ODE EMIS MANUAL

Section 3.8:
Staff Missing Override Record (CP)

Ohio | Department of Education

Version 1.0

September 10, 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

3.8 STAFF MISSING OVERRIDE RECORD

Required Reporting Periods
The Staff Missing Override Record is to be reported for the October (K) and Yearend (N) reporting periods.

General Guidelines
One or more Staff Missing Override Records is reported for staff members who are no longer with the district, and who last were with the district during a time period such that their separation from the district should have been reported in a prior reporting period.

For example, if a staff member leaves the district during a school year, then that separation must be reported at Yearend for that same year. If the district failed to report the staff member as no longer employed by the district at yearend, then an override would be required to remove that staff member from the Missing Staff report the next October.

Likewise, a staff member who completes the prior school year but ends all employment before the start of the next school year must be reported as separated in October reporting. If the district fails to report the separation in October, then an override would be required to remove that staff member from the Missing Staff report at Yearend.

Overrides are not a replacement for correct and timely reporting of EMIS data. Requesting an override via this record is acknowledging that incorrect data was reported in a prior reporting period.

Not all overrides needed for staff will be possible via reporting this record. For example, a staff member who changes from a local Z-ID to a state credential ID between reporting periods will still need an override, but that override must be requested via your ITC and the EMIS Helpdesk.

Staff Missing Override Data Elements
The following portion of this section discusses each of the data elements within the Staff Missing Override Record. The elements are organized alphabetically.

☼ Position Separation Date Element

Record Field Number	CP060
Definition	The last date of employment of the staff member.

Valid Options
YYYYMMDD Year, Month, Day

Reporting Instructions. For October reporting, only dates before the end of the prior school year will be valid. For yearend reporting, only dates before the start of the current school year will be valid. Dates outside these ranges are valid for reporting without an override, using the normal process and other (CI/CK, or CL in October) EMIS record types.

☼ *Position Separation Reason Element*

Record Field Number	CP070
Definition	Reason the staff member left position.

Valid Options

1	Retirement
3	Employer initiated
5	Resigned - Took another education job in Ohio
6	Resigned - Took another education job out of state
7	Resigned - Other
8	Employee accepted new position within district
9	Deceased

☼ *State Staff ID Previous Reporting Period Element*

Record Field Number	CP050
Definition	A unique statewide ID used to match a staff member's data to EMIS data from previous reporting periods and to the state certification and licensure database, as reported for the staff member in CI270 during the prior reporting period.

Valid Options
A 2 letter, 7 number string: XX9999999

Defining a Unique Record

Each EMIS record has specific fields that must be unique on each row of data reported to ODE. For the Staff Missing Override Record, the following field must be unique.

Required Fields	Number
State Staff ID Previous Reporting Period	CP050

3.8 STAFF MISSING OVERRIDE RECORD (CP) FILE LAYOUT

Number	Position	Name	PIC/Size
	1-8	Filler	PIC 9(8)
CP010	9-10	Sort Type	PIC X(2)
		Always "CP"	
	11	Filler	PIC X
CP020	12-15	Fiscal Year, e.g., 2012 (CCYY)	PIC X(4)
CP030	16	Reporting Period	PIC X
		K – October	
		N –Yearend	
CP040	17-22	District IRN	PIC X(6)
CP050	23-31	State Staff ID Previous Reporting Period	PIC X(9)
CP060	32-39	Position Separation Date (CCYYMMDD)	PIC X(8)
CP070	40	Position Separation Reason	PIC X