

Appendix Y February Count Week

August 17, 2007

The purpose of the February (C) reporting period is to capture data needed for funding. This includes students who were enrolled during February Count Week as well as students enrolled during the districts October Count Week who graduated on or before the last day of February Count Week.

All City, Local, Exempted Village, and Joint Vocational school districts, are required to report data for the February (C) reporting period. If a community school is receiving funding for Career-Technical courses, then the Community School must report the students and courses associated with the Career-Technical courses.

General Reporting Rules

Reporting Student Data

Preschool students and kindergarten students with a preschool disability (11) are not to be reported, with the exception of students in the Autism Scholarship Program.

Report all students in grades K-12, 13, 23, (unless Kindergarten student has a preschool disability, in which case they are not reported) and students in the Autism Scholarship Program who are enrolled at any point during February Count Week. This includes any student enrolled during October Count Week but graduated before the end of the February Count Week. The diploma date, diploma type, withdrawal date, and withdrawal code should reflect the date the student actually graduated. These students will also be reported during the normal yearend reporting.

Only report program codes 305005 and 305007 for CTE (Career-Technical Education).

For any student that is reported during the February reporting period, report all special education events that occurred from June 1 of the previous school year through February 8 of the current school year.

No testing information will be reported during the February reporting period.

Report all CTE courses that the student is taking that are in session during the February Count Week. Reporting for all other CTE courses for the student is optional.

Reporting Staff Data

Report all CTE course master records (course type starts with a V), including all first semester and second semester courses. Course master records for courses other than CTE courses do not need to be reported.

Only CTE staff that teach CTE courses are required to be reported.

If a district provides staff to another district to teach CTE courses, then the district employing the staff is required to report the staff and associated contractor records.

The CTE Correlated Class File must also be reported.

ESCs

If an ESC provides staff to teach CTE courses to any district, then the ESC must report those staff members and an associated contractor record. If an ESC does not provide staff to teach CTE courses then the ESC has no reporting responsibility for the February reporting period.

Community Schools

If a community school has CTE programs, then the students, the CTE courses these students are taking and the instructors for these courses are to be reported. Community schools should not report any non-CTE students in EMIS for the February count week.

Records that Must be Reported for February Count Week

- Student Demographic
- Student Attendance
- Student Course (CTE courses only)
- Student Special Education
- Student Program (305005, and 305007)
- Staff Demographic (CTE instructors only)
- Staff Employment (CTE instructors only)
- Staff Course Master (CTE courses only)
- Correlated Class
- Contractor Record (CTE instructors only)
- Building General Information – February Reporting

Data elements on the records submitted for the February reporting period should reflect the status as of the end of February count week.