ODE EMIS MANUAL

Section 5.2: Grade Schedule Record (DL)





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		Effective Date (FY & Reporting Period)	Change #	Description
2.0	10/10/13	FY14K	<u>911</u>	Clarified attendance pattern.
2.0	5/22/14	FY15C	914	Updated the section for the new Calendar
				reporting period.



TABLE OF CONTENTS

5.2 GRADE SCHEDULE	3
Required Reporting Periods	• •
General Guidelines	
☼ Attendance Pattern Element	5
☼ Building IRN Element	6
☼ District IRN Element	6
□ Date of Spring Administration – Math Test Element	6
First Day of School Element	7
⇔ Grade Code Element	
⇔ Hours Per Day Element	8
☼ Last Day of School Element	
Defining a Unique Record	8
5.2 GRADE SCHEDULE RECORD (DL) FILE LAYOUT	9



5.2 GRADE SCHEDULE

Required Reporting Periods

The Grade Schedule Record is to be reported for the October (K) and Yearend (N)Calendar (C) reporting periods.

General Guidelines

Grade Schedule records are required to be reported during the October (K) and the Yearend (N) reporting periods for each grade at a building within a city, local, and exempted village school district as well as each community school and each STEM district. In addition, a grade/building recordGrade Schedule records are is also required for each Joint Vocational School (JVS) within a joint vocational school district (JVSD), the Ohio School for the Deaf (OSD) and the Ohio School for the Blind (OSB), ESC, and the Ohio Department of Youth Services (ODYS). If any of the attributes apply to students or staff counted at the district, rather than building, level, records must be reported that use the district IRN as the IRN of the building (DL050).

The Grade Code (DL060) applies to students being educated within the building and not to the building profile in the Ohio Educational Directory System (OEDS). A Grade Schedule record is required to be reported for every grade in which there are students who are not reported on the default calendar for that building/grade/attendance pattern, "PS", "KG", "01" through "13", and "23", even if a grade is outside the reported OEDS grade range. No records need to be reported for grades in which there are no students. These rules also apply for records in which the building IRN is the IRN of the district.

For example, if a building has only half day, every day kindergarten, full day, every day kindergarten, and grades 01, 02, and 03, the district is required to report five records for the building,

- one with Grade = "KG" and Attendance Pattern = "HE",
- one with Grade = "KG" and Attendance Pattern = "FE",
- one with Grade = "01" and Attendance Pattern = "NA",
- one with Grade = "02" and Attendance Pattern = "NA".
- one with Grade = "03" and Attendance Pattern = "NA".

If, for some reason, there is also one fourth grade student attending a third grade class in the building, the district must report a record with Grade = "04" and Attendance Pattern = "NA".

If students in grades "03", "07", and "08" have an attending building IRN of the district and the student percent of time is greater than zero, a record should be reported for each of these three grade levels with the district IRN as the building IRN.

If a building record for a student's building/grade/attendance pattern, along with the corresponding Organization General Information (DN) records, is not reported, there may be unexpected results in several processes. For example, the Open Enrollment Transfer process and the Secure Data Center calculation of student FTE will use default values of days in session when there is no match to the student records. Likewise, the calculated FTE on which funding is based may not be able to be calculated, resulting



in no or limited funding for the student(s). Refer to EMIS Manual Section 5.1.1 for more information on how the DL and DN records together make the calendar and impact funding.

The type of contract a community school has for a school year determines whether the school reports the "Hours" elements or the "Days" elements, with regards to time in session. A community school reports either the "Hours" elements or the "Days" elements but does not report both. It is, however, required that community schools report all other elements on the Grade Schedule Record.

Annual Days in Session Element

Record Field Number	DL120
Definition	The number of days in session for students in this specific
	grade/attendance pattern combination during the current school year.

Valid Options 000.00 366.00

Reporting Instructions. For the October (K) reporting period, this indicates the number of days the school is scheduled to be open for instruction during the current school year. For the Yearend (N) reporting period, this indicates the number of days the school was actually open for instruction during the current school year.

All entities are required to report these elements, including community schools whose contracts for the school year are in days. For these community schools, it is required to complete each *Annual Days Element*; however, they do not complete the *Annual Hours in Session Element*. Community schools whose contracts for the school year are in hours are the only districts who report the Annual Hours in Session Element instead of this element.

Do not count days the school is scheduled to be closed for school holidays, teachers' meetings, or other similar reasons. Do not include parent teacher conference days. Do not include calamity days taken.

If the grade for this record is "KG" and the attendance pattern is not "FE", consider the days without regard to the student percent of time. If the attendance pattern is "HE", the days in session span the entire academic year and should not be cut in half because each group of students is there only fifty percent of the day. If the attendance pattern is "FO", the days in session span the entire academic year and should be similar to the number of days for full day, every day students.

Note. The Annual Days in Session Elements reported are not used to determine a district's adherence to minimum state standards. They are used to calculate an accurate average daily membership figure.

If the number of days in session varies within a grade in a building, the district should divide the total absence and attendance days for all of the various groups of students in that grade by the total ADM of the entire grade within the building to calculate the days in session.

The table below depicts a calculation that can be used when the days in session vary among grade groups within a building. This example is for kindergarten students and may represent a situation in which a snow day cancelled the morning kindergarten session but not the afternoon session. The days in session are the number of days students were in attendance and are not calculated using a student percent



of time. This example assumes a slightly smaller PM kindergarten with a lower number of Total Absence and Attendance days.

Days in Session (different grade groups within a building)

Grade Group	Total Absence and Attendance Days	Days in Session	ADM
	(Authorized and Unauthorized)		
PM Kindergarten	18000	180	100 .00
AM Kindergarten	20000	179	111.73
Total	38000	X	211.73

Annual Hours in Session Element

Record Field Number	DL110
Definition	The number of annual hours in session for students in this specific
	grade/attendance pattern combination during the current school year.

Valid Options

0000 9999

Reporting Instructions. These data elements are reported by community schools only. Furthermore, only the community schools whose contracts for the school year are in hours instead of days report these elements.

In the case where a community school has a contract for the school year in days, the community school does not complete these data elements, but they are required to report the *Annual Days Scheduled Elements*.

Report the number of hours that the school will be open during the school year for instruction in each of the designated grade areas. The number of hours should include scheduled classes, supervised activities and approved educational options that are provided to students exclusive of lunch. Do not count the hours that the school was closed for school holidays, parent teacher conferences, professional meetings for teachers, public calamities, or similar reasons.

Attendance Pattern Element

Record Field Number	DL070
Definition	On a weekly basis, the arrangement of days in which a student is in this
	building.

Valid Options

FE Full Day, Every Day
FO Full Day, Every Other Day
HE Half Day, Every Day
HO Half Day, Every Other Day
AS Alternative Schedule
NA Not Applicable

** Default value

XX Any two character number/character combination determined by the LEA



Reporting Instructions. These This data elements is LEA determined. Report the default "** attendance pattern when grade level does not need to be differentiated into two or more groups, are reported on every grade record submitted for a building.

If the grade is between 01 and 13, inclusive, or 23, the valid option should always be "NA".

If the grade is "KG", this element must indicate the pattern "FE", "FO", "HE", or "AS". Attendance Pattern "HO", Half Day, Every Other Day, and "NA", Not Applicable are not valid for kindergarten.

If the grade is "PS" the record must indicate the pattern "FE", "FO", "HE", "HO", or "AS". The "AS" option should only be reported for preschool students if one of the other options does not fit. Attendance Pattern "NA", not Applicable, is not valid for preschool.

Building IRN Element

Record Field Number	DL050
Definition	The state assigned six-digit information retrieval number (IRN) of the
	building.

Valid Options

Six-digit IRN Valid building IRN within the reporting district or the district IRN

Reporting Instructions. If there are students in the district whose Attending Building IRN element (FS160) on the Student Standing (FS) record is the IRN of the district and the Student Percent of Time (FS120) is greater than zero, the district should report Grade Schedule records for them. In such cases, there should be a row for every grade of a student who fits this situation; the building IRN in each of these rows should be the IRN of the district.

District IRN Element

Record Field Number	DL040
Definition	The state assigned six-digit information retrieval number (IRN) of the
	district.

Valid Options

Six-digit IRN Valid district IRN

Date of Spring Administration – Math Test Element

Record Field Number	DL130
Definition	The date of the spring administration of an OAA or OGT Math Test for
	this building/grade/attendance pattern, and grade.

Valid Options

CCYYMMDD 00000000

Reporting Instructions. A date should be reported for every grade in which an OAA/OGT Spring Math test is administered and should be a year/month/day of the current year. Zeroes are reported for buildings/grade/attendance pattern-level combinations not having a Math Test Spring administration. Ze-



roes may also be reported during October reporting for buildings having a Math Test Spring administration if the date is not yet known.

First Day of School Element

Record Field Number	DL080
Definition	Indicates the first day of instruction for students in this <u>building/grade/</u>
	attendance pattern combination.

Valid Options

YYYYMMDD Year, Month, and Day

Crade Code Element

Record Field Number	DL060
Definition	The grade for which this schedule record is being reported.

Valid Options

PS	Preschool
KG	Kindergarten
01	First Grade
02	Second Grade
03	Third Grade
04	Fourth Grade
05	Fifth Grade
06	Sixth Grade
07	Seventh Grade
08	Eighth Grade
09	Ninth Grade
10	Tenth Grade
11	Eleventh Grade
12	Twelfth Grade
13	Grade 13
23	Grade 23
**	<u>Default</u>

Reporting Instructions. For the October (K) and Yearend (N) reporting periods, a building record should non-default Grade Code can be reported for every grade in which students are enrolled with that attending building IRN, otherwise the default value can be reported for all students in the building.

This is true even if the grade is outside of the building profile defined in OEDS. For example, if the OEDS Directory describes the building with a 7-8 grade range, but a ninth grade student is taking a class within that building, the district must report a record for grades "07", "08" and "09".

If '**' is reported for Grade Code, then Attendance Pattern (DL070) must also be reported with '**'. The district does not need to report records for grades in which there are no students.



Hours Per Day Element

Record Field Number	DL100	
Definition	The actual number of hours per day in which scheduled classes, super-	
	vised activities or approved educational options were provided to stu-	
	dents in this <u>building/grade/attendance pattern</u> .	

Valid Options

0.00 - 9.99

Reporting Instructions. This element is required to be reported by all EMIS reporting entities. Do not include lunch.

Report the actual hours per day that the <u>building/grade/attendance</u> pattern combination of the record was in session on a normal school day. Do not add additional time for calamity days made up or subtract any time for any school delays or early releases; that information will be reported by Organization General Information (DN) records with matching building/grade/attendance pattern combinations.

□ Last Day of School Element

Record Field Number	DL090
Definition	Indicates the last day of instruction for students in this <u>building</u> /grade/
	attendance pattern combination.

Valid Options

YYYYMMDD

Year, Month, and Day

Reporting Instructions. For October (K)the initial C reporting period, this is the scheduled last day of instruction. For yearend (N)the final C reporting period, this is the actual last day of instruction.

Defining a Unique Record

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

Record Name	Record	Required Fields	Number
	ord DL	Building IRN	DL050
Grade Schedule Record		Grade Code	DL060
		Attendance Pattern Code	DL070



5.2 GRADE SCHEDULE RECORD (DL) FILE LAYOUT

Number	Position	Name	Type/Size
	1-8	Filler	PIC X(8)
DL010	9-10	Sort Type Code	PIC X(2)
		Always "DL"	
	11	Filler	PIC X(1)
DL020	12-15	Fiscal Year (format CCYY)	PIC X(4)
DL030	16	Reporting Period Code	PIC X(1)
		K October	
		N Yearend C – Calendar	
DL040	17-22	District IRN	PIC X(6)
DL050	23-28	Building IRN	PIC X(6)
DL060	29-30	Grade Code	PIC X(2)
DL070	31-32	Attendance Pattern Code	PIC X(2)
DL080	33-40	First day of school (Format CCYYMMDD)	PIC 9(8)
DL090	41-48	Last day of school	PIC 9(8)
DL100	49-51	Hours Per Day	PIC 9V99
DL110	52-55	Annual Hours in Session	PIC 9999
DL120	56-60	Annual Days in Session	PIC 999V99
	<u>52-60</u>	<u>Filler</u>	PIC X(9)
DL130	61-68	Date of Spring Administration – Math Test	PIC 9(8)