

## Appendix I Required Records/Elements by Reporting Period

August 17, 2007

### Student Records and Data Elements

**Table 1 Student Demographic Record (GI) Data Elements**

Record Field Number	Data Element	October (K)	December (M)	February (C)	March (D)	Yearend (N)	July (H)	5-yr (P)
GI540	Acceleration-Mathematics					√		
GI530	Acceleration-Reading					√		
GI560	Acceleration-Science					√		
GI550	Acceleration-Social Studies					√		
GI520	Acceleration-Writing					√		
GI040	Building IRN	√	√	√		√		
GI070	Date of Birth	√	√	√		√		
GI160	Disability Condition	√	√	√		√		
GI170	Disadvantagement	√	√	√		√		
GI050	EMIS Student ID Number	√	√	√		√		
GI330	First Name (Optional)	√	√	√		√		
GI080	Gender	√	√	√		√		
GI130	Grade Level	√	√	√		√		
GI140	Grade Level, Next Year					√		
GI190	Homeless Status	√	√	√		√		
GI480	Homeless Unaccompanied Youth	√	√	√		√		
GI350	Last Name (Optional)	√	√	√		√		
GI100	Legal District of Residence	√	√	√		√		
GI230	Limited English Proficiency	√	√	√		√		
GI490	Limited English Proficiency Reclassification Date					√		
GI340	Middle Name (Optional)	√	√	√		√		
GI240	Migrant Status	√	√	√		√		
GI270	Native Language	√	√	√		√		
GI510	Preschool Poverty Level	√	√			√		
GI090	Racial/Ethnic Group	√	√	√		√		
GI320	Special Education Exit Date					√		
GI370	State Equivalent Grade Level	√	√	√		√		
GI310	State Student ID (SSID)	√	√	√		√		
GI500	Student Admission Reason	√	√	√		√		
GI430	Student Being Served by a 504 Plan	√	√	√		√		
GI360	Student Birth Place City (Optional)	√	√	√		√		
GI150	Student Percent of Time	√	√	√		√		
GI120	Student Status	√	√	√		√		

**Table 2 Student Attendance Record (GK) Data Elements**

Record Field Number	Data Element	October (K)	December (M)	February (C)	March (D)	Yearend (N)	July (H)	5-yr (P)
GK360	Accountability IRN					√		
GK080	Admission Date	√	√	√		√		
GK110	Attendance Days	√		√		√		
GK410	Attendance Pattern	√		√		√		
GK300	Attending/Home District IRN	√	√	√		√		
GK305	Attending/Home District IRN Indicator	√	√	√		√		
GK040	Building IRN	√	√	√		√		
GK140	Corporal Punishment					√		
GK230	Date of District Withdrawal/ Dropout/Truancy Proceedings	√	√	√		√		
GK260	Diploma Date	√		√		√		
GK270	Diploma Type	√		√		√		
GK050	EMIS Student ID Number	√	√	√		√		
GK120	Excused Absence Days	√		√		√		
GK400	Fiscal Year Student Began 9th Grade	√				√		
GK250	Graduation Credit Units (9-12)					√		
GK320	Majority of Attendance IRN					√		
GK310	Non-Attending Reason	√		√				
GK420	OGT Graduation Alternative	√				√		
GK330	Retained Status	√						
GK130	Unexcused Absence Days	√		√		√		
GK240	Withdrawal/ Dropout/Truancy Reason	√	√	√		√		

**Table 3 Student Course Record (GN) Data Elements**

Record Field Number	Data Element	October (K)	December (M)	February (C)	March (D)	Yearend (N)	July (H)	5-yr (P)
GN090	Course Status	√		√		√		
GN130	CTAE Concentrator	√		√		√		
GN040	District IRN	√		√		√		
GN050	EMIS Student ID Number	√		√		√		
GN080	Local Classroom Code	√		√		√		
GN150	High School Credit Earned					√		

**Table 4 Assessment Records**

Record Field Number	Data Element	October (K)	December (M)	February (C)	March (D)	Yearend (N)	July (H)	5-yr (P)
GP	Ohio Graduation–Only Test					√		
GT	Ohio Ninth-Grade Proficiency Test					√		
GX	Ohio Graduation Test	√				√		
GA	Ohio Achievement Test					√		
GB	Preschool Assessment	√				√		
GS	Preschool ASQ/SE Assessment	√				√		
GM	Preschool ECO Assessment	√				√		
GO	Kindergarten Readiness Assessment – Literacy	√						
GY	CTAE Testing					√		
GF	Ohio Test of English Language Acquisition					√		

**Table 5 Other Student Records**

Record Field Number	Data Element	October (K)	December (M)	February (C)	March (D)	Yearend (N)	July (H)	5-yr (P)
GQ	Student Program	√	√	√		√		
GG	Student Gifted					√		
GD	Student Discipline					√		
GV	CTAE Workforce Development Follow-Up				√			
GE	Student Special Education	√		√		√		
GU	CTE Industry Assessment				√	√		
GC	Student Transfer Course					√		

## Staff Records and Data Elements

**Table 6 Staff Demographic Record (CI) Data Elements**

Record Field Number	Data Element	October	December	February	March	Yearend	July	5-yr
		(K)	(M)	(C)	(D)	(N)	(H)	(P)
CI150	Absence Days					√		
CI155	Absence Days\ Long-term Illness					√		
CI140	Attendance Days					√		
CI200	Authorized Teaching Experience Years	√		√		√		
CI070	Date of Birth	√		√		√		
CI225	Early Childhood Education Qualification	√		√		√		
CI100	Education Level	√		√		√		
CI050	Employee ID	√		√		√		
CI060	Employee Name	√		√		√		
CI090	Gender	√		√		√		
CI270	Ohio Credential ID	√		√		√		
CI080	Racial/Ethnic Group	√		√		√		
CI110	Semester Hours	√		√		√		
CI210	Total Experience Years	√		√		√		

**Table 7 Staff Employment Record (CK) Data Elements**

Record Field Number	Data Element	October	December	February	March	Yearend	July	5-yr
		(K)	(M)	(C)	(D)	(N)	(H)	(P)
CK220	Assignment Area	√		√		√		
CK090	Building IRN	√		√		√		
CK240	Certificate/License Application	√		√		√		
CK050	Employee ID	√		√		√		
CK210	Extended Service	√		√		√		
CK260	Grade Levels Assigned\ Low	√		√		√		
CK270	Grade Levels Assigned\ High	√		√		√		
CK280	High Quality Professional Development Question					√		
CK160	Length of Work Day	√		√		√		
CK250	Local Contract Code	√		√		√		
CK190	Pay Amount/Rate	√		√		√		
CK180	Pay Type	√		√		√		
CK060	Position Code	√		√		√		
CK100	Position FTE	√		√		√		
CK130	Position Fund Source	√		√		√		
CK120	Position Fund Source Percent	√		√		√		
CK300	Position Separation Date	√		√		√		
CK230	Position Separation Reason	√		√		√		

Record Field Number	Data Element	October (K)	December (M)	February (C)	March (D)	Yearend (N)	July (H)	5-yr (P)
CK080	Position Start Date	√		√		√		
CK070	Position Status	√		√		√		
CK140	Position Type	√		√		√		
CK290	Qualified Paraprofessional	√						
CK170	Scheduled Work Days	√		√		√		
CK150	Type of Appointment	√		√		√		

**Table 8 Course Master Record (CN) Data Elements**

Record Field Number	Data Element	October (K)	December (M)	February (C)	March (D)	Yearend (N)	July (H)	5-yr (P)
CN080	Course Level	√		√		√		
CN130	Course Type	√		√		√		
CN070	Employee ID	√		√		√		
CN200	High School Credit Amount	√		√		√		
CN260	Highly Qualified Teacher	√						
CN220	Language Used in Teaching Course	√		√		√		
CN100	Length of Scheduled Instruction	√		√		√		
CN060	Local Classroom Code	√		√		√		
CN110	Location IRN Number	√		√		√		
CN190	Program Builder Code	√		√		√		
CN180	Program Provider IRN	√		√		√		
CN090	Semester Code	√		√		√		
CN240	Special Population	√		√		√		
CN210	Subject Area for Credit	√		√		√		
CN050	Subject Code	√		√		√		

**Table 9 Other Staff Records**

Record Field Number	Data Element	October (K)	December (M)	February (C)	March (D)	Yearend (N)	July (H)	5-yr (P)
CV	Career-Technical Correlated Class	√		√		√		
CC	Contract Only Record	√				√		
CJ	Contractor Staff Employment Record	√		√		√		

## District, Building and Financial Records

**Table 10 District and Building Records**

Record Field Number	Data Element	October (K)	December (M)	February (C)	March (D)	Yearend (N)	July (H)	5-yr (P)
DQ	District General Information – Fall/October	√						
DF	Building General Information – Fall/October	√						
DH	Building General Information – February			√				
DT	District Testing – Yearend					√		
DR	District General Information – Yearend					√		
DB	Building General Information – Yearend					√		
DD	District General Information-Financial						√	

**Table 11 Financial Data Records and Five-Year Forecast Records**

Record Field Number	Data Element	October (K)	December (M)	February (C)	March (D)	Yearend (N)	July (H)	5-yr (P)
QC	Financial File Descriptions						√	
QC	Cash						√	
QC	Expenditure						√	
QC	Receipt						√	
QC	Operational Unit (OPU) Description						√	
QC	Cash and Fund Balance Reconciliation – End of Fiscal Year						√	
QC	Statement J						√	
QC	Statement K						√	
QC	Statement L						√	
QC	Statement M						√	
QC	Statement N						√	
QC	Schedule of Federal Assistance Programs - Summary						√	
QC	Schedule of Federal Assistance Programs\Detail						√	
QC	Statement R						√	
QC	Statement S						√	
QF	Five Year Forecast							√
QN	Five Year Forecast Notes							√