K – October N – Yearend	
CM040	17-22	District IRN	PIC X(6)
CM050	23-42	Mapped From Local Classroom Code	PIC X(20)
CM060	43-62	Mapped To Local Classroom Code	PIC X(20)