

Appendix A

FY2004 EMIS Guide Changes			
Date of Revision	Element(s) or Section(s)	Description of Error	New Language or Reference
12/3/2003	Chapter 3, 3.1 Staff Data Elements	Reporting supplemental contracts had been added to the October K reporting period which caused a great deal of confusion for districts. These instructions have been eliminated however, districts should continue to report supplemental contracts during the Yearend N reporting period as in previous years.	The following information was added to the instructions under the do not report section of the reporting instructions for the October K reporting period: Individuals employed through supplemental contracts (if the district has already reported these individuals due to previous instruction this will NOT generate an error message)
12/3/2003	Chapter 3, 3.1.4 Course Master Record, course reporting for ESP (Educational Service Personnel)	The reporting instruction indicated that districts should report at least one student as enrolled in courses taught by ESP teachers with the 211 position code, however, it was determined that this instruction was only necessary for certain software packages.	New language has been added to the reporting instructions for reporting ESP teachers with the 211 position code - Please note: Districts are not required to enroll one student in courses taught by ESP teachers, however, some software packages may require one student to be enrolled in order for the ESP teacher to appear as a valid ESP unit on the ESP report.
12/9/2003	Chapter 3, 3.1.3.2 Postion Code	The incorrect assignment area was indicated for physical education teachers.	The instructions have been corrected as follows: Physical Education Teacher (Position Code = 211, Assigment Area = 999418)
12/9/2003	Chapter 3, 3.1.4.1 Subject/Course Code	In the subject code Q & A, districts were instructed to use the 190010 Education of the Handicapped K-12 for work study students, however, this code had been changed to only apply to students K-3 for FY04.	The reporting instructions were changed as follows: If the staff member providing employment supervision as part of the course of study for the student with a disability is the special education classroom teacher, then the 300010-Career Exploration subject code should be used with the D01 Course Type.
12/9/2003	Chapter 3, 3.1.4.9 Course Type	Courses with the VA1 Course Type no longer need to be correlated to an Anchor/Lab/Co-op Class of a Career-Technical Block.	Instructions were adusted to no longer require courses with the VA1 course type to be correlated with an anchor course.
12/9/2003	Chapter 3, 3.1.5 Career-Technical Education Correlated Classroom	Courses with the VA1 Course Type are no longer required to be correlated with an Anchor/Lab/Co-op class of a Career-Technical Block.	References to correlating a course with a VA1 Course Type were removed from this section.
12/23/2003	Chapter 2,	Several sections of the	Refer to instructions in the Early

	2.1.12 Early Childhood Record	reporting instructions needed to be clarified.	Childhood Record for clarifications.
12/23/2003	Chapter 2, 2.1.1.20 Native Language	Several valid options were omitted.	The following valid options should be added to this element: UKR - Ukranian, VTM - Vietnamese and OTH - Other.
12/23/2003	Chapter 2, 2.1.2.6 Excused Absence Days	The word or was left out of one of the reasons for excused absence	The statement should now read: Emergency OR set of circumstances which in the judgment of the superintendent of schools constitutes a good and sufficient cause for absence from school.
12/23/2003	Chapter 2, 2.1.7 Student Course Record, course reporting instructions	The reporting instructions indicated that districts should report at least one student as enrolled in courses taught by ESP teachers with the 211 position code, however, it was determined that this instruction was only necessary for certain software packages.	New language has been added to the reporting instructions for reporting ESP teachers with the 211 position code - Please note: Districts are not required to enroll one student in courses taught by ESP teachers, however, some software packages may require one student to be enrolled in order for the ESP teacher to appear as a valid ESP unit on the ESP report.
12/23/2003	Chapter 2, 2.1.2.22 College Prep Curriculum Completer	The incorrect options were listed for this element.	The correct options are as follows: N = Student is NOT enrolled in a college prep curriculum as defined by the school district, and Y = Student is enrolled in a college prep curriculum as defined by the school district
12/23/2003	Chapter 2, 2.1.7 Student Course Record, course reporting instructions	Due to the change in reporting instructions requiring all courses to be reported separately for students in grades 4-12, the title of the 190010 Education of the Handicapped subject code needs to be revised to reflect grades K-3 rather than grades K-12.	The title of this subject code should be revised as follows: 190010 Education of the Handicapped: A self-contained class for students with disabilities in grades K through 3.
12/23/2003	Chapter 2, 2.1.6.1 CTAE Technical Assessment Test Codes	Two options need to be added to the list of CTAE Technical Assessment Test Codes.	The following options should be added: 15MA - Carpentry and 15EA - Carpentry.
12/23/2003	Chapter 2, 2.1.7.8 CTAE Workforce Development Program Completer	The incorrect subject code number was used for the Public Safety Core subject code	The correct number for the subject code was added - 172812 - Public Safety Core.
4/3/2004	3.1.3.20 Qualified Paraprofessional	This element was added to comply with No Child Left Behind requirements for	The new element, valid options, and definition for instructional paraprofessional have been added,

		districts to identify whether or not instructional paraprofessionals are highly qualified.	as well as reporting instructions.
4/3/2004	3.1.3.19	This element was added to comply with the No Child Left Behind Act for districts to identify whether or not teachers have participated in high quality professional development (HQPD).	3.1.3.19 High Quality Professional Development (HQPD) - Did the teacher participate in a High Quality Professional Development activity between June 1 and May 31 of the current school year as defined by the No Child Left Behind Act of 2001 in Title IX Section 9101* and as certified by the teacher on the Teacher Participation Questionnaire?
4/20/2004	4.1.6.12 Feeder School IRN	The definition and reporting instructions were provided.	Indicates the primary school into which the majority of students will enroll after they complete all grade levels in the current attending school. This is not required to be reported for ESCs, Community Schools, JVSs, or schools with students enrolled in grade 12. These entities can report "*****". ***** - Not applicable
4/21/2004	2.1.3 Student Testing Records – Ohio Proficiency Tests, Ohio Achievement Tests, Ohio Graduation Tests and Ohio Proficiency Only Test Records	Instructions added	Chapter 2 has been updated with reporting instructions for assessment results for the 2003-04 school year.
4/21/2004	2.1.2.21 Test Participation IRN on the Student Attendance Record	This element will no longer be used for the participation rate for FY2004 since there was an element on the testing records to replace this.	(Please note, with the addition of the data element "Building IRN where student was enrolled during March test administration, this element will no longer be used to calculate the Participation IRN, and will be deleted for FY2005. If a district has already reported this element for FY2004 Yearend N, there is no need to delete the data. But if this element has not yet been completed, it is OK to report "*****".)