

ODE EMIS MANUAL

Section 8.1.1: E-Transcript Overview



Version 1.0
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REVISION HISTORY

The revision history provides a means for the readers to easily navigate to the places in the manual where updates have occurred. Where there has been a significant change or update it will be highlighted. Minor changes, such as typos, formatting, and grammar are not highlighted.

Version	Date	Effective Date (FY & Reporting Period)	Change #	Description

8.1.1 E-TRANSCRIPT OVERVIEW

General Guidelines

The E-Transcript sections in the ODE EMIS Manual provide instructions for reporting student high school transcripts to US colleges and universities participating in the E-Transcript initiative. The elements needed for E-Transcript will be collected using the existing EMIS infrastructure, but the data will not be processed by ODE in the same way as regular EMIS data. The data will be sent to a non-ODE data repository. After a transcript for a student is requested and released, the data will be delivered to colleges and universities.

E-Transcript reporting is optional for EMIS reporting entities. Local Education Agencies (LEAs) who are E-Transcript participants will be responsible for the relevancy and accuracy of the data. Participating LEAs will determine the frequency of their data collections. The student data that appears on the E-Transcript collection request will only be as current as the most recent data collection.

OVERVIEW OF DATA

The following are general categories of student and staff data covered in the E-Transcript Records of the ODE EMIS Manual.

- Student Contact Record (FF) (e-mail address, legal guardianship, contact relationship, etc.)
- Student Contact Address Record (FG) (mailing address, county/postal/country codes, etc.)
- Staff Relationship Record (CH) (employee ID, position code, etc.)
- Staff Contact Record (CD) (telephone number/extension, email address, etc.)
- Student Course Academic Performance History Record (FH) (course data, advanced placement, college prep, credit data, etc.)
- Student Academic Performance Summary Record (FJ) (class ranking, GPA scale, weighted/non-weighted GPA, etc.)
- Student Attendance Summary Record (FK) (attendance days, excused/unexcused absences, etc.)
- Student Demographic Record (GI) (date of birth, SSID, Gender, native language, etc.)
- Student Standing Record (FS) (SSID, Admission Date, etc.)
- Student Attributes – Effective Date Record (FD) (State Equivalent Grade Level)
- Student Attributes – No Date Record (FN) (grade level, Admission to Current High School, Core Grad Requirements Exemption Date, Expected Graduation Date, etc.)
- Student Assessment Record (FA) (test data, scores, etc.)
- Student Special Education Graduation Requirement Record (FE) (Assessment Type, Exemption Flag)
- Student Graduation – Core Summary Record (GC) (Core Area Code, Core Area Count)
- Staff Demographic Record (CI) (Name, Employee ID, etc.)

REPORTING RESPONSIBILITY

E-Transcript reporting is optional for EMIS reporting entities. LEAs who are E-Transcript participants will be responsible for the relevancy and accuracy of the data. Specific guidelines and exceptions to the

general reporting responsibilities are located in the individual sections of E-Transcript, Staff and Student Records.

The E-Transcript Record may be reported by the following participating EMIS reporting entities:

- City, local, or exempted village school districts
- Community schools
- Ohio Schools for the Deaf and Blind
- Ohio Department of Youth Services (ODYS)
- STEM districts

REPORTING E-TRANSCRIPT DATA

Definitions for E-Transcript relevant data elements are located within the ODE EMIS Manual. Within each record, each data element is organized alphabetically. Valid options for certain data elements are listed and defined accordingly. In addition to valid options and data definitions, data reporting requirements for each data element are discussed in each of the following sections.

E-TRANSCRIPT - LEVEL RECORDS

There are 15 records containing E-Transcript data that may need to be submitted to ODE. Below is a list of each record, its name and record indicator. Data elements for each of these records are found in the following sections.

These are the records in the EMIS Manual that are not included in regular EMIS reporting.

Manual Section	Record Indicator	Record Name
8.2	FF	Student Contact Record
8.3	FG	Student Contact Address Record
8.4	CH	Staff Relationship Record
8.5	CD	Staff Contact Record
8.6	FH	Student Course Academic Performance History Record
8.7	FJ	Student Academic Performance Summary Record
8.8	FK	Student Attendance Summary Record

These are the records that are included in E-Transcript but are also required to be reported in regular EMIS reporting:

Manual Section	Record Indicator	Record Name
2.2	GI	Student Demographic Record
2.4	FS	Student Standing Record
2.5	FD	Student Attributes – Effective Date Record
2.6	FN	Student Attributes – No Date Record
2.8	FA	Student Assessment Record
2.14	FE	Student Special Education Graduation Requirement
2.15	GC	Student Graduation – Core Summary Record
3.3	CI	Staff Demographic Record