

ODE EMIS MANUAL

Section 8.4: Staff Relationship Record (CH)



Version 1.0
March 7, 2013

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

8.4 STAFF RELATIONSHIP RECORD (CH)

Required Reporting Periods

The Staff Relationship Record (CH) and the relevant elements are to be reported for the E-Transcript (E) and Student Record Exchange (X) collection requests.

General Guidelines

The Staff Relationship Record establishes a connection between a staff member and student. The context of the relationship is established via the position code. The elements are in alphabetical order.

☼ EMIS Student ID Number Element

Record Field Number	CH060
Definition	The locally determined EMIS student ID.

Valid Options

Nine-digit ID used by the school district

Reporting Instructions. The EMIS ID is the district-determined number that is used by districts for student tracking. This number uniquely identifies each student within the district. The school district is responsible for assigning this number. The EMIS student ID number is for local use only and is not submitted to ODE.

Districts should not eliminate this number from their systems with the implementation of the SSID. The SSID is used for EMIS reporting purposes.

☼ Employee ID Element

Record Field Number	CH050
Definition	Unique code assigned to the staff member.

Valid Options

Nine-character code

Reporting Instructions. When reporting the Employee ID Element, report the local number assigned to the employee by the district. The same locally assigned number must be used for the Employee ID on other staff related records reported for this staff member by this reporting entity. A value of “99999999” is not allowed in this element on this record type. The district can use the staff member’s credential ID, Z-ID or a local value determined by the district, as long as the same value is used for each staff member across all record types.

☼ Employee Position Code

Record Field Number	CH070
Definition	The code associated with the position assignment of the employee.

Valid Options

202 Counselor

Defining a Unique Record

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

Required Fields	Number
Employee ID	CH050
EMIS Student ID Number	CH060
Employee Position Code	CH070

8.4 STAFF RELATIONSHIP RECORD (CH) FILE LAYOUT

Number	Position	Name	PIC/Size
	1-8	Filler	PIC 9(8)
CH010	9-10	Sort Type	PIC X(2)
		Always "CH"	
	11	Filler	PIC X
CH020	12-15	Fiscal Year, e.g., 2010 (CCYY)	PIC X(4)
CH030	16	Reporting Period	PIC X
		E - E Transcript X – Student Record Exchange	
CH040	17-22	LEA IRN	PIC X(6)
CH050	23-31	Employee ID	PIC X(9)
CH060	32-40	EMIS Student ID Number	PIC X(9)
CH070	41-43	Employee Position Code	PIC X(3)