

# 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.



# ODE ITC EMIS Training

April 2018

# The Usual Reminders

- ▶ Manual sections posted after this training prevail in a conflict between this presentation and the manual
- ▶ Some questions may be deferred to helpdesk
- ▶ Hierarchy of support
  - ▶ EMIS Manual
  - ▶ EMIS Coordinator
  - ▶ ITC
  - ▶ Helpdesk

# Topics

- ▶ FY18 End of Year Reminders
- ▶ CTE Reports Update
- ▶ Graduation (G) Collection
- ▶ ODDEX
  - ▶ End of Year Reminders
  - ▶ Enhancements

# FY18 END OF YEAR REMINDERS

# FY18 EMIS Data Collection Calendar

- ▶ ODE Home > Topics Data > EMIS > EMIS Reporting Responsibilities > EMIS Data Collection Calendars
- ▶ Changes announced via Newsflash

Education Management Information System (EMIS) Data Collection Calendars are available by fiscal year below. Each calendar includes the collection name and the collection's open date and close date. Those reporting EMIS data must submit their information as outlined in the schedules unless a waiver has been granted.

» EMIS Data Collection Calendar for 2017-2018 (Posted 1/4/2018)  **DRAFT**

» EMIS Data Collection Calendar for 2016-2017 (Posted 4/10/2017)  **DRAFT**

» EMIS Data Collection Calendar for 2015-2016 (Posted 12/8/16)  **DRAFT**

» FY15 Detailed Schedule (Revised 12/08/15) 

# Student (S) Collections

- ▶ Traditional districts, ESCs, and JVSs
  - Midyear Student (S) Collection set to close April 30, 2018
  - End of Year Student (S) Collection set to open May 4, 2018
- ▶ Community schools and STEM districts
  - SOES End of Year Student (S) Collection
  - SOES Student (S) Contact Collection
- ▶ Student Cross Reference (SCR) Collection

# Reporting Withdrawals

- ▶ Effective End Date (FS090) for graduates
  - Last day of scheduled attendance for seniors
- ▶ Withdrawal Reason (FS100) for graduates
  - Educating district granting diploma = 99
  - Resident/non-educating district = 41
  - Full time JVS graduates
    - Resident district = 99
    - JVS = 41 or 99
- ▶ Withdrawing non-graduates
  - Verify reporting based on supporting documentation



# Reporting Attendance

- ▶ Traditional Midyear/End of Year and SOES End of Year Student (S) Collections
  - ▶ School Year Attendance Hours (FS320)
  - ▶ School Year Excused Absence Hours (FS330)
  - ▶ School Year Unexcused Absence Hours (FS340)
- ▶ Used to calculate FTE adjustments
  - ▶ 105 Hour Rule for community school students
  - ▶ Withdrawal and No Attendance

# Subgroup Determinations

- ▶ What is a subgroup?
  - Specific group of students whose academic performance is measured and compared against all students
- ▶ Student Attributes – Effective Date (FD)  
Record elements
  - Disadvantage (FD110)
  - Disability Condition (FD130)
  - Limited English Proficiency (FD170)

# Student Attributes – No Date (FN) Record

- ▶ Grade Level, Next Year (FN080)
  - Promoted = next grade level
  - Retained = current grade level
  - Dropout = DR
  - Graduate = GR
  - Withdrawal = \*\*
- ▶ Majority of Attendance IRN (FN220)
  - Full academic year met = building or district IRN
  - Full academic year not met = \*\*\*\*\*

# Student Attributes – No Date (FN) Record, cont.

- ▶ CTE Program of Concentration (FN290)
  - Report only one
- ▶ Reading Diagnostic Result (FN370)
  - Report only initial results
- ▶ Military Student Identifier (FN430) – Student whose parent/legal guardian is active member of Armed Forces or National Guard
  - \* = Not Applicable
  - A = Active Duty
  - B = National Guard

# Special Education Exemptions

- ▶ Student Special Education Graduation Requirement (FE) Record
  - ▶ Verify completeness and accuracy
    - ▶ Separate record per graduation assessment type/area
  - ▶ Report every year exemption is in effect
- ▶ Exemption is from consequences of having to pass a test to graduate
  - ▶ Not from having to take the test

# Student Truancy and Excessive Absence (FT) Record

- ▶ Unexcused absences due to suspension
  - Do not count toward truancy trigger
  - Count toward excessive absence measure
- ▶ Valid options
  - A – Parent Notified of Excessive Absences
  - B – Student becomes Habitually Truant
  - C – Habitual Truant Violates Court Order
  - D – Absence Intervention Plan Implemented

# Student Contact Address (FG) Record

- ▶ Reported by community schools and STEM districts
  - SOES Student Contact Collection
- ▶ Sent to SSDT to upload address in SOES
- ▶ Effective Start Date (FG150) left blank can cause issues
  - Prepare date is applied

# Student Gifted Education (GG) Record

- ▶ Reported by educating entity
- ▶ Gifted Identification (GG200 – GG260)
  - Once identified, always identified
- ▶ Gifted Identification Date (GG430 – GG490)
  - Date test scores received by district
- ▶ Gifted Served (GG510 – GG570) = Y
  - Current year only, not cumulative
  - If served, report how
    - Courses or services



# Student Program (GQ) Record

## ▶ Gifted Education codes

- ▶ 205040 – 205095, services *not* provided by gifted intervention specialists
- ▶ 206040 – 206090, services provided by gifted intervention specialists
  - ▶ Employee ID (GQ070) required

## ▶ Reading Improvement and Monitoring Plan (RIMP) Intervention codes

- ▶ Only report to EMIS if written and implemented within 60 days of when diagnostic result available from vendor

# Student Program (GQ) Record, cont.

## Coordinated Early Intervening Services (CEIS) code

- 221005 – Student participated in Coordinated Early Intervening Services (CEIS) funded as result of redirection of federal special education funding

# Final Calendar (C) Collection

## Organization – General Information (DN)

### Record exception reporting

- Calamity days
- Shortened days
- Unplanned days

Calendar For: Dist-Bldg-Grade-AP	Row Number	Month	Sunday	Monday	Tuesday	Wednesday
044362-011007-**-**	63	18-May				
044362-011007-**-**	64				01 - 6.09	02 - 6.09
044362-011007-**-**	65		6	07 - 6.09	08 - 6.09	09 - 6.09
044362-011007-**-**	66		13	14 - 6.09	15 - 6.09	16 - 6.09
044362-011007-**-**	67		20	21 - 6.09	22 - 6.09	23 - 6.09
044362-011007-**-**	68		27	28 - 0.00 (PDO)	29 - 0.00 (UPDO)	30 - 6.09

# Final Calendar (C) Collection, cont.

## Total hours

- Add Parent-Teacher Conf. Hours/Prof Development Hours to YTD Days/Hours

Thursday	Friday	Saturday	Student Session Days	Student Session Hours	Student YTD Days	Student YTD Hours
03 - 6.50	04 - 6.50	05	4	26	172	1115.5
10 - 6.50	11 - 6.50	12	5	32.5	177	1148
17 - 6.50	18 - 6.50	19	5	32.5	182	1180.5
24 - 6.50	25 - 6.50	26	4	26	186	1213
31 - 6.50			4	26	190	1232.5
	01 - 6.50	02	1	6.5	191	1239
07	08	09				
14	15	16				
21	22	23				
28	29	30				
	Parent-Teacher Conf. Hours	3.00				
	Prof Development Hours	3.00				

# Final Staff/Course (L) Collection

- ▶ Report all staff employed for FY18
  - ▶ Current
  - ▶ Separated
    - ▶ Date
    - ▶ Reason
  - ▶ Supplementals
- ▶ Correct errors from Initial Staff/Course (L) Collection

# Staff Demographic (CI) Record

- ▶ Absence Days (CI150)
  - ▶ All position codes except 800 – 899
- ▶ Absence Days/Long-term Illness (CI155)
  - ▶ At least 15 consecutive days
- ▶ Attendance Days (CI140)
  - ▶ Total days in attendance
    - ▶ July 1, 2017 – June 30, 2018

# Staff Employment (CK) Record

## High-Quality Professional Development (HQPD) (CK280)

- Y or N – required for teachers with position code 230
  - In district at least 120 days
  - Regardless of hours per day
- \* (NA) – only valid for teachers in district less than 120 days

# Student Course (GN) Record

- ▶ High School Credit Earned (GN150)
  - Y = student earned full credit
  - P = student earned partial credit
  - N = student did not earn credit
- ▶ Partial/Override Credit (GN152)
  - Student earned partial credit
    - High School Credit Earned = P
    - Report credit amount greater than 0
  - Student earned no credit
    - May report N/0 or P/0



# ESSA State License Assurance Report

## New Initial Staff/Course (L) Report

- Received Files
- Directly related to HQT
- Anyone with CORE courses will receive
  - Includes JVSs

# Assessment (A) Collections

- ▶ Assessment result required for student when
  - Enrolled during administration window,  
*and*
  - District Relationship (FS140) = 1,  
*or*
  - Sent Reason 1 (FS200) = MR
- ▶ Upload results when available
  - Do not wait for collections to open

# Medical Emergency Waiver

- ▶ Score Not Reported (FA235) option M
  - ▶ FY18 change
  - ▶ No longer valid for Assessment (A) Collections
  - ▶ Will cause fatal error
- ▶ District must report a test record with an appropriate reason
- ▶ Office of Accountability will apply to LRC based on approved waivers
  - ▶ Overwrites district reporting

# Assessment Reporting

- ▶ Career Tech assessment (GW, GY, WK) results
  - Reported by JVS
- ▶ EOC assessment results required to be reported by resident/sending district
  - Exception – direct enrolled JVS student
- ▶ All other assessment results
  - Reported by resident/sending district

# Assessment (A) Reports

- ▶ Excluded records

- ▶ Missing lists

- ▶ Not available for all collections
- ▶ Review Release Notes for availability
- ▶ Currently available for
  - ▶ OELPA
  - ▶ Other Accountability – 11<sup>th</sup> Grade ACT/SAT
  - ▶ Alternate Assessment
  - ▶ Spring State Assessment Grades 3-8
  - ▶ Spring End of Course
  - ▶ Spring OGT

# Assessment (A) Reports, cont.

## Supplementary Reports

- Not available for all assessment collections
- Review Release Notes for availability
- Currently available for
  - OELPA
  - Alternate Assessment
  - Spring State Assessment Grades 3-8
  - Spring End of Course

# Five-Year Forecast – Required Spring Update (P) Collection

- ▶ Five-Year Forecast (QF) Records *and* Assumptions required for submission
- ▶ ODE Home > Topics > Data > EMIS > EMIS Technical Documentation

» EMIS Change Committee Conference Calls

» EMIS ITC Conference Calls

» EMIS Release Notes

» Five-Year Forecast—Assumptions in PDF/TXT Directions 

» Ohio EMIS Software Vendor Conference Calls

# CTE REPORTS UPDATE



# Approved Overrides

- ▶ (CTEA-006) CTE Approved Overrides Report
- ▶ Removed from related Error Detail Report
- ▶ Amount of adjustment without the override

RPT DEST IRN	SSID	EMISID	LASTNAME	FIRSTNAME	MIDDLENAME	ERR OVERID FLAG	RESULT CODE
000222	AA0001234	Not Available	Not Available	Not Available	Not Available	Y	SF0002
000222	BB0012345	Not Available	Not Available	Not Available	Not Available	Y	SF0002
000222	CC0123456	Not Available	Not Available	Not Available	Not Available	Y	SF0002
000222	DD1234567	Not Available	Not Available	Not Available	Not Available	Y	SF0002

FTE START DATE	FTE END DATE	ADJSTD FTE
2017-10-30 00:00:00.0	2018-01-11 00:00:00.0	-0.027778
2017-08-29 00:00:00.0	2017-09-27 00:00:00.0	-0.01355
2017-08-29 00:00:00.0	2017-09-25 00:00:00.0	-0.012195
2017-10-04 00:00:00.0	2017-10-29 00:00:00.0	-0.011518

# Approved Overrides, cont.

- ▶ Rows remain on (CTEA-000) CTE FTE Detail Report
- ▶ Adjusted FTE amount after override

RPT DEST IRN	SSID	EMISID	LASTNAME	FIRSTNAME	MIDDLENAME	RESULT CODE	RESULT CODE DESCR	SEV CODE
046680	MN1234567	Not Available	Not Available	Not Available	Not Available	SC0000	CTE Base FTE	I
046680	OP8901234	Not Available	Not Available	Not Available	Not Available	SC0000	CTE Base FTE	I
046680	QR5678901	Not Available	Not Available	Not Available	Not Available	SC0000	CTE Base FTE	I
046680	ST2345678	Not Available	Not Available	Not Available	Not Available	SC0000	CTE Base FTE	C

FTE START DATE	FTE END DATE	ORIG FTE	ADJSTD FTE
2017-08-29 00:00:00.0	2017-10-10 00:00:00.0	0.019648	0.019648
2018-01-17 00:00:00.0	2018-03-18 00:00:00.0	0.024691	0.024691
2018-03-19 00:00:00.0	2018-05-30 00:00:00.0	0.030864	0.030864
2017-10-11 00:00:00.0	2018-01-11 00:00:00.0	0.035908	0.012954

# GRADUATION (G) COLLECTION

# Graduation (G) Collection

- ▶ Scheduled to open May 4, 2018
- ▶ Data related to graduating students
  - ▶ Diploma information
  - ▶ Student met CORE requirements
  - ▶ Student met testing requirements
- ▶ Entities required to report Graduation data
  - ▶ Traditional districts
  - ▶ Community schools
  - ▶ STEM districts
  - ▶ State schools
- ▶ Report grad only students

# Elements Only Collected in Graduation (G)

- ▶ Diploma Date (FN090)
- ▶ Diploma Type (FN100)
  - Diplomas with honors
- ▶ Dual Enrollment Credit Earned (GC110)
  - Report all transcribed college credit

# Graduation (G) Related Records

- ▶ Student Graduation Core Summary (GC) Record
  - CORE Area Code (GC060)
  - CORE Area Count (GC070)
- ▶ Student Demographic (GI) Record
  - First Name (GI330)
  - Middle Name (GI340)
  - Last Name (GI350)

# Graduation (G) Related Records, cont.

- ▶ Student Attributes – No Date (FN) Record
  - Fiscal Year that Student Began Ninth Grade (FN110)
  - Military Compact Graduation Alternative Count (FN310)
  - OGT Graduation Alternative (FN120)
- ▶ Student Special Education Graduation Requirement (FE) Record
  - Report exemptions every year

# Graduation (G) Related Records, cont.

## Assessments (FA)

- ACT (AC)/SAT (SA)
- Advanced Placement (AP)
- End of Course Exam (GE)
- Industry Credential (GW)
- Ohio Graduation Test (GX)
- International Baccalaureate (IB)
- ACT WorkKeys (WK)



# New Program Codes for Graduation (G) Collection

- ▶ Graduation pathway options
  - CTE
  - Non CTE
- ▶ Seal of Biliteracy
  - Parallel language subject codes
    - Including new Other World Languages and English
- ▶ OhioMeansJobs-Readiness Seal

# ODDEX

# Student Cross Reference (SCR)

- ▶ Unresolved conflicts with no funding impact can be ignored/hidden once verified
  - Withdrawn To (WTIC)
  - Admitted From (AFIC)
  - Sent To (STIC)
  - Received From (RFIC)
- ▶ ODE Home > Topics > Data > EMIS > EMIS Documentation > EMIS Validation and Report Explanations

# Student Options Enrollment System (SOES)

- ▶ Set filter options to focus on flags with funding impact

SSID  
[Text Input]

Resident Of  
[Dropdown]

Gender  
[Dropdown]

Address  
Students with empty/no address [Dropdown]

Review Status  
Reviewed With Error [Dropdown]

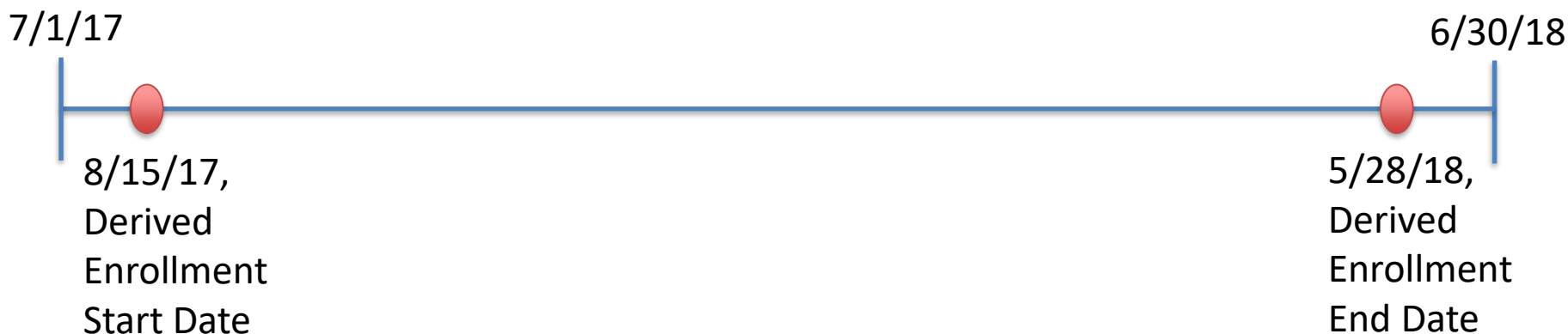
Impact of Review Flag  
Funding [Dropdown]

Find Clear


Export

- ▶ Community School students with empty/no address
  - Effective Start Date (FG150) default value '00000000' will not work if prepared after district's last day of school
    - Prepare date assigned

# SOES Student Address Assignment Example



Derived Enrollment Dates	Resident District	Guardian	Address
08/15/2017-05/28/2018	Social Circle Buford Local (835117) 	Fuentes, Dr. Catherine	-Not Yet Reported-

Derived Enrollment Dates	Resident District	Guardian	Address
11/27/2017 - Current	Douglas Axson Local (269457) 	Franco, Dr. Samantha	653 Malibu Boulevard Hartwell OH 40409

# Enhancements

- ▶ “New” columns removed from Landing Page

SCR Enrollment Comparisons [Hide](#)

1 2 3

Agency ↕	All	Open with Issues All / Not Hidden	Not Reported All / Not Hidden	Resolved Issues
Alapaha Homer Local (020792)	4	3 / 3	0 / 0	2
Cusseta West Point Local (545387)	2	0 / 0	0 / 0	0

- ▶ Replaced with “Days Since New” selection option

Display Mode  
Conflicts

Conflict Status  
New with Issues

Days Since New

# Questions?



A close-up photograph of a hand with a finger pointing at 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.

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