

ODE EMIS MANUAL

Section 5.3: Organization General Information (DN) Record



Version 4.0
September 15, 2015

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 text for additions and strike throughs for deletions. Minor changes—such as typos, formatting, and grammar corrections or updates—are not marked.

Version	Date	Effective Date (FY & Reporting Period)	Change #	Description
2.0	6/7/13	FY13N	881	Added PE Evaluation language in General Guidelines; added PE language and reporting instructions to Attribute Text Element.
2.0	6/7/13	FY13N	909	Added Local Wellness Policy language in General Guidelines; added language and reporting instructions to Attribute Text Element.
3.0	10/16/13	FY14K	1010	Updates for the new funding system in regards to ESCs. <i>District Group</i> added and two attribute names added: TFRPSESCYS and TFRPSESCNO.
3.0	10/16/13	FY14K	1037	Added Attribute Names and reporting instructions to collect transportation funding data.
3.0	10/16/13	FY14K	963	Added Attribute Names and reporting instructions for count of students eligible for free lunches and count of students eligible for reduced price lunches.
<u>4.0</u>	<u>9/15/15</u>	<u>FY14N</u>	<u>985</u>	<u>Added attribute names and reporting instructions for comprehensive eye exam.</u>
<u>4.0</u>	<u>9/15/15</u>	<u>FY14H</u>	<u>1014</u>	<u>Changed references from July reporting period to Financial reporting period due to earlier start.</u>
<u>4.0</u>	<u>9/15/15</u>	<u>FY15C</u>	<u>914</u>	<u>Calendar change, restructuring of record and removal of groups no longer needed.</u>
<u>4.0</u>	<u>9/15/15</u>	<u>FY15</u>		<u>Updated language to reflect shift from reporting periods to FY15 reporting.</u>

TABLE OF CONTENTS

5.3 ORGANIZATION GENERAL INFORMATION	3
<i>Required Collection Requests</i>	<i>3</i>
<i>General Guidelines</i>	<i>3</i>
☼ Attribute Date Element	5
☼ Attribute Name Element	5
☼ Attribute Number Element	5
☼ Attribute Text Element	5
<i>Feeder School Group</i>	<i>9</i>
<i>SIG Extended Time Group</i>	<i>10</i>
<i>Financial Group.....</i>	<i>13</i>
<i>Information Technology Center Group</i>	<i>15</i>
<i>Student Group</i>	<i>16</i>
<i>Physical Education Group</i>	<i>18</i>
<i>District Group</i>	<i>19</i>
<i>Initial IEP Eye Examination Group</i>	<i>20</i>
<i>Calendar Group</i>	<i>21</i>
<i>Day-Based Attributes</i>	<i>23</i>
<i>Hour-Based Attributes</i>	<i>26</i>
☼ District IRN Element	29
☼ Organization IRN Element	30
<i>Defining a Unique Record.....</i>	<i>30</i>
5.3 ORGANIZATION GENERAL INFORMATION RECORD (DN) FILE LAYOUT	31

5.3 ORGANIZATION GENERAL INFORMATION

Required ~~Collection Requests~~ Reporting Periods

The Organization General Information (DN) Record and the relevant attributes are to be reported as follows.

<u>Attribute Group</u>	<u>C</u>	<u>S</u> <u>Traditional</u>			<u>S</u> <u>CS/STEM</u>		<u>H</u>
		<u>Initial</u>	<u>Midyear</u>	<u>Final</u>	<u>Initial</u>	<u>Final</u>	
<u>Feeder School Group – All Attributes</u>			<u>X</u>	<u>X</u>			
<u>SIG Time Extended Group – All Attributes</u>				<u>X</u>		<u>X</u>	
<u>Financial Group – All Attributes</u>							<u>X</u>
<u>Information Technology Center Group – All Attributes</u>		<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	
<u>Student Group</u>							
<u>C_STUEEPOL</u>					<u>X</u>	<u>X</u>	
<u>STUKGBRDAY</u>		<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	
<u>STUHOMESCL</u>		<u>X</u>	<u>X</u>	<u>X</u>			
<u>STUELGEXAC</u>		<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	
<u>STUNPNTSRV</u>		<u>X</u>	<u>X</u>	<u>X</u>			
<u>STUNPNTLGL</u>				<u>X</u>			
<u>STUPSTCBTR</u>				<u>X</u>			
<u>STUPSTCATR</u>				<u>X</u>			
<u>STULNCHFRE</u>		<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	
<u>STULNCHRDC</u>		<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	
<u>PHYSED Evaluation Group</u>				<u>X</u>		<u>X</u>	
<u>District Group</u>							
<u>LCLWELLPOL</u>				<u>X</u>		<u>X</u>	
<u>TFRPSESCYS</u>		<u>X</u>	<u>X</u>	<u>X</u>			
<u>TFRPSESCNO</u>		<u>X</u>	<u>X</u>	<u>X</u>			
<u>TRANSPTCNT</u>		<u>X</u>	<u>X</u>	<u>X</u>			
<u>TRANSPTMIL</u>		<u>X</u>	<u>X</u>	<u>X</u>			
<u>Initial Eye Examination Group</u>				<u>X</u>		<u>X</u>	
<u>Calendar Group</u>	<u>X</u>						
<u>Calendar Group, Teachers</u>	<u>X</u>						
<u>Calendar Group, Students</u>	<u>X</u>						

The Organization General Information Record is to be reported for the October (K), Yearend (N), and July (H) reporting periods.

General Guidelines

An Organization General Information (DN) Record is required reporting during multiple collections requests. Not all attributes are reported by all district types. See the table above and the reporting instructions below to determine which districts report which elements during which collection requests. The reporting instructions are organized into groupings of related attributes.

An Organization General Information (DN) record will be required in specific reporting periods by specific district types. The DN instructions are organized by groupings of related elements.

~~Records in the Count Week Days group are required to be reported during the October (K) reporting period for each building within a city, local, exempted village school district as well as each community school and each STEM district. In addition, a building record is required for each Joint Vocational School (JVS) within a joint vocational school district (JVSD).~~

~~Records in the Feeder School group and Teacher group are required to be reported during the October (K) and yearend (N) reporting periods for each building within a city, local, exempted village school district as well as each community school and each STEM district. In addition, a building record is required for each Joint Vocational School (JVS) within a joint vocational school district (JVSD), the Ohio School for the Deaf (OSD), the Ohio School for the Blind (OSB), and Department of Youth Services (DYS).~~

~~Records in the SIG Time Extended group are required to be reported during the October (K) and yearend (N) reporting periods for each building within a district that has been awarded a School Improvement Grant (SIG) only if SIG funds are used for that building.~~

~~Records in the PHYSED Evaluation group are required to be reported during the yearend (N) reporting period for each building within a city, local, exempted village school district as well as each community school and each STEM district. PHYSED Evaluation building records include students who are enrolled in the building for each grade range.~~

~~Records in the Calamity group are required to be reported during the yearend (N) reporting period for each building within a city, local, exempted village school district as well as each community school and each STEM district. In addition, Calamity building records are 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).~~

~~Records in the First Day Next Year group are required to be reported during the yearend (N) reporting period for each building with students in grades 10 and above in districts that issue a diploma.~~

~~Records in the Local Wellness Policy group are required to be reported during the yearend (N) reporting period for each city, local, exempted village school district as well as each community school and each STEM district.~~

~~Records in the Financial group are required to be reported during the Financial (H) reporting period for each city, exempted village, local school district, community school and STEM district. In addition, a building record is required for each Joint Vocational School (JVS) within a joint vocational school district (JVSD), the Ohio School for the Deaf (OSD), the Ohio School for the Blind (OSB), and Department of Youth Services (DYS).~~

~~Records in the Information Technology Center group are required to be reported during the October (K), Financial (H) and yearend (N) reporting periods for each city, local, exempted village school district as well as each community school, educational service center, JVSD, and STEM district.~~

~~Records in the student group are required to be reported during the October (K) or Yearend (N) reporting periods for each city, local, exempted village school district as well as each community school and STEM district.~~

☀ **Attribute Date Element**

Record Field Number	DN070
Definition	A date that is appropriate for this attribute name.

☀ **Attribute Name Element**

Record Field Number	DN060
Definition	Code that defines the data for which a date, number, or text description must be reported.

☀ **Attribute Number Element**

Record Field Number	DN090
Definition	Number that provides a value for an attribute name.

Reporting Instructions. For any C Attribute Name records requiring a number (other than all zeroes) to be reported, this element should be reported with an implied four-place decimal. For example, 3 hours would be reported as 0000030000 (3.0000 hours), and 2.25 hours would be reported as 0000022500 (2.2500 hours).

☀ **Attribute Text Element**

Record Field Number	DN080
Definition	Code that further describes the attribute name.

Valid Options

This list contains a code for each attribute name that is valid in the current year. Each attribute name is followed by valid values of the Attribute Text, either a specific code, an explanation of text other than a specific code, or spaces that must be paired with the attribute name. ~~Each Attribute Text is followed by valid values or explanations of the number that must be paired with the attribute name. Further reporting details of the valid options for the Attribute Numbers are provided in the reporting instructions under each Attribute Name below. The reporting instructions are separated by Attribute Group. At the present time, only one Attribute Name, FRST-NEXTYR, has an associated Attribute Date.~~

For the Calendar Group, report grade level and attendance pattern as follows:

- ** if it applies to all students in the organization IRN (DN050)
- GL** if it applies to all groups in a specific grade within the district where GL represents the grade level
- GLAP if it applies to a select group of students in a grade, where AP represents the attendance pattern of the specific group in this grade

A specific group (GLAP) cannot be used for students in more than one grade. If there is a group in a building that has students from more than one grade, each of those grades must have its own calendar.

Attribute Name	Attribute Text	Attribute Number	Attribute Date
<i>Count Week Days Group</i>			
CWDAYSOPEN	Combination of Y, N	0000000000	00000000
<i>Feeder School Group</i>			
FEEDERSCHL	Valid Building IRN	0000000000	00000000
<i>SIG Time Extended Group</i>			
SIGEXTNDYR	spaces	Number of minutes per year	00000000
SIGEXTNDDY	spaces	Number of minutes per year	00000000
SIGBEFNAFT	spaces	Number of minutes per year	00000000
SIGSUMRSCH	spaces	Number of minutes per year	00000000
SIGWEEKEND	spaces	Number of minutes per year	00000000
SIGOTHERTM	spaces	Number of minutes per year	00000000
<i>Teacher Group</i>			
PRFSNLMEET	HOURS	Professional Teacher Meetings hours	00000000
PRFSNLMEET	FTE	Professional Teacher Meetings FTE	00000000
PTCONFERNC	HOURS	Parent/Teacher conference hours	00000000
PTCONFERNC	FTE	Parent/Teacher conference FTE	00000000
<i>Calamity Group</i>			
CLMTYTAKEN	spaces	Calamity days taken	00000000
CLMTYMDEUP	spaces	Calamity days made up	00000000
SHORTENWEA	spaces	Shortened days due to weather	00000000
SHORTENOTH	spaces	Shortened days, non weather	00000000
<i>First Day Next Year Group</i>			
FRSTNEXTYR	spaces	0000000000	valid CCYYMMDD
<i>Financial Group</i>			
BLDGSQFEET	spaces	Building Square Feet	00000000
LUNCHRMPCT	spaces	Lunchroom Percentage	00000000
TRANSPTPCT	spaces	Transportation Percentage	00000000
CENOFFSQFT*	spaces	Central Office Square Feet	00000000
<i>Information Technology Center Group</i>			
INFOTECIRN*	Valid ITC IRN	0000000000	00000000
<i>Student Group</i>			
<u>C_STUEEPOL</u>	<u>Y or N</u>	<u>0000000000</u>	<u>0000000000</u>
STUKGBRDAY*	'A' or 'B'	0000000000	00000000
STUHOMESCL*	spaces	Number of students in this group	00000000
STUELGEXAC*	spaces	Percent of time to participate	00000000
STUNPNTSRV*	spaces	Number of students in this group	00000000
STUNPNTELG*	spaces	Number of students in this group	00000000
STUPSTCBTR*	spaces	Number of students in this group	00000000
STUPSTCATR*	spaces	Number of students in this group	00000000
STULNCHFRE	spaces	Number of eligible students in this group	00000000
STULNCHRDC	spaces	Number of eligible students in this group	00000000

<i>Attribute Name</i>	<i>Attribute Text</i>	<i>Attribute Number</i>	<i>Attribute Date</i>
<i>PHYSED Evaluation Group</i>			
PHYSEDLMKG	spaces	Number of students in this group	00000000
PHYSEDPFKG	spaces	Number of students in this group	00000000
PHYSEDADKG	spaces	Number of students in this group	00000000
PHYSEDNEKG	spaces	Number of students in this group	00000000
PHYSED**KG	spaces	0000000000	00000000
PHYSEDLM03	spaces	Number of students in this group	00000000
PHYSEDPF03	spaces	Number of students in this group	00000000
PHYSEDAD03	spaces	Number of students in this group	00000000
PHYSEDNE03	spaces	Number of students in this group	00000000
PHYSED**03	spaces	0000000000	00000000
PHYSEDLM06	spaces	Number of students in this group	00000000
PHYSEDPF06	spaces	Number of students in this group	00000000
PHYSEDAD06	spaces	Number of students in this group	00000000
PHYSEDNE06	spaces	Number of students in this group	00000000
PHYSED**06	spaces	0000000000	00000000
PHYSEDLM09	spaces	Number of students in this group	00000000
PHYSEDPF09	spaces	Number of students in this group	00000000
PHYSEDAD09	spaces	Number of students in this group	00000000
PHYSEDNE09	spaces	Number of students in this group	00000000
PHYSED**09	spaces	0000000000	00000000
<i>District Group</i>			
LCLWELLPOL	'Y' or 'N'	0000000000	00000000
TFRPSESCYS	Valid IRN	0000000000	00000000
TFRPSESCNO	Valid IRN	0000000000	00000000
TRANSPTCNT	spaces	Count of qualified riders	00000000
TRANSPTMIL	spaces	Miles students are transported	00000000
<i>Initial IEP Eye Examination Group</i>			
<u>EYEREQCNTA*</u>	<u>spaces</u>	<u>Number of students in this group</u>	<u>00000000</u>
<u>EYERECNTB*</u>	<u>spaces</u>	<u>Number of students in this group</u>	<u>00000000</u>
<u>EYENRCNT1*</u>	<u>spaces</u>	<u>Number of students in this group</u>	<u>00000000</u>
<u>EYENRCNT2*</u>	<u>spaces</u>	<u>Number of students in this group</u>	<u>00000000</u>
<u>EYENRCNT3*</u>	<u>spaces</u>	<u>Number of students in this group</u>	<u>00000000</u>
<u>EYENRCNT4*</u>	<u>spaces</u>	<u>Number of students in this group</u>	<u>00000000</u>
<u>EYENRCNT5*</u>	<u>spaces</u>	<u>Number of students in this group</u>	<u>00000000</u>
<u>EYENRCNT6*</u>	<u>spaces</u>	<u>Number of students in this group</u>	<u>00000000</u>
<u>EYENRCNT7*</u>	<u>spaces</u>	<u>Number of students in this group</u>	<u>00000000</u>
<u>EYENRCNT8*</u>	<u>spaces</u>	<u>Number of students in this group</u>	<u>00000000</u>
<i>Calendar Group, General</i>			
<u>C CLDRTYPE</u>	<u>D or H</u>	<u>0000000000</u>	<u>0000000000</u>
<i>Calendar Group, Teachers</i>			
<u>C PRFLMEET</u>	<u>** or GL** or GLAP</u>	<u>Professional meeting hours this day</u>	<u>CCYYMMDD</u>
<u>C PTCONFRC</u>	<u>** or GL** or GLAP</u>	<u>Parent-teacher conference hours this day</u>	<u>CCYYMMDD</u>
<i>Calendar Group, Students</i>			
<u>C DCMTYTKN</u>	<u>** or GL** or GLAP</u>	<u>0000000000</u>	<u>CCYYMMDD</u>
<u>C DPLANNED</u>	<u>** or GL** or GLAP</u>	<u>0000000000</u>	<u>CCYYMMDD</u>

<u>Attribute Name</u>	<u>Attribute Text</u>	<u>Attribute Number</u>	<u>Attribute Date</u>
<u>C_DNOTPLAN</u>	<u>** or GL** or GLAP</u>	<u>000000000</u>	<u>CCYYMMDD</u>
<u>C_DBLZZARD</u>	<u>** or GL** or GLAP</u>	<u>Number of hours made up by blizzard bag</u>	<u>CCYYMMDD</u>
<u>C_YWKENDSA</u>	<u>** or GL** or GLAP</u>	<u>000000000</u>	<u>000000000</u>
<u>C_YWKENDSU</u>	<u>** or GL** or GLAP</u>	<u>000000000</u>	<u>000000000</u>
<u>C_YWKDAYMN</u>	<u>** or GL** or GLAP</u>	<u>000000000</u>	<u>000000000</u>
<u>C_YWKDAYTU</u>	<u>** or GL** or GLAP</u>	<u>000000000</u>	<u>000000000</u>
<u>C_YWKDAYWD</u>	<u>** or GL** or GLAP</u>	<u>000000000</u>	<u>000000000</u>
<u>C_YWKDAYTH</u>	<u>** or GL** or GLAP</u>	<u>000000000</u>	<u>000000000</u>
<u>C_YWKDAYFR</u>	<u>** or GL** or GLAP</u>	<u>000000000</u>	<u>000000000</u>
<u>C_HRSWKEND</u>	<u>** or GL** or GLAP</u>	<u>Must be reported for each day as hours</u>	<u>CCYYMMDD</u>
<u>C_HSHRTWEA</u>	<u>** or GL** or GLAP</u>	<u>Actual hours in session on this day; should always be less than the scheduled hours</u>	<u>CCYYMMDD</u>
<u>C_HSHRTPLN</u>	<u>** or GL** or GLAP</u>	<u>Actual hours in session on this day; should always be less than the scheduled hours</u>	<u>CCYYMMDD</u>
<u>C_HSHRTNOP</u>	<u>** or GL** or GLAP</u>	<u>Actual hours in session on this day; should always be less than the scheduled hours</u>	<u>CCYYMMDD</u>
<u>C_HRSLNGTH</u>	<u>** or GL** or GLAP</u>	<u>Actual hours in session on this day; should always be more than scheduled hours</u>	<u>CCYYMMDD</u>

Note. Any attribute names marked with an asterisk should be reported with the organization IRN equal to the district IRN. For instance, when reporting the **EYENRCCNT9** attribute, the organization IRN reported should be the same as the district IRN reported.

Count Week-Days-Group

Reporting Instructions. There is only a single Attribute Name, CWDAYSOPEN, for this group. The Attribute Name is used when indicating the specific days on which the building was open during the building’s October count week.

The first character of the Attribute Text contains the appropriate flag for Monday of count week, the second character contains the appropriate flag for Tuesday of count week, the third character contains the appropriate flag for Wednesday of count week, the fourth character contains the appropriate flag for Thursday of count week, the fifth character contains the appropriate flag for Friday of count week, and the last character is a space. All buildings are required to report either a “Y” or an “N” in a specific location within the October count week Attribute Text elements.

~~For example, a building that is open all five days of count week reports “YYYYY” in the Attribute Text element; a building that is closed only Thursday of count week reports “YYYNY” in the Attribute Text element.~~

~~These data are required to be reported during the October (K) reporting period for all city, local, and exempted village school districts, community schools, STEM districts, and joint vocational school districts (JVSDs).~~

~~By law, districts must report the Average Daily Membership (ADM) counts during the first five-day school week in October. This week is referred to as “October count week” throughout the EMIS manual. It is necessary for a school building to be open all five days in order to receive credit for all students enrolled during this week.~~

~~October “Funding” count week is the first full week in October. It is ODE’s goal to have all districts use this week as their October count week. Therefore, the school should avoid all circumstances, including planned conflict, which might lead to this week not being the full five days.~~

~~If a building is not in session for one or more days of the October count week, such as an emergency fog situation or county fair, but wants to receive full credit for all students reported, the Superintendent/Chief School Administrator or a designee may request a waiver from ODE.~~

~~City, local, exempted village school districts, as well as community schools, STEM districts, and JVSDs must submit waiver requests whenever they wish to change the official count week. The waiver request should indicate the first week that the building is in session for five days prior to the official October count week.~~

~~If the district does not request a waiver by the deadline date published by the Office of School Finance, ODE will use the official October count week for the district’s ADM count. The Waiver request form is available on ODE’s website.~~

~~**Note.** It is the intent of state law and the goal of the ODE that all districts and schools across the state count students during the same week of the school year. Districts that have been granted waivers in the past have been informed that they are expected to work diligently to resolve future year conflicts in order to avoid the need for waiver requests. It is ODE’s expectation that the number of waivers granted each year will decline and that no waivers will be granted other than for a reason of calamity days.~~

~~The Attribute Number for every CWDAYSOPEN record is the default, 0000000000. The Attribute Date for every CWDAYSOPEN record is 00000000.~~

Feeder School Group

Reporting Instructions. This group has only the single attribute name, **FEEDERSCHL**. This attribute name is used when defining the principal school into which the majority of the students will enroll after completion of all grade levels in the reporting school.

The Attribute Text element contains the IRN of the school into which the students are expected to continue their education in the district.

The feeder school must contain one or more grade levels of 3 thru 8 or 10. If the feeder school does not contain one of these grade levels, then report the next building that does contain one of these grade levels.

This is not required to be reported for ESCs, Community Schools, STEM districts, JVSDs, DYS, OSB, OSD, or if the building being reported includes grade 12. Traditional districts are required to report this Attribute Group in the Initial and Final Student (S) Collections.

The Attribute Number for every FEEDERSCHL record is the default, 0000000000. The Attribute Date for every FEEDERSCHL record is 00000000.

SIG Extended Time Group

Reporting Instructions. These elements are required reporting in October (K) and at yearend (N) the Traditional Districts Initial and Final Student (S) Collections for buildings with a School Improvement Grant (SIG). A district applies for the grant and, if awarded, can use the monies only for buildings within the district that meet the grant criteria. Only the qualifying buildings in the district on which the SIG funds are used are required to report these elements.

The number of records submitted depends upon the variety of time frames through which increased learning time is available. Building records should not be submitted for a time frame that is not offered to all students in the building.

This set of attribute names indicates the actual time frame in which extended learning time is available to all students in the building being reported and may be one or more of the following.

SIGEXTNDYR	increased learning time by extending the school year
SIGEXTNDDY	increased learning time by extending the school day
SIGBEFNAFT	increased learning time in before and after school settings
SIGSUMRSCH	increased learning time in summer school
SIGWEEKEND	increased learning time on the week end
SIGOTHERTM	increased learning time in some other time frame not listed above

The Attribute Text is always spaces. The Attribute Date is always 00000000.

The Attribute Number contains the number of minutes that the activity is offered to every student in the building for the entire school year.

Valid Options

0000000001 – 0000175680

Teacher Group

~~**Reporting Instructions.** An Attribute Name, Attribute Text and Attribute Number must be reported for either hours or FTE. A district should report PRFSNLMEET with HOURS and PTCONFERNL with HOURS only if the reporting district is a community school whose contract is in hours. All other districts, including community schools whose contract is in days, should report PRFSNLMEET with FTE and PTCONFERNL with FTE.~~

~~Attribute Date for all records in this group is 00000000.~~

FTE

~~Attribute Name **PRFSNLMEET** and Attribute Text **FTE**~~

~~Definition: The total full-time equivalence scheduled for professional meetings for teachers.~~

~~Attribute Name **PTCONFERNC** and Attribute Text **FTE**~~

~~Definition: The total full-time equivalence (FTE) of scheduled parent teacher conferences.
The Attribute Number contains the FTE value.~~

Valid Options

~~00.1—000000009.9~~

~~The decimal point is implied and not included in the submitted value.~~

~~**Reporting Instructions.** 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 report both of these attribute combinations; however they do not complete the PRFSNLMEET and HOURS combination and the PTCONFERNC and HOURS combination.~~

~~The FTE reported should only include time when school will not be in session. For the PRFSNLMEET Attribute Name only, include days before the opening date for students and after the closing date for students if staff members were required to be in attendance.~~

~~One FTE equals one full work day for staff. For example, if the school is in session for half of the work day and the professional meeting day for teachers is scheduled for the second half of the work day, the professional meeting day full-time equivalence (FTE) that should be reported is .5 FTE.~~

HOURS

~~Attribute Name **PRFSNLMEET** and Attribute Text **HOURS**~~

~~Definition: The total hours scheduled for teacher professional meetings.~~

~~Attribute Name **PTCONFERNC** and Attribute Text **HOURS**~~

~~Definition: The number of hours scheduled for parent teacher conferences.~~

~~The Attribute Number counts the hours for professional teacher meetings or for the parent teacher conferences.~~

Valid Options

~~0000000001—0000000099~~

~~**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 it is required to report the PRFSNLMMET and FTE combination and PTCONFERNC and FTE combination.~~

~~Only include hours when school will not be in session. For the PRFSNLMEET attribute name only, include hours before the opening date for students and after the closing date for students if staff members were required to be in attendance.~~

Calamity Group

~~**Reporting Instructions.** Districts are required to submit a record for each of the district's buildings for each one of the group's Attribute Names when the Attribute Number is not zero. The Attribute Text is always the default, spaces.~~

~~Attribute Name ***CLMTYTAKEN***~~

~~This Attribute Name is used when reporting the total number of calamity days for the school for the current school year.~~

~~The Attribute Number counts the building's calamity days taken.~~

~~***Valid Options***~~

~~0000000001—0000000099~~

~~Include every day that the building was originally scheduled to be open for instruction but due to unforeseen circumstances, the entire building had to be closed for the entire day.~~

~~If the building was closed for over 2 hours it should be counted as closed for a whole day. Count days even if they were made up prior to the original instructional closing date. If an instructional day was rescheduled and cancelled again, count it as only one day.~~

~~Attribute Name ***CLMTYMDEUP***~~

~~This Attribute Name is used when reporting the number of calamity days that were made up prior to the instructional closing date.~~

~~The Attribute Number counts the calamity days made up during the current school year.~~

~~***Valid Options***~~

~~0000000001—0000000099~~

~~Include days that were made up by extending the school day.~~

~~Attribute Name ***SHORTENWEA***~~

~~This Attribute Name is used when reporting the number of days the length of the school day was shortened for two hours or less due to hazardous weather conditions.~~

~~The Attribute Number counts the number of whole days.~~

~~***Valid Options***~~

~~0000000001—0000000099~~

Attribute Name *SHORTENOTH*

~~This Attribute Name is used when reporting the number of days the length of the school day was shortened to less than the state minimum for reasons other than hazardous weather conditions.~~

~~The Attribute Number counts the number of whole days.~~

Valid Options

~~0000000001—0000000099~~

~~The minimum school day, exclusive of lunch is as follows:~~

~~Kindergarten—2.5 hours~~

~~Grades 1-6—5 hours~~

~~Grades 7-12—5.5 hours~~

First Day Next Year Group

Reporting Instructions:

Attribute Name *FRSTNEXTYR*

~~This Attribute Name is used when indicating the scheduled first day of instruction for the next school year for buildings enrolling students in grades 10 and above.~~

~~The Attribute Name, FRSTNEXTYR, is reported with its Attribute Text the default, spaces. The Attribute Number for every FRSTNEXTYR record is the default, 0000000000.~~

~~Attribute Date~~

Valid Options

~~CCYYMMDD—A valid date~~

~~**Reporting Instructions.** Since this is an Attribute Name for which a date is required, this element should contain a valid date. 00000000 should never be used with FRSTNEXTYR since only buildings that meet the reporting requirements submit this record.~~

~~This element must be reported for the Attribute Name FRSTNEXTYR, the scheduled first day of instruction for the next school year for buildings enrolling students in grades 10 and above if the district grants diplomas. For this Attribute Name, report the expected first day of school for grades 10 and above, including grades 13 and 23, if a building is specifically established for students in these grade levels. The date must be after June 30 of the current fiscal year. This date will be used to determine summer vs. next school year graduates until the actual first day of school is reported in the October reporting period. This date need only be reported for buildings enrolling these grade levels.~~

Financial Group

Reporting Instructions. Each city, local, and exempted village school district, community school, and STEM school is required to report every attribute name in this group in the Financial (H) **reporting period** Collection. In addition, ~~only the~~ **BLDGSQFEET** ~~record~~ is required for each Joint Vocational School (JVS) within a joint vocational school district (JVSD).

Attribute Text is always the default value, spaces.

Attribute Name **BLDGSQFEET**

Definition: The square footage of the building

Attribute Number

Valid Options

000000000 – 999999999

Report zeroes if no positive value applies.

Attribute Name **LUNCHRMPCT**

Definition: The percentage of meals served for the building

Attribute Number

Valid Options

000.00 – 100.00

Report the total number of meals served for this building divided by the total number of meals served in the district. Report zeroes if no positive value applies.

Joint vocational school districts (JVSDs), the Ohio Department of Youth Services (ODYS), the Ohio School for the Blind (OSB), and the Ohio School for the Deaf (OSD) are not required to report this element.

The CN-7 report prepared monthly will be helpful in providing the number of meals served.

Report as required by the Expenditure Flow Model (EFM), ORC §3301.12.

Attribute Name **TRANSPCT**

Definition: The percent of students, in the district, bused for the building

Attribute Number

Valid Options

000.00 – 100.00

Report the total number of students bused for this building divided by the total number of students bused in the district. Include the number of auxiliary service students bused. If the district is required to report this attribute name, report zeroes if no positive value applies.

Joint vocational school districts (JVSDs), the Ohio Department of Youth Services (ODYS), the Ohio School for the Blind (OSB), and the Ohio School for the Deaf (OSD) are not required to report this element.

The annual T1 report provides helpful information regarding the number of students who ride the school bus and/or alternate sources of transportation to the school site.

Attribute Name **CENOFFSQFT**
 Definition: The square footage of the central office.
 Attribute Number

Valid Options

000000000 – 999999999

Reporting Instructions. Include the square footage of the central office space and also the square footage of any other facilities directed by the central office not already reported under a separate IRN.

Educational Service Centers (ESCs) should report 000000000 as the default value of this element.

Information Technology Center Group

Reporting Instructions. This group has only the single attribute name, **INFOTECIRN**, reported ~~at October (K), Financial (H), and yearend (N) during the Traditional Districts Initial and Final Student (S) Collections, the Community/STEM Schools Initial and Final Student (S) Collections, and the Financial (H) Collection.~~

The Attribute Text is the IRN of the ITC that submits EMIS data to ODE on behalf of this EMIS reporting entity.

Valid Options

- 085563 ACCESS (Area Cooperative Computerized Educational Service System)
- 043489 Akron Public (Serves as own ITC/Independent Site)
- 043802 Columbus Public (Serves as own ITC/Independent Site)
- 095869 HCCA (Hamilton-Clermont Cooperative Association)
- 088971 LACA (Licking Area Computer Association)
- ~~085589 LEECA (Lake Erie Educational Computer Association)~~
- 085597 LGCA (Lake Geauga Computer Association)
- ~~095893 LNOCA (Lakeshore Northeast Ohio Computer Association)~~
- 082719 MDECA (Metropolitan Dayton Educational Cooperative Association)
- 083931 MetaSolutions, Columbus~~MEC (Metropolitan Educational Council)~~
- 085647 MetaSolutions, Marion~~TRECA (Tri Rivers Educational Computer Association)~~
- 086488 MVECA (Miami Valley Educational Computer Association)
- 095893 NCC (North Coast Council)
- 088161 NCOCC (North Central Ohio Computer Cooperative)
- 085613 NEOMIN (Northeast Ohio Management Information Network)
- 095885 NEONET (Northeast Ohio Network For Educational Technology)
- 085639 NOACSC (Northwest Ohio Area Computer Services Cooperative)
- 085621 NOECA (Northern Ohio Educational Computer Association)
- 086496 NWOCA (Northwest Ohio Computer Association)
- 082743 OME-RESA (Ohio Mid-Eastern Regional Education Service Agency)
- 082727 SCOCA (South Central Ohio Computer Association)
- 082735 SEOVEC (Southeastern Ohio Voluntary Education Cooperative)
- 095877 SPARCC (Stark-Portage Area Computer Consortium)

085571	SWOCA (Southwest Ohio Computer Association)
086504	TCCSA (Tri-County Computer Service Association)
085654	WOCO (Western Ohio Computer Organization)

Reporting Instructions. If an EMIS reporting entity works with multiple ITCs (e.g., contracts with one ITC for payroll/staff data and another for student data), report the IRN for the ITC where the district will log on to the Data Collector to submit data to ODE.

Student Group

Reporting Instructions. The following attribute names are to be collected ~~at October (K) for this group~~ during the Traditional Districts Initial Student (S) Collection and the Community/STEM Schools Initial Student (S) Collection: ~~STUKGBRDAY, STUHOMESCL, STUELGEXAC, and STUPNTRV.~~

<u>C STUEEPOL</u>	<u>Student early entrance policy flag, reported by community schools only</u>
STUKGBRDAY	Date student is required to be 5 years old to be admitted into kindergarten
STUHOMESCL	Count of home schooled resident students
STUELGEXAC	Amount of time a student is required to attend district to be eligible for extracurricular activities
STUNPNTSRV	Count of resident and non-resident nonpublic students within district boundaries eligible for special education services but not being served by the district
STULNCHFRE	Count of students attending this building who are eligible to receive free lunches
STULNCHRDC	Count of students attending this building who are eligible to receive lunches at a reduced price

The following attribute names are to be collected during the Traditional Districts Final Student (S) Collection and the Community/STEM Schools Final Student (S) Collection: ~~at Yearend (N) for this group: STUNPNTLGL, STUPSTCBTR, and STUPSTCATR.~~

STUNPNTLGL	Count of resident and non-resident nonpublic students within district boundaries evaluated and determined ineligible for special education services
STUPSTCBTR	Count of preschool transition conferences held by 3rd birthday, no disability suspected, no additional evaluation
STUPSTCATR	Count of preschool transition conferences held after 3rd birthday, no disability suspected, no additional evaluation

C STUEEPOL is reported by Community Schools only. This attribute name is used when reporting whether or not the school has an adopted and Ohio Department of Education (ODE) approved Early Entrance Student Acceleration Policy for Advanced Learners.

Valid Options

Y Yes

N No

STUKGBRDAY is the attribute name used when indicating the date that students are required to be five years old to be admitted to kindergarten. This is the only attribute name in the Student Group that has valid options collected as Attribute Text.

Valid Options

- A September 30
- B August 1

Reporting Instructions. Districts do not need to report this attribute name if they have no kindergarten students: community schools that do not have a kindergarten grade level, ESCs, STEM Districts, JVSDs, OSB, OSD, and DYS.

H.B. 383 indicates that the school district may choose one of two dates by which a student must be five years old in order to be admitted to kindergarten.

School district boards must choose to adopt either the first day of August or the thirtieth day of September as the date by which a student must be five years of age to be admitted into kindergarten and six years of age to be admitted to first grade.

A parent may request early admission to kindergarten if the child turns five years of age after the district's kindergarten entrance date (August 1 or September 30). The local board of education shall determine entrance through a standardized testing program.

STULNCHFRE is the attribute name used for the count of students who are eligible for free lunches. **STULNCHRDC** is the attribute name used for the count of students who are eligible for reduced price lunches.

Valid Options

0000000000 – 9999999999

Reporting Instructions. These attributes must be reported by traditional, community, and STEM schools at the building level. There should be one record for the count of students who are eligible for free lunches (**STULNCHFRE**) and one record for the count of students who are eligible for reduced price lunches (**STULNCHRDC**) for each building reported in the Building Grade Schedule (DL) **Record**. If there are no students within the building in either of these categories, report zeroes for the Attribute Number for each of these attribute names.

The critical date for these counts is October 1 of the current fiscal year. These codes are to be submitted only in the **Initial Student (S) Collections** ~~October (K) reporting period~~. Students in all grades should be included in the counts.

All students in a building participating in the Community Eligibility Option (CEO) should be counted as receiving free lunches, not reduced price lunches. Otherwise, students should be counted under the appropriate attribute name.

The number is a head count, not an FTE. A student should be counted only once even if the student attends more than one district or more than one building within a single district.

A district that is educating the student full time should include that student in the building’s count. Otherwise,

- if a student attends a JVS or ESC, the student should be counted only in the building of the sending district even if the student is only attending the JVS or the ESC,
- if a student shares time between the legal district of residence and another traditional district, the student should be counted only in the building of the legal district of residence, or
- if a student is sent by a district to a non-EMIS reporting entity, the student should be counted using the IRN of the sending district as the building IRN.

All remaining Attributes in this group—**STUHOMESCL**, **STUELGEXAC**, **STUPNTRSRV**, **STUNPNTELG**, **STUPSTCBTR**, and **STUPSTCATR**—are collected as an Attribute Number.

The Attribute Text is always spaces. The Attribute Date is always 00000000.

Valid Options

0000000000 – 9999999999

Report zeroes if no positive value applies.

Physical Education Group

Reporting Instructions. These elements are required during the Traditional Districts Final Student (S) Collection and the Community/STEM Schools Final Student (S) Collection at yearend (N). The number of records submitted depends upon the grades at each building that are assessed.

This set of attribute names indicates the count of students by ability level at each grade band.

Grade Band KG-2

PHYSEDLMKG	Count of students at the limited level in the KG-02 grade band
PHYSEDPFKG	Count of students at the proficient level in the KG-02 grade band
PHYSEDADKG	Count of students at the advanced level in the KG-02 grade band
PHYSEDNEKG	Count of students not evaluated in the KG-02 grade band
PHYSED**KG	Evaluation not conducted at this grade band for the building

Grade Band 3-5

PHYSEDLM03	Count of students at the limited level in the 03-05 grade band
PHYSEDPF03	Count of students at the proficient level in the 03-05 grade band
PHYSEDAD03	Count of students at the advanced level in the 03-05 grade band
PHYSEDNE03	Count of students not evaluated in the 03-05 grade band
PHYSED**03	Evaluation not conducted at this grade band for the building

Grade Band 6-8

PHYSEDLM06	Count of students at the limited level in the 06-08 grade band
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PHYSEDPF06	Count of students at the proficient level in the 06-08 grade band
PHYSEDAD06	Count of students at the advanced level in the 06-08 grade band
PHYSEDNE06	Count of students not evaluated in the 06-08 grade band
PHYSED**06	Evaluation not conducted at this grade band for the building

Grade Band 9-12

PHYSEDLM09	Count of students at the limited level in the 09-12 grade band
PHYSEDPF09	Count of students at the proficient level in the 09-12 grade band
PHYSEDAD09	Count of students at the advanced level in the 09-12 grade band
PHYSEDNE09	Count of students not evaluated in the 09-12 grade band
PHYSED**09	Evaluation not conducted at this grade band for the building

Valid Options

00000000 – 00009999

The Attribute Text is always spaces. The Attribute Date is always 00000000.

Reporting Instructions. Report zeroes if no value applies for the attributes in the building. For example, if a building only has proficient students in a grade band, then zeroes must be reported for the limited and the advanced levels in that same grade band.

The options with asterisks—PHYSED**KG, PHYSED**03, PHYSED**06, and PHYSED**09—should only be reported if a building in the district includes one or more of the grades in the grade band, but the students at that building are not evaluated. For example, if a district has a Kindergarten only building and the district elects to evaluate only 2nd grade students, then the Kindergarten only building should report the PHYSED**KG option.

If a specific school building’s grade levels served, as reported in ODE’s OEDS system, overlap a grade band, then the building should either have the first four options reported or the ‘**’ option reported; it cannot be both.

District Group

Local Wellness Policy. This attribute name, **LCLWELLPOL**, is required during the Traditional Districts Final Student (S) Collection and the Community/STEM Schools Final Student (S) Collection at yearend (N). The Attribute Text for every record reported will either have a “Y” for the presence of a Local Wellness Policy or an “N” for the absence of a Local Wellness Policy. The Attribute Number for every **LCLWELLPOL** record is the default, 0000000000. The Attribute Date for every **LCLWELLPOL** record is the default, 00000000.

Preschool Special Education Agreements. The following attribute names are to be collected in the Traditional Districts Initial Student (S) Collection: ~~October (K) for this group; TFRPSESCYS and TFRPSESCNO.~~

TFRPSESCYS	Valid IRN of a traditional district or ESC
TFRPSESCNO	Valid IRN of a traditional district or ESC

City, local, and exempted village school districts and ESCs must report the **TFRPSESCYS** attribute name if an ESC is providing preschool special education services for resident children and the district has authorized ODE to transfer funds for preschool special education students, calculated by the formula in ORC §3317.0213, to the ESC providing those services. City, local, and exempted village school districts and ESCs must report the **TFRPSESCNO** attribute name if an educational service center (ESC) is providing preschool special education services for resident children and the district has not authorized ODE to transfer funds for preschool special education students to the ESC providing those services. For traditional districts, the Attribute Text contains the IRN of the ESC providing preschool special education services to resident children; for ESCs, the Attribute Text contains the IRN of the traditional district whose resident children are receiving preschool special education services from the ESC.

For every **TFRPSESCYS** and **TFRPSESCNO** record submitted, the Attribute Number is the default, 0000000000 and the Attribute Date is the default, 00000000.

District Transportation. These elements are to be reported in the Traditional Districts Initial Student (S) Collection~~October (K) reporting period~~ by districts that file data for T-1 reports: city, local, and exempted village school districts.

These elements are reported with both the district IRN (DN040) and the Org IRN (DN050) as the six-digit valid district IRN. The Attribute Date (DN070) is always 00000000 and the Attribute Text (DN080) is always spaces.

The attribute name (DN060) for the number of students transported is **TRANSPTCNT**. The Attribute Number (DN090) is the count of qualified riders, those students who are resident students enrolled in regular education in grades kindergarten to twelve who are provided school bus service by a school district and who live more than one mile from the school they attend. Include students with dual enrollment in a joint vocational school district or a cooperative education school district and students enrolled in a community school, STEM school, or nonpublic school. See ORC §3317.0212(A) and OAC §3301-83-01 and T-1 instructions. The number given should match the sum of “Regular Rider Total, 1 mile or more” for Type I, Type IA, and Type II on your submitted T-1 report.

The attribute name (DN060) for the number of miles students are transported is **TRANSPTMIL**. The Attribute Number (DN090) is the district's total number of miles driven for school bus service in the current fiscal year. It is calculated as 180 times the daily mileage reported during the first full week of October. See OAC §3301-83-01 and T-1 instructions. The number given should be 180 times the sum of “Regular Miles Total, 1 mile or more” for Type I, Type IA, and Type II on your submitted T-1 report.

Initial IEP Eye Examination Group

Reporting Instructions. Ohio Revised Code §3323.19 requires that within three months of beginning to receive services for the first time under an IEP, a student must undergo a comprehensive eye examination. This is reported through attribute group **IIEPEYEEXAM** and is reported during the Traditional Districts Final Student (S) Collection and the Community/STEM School Final Student (S) Collection by traditional districts and community schools that are legally responsible for writing an IIEP during the timeframe for reporting Special Ed Events for the current school year. It is always reported with at least two records: one record for attribute name **EYEREQCNT** and another record for attribute name **EYERECNT**.

The remaining attribute names in the group are used to report counts of students who were required to receive a comprehensive eye exam but did not.

The Office for Exceptional Children provides a data collection tool by which this information can be collected throughout the year. Please refer to [Data Collection Tools for Students with Disabilities](#) and the [Eye Exam Data Collection Tool](#).

<u>EYEREQCNTA</u>	<u>Number of students with an IIEP written within the stated timeframe.</u>
<u>EYERECNTB</u>	<u>Number of students with an IIEP written within the stated timeframe who received an eye exam within three months of beginning services.</u>
<u>EYENRCCNT1</u>	<u>Number of students with an IIEP written within the stated timeframe who received an eye exam more than three months after beginning services.</u>
<u>EYENRCCNT2</u>	<u>Number of students with an IIEP written within the stated timeframe who received an eye exam within nine months immediately prior to being identified with disabilities.</u>
<u>EYENRCCNT3</u>	<u>Number of students with an IIEP written within the stated timeframe who did not receive an eye exam due to withdrawing within three months of beginning services.</u>
<u>EYENRCCNT4</u>	<u>Number of students with an IIEP written within the stated timeframe who did not receive an eye exam due to the student's hospitalization.</u>
<u>EYENRCCNT5</u>	<u>Number of students with an IIEP written within the stated timeframe who did not receive an eye exam due to parent refusal.</u>
<u>EYENRCCNT6</u>	<u>Number of students with an IIEP written within the stated timeframe who did not receive an eye exam due to the lack of a conveniently available provider.</u>
<u>EYENRCCNT7</u>	<u>Number of students with an IIEP written within the stated timeframe who have not received an eye exam and are still within three months of beginning services.</u>
<u>EYENRCCNT8</u>	<u>Number of students with an IIEP written within the stated timeframe who did not receive an eye exam due to a reason not accounted for by another attribute name.</u>

Valid Options

0000000000 – 9999999999

Calendar Group

Reporting Instructions. The set of calendar group valid options in conjunction with matching School Grade Schedule (DL) Records comprise a complete calendar. A more detailed explanation of how calendars are to be reported can be found in EMIS Manual Section 5.1.1. The calendar group attributes are required to be reported during the Calendar (C) Collections for all city, local, and exempted village

school districts, community schools, STEM districts, educational service centers (ESCs), and joint vocational school districts (JVSDs) that educate students.

The number of records reported depends upon the different calendars reported within the LEA. The set of valid attribute names below indicates the actual days or hours during a specific day at the building IRN/Grade/Attendance pattern reported.

<u>C CLDRTYPE</u>	<u>Type of calendar reporting</u>
<u>C PFLMEET</u>	<u>Staff professional meeting, full or partial day</u>
<u>C PTCNFRFC</u>	<u>Parent-Teacher Conference, full or partial day</u>
<u>C DCMTYTKN</u>	<u>Full day taken for calamity situations on specified date</u>
<u>C DPLANNED</u>	<u>Full planned day when group is not in session; these days will include holidays, breaks, professional days and parent-teacher conference days</u>
<u>C DNOTPLAN</u>	<u>Full unplanned day when group was expected to be in session but was not, excluding calamity days</u>
<u>C DBLZZARD</u>	<u>Full unplanned “Blizzard Bag” day for which the district is in compliance with ORC §3313.88. This can only be used at the district and/or building level</u>
<u>C YWKENDSA</u>	<u>For students who are to be in attendance on every Saturday between the first and last day of school</u>
<u>C YWKENDSU</u>	<u>For students who are to be in attendance on every Sunday between the first and last day of school</u>
<u>C YWKDAYMN</u>	<u>For students who are not expected to be in attendance on every Monday between the first and last day of school</u>
<u>C YWKDAYTU</u>	<u>For students who are not expected to be in attendance on every Tuesday between the first and last day of school</u>
<u>C YWKDAYWD</u>	<u>For students who are not expected to be in attendance on every Wednesday between the first and last day of school</u>
<u>C YWKDAYTH</u>	<u>For students who are not expected to be in attendance on every Thursday between the first and last day of school</u>
<u>C YWKDAYFR</u>	<u>For students who are not expected to be in attendance on every Friday between the first and last day of school</u>
<u>C HRSWKEND</u>	<u>For a group that attends on a Saturday or Sunday that is not in the regular schedule and not reported via C_YWKENDxx (i.e., C_YWKENDSA or C_YWKENDSU); can be make up days, SIG, other</u>
<u>C HSHRTWEA</u>	<u>Hours in session when group’s day was interrupted by weather</u>
<u>C HSHRTPLN</u>	<u>Hours in session when group’s day was shortened for a planned reason other than weather; this would include teacher professional days and days for parent-teacher conferences; report hours where both staff and students are expected to attend; if only staff, include hours in Teacher Days code above</u>

C HSHRTNOP Hours in session when group's day was shortened for an unplanned reason other than weather such as early dismissals, late starts, mid-day interruptions

C HRSLNGTH May be for calamity makeup added to a scheduled day or other reasons

C CLDRTYPE is the attribute name used when indicating what type of calendar the district is operating on, either days or hours.

Valid Options

D Days

H Hours

C PRFLMEET is the attribute name used for reporting professional meetings for teachers.

Valid Options

Attribute Number: 0000000001–0000240000

Attribute Date: CCYYMMDD of the day on which the professional meeting occurred

Attribute Text: null or grade/attendance pattern/sub-schedule

All EMIS-reporting entities are required to report this attribute name. For professional meetings that occur between the first and last days of school, only include hours when school will not be in session. This includes hours for meetings held when students are released early or arrive late, after school hours, and on days when students are scheduled off (whether they are off for the meeting or another reason, such as a holiday or weekend). Include professional meeting time that occurs before the first day of the school year for students or after the day of the school year for students if staff members are required to be in attendance.

C PTCONFRC is the attribute name used for reporting parent-teacher conferences.

Valid Options

Attribute Number: 0000000001–0000240000

Attribute Date: CCYYMMDD of the day on which the parent-teacher conferences occurred

Attribute Text: null or grade/attendance pattern/sub-schedule

All EMIS-reporting entities are required to report this attribute name. For parent teacher conferences that occur between the first and last days of school, only include hours when school will not be in session. This includes hours for meetings held when students are released early or arrive late, after school hours, and on days when students are scheduled off (whether they are off for the meeting or another reason, such as a holiday or weekend).

Day-Based Attributes

The attributes described in this section apply to situations in which an entire day is missed or made up. For situations in which a partial day is missed or made up, refer to the hour-based attributes. For districts that are still on days, any day shortened by more than 2 hours is considered an entire day off and

should be reported with a day-based attribute. For districts now on hours, only report day-based attributes when an entire day is missed.

C DCMTYTKN is the attribute name used for reporting a calamity day for the current school year. Whether the calamity occurs on a single day or over several contiguous or discrete days, the district reports each day as a separate row with the applicable value in the Attribute Date element.

Valid Options

Attribute Number: 0000000000

Attribute Date: CCYYMMDD of the day on which the calamity occurred

Attribute Text: null or grade/attendance pattern/sub-schedule

Reporting Instructions. Include every day that the building was originally scheduled to be open for instruction but, due to unforeseen circumstances, had to be closed either all day or for more than 2 hours. These are days on which the school was closed for reason of disease epidemic, hazardous weather conditions, law enforcement emergencies, inoperability of school buses or other equipment necessary to the school's operation, damage to a school building, or other temporary circumstances due to utility failure rendering the school building unfit for school use. If the building has an unplanned closure for some other reason, that event should be submitted using the attribute name of **C DNOTPLAN**.

Count days even if they were made up prior to the original instructional closing date. If an instructional day was rescheduled and cancelled again, count it as only one day.

C DPLANNED is the attribute name used for reporting specific planned, day-long nonattendance events taken between the first day and last day of school. One attribute name record is submitted for each individual day taken, whether it is a distinct day or one in a sequence of days.

Valid Options

Attribute Number: 0000000000

Attribute Date: CCYYMMDD of one of the days of planned nonattendance

Attribute Text: null or grade/attendance pattern/sub-schedule

Reporting Instructions. The day may be a single, stand-alone day, such as Memorial Day or a Parent-Teacher Conference day, or it may be one of a series of days, such as spring break or Thanksgiving and associated days.

Districts submit one record for every day taken between the scheduled first and last days of school as defined on the Grade Schedule (DL) Record. If the district has no students attending over a number of days, only the days in the ordinary course of instruction are reported. If, throughout the year, students do not attend the building on weekends, neither a Saturday nor a Sunday record is submitted when a break includes a weekend. For schools that submit a **C YWKENDSA** or a **C YWKENDSU** record showing that they are regularly in session on either weekend day, the district submits **C DPLANNED** records for those weekend days if they also fall within the holiday span.

If, for example, the district has no school on Columbus Day in FY15, the record submitted has **ORG IRN** = District IRN, indicating a district-wide day off; attribute name = **C DPLANNED**; Attribute Text = spaces; Attribute Number = 0000000000; and Attribute Date = 20141013.

If a building is on spring break for the entire second week of March 2015, the last day the students are in attendance is Friday, March 6. The day on which the students return from break is Monday, March 16. The district reports holiday records for Monday, March 9, through Friday, March 13, if students do not ordinarily attend on the weekend. If not all buildings in the district have the same spring break, then the ORG IRN = Building IRN and each building IRN has its own set of records.

<u>Attribute Name</u>	<u>Attribute Text</u>	<u>Attribute Number</u>	<u>Attribute Date</u>
C_DPLANNED	null	0000000000	20150309
C_DPLANNED	null	0000000000	20150310
C_DPLANNED	null	0000000000	20150311
C_DPLANNED	null	0000000000	20150312
C_DPLANNED	null	0000000000	20150313

If school is regularly in session on both Saturday and Sunday, as defined in C_YWKENDSA and C_YWKENDSU records, then C_DPLANNED records for March 7, March 8, March 14, and March 15 must also be reported.

C_DNOTPLAN is the attribute name used for full days in which the students are not in attendance for a reason not specified for the C_DCMTYTKN or C_DPLANNED records.

Valid Options

Attribute Number: 0000000000

Attribute Date: CCYYMMDD of the day on which the event occurred

Attribute Text: null or grade/attendance pattern/sub-schedule

Reporting Instructions. This attribute name should only be used if students do not attend for an entire day for some reason other than a calamity or a planned calendar event. Examples of such instances would be an early dismissal because of building maintenance problems or a late start because of vehicle malfunctions.

C_DBLZZARD is the attribute name used for days when an authorized alternative educational experience is made available to all students in the district in lieu of their physical presence at school on a calamity day.

Valid Options

Attribute Number: 0000000000

Attribute Date: CCYYMMDD of the day on which the event occurred

Attribute Text: null or grade/attendance pattern/sub-schedule

Reporting Instructions. This attribute name is used if students do not attend for an entire day for a reason specified under C_DCMTYTKN when such a day is in excess of the number of days authorized by law. Students are provided learning opportunities under a plan submitted to the Ohio Department of Education by August 1 of each year.

When the assigned work is turned in, the student can be counted as in attendance. Students who do not turn in the assigned work are counted as absent. Although this situation neither adds to nor subtracts from the days in session, it needs to be reported as an alteration in the school calendar.

C YWKENDSA and C YWKENDSU are the attribute names used when reporting year-long Saturdays or Sundays of student attendance that are between the building's scheduled first and last days of school as reported on the Building Grade Schedule Record.

Valid Options

Attribute Number: 0000000001–0000240000

Attribute Date: CCYYMMDD of the first weekend SAT or SUN of student attendance

Attribute Text: null or grade/attendance pattern/sub-schedule

Reporting Instructions. This attribute identifies a regular pattern of student attendance on every Saturday or Sunday of the educational calendar. Districts that have only a single occurrence or a few occurrences of weekend attendance do not use this option. For reporting occasional weekend attendance, see C_HRSWKEND.

If a C YWKENDSA or C YWKENDSU record has been submitted and any Saturdays or Sundays between the first and last day of school are planned to be days in which the school is not in session, a C DPLANNED record must be submitted. For example, if a district's spring break is Sunday, March 8, 2015, through Sunday, March 15, 2015, a school that has regular Saturday classes would submit a C DPLANNED record for Saturday, March 14.

C YWKDAYMN is the attribute name used for students who are not expected to be in attendance on Mondays for the entire school year.

Valid Options

Attribute Number: 0000000001–0000240000

Attribute Date: CCYYMMDD of the first Monday students will not be in attendance

Attribute Text: null or grade/attendance pattern/sub-schedule

Reporting Instructions. This attribute identifies a regular pattern of non-attendance on every Monday of the educational calendar. This is only used for a regular pattern. For the occasional Monday off, districts should instead report one of the other attribute names. For reporting a regular pattern of non-attendance for other days of the week, districts should report C YWKDAYTU, C YWKDAYWD, C YWKDAYTH, or C YWKDAYFR.

Hour-Based Attributes

The attributes described in this section apply to situations in which a partial day is missed or made up. When reporting entire days missed or made up, report a Day-Based Attribute. For districts still on days, any day shortened by more than 2 hours is not reported with an hour-based attributes. In those situations, districts should report the day-based attribute that is the most appropriate for the situation.

The Attribute Number is always the hours in session on that date. Therefore the district may report hours that are equal to, more than, or less than the scheduled school day, depending on the attribute name chosen. Times are reported to the nearest hundredth of an hour. The decimal point is assumed and is

not explicitly submitted. If the students are in attendance for 5.5 hours, the district would submit 0000055000. If the students are in attendance for 5 hours, the district would submit 0000050000.

As is true for C Dxxxxxxx attributes, if the situation applies to all students within the school, the Attribute Text is null. Otherwise, the district reports the two-character grade code. The district reports the two-character attendance pattern immediately after the grade when the exception applies only to students with that specific attendance pattern. If the hours apply to a group of students within the grade/attendance pattern, the district reports a sub-schedule code after the grade and attendance pattern codes that identifies those students.

A record is reported for each single day. The Attribute Date is submitted with the date in CCYYMMDD format. The date must be that of a day between the first and last day of school on the DL record. If this is a day outside of that date range, the Building Grade Schedule Record for the building should be changed to reflect an alteration of either the first or last day of school or both.

C HRSWKEND is the attribute name used when reporting Saturdays or Sundays as days in session. Districts should not use this attribute name to report a regular pattern of weekend attendance. C YWKENDSA or C YWKENDSU should be used in those instances.

Valid Options

Attribute Number: 0000000001–0000240000

Attribute Date: CCYYMMDD of the day students attended on a weekend day

Attribute Text: null or grade/attendance pattern/sub-schedule

Reporting Instructions. This attribute name is used when a day in session is on a Saturday or Sunday, but there is no regular pattern of days in session on the weekend. If there is more than one day, the district submits a record for each date.

This may be used when districts are making up snow days on a weekend, enriching student education in a School Improvement Grant, or a variety of other reasons. The number of hours may be equal to, less than, or more than the usual school day hours.

If not all students are expected to attend the weekend day for the same length of time, the district would submit separate records for each combination within a building. Apply the hierarchical rules for ORG IRN and attribute name as described in the general reporting instructions.

C HSHRTWEA is the attribute name used when reporting the days on which the length of the school day was shortened due to hazardous weather conditions.

Valid Options

Attribute Number: 0000000001–0000240000

Attribute Date: CCYYMMDD of the day students attended on weather-shortened day

Attribute Text: null or grade/attendance pattern/sub-schedule

Reporting Instructions. If weather conditions cause a school to start late, dismiss early, or have a mid-day interruption, a district submits this record for the district or for each building affected.

Each occurrence is reported in a separate record with the date reported in CCYYMMDD format.

The Attribute Number is the number of hours of that day that students were in attendance, such as 3.5 hours of a scheduled 5-hour day. For example, a building that is grades 04-06 with a scheduled 5.5-hour day has a 2-hour delay on February 14. That event would be reported as follows.

<u>Attribute Name</u>	<u>Attribute Text</u>	<u>Attribute Number</u>	<u>Attribute Date</u>
C HSHRTWEA	null	0000035000	20150214

C HSHRTPLN is the attribute name used for reporting specific planned days on which students attend for fewer hours than are regularly scheduled. Each occurrence is reported in a separate record with the appropriate date.

Valid Options

Attribute Number: 0000000001–0000240000

Attribute Date: CCYYMMDD of the day students attended for a shorter period of time

Attribute Text: null or grade/attendance pattern/sub-schedule

Reporting Instructions. This attribute name is used to report planned days in which the students are required to attend for fewer hours than are reported via Hours Per Day (DL100) on the Building Grade Schedule (DL) Record for the same ORG IRN. This includes early dismissals for events such as parent-teacher conferences, professional days, late starts, or mid-day interruptions that are included in the school calendar.

For example, a district has a parent-teacher conference day that is in the afternoon and students are required to attend school only in the morning. The district submits a record that shows the hours that the students were in attendance.

<u>Attribute Name</u>	<u>Attribute Text</u>	<u>Attribute Number</u>	<u>Attribute Date</u>
C HSHRTPLN	null	0000035000	20141027

The district would submit a C PTCONFRC record as well for the hours of staff participation in these conferences.

C HSHRTNOP is the attribute name used when reporting days when the length of the school day was shortened for unplanned reasons other than hazardous weather conditions. Each occurrence is reported in a separate record with the appropriate date.

Valid Options

Attribute Number: 0000000001–0000240000

Attribute Date: CCYYMMDD of the day students attended for a shorter period of time

Attribute Text: null or grade/attendance pattern/sub-schedule

Reporting Instructions. This attribute name is used when reporting school days shortened for unplanned reasons that are not weather related. Examples of such instances would be an early dismissal because of building maintenance problems or a late start because of vehicle malfunctions. The situation

might apply to the entire school or to a single grade or subset of that grade; if the latter, the record is reported with the student grade/attendance pattern/sub-schedule in Attribute Text.

C HRSLNGTH is the attribute name used when reporting days when students attend for more than the scheduled hours per day.

Valid Options

Attribute Number: 0000000001–0000240000

Attribute Date: CCYYMMDD of the day students attended for a longer period of time

Attribute Text: null or grade/attendance pattern/sub-schedule

Reporting Instructions. This attribute name is used whenever a school day is extended beyond the Hours Per Day (DL100) in the Building Grade Schedule Record. These might be days extended to make up for a calamity day, School Improvement day extensions, or other cases in which the school day is longer than the usual school day.

A separate record must be reported for each such day between the scheduled first and last days of school as defined on the Grade Schedule Record. If this is a Saturday or Sunday, the district should use C HRSWKEND if the school does not usually require students to attend on those days.

Districts report the number of hours that the students are in attendance for the designated day in the Attribute Number element. The number should always be more than the DL100 number of hours and equal to the time of required attendance and the additional time added to the school day. This number is expressed in hundredths of hours with an implied decimal point. For example, 6.5 hours is expressed as 0000065000 and 6 hours is expressed as 0000060000.

If only a subset of students in the building are affected by the changed hours, the Attribute Text is reported with the grade/attendance pattern/sub-schedule codes applicable to the situation. If the building adds 1 hour every day for a week for all students in a building and the hours per day is ordinarily 5.5, the district reports the following records using the ORG IRN = building IRN.

<i>Attribute Name</i>	<i>Attribute Text</i>	<i>Attribute Number</i>	<i>Attribute Date</i>
C HRENGTH	null	0000065000	20160328
C HRENGTH	null	0000065000	20160329
C HRENGTH	null	0000065000	20160330
C HRENGTH	null	0000065000	20160331
C HRENGTH	null	0000065000	20160401

 **District IRN Element**

Record Field Number	DN040
Definition	The state assigned six-digit information retrieval number (IRN) of the district.

Valid Options

Six-digit IRN Valid district IRN

☀ Organization IRN Element

Record Field Number	DN050
Definition	The state assigned six-digit information retrieval number (IRN) of the district or building.

Valid Options

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

Reporting Instructions. In some instances, students may be counted at the district rather than at the building level. 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 a record using the district IRN as the building IRN.

~~In other instances,~~ For those attribute names followed by an “*” in the table in the Attribute Text Element Valid Options, the district reports only records in which the ~~building-Organization~~ IRN (DN050) is the same as the District IRN (DN040). These attributes are not applicable at the building level. For example, when reporting **EYENRCCNT10***, the Organization IRN should match the District IRN.

Defining a Unique Record

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

Record Name	Record	Required Fields	Number
Organization General Information Record	DN	Organization IRN	DN050
		Attribute Name	DN060
		<u>Attribute Date</u>	<u>DN070</u>
		<u>Attribute Text</u>	<u>DN080</u>

5.3 ORGANIZATION GENERAL INFORMATION RECORD (DN) FILE LAYOUT

Number	Position	Name	Type/Size
	1-8	Filler	PIC X(8)
DN010	9-10	Sort Type Code	PIC X(2)
		Always "DN"	
	11	Filler	PIC X(1)
DN020	12-15	Fiscal Year (format CCYY)	PIC X(4)
DN030	16	Reporting Period Code <u>Data Set</u>	PIC X(1)
		K – October N – Yearend C – Calendar S – Student H – Financial	
DN040	17-22	District IRN	PIC X(6)
DN050	23-28	Organization IRN	PIC X(6)
DN060	29-38	Attribute Name	PIC X(10)
DN070	39-46	Attribute Date	PIC 9(8)
DN080	47-52	Attribute Text	PIC X(6)
DN090	53-62	Attribute Number	PIC 9(10)