

# EMIS Reporting Manual

## Chapter 5

### Rules for School District Data Formatting



Version 1.00  
August 17, 2007

EMIS Manual FY 2008  
August 17, 2007



## **5.0 Chapter 5 Revision History**

The revisions for each record in Chapter 5 can be found in the last row of each record.

## 5.1 Table of Contents

<b>5.0 CHAPTER 5 REVISION HISTORY.....</b>	<b>2</b>
<b>5.1 TABLE OF CONTENTS .....</b>	<b>3</b>
<b>5.2 GENERAL DATA CHARACTERISTICS .....</b>	<b>5</b>
<b>5.2.1 BATCH HEADER &amp; TRAILER RECORDS.....</b>	<b>12</b>
<b>5.2.2 STUDENT RECORDS.....</b>	<b>14</b>
5.2.2.1 STUDENT DEMOGRAPHIC RECORD (GI).....	14
5.2.2.2 STUDENT ATTENDANCE RECORD (GK).....	22
5.2.2.3 STUDENT COURSE RECORD (GN).....	26
5.2.2.4 STUDENT PROGRAM RECORD (GQ).....	27
5.2.2.5 OHIO NINTH-GRADE PROFICIENCY TESTING RECORD (GT).....	28
5.2.2.6 GRADUATION-ONLY TEST RECORD (GP).....	31
5.2.2.7 STUDENT ACHIEVEMENT TEST RECORD (GA) .....	33
5.2.2.8 STUDENT OHIO GRADUATION TEST (OGT) RECORD (GX) .....	36
5.2.2.9 CTE STUDENT ASSESSMENT RECORD (GY).....	39
5.2.2.10 STUDENT KINDERGARTEN READINESS ASSESSMENT - LITERACY RECORD (GO) .....	42
5.2.2.11 STUDENT PRESCHOOL ASSESSMENT RECORD (GB) .....	44
5.2.2.12 STUDENT PRESCHOOL ASQ/SE ASSESSMENT RECORD (GS) .....	46
5.2.2.13 STUDENT PRESCHOOL ECO ASSESSMENT RECORD (GM).....	48
5.2.2.14 OHIO TEST OF ENGLISH LANGUAGE ACQUISITION RECORD (GF).....	50
5.2.2.15 STUDENT GIFTED EDUCATION RECORD (GG) .....	53
5.2.2.16 STUDENT SPECIAL EDUCATION RECORD (GE).....	55
5.2.2.17 STUDENT DISCIPLINE RECORD (GD).....	57
5.2.2.18 CTE WORKFORCE DEVELOPMENT FOLLOW-UP RECORD (GV) .....	59
5.2.2.19 STUDENT TRANSFER COURSE RECORD (GC).....	62
5.2.2.20 STUDENT CTE INDUSTRY ASSESSMENT RECORD (GU).....	64
<b>5.3 STAFF RECORDS.....</b>	<b>66</b>
5.3.1 STAFF DEMOGRAPHIC RECORD (CI) .....	66
5.3.2 STAFF EMPLOYMENT RECORD (CK) .....	68
5.3.3 CONTRACTOR STAFF EMPLOYMENT RECORD (CJ).....	72
5.3.4 CONTRACT ONLY STAFF RECORD (CC).....	73
5.3.5 COURSE MASTER RECORD (CN) .....	75
5.3.6 CAREER-TECHNICAL EDUCATION CORRELATED CLASS RECORD (CV).....	79
<b>5.4 DISTRICT AND BUILDING RECORDS.....</b>	<b>80</b>
5.4.1 DISTRICT GENERAL INFORMATION – FALL/OCTOBER (DQ) .....	80
5.4.2 BUILDING GENERAL INFORMATION – FALL/OCTOBER (DF).....	81
5.4.3 DISTRICT GENERAL INFORMATION – YEAREND (DR) .....	84
5.4.4 BUILDING GENERAL INFORMATION – YEAREND (DB).....	85
5.4.5 BUILDING GENERAL INFORMATION – FEBRUARY (DH) .....	88
5.4.6 DISTRICT TESTING- YEAREND (DT) .....	89
5.4.7 DISTRICT GENERAL INFORMATION – FINANCIAL (DD) .....	90
<b>5.5 FINANCIAL DATA .....</b>	<b>91</b>
5.5.1 FINANCIAL FILE DESCRIPTIONS (QC) .....	91
5.5.2 CASH RECORD (QC).....	92
5.5.3 EXPENDITURE RECORD (QC) .....	101
5.5.4 RECEIPT RECORD (QC) .....	102

5.5.5 OPERATIONAL UNIT (OPU) DESCRIPTION RECORD (QC) ..... 103  
5.5.6 FIVE YEAR FORECAST RECORD (QF) ..... 111  
5.5.7 FIVE YEAR FORECAST NOTES RECORD (QN) ..... 112  
**5.6 OPT OPTIONS DEFINITION RECORD (OPT)..... 113**

## 5.2 General Data Characteristics

### File Descriptions

This chapter presents the file descriptions for each of the EMIS records to be transferred to the designated Information Technology Center sites. Each file description includes:

- the data elements,
- their characteristics,
- field number,
- position in the file,
- field size, and
- most field values.

Also included are file descriptions which can be used for field validation.

These file descriptions will be used by individuals responsible for formatting the school district data. Persons responsible for this task may be a vendor, district personnel, designated data acquisition site staff, or the Ohio Department of Education staff involved in the creation or use of the EMIS data.

### Picture Clause Symbols

Symbol	Meaning
X	Alphanumeric field
A	Alphabetic field
9	Numeric field
V	Indicates position of assumed decimal point; used only in numeric fields, does not count toward data item size.
S	Operational sign. Used only in numeric fields. All signed number fields must use a trailing separate character.

### Formatting Rules and Notes

Unless otherwise stated, **alphanumeric fields** must be left justified and filled with trailing spaces.

**Numeric fields** must be right justified and filled with leading zeroes.

All signed numeric fields must contain a trailing separate sign character. The sign character immediately follows the numeric digits. The sign character must be either a "+" or "-" (ASCII values 44 and 46 respectively). For example, the picture S9(9)V99(s) represents 11 numeric digits followed by a sign field. This field would have a total size of 12 bytes.

For **date fields**, CCYYMMDD represents the required format for the date. For example, the value for May 2, 2006 is 20060502.

For **time fields** (shown as HHMM or HHMM) enter the hours, minutes and “A” for A.M. or “P” for P.M. For example, 8:00 in the morning is entered as 0800A; 6:00 in the evening is 0600P.

A field format of **Y/N** indicates that the field is entered as either “Y” or “N.”

Areas defined as “**Filler**” are blank areas to pad records to an appropriate size. These areas should be left blank (filled with spaces) and are reserved for use in the future.

**Employee Name format** (element on the Staff-Demographics file): Last name and appendage (if any) followed by a comma (,); then first and middle name or initial. Maiden name may also be specified in place of the middle name. The following are examples of valid formats for this element:

Smith, John E  
Smith Sr., Mark A  
Jones, Susan

### Leaving Fields Unspecified

A record may have some fields unspecified. The software used at the data collection site will be capable of ignoring certain fields. If a field is filled entirely with commercial at-signs (@), the field will be ignored and will not be loaded into the district’s EMIS database.

This might be useful if the software system producing the record does not contain sufficient information to complete the entire record. In this case, the software system producing the detail record should fill all unknown fields with “@”.

NOTE: This does not imply that the data is optional. The fields will be provided from another source.

For example, a student attendance system may not contain information about in-school suspensions that is contained in a student discipline tracking system. The attendance system could produce a detail EMIS attendance record with the attendance and absence fields completed and the In-school Suspension field filled with at-signs (@). The discipline tracking system would likewise produce a record with in-school suspension fields completed and attendance fields filled with at-signs.

When these two files are loaded into the designated data acquisition site’s computer system, the fields containing at-signs will be ignored. Records with matching key values will be merged into a single record.

To work properly, the “key” fields for each record type must be properly specified. The “key” fields are ones that can be used to uniquely identify each record. These fields are identified in the table below. For example, the student ID must not contain at-signs.

Furthermore, the key fields from the various systems producing EMIS files must use the same values to identify records. In the above example, the attendance system and discipline tracking system must use matching student IDs to identify students.

### EMIS Identifying Fields

The following table contains fields for each record type that are considered “key” fields. Key fields are those that can be used to uniquely identify each record. These fields are the minimum numbers of fields that must be specified for the record to be considered valid. Student software packages that use @ as a common protocol to indicate further use of a field should not use @ in any key field. Identifying fields cannot contain at-signs (@).

NOTE: The tables referred to above, does not imply that the data are optional for EMIS reporting. It is expected that the data will be supplied from another source.

The State Student ID (SSID) is required in the Student Demographic Record for all students and in the student Proficiency-Only Record for any student who completed high school courses after June 30, 2003. All other student ID’s are those supplied by the local student management software and will be replaced with the State Student ID during the aggregation process at the Information Technology Center Site. In the file layouts these other student ID’s are called EMIS Student IDs. This element is the district-determined number used by districts for student tracking.

For student, staff and financial records, the first 31, 31 and 35 positions respectively of each record are always required. The elements listed in the table below are in addition to the preliminary parts of each record.

### Terms Used

**Sort Type** identifies the record type. I.e., CI (Staff Demo), CK (Staff Job), GQ (Student Program), GG (Gifted), etc. It is 2 characters in length. The sort type is critical and basically determines which type of data is on the record. The EMIS loading programs will use this to determine which file the records are to be loaded. For example, a GI record will be loaded into the Student Demographic record and the GI record layout is assumed for all of the fields being loaded.

The **record format indicator** is what is used to distinguish between versions of the file layouts. Every time a new field is added to the specific layout the record format indicator should be advanced to the next letter. This is how the State Software Development Team loading programs maintain a backwards compatibility with earlier file layouts.

## EMIS Identifying Fields by Record

**Table 1 Batch Header and Trailer**

Record Name	Record	Required Fields	Number
Batch header and trailer		All fields required	

**Table 2 Student Records**

Record Name	Record	Required Fields	Number
Student Demographic	GI	EMIS Student ID	GI050
Student Attendance	GK	EMIS Student ID	GK050
Student Proficiency Testing	GT	EMIS Student ID Test Grade level Subject Type	GT050 GT200 GT205
Graduation ONLY	GP	EMIS Student ID Number	GP050
Student Achievement Testing	GA	EMIS Student ID Test Grade level Subject Type Test Date	GA050 GA200 GA205 GA210
Student OGT Testing	GX	EMIS Student ID Test Grade level Subject Type Test Date	GX050 GX200 GX205 GX210
CTE Student Testing	GY	EMIS Student ID Number	GY050
Kindergarten Readiness Assessment	GO	Student ID Subject Type Test Date	GO050 GO205 GO210
Preschool Assessment	GB	Student ID Test Grade level Test Date	GB050 GB200 GB210
Ohio Test of English Language Acquisition Record	GF	Student ID Test Date	GF050 GF210
Preschool ASQ/SE Assessment	GS	Student ID Test Level Test Date	GS050 GS200 GS210
Preschool ECO Assessment	GM	Student ID Assessment Area Test Date	GM050 GM200 GM210
Student Course Record	GN	Student ID Local Classroom Code	GN050 GN080
Student Program Record	GQ	Student ID Program Code	GQ050 GQ060
Student Discipline	GD	Date of Discipline Type of Discipline Sequence Number	GD060 GD070 GD085



Record Name	Record	Required Fields	Number
Student Gifted Record	GG	EMIS Student ID Number	GG050
Student CTE Industry Assessment	GU	EMIS Student ID CTE Industry Assessment Code	GU050 GU060
CTE Workforce Development Follow-up	GV	EMIS Student ID Number	GV050
Student Special Education Record	GE	EMIS Student ID Number Date Indicator Date	GE055 GE100 GE110
Student Transfer Course	GC	EMIS Student ID Subject Code Fiscal Year Credit Earned Credit Transferred from-District IRN	GC050 GC060 GC090 GC110

**Table 3 Staff Records**

Record Name	Record	Required Fields	Number
Staff Demographics	CI	Employee ID	CI050
Staff Employment	CK	Employee ID Position Code Local Contract Code	CK050 CK060 CK250
Contractor Staff Employment	CJ	Employee ID Position Code Contracting District IRN Local Contract Code	CJ050 CJ060 CJ070 CJ090
Contractor Only Staff Record	CC	Federal Tax ID Position Code Local Contract Code Position Fund Source Element	CC050 CC070 CC080 CC130
Staff Course Master	CN	Local Classroom Code	CN060
Staff CTE Correlated Class Record	CV	Local Classroom Code First Correlated Classroom Second Correlated Classroom	CV060 CV070 CV080

**Table 4 Building/District Records**

Record Name	Record	Required Fields	Number
District General Information Fall/October	DQ	District IRN	DQ040
Building General Information Fall/October	DF	Building IRN	DF050
District General Information - Yearend	DR	District IRN	DR040
Building General Information - Yearend	DB	Building IRN	DB050

<b>Record Name</b>	<b>Record</b>	<b>Required Fields</b>	<b>Number</b>
Building General Information - February	DH	Building IRN	DH050
District Testing - Yearend	DT	Grade Level Administered Local Assessment Number	DT050 DT060
District General Information Financial	DD	District IRN	DD040

**Table 5 Financial Records**

Record Name	Record	Required Fields	Number
CASH RECORD		Cash Receipts Fund	QC110
		Special Cost Center	QC120
Expenditure record		Fund	QC110
		Special Cost Center	QC120
		Function	QC130
		Object	QC140
		Subject	QC150
		Operational unit	QC160
		Instructional level	QC170
		Job	QC180
Receipt Record		Fund	QC110
		Special cost center	QC120
		Receipt	QC310
		Subject	QC150
		Operational unit	QC160
Operational Unit description		Operational unit	QC160
Exhibit 1		(None beyond position 35)	
Statement J		(None beyond position 35)	
Statement K		(None beyond position 35)	
Statement L		(None beyond position 35)	
Statement M		(None beyond position 35)	
Statement N – Tax Val./Receipt		(None beyond position 35)	
Statement N – Tax Rates		(None beyond position 35)	
Schedule of Federal Assistance Summary		(None beyond position 35)	
Schedule of Federal Assistance Detail		CFDA number	QC780
Statement R (header)		(None beyond position 35)	
Statement R (description)		(None beyond position 35)	
Statement S		(None beyond position 35)	
Spending Plan		(None beyond position 35)	
Five Year Forecast		Category/Line Number	QF050
Five Year Forecast Notes		Line Number	QN050

NOTE: While these are key fields, they may contain blanks. This is to identify the record layout. Changes causing a modification to the structure of an existing element or the addition of a new element will result in the creation of a new record format indicator.

## 5.2.1 BATCH HEADER & TRAILER RECORDS

Each file (batch) that is transmitted to a designated Information Technology Center must contain a header and trailer record. These records assist the Information Technology Center in validating the reporting district and batch of records.

### Batch Header Record - Sort Type “H” (space H)

Number	Position	Name	PIC/Size
H001	1-7	Record Number	PIC 9(7)
H005	8	Record Status	PIC X
		A-Add/Update	
H010	9-10	Sort Type	PIC X(2)
		“H” Header Record (space followed by H)	
H015	11	Record Format Indicator	PIC X
		“G” to indicate Format G	
H020	12-15	Fiscal Year e.g. 2008 (CCYY)	PIC X(4)
H030	16	Reporting Period	PIC X
		A – All	
H040	17-22	District IRN	PIC X(6)
H050	23-30	File Date (The date that this batch of records was prepared, formatted as CCYYMMDD)	PIC 9(8)
H060	31-36	File Time (The time that this batch of records was prepared, formatted as HHMMSS)	PIC 9(6)
	37-56	Filler (reserved by ODE)	PIC X(20)
	57-96	User/Vendor Defined Area (Optional) This area may be used by the producer of the file to include other information about the file. This field should contain only printable characters.	PIC X(40)
	97-300	Filler	PIC X(204)

NOTE: The Filler size at the end of the record depends on the record size of the records included in the batch. The size of the header record must match the size of the records being reported in the batch.

### Batch Trailer Record - Sort Type “T” (space T)

Number	Position	Name	PIC/Size
T001	1-7	Record Number	PIC 9(7)
T005	8	Record Status	PIC X
		A-Add/Update	
T010	9-10	Sort Type	PIC X(2)
		“T” Header record (space followed by T)	
T015	11	Record Format Indicator	PIC X
		“G” to indicate Format G	
T020	12-15	Fiscal Year e.g. 2008 (CCYY)	PIC X(4)
T030	16	Reporting Period	PIC X

Number	Position	Name	PIC/Size
		A-All	
T040	17-22	District IRN	PIC X(6)
T050	23-30	File Date (The date that this batch of records was prepared, formatted as CCYYMMDD)	PIC 9(8)
T060	31-36	File Time (The time that this batch of records was prepared, formatted to HHMMSS)	PIC 9(6)
T070	37-43	Record Count The number of records in this batch including the header and trailer records.)	PIC 9(7)
T080	44-50	Checksum of record numbers This field should contain an arithmetic total of all the record numbers (position 1-7) in this batch, including the Header and Trailer records. Truncated on left to 7 digits.)	PIC 9(7)
T090	51-56	Checksum of IRNs	PIC 9(6)
		This field should contain an arithmetic total of all IRNs in positions 17-22 from each record in this file, including header and trailer records. IRNs in positions other than 17-22 should not be included. Truncated on left to 6 digits.	
	57-96	User/Vendor Defined Area (Optional) This area may be used by the producer of the file to include other information about the file. This field should contain only printable characters. Note that the value of this field does not have to match that of the header record.	PIC X(40)
	97-300	Filler	PIC X(204)

NOTE: The Filler size at the end of the record depends on the size of the records included in the batch. The size of the trailer record must match the size of the records being reported in the batch.

## 5.2.2 STUDENT RECORDS

### 5.2.2.1 STUDENT DEMOGRAPHIC RECORD (GI)

One record should be reported per student for each district for each reporting period.

Number	Position	Name	PIC/SIZE
GI001	1-7	Record Number	PIC 9(7)
GI005	8	Record Status	PIC X
		A-Add/Update	
GI010	9-10	Sort Type	PIC X(2)
		Always "GI"	
GI015	11	Record Format Indicator	PIC X
		"J" to indicate Format J	
GI020	12-15	Fiscal Year e.g. 2008 (CCYY)	PIC X(4)
GI030	16	Reporting Period	PIC X
		K - October M - December C - February N - Yearend	
GI040	17-22	Building IRN	PIC X(6)
GI050	23-31	EMIS Student ID Number	PIC X(9)
GI070	32-39	Date of Birth (CCYYMMDD)	PIC 9(8)
GI080	40	Gender	PIC X
		M - Male F - Female	
GI090	41	Racial/Ethnic Group	PIC X
		W - White (non-Hispanic) B - Black (non-Hispanic) H - Hispanic A - Asian or Pacific Islander I - American Indian or Alaskan Native M - Multiracial	
GI100	42-47	Legal District of Residence	PIC X(6)

GI120	48	Student Status	PIC X
		<p>0 - Resident student (Legal resident of district)</p> <p>1 - In-state, non-resident tuition student</p> <p>2 - In-state, non-resident career-technical contract student</p> <p>3 - In-state, non-resident, non-tuition, non-contract student</p> <p>4 - Out-of-state, tuition student</p> <p>5 - Out-of-state, non-tuition student</p> <p>6 - In-state student attending nonpublic school</p> <p>7 - Non-resident student residing with grandparent</p> <p>8 - Non-resident student in his/her senior year</p> <p>9 - Non-resident, Open Enrollment Student; Inter-district</p> <p>A - Non-resident student - Parent is a district employee</p> <p>B - Non-resident, student attending a special education program</p> <p>C - Foster placed or court placed student with a relative</p> <p>D - Non-resident student with Direct Pay Tuition (non-SF14, parent pays)</p> <p>F - Non-enrolled student Receiving Career Technical Evaluation services only</p> <p>H - ESC providing instruction and related services in name of legal district of residence (Only used by ESC for preschool)</p> <p>I - Student receiving non- Instructional, supplementary or related services</p> <p>M - Student attending a Community School</p> <p>P - Resident or non-resident Student court-ordered into institutional placements other than foster care</p> <p>S - Superintendent Agreement for student</p> <p>T - Student placed in institution non-court ordered</p> <p>U - Student attending State-supported school (OSB, OSD, DYS)</p> <p>W - Non resident student – Attending under Title I public school choice [Student is attending another district than he/she normally would attend, due to Title I public school choice (No Child Left Behind Act of 2001, PL 107- 110, Section 1116).]</p> <p>Z Autism Scholarship Program Participant  Student is a resident of the district but has elected to participate in the Autism Scholarship Program (per ORC 3310.41).</p>	

GI130	49-50	Grade Level	PIC X(2)
		UG - No grade level IN - Infant/Toddler (Ages 0-2) PS - Preschool (Ages 3-5) 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 13 - Enrolled, completed course requirements but has not passed graduation test 23 - Student who has been identified as having a disability condition, who has completed graduation requirements and elects to remain for further training, is under age 22, and has not graduated.	
GI140	51-52	Grade Level, Next Year	PIC X(2)
		** - Not applicable UG - No grade level IN - Infant/Toddler (Ages 0-2) PS - preschool (Ages 3-5) KG - Kindergarten 01/12 - First through twelfth grade 13 - Enrolled, completed course requirements but did not pass proficiency 23 - Student with disability condition who has completed graduation requirements and elects to remain for further training GR - Student will complete educational requirements DR - Student has dropped out, is not is enrolled and not known to be enrolled anywhere	
GI150	53-55	Student Percent of Time	PIC 9(3)



GI160	56-57	Disability Condition	PIC X(2)
		** - Not applicable 01 - Multiple Disabilities (other than Deaf-Blind) 02 - Deaf-Blindness 03 - Deafness (Hearing Impairments) 04 - Visual Impairments 05 - Speech and Language Impairments 06 - Orthopedic Impairments 08 - Emotional Disturbance (SBH) 09 - Cognitive Disabilities 10 - Specific Learning Disabilities 11 - Preschool child with disability 12 - Autism 13 - Traumatic Brain Injury (TBI) 14 - Other Health Impaired (Major) 15 -Other Health Impaired (Minor)	
GI170	58	Disadvantagement	PIC X
		* - Not applicable 1 - Economic disadvantage 2 - Academic disadvantage (CTE students only) 3 - Both Economic and Academic disadvantage (CTE students only)	
GI190	59	Homeless Status	PIC X
		* - Not applicable A - Homeless Shelter B - Unsheltered C - Doubled-up F - Abandoned I - Hotel/Motel J - Other U - Unknown	
GI230	60	Limited English Proficiency	PIC X

		<p>N – No, the student is not of Limited English Proficiency  Y – Yes, Limited English Proficient student who has been enrolled in U.S. schools for more than 180 school days  OR  Previously exempted from taking the spring administration of either of the State’s English language Arts assessments (reading or writing).</p> <p>L – LEP – Enrolled in U.S. Schools for First Time  A recently arrived Limited English Proficient student who has been enrolled in US schools for <b>no</b> more than 180 school days  AND  <b>Not</b> previously exempted from taking the spring administration of either of the State’s English language Arts assessments (reading or writing).</p> <p>M– LEP – Trial-Mainstream, the student is of Limited English Proficiency and in his/her trial-mainstream period.</p>	
GI240	61	Migrant Status (Y/N)	PIC X

	62-64	Filler	PIC X(3)
GI270	65-67	Native Language	PIC X(3)
		ENG - (default)- English ALB - Albanian AMH - Amharic ARA - Arabic CAM - Cambodian CAN - Cantonese CRE - Creole (French) GER - German HMG - Hmong JPN - Japanese KOR - Korean LAO - Laotian NAV - Navajo PTG - Portuguese ROM - Romanian RUS - Russian SBC - Serbo Croat SOM - Somali SPN - Spanish TAG - Tagalog TRI - Trigriyan UKR - Ukrainian VTM - Vietnamese OTH - Other	
	68	Filler (GI280)	PIC X
GI310	69-77	State Student ID (SSID)	PIC X(9)
GI320	78-85	Special Education Exit Date (format CCYYMMDD)	PIC X(8)
GI330	86-115	First Name (Optional)	PIC X(30)
GI340	116-145	Middle Name (Optional)	PIC X(30)
GI350	146-175	Last Name (Optional)	PIC X(30)
GI360	176-205	Student Birth Place City (Optional)	PIC X(30)
GI370	206-207	State Equivalent Grade Level	PIC X(2)

		<p>** - Not applicable          IN - Infant/Toddler (Ages 0-2)          PS - preschool (Ages 3-5)          KG - Kindergarten          01/12 - First through twelfth grade          13 - Enrolled, completed course requirements but did not pass proficiency          23 - Student with disability condition who has completed graduation requirements and elects to remain for further training is under age 22 and has not graduated.</p>	
	208-212	Filler	PIC X (5)
GI430	213	Student being served by 504 Plan (Y/N)	PIC X
	214-224	Filler	PIC X(11)
GI480	225	<p>Homeless Unaccompanied Youth          * - Not applicable          N - No          Y – Yes</p>	PIC X
GI490	226-231	<p>Limited English Proficient Reclassification Date          000000 – Not Applicable          CCYYMM – Date</p>	PIC X(6)

GI500	232	Student Admission Reason	PIC X
		1 - Student transferred from Home School in Ohio. 2 - Student transferred from out of state/out of country. 3 - Student transferred from a nonpublic school in Ohio. 4 - Student enrolling for first time in Ohio public school/community school because of age (Preschool/Kindergarten). 5 - Not enrolled in an Ohio public district or community school since 2003 for a reason other than listed above. 6 - Transferred from another Ohio public district / community school. 7 - Not newly enrolled in this school district.	
GI510	233	Preschool Poverty Level	PIC X
		A – 0-100% B – 101-125% C – 126-150% D – 151-175% E – 176-185% F – 186-200% G - 200+ N – Not a preschool student P – Parent Income Level not requested or provided.	
GI520	234	Acceleration-Writing	PIC 9
GI530	235	Acceleration-Reading	PIC 9
GI540	236	Acceleration-Mathematics	PIC 9
GI550	237	Acceleration-Social Studies	PIC 9
GI560	238	Acceleration-Science	PIC 9
	239-300	Filler	PIC X (62)
		Notes: <ul style="list-style-type: none"> <li>• Adjusted option definitions GI230</li> <li>• Removed GI250-Prior Disability Condition</li> <li>• Adjusted wording that made GI500 optional</li> <li>• Added option “Z” and removed option "L" for GI120</li> </ul>	

### 5.2.2.2 STUDENT ATTENDANCE RECORD (GK)

One record should be reported per student for each district for each reporting period.

Number	Position	Name	PIC/Size
GK001	1-7	Record Number	PIC 9(7)
GK005	8	Record Status	PIC X
		A-Add/Update	
GK010	9-10	Sort Type	PIC X(2)
		Always "GK"	
GK015	11	Record Format Indicator	PIC X
		"I" to indicate Format I	
GK020	12-15	Fiscal Year e.g. 2008 (CCYY)	PIC X(4)
GK030	16	Reporting Period	PIC X
		K - October M - December C - February N - Yearend	
GK040	17-22	Building IRN	PIC X(6)
GK050	23-31	EMIS Student ID Number	PIC X(9)
GK080	32-39	Admission Date CCYYMMDD	PIC 9(8)
GK110	40-44	Attendance Days	PIC 999V99
GK120	45-49	Excused Absence Days	PIC 999V99
GK130	50-54	Unexcused Absence Days	PIC 999V99
GK140	55-56	Corporal Punishment	PIC 9(2)
GK230	57-64	Date of District Withdrawal/Dropout/Truancy Proceedings 00000000 - Not applicable CCYYMMDD - Date	PIC 9(8)
GK240	65-66	Withdrawal/Dropout/Truancy Reason	PIC X(2)
		** - Not applicable (did not withdraw/was not truant) 36 – Withdrew from Preschool Preschool student has withdrawn from the preschool program (for any reason). 37 – Withdrew from Kindergarten 40 - Transferred to another School District Outside of Ohio (transcript request on file) 41 - Transferred to another Ohio School District – local, exempted village or city (transcript request on file) 42 - Transferred to a private school (transcript request on file) use for Ed Choice Students 43 - Transferred to home schooling	

Number	Position	Name	PIC/Size
		(superintendent's approval on file) 45 - Transferred by Court Order/Adjudication (If Court has designated a public district other than yours as district responsible for paying for the education) 46 - Transferred out of the United States 47 - Withdrew pursuant to Yoder vs. Wisconsin 48 - Expelled 51 - Verified Medical Reasons (doctor's authorization on file) 52 - Death 71 - Withdrew due to truancy/nonattendance 72 - Pursued employment/work permit (Superintendent's approval on file) 73 - Over 18 years of age 74 - Moved: not known to be continuing 75 - Student completed course requirements but did <b>NOT</b> pass the appropriate statewide assessments required for graduation. 99 – Completed high school graduation requirements – student completed course requirements and passed the appropriate statewide assessments required for graduation.	
GK250	67-70	Graduation Credit Units (9-12)	PIC 99V99
GK260	71-78	Diploma Date	PIC 9(8)
		00000000 - Not Applicable CCYYMMDD Date	
GK270	79	Diploma Type	PIC X
		* - Not Applicable 1 - Regular Diploma 2 - Diploma with Honors	
	80	Filler (GK380)	PIC X
GK300	81-86	Attending/Home District IRN	PIC X(6)
GK305	87	Attending/Home District IRN Indicator	PIC X
		0 - Resident district of student 1 - District that a tuition student is attending 2 - District providing contract career-technical education to a student attending 3 - Joint Vocational School District instructing student 4 - Educational Service Center cooperative instructing student 5 - Postsecondary institution that student attends	

Number	Position	Name	PIC/Size
		6 - MR/DD or state school which student attends 7 - Public district providing Special Education to the student (not ESC) 8 - Departments of Youth Services or Rehabilitation and Corrections facility that student is attending 9 - Proprietary institution that student is attending C - Foster placed or court-placed with a relative E - Open Enrollment district that student is attending P - All court-ordered institutional placements other than foster care S - Student Attending – Superintendent Agreement per 3313.64 ORC T - All institutional placements that are not court ordered or foster care V - Chartered nonpublic school that student attends as part of the Cleveland Scholarship and Tutoring Program W - District that student is attending under Title I public school choice	
GK310	88	Non-Attending Reason	PIC X
		* - Not applicable 1 - Personal illness 2 - Illness in the family 3 - Quarantine of home 4 - Death of relative 6 - Observance of religious holiday 7 - Superintendent’s judgment 8 -Medical or Dental Appointment 9 -College Visitation	
GK320	89-94	Majority of Attendance IRN	PIC X(6)
GK330	95	Retained Status	PIC X
		* - Student was not retained in the previous school year 1 - Student was retained at end of the previous school year, and is still retained 2 - Student was retained at the end of the previous school year, but advanced because of successful completion of summer school 3 - Student was retained at the end of the previous school year, but advanced at parent’s request. 4 - Student was retained at the end of the previous	



Number	Position	Name	PIC/Size
		school year, but advanced for a reason other than completion of summer school or parent's request	
	96	Filler (GK340)	
GK360	97-102	Accountability IRN	PIC X(6)
	103-114	Filler (GK370 & GK390)	PIC X(12)
GK400	115-118	Fiscal year student began 9 <sup>th</sup> grade (CCYY) 0000 Not Applicable	PIC 9(4)
GK410	119-120	Attendance Pattern FE – Full Day, Every Day FO – Full Day, Every Other Day HE – Half Day, Every Day HO – Half Day, Every Other Day AS – Alternative Schedule NA – Not Applicable	PIC X(2)
GK420	121-121	OGT Graduation Alternative	PIC 9
		0 Not used	
		1 Used for one test not yet passed	
	122-300	Filler	PIC X(179)
		Notes <ul style="list-style-type: none"> <li>• Removed option 'M' - GK305</li> <li>• Removed Career Passport- GK340</li> <li>• Adjusted options to GK310</li> <li>• Removed GK390</li> </ul>	

### 5.2.2.3 STUDENT COURSE RECORD (GN)

There can be multiple records for one student if a student has four or more subjects.

Number	Position	Name	PIC/Size
GN001	1-7	Record Number	PIC 9(7)
GN005	8	Record Status	PIC X
		A-Add/Update	
GN010	9-10	Sort Type	PIC X(2)
		Always GN	
GN015	11	Record Format Indicator	PIC X
		“H” to indicate Format H	
GN020	12-15	Fiscal Year e.g. 2008 (CCYY)	PIC X(4)
GN030	16	Reporting Period	PIC X
		K – October C - February N - Yearend	
GN040	17-22	District IRN	PIC X(6)
GN050	23-31	EMIS Student ID Number	PIC X(9)
	32-103	Subject Information (OCCURS 3 TIMES)	
GN080		Local Classroom Code	PIC X(20)
GN090		Course Status	PIC X
		0 - Active 1 - Inactive	
GN150		High School Credit Earned	PIC X
		Y – The student received credit for the course. N – The student did not receive credit for the course * - Course does not earn high school credit	
GN130		CTE Concentrator (Y/N)	PIC X
		N - No (Default) Y - Yes	
		Filler (GN140)	PIC X
	104-300	Filler	PIC X(194)
		NOTE: Deleted GN140 Added GN150	

### 5.2.2.4 STUDENT PROGRAM RECORD (GQ)

This record should be reported for any student receiving programs and services listed in Appendix E.

The Employee ID field is required for students reported with:

- 305003 Career Assessment program code
- 206XXX series of Gifted program codes
- 220100 Preschool Itinerant Services

In addition; if a district contracts with an EMIS reporting entity, such as an ESC, to provide any services or programs to students, the IRN of the entity providing the service should be reported in the Program Provider IRN element.

Please refer to Chapter 2 and Appendix A for more detailed reporting instructions.

Number	Position	Name	PIC/Size
GQ001	1-7	Record Number	PIC 9(7)
GQ005	8	Record Status	PIC X
		A-Add/Update	
GQ010	9-10	Sort Type	PIC X
		Always "GQ"	
GQ015	11	Record Format Indicator	PIC X
		"J" to indicate Format J	
GQ020	12-15	Fiscal Year e.g. 2008 (CCYY)	PIC X(4)
GQ030	16	Reporting Period	PIC X
		K - October M - December C - February N - Yearend	
GQ040	17-22	Building IRN	PIC X(6)
GQ050	23-31	EMIS Student ID Number	PIC X(9)
GQ060	32-37	Program Code (See Appendix E)	PIC X(6)
GQ070	38-46	Employee ID	PIC X(9)
	47-52	Filler	PIC X(6)
GQ090	53-58	Program Provider IRN	PIC X(6)
	59-300	Filler	PIC X(242)
		No changes in FY2008	

## 5.2.2.5 OHIO NINTH-GRADE PROFICIENCY TESTING RECORD (GT)

Please refer to Chapter 2 for more detailed reporting instructions.

Number	Position	Name	PIC/Size
GT001	1-7	Record Number	PIC 9(7)
GT005	8	Record Status	PIC X
		A-Add/Update	
GT010	9-10	Sort Type	PIC X(2)
		Always "GT"	
GT015	11	Record Format Indicator	PIC X
		"H" to indicate Format H	
GT020	12-15	Fiscal Year e.g. 2008 (CCYY)	PIC X(4)
GT030	16	Reporting Period	PIC X
		N – Yearend	
GT040	17-22	Building IRN	PIC X(6)
GT050	23-31	EMIS Student ID Number	PIC X(9)
GT200	32-33	Test Grade Level	PIC 9(2)
GT205	34	Subject	PIC X
GT210	35-40	Test Date (CCYYMM)	PIC X(6)
GT215	41-43	Required Test Type	PIC X(3)
GT220	44-45	Grade Level of Student at Time of Test	PIC X(2)
GT225	46-47	Type of Accommodation	PIC X(2)
GT230	48-50	Scaled Score	PIC X(3)
GT235	51	Reason Test Not Taken	PIC X
	52-54	Filler	PIC X(3)
GT245	55-56	Attempt	PIC 9(2)
GT250	57	Test Required for Graduation	PIC X
	58-59	Filler	PIC XX
GT280	60-65	Building IRN - Spring Test Administration	PIC X(6)
	66-300	Filler	PIC X(235)
		Test Grade Level (VALID OPTION): 09 – 9 <sup>th</sup> Grade Proficiency Test	
		Subject Type (VALID OPTIONS): R - Reading W - Writing M - Mathematics C - Social Studies/Citizenship S – Science	

Number	Position	Name	PIC/Size
		Grade Level of Student at Time of Test (VALID OPTIONS): 08, 09, 10, 11, 12, 13, and 23	
		Required Test Type (VALID OPTIONS): STR- Standard (regular) ALT-Alternate Assessment (IEP-based alternate assessment) as required by IEP NRP-Not required in this district due to part-time student status, home school, nonpublic school NRF-Not required (all tests) – foreign exchange student – student does not plan to receive high school diploma in Ohio NRL- Not required (Citizenship test only) – foreign exchange student plans to leave country (United States) after graduation. MOV-Student moved in or out of district before test administered	
		Type of Accommodations (VALID OPTIONS): ** - Not Applicable No Y1 – Yes, 504 Y2 – Yes, IEP	
		Scaled Score (VALID OPTIONS): <b><u>Standard Test Format</u></b> *** Student did not take the test 0-499 Scaled Score is reported for students who took the standard format test INV May be assigned to students who have taken the test, but for whose test was for good cause, invalidated by the Ohio Department of Education or the school district <b><u>Alternate Assessment</u></b> *** Student did not take the test AAA Exceptional Progress BBB Expected Progress CCC Adequate Progress DDD Limited Progress	
		Reason Test NOT Taken (VALID OPTIONS): * – Not Applicable A – Medical	

Number	Position	Name	PIC/Size
		B – Parent Refusal C – Student Refusal D – Suspension/Expulsion E – Truancy F – Other	
		Test Required for Graduation (Reported for students for whom the 9 <sup>th</sup> grade proficiency test is still required for graduation.) (VALID OPTIONS): * – Not Applicable N – No Y – Yes	
		Notes: <ul style="list-style-type: none"> <li>• Added options to Required Test Type- ALT,NRP,NRF,NRL,MOV; removed NRE</li> <li>• Adjust valid options to Scaled Score Element</li> </ul>	

### 5.2.2.6 GRADUATION-ONLY TEST RECORD (GP)

Report one record per individual student. Use only for students who have completed graduation requirements, are **no longer enrolled** in the district, and have been granted a diploma by the reporting district.

Number	Position	Name	PIC/Size
GP001	1-7	Record Number	PIC 9(7)
GP005	8	Record Status	PIC X
		A-Add/Update	
GP010	9-10	Sort Type	PIC X(2)
		Always "GP"	
GP015	11	Record Format Indicator	PIC X
		"G" to indicate Format G	
GP020	12-15	Fiscal Year e.g. 2008 (CCYY)	PIC X(4)
GP030	16	Reporting Period	PIC X
		N - Yearend	
GP040	17-22	IRN of Building giving test	PIC X(6)
GP050	23-31	EMIS Student ID Number	PIC X(9)
GP060	32-73	Student Name (optional)	PIC X(42)
		Format: Last Name Appendage, First Middle/Maiden or Initial	
GP070	74	Gender	PIC X
GP080	75	Racial/Ethnic Group	PIC X
GP090	76-81	Courses Completed Date (CCYYMM)	PIC 9(6)
GP100	82-87	Courses Completed IRN (Where student completed course requirements)	PIC X(6)
GP110	88	Reading Test Score	PIC X
GP120	89	Writing Test Score	PIC X
GP130	90	Mathematics Test Score	PIC X
GP140	91	Social Studies/Citizenship Test Score	PIC X
GP150	92	Science Test Score	PIC X
GP160	93-100	Diploma Date (CCYYMMDD)	PIC 9(8)
GP170	101-103	Reading Scaled Score	PIC X(3)
GP180	104-106	Writing Scaled Score	PIC X(3)
GP190	107-109	Mathematics Scaled Score	PIC X(3)
GP200	110-112	Social Studies/Citizenship Scaled Score	PIC X(3)
GP210	113-115	Science Score	PIC X(3)
GP220	116-124	State Student ID (SSID) (Required for student who completed high school courses after June 30, 2003)	PIC X(9)
	125-300	Filler	PIC X(176)
		Graduation-ONLY Test Score (VALID OPTIONS):	

Number	Position	Name	PIC/Size
		2 - Passed, OPT 3 - Excused from consequences 5 - Passed, OGT 6 - Met OGT graduation alternative criteria	
		Racial/Ethnic Group (VALID OPTIONS): W - White (Non-Hispanic) B - Black (Non-Hispanic) H - Hispanic A - Asian or Pacific Islander I - American Indian or Alaskan Native M – Multiracial	
		Gender(VALID OPTIONS): M - Male F – Female	
		Notes: <ul style="list-style-type: none"> <li>• Changed record name from ‘Ohio Proficiency’ to ‘Graduation’</li> <li>• Removed options 1 and 4 from Test Score valid options</li> <li>• Added option 6 to Test Score valid options</li> </ul>	



### 5.2.2.7 STUDENT ACHIEVEMENT TEST RECORD (GA)

Please refer to Chapter 2 for more detailed reporting instructions.

Number	Position	Name	PIC/Size
GA001	1-7	Record Number	PIC 9(7)
GA005	8	Record Status	PIC X
		A-Add/Update	
GA010	9-10	Sort Type	PIC X(2)
		Always "GA"	
GA015	11	Record Format Indicator	PIC X
		"H" to indicate Format H	
GA020	12-15	Fiscal Year e.g. 2008 (CCYY)	PIC X(4)
GA030	16	Reporting Period	PIC X
		N -Yearend	
GA040	17-22	Building IRN	PIC X(6)
GA050	23-31	EMIS Student ID Number	PIC X(9)
GA200	32-33	Test Grade Level	PIC X(2)
GA205	34	Subject	PIC X
GA210	35-40	Test Date (CCYYMM)	PIC X(6)
GA215	41-43	Required Test Type	PIC X(3)
GA220	44-45	Grade Level of Student at time of Test	PIC X(2)
GA225	46-47	Type of Accommodation	PIC X(2)
GA230	48-50	Scaled Score	PIC X(3)
GA235	51	Reason Test Not Taken (Waiver Reason)	PIC X
GA240	52-54	Raw Score	PIC X(3)
	55-56	Filler	PIC XX
GA280	57-62	Building IRN - Spring Test Administration	PIC X(6)
	63-300	Filler	PIC X(238)
		Test Grade Level (VALID OPTIONS): 03 – 3rd Grade Achievement Test 04 – 4th Grade Achievement Test 05 – 5th Grade Achievement Test 06 – 6 <sup>th</sup> Grade Achievement Test 07 – 7th Grade Achievement Test 08 – 8th Grade Achievement Test	

Number	Position	Name	PIC/Size
		Subject Type (VALID OPTIONS): R -Reading (3rd, 4th, 5th, 6 <sup>th</sup> , 7 <sup>th</sup> , & 8th grade only) W - Writing (4th and 7 <sup>th</sup> grade) M - Mathematics (3rd, 4 <sup>th</sup> , 5 <sup>th</sup> , 6 <sup>th</sup> , 7th & 8 <sup>th</sup> Grade only) S – Science (5 <sup>th</sup> and 8 <sup>th</sup> grades) C – Social Studies (5 <sup>th</sup> and 8 <sup>th</sup> grades)	
		Grade Level of Student at Time of “Subject” Test (VALID OPTIONS): KG 01 02 03 04 05 06 07 08	
		Required Test Type (VALID OPTIONS): STR – Standard (regular) ALT – Alternate Assessment (IEP based or Standards-based alternate assessment) as required by IEP NLP – LEP student with Limited English Proficiency (LEP) Status of “L”. (Valid only for reading and writing state assessments) NRP – Not required in this district due to part-time student status, home school, non-public school MOV – Student moved in or out of district before “subject” test administered	
		Type of Accommodations (VALID OPTIONS): ** - Not Applicable NO - No Y1 – Yes, 504 Y2 – Yes, IEP Y3 – Yes, LEP (Only valid during March administration.) Y4 – Yes, Accelerated	

Number	Position	Name	PIC/Size
		Scaled Score (VALID OPTIONS): *** – Not Applicable INV – Invalidated Test 0-999 – Scaled Test Score – Regular Test	
		Reason Test NOT Taken (Waiver Reason)(VALID OPTIONS): * – Not Applicable A – Medical B – Parent Refusal C – Student Refusal D – Suspension/Expulsion E – Truancy F – Other N – Accelerated Student, , No Subject Test at Accelerated Grade P – Due to Timing of Alternate Assessment Determination	
		Raw Score (VALID OPTIONS): *** – Not Applicable INV – Invalidated Test NSA – Non-scorable Assessment 0-99.9 – Raw Test Score (Decimal Point is assumed and should not actually appear in field)	
		Notes: <ul style="list-style-type: none"> <li>• Added grades K-2 to Grade Level of Student at Time of “Subject” Test</li> <li>• Added ‘N’ and ‘P’ to and removed ‘H’ from Reason Test NOT Taken (Waiver Reason)</li> <li>• Removed NRE and modified MOV for Required Test Type</li> </ul>	

### 5.2.2.8 STUDENT OHIO GRADUATION TEST (OGT) Record (GX)

The reporting district(s) must submit a separate OGT record per student, per test date, per test subject.

When submitting previous year test results, use current year values for:

- Record Format Indicator (GX015)
- Fiscal Year (GX020)

Please refer to Chapter 2 for more detailed reporting instructions.

Number	Position	Name	PIC/Size
GX001	1-7	Record Number	PIC 9(7)
GX005	8	Record Status	PIC X
		A-Add/Update	
GX010	9-10	Sort Type	PIC X(2)
		Always "GX"	
GX015	11	Record Format Indicator	PIC X
		"H" to indicate Format H	
GX020	12-15	Fiscal Year e.g. 2008 (CCYY)	PIC X(4)
GX030	16	Reporting Period	PIC X
		K -October	
		N -Yearend	
GX040	17-22	Building IRN	PIC X(6)
GX050	23-31	EMIS Student ID Number	PIC X(9)
GX200	32-33	Test Grade Level	PIC X(2)
GX205	34	Subject	PIC X
GX210	35-40	Test Date (CCYYMM)	PIC X(6)
GX215	41-43	Required Test Type	PIC X(3)
GX220	44-45	Grade Level of Student at time of test	PIC X(2)
GX225	46-47	Type of Accommodation	PIC X(2)
GX230	48-50	Scaled Score	PIC X(3)
GX235	51	Reason Test Not Taken (Waiver Reason)	PIC X
GX240	52-54	Raw Score	PIC X(3)
	55-56	Filler	PIC 9(2)
GX250	57	Test Required for Graduation * - Not Applicable N - No Y - Yes	PIC X
	58-59	Filler	PIC XX
GX280	60-65	Building IRN - March Test Administration	PIC X(6)

Number	Position	Name	PIC/Size
	66-300	Filler	PIC X(235)
		Required Test Type (VALID OPTIONS): STR – Standard (regular) ALT – Alternate Assessment (IEP- based or Standards-based alternate assessment) as required by IEP NRP – Not required in this district due to part-time student status, home school, nonpublic school NRF – Not required (all “subject” tests) –foreign exchange student – student does not plan to receive high school diploma in Ohio NRL – Not required (Citizenship “subject” test only) – foreign exchange student plans to leave country (United States) after graduation MOV – Student moved in or out of district before “subject” test administered NLP – LEP student with Limited English Proficiency (LEP) Status of “L”. (Valid only for reading and writing state assessments)	
		Test Grade Level (VALID OPTION): 10th – Tenth Grade	
		Grade Level of Student at Time of Test (VALID OPTIONS): 10 - Tenth Grade 11 - Eleventh Grade 12 - Twelfth Grade 13 – Enrolled, completed course requirements but has not passed graduation test	
		Subject (VALID OPTIONS): R - Reading W - Writing M - Mathematics C - Social Studies/Citizenship S – Science	
		Type of Accommodations (VALID OPTIONS): ** - Not Applicable NO - No Y1 - Yes, 504 Y2 - Yes, IEP Y3 - Yes, LEP	
		Scaled Score (VALID OPTIONS):	

Number	Position	Name	PIC/Size
		*** - Not Applicable INV - Invalidated Test 0-999 - Scaled Test Score - Regular Test	
		Reason Test NOT Taken (Waiver Reason) (VALID OPTIONS): * – Not Applicable A – Medical B – Parent Refusal C – Student Refusal D – Suspension/Expulsion E – Truancy F – Other P – Due to Timing of Alternate Assessment Determination	
		Raw Score (Must be used for all standards-based alternate assessments) (VALID OPTIONS): *** – Not Applicable INV – Invalidated Test NSA – Non-scorable Assessment 0-99.9 – Raw Test Score (Decimal Point is assumed and should not actually appear in field)	
		Test Required for Graduation (VALID OPTIONS): * – Not Applicable N – No Y – Yes	
		Building IRN - March Test Administration (If student is not enrolled in the district at the time of March test administration, report “*****”).	
		Notes: <ul style="list-style-type: none"> <li>• Added ‘P’ to Reason Test NOT Taken                (Waiver Reason)</li> <li>• Removed NRE and modified MOV for                Required Test Type</li> <li>• Added K-October for Reporting Period</li> </ul>	

### 5.2.2.9 CTE STUDENT ASSESSMENT RECORD (GY)

Report one record per student for those students who took the CTE Technical Assessment Test or the Career Paths for the Teaching Profession Portfolio Assessment. This record should be reported by the district that employs the CTE Workforce Development instructor.

Number	Position	Name	PIC/Size
GY001	1-7	Record Number	PIC 9(7)
GY005	8	Record Status	PIC X
		A-Add/Update	
GY010	9-10	Sort Type	PIC X(2)
		Always "GY"	
GY015	11	Record Format Indicator	PIC X
		"H" to indicate Format H	
GY020	12-15	Fiscal Year e.g. 2008 (CCYY)	PIC X(4)
GY030	16	Reporting Period	PIC X
		N – Yearend	
GY040	17-22	Building IRN	PIC X(6)
GY050	23-31	EMIS Student ID Number	PIC X(9)
GY760	32-35	CTE Technical Assessment Test Code	PIC X(4)
		**** – CTE not required	
		01EA – Accounting	
		02MA – Administrative Office Technology	
		02EA – Administrative Office Technology	
		03DA – Agricultural Production core	
		03DB – Agricultural Production core and Beef and Sheep Production	
		03DC – Agricultural Production core and Dairy Production	
		03DD – Agricultural Production core and Poultry Production	
		03DE – Agricultural Production core and Swine Production	
		05DA – Agricultural/Industrial mechanical Technician	
		07EA – Heating, Ventilation, Air-Conditioning and Refrigeration	
		08DA – Animal Management Technician	
		09EA – Auto Collision Technician	
		10DA – Auto Mechanics	
		12EA – Building and Property Maintenance	
		13EA – Business Administration and	

Number	Position	Name	PIC/Size
		Management 15MA – Carpentry 15EA – Carpentry 16FA – Early Childhood Education and Care, (new test version) 18MA – Visual Communications 18EA – Visual Communications Art 19DA – Commercial Photography 23MA – Dental Assistant 23EA – Dental Assistant 24EA – Diesel Mechanics 25HA – Diversified Health Occupation, (new test Version) 26MA – Drafting 26EA – Drafting 27MA – Electrical Trades 27EA – Electrical Trades 28MA – Electronics 28EA – Electronics 30FA – Entertainment Marketing, (new test Version) 34EA – Food Management, Production and Service 36MA – Marketing Technology 36EA – Marketing Technology 38MA – Graphic Communications 38EA – Graphic Communications 39DA – Natural Resources and Forest Industry Worker 39DB – Natural Resources and Resource Conservation 40EA – Hospitality and Facility Care Services 41DA – Travel and Tourism Marketing 42EA – Industrial Maintenance 43FA – Criminal Justice, (new test version) 44EA – Precision Machine Technologies 45DA – Masonry 46DA – Meat Processor 47FA – Medical Assistant, (new test version) 53DA – Horticulture core and Floriculture and Greenhouse Worker 53DB – Horticulture core and Turf and Landscape Worker	



Number	Position	Name	PIC/Size
		53DC – Horticulture core and Nursery and Garden Worker 56DA – Power Equipment Technology 59EA – Welding 70MA – Core Information Technology 71MA – Information Support and Services 72MA – Network Systems 73MA – Programming and Software Development 74MA – Interactive Media	
GY770	36-38	CTE Technical Assessment Score *** - Not Applicable 000-100 Score	PIC X(3)
<b>Industry Credential</b>			
	39-51	Filler (GY780, GY800 & GY810)	PIC X(13)
GY890	52-53	Career Paths for Teaching Profession Portfolio Score (subject code 090011 only) Valid Score: 00-98 ** – Student not required to take the portfolio assessment NP – Required to take the portfolio assessment, no portfolio completed	PIC XX
	54-300	Filler	PIC X(247)
		No changes for FY2008	

### 5.2.2.10 STUDENT KINDERGARTEN READINESS ASSESSMENT - LITERACY RECORD (GO)

See Chapter 2 for detailed reporting instructions.

Number	Position	Name	PIC/Size
GO001	1-7	Record Number	PIC 9(7)
GO005	8	Record Status	PIC X
		A-Add/Update	
GO010	9-10	Sort Type	PIC X(2)
		Always “GO”	
GO015	11	Record Format Indicator	PIC X
		“H” to indicate Format H	
GO020	12-15	Fiscal Year e.g. 2008 (CCYY)	PIC X(4)
GO030	16	Reporting Period	PIC X
		K - October	
GO040	17-22	Building IRN	PIC X(6)
GO050	23-31	EMIS Student ID Number	PIC X(9)
	32-33	Filler (GO200)	PIC X(2)
GO205	34	Subject	PIC X
		R -Reading	
GO210	35-40	Test Date (CCYYMM)	PIC X(6)
GO215	41-43	Required Test Type	PIC X(3)
		STR – Standard (regular)	
		NRP – Not required in this district due to part-time student status, home school, non-public school	
		NBD – Student has a disability condition and is deaf and/or blind and is not required to test	
		NLP – LEP student with Limited English Proficiency (LEP) Status of “L”. (Valid only for reading and writing state assessments)	
		MOV – Student moved in or out of district before ”subject” test administered	
	44-45	Filler (GO220)	PIC X(2)
GO225	46-47	Type of Accommodation	PIC X(2)
		** – Not applicable (only used if the student did not take the test)	

<b>Number</b>	<b>Position</b>	<b>Name</b>	<b>PIC/Size</b>
		No – No, student did not take the test with accommodations Y1 – Yes, student took the test with 504 plan accommodations Y2 – Yes, student took the test with IEP accommodations	
	48-50	Filler	PIC X(3)
GO235	51	Reason Test NOT Taken	PIC X
		* – Not Applicable A – Medical Reasons B – Parent Refusal C – Student Refusal D – Suspension/Expulsion E – Truancy F – Other	
GO240	52-54	Total Score	PIC X(3)
		*** – Not Applicable – student did not take test PNO – Parents request results not be reported to the state Valid range of scores = 000-029	
	55	Filler (GO250)	PIC X
	56-300	Filler	PIC X(245)
		Notes: <ul style="list-style-type: none"> <li>• Removed NRE from and modified definition of MOV for GO215-Required Test Type</li> </ul>	

### 5.2.2.11 STUDENT PRESCHOOL ASSESSMENT RECORD (GB)

Please refer to Chapter 2 for more detailed reporting instructions.

Number	Position	Name	PIC/Size
GB001	1-7	Record Number	PIC 9(7)
GB005	8	Record Status	PIC X
		A-Add/Update	
GB010	9-10	Sort Type Always "GB"	PIC X(2)
GB015	11	Record Format Indicator "G" to indicate Format G	PIC X
GB020	12-15	Fiscal Year e.g. 2008 (CCYY)	PIC X(4)
GB030	16	Reporting Period K – October N – Yearend	PIC X
GB040	17-22	Building IRN	PIC X(6)
GB050	23-31	EMIS Student ID Number	PIC X(9)
GB200	32-33	Test Grade Level	PIC X(2)
		PS – Preschool (Default)	
	34	Filler	PIC X
GB210	35-40	Test Date (CCYYMM)	PIC X(6)
GB215	41-43	Required Test Type	PIC X(3)
		STR – Standard (regular) NBD – Student has a disability condition and is deaf and/or blind and is not required to test NLP – LEP student with Limited English Proficiency (LEP) Status of "L". (Valid only for reading and writing state assessments) MOV – Student moved in or out of district before "subject" test administered	
	44-45	Filler	PIC X(2)
GB230	46-47	Type of Accommodations to Standard Test Type	PIC X(2)
		** – Not applicable (only used if the student did not take the test ) No – No, student did not take the test with accommodations Y2 – Yes, student took the test with IEP	

<b>Number</b>	<b>Position</b>	<b>Name</b>	<b>PIC/Size</b>
		accommodations	
	48-50	Filler	PIC (3)
GB235	51	Reason Test NOT Taken	PIC X
		* – Not Applicable A – Medical reasons B – Parent Refusal C – Student Refusal D – Suspension/Expulsion F – Other (reason not listed)	
GB240	52-54	Picture Naming Score	PIC X(3)
		*** – Not Applicable – student did not take test PNO – Parents request results not be reported to the state UNS – Unable to answer sample items Valid range of scores = 000-096	
GB250	55-57	Rhyming Score	PIC X(3)
		*** – Not Applicable – student did not take test PNO – Parents request results not be reported to the state UNS – Unable to answer sample items Valid range of scores = 000-048	
GB260	58-60	Alliteration Score	PIC X(3)
		*** – Not Applicable – student did not take test PNO – Parents request results not be reported to the state UNS – Unable to answer sample items Valid range of scores = 000-040	
	61-300	Filler	PIC X(240)
		Note- removed NRE and modified MOV options for Required Test Type	

## 5.2.2.12 STUDENT PRESCHOOL ASQ/SE ASSESSMENT RECORD (GS)

Please refer to Chapter 2 for more detailed reporting instructions.

Number	Position	Name	PIC/Size
GS001	1-7	Record Number	PIC 9(7)
GS005	8	Record Status	PIC X
		A-Add/Update	
GS010	9-10	Sort Type Always "GS"	PIC X(2)
GS015	11	Record Format Indicator "G" to indicate Format G	PIC X
GS020	12-15	Fiscal Year e.g. 2008 (CCYY)	PIC X(4)
GS030	16	Reporting Period K – October N – Yearend	PIC X
GS040	17-22	Building IRN	PIC X(6)
GS050	23-31	EMIS Student ID Number	PIC X(9)
GS200	32-33	Test Level	PIC 9(2)
		30 – 30 Months (27-32 months) 03 – 3 Years (33-41 months) 04 – 4 years (42-53 months) 05 – 5 years (54-65 months)	
GS210	34-39	Test Date (CCYYMM)	PIC X(6)
GS215	40-42	Required Test Type	PIC X(3)
		STR – Standard (regular) MOV – Student moved in or out of district before "subject" test administered	
GS235	43	Reason Test NOT Taken	PIC X
		* – Not Applicable A – Medical reasons B – Parent Refusal D – Suspension/Expulsion F – Other (reason not listed) O – Student Older than Maximum Age ASQ/SE Assessment	
GS240	44-46	Score	PIC X(3)
		*** – Not Applicable – student did not take test PNO – Parents request results not be reported to the state	

Number	Position	Name	PIC/Size
		Valid range of scores = 000-495	
	47-300	Filler	PIC X(254)
		Notes: <ul style="list-style-type: none"><li>• Added 'O' to GS235-Reason Test NOT Taken</li><li>• Modified definition of MOV for Required Test Type</li></ul>	

### 5.2.2.13 STUDENT PRESCHOOL ECO ASSESSMENT RECORD (GM)

Please refer to Chapter 2 for more detailed reporting instructions.

Number	Position	Name	PIC/Size
GM001	1-7	Record Number	PIC 9(7)
GM005	8	Record Status	PIC X
		A-Add/Update	
GM010	9-10	Sort Type Always "GM"	PIC X(2)
GM015	11	Record Format Indicator "G" to indicate Format G	PIC X
GM020	12-15	Fiscal Year e.g. 2008 (CCYY)	PIC X(4)
GM030	16	Reporting Period K – October N – Yearend	PIC X
GM040	17-22	Building IRN	PIC X(6)
GM050	23-31	EMIS Student ID Number	PIC X(9)
GM200	32	Assessment Area	PIC X
		E – Social-Emotional Skills K – Acquiring and Using Knowledge and Skills T – Taking Appropriate Action to Meet Needs	
	33	Filler	PIC X
GM210	34-39	Test Date (CCYYMM)	PIC X(6)
GM215	40-42	Required Test Type	PIC X(3)
		STR – Standard (regular) MOV – Student moved out of district before "subject" test administered	
GM235	43	Reason Test NOT Taken	PIC X
		* – Not Applicable A – Medical reasons B – Parent Refusal D – Suspension/Expulsion F – Other (reason not listed)	
GM240	44	Score	PIC X
		* – Not Applicable – student did not take test P – Parents request results not be reported to the state 1 –7 -Valid range of scores	
GM245	45	Progress	PIC X
		* - Not Applicable – student did not take test	



Number	Position	Name	PIC/Size
		F – First Assessment – This record represents the first ECO assessment for this student, so progress is not relevant N – No – The student has not shown any new skills or behaviors related to the Assessment Area Y – Yes – The student has shown new skills or behaviors related to the Assessment Area	
	46-300	Filler	PIC X(255)
		New record for FY2008	

### 5.2.2.14 OHIO TEST OF ENGLISH LANGUAGE ACQUISITION RECORD (GF)

Results from the Ohio Test of English Language Acquisition (OTELA) administered during spring of the current school year are reported during the Yearend (N) reporting period on the Ohio Test of English Language Acquisition Record. A record is to be submitted for each student reported with an “L” or a “Y” in the *LEP element* on the Student Demographic Record at Yearend. Students who are coded with an “M” at yearend are in their trial-mainstream period and are no longer required to take OTELA, therefore an OTELA Record is not required to be reported for these students.

Number	Position	Name	PIC/Size
GF001	1-7	Record Number	PIC 9(7)
GF005	8	Record Status	PIC X
		A-Add/Update	
GF010	9-10	Sort Type Always “GF”	PIC X(2)
GF015	11	Record Format Indicator “H” to indicate Format H	PIC X
GF020	12-15	Fiscal Year e.g. 2008 (CCYY)	PIC X(4)
GF030	16	Reporting Period N – Yearend	PIC X
GF040	17-22	Building IRN	PIC X(6)
GF050	23-31	EMIS Student ID	PIC X(9)
GF210	32-37	Test Date (CCYYMM)	PIC X(6)
GF215	38-40	Required Test Type	PIC X(3)
GF220	41-42	Grade Level of Student at time of Test	PIC X(2)
GF225	43 -44	Type of Accommodations	PIC X (2)
GF235	45	Reason Test Not Taken	PIC X
GF240	46-48	Reading Domain Score	PIC X(3)
GF250	49-51	Writing Domain Score	PIC X(3)
GF260	52-54	Listening Domain Score	PIC X(3)
GF270	55-57	Speaking Domain Score	PIC X(3)
GF280	58-60	Comprehension Domain Score	PIC X(3)
	61-64	Filler	PIC X(4)
GF300	65	Composite Performance Level	PIC X
	66-300	Filler	PIC X(235)
		Grade Level of Student at Time of “Subject” Test (VALID OPTIONS): KG - Kindergarten 01 - First Grade	

Number	Position	Name	PIC/Size
		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 13 - Enrolled-completed course req's but has not passed graduation test 23 - Student with Disability, met graduation requirements, further training	
		Type of Accommodations (VALID OPTIONS): ** - Not Applicable NO – No, student did not take the test with accommodations Y1 – Yes, student took the test with 504 plan accommodations Y2 – Yes, student took the test with IEP accommodations	
		Reading, Writing, Listening, Speaking, Comprehension Domain Scores (VALID OPTIONS): *** - Not Applicable INV – Invalidated Test 000-999 – Scaled Score	
		Required Test Type (VALID OPTIONS) STR – Standard MOV – Student moved in or out of district before test administration	
		Reason Test Not Taken (VALID OPTIONS) * Not Applicable A Medical Reasons B Parental Refusal C Student Refusal D Suspension/Expulsion E Truancy F Other	

Number	Position	Name	PIC/Size
		Composite Performance Level (VALID OPTIONS) * Not Applicable 1-5 Performance Level	
		Notes: <ul style="list-style-type: none"><li>• Removed GF290, added GF300</li><li>• Removed NRE and modified MOV options for Required Test Type</li></ul>	

### 5.2.2.15 STUDENT GIFTED EDUCATION RECORD (GG)

Report one record per student according to instructions in Chapter 2.

Number	Position	Name	PIC/Size
GG001	1-7	Record Number	PIC 9(7)
GG005	8	Record Status	PIC X
		A-Add/Update	
GG010	9-10	Sort Type	PIC X(2)
		Always "GG"	
GG015	11	Record Format Indicator	PIC X
		"G" to indicate Format G	
GG020	12-15	Fiscal Year e.g. 2008 (CCYY)	PIC X(4)
GG030	16	Reporting Period	PIC X
		N – Yearend	
GG040	17-22	Building IRN	PIC X(6)
GG050	23-31	EMIS Student ID Number	PIC X(9)
GG055	32	Filler	PIC X
Gifted Screening			
GG060	33	Gifted Screening – Superior Cognitive Ability Y/N (Default)	PIC X
GG070	34	Gifted Screening – (SAA) – Mathematics Y/N	PIC X
GG080	35	Gifted Screening – (SAA) – Science Y/N	PIC X
GG090	36	Gifted Screening – (SAA) – Reading/ Writing Y/N	PIC X
GG100	37	Gifted Screening – (SAA) – Social Studies Y/N	PIC X
GG110	38	Gifted Screening – Creative Thinking Ability Y/N	PIC X
GG120	39	Gifted Screening – Visual/Performing Arts Y/N	PIC X
Gifted Assessment			
GG130	40	Gifted Assessment– Superior Cognitive Ability Y/N	PIC X
GG140	41	Gifted Assessment – (SAA) – Mathematics Y/N	PIC X
GG150	42	Gifted Assessment – (SAA) – Science Y/N	PIC X
GG160	43	Gifted Assessment – (SAA) - Reading, Writing Y/N	PIC X
GG170	44	Gifted Assessment – (SAA) – Social Studies Y/N	PIC X
GG180	45	Gifted Assessment – Creative Thinking Ability Y/N	PIC X

Number	Position	Name	PIC/Size
GG190	46	Gifted Assessment – Visual/Performing Arts Y/N	PIC X
Gifted Identification			
GG200	47	Gifted Identification– Superior Cognitive Ability Y/N	PIC X
GG210	48	Gifted Identification – (SAA) – Mathematics Y/N	PIC X
GG220	49	Gifted Identification – (SAA) – Science Y/N	PIC X
GG230	50	Gifted Identification – (SAA) – Reading/Writing Y/N	PIC X
GG240	51	Gifted Identification – (SAA) – Social Studies Y/N	PIC X
GG250	52	Gifted Identification – Creative Thinking Ability Y/N	PIC X
GG260	53	Gifted Identification – Visual/Performing Arts Y/N	PIC X
GG430	54-59	Gifted Identification Date – Superior Cognitive Ability (CCYYMM)	PIC X(6)
GG440	60-65	Gifted Identification Date – (SAA) – Mathematics (CCYYMM)	PIC X(6)
GG450	66-71	Gifted Identification Date – (SAA) – Science (CCYYMM)	PIC X(6)
GG460	72-77	Gifted Identification Date – (SAA) – Reading/Writing (CCYYMM)	PIC X(6)
GG470	78-83	Gifted Identification Date – (SAA) – Social Studies (CCYYMM)	PIC X(6)
GG480	84-89	Gifted Identification Date – Creative Thinking Ability (CCYYMM)	PIC X(6)
GG490	90-95	Gifted Identification Date – Visual/Performing Arts (CCYYMM)	PIC X(6)
Gifted Service			
GG510	96	Gifted Served– Superior Cognitive Ability Y/N	PIC X
GG520	97	Gifted Served – (SAA) – Mathematics Y/N	PIC X
GG530	98	Gifted Served – (SAA) – Science Y/N	PIC X
GG540	99	Gifted Served – (SAA) - Reading, Writing Y/N	PIC X
GG550	100	Gifted Served – (SAA) – Social Studies Y/N	PIC X
GG560	101	Gifted Served – Creative Thinking Ability Y/N	PIC X
GG570	102	Gifted Served – Visual/Performing Arts Y/N	PIC X
	103-300	Filler	PIC X(198)
		No changes for FY2008	

### 5.2.2.16 STUDENT SPECIAL EDUCATION RECORD (GE)

Number	Position	Name	PIC/Size
GE001	1-7	Record Number	PIC 9(7)
GE005	8	Record Status	PIC X
		A-Add/Update	
GE010	9-10	Sort Type	PIC X(2)
		Always "GE"	
GE015	11	Record Format Indicator	PIC X
		"G" to indicate Format G	
GE020	12-15	Fiscal Year e.g. 2008 (CCYY)	PIC X(4)
GE030	16	Reporting Period	PIC X
		C - February K - October N - Yearend	
GE040	17-22	Building IRN	PIC X(6)
GE050	23-31	Student EMIS ID	PIC X(9)
GE100	32-35	Date Type	PIC X(4)
		PSTC – Preschool Transition Conference Date RFRL – Referral for Evaluation Date CNST – Parent/Guardian Consent for Evaluation Date IETR – Evaluation Team Report Completion Date-Initial RETR – Evaluation Team Report Completion Date-Reevaluation IIEP – IEP Completion Date-Initial RIEP – IEP Completion Date-Reevaluation TIEP-Transfer Student IEP Adoption Date	
GE110	36-43	Date (format CCYYMMDD)	PIC X(8)
GE120	44-47	Outcome ID	PIC X(4)
		Outcome ID can equal: (Additional options may be added at a later date)	
	Date Type equals:		
	PSTC & RFRL	**** - Not Applicable	
	CNST	CNGT – Consent Granted CNRF – Consent Refused CNNR – Consent Not Returned CNDP – Consent Moved to Due Process	

Number	Position	Name	PIC/Size
	IETR	ETEL – Eligible for Services ETNE – Not Eligible for Services ETDP – ETR Resulted in Due Process	
	RETR	ETEL – Eligible for Services ETDP – ETR Resulted in Due Process ETEX – Exiting Special Education	
	IIEP	IESR – IEP Complete – Served IENS – IEP Complete – Not Served IEPR – IEP Complete – Parental Refusal IEDP – IEP Resulted in Due Process	
	RIEP	IESR – IEP Complete – Served IENS – IEP Complete – Not Served IEPR – IEP Complete – Parental Refusal IEDP – IEP Resulted in Due Process IEEX – Complete – Exiting Special Education	
	TIEP	IESR – IEP Complete – Served IENS – IEP Complete – Not Served IEPR – IEP Complete – Parental Refusal IEDP – IEP Resulted in Due Process	
GE130	48-49	Non-compliance ID	PIC X (2)
	Date Type	Non-compliance Options (Additional options may be added at a later date). See additional reporting instructions in Chapter 2.	
	IETR, RETR, IIEP, RIEP	** - Not Applicable 01 – No Identified Reason 02 – Staff Not Available-Summer Months 03 – Staff Not Available-School Year 04 – Scheduling conflicts with family 05 – Parental Choice 06 – Parent Refused Consent 07 – Child’s Health 08 – Student’s Incarceration	
	50-300	Filler	PIC X(251)
		<ul style="list-style-type: none"> <li>Added C – February as a valid reporting period</li> <li>Removed outcome option ETNE for RETR date type</li> </ul>	



### 5.2.2.17 STUDENT DISCIPLINE RECORD (GD)

Number	Position	Name	PIC/Size
GD001	1-7	Record Number	PIC 9(7)
GD005	8	Record Status	PIC X
		A-Add/Update	
GD010	9-10	Sort Type	PIC X(2)
		Always "GD"	
GD015	11	Record Format Indicator	PIC X
		"I" to indicate Format I	
GD020	12-15	Fiscal Year e.g. 2008 (CCYY)	PIC X(4)
GD030	16	Reporting Period	PIC X
		N - Yearend	
GD040	17-22	Building IRN	PIC X(6)
GD050	23-31	EMIS Student ID Number	PIC X(9)
GD060	32-39	Date of Discipline (CCYYMMDD)	PIC X(8)
GD070	40	Type of Discipline	PIC X
		1 - Expulsion 2 - Out-of-School Suspension 3 - In-School Suspension 4 - In-School Alternate Discipline Class/Program/Building 6 - Emergency Removal by District Personnel 7 - Removal by a Hearing Officer	
GD080	41-42	Discipline Reason (First Reason) Please NOTE: Discipline reason "***" is not valid as a first discipline reason	PIC X(2)
	43-44	Discipline Reason (Second Reason)	PIC X(2)
	45-46	Discipline Reason (Third Reason)	PIC X(2)
	47-48	Discipline Reason (Fourth Reason)	PIC X(2)
	49-50	Discipline Reason (Fifth Reason)	PIC X(2)
		Discipline Reasons (Up to 5 reasons allowed) ** - Not applicable (Should only be used as a filler - cannot be used as the first or primary reason for a discipline incident) 01 - Truancy 03 - Fighting/Violence 04 - Vandalism (Damage to School or Personal Property) 05 - Theft (Stealing Personal or School Property) 06 - Use, Possession, Sale or Distribution of a Firearm	

Number	Position	Name	PIC/Size
		07 - Use, Possession, Sale or Distribution of a dangerous Weapon other than a Firearm or Explosive, Incendiary or Poison 08 - Use, Possession, Sale or Distribution of any Explosive, Incendiary or Poisonous Gas 09 - Use, Possession, Sale or Distribution of Tobacco Products 10 - Use, Possession, Sale or Distribution of Intoxicating Alcoholic Beverages 11 - Use, Possession, Sale or Distribution of Drugs Other Than Tobacco or Alcohol 14 - False Alarms/Bomb Threat 18 - Disobedient/Disruptive Behavior 19 - Harassment/Intimidation 20 - Firearm Look-a-Likes 21 - Unwelcome Sexual Conduct 22 - Serious bodily Injury	
GD085	51	Discipline Sequence Number Valid Options: 1-9 1 – Default	PIC 9
GD090	52-56	Total Discipline Days	PIC 9(3)V99
GD100	57	Discipline Modified	PIC X
		* - Not applicable N - No Y – Yes	
GD110	58	Referred for Alternate Educational Services	PIC X
		* - Not applicable N - No Y – Yes	
GD120	59-64	Building IRN where Discipline Incident Took Place	PIC X(6)
	65-300	Filler	PIC X(236)
		No changes for FY2008	

### 5.2.2.18 CTE WORKFORCE DEVELOPMENT FOLLOW-UP RECORD (GV)

Number	Position	Name	PIC/Size
GV001	1-7	Record Number	PIC 9(7)
GV005	8	Record Status	PIC X
		A-Add/Update	
GV010	9-10	Sort Type	PIC X(2)
		Always "GV"	
GV015	11	Record Format Indicator	PIC X
		"I" to indicate Format I	
GV020	12-15	Fiscal Year	PIC 9(4)
GV030	16	Reporting Period	PIC X
		D – March	
GV040	17-22	Building IRN	PIC X(6)
GV050	23-31	EMIS Student ID Number	PIC X(9)
GV105	32-37	RESIDENT DIST IRN	PIC X(6)
GV300	38-43	ATTENDING/HOME IRN	PIC X(6)
GV305	44	Attending/Home District IRN Indicator	PIC X
GV045	45	STUDENT STATUS	PIC X
GV055	46-87	STUDENT NAME (OPTIONAL)	PIC X(42)
GV075	88-95	Date of Birth CCYYMMDD	PIC 9(8)
GV080	96	Gender	PIC X
GV090	97	Racial/Ethnic Category	PIC X
	98	Filler (GV100)	PIC X
GV120	99-106	Diploma Date	PIC 9(8)
GV130	107	Diploma Type	PIC X
GV170	108	DISADVANTAGEMENT	PIC X
GV200	109-110	Disability Condition	PIC X(2)
GV210	111	Limited English Proficiency	PIC X
GV230	112-119	WITHDRAWAL DATE	PIC 9(8)
GV240	120-121	WITHDRAWAL REASON	PIC XX
GV420	122-123	Grade Level	PIC XX
GV430	124-125	Grade Level, Next Year	PIC XX
GV440	126-128	Student Percent of Time	PIC 9(3)
GV450	129	Homeless Status	PIC X
GV460	130	Migrant Status	PIC X
GV320	131-136	SUBJECT CODE – 1	PIC X(6)
GV330	137-156	LOCAL CLASSROOM CODE – 1	PIC X(20)
GV340	157	LCC Flag – 1	PIC X
GV350	158-163	SUBJECT CODE – 2	PIC X(6)

Number	Position	Name	PIC/Size
GV360	164-183	LOCAL CLASSROOM CODE – 2	PIC X(20)
GV370	184	LCC Flag – 2	PIC X
GV380	185-190	SUBJECT CODE – 3	PIC X(6)
GV390	191-210	LOCAL CLASSROOM CODE – 3	PIC X(20)
GV400	211	LCC Flag – 3	PIC X
GV410	212-217	SUBJECT CODE – 4	PIC X(6)
GV520	218-237	LOCAL CLASSROOM CODE – 4	PIC X(20)
GV530	238	LCC Flag – 4	PIC X
GV540	239-244	SUBJECT CODE – 5	PIC X(6)
GV550	245-264	LOCAL CLASSROOM CODE – 5	PIC X(20)
GV560	265	LCC Flag – 5	PIC X
	266–267	Filler (GV060)	PIC X(2)
GV310	268	Tech Prep	PIC X
GV570	269-272	Fiscal Year of LCC-1	PIC 9(4)
GV580	273-276	Fiscal Year of LCC-2	PIC 9(4)
GV590	277-280	Fiscal Year of LCC-3	PIC 9(4)
GV600	281-284	Fiscal Year of LCC-4	PIC 9(4)
GV610	285-288	Fiscal Year of LCC-5	PIC 9(4)
GV620	289-290	Apprenticeship Element	PIC X(2)
		** - Not reported (Default) Y1 – Yes, in an apprenticeship program related to CTE Program. Y2 – Yes, in an apprenticeship program not related to CTE Program. NO – No, not in an apprenticeship program.	
GV630	291	Diploma Element	PIC X
		* – Diploma Status Unknown G – Earned a GED diploma. N – No, has not earned a diploma. D – Diploma reported in a prior reporting period.	
GV640	292-293	Employed Placement Element	PIC X(2)
		** – Not reported (Default) Y1 – Yes, employed in an occupation related to CTE program. Y2 – Yes, employed, in an occupation not related to CTE program. NO – No, not employed	
GV650	294-295	Military Placement Element	PIC X(2)
		** - Not reported (Default) Y1 – Yes, in the military in an area related to CTE program. Y2 – Yes, in the military in an area not related	

Number	Position	Name	PIC/Size
		to CTE program. NO – No, not in military.	
GV660	296	Other Follow-up Status Element	PIC X
		* - Not Applicable (Default) U – Status Unknown D – Deceased X – Incorrectly reported as a CTE Concentrator.	
GV670	297-298	Postsecondary Education or Advanced Training	PIC X(2)
		** – Not reported (Default) Y1 – Yes, enrolled in postsecondary education or advanced training related to CTE program. Y2 – Yes, in postsecondary education or advanced training not related to CTE program. NO – No, not enrolled in postsecondary education or advanced training.	
GV680	299	Student Earned Certificate/License	PIC X
		Y Yes, the student earned a state-recognized industry certificate/license in the program area that is marked N No, the student did not earn a state-recognized industry certificate/license in the program area that is marked	
	300	Filler (reserved for ODE)	PIC X
		NOTE: Deleted Element GV060 Added elements GV570, GV580, GV590, GV600, GV610, GV620, GV630, GV640, GV650, GV660, GV670 and GV680 Renamed record from CTAE Workforce Development Completer Follow-Up Record (GV) to CTE Workforce Development Follow-Up Record (GV)	

### 5.2.2.19 STUDENT TRANSFER COURSE RECORD (GC)

Number	Position	Name	PIC/Size
GC001	1-7	Record Number	PIC 9(7)
GC005	8	Record Status	PIC X
		A-Add/Update	
GC010	9-10	Sort Type	PIC X(2)
		Always GC	
GC015	11	Record Format Indicator	PIC X
		“G” to indicate Format G	
GC020	12-15	Fiscal Year e.g. 2008 (CCYY)	PIC X(4)
GC030	16	Reporting Period	PIC X
		N - Yearend	
GC040	17-22	District IRN	PIC X(6)
GC050	23-31	EMIS Student ID	PIC X(9)
GC060	32-37	Subject Code– See Appendix C	PIC X(6)
GC070	38-40	High School Credit	PIC 9V99
GC080	41-43	Subject Area for Credit	PIC X(3)
		VALID OPTIONS: ENG – English credit MTH – Mathematics credit SOC – Social Studies credit SCI – Science credit FLR - Foreign Language credit CTA – Career/Technical FAR – Fine Arts BUS – Business TEC – Technology Education/Computer Science HEC – Family and Consumer Sciences (Non-Career-Technical) ELE – Elective PHE – Physical Education HTH – Health Education	
GC090	44-47	Fiscal Year Credit Earned	PIC 9(4)
GC100	48	Credit Source	PIC X
		A – Transfer credit from a Non-EMIS reporting entity B – Summer School Credit in this district C – Transfer credit from an EMIS reporting entity D – Previous credit earned in this district O – Other	
GC110	49-54	Credit Transferred from - District IRN	PIC X(6)

<b>Number</b>	<b>Position</b>	<b>Name</b>	<b>PIC/Size</b>
	55-300	Filler	PIC X(246)
		New Record for FY2008	

### 5.2.2.20 STUDENT CTE INDUSTRY ASSESSMENT RECORD (GU)

This record should be reported for any student that has been identified as a CTE Concentrator and has taken an industry assessment.

Please refer to Chapter 2 for more detailed reporting instructions.

Number	Position	Name	PIC/Size
GU001	1-7	Record Number	PIC 9(7)
GU005	8	Record Status	PIC X
		A-Add/Update	
GU010	9-10	Sort Type	PIC XX
		Always "GU"	
GU015	11	Record Format Indicator	PIC X
		"J" to indicate Format J	
GU020	12-15	Fiscal Year e.g. 2008 (CCYY)	PIC X(4)
GU030	16	Reporting Period	PIC X
		D – March N - Yearend	
GU040	17-22	District IRN	PIC X(6)
GU050	23-31	EMIS Student ID	PIC X(9)
GU060	32-34	CTE Industry Assessment Code	PIC 9(3)



Number	Position	Name		PIC/Size
		CODE	Assessment Name	
		100	HVAC – National Construction Career Test – National Center for Construction Education and Research	
		120	Automotive Youth Educational Systems (AYES) End of Program Test – Automotive Youth Educational Systems (AYES)	
		140	NATEF End of Program Test – National Automotive Technician Education Foundation (NATEF)	
		160	Carpentry Level One - National Construction Career Test – National Center for Construction Education and Research	
		180	Student Electronics Technician (SET) Exam – Electronics Technicians Association International (ETA)	
		200	SENSE Level 1 Test – American Welding Society	
		300	Project Lead The Way –Introduction to Engineering Design Part C	
		320	Project Lead The Way –Principles Of Engineering Part A and C	
		340	Project Lead The Way –Digital Electronics Part C	
		360	Project Lead The Way - Computer Integrated Manufacturing Part C	
		380	Project Lead The Way - Civil Engineering and Architecture Part C	
		220	Ohio- Materials Joining Technologies	
		240	Ohio- Fuel Cell Technologies	
GU070	35	CTE Industry Assessment Results		PIC X
		P Student passed the CTE Industry Assessment		
		N Student did not pass the CTE Industry Assessment		
	36-300	Filler		PIC X(265)
		New record for FY2008		

## 5.3 STAFF RECORDS

### 5.3.1 STAFF DEMOGRAPHIC RECORD (CI)

One record per staff member per district per reporting period

Number	Position	Name	PIC/Size
CI001	1-7	Record Number	PIC 9(7)
CI005	8	Record Status	PIC X
		A-Add/Update	
CI010	9-10	Sort Type	PIC X(2)
		Always "CI"	
CI015	11	Record Format Indicator	PIC X
		"H" to indicate Format H	
CI020	12-15	Fiscal Year e.g. 2008 (CCYY)	PIC X(4)
CI030	16	Reporting Period	PIC X
		K – October C - February N – Yearend	
CI040	17-22	District IRN	PIC X(6)
CI050	23-31	Employee ID	PIC X(9)
CI060	32-73	Employee Name	PIC X(42)
		Format: Last Name Appendage, First Middle/Maiden or Initial	
	74-82	Filler	PIC X(9)
CI070	83-90	Date of Birth CCYYMMDD	PIC 9(8)
CI080	91	Racial/Ethnic Group	PIC X
		W - White (Non-Hispanic) B - Black (Non-Hispanic) H - Hispanic A - Asian or Pacific Islander I - American Indian or Alaskan Native M – Multiracial N - Not Specified	
CI090	92	Gender	PIC X
		M – Male F – Female	
CI100	93	Education Level	PIC X
		0 - Non-degree 1 - Associate 2 - Bachelors 3 - Masters	

<b>Number</b>	<b>Position</b>	<b>Name</b>	<b>PIC/Size</b>
		4 - Education specialist 5 - Doctorate 6 - Other 7 - Less than High School Diploma 8 - High School Diploma 9 - GED Diploma	
CI110	94-96	Semester Hours	PIC 9(3)
CI225	97	Early Childhood Education Qualification	PIC X
		* - Not applicable (default) 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	
	98	Filler (Delete CI230)	PIC X
CI140	99-102	Attendance Days	PIC 999V9
CI150	103-106	Absence Days	PIC 999V9
CI155	107-110	Absence Days – Long Term Illness	PIC 999V9
	111-114	Filler	PIC X(4)
CI200	115-116	Authorized Teaching Experience Years	PIC 9(2)
CI210	117-118	Total Experience Years in Education	PIC 9(2)
CI270	119-127	Ohio Credential ID (Format PIC as ‘XX9999999’)	PIC X(9)
	128-300	Filler	PIC X(173)
		No changes for FY2008	

### 5.3.2 STAFF EMPLOYMENT RECORD (CK)

For each reporting period, districts must report one record per position per employee.

Number	Position	Name	PIC/Size
CK001	1-7	Record Number	PIC 9(7)
CK005	8	Record Status	PIC X
		A-Add/Update	
CK010	9-10	Sort Type	PIC X(2)
		Always "CK"	
CK015	11	Record Format Indicator	PIC X
		"H" to indicate Format H	
CK020	12-15	Fiscal Year e.g. 2008 (CCYY)	PIC X(4)
CK030	16	Reporting Period	PIC X
		K - October C - February N -Yearend	
CK040	17-22	District IRN	PIC X(6)
CK050	23-31	Employee ID	PIC X(9)
CK060	32-34	Position Code	PIC 9(3)
		See Appendix D	
CK070	35	Position Status	PIC X
		R - Returning from leave of absence N - New to District C - Active/Continuing employee A - Contracted personnel - Agency I - Contracted personnel - Individual P - Leave of absence U - No longer employed by district in this position O - Retired and then rehired by the district within a three month period D - Active/new position in District	
CK080	36-43	Position Start Date CCYYMMDD	PIC 9(8)
CK090	44-49	Building IRN	PIC 9(6)
CK100	50-52	Position FTE	PIC 9V99
	53-64	Position Fund Source Percent and Position Fund Source (occur 3 times)	
CK120	53-55	Fund Source Percent 1	PIC 9(3)
CK130	56	Position Fund Source 1	PIC X
CK120	57-59	Fund Source Percent 2	PIC 9(3)
CK130	60	Position Fund Source 2	PIC X

Number	Position	Name	PIC/Size
CK120	61-63	Fund Source Percent 3	PIC 9(3)
CK130	64	Position Fund Source 3	PIC X
		Position Fund Source 1, 2 & 3 (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 L - Local/State Foundation Funds N - TANF/OWF (Temporary Assistance to Needy Families/Ohio Works First) O - Other Federal Funds P - Federal Preschool Special Education Part-B IDEA Federal Grant S - State Funds – Early Childhood Education Programs (formerly Public Preschool Programs) T - Private/Tuition U - State Unit Funding – (Use “Z” for state-funded Special Ed. Preschool units) Z - State Preschool Special Ed. Unit Funding X - Federal Reading First Grant J - Federal Early Learning Initiative Program Funds	
CK140	65	Position Type R - Regular T - Temporary S - Supplemental (e.g., coaches)	PIC X
CK150	66	Type of Appointment 1 - Certificated 2 - Classified 3 - Internship 4 - Six hour lay teacher 5 - Veteran per ORC 3319.283	PIC X
CK160	67-70	Length of Work Day (in hours)	PIC 99V99
CK170	71-73	Scheduled Work Days	PIC 9(3)
CK180	74	Pay Type H - Hourly Rate A - Annual Salary	PIC X

Number	Position	Name	PIC/Size
CK190	75-82	Pay Amount/Rate	PIC 9(6)V99
	83-84	Filler	PIC 9(2)
CK210	85-86	Extended Service – ESC’s Only	PIC 9(2)
CK220	87-104	Assignment Area (occurs 3 times) (See Appendix B)	PIC 9(6)
CK230	105	Position Separation Reason	PIC X
		* - 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 - Accepted new position within the district 9 - Deceased	
CK240	106	Certificate/License Application	PIC X
CK250	107-109	Local Contract Code	PIC X(3)
GRADE LEVELS ASSIGNED (Required for paraprofessionals hired under Poverty-Based Assistance funding and Principals and Assistant Principals and individuals reported with position code 212 – supplemental service teaching assignment.)			
CK260	110-111	Grade Levels Assigned LOW	PIC X(2)
		** - 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	
CK270	112-113	Grade Levels Assigned HIGH (Use the same	PIC X(2)

Number	Position	Name	PIC/Size
		options as Grade Levels Assigned LOW)	
CK280	114	High Quality Professional Development (Question: Did the teacher participate in a High Quality Professional Development (HQPD) activity either during the summer prior to the current school year or during the school year as defined by the No Child Left Behind Act of 2001 (NCLB) and as certified by the teacher on the Teacher Participation Questionnaire?)	PIC X
		* - Not Applicable (Cannot be used on Staff Employment records with the following position codes:205, 206, 207, 211, unless teacher has been in district less than 120 days N - No Y - Yes	
CK290	115	Qualified Paraprofessional * - Not Applicable N - No Y - Yes, meets definition of Qualified Paraprofessional	PIC X
CK300	116-123	Position Separation Date CCYYMMDD	PIC 9(8)
	124-300	Filler	PIC X(177)
		Notes: Removed option '2' from CK240	

### 5.3.3 CONTRACTOR STAFF EMPLOYMENT RECORD (CJ)

Please refer to Chapter 3 and Appendix A for more detailed reporting instructions.

Number	Position	Name	PIC/Size
CJ001	1-7	Record Number	PIC 9(7)
CJ005	8	Record Status	PIC X
		A-Add/Update	
CJ010	9-10	Sort Type	PIC X(2)
		Always "CJ"	
CJ015	11	Record Format Indicator	PIC X
		"G" to indicate Format G	
CJ020	12-15	Fiscal Year e.g. 2008 (CCYY)	PIC X(4)
CJ030	16	Reporting Period	PIC X
		K – October	
		C - February	
		N –Yearend	
CJ040	17-22	District IRN	PIC X(6)
CJ050	23-31	Employee ID	PIC X(9)
CJ060	32-34	Position Code	PIC 9(3)
		See Appendix D	
CJ070	35-40	Contracting District IRN	PIC 9(6)
CJ080	41-43	Position FTE	PIC 9V99
CJ090	44-46	Local Contract Code	PIC X(3)
	47-300	Filler	PIC X(254)
		No changes for FY2008	



### 5.3.4 CONTRACT ONLY STAFF RECORD (CC)

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

Number	Position	Name	PIC/Size
CC001	1-7	Record Number	PIC 9(7)
CC005	8	Record Status	PIC X
		A-Add/Update	
CC010	9-10	Sort Type	PIC X(2)
		Always "CC"	
CC015	11	Record Format Indicator	PIC X
		"G" to indicate Format G	
CC020	12-15	Fiscal Year e.g. 2008 (CCYY)	PIC X(4)
CC030	16	Reporting Period	PIC X
		K - October N -Yearend	
CC040	17-22	District IRN	PIC X(6)
CC050	23-31	Federal Tax ID	PIC X(9)
CC060	32-71	Contractor Name	PIC X(40)
CC070	72-74	Position Code	PIC 9(3)
		See Chapter 3 reporting instructions for position codes that may be reported with this record and Appendix D for code definitions.	
CC080	75-77	Local Contract Code	PIC X(3)
CC090	78-87	Dollar Amount of Contract for Current Year	PIC 9(8)V99
CC100	88-95	Contract Start Date CCYYMMDD	PIC 9(8)
CC110	96-103	Contract End Date CCYYMMDD	PIC 9(8)
CC120	104-109	Hours per Week	PIC 9(4)V99
		Note: for October, enter hours worked during count week. For yearend, enter average hours per week during contract period for current fiscal year.	
CC130	110	Position Fund Source	PIC X
CC140	111	Based on Services Performed (Y/N)	PIC X
CC150	112	Based on Work Hours (Y/N)	PIC X
CC160	113	Based on Number of People (Y/N)	PIC X
	114-300	Filler	PIC X(187)
		Position Fund Source (VALID OPTIONS: ) A - State Auxiliary Funds B - State Funds Other F - Federal Special Education Part-B IDEA	

Number	Position	Name	PIC/Size
		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	
		No changes for FY2008	

### 5.3.5 COURSE MASTER RECORD (CN)

Each district must report one record per local classroom code.

Number	Position	Name	PIC/Size
CN001	1-7	Record Number	PIC 9(7)
CN005	8	Record Status	PIC X
		A-Add/Update	
CN010	9-10	Sort Type	PIC X(2)
		Always "CN"	
CN015	11	Record Format Indicator	PIC X
		"G" to indicate Format G	
CN020	12-15	Fiscal Year e.g. 2008 (CCYY)	PIC X(4)
CN030	16	Reporting Period	PIC X
		K - October	
		C - February	
		N - Yearend	
CN040	17-22	District IRN	PIC X(6)
CN050	23-28	Subject Code- See Appendix C	PIC X(6)
CN060	29-48	Local Classroom Code	PIC X(20)
CN070	49-57	Employee ID	PIC X(9)
		(All 9's for postsecondary courses)	
CN080	58	Course Level	PIC X
		* - Not Applicable	
		1 - I	
		2 - II	
		3 - III	
		4 - IV	
		5 - V	
		6 - Advanced	
		7 - Intervention	
CN090	59	Semester Code	PIC X
		1 - 1st semester only	
		2 - 2nd semester only	
		3 - All year	
		4 - 12 weeks	
		5 - 9 weeks	
		6 - 6 weeks	
		8 - Other	
CN100	60-63	Length of Scheduled Instruction	PIC 9(4)
CN110	64-69	Location IRN Number	PIC X(6)
CN130	70-72	Course Type	PIC X(3)

Number	Position	Name	PIC/Size
<b>Preschool Courses (VALID OPTIONS):</b>			
		D08 – Center-based for Preschoolers with a disability P08 – Center-based for Preschool Students without disabilities	
<b>Regular Course Type (VALID OPTIONS):</b>			
		R00 - Regular instruction (Not listed above)	
<b>Students with Disabilities – Course Types (VALID OPTIONS);</b>			
		D00 - Interactive Distance Learning – Special Ed. Instruction D01 - Special Education (Not to be used for Preschool Special Education Teachers.) D02 - Home Instruction (Special Education)	
<b>Gifted Course Types (VALID OPTIONS):</b>			
		G00 - Interactive Distance Learning Gifted G03 - Gifted Education Delivered in a Self-contained Classroom of Gifted Students G04 - Gifted Education in the Arts Delivered by a Trained Arts Instructor	
<b>Career-technical and Adult Education Course Codes (VALID OPTIONS):</b>			
		V00 - Interactive Distance Learning (Career-technical education) VT1 - Tech Prep VV1 - Anchor VV2 - Anchor, Cooperative VV3 - Career-Technical, other VA1 - Applied Academic V91 - Career-Technical Contract Program V99 – All Other Vocation Programs	
<b>Educational Options Course Types (VALID OPTIONS):</b>			
		X01 – Correspondence Courses/ On-line Learning X02 – Educational Travel X03 – Independent Study X04 – Other Educational Options S01 – Postsecondary enrollment option course I00 – Interactive Distance Learning – Regular Education	
<b>International Baccalaureate Courses Types (VALID OPTIONS):</b>			
		IBS – Standard Level IBH–Higher Level IBA–AB INITO	
CN180	73-78	Program Provider IRN	PIC X(6)

Number	Position	Name	PIC/Size
CN190	79-93	Program Builder Code	PIC X(15)
CN200	94-96	High School Credit	PIC 9V99
CN210	97-99	Subject Area for Credit	PIC X(3)
		VALID OPTIONS: *** – Not Applicable ENG – English credit MTH – Mathematics credit SOC – Social Studies credit SCI – Science credit FLR - Foreign Language credit CTA – Career/Technical FAR – Fine Arts BUS – Business TEC – Technology Education/Computer Science HEC – Family and Consumer Sciences (Non-Career-Technical) ELE – Elective PHE – Physical Education HTH – Health Education	
CN220	100	Language Used in Teaching Course	PIC X
		VALID OPTIONS: E - English (default) N - Native Language ONLY B - English & Native Language	
	101	Filler (CN230)	PIC X
CN240	102	Special Populations	PIC X
		(Used for DXX courses structured to instruct the following special population of students):VALID OPTIONS: * – Not Applicable (Default) Y – Yes, this course was structured to specifically serve students with hearing impairments or visual impairments N – No	
CN260	103	Highly Qualified Teacher	PIC X
		VALID OPTIONS: 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 – masters degree	

Number	Position	Name	PIC/Size
		5 – 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 (LPDC)	
	104-300	Filler	PIC X(197)
		Notes: Deleted element CN230	

### 5.3.6 CAREER-TECHNICAL EDUCATION CORRELATED CLASS RECORD (CV)

Number	Position	Name	PIC/Size
CV001	1-7	Record Number	PIC 9(7)
CV005	8	Record Status	PIC X
		A-Add/Update	
CV010	9-10	Sort Type	PIC X(2)
		Always "CV"	
CV015	11	Record Format Indicator	PIC X
		"G" to indicate Format G	
CV020	12-15	Fiscal Year e.g. 2008 (CCYY)	PIC X(4)
CV030	16	Reporting Period	PIC X
		K - October C - February N - Yearend	
CV040	17-22	District IRN	PIC X(6)
	23-28	Filler	PIC X(6)
CV060	29-48	Anchor/Lab/Co-op Local Classroom Code	PIC X(20)
CV070	49-68	First Correlated Academic or Technical Related Local Classroom Code	PIC X(20)
CV080	69-88	Second Correlated Academic or Technical Related Local Classroom Code	PIC X(20)
	89-300	Filler	PIC X(212)
		No changes in FY2008	

## 5.4 DISTRICT AND BUILDING RECORDS

### 5.4.1 DISTRICT GENERAL INFORMATION – FALL/OCTOBER (DQ)

Report one record for each entity identified in the general instructions.

Number	Position	Name	PIC/Size
DQ001	1-7	Record Number	PIC 9(7)
DQ005	8	Record Status	PIC X
		A-Add/Update	
DQ010	9-10	Sort Type	PIC X(2)
		Always “DQ”	
DQ015	11	Record Format Indicator	PIC X
		“I” to indicate Format I	
DQ020	12-15	Fiscal Year e.g. 2008 (CCYY)	PIC X(4)
DQ030	16	Reporting Period	PIC X
		K - October	
DQ040	17-22	District IRN	PIC X(6)
DQ080	23-25	Participation Eligibility	PIC 9V99
DQ120	26	Kindergarten Entrance Birthdate	PIC X
		A - September 30 B - August 1 * - No Kindergarten Provided	
DQ210	27-30	Number of eligible nonpublic students with disabilities who are not being served (Default = 0000)	PIC 9(4)
DQ220	31-35	Number of resident students who are home schooled	PIC 9(5)
	36-300	Filler	PIC X(265)
		Notes: <ul style="list-style-type: none"> <li>• Removed DQ230, DQ240, DQ250</li> </ul>	



## 5.4.2 BUILDING GENERAL INFORMATION – FALL/OCTOBER (DF)

Report one record for each entity identified in the general instructions. Beginning in FY2006 ESC's are not required to complete this record.

Number	Position	Name	PIC/Size
DF001	1-7	Record Number	PIC 9(7)
DF005	8	Record Status	PIC X
		A-Add/Update	
DF010	9-10	Sort Type	PIC X(2)
		Always "DF"	
DF015	11	Record Format Indicator	PIC X
		"H" to indicate Format H	
DF020	12-15	Fiscal Year e.g. 2008 (CCYY)	PIC X(4)
DF030	16	Reporting Period	PIC X
		K - October	
DF040	17-22	District IRN	PIC X(6)
DF050	23-28	Building IRN	PIC X(6)
Fields DF060-DF100 should be completed by City, Local and Exempted Village, School Districts, Community Schools, and JVSDs. Should NOT be completed by DYS.			
DF060	29	School Open on Monday of Count Week?	PIC X
		* – Not Applicable N – No Y – Yes	
DF070	30	School Open on Tuesday of Count Week?	PIC X
		* – Not Applicable N – No Y – Yes	
DF080	31	School Open on Wednesday of Count Week?	PIC X
		* – Not Applicable N – No Y – Yes	
DF090	32	School Open on Thursday of Count Week?	PIC X
		* – Not Applicable N – No Y – Yes	
DF100	33	School Open on Friday of Count Week?	PIC X
		* – Not Applicable N – No Y – Yes	

Number	Position	Name	PIC/Size
Fields DF110-DF210 should be completed by all entities			
DF110	34-41	First day of school scheduled for students in grades 1-12 (Format CCYYMMDD)	PIC X(8)
DF120	42-49	First day of school scheduled for kindergarten students	PIC X(8)
DF130	50-57	Last day of school scheduled for students (K-12)	PIC X(8)
DF140	58-60	Hours Per Day Scheduled – Grades 1-8 (Default = 0.00)	PIC 9V99
DF150	61-63	Hours Per Day Scheduled – Grades 9-12 (Default = 0.00)	PIC 9V99
DF160	64-66	Hours Per Day Scheduled – Half-Day Every Day Kindergarten (Default = 0.00)	PIC 9V99
DF170	67-69	Hours Per Day Scheduled – Alternate Day Full-Day Kindergarten (Default = 0.00)	PIC 9V99
DF180	70-72	Hours Per Day Scheduled – Full-Day Everyday Full-Day Kindergarten (Default = 0.00)	PIC 9V99
	73-75	Filler (DF190)	PIC X(3)
Fields DF200-DF270 should be completed by community school whose contract for the school year requires hours. Community Schools whose contract for the school year required days should complete DF280 through DF350.			
DF200	76-78	Parent Teacher Conference Hours Scheduled (Default = 000)	PIC 9(3)
DF210	79-81	Professional Meeting (Teachers) Hours Scheduled (Default = 000)	PIC 9(3)
DF220	82-85	Annual Hours in Session Scheduled – Grades 1-8 (Default = 0000)	PIC 9(4)
DF230	86-89	Annual Hours in Session Scheduled – Grades 9-11 (Default = 0000)	PIC 9(4)
DF240	90-93	Annual Hours in Session Scheduled – Grade 12 (Default = 0000)	PIC 9(4)
DF250	94-97	Annual Hours in Session Scheduled – Every day Half-Day Kindergarten (Default = 0000)	PIC 9(4)
DF260	98-101	Annual Hours in Session Scheduled – Alternate Day Every day Full-Day Kindergarten (Default = 0000)	PIC 9(4)
DF270	102-105	Annual Hours in Session Scheduled – Every Day Full-Day Kindergarten (Default = 0000)	PIC 9(4)

Number	Position	Name	PIC/Size
Fields DF280-DF350 should be completed by City, Local, and Exempted Village School Districts, ESCs, JVSDs, DYS and any Community School whose contract for the school year requires days instead of hours. Community School whose contract for the school year requires hours should complete DF200 through DF270.			
DF280	106-107	Parent Teacher Conference FTE Scheduled (Default = 0.0)	PIC 9V9
DF290	108-109	Professional Meeting (Teachers) FTE Scheduled (Default = 0.0)	PIC 9V9
DF300	110-114	Annual Days in Session Scheduled – Grades 1-8 (Default = 000.00)	PIC 9(3)V99
DF310	115-119	Annual Days in Session Scheduled – Grades 9-11 (Default = 000.00)	PIC 9(3)V99
DF320	120-124	Annual Days in Session Scheduled – Grade 12 (Default = 000.00)	PIC 9(3)V99
DF330	125-129	Annual Days in Session Scheduled – Half-Day Everyday Kindergarten (Default = 000.00)	PIC 9(3)V99
DF340	130-134	Annual Days in Session Scheduled – Alternate Day Full-Day Kindergarten (Default = 000.00)	PIC 9(3)V99
DF350	135-139	Annual Days in Session Scheduled – Every Day Full-Day Everyday Kindergarten (Default = 000.00)	PIC 9(3)V99
DF360	140-142	Hours Per Day Scheduled – Preschool (Default = 0.00)	PIC 9V99
DF370	143-147	Annual Days in Session Scheduled – Preschool (Default = 000.00)	PIC 9(3)V99
	148-300	Filler	PIC X(153)
		No changes for FY2008	

### 5.4.3 DISTRICT GENERAL INFORMATION – YEAREND (DR)

Report one record for each entity identified in the general instructions.

Number	Position	Name	PIC/Size
DR001	1-7	Record Number	PIC 9(7)
DR005	8	Record Status	PIC X
		A-Add/Update	
DR010	9-10	Sort Type	PIC X(2)
		Always “DR”	
DR015	11	Record Format Indicator	PIC X
		“H” to indicate Format H	
DR020	12-15	Fiscal Year e.g. 2008 (CCYY)	PIC X(4)
DR030	16	Reporting Period	PIC X
		N - Yearend	
DR040	17-22	District IRN	PIC X(6)
	23-29	Filler (DR690, DR700 & DR710)	PIC 9(7)
DR720	30-38	Central Office Square Feet	PIC 9(9)
DR730	39-42		PIC 9(4)
DR740	43-45	Preschool Transition Conferences Held By 3 <sup>rd</sup> Birthday No Disability Suspected	PIC 9(3)
DR750	46-48	Preschool Transition Conferences Held After 3 <sup>rd</sup> Birthday No Disability Suspected	PIC 9(3)
	49-300	Filler	PIC X(252)
		No changes for FY2008	

## 5.4.4 BUILDING GENERAL INFORMATION – YEAREND (DB)

Report one record for each entity identified in the general instructions. ESC’s are not required to complete this record.

Number	Position	Name	PIC/Size
DB001	1-7	Record Number	PIC 9(7)
DB005	8	Record Status	PIC X
		A-Add/Update	
DB010	9-10	Sort Type	PIC X(2)
		Always “DB”	
DB015	11	Record Format Indicator	PIC X
		“H” to indicate Format H	
DB020	12-15	Fiscal Year e.g. 2008 (CCYY)	PIC X(4)
DB030	16	Reporting Period	PIC X
		N – Yearend	
DB040	17-22	District IRN	PIC X(6)
DB050	23-28	Building IRN	PIC X(6)
DB060	29-33	Transportation Percentage	PIC 9(3)V99
DB070	34-38	Lunchroom Percentage	PIC 9(3)V99
DB080	39-47	Building Square Feet	PIC 9(9)
	48-68	Filler-DB090, DB100, DB110, DB120, DB130, DB140, DB150, DB160, DB170, DB180, DB190, DB200, DB210, DB220	PIC X(21)
	69-70	Filler (DB230 & DB250)	PIC XX
DB260	71-78	Actual first day of school for students in grades 1-12 Format - CCYYMMDD	PIC X(8)
DB270	79-86	Actual first day of school for kindergarten students	PIC X(8)
DB280	87-94	Actual last day of school for students (K-12)	PIC X(8)
DB290	95-100	Feeder School IRN	PIC X(6)
Fields DB300-DB370 should be complete by Community Schools whose contract for the school year requires hours. Community Schools whose contract for the school year requires days should complete DB380 through DB490.			
DB300	101-102	Actual Parent Teacher Conference Hours (Default = 00)	PIC 99
DB310	103-104	Actual Professional Meetings (Teachers) Hours (Default = 00)	PIC 99
DB320	105-108	Actual Hours in Session – Grades 1-8 (Default = 0000)	PIC 9(4)
DB330	109-112	Actual Hours in Session – Grades 9-11	PIC 9(4)

Number	Position	Name	PIC/Size
		(Default = 0000)	
DB340	113-116	Actual Hours in Session – Grade 12 (Default = 0000)	PIC 9(4)
DB350	117-120	Actual Hours in Session – Half Day Everyday Kindergarten (Default = 0000)	PIC 9(4)
DB360	121-124	Actual Hours in Session – Alternate Day Full Day Kindergarten (Default = 0000)	PIC 9(4)
DB370	125-128	Actual Hours in Session – Full Day Everyday Kindergarten (Default = 0000)	PIC 9(4)
Fields DB380 – DB490 should be completed by City, Exempted Village and Local School Districts, JVSDs, DYS and any Community School whose contract for the school year requires days instead of hours. Community School whose contract for the school year requires hours should complete DB300 through DB370.			
DB380	129-130	Actual Parent Teacher Conference FTE (Default = 0.0)	PIC 9V9
DB390	131-132	Actual Professional Meetings (Teachers) FTE (Default = 0.0)	PIC 9V9
DB400	133-137	Actual Days In Session – Grades 1-8 (Default = 000.00)	PIC 9(3)V99
DB410	138-142	Actual Days In Session – Grades 9-11 (Default = 000.00)	PIC 9(3)V99
DB420	143-147	Actual Days In Session – Grade 12 (Default = 000.00)	PIC 9(3)V99
DB430	148-152	Actual Days in Session – Half Day Everyday Kindergarten (Default = 000.00)	PIC 9(3)V99
DB440	153-157	Actual Days in Session – Alternate Day Full Day Kindergarten (Default = 000.00)	PIC 9(3)V99
DB450	158-162	Actual Days in Session – Full Day Everyday Kindergarten (Default = 000.00)	PIC 9(3)V99
DB460	163-166	Calamity Days (Default = 00.00)	PIC 9(2)V99
DB470	167-170	Calamity Days Made Up (Default = 00.00)	PIC 9(2)V99
DB480	171-172	Shortened Days – Due to Weather (Default = 00)	PIC 99
DB490	173-174	Shortened Days – Due to Other Reasons	PIC 99

<b>Number</b>	<b>Position</b>	<b>Name</b>	<b>PIC/Size</b>
		(Default = 00)	
	175	Filler (DB500)	PIC X
DB510 through DB550 should be reported by all entities.			
DB510	176-178	Actual Hours Per Day – Students in Grades 1-8	PIC 9V99
DB520	179-181	Actual Hours Per Day – Students in Grades 9-12	PIC 9V99
DB530	182-184	Actual Hours Per Day – Students in Half-Day Everyday Kindergarten	PIC 9V99
DB540	185-187	Actual Hours Per Day – Students in Alternate Day Full Day Kindergarten	PIC 9V99
DB550	188-190	Actual Hours Per Day – Students in Full Day Everyday Kindergarten	PIC 9V99
	191-193	Filler (DB560)	PIC 9(3)
DB570	194-198	Actual Days In Session – Preschool (Default = 000.00)	PIC 9(3)V99
DB580	199-201	Actual Hours Per Day – Students in Preschool	PIC 9V99
	202-300	Filler	PIC X(99)
		Deleted DB560	

### 5.4.5 BUILDING GENERAL INFORMATION – FEBRUARY (DH)

Report one record for each building for all city, local, exempted village and Joint Vocational School Districts (JVSDs) .

Number	Position	Name	
DH001	1-7	Record Number	PIC 9(7)
DH005	8	Record Status	PIC(X)
		A-Add/Update	
DH010	9-10	Sort Type	PIC X(2)
		Always “DH”	
DH015	11	Record Format Indicator	PIC X
		“G” to indicate Format G	
DH020	12-15	Fiscal Year e.g. 2008 (CCYY)	PIC X(4)
DH030	16	Reporting Period	PIC X
		C – February	
DH040	17-22	District IRN	PIC X(6)
DH050	23-28	Building IRN	PIC X(6)
DH060	29	School open on Monday of Count Week?	PIC X
		* – Not Applicable N – No Y – Yes	
DH070	30	School open on Tuesday of Count Week?	PIC X
		* – Not Applicable N – No Y – Yes	
DH080	31	School open on Wednesday of Count Week?	PIC X
		* – Not Applicable N – No Y – Yes	
DH090	32	School open on Thursday of Count Week?	PIC X
		* – Not Applicable N – No Y – Yes	
DH100	33	School open on Friday of Count Week?	PIC X
		* – Not Applicable N – No Y – Yes	
	34-300	Filler	PIC X(267)
		No changes for FY2008	



## 5.4.6 DISTRICT TESTING- YEAREND (DT)

See Chapter 4 for reporting instructions.

Number	Position	Name	PIC/Size
DT001	1-7	Record Number	PIC 9(7)
DT005	8	Record Status	PIC X
		A-Add/Update	
DT010	9-10	Sort Type	PIC X(2)
		Always “DT”	
DT015	11	Record Format Indicator	PIC X
		“G” to indicate Format G	
DT020	12-15	Fiscal Year e.g. 2008 (CCYY)	PIC X(4)
DT030	16	Reporting Period	PIC X
		N - Yearend	
DT040	17-22	District IRN	PIC X(6)
DT050	23-24	Grade Level Assessed	PIC X(2)
		Note: KG to 12 or NT for no grade levels assessed	
DT060	25-27	Local Assessment Number	PIC 9(3)
		Note: district assigned number from 000-999	
DT070	28-31	Number of Students Taking Assessment	PIC 9(4)
DT080	32-35	Assessed Students with Disabilities Headcount	PIC 9(4)
DT090	36	Administered with Accommodations/Modifications (Y/N)	PIC X
DT100	37-40	Accommodations/Modifications Headcount	PIC 9(4)
DT110	41	Alternate Assessments Provided (Y/N)	PIC X
DT120	42-45	Alternate Assessment Headcount	PIC 9(4)
	46-300	Filler	PIC X(255)
		No changes for FY2008	

## 5.4.7 DISTRICT GENERAL INFORMATION – FINANCIAL (DD)

Additional elements and chapter 4 reporting instructions will be added to this record in a future Rectification and Refinement.

Number	Position	Name	PIC/Size
DD001	1-7	Record Number	PIC 9(7)
DD005	8	Record Status	PIC X
		A-Add/Update	
DD010	9-10	Sort Type	PIC X(2)
		Always “DD”	
DD015	11	Record Format Indicator	PIC X
		“G” to indicate Format G	
DD020	12-15	Fiscal Year e.g. 2008 (CCYY)	PIC X(4)
DD030	16	Reporting Period	PIC X
		H - Financial	
DD040	17-22	District IRN	PIC X(6)
		Additional elements to be determined	
	??-300	Filler	PIC X(???)
		New Record for FY2008	

## 5.5 FINANCIAL DATA

### 5.5.1 FINANCIAL FILE DESCRIPTIONS (QC)

These fields are common to all financial records (Sort Type QC) and are defined as filler in all detailed records. All records are 300 characters in length. All codes are defined according to the Uniform School Accounting System.

Number	Position	Name	PIC/Size
QC001	1-7	Record Number	PIC 9(7)
QC005	8	Record Status	PIC X
		A-Add/Update	
QC010	9-10	Sort Type	PIC X(2)
		Always "QC"	
QC015	11	Record Format Indicator	PIC X
		"G" to indicate Format G	
QC020	12-15	Fiscal Year e.g. 2008 (CCYY)	PIC X(4)
QC030	16	Reporting Period	PIC X
		H - July	
QC040	17-22	District IRN	PIC X(6)
QC050	23-25	Schedule Sequence	PIC X(3)
QC060	26-28	Schedule Frequency	PIC 9(3)
QC070	29-32	Line Number	PIC 9(4)
QC080	33-35	Schedule Number	PIC X(3)
	36-300	Filler	PIC X(265)

## 5.5.2 CASH RECORD (QC)

To be provided for each Fund/Special Cost Center

Number	Position	Name	PIC/Size
	1-35	Filler	PIC X(35)
	36-37	Filler	PIC X(2)
QC110	38-40	Fund	PIC X(3)
QC120	41-44	Special Cost Center	PIC X(4)
QC185	45-65	ODE Brief Description (Choose from list provided below)	PIC X(21)
QC190	66-151	District Account Description	PIC X(86)
QC200	152	Fund Class	PIC X
		G - General	
		S - Special Revenue	
		D - Debt Service	
		C - Capital Projects	
		A - Agency	
		E - Enterprise	
		I - Internal Services	
		P - Permanent	
		R - Private Purpose Trust	
		V - Investment Trust	
		W - Pension Trust	
QC210	153-164	July 1 Cash Balance	PIC S9(9)V99(s)
QC220	165-176	Fiscal Year Receipts	PIC S9(9)V99(s)
QC230	177-188	Fiscal Year Expenditures	PIC S9(9)V99(s)
QC240	189-200	Current Cash Encumbered	PIC S9(9)V99(s)
QC250	201-212	Current Fund Balance	PIC S9(9)V99(s)
QC260	213-224	Current Payables (optional)	PIC S9(9)V99(s)
	225-300	Filler	PIC X(76)

<b>ODE Brief Description</b>				
<b>Fund</b>	<b>USAS Fund Description</b>	<b>Program</b>	<b>QC185</b>	<b>Appropriation Line Item/CFDA</b>
025	Computer Network - DA Sites	Basic Subsidy	BASU	200-426
025	Computer Network - DA Sites	Nonpublic Communications	DANC	200-426
025	Computer Network - DA Sites	Other Non-OECN Related	ONOR	200-426
025	Computer Network - DA Sites	Other OECN Related	OOR	200-426
025	Computer Network - DA Sites	Public Communications-DS3	DAPD	200-426
025	Computer Network - DA Sites	Public Communications-other	DAPC	200-426
025	Computer Network - DA Sites	Union Catalog-INFOhio	UCIO	200-426
025	Computer Network - DA Sites	EMIS	EMIS	200-446
025	Computer Network - DA Sites	Third Frontier Network	TFN	200-446
025	Computer Network - DA Sites	Other Computer Network - DA Sites	*	
401	Auxiliary Services	Auxiliary Services	AUX	200-511
401	Auxiliary Services	Nonpublic Administrative Cost	NAC	200-532
401	Auxiliary Services	Mobile Units	ASMU	200-659
401	Auxiliary Services	Other Auxiliary Services	*	
414	Adult High School	Adult Basic Literacy	ABL	200-509
414	Adult High School	ESOL	ESOL	200-509
414	Adult High School	Other Adult High	*	

<b>ODE Brief Description</b>				
<b>Fund</b>	<b>USAS Fund Description</b>	<b>Program</b>	<b>QC185</b>	<b>Appropriation Line Item/CFDA</b>
		School		
416	Teacher Development	Educator Recruitment	ER	200-410
416	Teacher Development	Local knowledge/skills-based	LKS	200-410
416	Teacher Development	National Teacher Board Certification	NTBC	200-410
416	Teacher Development	Ohio University Leadership Program	OULP	200-410
416	Teacher Development	Profession Development - Literacy	PDL	200-433
416	Teacher Development	Reading Recovery Training Network	RR	200-433
416	Teacher Development	Reading/Writing Improvement	RWI	200-433
416	Teacher Development	RPDC	RPDC	200-410
416	Teacher Development	School districts in academic emergency	AE	200-410
416	Teacher Development	Training School Administrators	TSA	200-410
416	Teacher Development	Other Teacher Development	*	
431	Gifted Education	Gifted ID	GID	200-521
431	Gifted Education	Gifted Units	MS	200-521
431	Gifted Education	Research and Demonstration	RD	200-521
431	Gifted Education	Summer Sch for Gifted	SSG	200-521
431	Gifted Education	Summer Honors Inst	SHI	200-521
431	Gifted Education	Other Gifted Education	*	
438	Early Learning Initiative program	Early Learning Initiative program Traditional	HDSTT	200-663
438	Early Learning Initiative program	Early Learning Initiative program - Start Up	HDSTUP	200-449
438	Early Learning Initiative program	Early Learning Initiative program - Support	HDSTSP	200-663
438	Early Learning Initiative program	Early Learning Initiative program Plus	HDSTP	200-663
447	DPIA	Breakfast	BREAK	200-520

<b>ODE Brief Description</b>				
<b>Fund</b>	<b>USAS Fund Description</b>	<b>Program</b>	<b>QC185</b>	<b>Appropriation Line Item/CFDA</b>
447	DPIA	DPIA	DPIA	200-520
447	DPIA	School Choice	SC	200-520
447	DPIA	Children's Hunger Alliance	CHA	200-520
447	DPIA	Other DPIA	*	
450	School Net	Education Technology	ET	228-539
450	School Net	Instructional Resources	IR	228-539
450	School Net	Ohio K-12 Network	OKN	228-539
450	School Net	Ohio School Net Plus	OSNP	Tobacco
450	School Net	Other School net	*	
451	OECN Communication	Public Communications	PC	200-426
451	OECN Communication	Third Frontier Network	TFN	200-446
451	OECN Communication	Other OECN Communication	*	
459	Ohio Reads	Ohio Reads Grants	ORG	200-566
459	Ohio Reads	OhioReads Admin/Volunteer Support	ORAVS	200-445
459	Ohio Reads	Research Based Reading Mentoring	RBRM	200-445
459	Ohio Reads	OhioReads Comm Match	ORCM	200-445
459	Ohio Reads	Other Ohio Reads	*	
460	Summer Intervention	Academic Emergency	AF	200-513
460	Summer Intervention	Intervention Services	IS	200-513
460	Summer Intervention	Read Baby Read	RBR	200-513
460	Summer Intervention	Other Summer Intervention	*	
461	Career-Technical Education Enhancement	Career Development	CD	200-545
461	Career-Technical Education Enhancement	Supplemental Equipment Funds	SEQ	200-545

<b>ODE Brief Description</b>				
<b>Fund</b>	<b>USAS Fund Description</b>	<b>Program</b>	<b>QC185</b>	<b>Appropriation Line Item/CFDA</b>
461	Career-Technical Education Enhancement	Fifth Quarter	FQ	200-545
461	Career-Technical Education Enhancement	High Schools that Work	HSTW	200-545
461	Career-Technical Education Enhancement	OCIS	OCIS	200-545
461	Career-Technical Education Enhancement	JOGS	JOGS	3V0
461	Career-Technical Education Enhancement	Tech Prep	TP	200-545
461	Career-Technical Education Enhancement	Other CTE Enhancement	*	
463	Alternative Schools	Amer-I-Can	AIC	200-421
463	Alternative Schools	Toledo Tech	TT	200-421
463	Alternative Schools	Urban School Districts	USD	200-421
463	Alternative Schools	Rural and Suburban	RSUB	200-421
463	Alternative Schools	Ohio Alternative Educ Challenge Grant	OAEC	200-421
463	Alternative Schools	Youth Opportunities United	YOU	200-421
463	Alternative Schools	Other Alternative Schools	*	
464	School Improvement Models	Big City School Program	BCSP	200-431
464	School Improvement Models	Early College High School	ECHS	200-431
464	School	High School	HST	200-431



<b>ODE Brief Description</b>				
<b>Fund</b>	<b>USAS Fund Description</b>	<b>Program</b>	<b>QC185</b>	<b>Appropriation Line Item/CFDA</b>
	Improvement Models	Transformation		
464	School Improvement Models	IMPR Solutions Urban Students	IMPR	200-431
464	School Improvement Models	Ohio's Rural Appalachia Leadership	ORAL	200-431
464	School Improvement Models	Southern State Community College	SSCC	200-431
464	School Improvement Models	Other School Improvement Models	*	
464	School Improvement Models	GRAD	GRAD	200-431
464	School Improvement Models	LEAF	LEAF	200-431
464	School Improvement Models	Technical Assistance	TA	200-431
499	Miscellaneous State	Academic Standards	AS	200-427
499	Miscellaneous State	American Sign Language	ASL	200-441
499	Miscellaneous State	American Sign Language- Pilot Projects	ASLP	200-441
499	Miscellaneous State	Child Care Licensing	CCL	200-442
499	Miscellaneous State	Community Schools Start Up	CSS	200-455
499	Miscellaneous State	Eddie Eagle Gun Safety Pilot Program.	EESGP	200-578
499	Miscellaneous State	Emergency Loan Interest Subsidy	ELIS	200-558
499	Miscellaneous State	GED Testing/Adult High School	GED	200-447

<b>ODE Brief Description</b>				
<b>Fund</b>	<b>USAS Fund Description</b>	<b>Program</b>	<b>QC185</b>	<b>Appropriation Line Item/CFDA</b>
499	Miscellaneous State	Miscellaneous	MISC	
499	Miscellaneous State	OGT Practice Test	OGT	200-437
499	Miscellaneous State	Assessment	ASMT	200-437
499	Miscellaneous State	Report Card Distribution	RCD	200-439
499	Miscellaneous State	Safe and Supportive Schools	SSS	200-578
499	Miscellaneous State	Safe School Center	SSC	200-578
499	Miscellaneous State	Safe School Help Line	SSHL	200-578
499	Miscellaneous State	Teaching Success Commission Initiatives	TSCI	200-452
499	Miscellaneous State	Waterford Early Reading Program	WERP	200-433
499	Miscellaneous State	Ohio Mathematics Academy Program	OMAP	200-433
499	Miscellaneous State	Teachers On Loan	TOL	200-427
499	Miscellaneous State	Jennings Ohio Learning First Alliance	JOLFA	200-615
499	Miscellaneous State	Reggio Amelio Grant	RAG	200-615
499	Miscellaneous State	National Assoc State Bds Grant	NASBG	200-615
499	Miscellaneous State	Cleve Foundation Schools of Promise Network	CFSPN	200-615
499	Miscellaneous State	Gund Schools of Promise Network	GSPN	200-615
499	Miscellaneous State	Jennings Schools of Promise Network	JSPN	200-615
499	Miscellaneous State	RJ Wean Foundation	RJWF	200-615
499	Miscellaneous State	Interagency Spt - Child Abuse Detection Tng	CADT	200-633

<b>ODE Brief Description</b>				
<b>Fund</b>	<b>USAS Fund Description</b>	<b>Program</b>	<b>QC185</b>	<b>Appropriation Line Item/CFDA</b>
499	Miscellaneous State	Motorcycle Safety	MOTOR	
499	Miscellaneous State	Guidance and Testing	GT	200-610
499	Miscellaneous State	Adult High School	AHS	200-509
499	Miscellaneous State	Bowling Green CSD Preschool	BG	200-540
499	Miscellaneous State	Jason Project	JASON	200-427
499	Miscellaneous State	Language & Literacy Intervention	LLI	200-540
499	Miscellaneous State	Educational Media Centers	MEDIA	200-431
499	Miscellaneous State	Ohio Science Institute	OSI	200-427
499	Miscellaneous State	Project Lead The Way	PLTW	200-427
499	Miscellaneous State	Other State Miscellaneous	*	
572	Comprehensive School Reform - Title I, Part F	Comprehensive School Reform - Title I, Part F	CSR	84.332
572	Homeless Children	Homeless Children	HC	84.196
572	Improvement of Basic Programs - Title I Part A	Improvement of Basic Programs - Title I Part A	IBP	84.010
572	Neglected & Delinquent Children/Youth Title I Part D	Neglected & Delinquent Children/Youth Title I Part D	NDCY	84.013
572	Even Start	Title I, Part B-3	ESOLT	84.213
572	Title I	Other Title I	*	
599	Miscellaneous Federal	21st Century Community Learning Centers - T IV-B	LC	84.287
599	Miscellaneous Federal	Character Education	CE	84.215

<b>ODE Brief Description</b>				
<b>Fund</b>	<b>USAS Fund Description</b>	<b>Program</b>	<b>QC185</b>	<b>Appropriation Line Item/CFDA</b>
599	Miscellaneous Federal	Community Schools	CS	84.282
599	Miscellaneous Federal	Community Service Grants Title IV Part A-2	CSG	84.184C
599	Miscellaneous Federal	Education Technology Title II Part D	ETT	84.318
599	Miscellaneous Federal	Reading First - Title 1-B	RF	84.357
599	Miscellaneous Federal	Rural and Low Income - Title VI, Part B-2	RLI	84.358
599	Miscellaneous Federal	Other Federal	*	
599	Miscellaneous Federal	Tchr Quality Enhancement	TQE	84.336
599	Miscellaneous Federal	State Prog Improvement	SPI	84.323
599	Miscellaneous Federal	Program Improvement	PGMI	84.330
599	Miscellaneous Federal	Troops to Teachers - DOD	TOTD	12.630
599	Miscellaneous Federal	Troops to Teachers - USDE	TOTUS	84.215K
599	Miscellaneous Federal	Occupational & Employment Information - ACRN	OEI	84.346
599	Miscellaneous Federal	Workforce Investment Act	WIA	17.258
599	Miscellaneous Federal	Learn & Serve America	LSA	94.004
599	Miscellaneous Federal	Math/Science Partnerships	MSP	84.366
599	Miscellaneous Federal	State Homeland Security	SHS	16.007
599	Miscellaneous Federal	Charter College	CCOLL	84.215K
599	Miscellaneous Federal	Refugee Impact	RIM	93.576
599	Miscellaneous Federal	Hurricane Relief	HKR	84.938

### 5.5.3 EXPENDITURE RECORD (QC)

To be provided for each account number as indicated in the financial detail documentation.

Number	Position	Name	PIC/Size
	1-35	Filler	PIC X(35)
	36-37	Filler	PIC X(2)
QC110	38-40	Fund	PIC X(3)
QC120	41-44	Special Cost Center	PIC X(4)
QC130	45-48	Function	PIC X(4)
QC140	49-51	Object	PIC X(3)
QC150	52-57	Subject	PIC X(6)
QC160	58-60	Operational Unit	PIC X(3)
QC170	61-62	Instructional Level	PIC X(2)
QC180	63-65	Job	PIC X(3)
QC270	66-77	Prior Fiscal Year Encumbered (also known as Previous Year Carry-over Appropriation)	PIC S9(9)V99(s)
QC280	78-89	Fiscal Year Total Appropriation	PIC S9(9)V99(s)
QC290	90-101	Fiscal Year Actual Expenditures	PIC S9(9)V99(s)
QC300	102-113	Current Encumbered	PIC S9(9)V99(s)
QC305	114	General Fund Debt-Bond Retire Fund (Y" IF Bond Retirement Fund (002) and expenditures are applicable to the servicing of the General Fund Debt)	PIC X
	115-300	Filler	PIC X(186)

## 5.5.4 RECEIPT RECORD (QC)

To be provided for each Fund/SCC/Receipt code as indicated in the financial detail documentation.

Number	Position	Name	PIC/Size
	1-35	Filler	PIC X(35)
	36-37	Filler	PIC X(2)
QC110	38-40	Fund	PIC X(3)
QC120	41-44	Special Cost Center	PIC X(4)
QC310	45-48	Receipt	PIC X(4)
QC150	49-54	Subject (optional)	PIC X(6)
QC160	55-57	Operational Unit (optional)	PIC X(3)
	58-65	Filler	PIC X(8)
QC320	66-77	Fiscal Year Estimated Revenue	PIC S9(9)V99(s)
QC330	78-89	Fiscal Year Actual Receipts	PIC S9(9)V99(s)
QC340	90-101	Fiscal Year Receivables (Optional	PIC S9(9)V99(s)
QC345	102	Debt Retirement/General Fund (Y' IF Bond Retirement Fund (002) and expenditures are applicable to the servicing of the General Fund Debt)	PIC X
	103-300	Filler	PIC X(198)

### 5.5.5 OPERATIONAL UNIT (OPU) DESCRIPTION RECORD (QC)

Number	Position	Name	PIC/Size
	1-35	Filler	PIC X(35)
QC160	36-38	OPU	PIC X(3)
QC350	39-44	Entity IRN	PIC X(6)
QC360	45-89	Entity Name	PIC X(45)
QC365	90	Entity Type (optional)	PIC X
		“C” = Central Office	
	91-300	Filler	PIC X(210)

If the OPU is a school building, use the building IRN for the entity IRN. If the OPU is not a school building, the district IRN should be used for the entity IRN.

The following records are for tables from the current AUD/ODE 4502-1. Generally, they are identical to the current requirements except for the Filler at the beginning and the total record size.

**EXHIBIT 1 – CASH AND FUND BALANCE RECONCILIATION – END OF FISCAL YEAR**

Number	Position	Name	PIC/Size
	1-35	Filler	PIC X(35)
QC370	36-67	Depository Name For Lines 1-99, 200-298	PIC X(32)
QC380	68-79	Amount	PIC S9(9)V99(s)
	80-300	Filler	PIC X(221)

**STATEMENT J – SCHEDULE OF INDEBTEDNESS – BONDS**

Number	Position	Name	PIC/Size
	1-35	Filler	PIC X(35)
QC390	36-70	Description/Purpose of Issue	PIC X(35)
	71-105	Filler	PIC X(35)
QC400	106-111	Interest Rate	PIC 99V9999
QC410	112-143	Interest Dates (CCYYMMDD) OCCURS 4 TIMES	
		Interest Year	PIC X(4)
		Interest Month	PIC X(2)
		Interest Day	PIC X(2)
QC420	144-151	Issue Date (CCYYMMDD)	PIC X(8)
QC430	152-159	Maturity Date (CCYYMMDD)	PIC X(8)
QC435	160-172	Amount Outstanding Beginning of Period	PIC S9(10)V99(s)
QC440	173-184	New Issues During Period	PIC S9(9)V99(s)
QC450	185-196	Principal Redemptions During Period	PIC S9(9)V99(s)
QC460	197-209	Amount Outstanding End of Period	PIC S9(10)V99(s)
	210-300	Filler	PIC X(91)

**STATEMENT K – SCHEDULE OF INDEBTEDNESS – SHORT-TERM NOTES****STATEMENT L – SCHEDULE OF INDEBTEDNESS – LONG-TERM NOTES**

Number	Position	Name	PIC/Size
	1-35	Filler	PIC X(35)
QC390	36-70	Description/Purpose of Issue	PIC X(35)
QC470	71-73	Receiving Fund	PIC X(3)
QC480	74-77	Receiving Special Cost Center	PIC X(4)



Number	Position	Name	PIC/Size
QC490	78-85	Statutory Authority (Include decimal point)	PIC X(8)
QC500	86-105	Source	PIC X(20)
QC400	106-111	Interest Rate	PIC 99V9999
QC410	112-143	Interest Dates (CCYYMMDD) OCCURS 4 TIMES	
		Interest Year	PIC X(4)
		Interest Month	PIC X(2)
		Interest Day	PIC X(2)
QC420	144-151	Issue Date (CCYYMMDD)	PIC X(8)
QC430	152-159	Maturity Date (CCYYMMDD)	PIC X(8)
QC435	160-171	Amount Outstanding Beginning of Period	PIC S9(9)V99(s)
QC440	172-183	New Issues During Period	PIC S9(9)V99(s)
QC450	184-195	Principal Redemptions During Period	PIC S9(9)V99(s)
QC460	196-207	Amount Outstanding End of Period	PIC S9(9)V99(s)
	208-300	Filler	PIC X(93)

### STATEMENT M – SCHEDULE OF DEBT SERVICE REQUIREMENTS TO MATURITY

Number	Position	Name	PIC/Size
	1-35	Filler	PIC X(35)
QC510	36-39	Year – Fiscal Year, e.g. 2008 (CCYY)	PIC X(4)
QC520	40-51	Principal	PIC S9(9)V99(s)
QC530	52-63	Interest	PIC S9(9)V99(s)
QC540	64-76	Total	PIC S9(10)V99(s)
	77-300	Filler	PIC X(224)

### STATEMENT N – MEMORANDUM DATA TAX VALUATION – TAX RECEIPTS

This record is used for tax valuations and tax receipts.

Number	Position	Name	PIC/Size
	1-35	Filler	PIC X(35)
QC550	36-47	Tax Valuation – Real – Commercial/Industrial	PIC S9(11)(s)
QC560	48-59	Tax Valuation – Real – Residential/Agricultural	PIC S9(11)(s)
QC570	60-71	Tax Valuation – Real – Public Utilities	PIC S9(11)(s)
QC580	72-83	Tax Valuation – Real – Minerals	PIC S9(11)(s)
QC590	84-95	Tax Valuation – Personal – General	PIC S9(11)(s)
QC600	96-107	Tax Valuation – Personal –Public Utilities	PIC S9(11)(s)
QC610	108-119	Tax Valuation – Total Assessed Valuation	PIC S9(11)(s)
QC620	120-131	Tax Valuation – Tax Exempt	PIC S9(11)(s)
QC630	132-143	Tax Receipts – Real – Commercial/Industrial	PIC S9(11)(s)
QC640	144-155	Tax Receipts – Real – Residential/Agricultural	PIC S9(11)(s)
QC650	156-167	Tax Receipts – Real – Public Utilities	PIC S9(11)(s)
QC660	168-179	Tax Receipts – Real – Minerals	PIC S9(11)(s)
QC670	180-191	Tax Receipts – Personal – General	PIC S9(11)(s)
QC680	192-203	Tax Receipts – Personal – Public Utilities	PIC S9(11)(s)
QC690	204-215	Tax Receipts – Total Tax Receipts	PIC S9(11)(s)
	216-300	Filler	PIC X(85)

**STATEMENT N – MILLAGE**

This record is used for Tax Rates.

Number	Position	Name	PIC/Size
	1-35	Filler	PIC X(35)
	36-203	Millage occurs seven times	
QC700		Millage Line Number (Values 16 to 32)	PIC 999
QC710		Full Assessed Rate	PIC 9(3)V9999
QC720		Adjusted Residential/Agricultural Rate	PIC 9(3)V9999
QC730		Adjusted Commercial/Industrial Rate	PIC 9(3)V9999
	204-300	Filler	PIC X(97)

**SCHEDULE OF FEDERAL ASSISTANCE PROGRAMS – SUMMARY**

Number	Position	Name	PIC/Size
	1-35	Filler	PIC X(35)
QC360	36-65	Entity Name	PIC X(30)
QC740	66-75	County Name	PIC X(10)
QC750	76-79	Fiscal Year Ending e.g. 2006 (CCYY)	PIC X(4)
QC760	80	Total Federal Receipt Group	PIC X

Number	Position	Name	PIC/Size
		D – The district has \$500,000 or more in federal expenditures	
		E - The district has less than \$500,000 in federal expenditures	
QC770	81-300	Comments	PIC (220)

### SCHEDULE OF FEDERAL ASSISTANCE PROGRAMS – DETAIL

Number	Position	Name	PIC/Size
	1-35	Filler	PIC X(35)
QC780	36-40	CFDA Number	PIC X(5)
QC790	41-70	Grant Title	PIC X(30)
QC110	71-73	Fund	PIC X(3)
QC120	74-77	Special Cost Center	PIC X(4)
Number	Position	Name	PIC/Size
QC810	78-89	Federal Contribution Received in Current Fiscal Year	PIC S9(9)V99(s)
QC820	90-101	Federal Expenditure during current Fiscal Year	PIC s9(9)V99(s)
	102-300	Filler	PIC X(199)

### STATEMENT R – CIVIL PROCEEDINGS

This record is used for all civil proceeding data except description.

Number	Position	Name	PIC/Size
	1-35	Filler	PIC X(35)
QC830	36-55	Case Number	PIC X(20)
QC840	56-85	Court Name	PIC X(30)
	86-190	Plaintiff/Defendant (Occurs 5 times)	
QC850		Plaintiff/Defendant Type	PIC X
QC860		Plaintiff/Defendant Name	PIC X(20)
QC870	191	Capacity of Board (Either “P” or “D”)	PIC X
QC880	192-203	Total Expense for Proceedings (through current fiscal year)	PIC S9(9)V99(s)
QC890	204-215	Expense for Proceedings (for current fiscal year)	PIC S9(9)V99(s)
	216-300	Filler	PIC X(85)

### STATEMENT R – CIVIL PROCEEDINGS

This record is used for the description of the civil proceedings.

Number	Position	Name	PIC/Size
	1-35	Filler	PIC X(35)
QC830	36-55	Case Number	PIC X(20)
QC900	56-300	Description of Proceedings	PIC X(245)

## STATEMENT S – COMBINED FINANCIAL REPORT OF THE BOARD OF EDUCATION

This record is used for the memoranda data only.

Number	Position	Name	PIC/Size
	1-35	Filler	PIC X(35)
QC910	36-46	Total Assessed Valuation	PIC 9(11)
	47-57	Filler	PIC X(11)
QC920	58-64	Inside Millage	PIC 9(3)V9999
QC930	65-71	Outside Millage	PIC 9(3)V9999
QC940	72-82	Total Average Daily Membership	PIC 9(9)V99
QC950	83-93	Total Number of Noncertificated Employees	PIC 9(9)V99
QC960	94-104	Total Number of Certificated Employees	PIC 9(9)V99
	105-300	Filler	PIC X(196)

## SCHEDULES

Name	Schedule Number	Schedule Sequence	Schedule Frequency	Line Number
Operational Unit	OPU	ACC	1	* 1 to 999
Cash Record	CSH	AAE	1	1
Expenditure Record	EXP	AAL	1	1
Receipt Record	RCT	AAP	1	1
Exhibit 1	EX1	AAZ	1	*1-126,200-299
Statement J	STJ	QAZ	1	* 1 to 999
Statement K	STK	RAZ	1	* 1 to 999

Name	Schedule Number	Schedule Sequence	Schedule Frequency	Line Number
Statement L	STL	SAZ	1	*1 to 999
Statement M	STM	TAZ	1	*1 to 999
Statement N – Tax Val/Rpt.	STN	UAZ	1	*1
Statement N – Millage	STN	UAZ	1	*2 to 4
Federal Asst. – Summary	FAS	YAZ	1	*1
Federal Asst. – Detail	FAD	ZAZ	*1 to 999	1
Statement R – Case	STR	ZBZ	*1 to 999	*1
Statement R – Descrip	STR	ZBZ	*1 to 999	*2 to 999
Statement S	STS	ZCZ	1	*1

\* See Notes

## NOTES SCHEDULE FREQUENCY

	Federal Assistance Schedules
Summary	1
Detail	1 to 999 (Increase by one for each program)
	Statement R
	1 to 999 (Increase by 1 for each proceeding. Case data and description must have same frequency number for the same proceeding.)

	Operational Unit
	1 to 999 (Increase with each (OPU))
	Exhibit 1
Gross Depository Balance	1 98
Total Depository Balance	99
Adjustments to Bank balances	100-103
Investments	104-108
Cash on hand	109-112
Total balances end-of-year	113
Governmental Fund types	114-119

	Operational Unit
Proprietary Fund types	120-122
Fiduciary fund types	123-125
Total balances All funds	126
Other depository Balances	200-298
Total other depository	299
	Statement J
Detail	1 to 998 (Add 1 for each bond)
Total other depository balances	299
Total	999
	Statement K
Detail	1 to 998 (Add 1 for each note)
Total	999
	Statement L
Detail	1 to 998 (Add 1 for each note)
Total	999
	Statement M
Detail	1 to 998 (Add 1 per event.)
Total	999
	Statement N
Tax Val/Rcpt	1
Millage	2 Inside 10 Mill (16) – School Recreation – Current (22)
	3 Total Current Expense (23) – School Library – Bond (29)
	4 School Recreation – Bond (30) – Total (32)

NOTE: Amounts for all lines must be entered even if they are zero. Numbers in parentheses are the millage line numbers.

	Federal Assistance Schedules
Detail	1 to 999 (Increase by 1 for each record)
	Statement R
Case Data	1
Description	2-999 (Increase with each 248 characters of description)
	Statement S
Memorandum	1
Data	

## 5.5.6 FIVE YEAR FORECAST RECORD (QF)

This record layout is for reporting the Five Year Forecast required by HB412. The record layout described here is in standard EMIS format. Because the source of this data is likely to be a spreadsheet application, the EMIS Software used by the DAS will also accept this data as a comma-delimited file.

Number	Position	Name	PIC/Size
QF001	1-7	Record Number	PIC 9(7)
QF005	8	Record Status A-Add/Update	PIC X
QF010	9-10	Sort Type Always "QF"	PIC X(2)
QF015	11	Record Format Indicator "G" to indicate Format G	PIC X
QF020	12-15	Fiscal Year e.g. 2008	PIC X(4)
QF030	16	Reporting Period P - December	PIC X
QF040	17-22	District IRN	PIC X(6)
QF050	23-27	Category/Line Number Code value that indicates line number on forecast. See Chapter 4.	PIC 99V999
QF060	28-63	Prior Years Actual (occurs 3 times) Contains three prior years' actual values. First occurrence contains three years ago actual, second occurrence contains two years ago actual, and third occurrence contains prior fiscal year actual.	PIC S9(11)(s)
QF070	64-69	Average Annual Change	PIC S999V99(s)
QF080	70-129	Forecasted Year's Amounts (Occurs 5 times) Contains forecasted amounts for each fiscal year. The first occurrence contains the first year being forecasted (i.e. the current fiscal year). Remaining occurrences contain subsequent fiscal years. This element also applies to ADM forecasts.	PIC S9(11)(s)
	130-300	Filler	X(169)

## 5.5.7 FIVE YEAR FORECAST NOTES RECORD (QN)

This record layout is used to submit the notes and assumptions for the Five Year Forecast. The notes must be submitted as plain text. Each record should contain one line of text. Blank lines may be submitted by including a record with blank text field.

Number	Position	Name	PIC/Size
QN001	1-7	Record Number	PIC 9(7)
QN005	8	Record Status	PIC X
		A-Add/Update	
QN010	9-10	Sort Type	PIC X(2)
		Always "QN"	
QN015	11	Record Format Indicator	PIC X
		"G" to indicate Format G	
QN020	12-15	Fiscal Year e.g. 2008	PIC X(4)
QN030	16	Reporting Period	PIC X
		P - December	
QN040	17-22	District IRN	PIC X(6)
QN050	23-27	Line Number	PIC 9(5)
		Contains the line number of the text within the notes. Should be consecutively numbered starting from one.	
QN060	28-107	Note Text Line	PIC X(80)
		Must contain only printable characters. Any non-printable characters (Including carriage returns and line feeds) may cause the record to be rejected.	
	108-300	Filler	PIC X(193)



## 5.6 OPT OPTIONS DEFINITION RECORD (OPT)

(Provided by the Department of Education)

<b>Number</b>	<b>Position</b>	<b>Name</b>	<b>PIC(Size)</b>
OPT010	1-2	Sort-Type	PIC X(2)
OPT020	3-5	Element Number	PIC X(3)
OPT030	6-13	Option Value	PIC X(8)
OPT040	14-80	Data Element Description	PIC X(67)
OPT050	81-88	Data Element Minimum	PIC X(8)
OPT060	89-96	Data Element Maximum	PIC X(8)
OPT070	97-109	Collection-Cycle Occurs 13 Times	PIC X(13)
OPT080	110-110	Severity-Code	PIC X(1)
		Value "F" - Fatal	
		Value "W" - Warning	
		Value "I" - Informational	
OPT090	111-111	Field Status	PIC X(1)
		Value " " - "Active"	
		Value "I" - "Inactive"	