ODE EMIS MANUAL

Section 1.2:
General Data Characteristics

Ohio | Department of Education

Version 1.0
September 7, 2012

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

1.2 General Data Characteristics

File Descriptions

This section presents the file descriptions for each of the EMIS records to be transferred to the designated Information Technology Center sites. Each file description includes:

- the data elements,
- their characteristics,
- field number,
- position in the file, and
- field size.

These file descriptions will be used by individuals responsible for formatting the school district data. Persons responsible for this task may be a vendor, district personnel, designated data acquisition site staff, or the Ohio Department of Education staff involved in the creation or use of the EMIS data.

Picture Clause Symbols

Symbol	Meaning
X	Alphanumeric field
A	Alphabetic field
9	Numeric field
V	Indicates position of assumed decimal point; used only in numeric fields, does not count toward data item size.
S	Operational sign. Used only in numeric fields. All signed number fields must use a trailing separate character.

Formatting Rules and Notes

Unless otherwise stated, **alphanumeric fields** must be left justified and filled with trailing spaces.

Numeric fields must be right justified and filled with leading zeroes.

All signed numeric fields must contain a trailing separate sign character. The sign character immediately follows the numeric digits. The sign character must be either a "+" or "-" (ASCII values 44 and 46 respectively). For example, the picture S9(9)V99(s) represents 11 numeric digits followed by a sign field. This field would have a total size of 12 bytes.

For **date fields**, CCYYMMDD represents the required format for the date. For example, the value for May 2, 2006, is 20060502.

A field format of **Y/N** indicates that the field is entered as either "Y" or "N."

Areas defined as **"Filler"** are blank areas to maintain the position of remaining elements when an element in the middle of a record is deleted. Filler areas are ignored by ODE when files are loaded.

EMIS IDENTIFYING FIELDS

The following table contains fields for each record type that are considered "key" fields. Key fields are those that can be used to uniquely identify each record.

The State Student ID (SSID) is required in the Student Standing Record for all students, Student Attribute- No Date Record for all students reported in the Graduate reporting period, and in the Graduation-Only Record for any student reported on that record type. All other student IDs are those supplied by the local student management software and will be replaced with the State Student ID (SSID) during the submission process at the Information Technology Center Site. In the file layouts these other State Student IDs (SSID) are called EMIS Student IDs. This element is the district-determined number used by districts for student tracking.

For student, staff and financial records, the first 31, 31 and 35 positions respectively of each record are always required. The elements listed in the table below are in addition to the preliminary parts of each record.

Terms Used

Sort Type identifies the record type, i.e., CI (Staff Demo), CK (Staff Job), GQ (Student Program), GG (Gifted), etc. It is 2 characters in length. The sort type is critical and basically determines which type of data is on the record. The Data Collector will use this to determine into which file the records are to be loaded. For example, a GI record will be loaded into the Student Demographic Record and the GI record layout is assumed for all of the fields being loaded.

EMIS Identifying Fields by Record

Table 1. Student Records

Record Name	Record	Required Fields	Number
Student Demographic Record	GI	EMIS Student ID	GI050
Student Demographic – Race Detail Record	GJ	EMIS Student ID Racial Group	GJ050 GJ060
Student Standing Record	FS	EMIS Student ID Effective Start Date	FS050 FS060
Student Attributes-Effective Date Record	FD	EMIS Student ID Effective Start Date	FD050 FD060
Student Attributes-No Date Record	FN	EMIS Student ID	FN050
Student Acceleration Record	FB	EMIS Student ID Subject Area Code	FB050 FB060
Student Assessment Record	FA	EMIS Student ID Assessment Type Code Test Grade Level Assessment Area Code Test Date	FA050 FA060 FA200 FA205 FA210
Graduation ONLY Record	GP	EMIS Student ID	GP050
Kindergarten Readiness Assessment Record	GO	EMIS Student ID Subject Type Test Date	GO050 GO205 GO210

Record Name	Record	Required Fields	Number
Preschool Assessment Record	GB	EMIS Student ID Test Grade level Test Date	GB050 GB200 GB210
Preschool ASQ/SE Assessment Record	GS	EMIS Student ID Test Level Test Date	GS050 GS200 GS210
Preschool ECO Assessment Record	GM	EMIS Student ID Assessment Area Test Date	GM050 GM200 GM210
Student Course Record	GN	EMIS Student ID Local Classroom Code Course Enrollment Start Date	GN050 GN080 GN160
Student Program Record	GQ	EMIS Student ID Program Code	GQ050 GQ060
Student Discipline Record	GD	Date of Discipline Type of Discipline Sequence Number	GD060 GD070 GD085
Student Gifted Record	GG	EMIS Student ID	GG050
CTE Workforce Development Follow-up Record	GV	EMIS Student ID	GV050
Student Special Education Record	GE	EMIS Student ID Date Type Date	GE055 GE100 GE110
Student Special Education Graduation Requirement Record	FE	EMIS Student ID IEP Date Type IEP Date Assessment Type Code Assessment Area Code	FE050 FE060 FE070 FE080 FE090
Student Graduate - Core Summary Record	GC	EMIS Student ID Number Core Area Code	GC050 GC060
Student Missing Override Record	FC	State Student ID (SSID) Previous Reporting Period	FC050

Table 2. Staff Records

Record Name	Record	Required Fields	Number
Staff Demographic Record	CI	Employee ID	CI050
Staff Employment Record	CK	Employee ID Position Code Local Contract Code	CK050 CK060 CK250
Contractor Staff Employment Record	CJ	Employee ID Position Code Contracting District IRN Local Contract Code	CJ050 CJ060 CJ070 CJ090

Record Name	Record	Required Fields	Number
Contractor Only Staff Record	CC	Federal Tax ID Position Code Local Contract Code Position Fund Source Element	CC050 CC070 CC080 CC130
Staff Summer Employment Separation Record	CL	State Staff ID Position Code Local Contract Code	CL050 CL060 CL070
Mapped Local Classroom Code Record	CM	Mapped From Local Classroom Code Mapped To Local Classroom Code	CM050 CM060
Staff Course Master Record	CN	Local Classroom Code	CN060
Staff CTE Correlated Class Record	CV	Local Classroom Code First Correlated Classroom Second Correlated Classroom	CV060 CV070 CV080
Staff Course Record	CU	Employee ID Local Classroom Code Staff Course Start Date	CU050 CU060 CU070
Staff Missing Override Record	CP	State Staff ID Previous Reporting Period	CP050

Table 3. Building/District Records

Record Name	Record	Required Fields	Number
District General Information Fall/October Record	DQ	District IRN	DQ040
Building General Information Fall/October Record	DF	Building IRN	DF050
Organization General Information Record	DN	Organization IRN Attribute Name	DN050 DN060
Grade Schedule Record	DL	Building IRN Grade Code Attendance Pattern Code	DL050 DL060 DL070
District Testing - Yearend Record	DT	Grade Level Administered Local Assessment Number	DT050 DT060

Table 4. Financial Records

Record Name	Record	Required Fields	Number
Cash Record		Cash Receipts Fund Special Cost Center	QC110 QC120
Expenditure Record		Fund Special Cost Center Function Object Subject Operational Unit Instructional Level Job	QC110 QC120 QC130 QC140 QC150 QC160 QC170 QC180
Receipt Record		Fund Special Cost Center Receipt Subject Operational Unit	QC110 QC120 QC310 QC150 QC160
Operational Unit Description		Operational Unit	QC160
Exhibit 1		(None beyond position 35)	

Record Name	Record	Required Fields	Number
Schedule of Federal Assistance Summary		(None beyond position 35)	
Schedule of Federal Assistance Detail		CFDA Number	QC780
Statement R (header)		(None beyond position 35)	
Statement R (description)		(None beyond position 35)	
Five-Year Forecast		Category/Line Number	QF050
Five-Year Forecast Notes		Line Number	QN050
Schedule of Capital Assets		Capital Assets Code	QC971

Note. While these are key fields, they may contain blanks. This is to identify the record layout.