ODE EMIS MANUAL

Section 3.2:
Reporting Contracted Staff

Ohio | Department of Education

Version 1.0
September 9, 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

3.2 Reporting Contracted Staff

Goal

In the past, if the resident/educating district contracted for staff from an ESC or other EMIS reporting entity, both entities were required to report duplicate staff data in order to link the contracted employee that taught a course or provided a service to the student, and in many cases both also reported student data. In addition, contracting with non-EMIS reporting entities often presented challenges related to obtaining the minimum data required for reporting. Via changes described in this section, we hope to provide clear guidance on which entity is required to report student and staff data to EMIS in the case of contracted staff and ESC staff providing services to districts in order to **eliminate duplicate reporting of student and staff data.** In addition, the Contract Only Staff Record (CC) (see) will simplify reporting of contracts with non-EMIS reporting entities when data processing and reporting needs do not require individual staff information. The following chart shows the different types of contracted staff and the records to use to report the staff in EMIS.

Who reports what records?		**An EMIS reporting entity contracts with…**		
		Another EMIS Reporting Entity	*A Non-EMIS Reporting Entity*	*An Individual*
What position code describes the work being done? (see section 3.9)	*101-199* *201-299* *304, 318, 320, 323, 325-328, 330-334 and 399* *415* *509, 510*	Employing entity reports Staff Demo and Employment Record (CI & CK) and a Contractor Staff Employment Record (CJ) if required by categories and situations below	Contracting entity reports a Staff Demo and Employment Record (CI & CK) with a Position Status of A	Contracting entity reports a Staff Demo and Employment Record (CI & CK) with a Position Status of I
	All others		Contracting entity reports a Contract Only Staff Record (CC) (see section 3.6)	Contracting Entity reports a Staff Demo and Employment record (CI & CK) with a Position Status of I. The contracting entity could use the Contract Only Staff Record (CC) in this situation, but since the CC record requires the federal tax ID and the federal tax ID for an individual is a social security number, we do not recommend use of the CC record in this situation. Reporting as indicated will ensure that the individual will have a state staff ID assigned in place of the social security number.

WHO REPORTS–STUDENT AND STAFF DATA

- ***Resident/educating district will be responsible for reporting student data.*** They are responsible for ensuring that the student receives appropriate instruction/services and they are held accountable for the student's performance
    - **Only exceptions** – when the ESC or other EMIS reporting entity is awarded the preschool special education teacher or related service unit or the early childhood program funds (formerly the state-funded public preschool grant)
        - **ESC still required to report student data for funding purposes**
        - **Resident/educating district also reports student data if the student has a disability condition**

- ***The ESC or other EMIS reporting entity that employs the contracted staff member is responsible for reporting the staff data.*** They provide staff to perform support services to districts to assist them in reaching their accountability performance measures.

CONTRACTOR STAFF EMPLOYMENT RECORD

- We created a Contractor Staff Employment Record that will accomplish the following:
    - Allow ODE to link the contracted employee to the student from the resident/educating district when necessary without requiring duplicate staff reporting by the district, and
    - Allow the contractor to report an accurate FTE for the time spent serving students from each district.

- The new Contractor Staff Employment Record contains the following elements:
    - District IRN
    - Contracting District IRN
    - Employee ID
    - Local Contract Code
    - Position Code
    - Position FTE

  The *District IRN* Element refers to the IRN of the entity completing the Contractor Staff Employment Record (includes the ESC or another EMIS reporting entity, such as another district, a community school, etc.). The *Contracting District IRN* Element refers to the IRN of the resident/educating district that has contracted for the staff member.

- This record is required in addition to the regular Staff Demographic and Staff Employment Record that is required for all staff reported to EMIS

- The Contractor Staff Employment Record should ONLY be submitted for Situations described in Category #2 and Category #3 below

- Each contracted staff member should be reported by the Contractor (ESC or other EMIS reporting entity) with one Staff Demographic Record and one Staff Employment Record. If the contracted

staff member is employed in one of the specified positions included in the examples, **at least one Contractor Staff Employment Record** should be reported for the employee. If the contracted staff member works in multiple districts in one of the specified positions, a Contractor Staff Employment Record should be reported for that employee in that position for each district they serve and should include the FTE for the time that the contracted staff member works with that particular district.

- **In the case of ESCs, the Contractor Staff Employment Record should ONLY be submitted in certain situations.** The varying agreements that ESCs have with the districts they serve, as well as the large number of ESC employees who are shared among all districts have resulted in ODE identifying only particular ESC employees that should be reported with this new record. As in the past, all employees of the ESC need to be reported to EMIS by the ESC with a Staff Demographic and Staff Employment Record. **The situations when the ESC should report the Contractor Staff Employment Record have been identified in Category #3, Situations A – L.**

- Reporting for contract career-technical and special education cooperative programs (Category #4) and reporting staff contracted from a non-EMIS reporting entity (Category #5) remain the same as in the past. No Contractor Staff Employment Record is required in these situations.

CATEGORIES OF CONTRACTED STAFF REPORTING AND CORRESPONDING SITUATIONS

- **Category #1 – ESCs Only – Contractor Staff Employment Record NOT Allowed**
  - Educational Service Center (ESC) hires a certificated/licensed or classified staff member who provides administrative/supervisory and/or related services to all member districts. **Exceptions to these instructions that require the ESC to report at least one Contractor Staff Employment Record for the employee are listed in Category #3, situations A through L.**

- **Category #2 – Contractor other than an ESC – Contractor Staff Employment Record Required**
  - Resident/Educating district contracts with an EMIS reporting entity (OTHER THAN AN ESC) to hire a certificated/licensed or classified staff member to provide administrative/supervisory and/or related services in one or more districts.
- **Category #3 – Contractor (ESC or other EMIS reporting entity) – Contractor Staff Employment Record Required**
  - ***SITUATION A:*** ESC (or other EMIS reporting entity) is awarded the gifted coordinator unit.

  - ***SITUATION B:*** Resident/Educating District contracts with an ESC or other EMIS reporting entity to hire a staff member who will provide services and the district will count this employee to meet their educational service personnel (ESP) ratio requirements.

- ***SITUATION C:*** Resident/Educating district contracts with an ESC or other EMIS reporting entity to provide a staff member who teaches courses to students, including K-8 Art, Music and Physical Education teachers used to meet the district's ESP ratio requirement. **Please Note:** An example (Situation C.1) is provided to address the reporting requirements for the specific circumstance when a district contracts with the ESC to provide staff for a special education classroom that is located in another district and students from multiple districts attend this program and are also mainstreamed into regular classes in the district that houses the program.

- ***SITUATION D:*** Resident/Educating district contracts with an ESC or other EMIS reporting entity to provide instruction to students in an alternative school setting.

- ***SITUATION E:*** ESC serves students from resident/educating district(s) and ESC is awarded the gifted teacher unit.

- ***SITUATION F:*** Resident/Educating district contracts with an ESC or other EMIS reporting entity for staff and is awarded the preschool special education related service unit.

- ***SITUATION G:*** ESC or other EMIS reporting entity is awarded the preschool special education teacher unit (center-based or itinerant) or a preschool special education related service unit or the Preschool Special Education Supervisor Unit (does NOT serve students directly).

- ***SITUATION H:*** Resident/Educating district contracts with an ESC or other EMIS reporting entity for a teacher and is awarded the early childhood education funds (formerly the state-funded public preschool grant).

- ***SITUATION I:*** ESC or other EMIS reporting entity is awarded the early childhood education funds (formerly the state-funded public preschool grant).

- ***SITUATION J:*** Resident/Educating district contracts with an ESC or other EMIS reporting entity to provide an instructional paraprofessional (415) to work in a Title I building in the resident/educating district.

- ***SITUATION K:*** Virtual community school contracts with an ESC or other EMIS reporting entity (such as another virtual community school or another district) for staff members to serve as the teacher of record for their online courses.

- ***SITUATION L:*** Resident/Educating district contracts with an ESC to hire a staff member who will specifically serve their district in a role not identified in situations A through K and to provide a service not normally provided to several or all member districts.

- **Category #4: – Contract career-technical and special education cooperative programs – no Contractor Staff Employment Record required**

- Resident/Educating district contracts with another EMIS reporting entity to provide contract career-technical services or to participate in a special education cooperative program.

- **Category #5: – Resident/Educating district contracts with a non-EMIS reporting entity for certificated/licensed or classified staff member – Contractor Staff Employment Record not required**
    - No Change – Same reporting instructions as FY05.

EXAMPLES

Table 1. Category #1 Situation

CATEGORY #1:
Educational Service Center (ESC) Hires a Certificated/Licensed or Classified Staff Member who Provides Administrative/Supervisory and/or Related Services to All Member Districts – Contractor Staff Employment Record NOT Allowed.

Examples include, but are not limited to: Superintendent of the ESC (109), Treasurer (112), Supervisor/Manager (110), Special Education Supervisor/Manager (110, 999414), Coordinator(113),Director (115), ESC Supervisor (120), Director of Special Education (115, 999414), Audiologists (304), School Psychologists (318), Physical Therapists (325), Occupational Therapists (327), Speech and Language Therapists (326), Supplemental Service Teachers – Special Education (212), Teacher Aides (505), Library Aides (414), etc.

Exceptions to these instructions that require the ESC to report at least one Contractor Staff Employment Record for the employee are addressed in Category #3, Situations A through L.

Reporting Entity	*Student Data*	*Staff Data*
Resident/Educating District	Normal Student Reporting ***Student Percent of Time*** should include the amount of time that the student receives instruction or is provided services from the contracted employee in the case of positions that serve students directly	NONE
(Contractor) ESC	NONE	***Staff Demographic and Staff Employment Record*** The ***Contractor Staff Employment Record*** is **NOT** allowed for these positions.

Table 2. Category #2 Situation

CATEGORY #2:
Resident/Educating District Contracts with an EMIS Reporting Entity (OTHER THAN AN ESC) to Hire a Certificated/Licensed or Classified Staff Member to Provide Administrative/Supervisory and /or Related Services in One or More Districts – Contractor Staff Employment Record Required.

Examples include, but are not limited to: Superintendent of the ESC (109), Treasurer (112), Supervisor/Manager (110), Special Education Supervisor/Manager (110, 999414), Coordinator (113), Directors (115), ESC Supervisor (120), Director of Special Education (115, 999414), Audiologists (304), School Psychologists (318), Physical Therapists (325), Occupational Therapists (327), Speech and Language Therapists (326), Supplemental Service Teachers – Special Education (212), Teacher Aides (505), Library Aides (414), etc.

Reporting Entity	*Student Data*	*Staff Data*
Resident/Educating District	Normal Student Reporting ***Student Percent of Time*** should include the amount of time that the student receives instruction or is provided services from the contracted employee in the case of positions that serve students directly	NONE
Contractor (EMIS reporting entity other than an ESC)	NONE	***Staff Demographic Record, Staff Employment Record*** *and at least one* ***Contractor Staff Employment Record*** If the individual serves multiple districts, a ***Contractor Staff Employment Record*** should be reported for each district served with the FTE assigned to that district on the record

Table 3. Category #3, Situation A

CATEGORY #3, Situation A:
ESC (or other EMIS Reporting Entity) is Awarded the Gifted Coordinator Unit (Does NOT Serve Students Directly) – Contractor Staff Employment Record Required.

Positions include: Gifted Coordinators (110, 113, or 115, and 999380)

Reporting Entity	*Student Data*	*Staff Data*
Resident/Educating District	Normal Student Reporting	NONE
Contractor (such as an ESC or other EMIS reporting entity) Awarded the Gifted Coordinator Unit	NONE	***Staff Demographic, Staff Employment Record*** *and at least one* ***Contractor Staff Employment Record*** If the individual serves multiple districts, a ***Contractor Staff Employment Record*** should be reported for each district served with the FTE assigned to that district on the record

Table 3. Category #3, Situation B

<u>CATEGORY #3, Situation B:</u>
Resident/Educating District Contracts with an ESC or Other EMIS Reporting Entity to Hire a Staff Member who will Provide Services and the District Will Count this Employee to Meet their Educational Service Personnel (ESP) Ratio Requirements – Contractor Staff Employment Record Required.

Includes only the following positions: Counselors (202), Librarian/Media Specialists (203), Registered Nurses (320), Social Workers (323), Visiting Teachers (330)

ESP teaching positions [Art Teacher (230, 999050), Physical Education Teacher (230, 999418), and Music Teacher (230, 999570)] are addressed in Category #3, Situation C

Reporting Entity	***Student Data***	***Staff Data***
Resident/Educating District	Normal Student Reporting ***Student Percent of Time*** should include the amount of time that the student receives services from the contracted employee	NONE **NOTE: Resident/Educating district is responsible for informing the contractor that this employee will be used to meet the district's ESP ratio requirement in order to assure that the contractor reports at least one Contractor Staff Employment Record for the employee**
Contractor (such as an ESC or other EMIS reporting entity)	NONE	***Staff Demographic Record, Staff Employment Record*** *and at least one* ***Contractor Staff Employment Record*** If the individual serves multiple districts, a ***Contractor Staff Employment Record*** should be reported for each district served with the FTE assigned to that particular district on the record

Table 4. Category #3, Situation C

CATEGORY #3, Situation C: **Resident/Educating District Contracts with an ESC or Other EMIS Reporting Entity to Provide a Teacher (position code 230) who Teaches Courses to Students, Including K-8 Art, Music, and Physical Education Teachers Used to Meet the District's Educational Service Personnel (ESP) Ratio Requirement – Contractor Staff Employment Record Required.** ESP service positions [Counselors (202), Librarian/Media Specialists (203), Registered Nurses (320), Social Workers (323), Visiting Teachers (330)] are addressed in Category #3, Situation B		
Reporting Entity	***Student Data***	***Staff Data***
Resident/Educating District	Normal student reporting ***Student Percent of Time*** should include the amount of time that the student receives instruction from the contracted employee	***Course Master Record and Staff Course Record the following elements are required:*** • Staff Provider IRN of the Contracting Entity • Ohio Credential ID of the Contracted Staff Member Providing Instruction to the Student **NOTE: Resident/Educating District is responsible for informing the contractor that this employee will be used to meet the district's ESP ratio requirement in order to assure that the contractor reports at least one Contractor Staff Employment Record for the employee**
Contractor (such as an ESC or other EMIS reporting entity)	NONE	***Staff Demographic Record, Staff Employment Records, and at least ONE Contractor Staff Employment Record*** If the individual teaches courses to students from multiple districts, a ***Contractor Staff Employment Record*** should be reported for each district served with the FTE assigned to that particular district reported on the record

Table 5. Category #3, Situation C.1

CATEGORY #3, Situation C.1: ADDITIONAL EXAMPLE FOR CATEGORY #3, SITUATION C **Resident/Educating District Contracts with an ESC and another EMIS Reporting Entity (in this case another school district) to teach courses to their students – Contractor Staff Employment Record Required** **Resident District (District A) contracts with an ESC for staff member to teach students enrolled in a special education classroom located in another District (District B). District A (or the ESC on behalf of District A) contracts with District B to allow students from District A to be mainstreamed into some classes taught by staff from District B**

Reporting Entity	***Student Data***	***Staff Data***
Resident District (District A)	Normal student reporting ***Student Percent of Time*** should include the amount of time that the student receives instruction from contracted employees at the ESC and District B	**For courses taught by staff from District A:** If the student is instructed by any staff members from District A, a Staff Demographic, Staff Employment, Staff Course Record, and Course Master Record would be required **For courses taught by ESC staff:** *Course Master Record and Staff Course Record the following elements are required:* • Staff Provider IRN of the Contracting Entity **(ESC)** • Ohio Credential ID of the Contracted Staff Member from the **ESC** Providing Instruction to the Student **For courses taught by staff from District B:** *Course Master and Staff Course Record the following elements are required:* • Staff Provider IRN of the Contracting Entity **(District B)** • Ohio Credential ID of the Contracted Staff Member from **District B** Providing Instruction to the Student
Contractor - ESC	NONE	***Staff Demographic and Staff Employment Records*** *and at least ONE* ***Contractor Staff Employment Record*** If the individual teaches students from multiple districts in the special education classroom, a ***Contractor Staff Employment Record*** should be reported for each district served with the FTE assigned to that particular district reported on the record
Contractor - (District B)	NONE	***Staff Demographic and Staff Employment Records*** *- include the time that the staff person educates students from District B and students from District A (and other districts if the staff person is teaching students mainstreamed from other districts)* ***in the FTE on the Employment Record*** *and at least ONE* ***Contractor Staff Employment Record*** with the FTE representing the time for students from District A. No ***Contractor Staff Employment Record*** should be reported for the time for students from District B. If the teacher teaches courses to students from multiple districts, a ***Contractor Staff Employment Record*** should be reported for each district served with the FTE assigned to that particular district reported on the record.

Table 6. Category #3, Situation D

CATEGORY #3, Situation D:
Resident/Educating District Contracts with an ESC or Other EMIS Reporting Entity to Provide Instruction to Students in an Alternative School Setting - Contractor Staff Employment Record Required.

PLEASE NOTE: The resident district is not required to report a separate Student Course Record, Staff Course Record or Course Master Record for each subject taught in the Alternative Program/School unless the student is placed there **for more than two consecutive weeks** (if the placement is for less than two weeks, the student can continue to be reported by the resident district in the courses in which the student was originally enrolled at the resident district without reporting the Staff Provider IRN or the Employee ID of the staff member at the ESC or other EMIS reporting entity). **During the October K reporting period,** if the student was attending the alternative school/program for more than two consecutive weeks and one of these weeks occurred during October Count Week, the district should report the courses that the student was enrolled in at the ESC or other EMIS reporting entity. **During the Yearend N reporting period,** the district should report both the courses that the student was enrolled in at the ESC and the courses the student was enrolled in at the resident district.

Reporting Entity	***Student Data***	***Staff Data***
Resident/Educating District	Normal student reporting ***Student Percent of Time*** should include the amount of time that the student receives instruction from the contracted employee	***Course Master Record and Staff Course Record – the following elements are required:*** • Staff Provider IRN of the Contracting Entity • Ohio Credential ID of the Contracted Staff Member Teaching the Course to the Student
Contracting Entity (such as an ESC or other EMIS reporting entity)	NONE	***Staff Demographic and Staff Employment Records*** *and at least ONE* ***Contractor Staff Employment Record*** If the individual teaches courses to students from multiple districts, a ***Contractor Staff Employment Record*** should be reported for each district served with the FTE assigned to that particular district reported on the record

Table 7 Category 3, Situation E

CATEGORY #3, Situation E: **ESC is Awarded the Gifted Teacher Unit and Serves Students from Resident/Educating District(s) – Contractor Staff Employment Record Required** Includes: Gifted Intervention Specialist (230, 999380)		
Reporting Entity	***Student Data***	***Staff Data***
Resident/Educating District	***If the student receives Gifted services from the Gifted Intervention Specialist (206XXX), report the following:*** ***Student Program Record - the following elements are required:*** • Program Provider IRN of the Contracting Entity • Ohio Credential ID of the Contracted Staff Member Providing the Service to the Student ***Student Percent of Time*** should include the time that the student receives services from or is taught a course by the contracted employee	***If the student is taught a gifted course by the Gifted Intervention Specialist (Student Population Element options "GA" or "GE" , report the following:*** ***Course Master Record and the Staff Course Record - the following elements are required:*** • Staff Provider IRN of the Contracting Entity • Ohio Credential ID of the Contracted Staff Member Providing Instruction to the Student
ESC Awarded Gifted Teacher Unit	NONE	***Staff Demographic and Staff Employment Records*** *and at least ONE* ***Contractor Staff Employment Record*** If the individual teaches courses to students from multiple districts, a ***Contractor Staff Employment Record*** should be reported for each district served with the FTE assigned to that particular district reported on the record

Table 8. Category #3, Situation F

CATEGORY #3, Situation F: **Resident/Educating District Is Awarded the Preschool Special Education Related Service Unit and Contracts with an ESC or other EMIS Reporting Entity for Staff (if the resident district is awarded the Preschool Special Education Teacher Unit they CANNOT contract for a teacher) – Contractor Staff Employment Record Required** Positions include: Preschool Special Education (PSE) Audiologist (304, 999412), PSE Psychologist (318, 999412), PSE Physical Therapist (325, 999412), PSE Speech and Language Pathologist (326, 999412), PSE Occupational Therapist (325, 999412), PSE Orientation and Mobility Therapist (326, 999412), and PSE Adaptive Physical Education Therapist (333, 999412)		
Reporting Entity	***Student Data***	***Staff Data***
Resident/Educating District Awarded the Preschool Special Education Related Service Unit	Normal Student Reporting ***Student Program Record*** containing the 215XXX (Related Services) program codes. • When reporting the 215xxx Related Services program codes specified**, the following element is required:** Program Provider IRN of the Contracting Entity ***Student Percent of Time*** should include the time that the student receives services from or is taught a course by the contracted employee	NONE
Contractor (such as an ESC or other EMIS reporting entity)	NONE	***Staff Demographic Record, Staff Employment Record and*** *at least one* ***Contractor Staff Employment Record*** If the individual serves multiple districts, a ***Contractor Staff Employment Record*** should be reported for each district served with the FTE assigned to that particular district on the record

Table 9. Category #3, Situation G

<u>CATEGORY #3, Situation G:</u>
ESC or Other EMIS Reporting Entity is Awarded the Preschool Special Education Teacher Unit (Center-Based or Itinerant) or a Preschool Special Education Related Service Unit OR a Preschool Special Education Supervisor Unit (Does NOT Serve Students Directly) - Contractor Staff Employment Record Required.

Preschool Special Education (PSE) Teacher positions include: PSE Center-Based Classroom Teacher (230, 999412) and PSE Itinerant Teacher (230, 999412).
Preschool Special Education (PSE) related services positions include: PSE Audiologist (304, 999412), PSE Psychologist (318, 999412), PSE Physical Therapist (325, 999412), PSE Speech and Language Pathologist (326, 999412), PSE Occupational Therapist (325, 999412), PSE Orientation and Mobility Therapist (326, 999412) and PSE Adaptive Physical Education Therapist (333, 999412)

Note that for teacher units, related units, and supervision units a CJ record is only required in specific situations:

1. If the ESC or district is allocated a preschool special education related service unit or teacher unit AND has hired a staff member for that unit AND is serving students in that unit who are from other districts, THEN this ESC or district (the one allocated the PSSE related service unit or teacher unit) does not report a CJ Record. This is not considered a "contracting situation", because the entity that was allocated the unit has hired/employed a staff member to fulfill that unit. A Staff Employment and Demographic Record are required to be reported by the entity allocated the unit for this staff member.
2. If a district or ESC is allocated a preschool special education related service unit or a supervision unit, AND contracts with another district or ESC for a staff member to fulfill this unit (meaning the staff member is actually employed at the "other" district/ESC); THEN the district/ESC that hired the staff member being contracted out to the district/ESC that was allocated the PSSE unit reports the staff member (Staff Job, Demographic, and Contracted Staff Records) and the district/ESC that was allocated the unit does not report any staff information.

Key questions for district/ESC to consider with regards to PS Units and Contracted Staff Reporting:

- Who is allocated the unit?
- Does the entity allocated the unit hire the staff member themselves to fulfill this unit or do they contract with another EMIS reporting entity (ESC or another district) to fulfill the unit?
  - If they hire the staff member themselves – not a contracting situation – #1 above applies
  - If they contract with another EMIS Reporting Entity - contracting situation – #2 applies
  - If they contract with a NON-EMIS reporting entity - yes a contracting situation – Category 5 applies.

Reporting Entity	***Student Data***	***Staff Data***
Resident/Educating District	Resident/educating district only required to report student information (Student Demographic, Attendance and Program Record) if the preschool student has a disability condition. ***It is optional for the resident district to report preschool students without disability conditions***. **If the student has a disability condition**, the resident district AND the ESC or other EMIS reporting entity must report the 215xxx (Related Services) program codes. **The Program Provider IRN and the Ohio Credential ID do NOT need to be completed by the resident district on the Student Program Record that they report for the above program codes.** If the student is receiving Preschool Itinerant Services, the 220100 (Preschool Itinerant Services – Special Education) program code **should only be reported by the ESC or other EMIS reporting entity.**	NONE **NOTE: In this particular case, the resident district does NOT report the Course Master Record and the Staff Course Record for those Preschool Special Education Students served in a Preschool Special Education Center-Based Classroom. This information will be reported by the ESC or other EMIS reporting entity that was awarded the unit.**
ESC or other EMIS reporting entity Awarded the Preschool Special Education Teacher Unit or the Preschool Special Education Related Services Unit	ESC or other EMIS Reporting Entity must report all student information, including the Student Course Record. If the student has a disability condition, the resident district AND the Contractor must report the 215xxx (Related Services) program codes. **If the student is receiving Preschool Itinerant Services, the ESC or other EMIS reporting entity must report the 220100 PSE Itinerant Services program code.** When reporting the 220100 PSE Itinerant Services program code**, the following element is required:** Employee ID of the ESC (or other EMIS Reporting Entity) Staff Member Providing the Service to the Student	***Staff Demographic, Staff Employment, Course Master Record, Staff Course Record,*** *and at least ONE* ***Contractor Staff Employment Record*** If the individual teaches courses to students from multiple districts, a ***Contractor Staff Employment Record*** for should be reported for each district served with the FTE assigned to that particular district reported on the record

Table 10. Category #3, Situation H

CATEGORY #3, Situation H: **Resident/Educating District is Awarded the Early Childhood Education funds (formerly the State-Funded Public Preschool Grant) and Contracts with an ESC or other EMIS Reporting Entity for the Teacher - Contractor Staff Employment Record Required** Position: Early Childhood Program Teacher (230, 999370)		
Reporting Entity	***Student Data***	***Staff Data***
Resident/Educating District Awarded the Early Childhood Education Funds (formerly the State-Funded Public Preschool Grant)	Normal student reporting ***If the student has a disability condition, report the Student Program Record*** containing the 215 XXX (Related Services) program codes. When reporting the 215 XXX Related Services program codes specified**, the following element is required:** • Program Provider IRN of the Contracting Entity (if the service is provided by the contractor) ***Student Percent of Time*** should include the amount of time that the student receives instruction from the contracted employee.	***Course Master Record and Staff Course Record – the following elements are required:*** • Staff Provider IRN of the Contracting Entity • Ohio Credential ID of the Contracted Staff Member Teaching the Course to the Student
Contractor (such as an ESC or other EMIS reporting entity)	NONE	***Staff Demographic and Staff Employment Records*** *and at least ONE* ***Contractor Staff Employment Record*** If the individual teaches courses to students from multiple districts, a ***Contractor Staff Employment Record*** should be reported for each district served with the FTE assigned to that particular district reported on the record.

Table 11. Category 3, Situation I

CATEGORY #3, Situation I: **ESC or Other EMIS Reporting Entity is Awarded the Early Childhood Program Grant (formerly the State-Funded Public Preschool Program) – Contractor Staff Employment Record Required.** Position: Early Childhood Program Teacher (230, 999370)		
Reporting Entity	***Student Data***	***Staff Data***
Resident/Educating District	Resident/educating district only required to report student information (Student Demographic, Attendance and Program Records) if the preschool student has a disability condition. ***It is optional for the resident district to report preschool students without disability conditions***. **If the student has a disability condition**, the resident district AND the ESC or other EMIS reporting entity must report the 215XXX (Related Services) program codes. **The Program Provider IRN and the Ohio Credential ID do NOT need to be completed by the resident district on the Student Program Record that they report for the above program codes.**	NONE
ESC or Other EMIS Reporting Entity Awarded the Early Childhood Grant Funds (Formerly the State-Funded Public Preschool Grant)	ESC or other EMIS Reporting Entity must report all student information, including the Student Course Record. If the student has a disability condition, the resident district AND the ESC or other EMIS reporting entity must report the 215XXX (Related Services) program codes.	***Staff Demographic, Staff Employment, Course Master, and Staff Course Records*** *and at least ONE* ***Contractor Staff Employment Record*** If the individual teaches courses to students from multiple districts, a ***Contractor Staff Employment Record*** should be reported for each district served with the FTE assigned to that particular district reported on the record

Table 12. Category 2, Situation J

CATEGORY #3, Situation J: **Resident/Educating District Contracts with an ESC or Other EMIS Reporting Entity to Provide an Instructional Paraprofessional (415) to work in a Title I Building in the Resident/Educating District – Contractor Staff Employment Record Required.** Includes: Instructional Paraprofessional in Title I Building (415, 999140)		
Reporting Entity	***Student Data***	***Staff Data***
Resident/Educating District	Normal student reporting ***Student Percent of Time*** should include the amount of time that the student receives instruction from the contracted employee	NONE
Contractor (such as an ESC or other EMIS reporting entity)	NONE	***Staff Demographic and Staff Employment Records*** *and at least ONE* ***Contractor Staff Employment Record*** If the individual assists students from multiple districts, a ***Contractor Staff Employment Record*** should be reported for each district served with the FTE assigned to that particular district reported on the record

Table 13. Category #3, Situation K

CATEGORY #3, Situation K: **Virtual Community School Contracts with an ESC or Other EMIS Reporting Entity (such as another virtual community school or another district) for Teachers (position code 230) to Serve as the Teacher of Record for Their Online Courses – Contractor Staff Employment Record Required.**		
Reporting Entity	***Student Data***	***Staff Data***
Virtual Community School	Normal student reporting ***Student Percent of Time*** should include the amount of time that the student receives instruction from the contracted employee	***Course Master Record and Staff Course Record - the following elements are required:*** • Staff Provider IRN of the Contracting Entity • Ohio Credential ID of the Contracted Staff Member Providing Instruction to the Student
Contractor (ESC, Virtual Community School, District or Other EMIS Reporting Entity Providing Contracted Staff Member)	NONE	***Staff Demographic and Staff Employment Records*** *and at least ONE* ***Contractor Staff Employment Record*** If the individual serves as the teacher of record to students from multiple districts, a ***Contractor Staff Employment Record*** should be reported for each district served with the FTE assigned to that particular district reported on the record

Table 14. Category #3, Situation L

CATEGORY #3, Situation L: **Resident/Educating District Contracts with an ESC to Hire a Staff Member who will Specifically Serve Their District in a Role Other than those identified in Situations A through K and to provide a service not normally provided to several or all member districts.** Examples include: Superintendent (109), Assistant Superintendent (103), Principal (108), Assistant Principal (104), Community School Administrator (116), Coordinator (113), etc.		
Reporting Entity	***Student Data***	***Staff Data***
Resident/Educating District	Normal student reporting	NONE
ESC (Contractor)	NONE	***Staff Demographic and Staff Employment Records*** *and at least ONE* ***Contractor Staff Employment Record***

Table 15. Category #4

CATEGORY #4: **Resident/Educating District Contracts with another EMIS Reporting Entity to Provide Contract Career-Technical Services or to participate in a Special Education Cooperative Program – Contractor Staff Employment Record NOT Required.**		
Reporting Entity	***Student Data***	***Staff Data***
Resident/Educating District	All student data is reported and student program and course information is reported only for the students which are instructed by staff from the resident/educating district ***Student Percent of Time*** should **NOT** include the amount of time that the student receives instruction from the contracted employee from the contractor – only time spent in instruction in the resident/educating district should be included	***Staff Demographic, Staff Employment Record, Staff Course and Course Master Records*** Data is only reported for staff and courses taught by staff from **the resident/educating district that instructs the student**
Contractor (EMIS reporting entity)	All student data is reported and student program and course information is reported only for the students that are instructed by staff from the Contracted entity. ***Student Percent of Time*** should **NOT** include the amount of time that the student receives instruction from the staff from the resident/educating district – only time spent in instruction by the contractor should be included	***Staff Demographic Record, Staff Employment Record, Staff Course Record, and Course Master Record*** The ***Contractor Staff Employment Record*** is **NOT** required Data is only reported for staff and courses taught by staff from the contractor that provides instruction to the student

Table 16. Category #5

CATEGORY #5: **Resident/Educating District Contracts with a Non-EMIS Reporting Entity to Provide a Certificated/Licensed or Classified Staff Member – Contractor Staff Employment Record NOT Required.** This situation includes district reporting for students with disability conditions placed by the district in a non-public or private school as the most appropriate placement for the student according to his/her IEP and districts who contract with an agency or an individual to provide auxiliary services to the nonpublic schools located within their boundaries		
Reporting Entity	***Student Data***	***Staff Data***
Resident/Educating District	Normal Student Reporting ***Sent to Percent of Time or Student Percent of Time*** should include the amount of time that the student receives instruction/services from the Contracted employee from the contractor	***Staff Demographic Record, Staff Employment Record, Staff Course Record, and Course Master Record*** On the ***Staff Employment Record,*** report one of the following Position Statuses for the contracted employee: • A = Contracted Personnel – Agency • I = Contracted Personnel-Individual The ***Contractor Staff Employment Record*** is NOT required
Contractor (non-EMIS reporting entity)	NONE – Does not report to EMIS	NONE – Does not report to EMIS