

FY 2008 EMIS Reporting Manual

Chapter 3 Reporting Staff Data



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3.0 Chapter 3 Revision History

Version	Date	Owner/Source	Description
2	03/19/07	IPM	Revised reporting instructions/Certificate/License Application Element
1	8/16/07	IPM	Removed Intent to Become Certified Element.
1	8/16/07	IPM	Revised reporting instructions for General Guidelines

The revision history provides a means for the readers to easily navigate to the places in the manual where updates have occurred. Where there has been a significant change or update it will be highlighted. Minor changes, such as typos, formatting, and grammar are not highlighted.

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3.2 Introduction

Chapter 3 of the EMIS Manual provides instructions about reporting staff data records and elements to the Ohio Department of Education (ODE). This chapter also contains guidance regarding the reporting of staff in a contracted situation, such as when the school district contracts with an Educational Service Center (ESC) or another EMIS reporting entity. For specific contracted staff reporting instructions, see appendix A. Most staff records are submitted to the Ohio Department of Education (ODE) with a staff employee ID. Some examples of how staff data are used include reporting student-teacher ratio statistics, teacher supply and demand reports, and state preschool special education unit funding.

Overview of Data

The following are general categories of staff data covered in chapter 3 of the EMIS Manual.

- staff demographic data (race, gender, age, name, education level, attendance, etc.)
- staff employment data (salary, assignment area, fund source, etc.)
- course data (subject code, course type, local classroom code, etc.)
- Career-Technical Education class data

Reporting Responsibility

One Staff Demographic Record and at least one Staff Employment Record are required for each individual employed (certificated/licensed and classified) by the following EMIS reporting entities.

- city, local or exempted school districts
- community schools
- Educational Service Centers
- Joint Vocational School Districts
- Ohio Schools for the Deaf and Blind
- Department of Youth Services

Reporting Staff Members

Please keep these key points in mind when reporting a Staff Member:

- Staff members must be assigned a unique *Employee ID*.
- The id assigned to a staff member must be the same id used for reporting related records in Chapter 3 (*Course Master, Staff Employment, Staff Demographic, Contractor Staff Employment*) and Chapter 2 (*Student Program*) records.
- When reporting a Staff Demographic record for a staff member who has a *Staff Employment* record with a job position requiring certification, the staff member must be reported with his/her *Ohio Credential ID*.

Use the following guidelines to determine which staff members must be reported for the October (K), February (C) and Yearend (N) reporting periods, and which individuals need not be reported to EMIS. The term "individuals" refers to both certificated/licensed and classified staff members.

October (K) Reporting

Staff data reported during the October (K) reporting period provides a snapshot of the district's employees during the October Count Week. The following employees are to be reported by the EMIS reporting entity.

1. Individuals employed by the reporting entity as of the district's October Count Week.
2. Individuals or companies contracted by the school district as of the October Count Week for duties normally performed by school district personnel (e.g., bus drivers, food service staff, and special education therapists).
3. Individuals who were employed during the current school year but who left prior to the October Count Week.
4. Individuals who are on leaves of absence.
5. Substitutes who become the "teacher of record."
6. Individuals employed during the previous reporting period, who are no longer employed, including individuals who have resigned over the summer.

Do not report the following individuals to EMIS.

- individuals employed through supplemental contracts
- daily (as needed) substitutes
- student employees
- board of education members
- adult education teachers
- game officials, ticket takers
- part-time help
- volunteers serving in the district

February (C) Reporting

The staff records for the February (C) reporting period are identical in format to the staff records for the October (K) reporting period. The difference is that the only staff reported in February is staff members who teach Career-Technical courses (Vxx).

When reporting the Career-Technical staff data for the February reporting period the data should reflect the status of the staff member as of the end of the February Count Week. The following employees are to be reported by the EMIS reporting entity.

1. Individuals employed by the reporting entity and reported as teaching a Career-Technical course (Vxx) as of the end of the February count week.
2. Individuals who taught a Career-Technical course that finished before February Count Week, regardless of whether the staff is employed during February Count Week.
3. Individuals who are scheduled to teach a Career-Technical course beginning after February Count Week.

It is not necessary to report staff data other than those defined above. Staff data other than the above maybe included in an extract but will not be transmitted by ITCs to ODE.

Yearend (N) Reporting

The staff records for the Yearend (N) reporting period are identical in format to the staff records for the October (K) reporting period. The difference is that the yearend staff data reflect the status of the staff member as of the end of the school year. Data should be extracted at yearend from personnel and/or payroll systems. The following employees are to be reported by the EMIS reporting entity. The term "individuals" refers to both certificated/licensed and classified staff members.

1. Individuals employed by the reporting entity as of the end of the school year.
2. Individuals hired after the October Count Week who left before the end of the school year.
3. Individuals who were employed during the current school year but who left prior to the October Count Week.
4. Individuals or companies contracted by the school district as of the end of the school year to perform duties normally performed by school district personnel (e.g., bus drivers, food service staff, and special education therapists).
5. Individuals who were reported as part of the October staff data, even if they are no longer employed.
6. Individuals employed through supplemental contracts as of the end of the school year, including individuals whose only position is a supplemental contract.

Do not report the following individuals to EMIS.

- daily (as needed) substitutes
- student employees
- board of education members
- adult education teachers
- game officials, ticket takers
- part-time help
- individuals who left over the summer and reported as no longer employed during the October (K) reporting period
- volunteers serving in the district

Types of Substitutes

1. **Daily (As-Needed) Substitutes** – These are individuals whom the district contacts on an as needed basis who are not on the district’s salary schedule but are paid the daily substitute rate. These individuals are not reported through EMIS.
2. **Full-time Substitute Teachers (Permanent)** – Individuals hired as full-time (permanent) substitute teachers should be reported with position code “225”.

Staff assigned this position code meet the following criteria.

- have a contract with the district; AND
- are placed on the district salary schedule; AND
- report to the district for work daily

Teaching assignments for individuals assigned to this position code are subject to change daily. An individual in this position is never the teacher of record, but has a variety of assignments based upon the needs of the district. No Course Master Record should be reported for full-time (permanent) substitute teachers, because they cannot be the teachers of record. If a substitute becomes the “teacher of record”, then his/her position code should reflect the new assignment and he/she should have the proper certification/licensure for the position he/she is hired to fill. A position code of “225” cannot be used as a “teacher of record”.

Individuals assigned a position code of “225” are not counted in the teacher FTE, but may be included in data analysis and in calculating total costs.

3. **Substitute Becoming Teacher of Record** – Districts should use their discretion in determining when a substitute teacher becomes a “teacher of record”. As a general guideline, the teacher of record is the individual, with a regular teaching assignment, who is responsible for assigning the grade to the student. The teacher of record is to have a Staff Course Master Record reported by the district.

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Once a substitute is determined to be the “teacher of record”, he/she should be coded with a regular teaching assignment. He/she is required to have the proper credentials to teach the particular subject for which he/she has been designated “teacher of record.”

Please note a Course Master reported for a teacher of record without the proper credentials is subject to the usual consequences for funding and certification.

Reporting Contracted Staff

Beginning in 2006, ODE began to streamline some of the EMIS staff reporting responsibilities for contracting situations.

The term “contract” refers to an agreement with another entity or individual to provide services. The nature of the contract may range from a formal written document to a general agreement between district leaders. The term “contractor” refers to the entity with which the resident/educating district is contracting. A contractor may be an ESC, another school district, or a non-EMIS reporting entity. The term “contracting district” refers to the resident/educating district contracting for the service.

The EMIS reporting entity where the staff member is employed is responsible for reporting staff data. A Staff Demographic Record, Staff Employment Record, and in some cases a Contractor Staff Employment Record, are required to be reported by the employing entity. In most contracting situations, the Staff Course Master Record is only reported by the resident/educating district contracting for staff to teach a course¹.

The following are general reporting guidelines for contracting situations. For reporting instructions regarding specific situations, please see appendix A.

1. Resident/Educating District Contracts with a Non-EMIS Reporting Entity

If the resident/educating district contracts with an individual or entity that does not report through EMIS, then the resident/educating district is responsible for reporting all staff information for the contracted staff member. This will include a Contract Only record or a Staff Demographic Record, Staff Employment Record, and if applicable a Staff Course Master Record. No Contractor Staff Employment Record is reported by the resident/educating district. See Appendix A for additional information. In this situation, the resident/contracting entity is responsible for reporting all student information.

¹ In cases where the ESC is allocated a preschool special education teacher center-based unit or receives state funds for an Early Childhood Education Program, the ESC is still required to report a Course Master record for these preschool teachers.

Common contracting situations that follow guideline #1 include, but are not limited, to the following.

- A. Resident/educating district or ESC is allocated state funds for an Early Childhood Education program and is contracting with an agency such as a Head Start Agency or a Community Action Organization for a staff member to provide instruction to preschool students. The instruction may take place either at the resident/educating district or at another entity.
- B. Resident/educating district is contracting with a national agency/organization/association or hospital for a staff member to provide adaptive PE and/or related services to students with disabilities.

2. Resident/Educating District Contracts to Teach Courses or Provide Services to Students

The resident/educating district contracting with an ESC (or another EMIS reporting entity) for a staff member to teach a course or provide service does not report a Staff Demographic, Staff Employment, or Contactor Staff Employment Record. However, the resident/educating district is required to report the applicable Staff Course Master Record(s) and/or Student Program Record with the *Employee ID Element* and the *Provider IRN Element* completed. If the staff member is teaching a course, the staff member is reported with his/her Ohio Credential ID in the Employee ID Element. The resident/educating district is responsible for reporting all student data (i.e., student course record, student program record, etc).

In this situation, it is the responsibility of the contractor (the entity where the staff member is employed such as an ESC), to report a Staff Demographic Record, Staff Employment Record, and a Contractor Staff Employment Record for each staff member contracted out (teaching a course) to the resident/educating district. With the exception of preschool courses, in this situation the contracting entity does not report any student data.

This includes teaching positions 205, 206 and 207 and instructional paraprofessionals with a position code of 415 which are contracted. In addition, this also applies to gifted intervention specialist and gifted coordinators.

Common contracting situations that follow general guideline #2 include, but are not limited to the following. For reporting instructions regarding specific situations, please see appendix A.

- A. Virtual School (or resident/educating district) contracts with a Virtual School to teach online courses.

- B. Resident/educating district is allocated a preschool special education related service unit and contracts with an ESC or another EMIS reporting entity for a staff member to provide the related service. Eligible position codes for preschool contracted related service staff are listed below. No course master is required to be reported for staff members with these position codes.
- 304 Audiologist
 - 318 Psychologist
 - 325 Physical Therapist
 - 326 Speech and Language Therapist
 - 327 Occupational Therapist
 - 328 Orientation and Mobility Therapist
 - 333 Adapted Physical Education Therapist

Note that this only applies to preschool special education *related service* units. A contractor Staff Employment record will almost never be reported for a center-based teacher.

- C. Resident/educating district receives funding for an Early Childhood Education program (formerly state-funded Public Preschool program) and contracts (or subcontracts) with an ESC or another EMIS reporting entity for a staff member to teach preschool.
- D. Resident/educating district contracts with an ESC or EMIS reporting entity for staff to provide instruction to students in an alternative school setting.
- E. Resident/educating district contracts with an ESC or another EMIS reporting entity for a staff member to teach an art, music, or PE course to students in grades K-8. In this case, the resident/educating district counts this staff member towards Educational Service Personnel Requirements (ESP). It is the responsibility of the resident/educating district to report a Course Master Record for these ESP teachers.

ESP Teaching Position Codes

- 211 Art, Music, and Physical Education Teachers (K-8)
- F. Resident/educating district contracts with an ESC or another EMIS reporting entity for educational service personnel (other than the teaching positions of music, art and PE) to meet their ESP ratio requirement. In this case, it is the responsibility of the contractor to

report a Staff Demographic Record, Staff Employment Record, and Staff Contractor Employment Record².

ESP Position Codes (non music, art, and PE teachers)

- 202 Counselor
- 203 Library/Media Specialist
- 320 Registered Nurse
- 323 Social Worker
- 330 Visiting Teacher

3. Resident/Educating District Contracts for Classified Staff

A classified contracted staff member (i.e., bus drivers, food service personnel, etc) is required to be reported to EMIS. If the district does not have a social security number (SSN) for these individuals (October reporting only), then they may report a local ID in the *Employee ID Elements* on the Staff Demographic and Staff Employment Records. For reporting instructions regarding specific situations, please see appendix A.

4. Contract Career-Technical Staff

The district employing the contract career-technical staff member is responsible for reporting the Staff Demographic, Employment, Course, and CTE Correlated Class Records. For reporting instructions regarding specific situations, please see appendix A.

5. Other “Contracting” Situations

In situations where an ESC is allocated a preschool special education teacher/related service unit or the ESC is allocated state funds for an Early Childhood Education program (Formerly Public Preschool), the ESC is responsible to report a Staff Demographic Record, Staff Employment and Course Master Record. In addition, Student Demographic Record, Student Attendance and the applicable Student Program and Student Course records are also required to be submitted by the ESC.

In these situations there may or may not be a contract between the ESC and resident/educating district to provide these services or teach a course because the payment for these services comes through ODE (either in the form of an Early Childhood Education grant or an allocated preschool special education unit). Because the ESC is in direct receipt of funds from ODE specifically for these preschool services, the ESC is required to report both staff and student data. This situation does not fall under the general reporting guidelines mentioned in #2. The resident/educating district is still required to report students with disabilities in this situation with the applicable program codes. For reporting instructions regarding specific situations, please see appendix A.

² The resident/educating district is responsible for communicating with the contractor indicating that the staff member they are contracting for is going to count towards their ESP ratio requirement, and therefore the contractor should report the Contractor Staff Employment Record.

3.3 Staff-Level Records

There are six different records containing staff data that may need to be submitted to ODE. Below is a list of each record, its name and record number. Data elements for each of these records are found in the following sections of chapter 3.

Record Number	Record Name
CI	Staff Demographic
CK	Staff Employment
CN	Staff Course Master
CV	Staff CTE Correlated Class
CJ	Contractor Staff Employment Record
CC	Contract Only Staff Record

District IRN Element

Each staff record is submitted with a *District IRN Element*. Basically, this is the IRN of the reporting district/entity. Below is the definition and field number of the *District IRN Element*.

DISTRICT IRN ELEMENT

Record Field Number	XX040
Definition	The state assigned six-digit information retrieval number (IRN) or the district.

VALID OPTION

Six-digit code Valid school district IRN

The *District IRN Element* is found on each of the six staff records submitted to ODE. Although this element is not defined on each staff record in chapter 3, chapter 5 does list this element on each staff record.

Generally, software packages will automatically populate this field based on the IRN of the reporting entity. If a different district IRN is required to be reported (in addition to the *District IRN Element*), there will be another field on the record named something other than “*District IRN Element*”. The additional field will be found on that record in chapters 3 and 5. For example, the CJ record contains an element called “*Contracting District IRN Element*”. This element is to be populated with a district IRN, but the definition of the *Contracting District IRN Element* is different from that of the *District IRN Element*. See the Contractor Staff Employment Record ([page 47](#)) for more information regarding the *Contracting District IRN Element*.

3.3.1 Staff Demographic Record (CI)

General Guidelines

The EMIS reporting entity that employs the staff member is responsible for reporting one Staff Demographic Record for each staff member. In most circumstances the Staff Demographic Record is not required to be reported by the resident/educating district for the contracted staff member who provides services or teaches a course. See the [Reporting Contracted Staff](#) section, page 9, of this chapter for more information about reporting contracted staff.

When reporting the *Absence Days Element*, *Absence Days/Long Term Illness Element*, and the *Attendance Days Element*, a day is defined as the period of time the staff member normally spends at his/her work site(s) during a 24-hour period. This may vary from staff member to staff member.

When reporting a long term illness, report the days absent in both the *Absence Days Element* and also the *Absence Days – Long Term Illness Element*.

Staff Demographic Data Elements

The following portion of this section discusses each of the data elements within the Staff Demographic Record. The elements are organized alphabetically.

ABSENCE DAYS ELEMENT

Record Field Number	CI150
Definition	Total number of days the staff member was absent during the period from July 1 through June 30 due to all causes except professional meetings, vacations, or holidays.

VALID OPTION

000.0 – 999.9

REPORTING INSTRUCTIONS

This element is only reported during Yearend (N) reporting. It is not required for a staff member reported with the options 800-899 in the *Position Code Element*.

Maintain absence according to district policy, but when reporting for yearend, round partial absences to the nearest tenth. Include absences that are covered by sick leave, personal leave, or other forms of leave.

Do not count a staff member as absent prior to the effective date of his/her contract. Do not include days a staff member who has resigned or has been dismissed from and after the effective date of such resignation or dismissal.

☀️ ABSENCE DAYS – LONG TERM ILLNESS ELEMENT

Record Field Number	CI155
Definition	At least 15 consecutive days absent due to an illness of the staff member, his/her spouse, child or parent.

VALID OPTION
 000.0 – 999.9

REPORTING INSTRUCTIONS

A long-term illness must be 15 consecutive work days or more, regardless of whether or not the staff member is paid (or unpaid) during his/her absence.

“Long term illness” includes an illness of the staff member, his/her spouse, child or parent, in accordance with the federal Family and Medical Leave Act of 1993 (Public Law 103-3, enacted February 5, 1993). There is no minimum for a workday. Staff members work different hours per day. This element also applies to both full-time and part-time employees. Therefore, an individual who works part time and is absent for 15 or more consecutive work days is to be reported in this element. Long-term illness does not count against the staff attendance rate.

Absence days that are reported in the *Absence Days – Long Term Illness Element* must also be reported in the *Absence Days Element*. For instance, if a staff member is absent for 20 consecutive days, 20 days would be included in both the *Absence Days Element* and the *Absence Days – Long Term Illness Element*.

☀️ ATTENDANCE DAYS ELEMENT

Record Field Number	CI140
Definition	Total number of days the staff member was in attendance during the period from July 1 through June 30.

VALID OPTION
 000.0 – 999.9

REPORTING INSTRUCTIONS

This element is only reported during Yearend (N) reporting. It is not required for a staff member reported with the options 800-899 in the *Position Code Element*.

Maintain attendance according to district policy, but when reporting at yearend, round partial attendance to the nearest tenth. Include attendance at professional meetings approved by the district. This includes parent-teacher conference days.

Do not count vacation days or holidays. Do not count staff as in attendance prior to the actual starting date of their contract. Do not include days for staff members who have resigned or been dismissed from and after the effective date of such resignation or dismissal.

 **AUTHORIZED TEACHING EXPERIENCE YEARS ELEMENT**

Record Field Number	CI200
Definition	Total years of authorized teaching experience.

VALID OPTION
00-99

REPORTING INSTRUCTIONS

This element is reported only for certified/licensed employees.

It is extremely important to update this element each year. In some cases this element is used for funding purposes. It is also used to determine eligibility for the National Board Certification exam.

Non-authorized experience (i.e., teaching service in a college, a university, or a related institution, including the Peace Corps) is not to be included. However, it can be reported in the *Total Experience Years Element*.

Report the total number of years, even if the total exceeds 11 years. Authorized teaching experience years should be updated during the October (K) reporting period that follows the current school year. For example, a new teacher would have “0” authorized teaching experience years in October (K), February (C), and Yearend (N) reporting periods of the current school year but this number would be updated to “1” during the following October (K) reporting period. The number of authorized teaching experience years reported for an employee should be the same in October (K), February (C), and Yearend (N) reporting periods of the current school year.

General criteria for determining authorized teaching years of experience

One year must consist of at least 120 days within a regular school year ending June 30. To be credited with an authorized year, teachers must be employed in regular or substitute teacher, in elementary or secondary instruction (Section 3317.13, ORC).

Required criteria for determining authorized teaching years of experience

- a. Teaching service by a teacher certified pursuant to Section 3319.22 of the Ohio Revised Code performed in one or more of the following educational institutions operated by the state, or in a subdivision or other local governmental unit of the state: a chartered school, an institution that subsequently became chartered, a chartered special education program, or a special education program that subsequently became chartered.
- b. Teaching service performed in any other elementary and/or secondary public school district in Ohio in compliance with Sections 3317.13 and 3317.14 of the Ohio Revised Code.
- c. Active military service in the armed forces of the United States, as defined in Section 3307.75.2 of the Ohio Revised Code, to a maximum credit of five years. A partial year of active military service of eight continuous months or more should be credited as a full year.
- d. Teaching service by a teacher certified pursuant to Section 3319.22 of the Ohio Revised Code, performed in a chartered, nonpublic school located in Ohio.
- e. Teaching service performed in the reporting school district.

Optional criteria for determining authorized teaching years of experience

- a. Teaching service performed in elementary and/or secondary public school districts in states other than Ohio.
- b. Teaching service in an overseas dependent school operated by one of the armed forces of the United States or in an elementary or secondary school operated by a state agency, approved by the State Board of Education.

 **DATE OF BIRTH ELEMENT**

Record Field Number	CI070
Definition	The date the staff member was born.

VALID OPTION
 YYYYMMDD Year, Month, Day

☀ EARLY CHILDHOOD EDUCATION QUALIFICATION ELEMENT

Record Field Number	CI225
Definition	Identifies how the teacher instructing a public school Early Education program or Early Learning Initiative program meets the requirements specified under 3301-37-04 (G).

VALID OPTIONS

- * Not applicable
- 1 Associate in Early Childhood Education or Child Development
- 2 Bachelor in Early Childhood Education or Child Development
- 3 Enrolled in an Associate Degree program in Early Childhood Education

REPORTING INSTRUCTIONS

This element is required to be reported for Early Childhood Education teachers who have a degree but not a certificate or license.

☀ EDUCATION LEVEL ELEMENT

Record Field Number	CI100
Definition	The highest level of education achieved.

VALID OPTIONS

- 0 Non-degree
- 1 Associate
- 2 Bachelors
- 3 Masters
- 4 Education Specialist
- 5 Doctorate
- 6 Other
- 7 Less than High School Diploma
- 8 High School Diploma
- 9 GED Diploma

 **EMPLOYEE ID ELEMENT**

Record Field Number	CI050
Definition	Unique code assigned to the staff member.

VALID OPTIONS

Valid nine-character code

 **GENDER ELEMENT**

Record Field Number	CI090
Definition	The gender of the individual being reported.

VALID OPTIONS

M Male
 F Female

 **NAME ELEMENT**

Record Field Number	CI060
Definition	Legal name of the individual being reported.

VALID OPTIONS

Valid 42 characters

REPORTING INSTRUCTIONS

Report the *Name Element* in the following manner:

- Last Name
- Appendage (e.g., Jr., III, etc.)
- First Name
- Middle/Maiden Name or Initial

Example 1 Employee Name

Smith Jr., Joe S

 **OHIO CREDENTIAL ID ELEMENT**

Record Field Number	CI270
Definition	The ID number/PIN found on a certificate, license, permit, or other credential issued by the ODE Office of Educator Licensure

VALID OPTIONS

A 2 letter, 7 number string: XX9999999

or

for a staff member that does not hold an Ohio credential: *****

REPORTING INSTRUCTIONS

Beginning with FY2007 February (C), this element is mandatory for any position code that requires an Ohio credential (usually a license, certificate, or permit). If a position requires a credential and this field is reported with ***** the staff member will generate a fatal error in the aggregations.

 **RACIAL/ETHNIC GROUP ELEMENT**

Record Field Number	CI080
Definition	The racial/ethnic group of the individual being reported.

VALID OPTIONS

- W White, Non-Hispanic**
 People who have origins in any of the original peoples of Europe, North Africa, or the Middle East.
- B Black, Non-Hispanic**
 People who have origins in any of the black racial groups in Africa.
- H Hispanic**
 Persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin regardless of race.
- A Asian or Pacific Islander**
 People having origins in any of the original peoples of the Far East, Southeast Asia, the Pacific Islands, or the Indian subcontinent. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.
- I American Indian or Alaskan Native**
 People having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.
- M Multiracial**
- N Not Specified**

 **SEMESTER HOURS ELEMENT**

Record Field Number	CI110
Definition	The total number of semester hours of recognized college training.

VALID OPTIONS

000-999

REPORTING INSTRUCTIONS

The term "recognized college" is defined as any institution from which credit is accepted for certification by the Ohio Department of Education, Center for the Teaching Profession. Round fractions to the nearest whole number.

Report the total number of semester hours achieved by the staff member. The total includes the number of semester hours earned with a college degree plus any semester hours taken with no degree yet earned.

Example 2 Reporting Semester Hours

If a teacher earned 121 semester hours with a BA degree, and has taken an additional 22 semester hours, then report 143 in the *Semester Hours Element* (121+22=143).

To convert quarter hours to semester hours, multiply the number of quarter hours by 2/3 and round to the nearest whole number.

 **TOTAL EXPERIENCE YEARS ELEMENT**

Record Field Number	CI210
Definition	Indicates the total number of years of all certificated/licensed educational service (authorized and non-authorized) in elementary schools, secondary schools, colleges, universities, and any other public or non-public educational institutions (including the Peace Corps).

VALID OPTION

00-99

REPORTING INSTRUCTIONS

This element is reported only for certified/licensed employees.

Include active military service years up to the maximum allowable five years.

3.3.2 Staff Employment Record (CK)

General Guidelines

The EMIS reporting entity that employs the staff member is responsible for reporting at least one Staff Employment Record for each staff member.

In most circumstances, the Staff Employment Record is not required to be reported by the resident/educating district for a contracted staff member providing services or teaching a course. Contracted staff members are not employees of the district; however, they are providing services to the district under a contractual arrangement with the district. See the [Contracted Staff](#) section on page 9 of this chapter for more information about reporting contracted staff.

A staff member with more than one position (such as someone who teaches and also serves in an administrative position) or a staff member with a supplemental contract (i.e., coaching, class advisor, club advisor, etc.) different from his/her regular position(s) is reported with a separate Staff Employment Record for each position. If a staff member has multiple coaching or advisor assignments, then each position is reported on a separate Staff Employment Record. In addition, a separate Staff Employment Record is reported when a teacher has multiple teaching positions (e.g., 205, 206, 207, etc.) for each teaching position.

All supplemental positions are optional reporting for the October (K) reporting period. However, supplemental positions are required to be reported during the Yearend (N) reporting period. This includes individuals whose only position in the district is supplemental. Staff employment data for supplemental positions are to reflect the specific supplemental position. Estimates may have to be made in some areas.

Example 3 Supplemental Positions

A regular teacher functions two periods per day as a teacher. He/she also has a supplemental contract for an assistant athletic director position, which has traditionally been a separate job.

One Staff Employment Record is to be reported for his/her regular teacher position and one Staff Employment Record for the supplemental position. Report two positions for this staff member: one on each Staff Employment Record. The *Position FTE Element* is to be reported accordingly for each position on each record. See the [Position FTE Element](#) on page 37 for further instructions about reporting FTE.

Reporting Requirements for the December (M) Reporting Period

All City, Local, Exempted Village school districts, community schools, Department of Youth Services, the Ohio School of the Blind, and the Ohio School for the Deaf are to

report student-level records during the December (M) reporting period. Students with a disability enrolled in the district as of December 1st must be reported by the educating district and if not the same, the resident district.

ESCs and JVSDs are not to report any EMIS data for the December (M) reporting period.

Education Service Personnel (ESP)

ESP includes art, music, and physical education (PE) courses taught in grades K-8. Based upon the ESP staff/pupil ratio, if a district determines that a certain elementary art, music, or PE teacher will be included in the total ESP staff required to comply with this ratio, the teacher should:

- be assigned to teach only K-8 music, art, or PE for the FTE reported on the Staff Employment Record, and
- hold the special teaching certificate or multi-age license in the subject to which they are assigned (for more information on these credentialing requirements, refer to the on-line certification and licensure search on the EMIS web site), and
- be a regular employee of the district (reported with an “R” in the *Position Type Element*).

If a teacher is hired to meet the ESP ratio requirement and meets the criteria listed above, then report the teacher with a 211 in the *Position Code Element* and one or more of the following options in the *Assignment Area Element*, indicating the subjects he/she teaches:

999050	Art Education
999570	Music Education
999418	Physical Education

The purpose of the “211” option, Education Service Personnel Teacher, is for districts to indicate which art, music, and PE teachers will be used for districts to meet the ESP staff/pupil ratio requirements. As per the Operating Standards for Ohio Schools, each district is required to employ five full-time equivalent educational service personnel district-wide for each 1,000 students in the regular student population.

If a teacher with an elementary certificate will be assigned to teach K-8 art, music, or PE, and he/she does not have the special teaching certificate or multi-age license in the specific subject (art, music, or PE), AND the district already has sufficient staff FTE with appropriate credentials to meet the ESP staff/pupil ratio requirements, then the district reports this individual as a regular teacher with the option “205” in the *Position Code Element*.

Reporting Teachers Assigned to Multiple Buildings

A district has the following two choices when reporting a Staff Employment Record for a teacher (position codes including “205”, “206”, “207”, “211”, and “212”) instructing at several buildings.³

1. Report One Staff Employment Record

The district may report one Staff Employment Record for the teacher. Report the district IRN in the *Building IRN Element*, and report all other employment elements to reflect the teaching position.

2. Report Multiple Staff Employment Records

The district may report multiple Staff Employment Records for a teacher instructing at several buildings. In this reporting method, each record is reported with a different building IRN in the *Building IRN Element*. This reflects the buildings where he/she is assigned.

When the teacher has the same position in multiple buildings within the district (such as a “205” position code), the *Local Contract Code Element* is required to be unique on each Staff Employment Record. In this case the *Position FTE Element* represents the proportion of time spent in that building, as related to the total FTE for the position. The *Scheduled Work Days Element* should be the same for each employment record. If the *Pay Type Element* is annual, the *Pay Amount/Rate Element* represents the *Position FTE Element* times the *Total Annual Salary Element* for the position. If the *Pay Type Element* is an hourly rate, the *Pay Amount/Rate Element* is to be reported the same for each Staff Employment Record.

Example 4 Reporting Multiple Employment Records – Teacher in Several Buildings

A teacher instructs in two separate buildings, spending 60% of his/her time at one building and the remainder in another building. He/she has a salary of \$50,000. Two Staff Employment Records are submitted. The *Position Code Element* is the same on both. The *Local Contract Code Element* is required to be unique on each record. The *Position FTE Element* and *Pay Amount/Rate Element* are split 60/40 and \$30,000/\$20,000, respectively.

Reporting Staff with Non-Teaching Assignments

A staff member not in a teaching assignment who has district-wide responsibilities or is assigned to multiple buildings is reported with one Staff Employment Record per position. For example, a staff member with a position code of “328” (Mobility Specialist) may be assigned to several buildings within the district. Report only one Staff

³ These reporting options are to achieve accurate building-level staff/pupil ratio results for teachers in this situation. These ratios appear on the Local Report Card.

Employment Record for this staff member with a “328” reported in the *Position Code Element*. In this case, the *Building IRN Element* may be either the IRN of the district or the IRN of a specific building where he/she is assigned for payroll or other purposes.

Staff Employment Data Elements

The following portion of this section discusses each of the data elements within the Staff Employment Record. The elements are organized alphabetically.

☼ ASSIGNMENT AREA ELEMENT

First Assignment Area

Record Field Number	CK220
Definition	The first code that more completely defines the position.

Second Assignment Area

Record Field Number	CK220
Definition	The second code that more completely defines the position.

Third Assignment Area

Record Field Number	CK220
Definition	The third code that more completely defines the position.

VALID OPTION

Valid six-digit code As found in Appendix B

REPORTING INSTRUCTIONS

Refer to Appendix B for a complete list of options for the *Assignment Area Element*.

This element appears three times on each Staff Employment Record. These codes more completely define the position of the staff member (the code reported in the *Position Code Element*). These include positions such as Assistant Superintendents, Principals and Assistant Principals, Special Education Teachers, Education Administrative Specialists, Supervisors, Managers, Directors, and Instructional Paraprofessionals.

 **BUILDING IRN ELEMENT**

Record Field Number	CK090
Definition	The state assigned six-digit information retrieval number (IRN) of the building.

VALID OPTION

Six-digit IRN Valid building IRN within the reporting district

REPORTING INSTRUCTIONS

Report the IRN of the building where the staff member is assigned. If a staff member transfers buildings within the district, then the *Building IRN Element* should be changed to reflect the new building IRN.

A staff member who is not a teacher who has district-wide responsibilities or is assigned to multiple buildings is reported with the district's IRN in the *Building IRN Element*. However, if a staff member serves more than one school but is assigned to a specific school for payroll or other purposes, he/she may be reported with that specific school's IRN in the *Building IRN Element*.

ESC Staff

A staff member employed by an ESC is reported by the ESC with the IRN of the ESC coded in the *Building IRN Element*. Even if the staff member is physically providing services at a school district, report the IRN of the ESC.

JVSD Staff

A staff member employed by a Joint Vocational School District (JVSD) is reported with the IRN of the Joint Vocational School building (JVS) where he/she is assigned within the JVSD. If a staff member is assigned only to a satellite program, then report the IRN of either the JVSD or a JVS building within the JVSD. If a staff member is traveling to multiple buildings within a JVSD, then report the IRN of the JVSD.

Nonpublic Assignments

Staff members employed by a school district and assigned to nonpublic schools are to be reported with the district IRN in the *Building IRN Element*.

 **CERTIFICATE/LICENSE APPLICATION ELEMENT**

Record Field Number	CK240
Definition	Indicates if the staff member has applied for, but has not yet received the required certification/licensure for this position.

VALID OPTION

- * Not applicable
- 1 Applied for, but has not received, the required certification/licensure for this position

REPORTING INSTRUCTIONS

This element is only required for certified/licensed positions.

 **EMPLOYEE ID ELEMENT**

Record Field Number	CK050
Definition	Unique code assigned to the staff member.

VALID OPTIONS

Valid nine-digit code

 **EXTENDED SERVICE ELEMENT**

Record Field Number	CK210
Definition	The number of days or the full-time equivalency for which the supplemental salary is claimed.

VALID OPTIONS

00-60

REPORTING INSTRUCTIONS

This element is to be reported only by ESCs.

The maximum number of days shall not exceed 60. Any number 0.50 or greater should be raised to the next whole number. Determination is based on the following criteria.

The following position code/assignment area combinations are eligible for extended service if a compatible certificate/license is held by the staff member filling the position.

1. General Supervisor

Position Code 110, General Supervisor

Valid Assignment Areas for General Supervisors:

- 999005, 999020, 999030, 999040, 999050, 999060, 999090,
- 999120, 999140, 999145, 999220, 999240, 999260, 999270,

999280, 999300, 999330, 999340, 999360, 999370, 999430,
999450, 999500, 999535, 999550, 999560, 999570, 999575,
999583, 999584, 999600, 999610, 999630, 999690, 999700,
999710, 999730, 999741, 999742, 999750, 999770, 999780,
999785

2. Gifted Education

- Position Code 113 - Gifted Coordinator, Assignment Area “999380”
- Position Code 206 - Gifted Teacher, Assignment Area “999380”
- Position Code 110 - Gifted Coordinator, Assignment Area “999380”

3. Preschool Special Education

Preschool special education positions must be reported with the 999412 assignment area in order for the staff member to receive a supplemental salary for extended service.

- Position Code 206 – Special Education Teacher, Assignment Area 999412 or 999413
- Position Code 110 – Supervisor
- Position Code 304 – Audiologist
- Position Code 318 – Psychologist
- Position Code 325 – Physical Therapist
- Position Code 326 – Speech and Language Pathologist
- Position Code 327 – Occupational Therapist
- Position Code 328 – Orientation and Mobility Therapist
- Position Code 333 – Adaptive Physical Education Therapist

Section 3317.11 of the Ohio Revised Code provides an additional salary allowance proportional to the length of the extended term of service not to exceed three months for each supervisory and child study teacher whose term of service in any year is extended beyond the terms of service of regular classroom teachers. Each biennium, a specific sum is appropriated for extended service. Total claims for supplemental salary are prorated to stay within the appropriation.

To be eligible for a supplemental salary allowance, an employee must be employed by an ESC. Employees for whom a supplemental salary allowance is claimed must be employed in a position that requires a certificate license. The employee's certificate license must qualify him or her for that position.

Personnel paid from federal program funds, Disadvantaged Pupil Program Funds, or auxiliary service funds are not eligible for a supplemental salary allowance.

An extended service day shall not be less than five hours for elementary teachers and not less than five and one-half hours for all other employees. The “days of service” shall reflect the full-time equivalency for service less than the minimum

day. Any number .50 or greater should be raised to the next whole number. Do not use decimals or fractions.

Extended Service Exceptions

Certificated licensed personnel not currently employed by the filing ESC, or employed by the filing ESC but with a different position code than the one for which the extended service is claimed, may be eligible for extended service under the following circumstances:

- a. A teacher who has a regular-year contract with another school district is employed by the filing ESC to teach summer school.
- b. A teacher employed by the filing ESC teaches summer school and then leaves the filing ESC.
- c. A teacher is reported under a position code that differs from the position code reported for the preceding summer's extended service.

Days of Extended Service Calculation

A K-6 employee works 2 hours and 15 minutes a day for 10 days. 10 days * 2 hours = 20.0 hours, 10 days * 15 min. = 2.5 hours. TOTAL = 22.5 hours. Divide the total hours by the state minimum hours per day. 22.5 hours divided by 5 hours = 4.50 days of extended service. Do not exceed 60 days.

 **GRADE LEVELS ASSIGNED - LOW ELEMENT**

Record Field Number	CK260
Definition	The lowest grade in the range this staff member is assigned to teach or supervise.

VALID OPTIONS

**	Not applicable	06	Sixth Grade
PS	Preschool	07	Seventh Grade
KG	Kindergarten	08	Eighth Grade
01	First Grade	09	Ninth Grade
02	Second Grade	10	Tenth Grade
03	Third Grade	11	Eleventh Grade
04	Fourth Grade	12	Twelfth Grade
05	Fifth Grade		

REPORTING INSTRUCTIONS

This element is mandatory for paraprofessionals hired under Poverty-Based Assistance (formerly DPIA) funding, Principals, Assistant Principals, and individuals reported with the option “212 - Supplemental Service Teaching

Assignment” in the *Position Code Element*. If the school that employs the staff member is ungraded, use the information reported in the *State Equivalent Grade Level Element* from the Student Demographic Record to determine the lowest grade level served by the employee.

 **GRADE LEVELS ASSIGNED - HIGH ELEMENT**

Record Field Number	CK270
Definition	The highest grade in the range this staff member is assigned to teach or supervise.

VALID OPTIONS

- ** Not applicable
- PS Preschool
- KG Kindergarten
- 01 First Grade
- 02 Second Grade
- 03 Third Grade
- 04 Fourth Grade
- 05 Fifth Grade
- 06 Sixth Grade
- 07 Seventh Grade
- 08 Eighth Grade
- 09 Ninth Grade
- 10 Tenth Grade
- 11 Eleventh Grade
- 12 Twelfth Grade

REPORTING INSTRUCTIONS

This element is mandatory for paraprofessionals hired under Poverty-Based Assistance (formerly DPIA) funding, Principals, Assistant Principals, and individuals reported with the option “212 - Supplemental Service Teaching Assignment” in the *Position Code Element*. If the school that employs the staff member is ungraded, use the information reported in the *State Equivalent Grade Level Element* from the Student Demographic Record to determine the lowest grade levels served by the employee.

 **HIGH-QUALITY PROFESSIONAL DEVELOPMENT ELEMENT**

Record Field Number	CK280
Definition	Indicates if the teacher participated in “High Quality Professional Development” (HQPD).

VALID OPTION

- * Not applicable
- Y Yes
- N No

REPORTING INSTRUCTIONS

This element is only reported during the Yearend (N) reporting period.

The “*” (NA) option is only valid with position codes “205”, “206”, “207”, and “211” when the teacher in one of these positions has been in the district for less than 120 days. If the teacher in one of these positions has been in the district for at least 120 days, then either the “Y” or “N” option is required to be reported.

This element is required to be reported with either a “Y” or “N” option for each teacher regardless of how many hours per day the teacher works (i.e., if a teacher only teaches one course, then this element is still reported).

The following entities are required to report the HQPD data element for the teachers they employ:

- City, Local, and Exempted Village School Districts
- Education Service Centers
- Community Schools
- Joint Vocational School Districts
- Department of Youth Services
- School for the Blind
- School for the Deaf

This element is reported for every teacher employed by the reporting entity who

1. is reported with one of the following position codes:
 - Regular Teaching Assignment
(Position code =205)
 - Special Education/Gifted Teaching Assignment
(Position code =206)
 - Career-Technical Education Teaching Assignment
(Position code =207)
 - Educational Services Teacher
(Position code =211)

2. has been employed by the district for at least 120 days, which means
 - The position start date for the staff member in that position is on or before November 10 of the current school year, and
 - The *Position Status Element*⁴ for the individual at yearend is reported with any option other than the following.
 - A contracted personnel – Agency,
 - I contracted personnel – Individual,
 - P individual is on leave of absence,
 - U individual is no longer employed by the district in this position.

The No Child Left Behind Act of 2001 (NCLB) requires the ODE to annually report the percentage of teachers in Ohio who have participated in HQPD as defined in Title IX, Section 9101 (34). NCLB requires that the annual report cover elementary and secondary teachers in public school districts (city, local, and exempted village, JVsDs, ESCs, community schools and Department of Youth Services). The entity that employs the staff member is responsible for reporting the *High-Quality Professional Development Element* for the eligible teaching positions.

If more than one Staff Employment Record is reported for an individual, each with one of the eligible teaching positions (“205”, “206”, “207” or “211”), the *High-Quality Professional Development Element* is required to be reported for each position and the response must be the same on each Staff Employment

⁴ The *Position Status Element* at Yearend reflects the status of the individual in that particular position as of the last day of school.

Record submitted for the staff member. Therefore, if an individual is reported with two employment records, one for a regular teaching assignment “205” and one for a special education teaching assignment “206”, the *High Quality Professional Development Element* on both records must be reported with the same option.

This element answers the following question:

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?

LENGTH OF WORK DAY ELEMENT

Record Field Number	CK160
Definition	Total hours worked during a normal day, excluding lunch.

VALID OPTION

00.00-99.99

REPORTING INSTRUCTIONS

Report the number of hours to the nearest quarter hour, including breaks and planning periods.

Three hours and 15 minutes is reported as “03.25”.

Do not report this element when options “T” (Temporary) or “S” (Supplemental) are reported in the *Position Type Element*.

LOCAL CONTRACT CODE ELEMENT

Record Field Number	CK250
Definition	A unique number assigned by the school district, which differentiates between multiple contracts of a staff member within the same position code.

VALID OPTION

Valid three-character code, except CJ0 through CJ9

REPORTING INSTRUCTIONS

If a district reports multiple Staff Employment Records with the same position code on each for one staff member, then a unique local contract code is required

to be reported on each Staff Employment Record. Local Contract Codes CJ0 through CJ9 are reserved for use by ODE when processing Contractor Staff Employment Records.

 **PAY AMOUNT/RATE ELEMENT**

Record Field Number	CK190
Definition	Either the annual salary amount or the hourly pay rate of the position, per the staff contract.

VALID OPTION

000000.00-999999.99

REPORTING INSTRUCTIONS

During the October (K) and February (C) reporting periods, report the annual salary or hourly rate as it was on the last day of Count Week. During the Yearend (N) reporting period, report the annual salary or hourly rate as it was at yearend.

Include all salary that the individual receives for the position code being reported, regardless of the number of days employed. Because a staff member can have multiple employment records, the *Pay Amount/Rate Element* may be different on each employment record for one individual.

When reporting annual salary, round to the nearest whole dollar. If reporting an hourly rate, then indicate the actual hourly rate.

Include employees whose salaries result from their involvement in federal, state, and special reimbursement programs.

- If the resident/educating district is in a contracting situation that requires the submission of a Staff Employment Record, report the contract amount for one year of service in the *Pay Amount/Rate Element*.

Note: Be sure that the *Scheduled Work Days Element* and *Pay Amount/Rate Element* data are representing the same period of time for the position code being reported.

☀ PAY TYPE ELEMENT

Record Field Number	CK180
Definition	Indicates if the type of pay is an hourly rate or an annual salary.

VALID OPTIONS

- H Hourly rate
- A Annual salary

☀ POSITION CODE ELEMENT

Record Field Number	CK060
Definition	The code associated with the position assignment of the employee.

VALID OPTION

- Valid three-digit code As provided in Appendix D

REPORTING INSTRUCTIONS

Appendix D lists the options for the *Position Code Element*. It also indicates which of these positions require a valid option to be reported in the *Assignment Area Element*.

Education Service Personnel (ESP) Positions

A minimum of five full-time equivalent educational service personnel shall be employed district wide for each 1,000 students in the regular student population as defined in section 3317.023 of the Revised Code. Educational service personnel shall be assigned to at least five of the following eight areas: counselor, library media specialist, school nurse, visiting teacher, social worker, or elementary art, music, and physical education. Educational service personnel assigned to elementary art, music, and physical education shall hold the special teaching certificate or multi-age license in the subject to which they are assigned.

Failure to hire persons in for at least five of the eight categories listed above every 1,000 students in a district means a deduction in state foundation aid.

ESP position codes are listed in the table below.

Table 1 ESP Position Codes

Position Code	Description
202	Counselor
323	Social Worker
330	Visiting Teacher
203	Librarian/Media Specialist
320	Registered Nurse
211	K-8 Art Teacher <i>Assignment Area Element reported as “999050”</i>
211	K-8 Physical Education Teacher <i>Assignment Area Element reported as “999418”</i>
211	K-8 Music Teacher <i>Assignment Area Element reported as “999570”</i>

Position code 211 may only be reported for grades K-8.

Evaluators/Mentors

Teachers who are hired expressly as Teacher Evaluators/Mentors are reported with a “226” option in the *Position Code Element*. These teachers do not have direct responsibilities for routinely teaching students in a classroom.

Teachers assigned to their own classrooms, in addition to serving as a mentor for entry year teachers, are reported with the regular teaching position code (i.e., “205”, “206”, etc) and a “999005” (Teacher Mentor) in the *Assignment Area Element*.

Staff hired to evaluate programs (as opposed to teachers) are reported with a “309” (Evaluating Assignment) in the *Position Code Element*.

Tutors

Staff members serving as tutors are reported with the option of “208” in the *Position Code Element*. The *Assignment Area Element* is required with this position code. Position code “208” cannot be used for tutors who aid in the instruction of disabled students.

Volunteer tutors, such as those tutoring for OhioReads, are not required to be reported to ODE.

Career-Technical Education

A certified/licensed regular academic teacher who teaches a career-technical academic class (course type VA1) is to be reported with the option of “205” (Regular Teaching Assignment) in the *Position Code Element*.

POSITION FTE ELEMENT

Record Field Number	CK100
Definition	The full-time equivalency of the position expressed as a percentage.

VALID OPTION

0.00 – 9.99

REPORTING INSTRUCTIONS

Full-time equivalency (FTE) is the ratio between the amount of time normally required to perform a part-time assignment and the time normally required to perform the same assignment full-time. The number 1.00 represents one full-time assignment. One (1.0) FTE is equal to the number of hours in a regular working day for that position, as defined by the district.

If the FTE of the staff member is 1.0 (or 100%), report 100.

Example 5 Position FTE

A full-time teacher who instructs students for six hours a day (as defined by the district) has a 1.0 FTE reported as 100. In this case, a teacher who instructs students for three hours a day in that district would have a position FTE of .50 reported as 050.

Example 6 Cooks FTE

A district employs eight cooks. Three cooks work three hours per day, two work four hours per day, and three work five hours per day. The district has defined that 5 hours is equal to one (1.0) FTE for a cook's position. Therefore, the FTE for a cook who works five hours a day is 1.0. The FTE for a cook who works 4 hours a day is .80 FTE, and the FTE for a cook who works three hours a day is .60.

Example 7 Bus Driver and Transportation Supervisor FTE

A district employs an individual to drive a bus half time and to supervise the transportation system half time. The district has defined that four hours is equal to 1.0 FTE for a bus driver and 8 hours is equal to 1.0 FTE for a transportation supervisor. In this case, if the employee drives a bus for two hours, then he/she is reported with .50 FTE for the bus driver position. If he/she supervises for six hours, then he/she is reported with .75 in the *Position FTE Element* on the Staff Employment Record for the transportation supervisor.

 **POSITION FUND SOURCE ELEMENTS**

First Fund Source

Record Field Number	CK130
Definition	The first fund source from which the employee is paid.

Second Fund Source

Record Field Number	CK130
Definition	The second fund source from which the employee is paid.

Third Fund Source

Record Field Number	CK130
Definition	The third fund source from which the employee is paid.

VALID OPTIONS

- A State Auxiliary Funds
- B Other State Funds
- F Special Education Part-B IDEA Federal Grant Funds for school-age students with disabilities
- G Title I Funds
- H Early Learning Initiative State Funds (formerly State Head Start)
- I State Poverty-Based Assistance Funds (formerly DPIA)
- J Federal Early Learning Initiative Program Funds
- L Local Funds and/or State Foundation Funds
- N TANF (Temporary Assistance to Needy Families)
This option includes all TANF funds, with the exception of TANF funds for Early Learning Initiative. Use option “H” to report Early Learning Initiative Funds (which are TANF funds).
- O Other Federal Funds

- P Special Education Part B IDEA Federal Grant Funds for preschool students with disabilities
- S State Funds – Early Childhood Education Programs (formerly Public Preschool Programs)
- T Private/Tuition
- U State Unit Funding (use fund source “Z” for preschool special education unit staff)
- X Reading First Federal Grant Funds
- Z Preschool State Unit Funding (use for preschool special education unit staffs)

REPORTING INSTRUCTIONS

Identify up to three options in the *Fund Source Element* from which the employee is paid for the position code reported. Each option is required to have a corresponding percentage in the *Fund Source Percent Element*. The sum of the three percents in the Fund Source Percent Element is required to equal 100%.

Example 8 Reporting Multiple Fund Sources and Fund Source Percents

A teacher is paid 60 percent from local funds and 40 percent from other federal funds. Report option “L” in the first *Fund Source Element*, and 60 in the first *Fund Source Percent Element*. Report option “O” in the second *Fund Source Element*, and 40 in the *Fund Source Percent Element*.

 **POSITION FUND SOURCE PERCENT ELEMENTS**

First Fund Source Percent

Record Field Number	CK120
Definition	Identifies the percentage of the employee’s salary that is paid with funds from the corresponding fund source.

Second Fund Source Percent

Record Field Number	CK120
Definition	Identifies the percentage of the employee’s salary that is paid with funds from the corresponding fund source.

Third Fund Source Percent

Record Field Number	CK120
Definition	Identifies the percentage of the employee’s salary that is paid with funds from the corresponding fund source.

VALID OPTION

000 – 100

REPORTING INSTRUCTIONS

For each option selected in the *Position Fund Source Element*, identify what percentage of the employee’s total salary is being funded by the identified fund source. If an employee’s salary is 100% local funds, then 100 is to be reported in this element along with the option “L” in the *Position Fund Source Element*.

The sum of all three fund source percents is required to equal 100% on each Staff Employment Record reported, even if the FTE is less than 1.0 in the *Position FTE Element*.

 **POSITION SEPARATION DATE ELEMENT**

Record Field Number	CK300
Definition	The last date of employment of the staff member for the specific position.

VALID OPTION

YYYYMMDD Year, Month, Day

REPORTING INSTRUCTIONS

Staff members can have multiple positions within the district. In those cases, a separate Staff Employment Record is required for each position held. The position separation date is for a specific position within his/her Staff Employment record.

A date is required for any Staff Employment Record with a “U – no longer employed by the district in this position” reported in the *Position Status Element*.

 **POSITION SEPARATION REASON ELEMENT**

Record Field Number	CK230
Definition	Reason the staff member left position.

VALID OPTION

- * Not applicable
- 1 Retirement

- 3 Employer initiated
- 5 Resigned - Took another education job in Ohio
- 6 Resigned - Took another education job out of state
- 7 Resigned - Other
- 8 Employee accepted new position within district
- 9 Deceased

 **POSITION START DATE ELEMENT**

Record Field Number	CK080
Definition	Date the staff member began work in this position.

VALID OPTION

YYYYMMDD Year, Month, Day

REPORTING INSTRUCTIONS

This date indicates the starting date for the specific position, not when the employee started at the district in any position. Because a staff person can have multiple employment records, the *Position Start Date Element* can be different on each Staff Employment Record for the individual. This is a required element for each employment record submitted.

 **POSITION STATUS ELEMENT**

Record Field Number	CK070
Definition	Identifies the employee's current employment relationship with the school board in that particular position.

VALID OPTIONS

- R Returning from leave of absence
- N New to district
- C Active/continuing in the same position in the district
- D Active/new position in district
- O Retired and then rehired in the same or a different position within the district within a three month period
- A Contracted personnel - Agency
- I Contracted personnel - Individual
- P Leave of absence

U No longer employed by district in this position

REPORTING INSTRUCTIONS

This is a required element for each employment record submitted and is reported for all individuals regardless of the options reported in the *Position Type Element* and *Type of Employment Element*.

A separate Staff Employment Record is required for every position held by a staff member. The *Position Status Element* describes the status of the staff member on a specific Staff Employment Record.

If the individual remains a current employee of the district but is hired into a new position, then the individual is to be reported with the option of “D - Active/new position in the district” in the *Position Status Element* for the first year in the new position. If the employee remains in the new position for a second year, then the second year he/she is to be reported with the option “C” in the *Position Status Element*.

If a teacher resigns and another teacher is hired to fill his/her position, then both are reported to EMIS. A Staff Demographic Record and Staff Employment Record are required to be reported during the Yearend (N) reporting period for each teacher. Report attendance and absence days until the day of resignation for the teacher who resigned. His/Her *Position Status Element* is coded with “U – No longer employed by the district in this position.” Attendance and absence days for the teacher hired to fill the position include days from the **first day of work** through the end of the school year.

Leaves of Absence

As a general rule, the staff member who will be present for the majority of the school year is to be reported. If a staff member was placed on leave of absence prior to October Count Week and is replaced by another individual, then the district has two options for EMIS reporting.

1. The district reports both the substitute and the staff member on leave. The staff member on leave should be reported with the option "P - Leave of Absence" in the *Position Status Element*.

OR

2. District chooses to report only the staff member that is on leave and does not report the substitute. In this case, the Position Status Element is not to be reported with the option “P - Leave of Absence” for the staff member on leave.

If a staff member is reported as on leave of absence in one year and does not return the next year, in YEAR TWO the district should report the teacher as “P - Leave of absence”, unless the staff member has resigned. If the staff member is

not planning to return and has submitted his/her resignation, report position status “U - No longer employed by district in this position.”

Definitions

Individuals who are currently employed by the school district and are paid through the payroll system are reported with one of the valid options listed above. Below is a definition for each option for the *Position Status Element*.

R Returning from a leave of absence

An individual was employed by the current district, was granted a leave of absence, and is now returning.

N New to the district

New employees are defined as not having been under an annual contract with the filing district the previous year; as not having been on a leave of absence from the filing district; or as returning to the filing district from active duty in the armed services. The individual may have worked for the district in prior years (however, if the individual retires and is then rehired within a three month period, the district should report a position status of “O”).

C Active/continuing

Employees within the district who are in the same position within the district.

D Active/new position

All current employees hired into a new position within the district. However, if the individual retires and is then rehired within a three month period, the district should report the option “O” in the same or different position within the district in the *Position Status Element*. This option should be reported only during the year the employee begins the new position. If the employee remains in the position during the following year, report the option “C”.

O Retired and rehired in the same or a different position

An employee who is retired and then rehired by the district in the same or a different position within a three month period. This option should be reported only during the year that the employee is rehired. If the employee remains in the position during the year following his/her return, then report option “C” in the *Position Status Element* during the next year.

A Contracted personnel - agency

When the resident/educating district is contracting with an agency (not an individual) for staff to provide services or teach a course.

I Contracted personnel – individual

When the resident/educating district is contracting with an individual (not an agency) to provide services or teach a course.

P Leave of absence

The individual was employed by the current district during the last reporting period, but was granted a leave of absence. It does not matter if the employee is being paid while on leave.

U No longer employed by district in this position

The individual was employed by the current district during the last reporting period in this position, but is not employed in this position this year and was not granted a leave of absence. Employees need only to be reported once under this status.

 **POSITION TYPE ELEMENT**

Record Field Number	CK140
Definition	The type of employment with the school board.

VALID OPTIONS

R Regular

T Temporary

Temporary employees are different from individuals holding temporary licenses. These are individuals who hold a position of employment that is designated “temporary” by the local district. These individuals could also hold temporary licenses, if the position requires certification/licensure that the individual does not hold. Classified positions can also be designated as temporary.

S Supplemental

Employees who are hired under a supplemental contract to provide services such as coaching, advising, and student activities.

 **QUALIFIED PARAPROFESSIONAL ELEMENT**

Record Field Number	CK290
Definition	Indicates if the staff member is a “qualified paraprofessional” under the No Child Left Behind Act.

VALID OPTIONS

* Not applicable

Y Yes

N No

REPORTING INSTRUCTIONS

This element is reported during the October (K) reporting period.

The *Qualified Paraprofessional Element* is required to be reported for all instructional paraprofessionals that work in a Title I Schoolwide Building or are funded by Title I funds in a Title I Targeted Assistance Building.

An instructional paraprofessional is defined as an individual in an assignment to provide instructional assistance in one or more of the following ways: (1) one-on-one tutoring, (2) classroom management, (3) instructional assistance in a computer laboratory, (4) instructional support in a library or media center, or (5) instructional support services under the direct supervision of a teacher. This does not include paraprofessionals hired to assist with parent involvement activities or who act as translators.

The “*” (Not applicable) option is not valid for staff reported with the following combinations.

- Position code “415”
 - with an assignment area of “999140”, and/or
 - a fund source of “G”.
- Position code “415” in any Title I Schoolwide Building.

These staff members are required to be reported with either the “Y” or “N” option.

Districts can choose to report this element for instructional paraprofessionals who are not employed in Title I Schoolwide Buildings or funded with Title I funds in Title I Targeted Assistance Buildings.

 **SCHEDULED WORK DAYS ELEMENT**

Record Field Number	CK170
Definition	The total number of days the staff member is scheduled to work in the position during the year.

VALID OPTION
000-999

REPORTING INSTRUCTIONS

If multiple Staff Employment Records are reported for a staff member who works in multiple buildings in the same position, then report the total number of days scheduled to work during the year on each record. Include parent/teacher conference days and paid vacation days. Do not include holidays.

☀ TYPE OF APPOINTMENT ELEMENT

Record Field Number	CK150
Definition	The classification of the staff member's position.

VALID OPTIONS

- 1 Certificated/licensed
- 2 Classified
- 3 Internship
- 4 Six-hour lay teacher
- 5 Veteran⁵

REPORTING INSTRUCTIONS

A veteran (option "5") does not include teachers who are involved in the Troops to Teachers program.

3319.283 ORC – Employment of veteran who is not certified or licensed

- (A) The board of education of any school district may employ an individual who is not certificated or licensed as required by Chapter 3319. of the Ohio Revised Code, but who meets the following qualifications, as a teacher in the schools of the district:
 - (1) The individual is a veteran of the armed forces of the United States and was honorably discharged within three years of the effective date of this amendment;
 - (2) While in the armed forces the individual had meaningful teaching or other instructional experience.
 - (3) The individual holds at least a baccalaureate degree
- (B) An individual employed under this section shall be deemed to hold a teaching certificate or educator license for the purposes of state and federal law and rules and regulations and school district policies, rules, and regulations. Such individuals shall meet the requirement to successfully complete fifteen hours, or the equivalent, of coursework every five years that is approved by the local professional development committee as is required of other teachers licensed in accordance with Chapter 3319 of the Ohio Revised Code.

⁵ ORC 3319.283.

3.3.3 Contractor Staff Employment Record (CJ)

General Guidelines

A Contractor Staff Employment Record is required to be reported by each contractor⁶ for each staff member providing services or teaching a course. The term “contract” refers to an agreement with another entity or individual to provide services. The nature of the contract may range from a formal written document to a general agreement between district leaders.

The term “contractor” refers to the entity with which the resident/educating district is contracting. A contractor may be a reporting entity, i.e. an ESC or another school district. The term “contracting district” refers to the resident/educating district.

For reporting instructions regarding specific contracting situations and reporting this record, please see appendix A.

The Contractor Staff Employment Record is an extension of the Staff Employment Record. It is required in order for the contractor to be able to report the amount of time (or Position FTE) that a staff member in the same position is serving a resident/educating district.

The contractor, (either the ESC or another EMIS reporting entity) with which the resident/educating district contracts for a staff member to provide services and/or teach a course to students, is responsible for reporting a Staff Demographic Record and at least one Staff Employment Record⁷. If multiple resident/educating districts are contracting with the ESC or another EMIS reporting entity for the same staff member in the same position to provide services or teach a course, then the contractor (the ESC or other EMIS reporting entity) is responsible to report a Contractor Staff Employment Record for each resident/educating district the staff member in the same position is serving.

The resident/educating district does not report a Staff Demographic, Staff Employment, or Contractor Staff Employment Record for the contracted staff if they are contracting with an ESC or another EMIS reporting entity.

If the resident/educating district is contracting with a non-EMIS reporting entity, they do not report this record. Instead they report either a [Contract Only Staff Record](#) or a Staff Demographic Record and a Staff Employment Record.

A Contractor Staff Employment Record is only reported by the contractor. One record is reported for each district where the staff member is serving. If the staff member in the same position code is providing services or teaching courses to students from multiple

⁶ The contractor (in many cases an ESC) must be an EMIS reporting entity.

⁷ One Staff Employment Record is reported for each position held by the employee.

districts, then one Contractor Staff Employment Record is to be submitted for each of the districts being served.

Programs, Services, and Related Services Provided to Students

A resident/educating district may contract with an ESC or another EMIS reporting entity to supply a staff member to provide programs, services, and/or related services to students. The following examples include but are not limited to such positions.

- Audiologists
- School Psychologists
- Physical Therapists
- Occupational Therapists
- Speech and Language Therapists
- Supplemental Services Teachers – Special Education

These staff members should only have a Contractor Staff Employment Record reported in specific situations. A Contractor Staff Employment Record should be reported if:

- The staff member will enable the contracting district to receive a preschool related services unit (use assignment area 999412), or
- The contractor is an EMIS reporting entity other than an ESC, or
- The contractor is an ESC, and the service is not one that is provided to all but a few member districts

A Contractor Staff Employment Record should not be reported if:

- The staff member is filling a preschool related services unit allocated to the contractor, or
- The contractor is an ESC, and the staff member provides a service that is provided to nearly all ESC member districts as a part of the basic service offerings of the ESC.

Courses

A resident/educating district may contract with an ESC or another EMIS reporting entity for a staff member to teach a course. A staff member teaching a course to students from one or multiple resident/educating districts is required to have a Contractor Staff Employment Record reported by the contractor for each resident/educating district being served by the staff member. The contractor (i.e. the ESC) does not report a Course Master Record for these teachers.

The resident/educating district is responsible for reporting a Course Master Record for the contracted staff member with the IRN of the contracting entity reported in the *Program Provider IRN Element* and the ID of the staff member teaching the course reported in the *Employee ID Element*.

For specific reporting situations regarding contracted staff, see appendix A.

Administrators (Position Codes 100-199)

A Contractor Staff Employment Record should be reported for administrative positions only in a limited number of situations:

- The administrator is serving in the contracting district as a Principal for one of the contracting district’s buildings
- The administrator is serving as the Superintendent or Treasurer for the contracting district
- The administrator is a gifted coordinator or preschool special education supervisor (see Appendix A)
- The contractor is not an ESC
- An administrator contracted from an ESC is providing a specific administrative service in a specific district that is not normally provided to all member districts.

Staff Contractor Employment Data Elements

The following portion of this section discusses each of the data elements within the Staff Contractor Employment Record. The elements are organized alphabetically.

 **CONTRACTING DISTRICT IRN ELEMENT**

Record Field Number	CJ070
Definition	The IRN of the resident/educating district contracting with the ESC or other EMIS reporting entity for a staff member in a specific position.

VALID OPTIONS

State assigned six-digit code.

 **EMPLOYEE ID ELEMENT**

Record Field Number	CJ050
Definition	Identifies the person providing the service.

VALID OPTIONS

A non-blank, nine character field.

REPORTING INSTRUCTIONS

Report the employee ID of the staff member providing the services for which the resident/educating district is contracting.

The value in the *Employee ID Element* must be consistently reported as it is used to connect related records in Chapter 3 (*Course Master, Staff Employment, Staff Demographic*) and in Chapter 2 (*Student Program*).

☀ LOCAL CONTRACT CODE ELEMENT

Record Field Number	CJ090
Definition	A unique number assigned by the school district, which differentiates between multiple contracts of a staff member within the same position code.

VALID OPTION

Three-character code

REPORTING INSTRUCTIONS

Report the same local contract code for the position being reported on the Contractor Staff Employment Record which was reported on the Staff Employment Record.

If a district reports multiple Staff Employment Records for one staff member with the same position, then a unique local contract code is required to be reported on each Staff Employment Record.

☀ POSITION CODE ELEMENT

Record Field Number	CJ060
Definition	The code associated with the position assignment of the employee.

VALID OPTION

Valid three-digit code As provided in Appendix D

REPORTING INSTRUCTIONS

Report the position for which the resident/educating district is contracting.

Appendix D lists the options for the *Position Code Element*. It also indicates which of these positions require a valid option to be reported in the *Assignment Area Element*

For further instructions, see *Position Code Element* found on the Staff Employment Record, [page 35](#).

☀ POSITION FTE ELEMENT

Record Field Number	CJ080
Definition	The full-time equivalency of the position expressed as a percentage.

VALID OPTION

0.00 – 9.99

REPORTING INSTRUCTIONS

Report the full-time equivalency (FTE) of the position for which the resident/educating district is contracting.

It is the responsibility of the contractor to determine how to split the position FTE among multiple resident/educating districts contracting for the position. When the contracting staff member is a teacher, the FTE is often determined based on the percent of students from each contracting district.

Since FTE is reported relevant to the data collection period (FTE as of the end of October count week and FTE as of the last day of school for yearend reporting), it is possible to report a teacher contracted with some FTE in October (a student from the contracting district is in the class at the end of count week) and then with zero FTE at yearend (no students from the contracting district in course). If a record with a non-zero FTE is reported in October, then it is important to report a record at yearend, even if the FTE is zero, to establish the teacher for the Course Master Record from the contracting district in the yearend data set.

3.3.4 Contract Only Staff Record (CC)

General Guidelines

This record allows for the collective reporting of staff contracted from a non-EMIS reporting entity. Contract examples include: transportation, custodial or food services. For these type’s of contracts, individual staff information is not needed. Refer to Table 2 Position codes and Contract Reporting for further clarification.

Districts must report at least one record per contractor, contract, position code, and fund source for the October (K) and Yearend (N) reporting periods.

During October, only report contracts that were in effect during the district’s count week. For Yearend, report any contract that was in effect at any point during the fiscal year (July 1- June 30).

Contracts that fulfill the job responsibilities usually completed by staff with a variety of position codes may be reported using this record. The following chart indicates which position codes may be reported with this record and which position codes must be reported using the other staff records and a position status of “A” or “I”.

Table 2 Position codes and Contract Reporting

Position Code Series	May be reported with this record	May not be reported with this record; report at individual level using other staff records
100s	None	101-199
200s	None	201-299
300s	301-303, 305-317, 319, 321, 322, 324 and 329	304, 318, 320, 323, 325-328, and 330-399
400s	401-414, and 499	415
500s	501-599	None
600s	601-699	None
700s	701-799	None
800s	801-899	None
900s	901-999	None

Contractor Only Staff Data Elements

The following portion of this section discusses each of the data elements within the Contractor Only Staff Record. The elements are organized alphabetically.

 **BASED ON NUMBER OF PEOPLE ELEMENT**

Record Field Number	CC160
Definition	Indicates if the contract language requires a specific number of individuals to be provided as a critical requirement of the contract.

VALID OPTIONS

Y Yes
N No

 **BASED ON SERVICES PERFORMED ELEMENT**

Record Field Number	CC140
Definition	Indicates if the contract language requires specific services to be performed as a critical requirement of the contract.

VALID OPTIONS

Y Yes
N No

 **BASED ON WORK HOURS ELEMENT**

Record Field Number	CC150
Definition	Indicates if the contract language requires a specific number of hours of services to be performed as a critical requirement of the contract.

VALID OPTIONS

Y Yes
 N No

☼ CONTRACT END DATE ELEMENT

Record Field Number	CC110
Definition	The end date stated in the contract, even if the end date is in a future fiscal year.

VALID OPTIONS

YYYYMMDD Year, Month, Day

☼ CONTRACT START DATE ELEMENT

Record Field Number	CC100
Definition	The start date stated in the contract, even if the start date was in a prior fiscal year

VALID OPTIONS

YYYYMMDD Year, Month, Day

☼ DOLLAR AMOUNT OF CONTRACT FOR CURRENT YEAR ELEMENT

Record Field Number	CC090
Definition	The total dollar value of the contract for the current fiscal year (July 1-June 30).

VALID OPTIONS

00000000.00-99999999.99

☼ FEDERAL TAX ID ELEMENT

Record Field Number	CC050
Definition	A nine digit number that uniquely identifies an organization or an individual for federal tax purposes.

VALID OPTIONS

Valid nine digit code

Note: This number should be available from your Treasurer's office.

 **HOURS PER WEEK ELEMENT**

Record Field Number	CC120
Definition	The total hours per week worked under this contract related to this position code

VALID OPTIONS

0000.00-9999.99

REPORTING INSTRUCTIONS

For October, enter hours worked during count week. For yearend, enter average hours per week during contract period for current fiscal year.

 **LOCAL CONTRACT CODE ELEMENT**

Record Field Number	CC080
Definition	A unique number assigned by the school district that differentiates between multiple contracts with the same contractor with the same position code.

VALID OPTIONS

Valid three-character code

 **NAME ELEMENT**

Record Field Number	CC060
Definition	Name of the contractor being reported.

REPORTING INSTRUCTIONS

If the contractor is an individual, report the individual's full name. If the contractor is an organization, report the organization's business name.

 **POSITION CODE ELEMENT**

Record Field Number	CC070
Definition	The code that would have been assigned to an employee of the district who completed the work covered in this contract if the district had hired an employee instead of a contractor.

VALID OPTIONS

Valid three-character code

REPORTING INSTRUCTIONS

See the general reporting instructions earlier in this chapter for position codes that may be reported with this record and Appendix D for code definitions.

 **POSITION FUND SOURCE ELEMENT**

Record Field Number	CC130
Definition	The fund source from which this contract is paid.

VALID OPTIONS

- A State Auxiliary Funds
- B State Funds Other
- F Federal Special Education Part-B IDEA Grant (School-age) [formerly VI-B]
- G Federal Title I Funds
- H State Early Learning Initiative Program Funds
- I State Poverty-Based Assistance Funds
- J Federal Head Start Program Funds
- L Local/State Foundation Funds
- N TANF (Temporary Assistance to Needy Families)
- O Other Federal Funds
- P Federal Preschool Special Education Part-B IDEA Federal Grant
- S State Funds – Public Preschool Program
- T Private/Tuition
- X Federal Reading First Grant

3.3.5 Course Master Record (CN)

General Guidelines

A separate Course Master Record is required to be reported for each subject the teacher is teaching. Even if two or more subjects (i.e., reading and math) are taught by the same teacher to the same group of students, a separate Course Master Record is required to be reported for each subject taught (i.e., one record is submitted for reading and one for math).

Preschool courses continue to be reported as self-contained courses. Therefore, only report one Course Master Record for each self-contained preschool class.

With the exception of postsecondary courses, it is necessary to associate a teacher with each course. Therefore an employee ID is required to be reported on the Course Master Record.

During the October (K) and Yearend (N) reporting period, submit Student Course Records and Course Master Records for all courses, including:

- Year-long courses (i.e., courses offered for the entire school year), and
- Any other courses offered during the school year, such as courses offered during the second semester only or courses that span five or six week periods.

For the February (C) reporting period, ODE requires Course Master Records for all CTE courses (Vxx) regardless of when the course is taught during the school year.

Team Teaching

In a team teaching situation (more than one teacher teaching a course) create a Course Master Record for each teacher. Each Course Master Record, with the exception of the Local Classroom Code and Highly Qualified element, is most likely identical for these two teachers. Best practice suggests that the students should be equally split between the teachers. For example, in a class with 20 students and two teachers, ideally there would be ten students assigned to each teacher.

Supplemental Instruction Provided by a Remedial Specialist or a Tutor

The *Position Code Element* is reported with a 204 or 208 in this situation. If the tutor is providing supplemental instruction (teacher is not considered the “teacher of record” and does not assign the grade for the course) then no Course Master Record is required to be reported for the supplemental instruction.

Educational Service Centers

ESCs, with the exception of preschool course data, are not required to report a Course Master Record for courses taught to students by staff employed by ESCs. It is the responsibility of the resident/educating district contracting with the ESC for a staff member to teach a course to report a Course Master Record for the contracted staff member.

Contracted Staff

When a resident/educating district is contracting with an ESC or another EMIS reporting entity for a staff member to teach a course, the resident/educating district is responsible for reporting a Course Master Record for each contracted staff member teaching a course. When submitting a Course Master Record for a contracted staff member, the resident/educating district is required to report the IRN of the contracting entity in the *Provider IRN Element*. In addition, the ID of the staff member teaching the course is to be reported in the *Employee ID Element*.

Exception to ESC reporting Course Master

In most cases, the ESC or other EMIS reporting entity does not report a Course Master Record for the staff member teaching a course for the resident/educating district. Although ESCs are, for the most part, no longer reporting course information there is an exception. If an ESC is allocated a preschool special education teacher unit or allocated state funds for an Early Childhood Education program (formerly state funded Public Preschool), then the ESC (or other EMIS reporting entity) is required to report a Course Master Record for the preschool special education teacher and/or regular preschool teacher. The ESC is also required to report a Student Course Record for the students enrolled in preschool special education center-based unit. This is to ensure that preschool special education unit funding flows accurately.

Reporting Course Master Records – Preschool Courses

Preschool courses are to be reported as self-contained courses. Do not report a separate Course Master Record for each subject (i.e., reading, math, writing, etc) in which the preschool teacher is teaching. The following self-contained course code options are valid for reporting on the Course Master Record of the preschool teacher. New preschool courses have been added for FY 2008. See Appendix C for a complete description of the courses.

- 180050 Early Childhood Education (Ages 0-2)
- 180250 Early Childhood Education
- 180260 Early Learning Initiative
- 180270 Federal Head Start
- 180280 Title I Preschool
- 180290 Local Preschool
- 196095 Early Education of the Handicapped (Ages 3-6)
- 196096 Early Education of the Handicapped/Early childhood education grant (formerly Public Preschool Grant)
- 196098 Early Education of the Handicapped/Early Learning Initiative

Preschool Special Education Courses

A preschool special education teacher who teaches a center-based preschool special education class is to be reported with a 196095 in the *Course Subject Code Element* and a D08 in the *Course Type Element*. All students scheduled into his/her class are to be scheduled with the local classroom code of this special education teacher. The following students may also be scheduled into a class with a course code of 196095.

- Kindergarten grade-level students, and/or a student who is six years old, with a preschool disability condition (as determined by the district's IEP team) receiving preschool center-based classroom special education services.

- A regular or typically developing peer in the same class as preschoolers with disabilities. These children are taught by the preschool special education teacher and are scheduled with the same local classroom code of the preschool special education teacher found on that staff member's Course Master Record.

Do not report a Course Master Record for a preschool special education teacher who only provides itinerant services (and not also teaching a center-based class) to students. [See related reporting instructions for preschool course types](#) on page 64

For itinerant teachers only a Staff Demographic and a Staff Employment Record is required to be reported.

Exceptions to reporting Course Master for itinerant teachers.

If a teacher provides preschool itinerant services and also teaches a center-based special education preschool class (also known as a 'combination teacher'), then it is necessary to report a Course Master Record for the center-based class which he/she is teaching. However, only those students who are receiving center-based services are to be scheduled into the class. A student who is receiving only itinerant services (and not receiving preschool special education center-based services) is not to be scheduled into the center-based class. For more information about reporting preschool special education teachers and students, please see the document *Preschool Units EMIS Staff Report* found on EMIS's website.

ESCs that are allocated a preschool special education teacher unit are required to report a Course Master Record.

Regular Preschool Courses

A teacher who is teaching a regular preschool class (non-special ed class), is reported with a position code of "205". He/she is to have one Course Master Record reported for each preschool class he/she is teaching. The *Subject Code Element* is to be reported with the appropriate "180xxx" code and a "P08" is reported in the *Course Type Element*. See appendix C for descriptions of the 180xxx preschool course codes.

It is possible that a preschool teacher may be teaching two separate preschool courses such as a special education course in the AM and an Early Childhood Education course in the PM. In this case, two Course Master Records one with "196095" and one with "180250" are to be reported in the *Course Code Element*. Two Staff Employment Records are to be reported, one with "205" and the other with "206" in the *Position Code Element*.

Reporting the Location IRN

A Location IRN is required to be completed for all preschool courses reported. Report the IRN where the course is being taught. For example, if the Early Childhood Education Course is taught at a Head Start or Community Action Organization, report the IRN of

the Head Start or Community Action Organization. For a complete list of IRN's, please check the Ohio Education Directory (OEDS) on ODE's website.

Reporting Course Master Records - Kindergarten

Kindergarten courses may no longer be reported as self-contained courses. A separate Course Master Record is required to be submitted for each course/subject which is taught by the kindergarten teacher. This includes reporting a separate record for each subject/course which is taught to the same group of students. Each Course Master Record reported for a kindergarten course is to be reported with the appropriate course type.

Reporting Course Master Records – Grades 1-12

A separate Course Master Record is required to be submitted for each course in which the staff member is teaching. This includes reporting a separate record for each course which is taught to the same group of students.

Example 9 teaching several courses to the same group of students

If a teacher is teaching seven courses to the same group of students, then seven Course Master Records, each with a unique local classroom code, are to be reported for that teacher, one record for each course.

Regular Instruction

Regular education course types for students in grades 1-12 are reported with an “R00” in the *Course Type Element*. These are courses that are primarily designed to provide regular instruction to a group of students. Postsecondary courses are reported with an “S01” in the *Course Type Element*.

Students with Disabilities

Courses primarily designed for students with disability conditions require a separate Course Master Record to be reported for each course. The appropriate option is to be reported in the *Subject Code Element* (see appendix C for a complete list of options). Report a “DXX” option in the *Course Type Element* only for courses that were primarily designed for students with disabilities or if the majority of the students are students with disabilities.

A Course Master Record is not required to be reported for a staff member who is teaching a student with a disability condition that is either pulled out of the regular classroom to receive special education services or is receiving supplemental instruction within the regular classroom (i.e., tutoring, speech and language therapy, etc). This includes staff reported with the “212 – Supplemental Service Teaching Assignment (Special Education)” option in the *Position Code Element*. Only position code “206” can be used to report a “teacher of record” for students with a disability condition.

Gifted Students

Gifted courses taught to gifted students in grades K-12 are required to be reported separately, even if these courses are taught by the same teacher. A Course Master Record is required for each subject in which the teacher teaches. If a teacher teaches seven subjects, then a unique local classroom code is required to be reported on each Course Master Record for each of the seven courses.

Report a “GXX” option in the *Course Type Element* only for courses that were primarily designed for gifted students and the instructor is credentialed in gifted education. However, if the course is a regular education course or is taught by a teacher who is not credentialed in gifted education, then report the RXX option in the *Course Type Element*, and if appropriate report the applicable 205XXX program(s) for the served gifted students.

If the Gifted Intervention Specialist is the “teacher of record” for the gifted course, report one Course Master Record for each course. Report one of the “GXX” gifted options in the *Course Type Element*. However, no Course Master Record is required for a Gifted Intervention Specialist who provides supplemental gifted programs and services to students. In the case of supplemental instruction, report the applicable 206XXX program code(s) with the Employee ID of the Gifted Intervention Specialist for the served gifted students.

A Course Master Record is required to be reported with the appropriate subject code and “GXX” gifted option in the *Course Type Element* for education in the arts delivered by a trained arts instructor. These include gifted students who are receiving instruction or participating in activities that are directed by a teacher or visiting instructor trained in the arts areas of dance, visual arts, drama/theater, and /or music.

Reporting Course Master Records - Home Instruction

Students without Disabilities

A student without disabilities receiving home instruction from a tutor is reported as though he/she is scheduled into his/her courses at school. He/she should be reported in his/her regular classes, or the normal course he/she would be taking if he/she was physically in school. A Course Master Record is not reported for the tutor.

Students with Disabilities

A student with a disability receiving home instruction is to be reported with a course type of “D02” and the appropriate subject code in the *Subject Code Element* of the Course Master for the Special Education Teacher. In general, this refers to students who are individually served at their place of residence by a Special Education teacher. A “teacher of record” is to be reported with a position code of “206”.

Students with Disabilities – Basic Living Skills

Beginning in FY07, new subject codes have been added to identify courses for severely handicapped students who require instruction in basic living skills. For these students, you should report a Dxx course type and the appropriate “196xxx” subject code in the *Course Type* and *Subject Code Elements* of the Course Master.

Reporting Course Master Records - Educational Options

Educational options include courses that are taught for credit toward graduation through the use of an educational option delivery method (i.e., Correspondence Courses/On-Line Learning, Interactive Distance Learning, Educational Travel, Independent Study, etc).

If the course will be offered for credit toward graduation and delivered through an educational option delivery method, report a Course Master Record with the appropriate option in the *Subject Code Element* and the appropriate Educational Option in the *Course Type Element*. A credentialed staff member⁸ at the district identified as the “teacher of record” is to be identified for these courses. This individual is responsible for reviewing the instructional plan, providing or supervising instruction, and evaluating student performance. The district must report a Course Master Record with a credentialed staff member⁸ at the district identified as the “teacher of record”. The teacher located at the remote site should NOT be reported to EMIS.

An instructional plan that is based on individual student needs must be developed and should include the following

- instructional objectives that align with the local district’s curriculum requirements
- an outline that specifies instructional activities, materials, and learning environments
- a description of the criteria and methods for assessing student performance

Credit for approved educational options shall be assigned according to student performance relative to stated objectives of the educational option and in accordance with local board policy and established procedures.

Reporting Course Master Records - Educational Service Personnel (ESP)

Report a Course Master Record with the appropriate 02XXXX, 08XXXX, or 12XXXX option in the *Subject Code Element* for art, music, and PE courses taught in grades 9-12. The *Position Code Element* on the Staff Employment Record is to be reported with the

⁸ Any teacher with the following certificate/license types can teach any course when the course type is I00, S01, or, X01, X02, X03, X04: AL, CH (grades 7-23 only), CR, EC (grades P-3 only), EH, EL (grades P-8 only), EP (grades P-8 only), ER, ES (grades P-3 only), HP (grades 7-23 only), HS (grades 7-23 only), IS, KE (grades P-8 only), KP (grades P-3 only), LS (district type 3 only), MP (grades 4-9 only), MS (grades 4-9 only), PK (grades P-3 only), PP, PS, RS, SA, SC, SE, SP, ST, SU, VD, VO, VS, XP, CT (grades 4-12 only).

“205” option for these ESP personnel teaching in grades 9-12. Student Course Records for students enrolled in these classes in grades 9-12 are required to be reported.

A Course Master is required to be reported with the appropriate art, music, or PE subject code for courses taught in grades K-8. ODE does not require that districts enroll K-8 students in art, music, or PE courses unless their specific software packages require students to be enrolled. If the ESP teacher was hired to meet the ESP ration requirement, then report the staff member with a “211” in the *Position Code Element* on the Staff Employment Record. For additional information about ESP staff members see the [Educational Service Personnel](#) section of the Staff Employment Record on page 23.

Elements Removed from Record

CN230 Intent to Become Properly Certified Element

Staff Course Master Data Elements

The following portion of this section discusses each of the data elements within the Staff Course Master Record. The elements are organized alphabetically.

COURSE LEVEL ELEMENT

Record Field Number	CN080
Definition	The level of the course.

VALID OPTION

- * Not applicable
- 1 I
- 2 II
- 3 III
- 4 IV
- 5 V
- 6 Advanced course
- 7 Intervention

REPORTING INSTRUCTIONS

Generally, districts are going to report the “*” option for most courses.

Options “1” through “7” provide distinctions between courses that have identical course codes as defined by the Department and/or are usually taken in a series and are prerequisites for one another. Course levels will most likely be used only for the foreign language courses, however, districts may choose to report course levels for local purposes.

Course levels are no longer required for all CTE courses; however, districts may choose to report course levels for CTE courses at a local level.

Course level designations are not to be used to distinguish between groups of students in the same grade level taking the same subjects.

COURSE TYPE ELEMENT

Record Field Number	CN130
Definition	The type of instructional program.

VALID OPTION

Three character code beginning with a letter.

REPORTING INSTRUCTIONS

Preschool Course Types

Preschool itinerant services are no longer reported as courses; rather they are reported with a program code. Further information about reporting preschool itinerant services can be found in the program code section (Appendix E) or the *Preschool Units EMIS Staff Report* located on the EMIS website.

- D08 Center-based class for preschool students with disabilities (special education)
- P08 Center-based class for preschool students without disabilities (regular instruction)

Kindergarten Course Types

Beginning in FY 2007, Kindergarten attendance pattern will be reported in the attendance pattern element on the student attendance record. Therefore, Kindergarten course types should be reported the same as all other course types. For example, if it is regular instruction, an R00 would be reported. If it is special education a DXX is to be reported. If gifted, GXX is to be reported.

Regular Instruction Course Types for Grades 1-12

- S01 Postsecondary enrollment option course
- R00 Regular Instruction

Special Education Course Types for Grades K-12

- D00 Interactive distance learning designed specifically to serve students with disabilities
- D01 Special Education (not to be used for preschool special education teachers)
- D02 Home Instruction (Special Education)

Educational Option Course Types

These include courses offered for credit and delivered through an educational option.

An interactive distance learning (course types “I00”, “D00”, “G00”, and “V00”) is instruction where the course is provided via interactive video with a teacher at a remote site. Students “meet” at a regularly scheduled time during the school day and the instruction method provides “real-time, face-to-face” interaction among teacher and students on a regular basis via technology. The course is offered as a “regularly scheduled” course (offered to a group of students as part of the regular course offerings/programs) and the teacher plans and evaluates student progress and performance.

- I00 **Interactive Distance Learning (Regular Instruction)**
- D00 **Interactive Distance Learning – Special Education Instruction**
The course is designed specifically to serve students with disabilities.
- G00 **Interactive Distance Learning - Gifted**
The course is designed specifically to serve gifted students.
- V00 **Interactive Distance Learning - Career-Technical Education**
The course is designed specifically to serve career-technical students⁹.
- X01 **Correspondence Courses/On-Line Learning**
Instruction between a pupil and an instructor by mail or electronic media in accordance with local board policy. (Note: On-line learning differs from interactive distance learning as defined above.)
- X02 **Educational Travel**
An educational activity involving travel in accordance with local board policy under the direction of a person approved by the board and parent.

⁹ This course type does not qualify for weighted career-technical funding.

X03 Independent Study
An educational activity involving advanced or in-depth work by an individual pupil under the direction of a certified member of the school staff in accordance with board policy.

X04 Other Educational Options
An additional educational option not listed above that is provided by the school district, to meet specialized learning needs or interests unique to a target population, the district or a geographic region. All local options must meet the standards pertaining to parental approval, approval of an instructional plan, and the maximum units of credit that may be offered for graduation.

Gifted Course Types

G00 Interactive Distance Learning (Gifted Instruction)
The course is designed specifically to serve gifted students.

G03 Gifted Education Delivered in a Gifted Self-Contained Classroom
“Gifted self-contained classroom” refers to a class composed only of gifted students. It is mandatory that all courses, including those being taught to a self-contained class of gifted students, are reported separately. Each Course Master Record reported for this type of education is to be reported with the “G03” course type.

Gifted students receive all instruction for a particular course or subject area in a self contained classroom of gifted students. Gifted students are not enrolled in general education courses for these subject areas. These could be classes provided in a magnet school or provided in other educational settings. The Gifted Intervention Specialist who teaches the gifted course in this setting is considered the “teacher of record” and assigns the grades to the students.

G04 Gifted Education in the Arts Delivered by a Trained Arts Instructor
Gifted students receive instruction or participate in activities directed by a teacher or visiting instructor trained in the arts areas of dance, visual arts, drama/theater, and/or music.

Career-Technical Education Course Types

V00 Interactive Distance Learning
Instruction designed specifically to serve CTE students¹⁰

¹⁰ This course type does not qualify for career-technical weighted funding.

VT1 Tech Prep - Anchor, College Tech Prep

Establishes a class as Tech Prep. This course type defines the anchor class that will be used to determine Tech Prep program enrollment either as an independent class or for a set of connected classes. Tech Prep is a high school and college career path linked to business, industry and labor that ensures a specified seamless pathway from high school to college to careers meeting Ohio's technological employment needs.

Only those students in a State approved Tech Prep Program (reported as a VT1 Course Type) AND reported using the Tech Prep Program Code (305005) will be counted toward Tech Prep Enrollment. Districts may

- a) enroll only Tech Prep Students or
- b) enroll both career-technical and Tech Prep students.

In either case, districts must report all students identified as Tech Prep students by using the Tech Prep Program Code.

The VT1 course type should not be used for 9th and 10th grade portions of a pathway leading to a Tech Prep program (except for subject code 171815 Engineering Technologies – Emerging, 9th and 10th grade students may be reported as Tech Prep students (program code 305005)). A list of State Approved Tech Prep programs can be found at ODE's Career-Technical website. For all VT1 enrollment exceptions, see a document entitled Career-Technical Education Programming and EMIS Reporting. This document can be located under Resources and Tools for EMIS as well as on the CTE section of ODE's website.

VV1 Anchor

Establishes a class as an anchor class. Anchor classes define the class that will be used to determine program enrollment either as an independent class or for a set of connected classes.

Use this code with all non-cooperative based programs (i.e., all students are not involved in paid work-site based instruction.)

A teacher may teach more than one anchor class IF individual classes are taught with separate and generally unique student enrollment.

VV2 Anchor, Cooperative

Establishes a class as an anchor class. Anchor classes define the class that will be used to determine program enrollment either as an independent class or for a set of connected classes.

Use this code with cooperative programs only. Cooperative programs are those requiring all students to be involved in PAID work-site based instruction.

A teacher may teach more than one anchor class IF individual classes are taught with separate and generally unique student enrollment.

All VV2 classes MUST be connected with at least one VV3 class in the Career-Technical Education Correlated Class Record.

VV3 Career-Technical, Technical Related

Designates a class as a career-technical education course.

Use with all career-technical classes not identified as an anchor class (see VV1 or VV2 or VT1).

Must be connected with an anchor class (VV1 or VV2 or VT1) in the Career-Technical Education Correlated Class Records.

The course type is used for career field workforce development courses when part of a career field workforce development program and for academic courses when a part of a Career Based Intervention (CBI) program.

The course type is also used to designate GRADS (090194, 090193 or 090192) instructional support time.

VA1 Academic

Used to designate a class as a high school academic class that is integral to the career field workforce development program and which only enrolls students who are enrolled in a career field workforce development program (VV1 or VV2 or VT1).

With a few exceptions, this course type can be reported with most high school mathematics (11XXXX), science (13XXXX), English/language arts (05XXXX) and social studies (15XXXX) courses.

Below is a list of high school courses which should not have this course type reported as they do not qualify for funding. These courses are remedial/intervention in nature. These courses are to prepare students to retake test(s) or to take high school level courses.

- 050014 -- Intervention English
- 050119 -- Intervention Reading
- 111950 -- Intervention Mathematics
- 110190 -- Transition to High School Mathematics
- 132900 -- Intervention Science
- 150400 -- Intervention Social Studies

This course type is NOT TO BE USED for Career Based Intervention (CBI) academic courses.

For purposes of weighted career-technical funding, the length of scheduled instruction of these classes may not exceed 54% of a career field workforce development program.

V91 Career-Technical Contract Program

Used to designate a career-technical program that is contracted to a source outside the school district's realm (e.g., a proprietary school).

Limited availability - must be approved.

V99 Other

A career-technical program that cannot be described within the preceding course types

Limited availability and must be approved.

International Baccalaureate Courses Types

These courses types are for use with subject codes based on the International Baccalaureate curriculum published by the International Baccalaureate Organization (www.ibo.org). As such, they should only be reported by schools approved by IBO.

See Appendix C for a full list of International Baccalaureate Subject Codes (32xxxx). The following course types may only be used with Subject Codes in the 32xxxx series.

IBS Standard Level
 IBH Higher Level
 IBA AB INITO (Used only with IB Second Language Codes)

 **EMPLOYEE ID ELEMENT**

Record Field Number	CN070
Definition	Identifies the person teaching the course.

VALID OPTION

A non-blank, nine character field.

REPORTING INSTRUCTIONS

If the resident/educating district is contracting with an ESC or another EMIS reporting entity for a staff member to teach a course, then the educating/resident district is required to report the ID of the staff member (employed by ESC/EMIS reporting entity) teaching the course.

Resident districts must report all 9s in this element when reporting data about classes provided by postsecondary enrollment option courses.

With the exception of reporting Post Secondary Enrollment Option Courses, this element should never be reported as all 9's.

An ESC that is allocated a preschool special education teacher unit or awarded an Early Childhood Education Grant (formerly Public Preschool Grant) is responsible for reporting a Course Master Record with the ID of the preschool teacher reported in *Employee ID Element*.

The value in the *Employee ID Element* must be consistently reported as it is used to connect related records in Chapter 3 (*Staff Employment, Staff Demographic, Contractor Staff Employment*) and in Chapter 2 (*Student Program*).

 **HIGH SCHOOL CREDIT ELEMENT**

Record Field Number	CN200
Definition	The amount of high school credit given for the course.

VALID OPTION

0.00-9.99

REPORTING INSTRUCTIONS

Report for courses offered for high school credit, whether at the middle or high school level.

This is a three-digit field allowing for two decimal places. Report the amount of credit to be allowed for the given course, for example, 1.00 or 0.50.

 **HIGHLY QUALIFIED TEACHER ELEMENT**

Record Field Number	CN260
Definition	Describes how the person teaching the course meets the federal definition of a highly qualified teacher (HQT).

VALID OPTION

- I Not a core course OR course type is not evaluated for HQT.
- N Teacher does not meet the definition of Highly Qualified Teacher for this course
- 1 NTE/Praxis II – State Licensing Exam
- 2 Academic major or 30 hours in content area
- 3 Master’s Degree
- 5 Holds or has ever held an 8-year Professional Certificate
- 6 Permanent Certificate
- 7 National Board Certification
- 8 Expanded HQT Rubric
- 9 90 Completed and Approved Clock Hours of Professional Development approved by a Local Professional Development Committee (LPDC)

REPORTING INSTRUCTIONS

This element is required to be reported for all teachers who teach core academic subjects. To report this information, you should utilize the Center for the Teaching Profession Highly Qualified Teacher Worksheet. This worksheet is available on ODE’s website. Districts are to report the first reason from this worksheet that indicates how the teacher meets the HQT definition for the particular course being reported.

Beginning in FY2008, reporting of options 3 through 9 is restricted to certain situations. Details of when these options are valid for a specific teacher, grade, and subject area can be found in the HQT Toolkit from the Center for the Teaching Profession.

Core academic subjects (as specified by the No Child Left Behind Act of 2001, Reauthorization of Elementary and Secondary Education Act (ESEA), Public Law 107-110) include the following...English, reading, language arts, mathematics, science, civics and government, economics, arts (including music, visual arts, dance and drama), history, geography and foreign language.

A list of subject codes considered “core courses” is available in appendix C of the EMIS Manual located on the EMIS website.

Non core courses are not evaluated for HQT. Report option I whenever the course type is one of the following:

- S01 Postsecondary enrollment option course
- I00 Interactive Distance Learning (Regular Instruction)
- D00 Interactive Distance Learning (Special Education)
- D08 Center-based class for preschool children with disabilities (Special Education)
- P08 Center-based class for preschool children (regular education)
- G00 Interactive Distance Learning (Gifted Instruction)
- X01 Correspondence Courses/On-Line Learning
- X02 Educational Travel

☀ LANGUAGE USED IN TEACHING COURSE ELEMENT

Record Field Number	CN220
Definition	The language(s) used by the teacher when presenting to students.

VALID OPTION

- E English
- N Native language only
- B English & native language

REPORTING INSTRUCTIONS

"Native language" refers to the native language of the student(s), not the teacher.

☀ LENGTH OF SCHEDULED INSTRUCTION ELEMENT

Record Field Number	CN100
Definition	Hours per year that a teacher spends in instruction for the course/subject.

VALID OPTION

- 0009-1260

REPORTING INSTRUCTIONS

Calculate the number of hours per school year that the teacher instructs on the subject/course reported on this record.

A full year course (*Semester Code Element* of “3”) may not exceed 1260 hours. A course offered on a semester basis (*Semester Code Element* of “1” or “2”) may not exceed 630 hours.

Report the amount of time an elementary music, art, and/or PE teacher spends in a building.

The time scheduled in labs for non-career-technical courses such as chemistry should be included.

 **LOCAL CLASSROOM CODE ELEMENT**

Record Field Number	CN060
Definition	The code used by the local school district that uniquely identifies a specific classroom (i.e., period and section) within a district.

VALID OPTION

Alphanumeric code

REPORTING INSTRUCTIONS

A classroom is defined per teacher, period, and building for K-12 courses. The local classroom code is completely defined by the resident/educating district. A student scheduled into a teacher’s class/course is to be reported with the same local classroom code on his/her Student Course Record as the local classroom code reported on his/her teacher’s Course Master Record for that course.

If a coding system does not exist at a building or district, the resident/educating district is responsible for creating a code that uniquely identifies each classroom. A resident/educating district may create the local classroom code using any method. However, this code is only a unique identifier of specific classes within a district. When this information reaches ODE, it only differentiates one body (classroom) of students from another. ODE will not extract period, section, building, course, or teacher from this element. Such information is obtained from other elements reported on the Course Master Record.

The local classroom code must refer to the same class in both the October (K), February (C), and Yearend (N) reporting periods.

If a classroom is eliminated during the year, then no other classroom can use this unique identifier for the Yearend (N) reporting period.

New local classroom codes may be reported during the February (C) and Yearend (N) reporting periods to identify classes added after the October (K) reporting period.

Local classroom codes can be changed for succeeding school years.

LOCATION IRN ELEMENT

Record Field Number	CN110
Definition	The IRN of building where the course is held.

VALID OPTION

Six-digit IRN

REPORTING INSTRUCTIONS

This element is used in the calculation of the percent of core courses taught by highly qualified staff and the percent of core courses taught by properly certified staff. Because of the role of the location IRN in determining this element on the local report card, the following qualifications are needed.

Post-Secondary Courses

For a post-secondary course, report the IRN of the post-secondary institution that is giving credit for the course.

For information regarding a list of Post-Secondary Institution IRNs, see the document titled *Postsecondary IRNs* found in the Other Resources section of the EMIS website. (Currently under FY 05 EMIS Manual)

Joint Vocational School District Satellite Courses

For JVSD satellite course, the location IRN is used for funding purposes; therefore, when a JVSD reports a satellite course, the JVSD will always use the location IRN corresponding to the location where the course is being held.

Rental or “Borrowed” Space

In the case where an EMIS reporting entity rents or “borrows” space from another organization (such as another district, ESC, or private entity) to house a course taught by its own staff, the EMIS reporting entity would use the IRN for one of its own buildings (or its district IRN) as the location IRN on the course master.

For example, if a high school holds a course in a neighboring office complex, then the course master for this course would use the high school building’s IRN as the

location IRN. Likewise, if district A rents or borrows space in a building in district B for a course for A's students, then district A would report the course as taking place in one of their own buildings (this could include the district's IRN as a location IRN.)

Contracted Staff

The value of the location IRN for courses taught by the contracted staff member is dependent on the location of the course and the districts of students in that course.

If the contracted staff member is teaching the course in a building of the district reporting the course master, and if all the students in the course are from the reporting district, then the building or district IRN where the course takes place is used in the location IRN field on the course master.

In all other cases, the IRN of the entity providing the contracted staff member is used in the location IRN field on the course master. This would include courses taught at the entity providing the contracted staff member and instruction provided by a contracted staff member to a classroom of students from more than one district. If, in the case of contracted staff, the entity providing the staff does not have an IRN, you may use 999999 in the location IRN field.

PROGRAM BUILDER CODE ELEMENT

Record Field Number	CN190
Definition	A code used by the school district that uniquely identifies a specific career-technical program (a coherent set of courses leading students to a career objective) within a district.

VALID OPTION

Valid fifteen-character code or blanks if does not apply.

REPORTING INSTRUCTIONS

Reporting this element is optional and if reported is only for career technical courses.

This element may be reported for building Career-Technical programs too complex for the correlated class record. The element combines multiple anchor classes together to form a Career-Technical program. It allows two or more classes and/or sets of correlated classes to be connected together into a Career-Technical program.

If a coding system does not exist at a building or district, the district will need to create a unique code that identifies each career-technical program. A district can

create this unique code using any method. However, this code is only a unique identifier of a Career-Technical program within a district. This code, the unique identifier of a Career-Technical program, is required to refer to the same Career-Technical program in the October (K), February (C), and Yearend (N) reporting periods.

If a program builder code is eliminated during the year, then no other Career-Technical program can use this unique identifier for Yearend (N) reporting.

It is required that program builder codes created for the October (K) reporting period refer to the same Career-Technical program for the entire school year.

These codes may be changed for succeeding school years.

The program builder code is a set of alphanumeric characters that may be no longer than 15 characters in length. Do not report all zeros in the *Program Builder Element*. It will normally be put on the anchor classes (those classes designated with career-technical course types VV1, VV2, or VT1).

Example 10 Program Builder Code

If a district chooses to report Program Builder Code Element and the teacher teaches multiple single period Career-Technical Environmental and Agricultural classes (those classes with subject code 01XXXX), then the district reports the same code in the *Program Builder Code Element* on ALL the classes for the teacher

 **PROGRAM PROVIDER IRN ELEMENT**

Record Field Number	CN180
Definition	The district IRN of the entity in contract with the reporting school district.

VALID OPTION

Six-digit IRN

REPORTING INSTRUCTIONS

When the resident/educating district is contracting with an EMIS reporting entity, e.g. ESC, for a staff member to teach this course, the IRN of the EMIS reporting entity must be reported in this element. If the resident/educating district is not contracting with another EMIS reporting entity, then this element should be left blank.

☀ SEMESTER CODE ELEMENT

Record Field Number	CN090
Definition	The length of time, in weeks or semesters, that the course is taught.

VALID OPTION

- 1 1st semester only
- 2 2nd semester only
- 3 All year
- 4 12 weeks
- 5 9 weeks
- 6 6 weeks
- 8 Other

☀ SPECIAL POPULATIONS ELEMENT

Record Field Number	CN240
Definition	Indicates if the special education course type (DXX) is structured to specifically instruct students with hearing and/or visual impairments.

VALID OPTION

- * Not applicable
- Y Yes This course was structured to specifically serve students with hearing impairments or visual impairments.
- N No

REPORTING INSTRUCTIONS

Report for both preschool special education courses and special education courses taught to school-age students.

☀ SUBJECT AREA FOR CREDIT ELEMENT

Record Field Number	CN210
Definition	The subject for courses offered in which high school credit toward graduation is being applied, whether at middle school or high school level.

VALID OPTIONS

- *** Not applicable – course does not qualify for high school credit toward graduation.

- BUS Business
- CTA Career-Technical
- ENG English
- FAR Fine Arts (including dance, drama, music and visual arts)
- FLR Foreign Language
- HEC Family and Consumer Sciences (Non-Career-Technical)
- HTH Health
- MTH Mathematics
- PHE Physical Education
- SOC Social Studies
- SCI Science
- TEC Technology Education/Computer Science
- ELE Elective

Option reported for courses that are not aligned with the academic content standards and for which credit toward meeting legislated graduation requirements is awarded. These courses may be included in district programs and can be used toward elective graduation requirements based on local district determination.

 **SUBJECT CODE ELEMENT**

Record Field Number	CN050
Definition	The subject of the course being reported.

VALID OPTION

Valid six-character code

REPORTING INSTRUCTIONS

A complete list of subject code options and descriptions is found in appendix C.

There is no requirement that the subject codes used in student scheduling software be the same as the subject codes provided by appendix C. However, a crosswalk should be available by the software vendors to map the district-defined codes to the codes in appendix C before data submission to the designated ITCs.

If a course being offered at the district does not exactly match one of the options found in appendix C, select the code that represents the subject definition most closely related to the course offered at the district. Not every subject title will fit precisely into the list found in appendix C; therefore the best match should be used.

Academic subject codes that may be reported for Career-Technical instruction include mathematics, English/language arts, science and social studies. Courses must be integral to the workforce development career-technical program (excluding foundation courses), limited to courses enrolling workforce development students only, and in compliance with the state academic standards for the grade level.

In general, if a special education student is placed by the school district in an employment situation for high school credit, then this employment is required to be supervised by the work/study coordinator. The course code and the assignment areas must reflect this. If the staff member providing employment supervision as part of the course of study for the student with a disability condition is the special education classroom teacher, then report the “300010 – Career Exploration” option in the *Subject Code Element* and the “D01” option in the *Course Type Element*.

3.3.6 Career-Technical Education Correlated Class Record (CV)

General Guidelines

To form a career-technical program, the Career-Technical Education Correlated Class record is used to indicate the relationship between a Career-Technical anchor (course types VV1, VV2 and VT1) and its

- Associated technical related class (course type VV3) for career field workforce development programs,
- Associated technical related class and/or academic class(es) (course type VV3) for Career Based Intervention, and
- Instructional support time (course type VV3) for GRADS.

One or more Correlated Class Records may be used for a career-technical anchor class. This file is comprised of local classroom codes.

All co-op classes (VV2 course type) MUST be correlated with a technical related class (VV3 course type).

Rules for Determining Anchor/Lab/Co-op, First and Second Academic or Technical Related Correlated Classes for the Career-Technical Education Correlated Class

The Career-Technical Correlated Class Record is used to form a career-technical program by associating the career-technical anchor class with its associated class (es).

Rules for the Anchor/Lab/Co-op Class of a Career-Technical Block:

- The Career-Technical Correlated Class Record must have an Anchor/Lab/Co-op Local Classroom Code with a valid career-technical subject code and career-technical course type.
- The valid Course Types for the Anchor/Lab/Co-op Local Classroom Code are VV1, VV2 and VT1.
- The valid Subject Codes for the Anchor/Lab/Co-op Local Classroom Code are found in Appendix C of this guide under the following headings:

Anchor/Lab/Co-op Subject Codes (VV1, VV2 & VT1 Course Types ONLY)	Does not include subject codes
Environmental and Agricultural Systems (01xxxx)	010001 – Environmental and Agricultural Science
Arts and Communications (04xxxx)	040001 – Arts and Communication Foundation
Health Service Careers Education (07xxxx)	070001 – Foundation for Health Careers
Family and Consumer Sciences (Career Technical) (09xxxx)	090001 – Human Resources/Services Foundation
(Includes GRADS – 090194, 090193,	

Anchor/Lab/Co-op Subject Codes (VV1, VV2 & VT1 Course Types ONLY)	Does not include subject codes
090192)	090101 – Personal Development 090102 – Resource Management 090106 – Family Relations 090107 – Nutrition and Wellness 090108 – Parenting and Child Development 090111 – Life Planning 090112 – Life Planning w/Career Mentorship 090185 – Middle School Work & Family Life
Business and Administrative Services(14xxxx)	140001 – Business and Management Foundation 140200 – Business Information Technology
Manufacturing Technologies(17xxxx)	170002 – Manufacturing Foundations 170003 – Construction Foundations 170004 – Transportation Foundations 172809 – Fundamentals of Public Safety
Career Based Intervention (252525)	NA
Vocational Job Training Coordinating (990371)	NA

Workforce Development Programs – Rules for the Technical Related Correlated Classes of a Career Field Workforce Development Block:

- The *Technical Related Correlated Local Classroom Code Elements* must be Career-Technical Course Type VV3.
- The related correlated Local Classroom Code Subject Code must be a valid Career-Technical subject code for the VV3 course type. The CTE Secondary Workforce Development Program Matrix (Career-Technical and Adult Education Website on ODE) lists workforce development subject codes that are valid as VV3 course type.
- All students enrolled in a correlated technical related class (VV3 course type) must also be enrolled in an approved and funded career field workforce development anchor class (VV1, VV2 or VT1).

Career Based Intervention (CBI) (252525 subject code) – Rules for the First and Second Academic or CBI Related Correlated Classes of a Career-Technical CBI Block:

- The related correlated Local Classroom Code Subject Code may be a related CBI class (252525 subject code), a valid CBI academic subject code or a valid mathematics, science, English/language arts or social studies subject code. The related correlated class must be course type VV3.
- CBI teachers can instruct ONLY academic subjects in which they are age- and subject-appropriate certificated/licensed (e.g., an

elementary certificate (K-8) permits the CBI teacher to teach any academic to 7th-8th grade CBI students only).

- Only CBI technical related or academic VV3 courses taught by one CBI teacher can be correlated. CBI technical related or academic VV3 courses taught by different CBI teachers cannot be correlated.
- All students enrolled in correlated technical related and academic VV3 courses must also be enrolled in that teacher’s approved and funded CBI anchor class (VV1 or VV2).

Graduation, Reality and Dual-role Skills (GRADS) (subject codes 090194, 090193 and 090102) – Rules for the Instructional Support Time Correlated Class of a Career-Technical GRADS Program Block:

- The correlated Local Classroom Codes Subject Code must be Career-Technical Course Type VV3
- The correlated Local Classroom Codes Subject Code must be 090194, 090193 or 090192
- A GRADS teacher must have one (1) Instructional Support Time (Course Type VV3) correlated with one (1) GRADS class taught by that GRADS teacher
- Students must NOT be enrolled in the Instructional Support Time

Career-Technical Education Correlated Class Record Data Elements

The following portion of this section discusses each of the data elements within the Career-Technical Education Correlated Class Record Data. The elements are organized alphabetically.

☀ ANCHOR/LAB/CO-OP LOCAL CLASSROOM CODE ELEMENT

Record Field Number	CV060
Definition	The Anchor/Lab/Co-op local classroom code found on the Course Master record.

VALID OPTION

Alphanumeric code

REPORTING INSTRUCTIONS

Report the Local Classroom Code of the Career-Technical anchor course (course type VV1, VV2 or VT1) in the first column on the State Software EMIS screen EMSVEP (labeled “Anchor/Lab/Coop LCC”).

☀ FIRST CORRELATED ACADEMIC OR TECHNICAL RELATED LOCAL CLASSROOM CODE ELEMENT

Record Field Number	CV070
Definition	The Technical Related local classroom code (or academic local classroom code for Career-Based Intervention; or Instructional Support Time local classroom code for GRADS) from the Course Master Record of the first correlated class.

VALID OPTION

Alphanumeric code Local district classroom code

REPORTING INSTRUCTIONS

Report Local Classroom Code of related course (course type VV3) in second column on the State Software EMIS screen EMSVEP (labeled “First Corr. Academic or Tech. Related LCC”).

☀ SECOND CORRELATED ACADEMIC OR TECHNICAL RELATED LOCAL CLASSROOM CODE ELEMENT

Record Field Number	CV080
Definition	The Technical Related local classroom code (or academic Local Classroom Code for Career Based Intervention; or Instructional Support Time local classroom code for GRADS) from the Course Master Record of the second correlated class.

VALID OPTION

Alphanumeric code Local district classroom code

REPORTING INSTRUCTIONS

Report Local Classroom Code of related course (course type VV3) in the third column on the State Software EMIS screen EMSVEP (labeled “Second Corr. Academic or Tech. Related LCC”).