

Beginning of Year EMIS Reporting



August 2020

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

- Reporting Year at a Glance
- Student Data
- Calendar Data
- Staff and Course Data
- Assessment Data
- Financial Data

Reporting Year at a Glance

Collection Request Name and (Code)	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb
Retention - Grade 3 Only (SRTNT)								
Student Cross Reference (SSCRS)								
SOES Beginning of Year Student (SAODE)								
SOES Student Contact(s) (SSSDT)								
SOES End of Year Student (SBODE)								
Beginning of Year Student (S1TRD)								
Midyear Student (S2TRD)								
End of Year Student (S3TRD)								
Calendar - Initial (CINIT)								
Calendar - Final (CFINL)								
Staff and Course - Initial (L1STR)								
Staff and Course - Final (L2FNL)								
March Follow-up (D0000)								
Graduation (G0000)								
Kindergarten Readiness Assessment (AGOFL)								
Summer and Fall EOC Assessment (AGEFL)								
Fall Early Learning Assessment (AGBFL)								
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5 Yr Forecast-Initial Required (P0000)								
5 Yr Forecast-Initial Optional (P1OPT)								
5 Yr Forecast-Required Spring Update (P2MAY)								
5 Yr Forecast-Final Optional (P3OPT)								
Financial (H0000)								

Student Data

Student Data Group

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Financial (H0000)								

Retention – Grade 3 Only Collection

- Mid July – end of August
- Traditional districts, community schools, and STEM districts required to report
- Retained Status (FN070) is only element collected
- Reported for all prior year Grade 3 students

Student Cross Reference (SCR) Collection

- All year, July – July
- All entities required to report
- Small subset of Student data
- To verify adherence to enrollment timelines
 - Continuing students, submit within 30 days
 - New enrollments and withdrawals, submit within 30 days

Main Student (S) Collections

- Traditional districts
 - Beginning of Year: early August – mid December
 - Midyear: January – April
 - End of Year: May – mid July
- Community schools/STEM districts
 - SOES Student Contact: all year, August – August
 - SOES Beginning of Year: August – mid December
 - SOES End of Year: January – mid July

Student Records

EMIS Manual sections

2	STUDENT RECORDS	RECORD
	EMIS Manual Chapter 2 Element List	
2.1	Student Records Overview	N/A
2.1.1	Student Enrollment Overview	N/A
2.2	Student Demographic Record	GI
2.3	Student Demographic Record - Race Detail Record	GJ
2.4	Student Standing Record	FS
2.5	Student Attributes - Effective Date Record	FD
2.6	Student Attributes - No Date Record	FN
2.7	Student Acceleration Record	FB
2.8	Student Assessment Record	FA
2.8.1	Assessment Area Codes	NA
2.9	Student Program Record	GQ
2.10	Student Gifted Education Record	GG
2.11	Student Discipline Record	GD

2.4 Student Standing (FS) Record

Required Collection Requests

Record Field Number	Data Element	S Traditional			S CS/STEM	
		Initial	Mid	Final	Initial	Final
FS070	<i>Admission Date</i>	√	√	√	√	√
FS350	<i>Admitted From IRN</i>	√	√	√	√	√
FS170	<i>Assigned Building Area IRN</i>	√	√	√	√	√
FS160	<i>Attending Building IRN</i>	√	√	√	√	√
FS370	<i>County of Residence</i>	√	√	√	√	√
FS140	<i>District Relationship</i>	√	√	√	√	√
FS090	<i>Effective End Date</i>	√	√	√	√	√
FS060	<i>Effective Start Date</i>	√	√	√	√	√
FS050	<i>EMIS Student ID Number</i>	√	√	√	√	√
FS180	<i>How Received</i>	√	√	√	√	√
FS190	<i>How Received IRN</i>	√	√	√	√	√
FS150	<i>Legal District of Residence</i>	√	√	√	√	√
FS320	<i>School Year Attendance Hours</i>		√	√		√
FS330	<i>School Year Excused Absence Hours</i>		√	√		√
FS340	<i>School Year Unexcused Absence Hours</i>		√	√		√

Primary Records

- Student Standing (FS)
 - Enrollment information
 - Relationship to district
 - Funding related
 - EMIS Manual Section 2.4
- Student Attributes – Effective Date (FD)
 - Calendar assignment
 - Graduation cohort assignment
 - Federal Child Count
 - EMIS Manual Section 2.5

Special Purpose Records

- Student Attributes – No Date (FN)
 - Graduation cohort assignment
 - Federal Child Count
 - FLICS info for community schools and STEM districts
 - EMIS Manual Section 2.6
- Student Special Education (GE)
 - IEPs in place as of October 31
 - Federal Child Count
 - EMIS Manual Section 2.13

Additional Records

- Student Program (GQ)
 - Preschool itinerant services
 - Career-technical programs
 - EMIS Manual Section 2.9
- Organization – General Information (DN)
 - Kindergarten age cutoff
 - Early entrance policy – community schools only
 - EMIS Manual Section 5.3
- Student Withdrawal Override (FC) and Student Summer Withdrawal (FL)
 - EMIS Manual Sections 2.17 and 2.18

Records Unique to Community Schools and STEM Districts

Student Contact (FF) and Student Contact Address (FG)

- Reported in SOES Contact Collection
- For populating contact information into SOES module in ODDEX
- EMIS Manual Sections 2.19 and 2.20

Data Collector Reports – Pre-Submission

- Preview
 - Reports detailing data to be submitted for each record type
 - Informational reports
 - Example: Enrollment Headcount, Student Missing
- Level 1
 - Validations by record and severity – fatal, critical, warning, informational
 - Example: Student Demographic (GI)

Data Collector Reports – Post-Submission

- Level 2 – from ODE EMIS
 - Based on current submission specific to collection
 - Fatal, critical, warning, informational validations
 - Examples: FTE and Gen Issues
- Received Files – from ODE business office
 - Not collection specific
 - May not reflect most recent submissions
 - Example: CCP

Report Explanations

Federal Child Count, includes information for the following reports

- » (FCCD-001) Federal Child Count Detail
- » (FCCS-001) Federal Child Count Statement of Assurances

FTE, includes information for the following reports

- » (FTED-001) FTE Detail
- » (FTED-002) FTE Adjustments
- » (FTES-001, -002, -003, -004) FTE Summary Reports

FTE Daily Summary, includes information for the following reports

- » (FTES-005) FTE Daily Summary Report–Students District is Educating
- » (FTES-006) FTE Daily Summary Report–Students Initially Funded at District
- » (FTES-007) FTE Daily Summary Report–Transfers

File Descriptions

2020_CCP_LEA_Deduct_2020<payment month>_<file date>.xls

2020 CCP LEA Deduction Details

This file contains student level data for each CCP course that is included in the College Credit Plus Deduction Reports for the payment month identified in the file name. The reports include the higher education institution and campus receiving payment, student SSID, course information (course ID, section ID, year, term, delivery method, and credit hour code), number of credits included in the deduction, the actual rate at which the credits are being paid, the deduction amount, and date on which the data was pulled. Also included is a column that provides an explanation of the rate being paid. Listed below are the possible rate explanations:

- » Student Reported on Alt Agreement, Alt Agreement Reported - Paid Alt Agreement Rate
- » Student not Reported on Alt Agreement - Paid Default Rate
- » Student Reported on Alt Agreement, no Alt Agreement Reported - Paid Floor Rate
- » Student not Reported on Alt Agreement; Reduced Rate Applies - Paid Reduced Rate
- » Student Reported on Alt Agreement, Alt Agreement Below the Floor Rate - Paid Floor Rate (FY19 and later)

Looking Ahead

Information that will be added into Student data reporting with subsequent collections

- Attendance
- Reading Diagnostics
- Gifted and acceleration
- Discipline
- Interventions
- Extracurriculars

Third Grade Reading Guarantee

- Reading diagnostic required for all K-3 students enrolled 30 or more days
 - Only initial results reported
- Reading Improvement and Monitoring Plan required for any student not on track
 - Reported with RIMP-specific program codes
- Third grader not meeting TGRG requirements must be retained
 - Appropriate Retained Status option reported in Retention Collection

Calendar Data

Calendar Data Group

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Financial (H0000)								

Calendar (C) Collections

- All entities required to report
- Initial: July – September
 - At least one district-level set of calendar records
- Final: October – early August
 - All calendars

Calendar Records

- EMIS Manual Sections

5	DISTRICT/BUILDING RECORDS	RECORD
	EMIS Manual Chapter 5 Element List	
5.1	District/Building Records Overview	N/A
5.2	Grade Schedule	DL
5.3	Organization - General Information	DN
5.4	District Testing - Yearend	DT

- Grade Schedule (DL)
 - First day, last day, hours per day
- Organization – General Information (DN)
 - Holidays, unplanned days, etc.

Data Collector Reports – Pre-Submission

- Preview
 - Record type reports
 - Informational reports
 - Example: Calendar Display
- Level 1
 - Validations
 - Example: Organization General Information (DN) Record

Data Collector Reports – Post-Submission

- Level 2
 - None
- Received Files
 - None

Staff and Course Data

Staff and Course Data Group

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5 Yr Forecast-Final Optional (P3OPT)								
Financial (H0000)								

Staff and Course (L) Collections

- All entities required to report
- Initial: late September – January
 - Proper certification process
- Final: early February – early August
 - Staff attendance

Staff Records

EMIS Manual sections

3	STAFF RECORDS	RECORD
	EMIS Manual Chapter 3 Element List	
3.1	Staff Records Overview	N/A
3.2	Reporting Contracted Staff	N/A
3.3	Staff Demographic Record	CI
3.4	Staff Employment Record	CK
3.5	Contractor Staff Employment Record	CJ
3.6	Contract Only Staff Record	CC
3.7	Staff Summer Employment Separation Record	CL
3.8	Staff Missing Override Record	CP
3.9	Position Codes	N/A

Course Records

EMIS Manual sections

4	COURSE RECORDS	RECORD
	EMIS Manual Chapter 4 Element List	
4.1	Course Records Overview	N/A
4.2	Course Master Record	CN
4.3	Staff Course Record	CU
4.4	Student Course Record	GN
4.5	Career-Technical Education Correlated Class Record	CV
4.6	Mapped Local Classroom Code Record	CM
4.7	Subject Codes	N/A

Primary Staff Records

- Staff Demographic (CI)
 - Demographic information
 - Experience and education levels
 - EMIS Manual Section 3.3
- Staff Employment (CK)
 - Description of position held
 - Pay and length of work day
 - EMIS Manual Section 3.4

Special Purpose Staff Records

- Contractor Staff Employment (CJ)
 - Contracting district information
 - Position contracted
 - EMIS Manual Section 3.5
- Contract Only Staff (CC)
 - Number of people, not individual staff information
 - Services performed and cost of contract
 - EMIS Manual Section 3.6

Additional Staff Records

- Staff Summer Employment Separation (CL)
 - Staff member who was employed but left over the summer
 - EMIS Manual Section 3.7
- Staff Missing Override (CP)
 - Only used when district fails to report separation in prior year to remove from Staff Missing report
 - EMIS Manual Section 3.8

Primary Course Records

- Course Master (CN)
 - Course information
 - EMIS Manual Section 4.2
- Staff Course (CU)
 - Ties teacher to course
 - EMIS Manual Section 4.3
- Student Course (GN)
 - Ties students to course
 - EMIS Manual Section 4.4

Additional Course Records

- Career-Technical Education Correlated Class (CV)
 - Relationship between anchor and associated workforce development or academic class
 - EMIS Manual Section 4.5
- Mapped Local Classroom Code (CM)
 - Combines a career-technical class reported as two or more classes into a single class
 - EMIS Manual Section 4.6

Data Collector Reports – Pre-Submission

- Preview
 - Record type reports
 - Informational reports
 - Example: Staff Missing
- Level 1
 - Validations
 - Example: Course Master Record (CN)

Data Collector Reports – Post-Submission

- Level 2
 - Examples: CTE FTE and Gen Issues
- Received Files
 - Example: ESSA State Licensure Assurances Report

Report Explanations

CTE FTE Reports, includes information for the following reports

- » (CTEA-000) CTE FTE Detail
- » (CTEA-001) CTE Student Error Detail
- » (CTEA-002) CTE Course Error Detail
- » (CTEA-003) CTE Staff Error Detail
- » (CTEA-004) CTE FTE Summary by Course
- » (CTEA-005) CTE FTE Summary by Category
- » (CTEA-006) CTE Approved Overrides

CTE FTE Daily Summary Reports, includes information for the following reports

- » (CTEA-007) CTE FTE Daily Summary Report - Students District is Educating
- » (CTEA-008) CTE FTE Daily Summary Report - Students Initially Funded at District
- » (CTEA-009) CTE FTE Daily Summary Report - Transfers

(TLCS-001) Teacher Licensure Course Status

File Descriptions

2020L_PRIN_ESSA_Licensure_Assurances_<file date>.pdf

ESSA State Licensure Assurances Report

This report assists districts and schools as they work to meet the new federal educator qualification requirements in the Every Student Succeeds Act (ESSA). ESSA requires schools and programs receiving Title I funds to ensure that all teachers and paraprofessionals working in a program supported with these funds meet “applicable State certification and licensure requirements” (ESSA 1112(c)(6)). This Assurances report reflects the State certification and licensure determination for each core academic course. It is based on the EMIS Teacher Licensure Course Status Report that districts received throughout the FY20 Initial Staff and Course (L) Collection. For questions about this report and its purpose, please contact propercert@education.ohio.gov. For technical questions about reporting, please contact your EMIS Coordinator.

Assessment Data

Assessment Data Group

Collection Request Name and (Code)	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb
Retention - Grade 3 Only (SRTNT)								
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Financial (H0000)								

Assessment (A) Collections

- Mostly by assessment
- Reported by testing entity
- Kindergarten Readiness Assessment: September – February
- Fall Early Learning Assessment: September – March
- Summer and Fall EOC: September – April
- OGT Assessment: September – August

Assessment Records

► EMIS Manual Sections

2	STUDENT RECORDS	RECORD
	EMIS Manual Chapter 2 Element List	
2.8	Student Assessment Record	FA
2.8.1	Assessment Area Codes	NA

► Student Assessment (FA)

- Assessment type, area/subject, test date, grade level, score, reason not tested

► Assessment Area Codes

- Table for each assessment

Data Collector Reports – Pre-Submission

- Preview
 - Record type reports
 - Informational reports
 - Example: Assessment Missing
- Level 1
 - Validations
 - Example: Student Assessment Record (FA)

Data Collector Reports – Post-Submission

- Level 2
 - None
- Received Files
 - None

Report Explanation

Data	Date Posted
Assessment Missing Reports	5/18/2018

Students expected to have an assessment result reported due to

- Enrollment during test administration window and District Relationship = 1
- Vendor file result associated with district

Financial Data

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Five Year Forecast (P) Collections

- Traditional districts and JVSDs required to report
- Initial Required: October
- Initial Optional: November – March
- Required Spring Update: April – May
- Final Optional: June – early August

Five-Year Forecast Records

- EMIS Manual Sections

7	FIVE-YEAR FORECAST RECORDS	RECORD
	EMIS Manual Chapter 7 Element List	
7.1	Five-Year Forecast Overview	N/A
7.2	Five-Year Forecast Record	QF

- Five-Year Forecast (QF)
 - Three years of historical data
 - Average annual change between prior three years
 - Forecasted amounts for next five fiscal years
- Assumptions attachment

Data Collector Reports – Pre-Submission

- Preview
 - Record type reports
 - Informational reports
 - Example: Forecast Record
- Level 1
 - Validations
 - Example: Five Year Forecast Record (QF)

Data Collector Reports – Post-Submission

- Level 2
 - None
- Received Files
 - None

Wrap Up

What Comes Next?

- Get to know your district's data owners
- Reach out to your ITC for student information system training
- Participate in ODE ITC EMIS Training
- Attend EMIS Alliance training

Helpful Hints

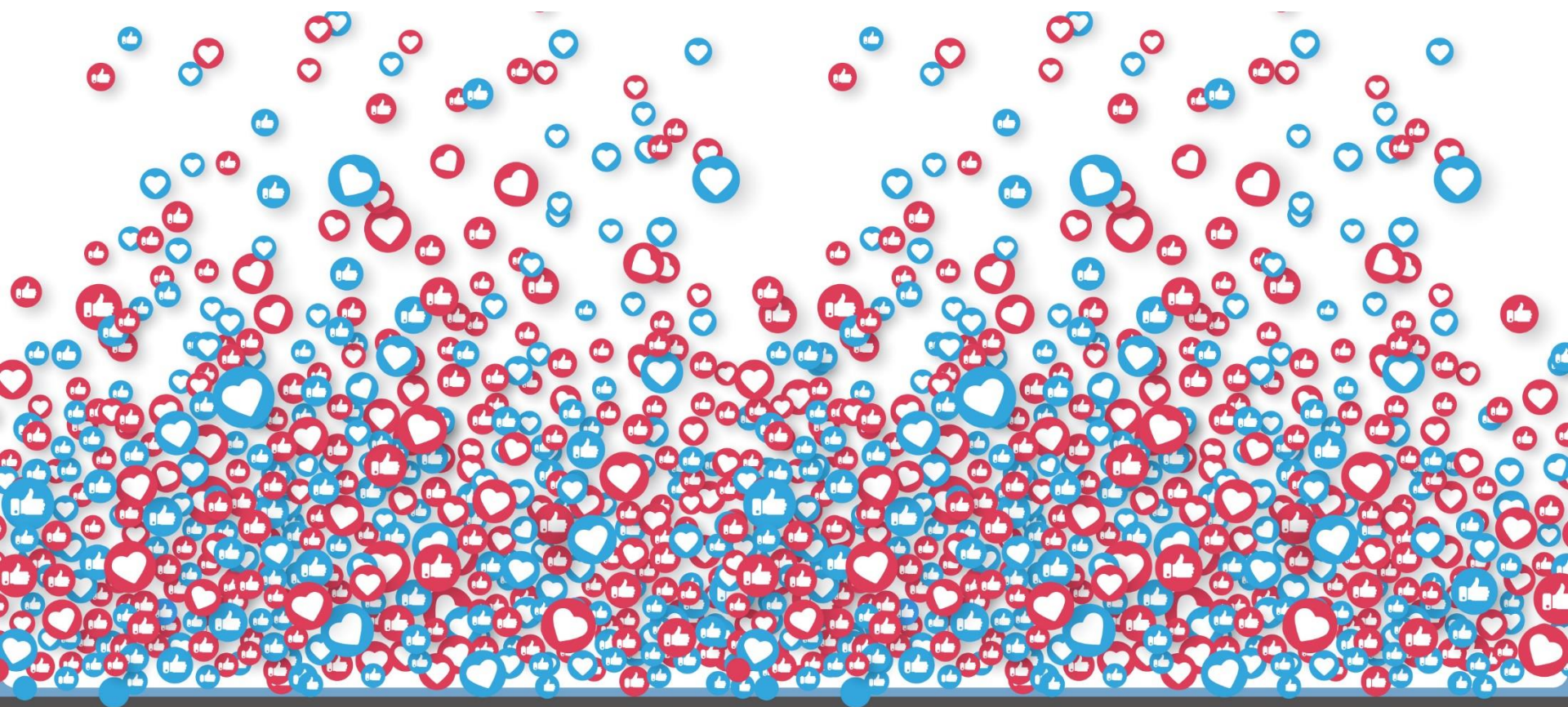
- Bookmark EMIS webpage
- Subscribe to EMIS Newsflash
- Watch EMIS videos
- Monitor EMIS Changes page

Questions?



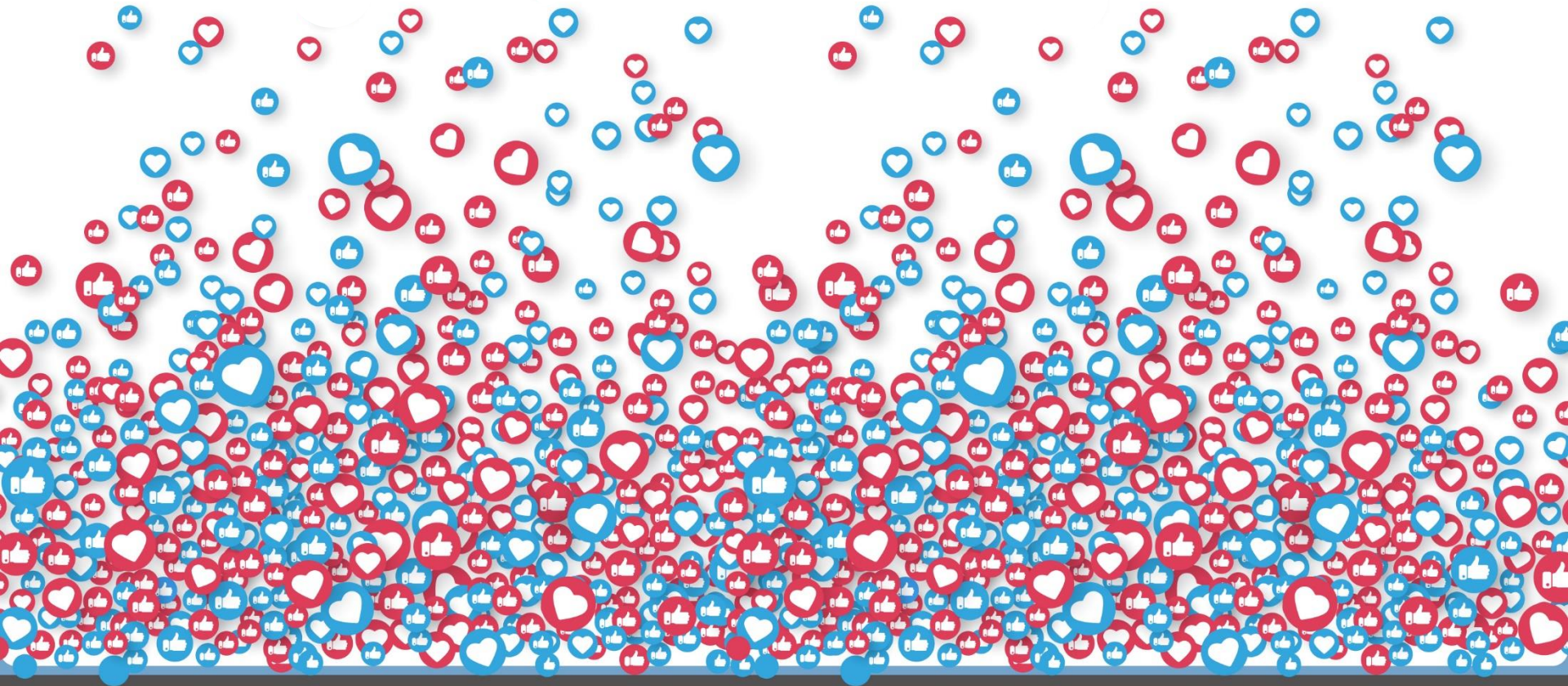


education.ohio.gov/Topics/Data/EMIS





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