

EMIS Reporting and the Auditor of State Attendance Report Frequently Asked Questions

The following information addresses some of the questions that the Ohio Department of Education EMIS area has received to date regarding EMIS reporting of student withdrawals and related issues raised by the recent attendance investigation completed by the Auditor of State. This document will not answer all questions, but will be updated over the next several months as additional information is available. In addition, updates will be made to the EMIS manual near the end of this school year (in time for FY13 yearend reporting) and again before the start of next school year.

All EMIS personnel are encouraged to review the Auditor of State's report as it contains useful information related to document retention, the enrollment and withdrawal of students, and other related topics. The report can be accessed at:

<http://www.auditor.state.oh.us/auditsearch/detail.aspx?ReportID=99797>

If EMIS reporting entities have additional questions, they are encouraged to submit them via their ITCs to the EMIS Helpdesk system. This will allow tracking of the questions to ensure all receive responses when available, and will help inform future content for this FAQ and the EMIS manual.

Question: A student has effectively withdrawn from the district, but the district does not discover the withdrawal until after the fact. What withdrawal date should the district use? How are absences reported?

Answer: If the student has withdrawn from the district, then some type of documentation for that withdrawal must exist. Based on that documentation, there was a date when the student withdrew. The withdrawal date for the student is reported as the effective end date on the FS Student Standing record where the withdrawal reason is reported. Since the effective end date is considered the last day of enrollment for the student, the effective end date may be either the date indicated by the documentation or the day before, depending on the situation. Since attendance and absence information are only reported for a student while that student is enrolled, any absences originally recorded for the student between the now-documented withdrawal date and the date when that information was received would not be valid.

For example, a student last attended school on March 12. Starting March 13, absences are recorded for the student. As a part of the follow-up the district does on students who are absent, on March 26 the district discovers that the student enrolled in another district on March 19. After obtaining confirmation from the other district that the student was enrolled and attending the new district on March 19, the original district enters an effective end date of March 18, counting the student absent from March 13 up to and including March 18. Absences from March 19 to March 26 may or may not stay in the local system depending on the way the local software works and local policy, but they would be irrelevant from the stand point of state reporting because they would not be within the range of any FS Student Standing records reported to ODE.

Question: We have a withdraw situation that does not fit any specific withdrawal code in the EMIS manual. What do we do?

Answer: Until such time as the EMIS manual is updated to add additional withdrawal codes, districts should continue the current practice of picking the most appropriate code from the available choices. In addition to adding new withdrawal codes, ODE will be providing more guidance on the selection of codes

for particular situations. Beyond selecting which code to use, districts must ensure that appropriate documentation is maintained to support both the withdrawal and why the withdrawal reason chosen in non-standard situations was used.

Question: A student's parent tells the school that the family is moving to another part of the district, such that the student will change to another school within the same district. The student stops attending the first building but does not start attending the new building for "x" days.

1) If "x" is above a certain number, can the district withdraw the student?

2) For the "x" absences, which school within the district would be credited for the absences?

Answer:

1) No. Being absent for a specific number of days, by itself, does not allow the district to withdraw the student. The parent gave notice to the school of a transfer within the district. This is not the same as a withdraw from the district, and would not constitute a break in enrollment. That being said, the student is still required to attend school, so other district policies (e.g. truancy) would still be in effect, and if the district took the student through the truancy process and the student was withdrawn due to truancy, and then later attended another school within the district, the truancy withdrawal would still hold and the attendance at the new school would constitute a re-enrollment. Likewise, if the district has documentation that the student enrolled in another district between attending the 2 schools within the district, then the student could be reported as withdrawn to the other district and then as a new enrollment in the second school.

2) This would be determined by local district policy, and reported to the state on the student's FS Student Standing records. If the first school will report the absences, then the second FS record would have an effective start date of the first day the student was in attendance at the second school. If the second school will be responsible for the absences, then the second FS record will have an effective start date the day after the student last attended the first school.

Question: I have a student that _____. Can I do _____?

Answer: With the number and diversity of situations involving student enrollment and withdrawal, it is not possible for ODE to produce documentation to cover every possibility. If you still have questions after consulting the EMIS manual, this FAQ, and the Auditor of State's attendance report, please submit those questions to ODE via your ITC and the EMIS helpdesk. Submission through the helpdesk will help ensure that you receive an answer, and will give ODE the information it needs on questions that need to be addressed in future versions of this FAQ and/or the EMIS Manual.