

Please Note

This presentation is being provided for informational purposes only.

The information in this presentation may have changed since it was created.

This presentation is not meant to provide detailed reporting instructions and is not a replacement for the EMIS Manual, Report Explanations, or other documentation provided by ODE.



ITC – ODE Fall Training 2014

August/September

Ohio | Department
of Education

The Usual Reminders

- ▶ Not enough time to cover all of the details of each change
- ▶ More detailed information will be included in the manual
- ▶ As always, the manual prevails in a conflict between this presentation and the manual

Topics

- ▶ New collections for FY15 (Calendar, SCR, SOES, Contact, Summer OAA, & Retention):
 - ▶ How they are going
 - ▶ Preview reports
 - ▶ Level 1s
 - ▶ Post processing reports
 - ▶ Identify and work through some common issues
- ▶ Live Data Collector for a district (need a volunteer)
- ▶ General Q & A

SCR COLLECTION

SCR

- ▶ Student Cross Reference collection request now available in Data Collector
- ▶ An updated “S” data set must be in the data collector’s “other data sources” tab in order to run an SCR collection
- ▶ Collect, Prepare, Preview, and Submit required by each reporting entity to report students to EMIS and meet the 30 day rule

SCR Collection Request

Student Cross Reference (FY15)

Collection required for all EMIS reporting entities. Source file(s) for GI, FS, and FL student record types, labeled with the "S" reporting period, must be uploaded in EMIS manual format through the Data Collector Data Sources tab. Collection and submission will be automatic, but can be run on-demand as needed. Level 1 reports should be reviewed to identify data with errors that was excluded in the automatic submission. Updated student admission and withdrawal data must be submitted via this collection request within 30 days of the change in student status.

Submissions: July 09, 2014 - July 30, 2015

Expiration Date: July 30, 2015 (in 346 days)

Collection Request: 2

Status: Data Collection has been prepared on August 05, 2014 at 03:41:56 PM and is available for preview. You need to re-prepare to make it available for certification.

Validation Status: [Level 1 Validation](#)

Submission Number: 1 (attempt 1)

Actions: [Start/Stop Collection](#)
[Prepare](#)
[Preview](#)
[Cancel](#)
[Add New Scheduled Collection](#)

SCR Level 1s

- Level 1 fatal errors indicate 30 day funding criteria not met

File Edit View Favorites Tools Help				
Collection Request: Student Cross Reference (FY15) Submission Num: 1 Attempt: 1 Export to file				
LEA Name: [REDACTED] LEA IRN: [REDACTED] Validation Type: Level 1				
Error Number	Error Level	Message	Description	Record Identifying Fields
FS.0006	Fatal	Invalid value	(FS350) Invalid value '013173' in the field 'Admitted From IRN'	'000692158' = EMIS Student ID Number, 'Pearson' = Last Name, 'Erica' = First Name, 'RO6450669' = State Student ID, '20140701' = Effective Start Date
FS.0004	Fatal	Date out of range	(FS070) Invalid value '20140923' in the field 'Admission Date'	'000010227' = EMIS Student ID Number, 'Browning' = Last Name, 'Glenn' = First Name, 'JK7026993' = State Student ID, '20140701' = Effective Start Date

Scrambled data

SCR Preview Reports

Student Cross Reference (FY15)

Submission Number 1 (attempt 1)

Select the options and click on the Generate Preview link to create the preview.

Last Prepared: August 05, 2014 (13 days ago) at 03:41:56 PM

Preview Types





☒ Detail

Output Options

Zip File: ☐ Download file as a compressed .zip (for faster downloads)

File Format: ☒ CSV
☐ HTML

[Generate Preview](#)

File	Valid	Invalid	Total
 Excluded Records.csv			0
 Student Demographic (GI).csv	321	2	323
 Student Standing (FS).csv	321	2	323
 Student Summer Withdrawal (FL).csv	0	0	0
Total counts:	642	4	646

SCR Student Demographic GI Preview

A	B	D	E	F	H	I	J
Fiscal Year	Reporting Period	Last Name	First Name	Middle Name	Date of Birth	Gender	Record Is Valid
2015	S	Browning	Glenn	F	19971030	M	Dep
2015	S	Pearson	Erica	B	20030530	F	Dep
2015	S	Abbott	Oscar	P	20050308	M	Yes
2015	S	Anders	Mariah	L	20070320	F	Yes
2015	S	Anderson	John	H	20000614	M	Yes
2015	S	Apple	Carlie	A	19990520	F	Yes
2015	S	Arntson	Christopher	C	20061222	M	Yes
2015	S	Ash	Adriana	P	19961115	F	Yes
2015	S	Ashbaugh	Raymond	T	20050119	M	Yes
2015	S	Augustyniak	Xander	T	20060929	M	Yes
2015	S	Bacon	Donovan	A	20040120	M	Yes

Scrambled data

SCR Student Standing FS Preview

A	B	C	E	F	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB
Fiscal Year	Reporting	District IRI	Last Name	First Name	Effective	Admissior	Admissior	Effective	Withdraw	Student	P Tuition	Ty	District Re	Legal Dist	How Rece	How Rece	Sent Reas	Sent to IRI	Sent to Pe	Sent Reas	Sent to IRI	Sent to Pe	Admitted	Withdraw	Record Is Valid
2015	S	000222	Browning	Glenn	20140701	20140923	3	00000000	**	100	N	1	044909	M	*****	NA	*****	0	NA	*****	0	081851	*****	No	
2015	S	000222	Pearson	Erica	20140701	20130821	7	00000000	**	100	N	1	044909	M	*****	NA	*****	0	NA	*****	0	013173	*****	No	
2015	S	000222	Abbott	Oscar	20140701	20100722	4	00000000	**	100	N	1	044909	M	*****	NA	*****	0	NA	*****	0	*****	*****	Yes	
2015	S	000222	Anders	Mariah	20140701	20120822	4	00000000	**	100	N	1	044362	M	*****	NA	*****	0	NA	*****	0	999999	*****	Yes	
2015	S	000222	Anderson	John	20140701	20100805	6	00000000	**	100	N	1	044909	M	*****	NA	*****	0	NA	*****	0	*****	*****	Yes	
2015	S	000222	Apple	Carlie	20140701	20130821	6	00000000	**	100	N	1	044909	M	*****	NA	*****	0	NA	*****	0	044909	*****	Yes	
2015	S	000222	Arntson	Christoph	20140701	20140421	6	00000000	**	100	N	1	044909	M	*****	NA	*****	0	NA	*****	0	010205	*****	Yes	
2015	S	000222	Ash	Adriana	20140701	20130821	6	00000000	**	100	N	1	044909	M	*****	NA	*****	0	NA	*****	0	142950	*****	Yes	
2015	S	000222	Ashbaugh	Raymond	20140701	20130821	6	00000000	**	100	N	1	044909	M	*****	NA	*****	0	NA	*****	0	044909	*****	Yes	
2015	S	000222	Augustyni	Xander	20140701	20110824	4	00000000	**	100	N	1	044909	M	*****	NA	*****	0	NA	*****	0	*****	*****	Yes	
2015	S	000222	Bacon	Donovan	20140701	20130821	6	00000000	**	100	N	1	044909	M	*****	NA	*****	0	NA	*****	0	000825	*****	Yes	
2015	S	000222	Banister	Allen	20140701	20121008	6	00000000	**	100	N	1	044909	M	*****	NA	*****	0	NA	*****	0	011948	*****	Yes	
2015	S	000222	Barton	Craig	20140701	20131104	3	00000000	**	100	N	1	044909	M	*****	NA	*****	0	NA	*****	0	053843	*****	Yes	
2015	S	000222	Beale	Destiny	20140701	20131111	6	00000000	**	100	N	1	048231	M	*****	NA	*****	0	NA	*****	0	000338	*****	Yes	
2015	S	000222	Bean	Sydni	20140701	20130821	6	00000000	**	100	N	1	044909	M	*****	NA	*****	0	NA	*****	0	000546	*****	Yes	
2015	S	000222	Beard	Virginia	20140701	20120822	4	00000000	**	100	N	1	044909	M	*****	NA	*****	0	NA	*****	0	*****	*****	Yes	
2015	S	000222	Beavers	Alejandro	20140701	20110824	6	00000000	**	100	N	1	044909	M	*****	NA	*****	0	NA	*****	0	000843	*****	Yes	
2015	S	000222	Becher	Haylee	20140701	20130923	6	00000000	**	100	N	1	048223	M	*****	NA	*****	0	NA	*****	0	048223	*****	Yes	

Scrambled data

SOES COLLECTIONS

SOES

- ▶ SOES Beginning of Year Student Collection request now in Data Collector
 - ▶ SOES Contact coming soon
- ▶ Community schools must have an “S” data set transferred to the data collector’s Other Data Sources
- ▶ A Collect, Prepare, Preview, and Submit must be completed by community schools to move data into the SOES module on the ODDEX website
- ▶ Resident districts will begin reviewing community school students in SOES once the ODDEX website is operational

SOES Collection Request



SOES Beginning of Year Student Collection (FY15)

Collection required for all Community Schools. Source file(s) for GI, FS, FD, FN, GE, FE, FC, FL, GJ, and GQ student record types, labeled with the "S" reporting period, must be uploaded in EMIS manual format through the Data Collector Data Sources tab. The DN record is also required to be reported in this collection request as well, although there are a limited set of options required. This collection request is for the data for school funding, Federal reporting, and other required ODE reporting. This data is sent directly to ODE and will be merged with the other SOES collection that is sent to the State Software Development Team on a nightly basis to be displayed in the new Ohio District Data Exchange (ODDEX) system accessed through ODE's SAFE Web Portal.

Submissions: July 01, 2014 - January 31, 2015

Expiration Date: January 31, 2015 (in 165 days)

Collection Request: 11

Status: The collection was submitted August 15, 2014 at 08:50:19 AM by [REDACTED].

Validation Status: [Level 1 Validation](#)

Submission Status: Pending Processing (August 15, 2014 at 08:50:50 AM)

Submission Number: 9 (attempt 1)

Actions: [View Submission Results](#)
[Review](#)
[Start Collection](#)
[Add New Scheduled Collection](#)

SOES Preview Reports

Last Prepared: August 15, 2014 (4 days ago) at 08:49:13 AM

Review Types
<input checked="" type="checkbox"/> Detail
<input checked="" type="checkbox"/> Missing Data Report
Output Options
Zip File: <input type="checkbox"/> Download file as a compressed .zip (for faster downloads)
File Format: <input checked="" type="radio"/> CSV
<input type="radio"/> HTML

[Generate Review Data](#)

File	Valid	Invalid	Total
 Excluded_Records.csv			0
 Generic_Record_Type_Package.csv			0
 Organization_General_Information_(DN).csv	4	17	21
 Race_Detail_Record_(GJ).csv	0	0	0
 Special_Education_(GE).csv	1	0	1
 Special_Education_Graduation_Requirement_(FE).csv	0	0	0
 Student_Attributes_Effective_Date_(FD).csv	321	3	324
 Student_Attributes_No_Date_(FN).csv	321	2	323
 Student_Demographic_(GI).csv	321	2	323
 Student_Missing_Override_Record_(FC).csv	0	0	0
 Student_Missing_Report.csv			0
 Student_Program_(GQ).csv	119	1	120
 Student_Standing_(FS).csv	321	2	323
 Student_Summer_Withdrawal_(FL).csv	0	0	0
Total counts:	1408	27	1435

SOES FS Preview and Level 1

F	G	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	
Last Name	First Name	Effective 1	Admission Effective 1	Admission Effective 1	Withdraw Student P	Tuition Ty	District Re	Legal Dis	Attending Assigned	How Rec'd	How Rec'd	Sent Reas	Sent to IR	Sent to Pe	Sent Reas	Sent to IR	Sent to Pe	Sent Reas	Sent to IR	Sent to Pe	Sent Reas	Sent to IR	Sent to Pe	Sent Reas	Sent to IR	Sent to Pe	Sent Reas	Sent to IR	Sent to Pe
Cooley	Emilio	20140701	20120904	4	00000000	**	100	N	1	044909	000222	*****	M	*****	NA	*****	0	NA	*****	0	0	0	0	*****	*****	48	Dep	No	
Pearson	Erica	20140701	20130821	7	00000000	**	100	N	1	044909	000222	*****	M	*****	NA	*****	0	NA	*****	0	0	0	0	013173	*****	48	Yes	No	
Abbott	Oscar	20140701	20100722	4	00000000	**	100	N	1	044909	000222	*****	M	*****	NA	*****	0	NA	*****	0	0	0	0	*****	*****	48	Yes	No	
Anders	Mariah	20140701	20120822	4	00000000	**	100	N	1	044362	000222	*****	M	*****	NA	*****	0	NA	*****	0	0	0	0	999999	*****	48	Yes	No	
Anderson	John	20140701	20100805	6	00000000	**	100	N	1	044909	000222	*****	M	*****	NA	*****	0	NA	*****	0	0	0	0	*****	*****	48	Yes	No	

File	Edit	View	Favorites	Tools	Help
Collection Request: SOES Beginning of Year Student Collection (FY15)			Submission Num: 9	Attempt: 1	Export to file
LEA Name: [REDACTED]			LEA IRN: [REDACTED]	Validation Type: Level 1	
Error Number	Error Level	Message	Description	Record Identifying Fields	
FS.0006	Fatal	Invalid value	(FS350) Invalid value '013173' in the field 'Admitted From IRN'	'000222' = Building IRN, '000692158' = EMIS Student ID Number, 'Pearson' = Last Name, 'Erica' = First Name, 'RO6450669' = State Student ID, '20140701' = Effective Start Date	
FD.0004	Fatal	Date out of range	(FD060) Invalid value '20141002' in the field 'Effective Start Date'	'000222' = Building IRN, '000010132' = EMIS Student ID Number, 'Cooley' = Last Name, 'Emilio' = First Name, 'UL2952966' = State Student ID, '20141002' = Effective Start Date	
FD.0004	Fatal	Date out of range	(FD070) Invalid value '20141001' in the field 'Effective End Date'	'000222' = Building IRN, '000010132' = EMIS Student ID Number, 'Cooley' = Last Name, 'Emilio' = First Name, 'UL2952966' = State Student ID, '20140701' = Effective Start Date	
DN.0001	Fatal	Invalid Option	Invalid value 'TFRPSESCNO' in the field 'Attribute Name'	'000222' = Organization IRN, 'TFRPSESCNO' = Attribute Name	
DN.0001	Fatal	Invalid Option	Invalid value 'TFRPSESCYS' in the field 'Attribute Name'	'000222' = Organization IRN, 'TFRPSESCYS' = Attribute Name	
DN.0001	Fatal	Invalid Option	Invalid value 'TRANSPTCNT' in the field 'Attribute Name'	'000222' = Organization IRN, 'TRANSPTCNT' = Attribute Name	
DN.0001	Fatal	Invalid Option	Invalid value 'TRANSPTMIL' in the field 'Attribute Name'	'000222' = Organization IRN, 'TRANSPTMIL' = Attribute Name	
DN.0001	Fatal	Invalid Option	Invalid value 'STUHOMESECL' in the field 'Attribute Name'	'000222' = Organization IRN, 'STUHOMESECL' = Attribute Name	

SOES Contact Collection



SOES Student Contact(s) Collection (FY15)

Collection required for all Community Schools. Source file(s) for GI, FF and FG student record types, labeled with the "S" reporting period, must be uploaded in EMIS manual format through the Data Collector Data Sources tab. This collection request is for the resident district and community school to see the student's name and contact information in regards to conflicts regarding the student. This data is sent directly to SSDT and will be merged with the other SOES collection that is sent to ODE on a nightly basis to be displayed in the new SOES system accessed through ODE's SAFE Web Portal.

Submissions: July 01, 2014 - January 31, 2015

Expiration Date: January 31, 2015 (in 164 days)

Collection Request: 9

Status: Data Collection has been prepared today at 09:59:39 AM and is available for preview or certification.

Submission Number: 3 (attempt 3)

Actions: [View Submission Results](#)
[Start/Stop Collection](#)
[Prepare](#)
[Preview](#)
[Certify & Submit](#)
[Cancel](#)
[Add New Scheduled Collection](#)

SOES Contact Preview

SOES Student Contact(s) Collection (FY15)

Submission Number 3 (attempt 3)

Select the options and click on the Generate Preview link to create the preview.

Last Prepared: Today at 09:59:39 AM

Preview Types





☒ Detail

Output Options

Zip File: ☐ Download file as a compressed .zip (for faster downloads)

File Format: ☒ CSV
☐ HTML

[Generate Preview](#)

File	Valid	Invalid	Total
 Excluded Records.csv			6
 Student Contact Address Record (FG).csv	5	0	5
 Student Contact Record (FF).csv	5	0	5
 Student Demographic (GI).csv	5	0	5
Total counts:	15	0	21

SOES (FG) Address & (FF) Contact Previews

A	B	D	E	F	G	H	I	J	K	L	M
Last Name	First Name	Contact Sequence Order Number	Address Type	Address Line 1	Address Line 2	City	County Code	StateProvince Code	Postal Code	Country Code	Record Is Valid
Abbott	Kaleigh	1	0123	6814 VASQUEZ Road	Address Line 2	OTTAWA	69	OH	45875	US	Yes
Abel	Kourtney	1	0123	6814 ABEL Road	Address Line 2	ABEL	69	OH	45875	US	Yes
Abouahmed	Micah	1	0123	6814 ABOUAHMED Road	Address Line 2	CITY	69	OH	45875	US	Yes
Abrams	Katelyn	1	0123	6814 ABRAMS Road	Address Line 2	OTTAWA	69	OH	45875	US	Yes
Acevedo	Destiny	1	0123	6814 ACEVADO Road	Address Line 2	OTTAWA	69	OH	45875	US	Yes

A	B	D	E	F	G	H	I	J	K	L	M
Student Last Name	Student First Name	Contact Sequence	Contact Relationship	Legal Guardianship	Custodial Flag	Contact Prefix	Contact First Name	Contact Middle	Contact Last Name	Contact Suffix Name	Record Is Valid
Abbott	Kaleigh	1	SELF	N	N		EDNA		VASQUEZ		Yes
Abel	Kourtney	1	SELF	N	N		MOM		ABEL		Yes
Abouahmed	Micah	1	SELF	N	N		MICAH		ABOUAHMED		Yes
Abrams	Katelyn	1	SELF	N	N		KATELYN		ABRAMS		Yes
Acevedo	Destiny	1	SELF	N	N		Destiny		ACEVADO		Yes

CALENDAR COLLECTION

Global Attributes-Calendar

- ▶ The Global attribute C_YWKDAY(XX) can only be used if the specified day is being excluded for the entire duration of the calendar
- ▶ If any of those days are added back as make-up days, the calendar would need to be updated by removing the global attribute and showing all Fridays not in session as C_DPLANNED days off

Waiver Day Attributes-Calendar

If a district has been granted an IPP waiver day for professional development, they will report a C_PRFLMEET attribute and indicate the # of hours used for the professional development

- They would also need to report either attribute C_DPLANNED for a whole day off for students, or
- C_HRSHRTPLN if day is shortened for students

Parent-Teacher Conference Attributes-Calendar

- ▶ If during school day, two DN records for day needed
 - C_HSHRTPLN for students
 - C_PTCONFRC for staff
- ▶ If after school hours, one DN record for day needed
 - C_PTCONFRC for staff

Calendar Questions

- ▶ District has AM and PM Kindergarten students, attending half day everyday
 - Calendars should be the building calendar and percent of time 50%
 - Should have separate AM/PM attendance pattern in case there is a late start or early dismissal
- ▶ Calendars for school age students attending an ESC program in another district
 - Resident district sets up a calendar based on their unique attendance pattern

Calendar Questions, cont.

- ▶ JVS satellite students – JVS can set up calendars based on district's calendar where satellite is located and assign attendance pattern in FD attributes
- ▶ Possible option for JVS and PS ESC to use calendar reported at district via the course location IRN

Preschool Calendar Examples

- ▶ For AM/PM preschool students only attending M-Th, the district would need to submit a DN calendar with the C_YWKDAYFR attribute name to exclude all Fridays
- ▶ For itinerant students that may attend on Fridays, a separate calendar would need to be reported that does not exclude all Fridays
- ▶ In both cases, the percent of time would continue to be reported as either 50% or 100% depending on the individual student's hours of instruction

Kindergarten Calendar Q&A

Question. August 26, the 1st day that grades 1-12 come back to school, KG students are scheduled by appointment for testing. This testing by appointment continues through the next 2 days. On Friday, KG girls come in the morning and KG boys in the afternoon for orientation and to meet their teachers. The following Monday, regular KG classes begin. What is the first day for the KG students?

Answer. The following Monday – when regular KG classes begin – would be reported as the first day of school in the DL record for these KG students. There would be no need for separate calendars, assuming all KG students will begin together on that Monday and have the same attendance pattern for the remainder of the school year.

KG Calendar Q&A, cont.

Question. KG boys attend on the 1st day of school, then KG girls attend on the 2nd day of school. All KG students come back on the 3rd day.

Answer. Two separate calendars will be needed – one for KG boys, one for KG girls. For KG boys, report day 1 as first day of school in the DL record and day 2 as a planned day not in session in the DN record using C_DPLANNED.

30 Day Rule Reminders

- ▶ Districts must report enrollments and withdrawals in EMIS within 30 days of the enrollment or withdrawal
 - ▶ 30 calendar days (not school days)
 - ▶ 30 days begins with the district's first day in session or the student's first day of attendance in a district
 - ▶ Will not be funded back more than 30 days
 - ▶ Conflicts in SCR have no effect on meeting the 30 day rule
 - ▶ In shared situations, responsibility lies with educating district

105 Hour Rule Reminders

- ▶ The student has 105 hours of consecutive unexcused absences.
 - ▶ No longer included in the district's funding after date of withdrawal
 - ▶ Must document and follow relevant law and policy regarding truant and missing children
 - ▶ Use withdrawal code 76
 - ▶ Students not in attendance any days in the current school year will not be funded
 - ▶ Withdrawal code 81 is only used for students reported in error

Minimum Hours

School districts, joint vocational school districts, and chartered nonpublic schools will be required to be open for instruction for a minimum of:

- 455 hrs - students in half-day kindergarten
- 910 hrs - students in full-day KG through Grade 6
- 1,001 hours - students in Grades 7-12

Attendance Reporting

- ▶ Tardy vs ½ day absence? Tardies are not reported to EMIS. ½ day absences are reported as in previous years
- ▶ All attendance will be reported as in previous years in FS attendance elements
- ▶ Actual attendance/absences will only be reported on closed FS records once a student has withdrawn or at the end of the school year (in the final “S” reporting window)

SUMMER OAA COLLECTION

Summer OAA Reading Collection

- ▶ District must report all summer OAA reading scores for students they assessed
- ▶ The sending school or district must provide the test results to the receiving school or district
- ▶ This is the only collection request during which these scores can be reported

RETENTION COLLECTION

Retention Collection

- ▶ ODE is expecting a retained reason to be reported in FY15 Retention collection for students not withdrawn on or before the last day of school
- ▶ All public/community/STEM schools must abide by the Third Grade Reading Guarantee
- ▶ FY14 third grade students not meeting TGRG reading requirement are reported in FY15 as grade level 3 and retention element A

Retention Collection

Possible Gen Issues Checks

- ▶ Students reported with Retained Status options “E” or “G” must have a disability
- ▶ Number of last school year’s 3rd grade students expected to be reported with Retained Status options A – L
 - ▶ Students not achieving cut score and not withdrawn by end of last school year
- ▶ Student reported by district A with Retained Status option “H” should also be reported by district B with a Retained Status option

ODDEX Reminders

- ▶ User name and password set up in SAFE
- ▶ Additional roles added through OEDS
- ▶ User will access ODDEx website via provided URL
- ▶ Access to SCR, History, and SOES found on ODDEx landing page
- ▶ All updates to data made in district student software systems

Questions?



A close-up photograph of a hand with fingers pointing towards a tablet screen. The scene is bathed in a strong blue light, creating a high-tech or digital atmosphere. The text 'education.ohio.gov' is overlaid in white at the top.

education.ohio.gov

Social Media

facebook

Ohio Families and Education
Ohio Teachers' Homeroom

Linked in

ohio-department-of-education

Storify

storify.com/ohioEdDept

twitter

@OHEducation

You Tube

OhioEdDept