ODE EMIS MANUAL

Section 5.1:
District/Building Records Overview

Ohio | Department of Education

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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

5.1 DISTRICT/BUILDING RECORDS OVERVIEW

General Guidelines

The District/Building Records sections of the ODE EMIS Manual provide instructions for reporting district and building level records and elements to the Ohio Department of Education (ODE).

OVERVIEW OF DATA

The following are general categories of data covered in the District/Building Records sections of the ODE EMIS Manual.

- Organization General Information (includes data regarding funding count week information, professional development days, parent-teacher conferences, etc.)
- Grade Schedule (includes first day of school, hours per day, annual days in session)
- District Testing – Yearend Record

Reporting the Building IRN

In most cases, the *Building IRN Element* is to be reported with the IRN of the individual building submitting a record. However, in some cases (i.e., community schools) the *Building IRN Element* and *District IRN Element* will be reported with the same IRN.

If student data records are assigned to the district, rather than a building, the district reports Grade Schedule records for each grade level of those students; the building IRN element (DL050) is the IRN of the district. If any Organization General Information applies at the district, rather than building, level, the district reports such records with the district IRN as the organization IRN element (DN050).

DISTRICT AND BUILDING LEVEL RECORDS

Below is a list of each record, its name, and record number. Data elements for each of these records are found in the following sections of the District/Building Records.

Record Number	Record Name
DT	District Testing – Yearend Record
DL	Grade Schedule
DN	Organization General Information

Reporting General Building and District Information

FY12 is a transition year for reporting of district and building information during the October reporting period. EMIS reporting entities and their software vendors have a choice as to which record type is used to report the required information.

For information that has been traditionally collected on the DF record (Building General Information – Fall/October), EMIS reporting entities may either continue to report the DF record or may report the information using a combination of the new DL (Grade Schedule) and DN (Organization General Information) records. The only rule is that a reporting entity must either report all elements previously on the DF record using that record type or must report all of that information using the new DL and DN types.

For information that has been traditionally collected on the DQ record (District General Information – Fall/October), EMIS reporting entities may either continue to report the DQ record or may report the information using the new DN (Organization General Information) record. The only rule is that a reporting entity must either report all required elements previously on the DQ record using that record type or must report all of the required DQ information using the corresponding required Attribute Names for their organization type in the DN record.

The Building General Information – Yearend (DB), Building General Information– Financial (DM), District General Information -Yearend (DR), and District General Information—Financial (DD), are no longer reported to ODE. All elements on these records have been moved to the Grade Schedule (DL) record or reorganized for inclusion in the Organization General Information (DN) record. Elements and options directly transferred without changes from these records are not highlighted in the reporting instructions.

The same highlighting, or lack thereof, is used for instructions related to the Building General Information—Fall/October (DF) and District General Information—Fall/October (DQ) elements that have been copied to the DL and DN records. The DF and DQ records will be deleted for FY13 reporting.