

ODE EMIS MANUAL

Section 5.1: District/Building Records Overview



Version 4.3
April 1, 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
4.3	4/1/20	FY20	NA	Posted for FY20.
4.2	7/2/18	FY19	NA	Posted for FY19.
4.1	12/28/17	FY18		No FY18 changes.
4.0	9/12/17	FY17	NA	No FY17 changes.
3.0	2/28/16	FY16		Added Coming Changes section.
2.0	12/11/15	FY15		Updated language to reflect shift from reporting periods to FY15 reporting.

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.

TABLE OF CONTENTS

REVISION HISTORY	II
COMING CHANGES	II
TABLE OF CONTENTS.....	III
5.1 DISTRICT/BUILDING RECORDS OVERVIEW.....	3
<i>General Guidelines</i>	3
OVERVIEW OF DATA.....	3
<i>Reporting the Building IRN</i>	3
DISTRICT AND BUILDING LEVEL RECORDS	3

5.1 DISTRICT/BUILDING RECORDS OVERVIEW

General Guidelines

The District/Building Records sections of the ODE EMIS Manual provide instructions for reporting district and building level records and elements to the Ohio Department of Education (ODE).

OVERVIEW OF DATA

The following are general categories of data covered in the District/Building Records sections of the ODE EMIS Manual.

- Grade Schedule (includes first day of school, hours per day, annual days in session)
- Organization – General Information (includes data regarding funding, professional development days, parent-teacher conferences, etc.)
- District Testing – Yearend Record

Reporting the Building IRN

In most cases, the Building IRN Element is to be reported with the IRN of the individual building submitting a record. However, in some cases (i.e., community schools) the Building IRN Element and District IRN Element will be reported with the same IRN.

If student data records are assigned to the district, rather than a building, the district reports Grade Schedule (DL) Records for each grade level of those students; the Building IRN Element (DL050) is the IRN of the district. If any Organization – General Information applies at the district, rather than building level, the district reports such records with the district IRN as the Organization IRN Element (DN050).

DISTRICT AND BUILDING LEVEL RECORDS

Below is a list of each record, its name, and its record number. Data elements for each of these records are found in the following sections of the District/Building Records.

Record Number	Record Name
DT	District Testing – Yearend Record
DL	Grade Schedule
DN	Organization – General Information