

Appendix J - EMIS Data Responsibilities

Instructions for reporting special situations in EMIS are presented in this appendix, in order to ensure that reporting requirements comply with federal and state laws. Each situation specifies reporting responsibilities for each entity involved in the education of a student. Refer to the EMIS Manual or if further guidance is needed in reporting data for other situations, contact the Designated Data Acquisition Site or the area coordinator for your district and explain the particular details of the situation, to ensure that data are reported appropriately for funding and accountability purposes. **THE EMIS DOES NOT TAKE THE PLACE OF OR SUPERSEDE ANY RECORD-KEEPING REQUIREMENTS DICTATED BY STATE AND FEDERAL LAW.**

Situation 27 – Last Revised 10-28-04

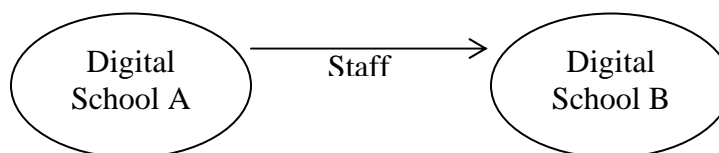
EMIS Reporting Guidelines for Community Schools and Traditional Districts Impacted by the Opening of New Community Schools.

The following scenarios were developed to help EMIS coordinators better determine how to report data through EMIS for students as they start attending a newly opened digital community school. All four scenarios assume a student is attending the digital school 100% of time.

NOTE: While this document only contains some key elements, Community Schools are required to comply with EMIS reporting guidelines, including reporting all student, staff, financial, building and district records indicated in the EMIS Manual.

Community schools cannot open until they have a minimum enrollment of 25 full time students. When a community school has 25 full time students, it informs the Office of Community Schools and is initiated for payment. The ODE Office of Community Schools (ODE/OCS) considers a community school to be officially open once it has been initiated for payment. Being officially open means that the community school has been approved by an officially recognized sponsor within the state of Ohio. ODE/OCS has the necessary documentation from the school; at least 25 full time students are included in the CSADM no later than midnight of the 15th of that month; ODE/OCS has initiated payment to the community school, and; ODE/OCS has designated the community school with an “open” status in the Ohio Educational Directory-(Redesigned) (OEDS-R).

Situation A:



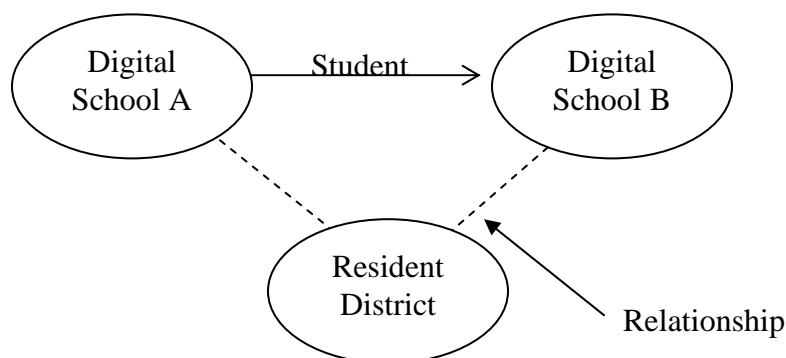
Situation A: Digital School B contracts with Digital School A to educate its students until it reaches a minimum enrollment of at least 25 full time students. (Students are enrolled in Digital School A, and then withdraw from Digital School A to enroll in Digital School B once ODE/OCS considers Digital School B officially open. Instructors may or may not be hired by Digital School A, and “virtually” contracted by Digital School B.) Digital School B reaches an enrollment of 25 full time students, is initiated for payment, and officially opens **before the first day of** funding count week, September 27, 2004. On September 27, student withdraws from Digital School A, and enrolls in Digital School B on September 28, 2004, and is enrolled all five days of funding count week. The following example shows how the student would be reported in **EMIS** during the

October K reporting period:

	Digital School B	Resident District
Status	M	0
Attending Home Indicator	0	M
Attending Home IRN	Resident District	Digital School B
Attendance	5 Days	N/A
Admission Date	Before the first day of count week (In this case, 9/28/2004.)	Before the first day of count week (In this case, on or before 9/28/2004, assuming the district of residence has not changed for the student.)
Withdrawal Date	None	--
Student % of Time	100	0

During **Yearend N EMIS reporting**, the student should be reported as follows:

	Digital School A	Digital School B	Resident District
Status	M	M	0
Attending Home Indicator	0	0	M
Attending Home IRN	Resident District	Resident District	Digital School B
Attendance	Actual attendance during the time enrolled in Digital School A during the current school year	Actual attendance during the time enrolled in Digital School B during the current school year	N/A
Admission Date	On or before the first day of funding count week	At least one day after withdrawal from Digital School A	On or before the first day of funding count week
Withdrawal Date	At least one day before the admission date at Digital School B	One or more days after the admission date reported by Digital School B	N/A (Assuming student is enrolled during the entire school year.)
Student % of Time	100	100	0

Situation B:**Situation B: Student moves from Digital School A to Digital School B *during* funding count week.**

Digital School B reaches an enrollment of 25 full time students, is initiated for payment, and officially opens **during** funding count week. A student transfers from Digital School A to Digital School B on the third day of funding count week. The student spent the first 3 days of funding count week (M – W) in Digital School A and the last 2 days of funding count week (Th – F) in Digital School B.

October K EMIS Reporting:

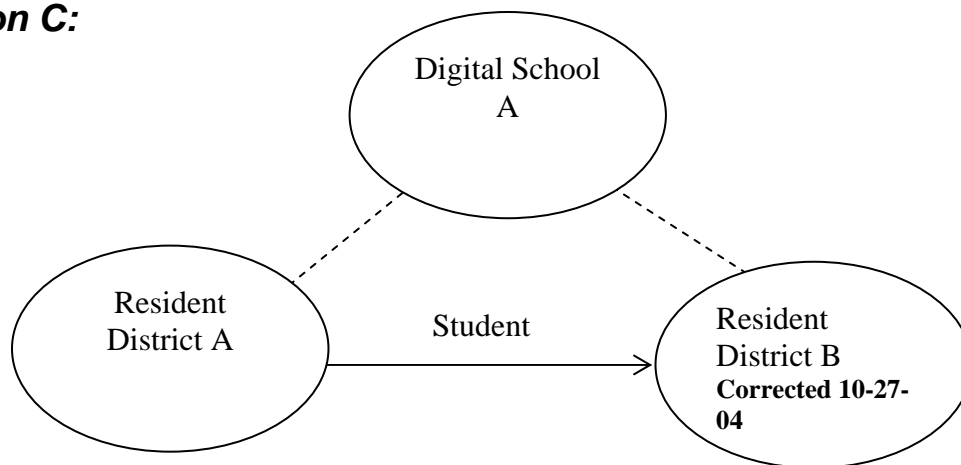
	Digital School A	Digital School B	Resident District
Status	M	M	0
Attending Home Indicator	0	0	M
Attending Home IRN	Resident District	Resident District	Digital School B
Attendance	3 Days	2 Days	0 Days <div>Corrected 10-27-04</div>
Admission Date	On or before the first day of funding count week.	Thursday	On or before the first day of funding count week.
Withdrawal Date	Wednesday	N/A	N/A
Student % of Time	100	100	0

Yearend N EMIS Reporting:

	Digital School A	Digital School B	Resident District
Status	M	M	0
Attending Home Indicator	0	0	M
Attending Home IRN	Resident District	Resident District	Digital School B
Attendance	Actual attendance during the time enrolled in Digital School A during the current school year	Actual attendance during the time enrolled in Digital School B during the current school year	N/A
Admission Date	On or before the first day of funding count week	At least one day after withdrawal from Digital School A	On or before the first day of funding count week

Withdrawal Date	At least one day before the admission date at Digital School B	One or more days after the admission date reported by Digital School B	N/A (Assuming student is does not withdraw during the school year.)
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Situation C:



Situation C: Digital community school student moves resident districts during funding count week

A student is enrolled in Digital School A all 5 days of funding count week but moves from Resident District A to Resident District B during funding count week. The student resided in Resident District A the first 3 days of funding count week (M – W) and resided in Resident District B the last 2 days of funding count week (Th – F). NOTE: These reporting instructions also apply to brick and mortar community schools.

October K EMIS Reporting:

	Digital School A	Resident District A	Resident District B
Status	M	0	0
Attending Home Indicator	0	M	M
Attending Home IRN	Resident District B	Digital School A	Digital School A
Attendance	5 Days	3 Days	2 Days
Admission Date	On or before the first day of funding count week	On or before Monday of funding count week	Thursday of funding count week
Withdrawal Date	N/A	Wednesday of funding count week	N/A
Student % of Time	100	0	0

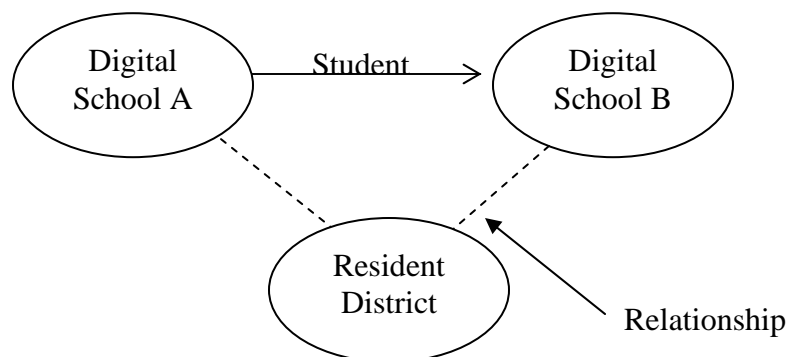
NOTE: In the CSADM Digital School A would have two records for the same student – one Student Residency Record for Resident District A with the “TO” date being

“Wednesday”, and one Student Residency Record for Resident District B with a “FROM” date of Thursday.

Yearend N EMIS Reporting:

	Digital School A	Resident District A	Resident District B
Status	M	0	0
Attending Home Indicator	0	M	M
Attending Home IRN	Resident District	Resident District	Digital School B
Attendance	Actual attendance during the time enrolled in Digital School A during the current school year	Actual attendance during the time enrolled in Resident District A during the current school year	Actual attendance during the time enrolled in Resident District B during the current school year
Admission Date	On or before the first day of funding count week	At least one day after withdrawal from Digital School A	On or before the first day of funding count week
Withdrawal Date	N/A	One or more days after the admission date reported by Digital School B	N/A (Assuming student is enrolled during the entire school year.)
Student % of Time	100	0	0

Situation D:



Situation D: Digital School B contracts with Digital School A to educate its students until it reaches a minimum enrollment of at least 25 full time students. Digital School B reaches an enrollment of 25 full time students, is initiated for payment, and officially opens **after** funding count week. Student is enrolled in Digital School A as of the beginning of the school year. On March 3, student withdraws from Digital School A, and enrolls in Digital School B on March 4. The student should be reported in EMIS as follows:

October K EMIS reporting:

	Digital School A	Resident District
Status	M	0
Attending Home Indicator	0	M
Attending Home IRN	Resident District	Digital School A
Attendance	5 Days	0 Days <div>Corrected 10-27-04</div>
Admission Date	First day of school (in this example)	Actual Admission Date (if student has not moved, should be at least on or before the first day of school for the community school)
Withdrawal Date	March 3, 2005	N/A
Student % of Time	100	0

Yearend N EMIS Reporting:

	Digital School A	Digital School B	Resident District
Status	M	M	0
Attending Home Indicator	0	0	M
Attending Home IRN	Resident District	Resident District	Digital School B
Attendance	Actual attendance during the time enrolled in Digital School A during the current school year	Actual attendance during the time enrolled in Digital School B during the current school year	Actual attendance during the time enrolled in the resident district during the current school year (if no attendance, report "0") <div>Corrected 10-27-04</div>
Admission Date	First day of school (in this example)	March 4, 2005	Actual Admission Date (if student has not moved, should be at least on or before the first day of school for the community school)
Withdrawal Date	March 3, 2005	--	--
Student % of Time	100	100	0

Situation 28 - Added 10-28-04**Autism Scholarship Program****General Reporting Instructions:**

1. ALL students who participate in the Autism Scholarship Program must be reported to EMIS by the resident district during the October K, December M and Yearend N reporting periods (December M is included as these students will be included in the December Child Count).
2. Districts should NOT withdraw students who participate in the Autism Scholarship Program.
3. Districts are NOT required to report the 215XXX Related Service program codes for these students.

How the Funding Will Flow for These Students:

The resident district will initially be funded on the SF-3 in Category 6 for both school-aged and preschool students participating in the Autism Scholarship Program. Preschool students will be included with the kindergarten students. To enroll students in the Autism Scholarship Program, parents complete an application and send it to the resident district. The resident district confirms that the student is a resident, indicates if the child has been included in the October EMIS count and then forwards this information to ODE. The funding for participation in this program will be backed out from the resident district and the funds will be sent to the parents of the autistic student in three or four installments. The parents will make the payment to a provider approved by ODE. The December Child Count funds will be sent to the resident district.

Reporting of Key EMIS Elements:

EMIS Element	School-Aged Student	Preschool Student
District of Residence IRN	Resident District IRN	Resident District IRN
Student Status	0	0
Attending/Home IRN Indicator	0	0
Attending/Home IRN	Resident District IRN	Resident District IRN
Student Percent of Time	Indicate the percent of time that the student would be provided instruction if attending the resident district (for school-aged students this would generally be 100% and for Kindergarten students this could be 50% or more)	Indicate the percent of time that the student would be provided instruction if attending the resident district (for preschool students who would be instructed 0-19 hours per week, report 50% and for preschool students who would be instructed more than 19 hours, report 100%)
Attendance	For October , enter the number	For October , enter the number of

EMIS Element	School-Aged Student	Preschool Student
	<p>of days that the student was enrolled in your district and attending the Autism Scholarship Program and/or your district during the first full week of October.</p> <p>For Yearend, only report the days that the student actually attended in your district, if any. If the student was enrolled in your district and attended the Autism Scholarship Program for the entire year, you are not required to report any attendance at Yearend.</p>	<p>days that the student was enrolled in your district and attending the Autism Scholarship Program and/or your district during the first full week of October.</p> <p>For Yearend, only report the days that the student actually attended in your district, if any. If the student was enrolled in your district and attended the Autism Scholarship Program for the entire year, you are not required to report any attendance at Yearend.</p>
Disability Condition	12 = Autism	12 = Autism (Districts should NOT use disability condition "11=preschool student with a disability condition" for preschool students participating in the Autism Scholarship Program)
Student Course	No course information is required	No course information is required
Program Codes	<p>One of the 210XXX Placement options for Students with Disability Conditions program codes (choose the placement code which best describes the setting of the provider chosen by the parents)</p> <p align="center">AND</p> <p>212100 Autism Scholarship Program code</p>	<p>One of the 217XXX Early Childhood Service Delivery Options program codes (choose the placement code which best describes the setting of the provider chosen by the parents)</p> <p align="center">AND</p> <p>at least one of the 218XXX Documented Deficits program codes</p> <p align="center">AND</p> <p>212100 Autism Scholarship Program code</p>

EMIS Student Records Required:

EMIS Record	School-Aged Student	Preschool Student
Student Demographic	Required	Required
Student Attendance	Required	Required
Student Course Record	Not Required	Not Required
Student Program Record	Required	Required
Student Testing Record	Required	N/A
Student Gifted Record	Not required	Not required

<i>EMIS Record</i>	<i>School-Aged Student</i>	<i>Preschool Student</i>
Student Discipline Record	Not required	Not required
Early Childhood Record	N/A	Not required for preschool students participating in the Autism Scholarship Program