

# **FY 2012 ODE EMIS MANUAL**

## **Chapter 5: Rules for School District Data Formatting**



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## 5.1 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, and
- field size.

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.

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 maintain the position of remaining elements when an element in the middle of a record is deleted. Filler areas are ignored by ODE when files are loaded.

## 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.

The State Student ID (SSID) is required in the Student Standing Record for all students, Student Attribute- No Date Record for all students reported in the Graduate reporting period, and in the Graduation-Only Record for any student reported on that record. All other student ID’s are those supplied by the local student management software and will be replaced with the State Student ID (SSID) during the submission process at the Information Technology Center Site. In the file layouts these other State Student IDs (SSID) 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 Data Collector will use this to determine into 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.

### *EMIS Identifying Fields by Record*

**Table 1. Student Records**

<b>Record Name</b>	<b>Record</b>	<b>Required Fields</b>	<b>Number</b>
Student Demographic Record	GI	EMIS Student ID	GI050
Student Demographic – Race Detail Record	GJ	EMIS Student ID Racial Group	GJ050 GJ060
Student Standing Record	FS	EMIS Student ID Effective Start Date	FS050 FS060
Student Attributes-Effective Date Record	FD	EMIS Student ID Effective Start Date	FD050 FD060
Student Attributes-No Date Record	FN	EMIS Student ID	FN050
Student Acceleration Record	FB	EMIS Student ID Subject Area Code	FB050 FB060
Student Assessment Record	FA	EMIS Student ID Assessment Type Code Test Grade Level Assessment Area Code Test Date	FA050 FA060 FA200 FA205 FA210
Graduation ONLY Record	GP	EMIS Student ID	GP050
Kindergarten Readiness Assessment Record	GO	EMIS Student ID Subject Type Test Date	GO050 GO205 GO210
Preschool Assessment Record	GB	EMIS Student ID Test Grade level	GB050 GB200

Record Name	Record	Required Fields	Number
		Test Date	GB210
Preschool ASQ/SE Assessment Record	GS	EMIS Student ID Test Level Test Date	GS050 GS200 GS210
Preschool ECO Assessment Record	GM	EMIS Student ID Assessment Area Test Date	GM050 GM200 GM210
Student Course Record	GN	EMIS Student ID Local Classroom Code Course Enrollment Start Date	GN050 GN080 GN160
Student Program Record	GQ	EMIS Student ID Program Code	GQ050 GQ060
Student Discipline Record	GD	Date of Discipline Type of Discipline Sequence Number	GD060 GD070 GD085
Student Gifted Record	GG	EMIS Student ID	GG050
CTE Workforce Development Follow-up Record	GV	EMIS Student ID	GV050
Student Special Education Record	GE	EMIS Student ID Date Type Date	GE055 GE100 GE110
Student Special Education Graduation Requirement Record	FE	EMIS Student ID IEP Date Type IEP Date Assessment Type Code Assessment Area Code	FE050 FE060 FE070 FE080 FE090
Student Graduate - Core Summary Record	GC	EMIS Student ID Number Core Area Code	GC050 GC060
Student Missing Override Record	FC	State Student ID (SSID) Previous Reporting Period	FC050

**Table 2. Staff Records**

Record Name	Record	Required Fields	Number
Staff Demographic Record	CI	Employee ID	CI050
Staff Employment Record	CK	Employee ID Position Code Local Contract Code	CK050 CK060 CK250
Contractor Staff Employment Record	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 Summer Employment Separation Record	CL	State Staff ID Position Code Local Contract Code	CL050 CL060 CL070

Record Name	Record	Required Fields	Number
Mapped Local Classroom Code Record	CM	Mapped From Local Classroom Code Mapped To Local Classroom Code	CM050 CM060
Staff Course Master Record	CN	Local Classroom Code	CN060
Staff CTE Correlated Class Record	CV	Local Classroom Code First Correlated Classroom Second Correlated Classroom	CV060 CV070 CV080
Staff Course Record	CU	Employee ID Local Classroom Code Staff Course Start Date	CU050 CU060 CU070
Staff Missing Override Record	CP	State Staff ID Previous Reporting Period	CP050

**Table 3. Building/District Records**

Record Name	Record	Required Fields	Number
Organization General Information Record	DN	Organization IRN Attribute Name	DN050 DN060
Grade Schedule Record	DL	Building IRN Grade Code Attendance Pattern Code	DL050 DL060 DL070
District Testing - Yearend Record	DT	Grade Level Administered Local Assessment Number	DT050 DT060
District CTE Tech Prep Consortium Mapping Record	DC	Career-Technical Education Tech Prep Area Tech Prep Program Mapping Scope IRN	DC050 DC060

**Table 4. Financial Records**

Record Name	Record	Required Fields	Number
Cash Record		Cash Receipts Fund Special Cost Center	QC110 QC120
Expenditure Record		Fund Special Cost Center Function Object Subject Operational Unit Instructional Level Job	QC110 QC120 QC130 QC140 QC150 QC160 QC170 QC180
Receipt Record		Fund Special Cost Center Receipt Subject Operational Unit	QC110 QC120 QC310 QC150 QC160
Operational Unit Description		Operational Unit	QC160
Exhibit 1		(None beyond position 35)	
Schedule of Federal Assistance Summary		(None beyond position 35)	
Schedule of Federal Assistance Detail		CFDA Number	QC780

5.2.1 Student Demographic Record (GI)

<b>Record Name</b>	<b>Record</b>	<b>Required Fields</b>	<b>Number</b>
Statement R (header)		(None beyond position 35)	
Statement R (description)		(None beyond position 35)	
Five-Year Forecast		Category/Line Number	QF050
Five-Year Forecast Notes		Line Number	QN050
Schedule of Capital Assets		Capital Assets Code	QC971

**Note.** While these are key fields, they may contain blanks. This is to identify the record layout.



## 5.2 STUDENT RECORDS

### 5.2.1 STUDENT DEMOGRAPHIC RECORD (GI)

Number	Position	Name	PIC/Size
	1-8	Filler	PIC 9(8)
GI010	9-10	Sort Type	PIC X(2)
		Always "GI"	
	11	Filler	PIC X
GI020	12-15	Fiscal Year, e.g., 2010 (CCYY)	PIC X(4)
GI030	16	Reporting Period	PIC X
		K – October N – Yearend G – Graduate	
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
GI090	41	Summative Racial/Ethnic Group	PIC X
	42-64	Filler	PIC X(23)
GI270	65-67	Native Language	PIC X(3)
	68-85	Filler	PIC X(18)
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)
	206-238	Filler	PIC X(33)
GI570	239-241	Student Home Language	PIC X(3)
GI580	242	Hispanic/Latino	PIC X

**5.2.2 STUDENT DEMOGRAPHIC – RACE DETAIL RECORD (GJ)**

<b>Number</b>	<b>Position</b>	<b>Name</b>	<b>PIC/Size</b>
	1-8	Filler	PIC X(8)
GJ010	9-10	Sort Type	PIC X(2)
		Always “GJ”	
	11	Filler	PIC X
GJ020	12-15	Fiscal Year, e.g., 2011 (CCYY)	PIC X(4)
GJ030	16	Reporting Period	PIC X
		K – October N – Yearend	
GJ050	17-25	EMIS Student ID Number	PIC X(9)
GJ060	26	Racial Group	PIC X

**5.2.3 STUDENT STANDING RECORD (FS)**

<b>Number</b>	<b>Position</b>	<b>Name</b>	<b>PIC/Size</b>
	1-8	Filler	PIC 9(8)
FS010	9-10	Sort Type	PIC X(2)
		Always "FS"	
	11	Filler	PIC X
FS020	12-15	Fiscal Year, e.g., 2010 (CCYY)	PIC X(4)
FS030	16	Reporting Period	PIC X
		K – October N –Yearend	
FS040	17-22	District IRN	PIC X(6)
FS050	23-31	EMIS Student ID Number	PIC X(9)
FS060	32-39	Effective Start Date	PIC 9(8)
FS070	40-47	Admission Date CCYYMMDD	PIC 9(8)
FS080	48	Student Admission Reason	PIC X
FS090	49-56	Effective End Date	PIC 9(8)
FS100	57-58	Withdrawal Reason	PIC X(2)
FS110	59-67	State Student ID (SSID)	PIC X(9)
FS120	68-70	Student Percent of Time	PIC 9(3)
FS130	71	Tuition Type	PIC X
FS140	72	District Relationship	PIC X
FS150	73-78	Legal District of Residence	PIC X(6)
FS160	79-84	Attending Building IRN	PIC X(6)
FS170	85-90	Assigned Building Area IRN	PIC X(6)
FS180	91	How Received	PIC X
FS190	92-97	How Received IRN	PIC X(6)
FS200	98-99	Sent Reason 1	PIC X(2)
FS210	100-105	Sent To IRN 1	PIC X(6)
FS220	106-108	Sent To Percent of Time 1	PIC 9(3)
FS230	109-110	Sent Reason 2	PIC X(2)
FS240	111-116	Sent To IRN 2	PIC X(6)
FS250	117-119	Sent To Percent of Time 2	PIC 9(3)
FS260	120-122	October Count Week Attendance Days	PIC 9V99
FS270	123-125	October Count Week Excused Absence Days	PIC 9V99
FS280	126-128	October Count Week Unexcused Absence Days	PIC 9V99
	129-137	Filler	PIC 9V99
FS320	138-142	School Year Attendance Days	PIC 999V99
FS330	143-147	School Year Excused Absence Days	PIC 999V99
FS340	148-152	School Year Unexcused Absence Days	PIC 999V99
FS350	153-158	Admitted From IRN	PIC X(6)
FS360	159-164	Withdrawn To IRN	PIC X(6)

**5.2.4 STUDENT ATTRIBUTES – EFFECTIVE DATE RECORD (FD)**

<b>Number</b>	<b>Position</b>	<b>Name</b>	<b>PIC/Size</b>
	1-8	Filler	PIC 9(8)
FD010	9-10	Sort Type	PIC X(2)
		Always “FD”	
	11	Filler	PIC X
FD020	12-15	Fiscal Year, e.g., 2010 (CCYY)	PIC X(4)
FD030	16	Reporting Period	PIC X
		K – October N – Yearend	
FD040	17-22	District IRN	PIC X(6)
FD050	23-31	EMIS Student ID Number	PIC X(9)
FD060	32-39	Effective Start Date	PIC 9(8)
FD070	40-47	Effective End Date	PIC 9(8)
	48-49	Filler	PIC X(2)
FD090	50-51	State Equivalent Grade Level	PIC X(2)
FD100	52-53	Attendance Pattern	PIC X(2)
FD110	54	Disadvantagement	PIC X
FD120	55	Preschool Poverty Level	PIC X
FD130	56-57	Disability Condition	PIC X(2)
FD140	58	Student being served by 504 Plan	PIC X
FD150	59	Homeless Status	PIC X
FD160	60	Homeless Unaccompanied Youth	PIC X
FD170	61	Limited English Proficiency	PIC X
FD180	62	Migrant Status	PIC X
FD190	63	Foreign Exchange Student Graduation Plan	PIC X
FD200	64	Immigrant Status	PIC X

**5.2.5 STUDENT ATTRIBUTES – NO DATE RECORD (FN)**

Number	Position	Name	PIC/Size
	1-8	Filler	PIC 9(8)
FN010	9-10	Sort Type	PIC X(2)
		Always “FN”	
	11	Filler	PIC X
FN020	12-15	Fiscal Year, e.g., 2010 (CCYY)	PIC X(4)
FN030	16	Reporting Period	PIC X
		K – October N – Yearend G – Graduate	
FN040	17-22	District IRN	PIC X(6)
FN050	23-31	EMIS Student ID Number	PIC X(9)
FN060	32	Non-Attending Reason	PIC X
FN070	33	Retained Status	PIC X
FN080	34-35	Grade Level, Next Year	PIC X(2)
FN090	36-43	Diploma Date	PIC 9(8)
FN100	44	Diploma Type	PIC X
FN110	45-48	Fiscal year student began 9th grade	PIC 9(4)
FN120	49	OGT Graduation Alternative	PIC 9
	50-53	Filler	PIC 99V99
FN140	54-59	Accountability IRN	PIC X(6)
	60-66	Filler	PIC X (7)
FN210	67-72	Limited English Proficient Reclassification Date	PIC X(6)
FN220	73-78	Majority of Attendance IRN	PIC X(6)
FN230	79-87	Yearend Reported State Student ID (SSID) Element	PIC X(9)
FN240	88	CORE Economics and Financial Literacy Requirement Met	PIC X
FN250	89	CORE Fine Arts Requirement Met	PIC X
FN260	90	Exempted from Physical Education Graduation Requirement	PIC X
FN270	91-94	Updated December 1 IEP Outcome	PIC X(4)
FN280	95	Tech Prep Completer Element	PIC X
FN290	96-97	CTE Program of Concentration Element	PIC X(2)
FN300	98	CORE Graduation Requirement Exemption Code	PIC X
FN310	99	Military Compact Graduation Alternative Count	PIC 9

**5.2.6 STUDENT ACCELERATION RECORD (FB)**

<b>Number</b>	<b>Position</b>	<b>Name</b>	<b>PIC/Size</b>
	1-8	Filler	PIC X(8)
FB010	9-10	Sort Type	PIC X(2)
		Always "FB"	
	11	Filler	PIC X
FB020	12-15	Fiscal Year, e.g., 2012 (CCYY)	PIC X(4)
FB030	16	Reporting Period N –Yearend	PIC X
FB040	17-22	District IRN	PIC X(6)
FB050	23-31	EMIS Student ID Number	PIC X(9)
FB060	32-35	Subject Area Code	PIC X(4)
FB070	36	Accelerated Level Count	PIC 9
FB080	37	Accelerated Assessment Flag	PIC X
FB090	38-43	Accelerated Assessment Accountability IRN	PIC X(6)

**5.2.7 STUDENT ASSESSMENT RECORD (FA)**

Number	Position	Name	PIC/Size
	1-8	Filler	PIC X(8)
FA010	9-10	Sort Type	PIC X(2)
		Always "FA"	
	11	Filler	PIC X
FA020	12-15	Fiscal Year, e.g., 2012 (CCYY)	PIC X(4)
FA030	16	Reporting Period	PIC X
		K – October D- March N –Yearend G –Graduate	
FA040	17-22	District IRN	PIC X(6)
FA050	23-31	EMIS Student ID Number	PIC X(9)
FA060	32-33	Assessment Type Code	PIC X(2)
FA200	34-35	Test Grade Level	PIC X(2)
FA205	36-39	Assessment Area Code	PIC X(4)
FA210	40-45	Test Date (CCYYMM)	PIC X(6)
	46-47	Filler	PIC X(2)
FA215	48-50	Required Test Type	PIC X(3)
FA220	51-52	Grade Level of Student at time of test	PIC X(2)
FA225	53-54	Type of Accommodation	PIC X(2)
FA235	55	Score Not Reported	PIC X
FA240	56-58	Score	PIC X(3)

**5.2.8 STUDENT PRESCHOOL ASQ/SE ASSESSMENT RECORD (GS)**

<b>Number</b>	<b>Position</b>	<b>Name</b>	<b>PIC/Size</b>
	1-8	Filler	PIC 9(8)
GS010	9-10	Sort Type Always "GS"	PIC X(2)
	11	Filler	PIC X
GS020	12-15	Fiscal Year, e.g., 2010 (CCYY)	PIC X(4)
GS030	16	Reporting Period	PIC X
		K – October N – Yearend	
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)
GS210	34-39	Test Date (CCYYMM)	PIC X(6)
GS215	40-42	Required Test Type	PIC X(3)
GS235	43	Score Not Reported	PIC X
GS240	44-46	Score	PIC X(3)



## 5.2.9 STUDENT PRESCHOOL ECO ASSESSMENT RECORD (GM)

Please refer to Chapter 2 for more detailed reporting instructions.

Number	Position	Name	PIC/Size
	1-8	Filler	PIC 9(8)
GM010	9-10	Sort Type Always "GM"	PIC X(2)
	11	Filler	PIC X
GM020	12-15	Fiscal Year, e.g., 2010 (CCYY)	PIC X(4)
GM030	16	Reporting Period	PIC X
		K – October N – Yearend	
GM040	17-22	Building IRN	PIC X(6)
GM050	23-31	EMIS Student ID Number	PIC X(9)
GM200	32	Assessment Area	PIC X
	33	Filler	PIC X
GM210	34-39	Test Date (CCYYMM)	PIC X(6)
GM215	40-42	Required Test Type	PIC X(3)
GM235	43	Score Not Reported	PIC X
GM240	44	Score	PIC X
GM245	45	Progress	PIC X

**5.2.10 STUDENT PRESCHOOL GGG ASSESSMENT RECORD (GB)**

<b>Number</b>	<b>Position</b>	<b>Name</b>	<b>PIC/Size</b>
	1-8	Filler	PIC 9(8)
GB010	9-10	Sort Type Always "GB"	PIC X(2)
	11	Filler	PIC X
GB020	12-15	Fiscal Year, e.g., 2010 (CCYY)	PIC X(4)
GB030	16	Reporting Period	PIC X
		K – October N – Yearend	
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)
	34	Filler	PIC X
GB210	35-40	Test Date (CCYYMM)	PIC X(6)
GB215	41-43	Required Test Type	PIC X(3)
	44-45	Filler	PIC X(2)
GB230	46-47	Type of Accommodations to Standard Test Type	PIC X(2)
	48-50	Filler	PIC (3)
GB235	51	Score Not Reported	PIC X
GB240	52-54	Picture Naming Score	PIC X(3)
GB250	55-57	Rhyming Score	PIC X(3)
GB260	58-60	Alliteration Score	PIC X(3)

## 5.2.11 STUDENT KINDERGARTEN READINESS ASSESSMENT – LITERACY RECORD (GO)

Number	Position	Name	PIC/Size
	1-8	Filler	PIC 9(8)
GO010	9-10	Sort Type	PIC X(2)
		Always "GO"	
	11	Filler	PIC X
GO020	12-15	Fiscal Year, e.g., 2010 (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	PIC X(2)
GO205	34	Subject	PIC X
GO210	35-40	Test Date (CCYYMM)	PIC X(6)
GO215	41-43	Required Test Type	PIC X(3)
	44-45	Filler	PIC X(2)
GO225	46-47	Type of Accommodation	PIC X(2)
	48-50	Filler	PIC X(3)
GO235	51	Score Not Reported	PIC X
GO240	52-54	Total Score	PIC X(3)

**5.2.12 STUDENT COURSE RECORD (GN)**

<b>Number</b>	<b>Position</b>	<b>Name</b>	<b>PIC/Size</b>
	1-8	Filler	PIC 9(8)
GN010	9-10	Sort Type	PIC X(2)
		Always GN	
	11	Filler	PIC X
GN020	12-15	Fiscal Year, e.g., 2010 (CCYY)	PIC X(4)
GN030	16	Reporting Period	PIC X
		K – October N – Yearend	
GN040	17-22	District IRN	PIC X(6)
GN050	23-31	EMIS Student ID Number	PIC X(9)
	32-160	Subject Information (OCCURS 3 TIMES)	
GN080		Local Classroom Code	PIC X(20)
		Filler	PIC X
GN150		High School Credit Earned	PIC X
		Filler	PIC X(2)
GN152		Partial /Override Credit	PIC 9V99
GN160		Course Enrollment Start Date CCYYMMDD	PIC 9(8)
GN170		Course Enrollment End Date CCYYMMDD	PIC 9(8)

**5.2.13 STUDENT PROGRAM RECORD (GQ)**

<b>Number</b>	<b>Position</b>	<b>Name</b>	<b>PIC/Size</b>
	1-8	Filler	PIC 9(8)
GQ010	9-10	Sort Type	PIC X(2)
		Always "GQ"	
	11	Filler	PIC X
GQ020	12-15	Fiscal Year, e.g., 2010 (CCYY)	PIC X(4)
GQ030	16	Reporting Period	PIC X
		K – October 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	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)
GQ100	59-66	Program Enrollment Start Date CCYYMMDD	PIC 9(8)
GQ110	67-74	Program Enrollment End Date CCYYMMDD	PIC 9(8)

**5.2.14 STUDENT GIFTED EDUCATION RECORD (GG)**

Number	Position	Name	PIC/Size
	1-8	Filler	PIC 9(8)
GG010	9-10	Sort Type	PIC X(2)
		Always "GG"	
	11	Filler	PIC X
GG020	12-15	Fiscal Year, e.g., 2010 (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
GG060	33	Gifted Screening – Superior Cognitive Ability	PIC X
GG070	34	Gifted Screening – Specific Academic Ability (SAA) – Mathematics	PIC X
GG080	35	Gifted Screening – SAA – Science	PIC X
GG090	36	Gifted Screening – SAA – Reading/ Writing	PIC X
GG100	37	Gifted Screening – SAA – Social Studies	PIC X
GG110	38	Gifted Screening – Creative Thinking Ability	PIC X
GG120	39	Gifted Screening – Visual/Performing Arts	PIC X
GG130	40	Gifted Assessment – Superior Cognitive Ability	PIC X
GG140	41	Gifted Assessment – SAA – Mathematics	PIC X
GG150	42	Gifted Assessment – SAA – Science	PIC X
GG160	43	Gifted Assessment – SAA – Reading, Writing	PIC X
GG170	44	Gifted Assessment – SAA – Social Studies	PIC X
GG180	45	Gifted Assessment – Creative Thinking Ability	PIC X
GG190	46	Gifted Assessment – Visual/Performing Arts	PIC X
GG200	47	Gifted Identification – Superior Cognitive Ability	PIC X
GG210	48	Gifted Identification – SAA – Mathematics	PIC X
GG220	49	Gifted Identification – SAA – Science	PIC X
GG230	50	Gifted Identification – SAA – Reading/Writing	PIC X
GG240	51	Gifted Identification – SAA – Social Studies	PIC X
GG250	52	Gifted Identification – Creative Thinking Ability	PIC X
GG260	53	Gifted Identification – Visual/Performing Arts	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)
GG510	96	Gifted Served – Superior Cognitive Ability	PIC X
GG520	97	Gifted Served – SAA – Mathematics	PIC X
GG530	98	Gifted Served – SAA – Science	PIC X
GG540	99	Gifted Served – SAA – Reading, Writing	PIC X
GG550	100	Gifted Served – SAA – Social Studies	PIC X
GG560	101	Gifted Served – Creative Thinking Ability	PIC X
GG570	102	Gifted Served – Visual/Performing Arts	PIC X

**5.2.15 STUDENT DISCIPLINE RECORD (GD)**

<b>Number</b>	<b>Position</b>	<b>Name</b>	<b>PIC/Size</b>
	1-8	Filler	PIC 9(8)
GD010	9-10	Sort Type	PIC X(2)
		Always "GD"	
	11	Filler	PIC X
GD020	12-15	Fiscal Year, e.g., 2010 (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
GD080	41-42	Discipline Reason (First 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)
GD085	51	Discipline Sequence Number	PIC 9
GD090	52-56	Total Discipline Days	PIC 9(3)V99
GD100	57	Discipline Modified	PIC X
GD110	58	Referred for Alternate Educational Services	PIC X
GD120	59-64	Building IRN where Discipline Incident Took Place	PIC X(6)

**5.2.16 CTE WORKFORCE DEVELOPMENT FOLLOW-UP RECORD (GV)**

<b>Number</b>	<b>Position</b>	<b>Name</b>	<b>PIC/Size</b>
	1-8	Filler	PIC 9(8)
GV010	9-10	Sort Type	PIC X(2)
		Always "GV"	
	11	Filler	PIC X
GV020	12-15	Fiscal Year	PIC 9(4)
GV030	16	Reporting Period	PIC X
		D – March	
GV040	17-22	Attending Building IRN	PIC X(6)
GV050	23-31	EMIS Student ID Number	PIC X(9)
GV105	32-37	Legal District of Residence IRN	PIC X(6)
	38-45	Filler	PIC X(8)
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	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	131-132	CTE Program of Concentration Code	PIC X(2)
	133-136	Filler	PIC X(4)
	137-156	Filler	PIC X(20)
GV340	157	CTE Program of Concentration Flag – 1	PIC X
GV350	158-159	CTE Program of Concentration Code	PIC X(2)
	160-163	Filler	PIC X(4)
	164-183	Filler	PIC X(20)
GV370	184	CTE Program of Concentration Flag – 2	PIC X
GV380	185-186	CTE Program of Concentration Code – 3	PIC X(2)
	187-190	Filler	PIC X(4)
	191-210	Filler	PIC X(20)
GV400	211	CTE Program of Concentration Flag – 3	PIC X
GV410	212-213	CTE Program of Concentration Code – 4	PIC X(2)
	214-217	Filler	PIC X(4)
	218-237	Filler	PIC X(20)
GV530	238	CTE Program of Concentration Flag – 4	PIC X



5.2.16 CTE Workforce Development Follow-Up Record (GV)

<b>Number</b>	<b>Position</b>	<b>Name</b>	<b>PIC/Size</b>
GV540	239-240	CTE Program of Concentration Code– 5	PIC X(2)
	241-244	Filler	PIC X(4)
	245-264	Filler	PIC X(20)
GV560	265	CTE Program of Concentration Flag – 5	PIC X
	266–267	Filler	PIC X(2)
GV310	268	Tech Prep	PIC X
GV570	269-272	Fiscal Year of CTE Program of Concentration -1	PIC 9(4)
GV580	273-276	Fiscal Year of CTE Program of Concentration -2	PIC 9(4)
GV590	277-280	Fiscal Year of CTE Program of Concentration -3	PIC 9(4)
GV600	281-284	Fiscal Year of CTE Program of Concentration -4	PIC 9(4)
GV610	285-288	Fiscal Year of CTE Program of Concentration -5	PIC 9(4)
GV620	289-290	Apprenticeship Element	PIC X(2)
GV630	291	Diploma Element	PIC X
GV640	292-293	Employed Placement Element	PIC X(2)
GV650	294-295	Military Placement Element	PIC X(2)
GV660	296	Other Follow-up Status Element	PIC X
GV670	297-298	Postsecondary Education or Advanced Training	PIC X(2)
GV680	299	Student Earned Certificate/License	PIC X
GV690	300	How Received	PIC X
GV700	301-306	How Received IRN	PIC X(6)
GV710	307-316	Student Standing Key	PIC 9(10)

**5.2.17 STUDENT SPECIAL EDUCATION RECORD (GE)**

<b>Number</b>	<b>Position</b>	<b>Name</b>	<b>PIC/Size</b>
	1-8	Filler	PIC 9(8)
GE010	9-10	Sort Type	PIC X(2)
		Always "GE"	
	11	Filler	PIC X
GE020	12-15	Fiscal Year, e.g., 2010 (CCYY)	PIC X(4)
GE030	16	Reporting Period	PIC X
		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)
GE110	36-43	Date (format CCYYMMDD)	PIC X(8)
GE120	44-47	Outcome ID	PIC X(4)
GE130	48-49	Non-compliance ID	PIC X (2)
GE140	50-57	Outcome Beginning Date Element CCYYMMDD	PIC 9(8)
GE150	58-65	Outcome End Date Element CCYYMMDD	PIC 9(8)
GE160	66-68	IEP Test Type Element	PIC X(3)
GE170	69-72	Secondary Planning Element	PIC X(4)
GE180	73-74	Federal Compliance Update Code	PIC X(2)

## 5.2.18 STUDENT SPECIAL EDUCATION GRADUATION REQUIREMENT RECORD (FE)

Number	Position	Name	PIC/Size
	1-8	Filler	PIC X(8)
FE010	9-10	Sort Type	PIC X(2)
		Always "FE"	
	11	Filler	PIC X
FE020	12-15	Fiscal Year, e.g., 2012 (CCYY)	PIC X(4)
FE030	16	Reporting Period	PIC X
		K – October N –Yearend	
FE040	17-22	District IRN	PIC X(6)
FE050	23-31	EMIS Student ID Number	PIC X(9)
FE060	32-35	IEP Date Type	PIC X(4)
FE070	36-43	IEP Date	PIC 9(8)
FE080	44-45	Assessment Type Code	PIC X(2)
FE090	46-49	Assessment Area Code	PIC X(4)
FE100	50	Exemption Flag	PIC X

**5.2.19 STUDENT GRADUATION – CORE SUMMARY RECORD (GC)**

<b>Number</b>	<b>Position</b>	<b>Name</b>	<b>PIC/Size</b>
	1-8	Filler	PIC 9(8)
GC010	9-10	Sort Type	PIC X(2)
		Always “GC”	
	11	Filler	PIC X
GC020	12-15	Fiscal Year, e.g., 2010 (CCYY)	PIC X(4)
GC030	16	Reporting Period	PIC X
		K – October G – Graduate	
GC040	17-22	District IRN	PIC X(6)
GC050	23-31	EMIS Student ID Number	PIC X(9)
GC060	32-34	CORE Area Code	PIC X(3)
GC070	35-38	CORE Area Count	PIC 99V99

**5.2.20 GRADUATION-ONLY TEST RECORD (GP)**

<b>Number</b>	<b>Position</b>	<b>Name</b>	<b>PIC/Size</b>
	1-8	Filler	PIC 9(8)
GP010	9-10	Sort Type	PIC X(2)
		Always “GP”	
	11	Filler	PIC X
GP020	12-15	Fiscal Year, e.g., 2010 (CCYY)	PIC X(4)
GP030	16	Reporting Period	PIC X
		G –Graduate	
GP040	17-22	IRN of Building for Graduation	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 all student who are reported through this record)	PIC X(9)

**5.3.21 STUDENT MISSING OVERRIDE RECORD (FC)**

<b>Number</b>	<b>Position</b>	<b>Name</b>	<b>PIC/Size</b>
	1-8	Filler	PIC 9(8)
FC010	9-10	Sort Type	PIC X(2)
		Always "FC"	
	11	Filler	PIC X
FC020	12-15	Fiscal Year, e.g., 2012 (CCYY)	PIC X(4)
FC030	16	Reporting Period	PIC X
		K – October	
		N –Yearend	
FC040	17-22	District IRN	PIC X(6)
FC050	23-31	State Student ID (SSID) Previous Reporting Period	PIC X(9)
FC060	32-39	Withdrawal Date (CCYYMMDD)	PIC X(8)
FC070	40-41	Withdrawal Reason	PIC X(2)

## 5.3 STAFF RECORDS

### 5.3.1 STAFF DEMOGRAPHIC RECORD (CI)

Number	Position	Name	PIC/Size
	1-8	Filler	PIC 9(8)
CI010	9-10	Sort Type	PIC X(2)
		Always "CI"	
	11	Filler	PIC X
CI020	12-15	Fiscal Year, e.g., 2010 (CCYY)	PIC X(4)
CI030	16	Reporting Period	PIC X
		K – October N – Yearend	
CI040	17-22	District IRN	PIC X(6)
CI050	23-31	Employee ID	PIC X(9)
	32-73	Filler	PIC X(42)
	74-82	Filler	PIC X(9)
CI070	83-90	Date of Birth CCYYMMDD	PIC 9(8)
CI080	91	Racial/Ethnic Group	PIC X
CI090	92	Gender	PIC X
CI100	93	Education Level	PIC X
CI110	94-96	Semester Hours	PIC 9(3)
CI225	97	Early Childhood Education Qualification	PIC X
	98	Filler	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	State Staff ID (Format PIC as 'XX999999')	PIC X(9)
CI280	128-133	Prefix Name	PIC X(6)
CI290	134-178	First Name	PIC X(45)
CI300	179-208	Middle Name	PIC X(30)
CI310	209-253	Last Name	PIC X(45)
CI320	254-259	Suffix Name	PIC X(6)

**5.3.2 STAFF EMPLOYMENT RECORD (CK)**

Number	Position	Name	PIC/Size
	1-8	Filler	PIC 9(8)
CK010	9-10	Sort Type	PIC X(2)
		Always "CK"	
	11	Filler	PIC X
CK020	12-15	Fiscal Year, e.g., 2010 (CCYY)	PIC X(4)
CK030	16	Reporting Period	PIC X
		K – October 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)
CK070	35	Position Status	PIC X
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
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
CK120	61-63	Fund Source Percent 3	PIC 9(3)
CK130	64	Position Fund Source 3	PIC X
CK140	65	Position Type	PIC X
CK150	66	Type of Appointment	PIC X
CK160	67-70	Length of Work Day	PIC 99V99
CK170	71-73	Scheduled Work Days	PIC 9(3)
CK180	74	Pay Type	PIC X
CK190	75-82	Pay Amount/Rate	PIC 9(6)V99
	83-84	Filler	PIC 9(2)
CK210	85-86	Extended Service	PIC 9(2)
CK220	87-92	Assignment Area	PIC 9(6)
	93-104	Filler	PIC X(12)
CK230	105	Position Separation Reason	PIC X
	106	Filler	PIC X
CK250	107-109	Local Contract Code	PIC X(3)
CK260	110-111	Grade Levels Assigned LOW	PIC X(2)
CK270	112-113	Grade Levels Assigned HIGH	PIC X(2)
CK280	114	High Quality Professional Development	PIC X
CK290	115	Qualified Paraprofessional	PIC X
CK300	116-123	Position Separation Date	PIC 9(8)
CK310	124-126	Special Education FTE	PIC 9V99



**5.3.3 CONTRACTOR STAFF EMPLOYMENT RECORD (CJ)**

<b>Number</b>	<b>Position</b>	<b>Name</b>	<b>PIC/Size</b>
	1-8	Filler	PIC 9(8)
CJ010	9-10	Sort Type	PIC X(2)
		Always "CJ"	
	11	Filler	PIC X
CJ020	12-15	Fiscal Year, e.g., 2010 (CCYY)	PIC X(4)
CJ030	16	Reporting Period	PIC X
		K – October 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)
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)

**5.3.4 CONTRACT ONLY STAFF RECORD (CC)**

<b>Number</b>	<b>Position</b>	<b>Name</b>	<b>PIC/Size</b>
	1-8	Filler	PIC 9(8)
CC010	9-10	Sort Type	PIC X(2)
		Always "CC"	
	11	Filler	PIC X
CC020	12-15	Fiscal Year, e.g., 2010 (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)
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
CC130	110	Position Fund Source	PIC X
CC140	111	Based on Services Performed	PIC X
CC150	112	Based on Work Hours	PIC X
CC160	113	Based on Number of People	PIC X

**5.3.5 STAFF SUMMER EMPLOYMENT SEPARATION RECORD (CL)**

<b>Number</b>	<b>Position</b>	<b>Name</b>	<b>PIC/Size</b>
	1-8	Filler	PIC X(8)
CL010	9-10	Sort Type	PIC X(2)
		Always "CL"	
	11	Filler	PIC X
CL020	12-15	Fiscal Year, e.g., 2010 (CCYY)	PIC X(4)
CL030	16	Reporting Period	PIC X
		K – October	
CL040	17-22	District IRN	PIC X(6)
CL050	23-31	State Staff ID	PIC X(9)
CL060	32-34	Position Code	PIC 9(3)
CL070	35-37	Local Contract Code	PIC X(3)
CL080	38	Position Separation Reason	PIC X
CL090	39-46	Position Separation Date	PIC 9(8)

**5.3.6 COURSE MASTER RECORD (CN)**

<b>Number</b>	<b>Position</b>	<b>Name</b>	<b>PIC/Size</b>
	1-8	Filler	PIC 9(8)
CN010	9-10	Sort Type	PIC X(2)
		Always "CN"	
	11	Filler	PIC X
CN020	12-15	Fiscal Year, e.g., 2010 (CCYY)	PIC X(4)
CN030	16	Reporting Period	PIC X
		K - October N - Yearend	
CN040	17-22	District IRN	PIC X(6)
CN050	23-28	Subject Code	PIC X(6)
CN060	29-48	Local Classroom Code	PIC X(20)
	49-57	Filler	PIC X(9)
CN080	58	Course Level	PIC X
CN090	59	Semester Code	PIC X
CN100	60-63	Length of Scheduled Instruction	PIC 9(4)
CN110	64-69	Location IRN Number	PIC X(6)
	70-72	Filler	PIC X(3)
	73-78	Filler	PIC X(6)
	79-93	Filler	PIC X(15)
CN200	94-96	High School Credit	PIC 9V99
CN210	97-99	Subject Area for Credit	PIC X(3)
CN220	100	Language Used in Teaching Course	PIC X
	102	Filler	PIC X(2)
	103	Filler	PIC X
	104-109	Filler	PIC X(6)
CN280	110-117	Course Start Date CCYYMMDD	PIC 9(8)
CN290	118-125	Course End Date CCYYMMDD	PIC 9(8)
CN300	126	CTE College Credit	PIC X(1)
CN310	127-128	Curriculum	PIC X(2)
CN320	129-130	Delivery Method	PIC X(2)
CN330	131-132	Educational Option	PIC X(2)
CN340	133-134	Student Population	PIC X(2)
CN350	135	Credit Flexibility Code	PIC X

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

Number	Position	Name	PIC/Size
	1-8	Filler	PIC 9(8)
CV010	9-10	Sort Type	PIC X(2)
		Always "CV"	
	11	Filler	PIC X
CV020	12-15	Fiscal Year, e.g., 2010 (CCYY)	PIC X(4)
CV030	16	Reporting Period	PIC X
		K – October 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)

**5.3.8 MAPPED LOCAL CLASSROOM CODE RECORD (CM)**

<b>Number</b>	<b>Position</b>	<b>Name</b>	<b>PIC/Size</b>
	1-8	Filler	PIC 9(8)
CM010	9-10	Sort Type	PIC X(2)
		Always "CM"	
	11	Filler	PIC X
CM020	12-15	Fiscal Year, e.g., 2010 (CCYY)	PIC X(4)
CM030	16	Reporting Period	PIC X
		K – October N – Yearend	
CM040	17-22	District IRN	PIC X(6)
CM050	23-42	Mapped From Local Classroom Code	PIC X(20)
CM060	43-62	Mapped To Local Classroom Code	PIC X(20)

**5.3.9 STAFF COURSE RECORD (CU)**

<b>Number</b>	<b>Position</b>	<b>Name</b>	<b>PIC/Size</b>
	1-8	Filler	PIC 9(8)
CU010	9-10	Sort Type	PIC X(2)
		Always "CU"	
	11	Filler	PIC X
CU020	12-15	Fiscal Year, e.g., 2010 (CCYY)	PIC X(4)
CU030	16	Reporting Period	PIC X
		K - October N - Yearend	
CU040	17-22	District IRN	PIC X(6)
CU050	23-31	Employee ID	PIC X(9)
CU060	32-51	Local Classroom Code	PIC X(20)
CU070	52-59	Staff Course Start Date CCYYMMDD	PIC 9(8)
CU080	60-67	Staff Course End Date CCYYMMDD	PIC 9(8)
CU090	68-69	Staff Role Code	PIC X(2)
CU100	70	Highly Qualified Teacher	PIC X
CU110	71-76	Highly Qualified Teacher IRN	PIC X(6)
CU120	77-82	Staff Provider IRN	PIC X(6)

**5.3.10 STAFF MISSING OVERRIDE RECORD (CP)**

<b>Number</b>	<b>Position</b>	<b>Name</b>	<b>PIC/Size</b>
	1-8	Filler	PIC 9(8)
CP010	9-10	Sort Type	PIC X(2)
		Always "CP"	
	11	Filler	PIC X
CP020	12-15	Fiscal Year, e.g., 2012 (CCYY)	PIC X(4)
CP030	16	Reporting Period	PIC X
		K – October	
		N –Yearend	
CP040	17-22	District IRN	PIC X(6)
CP050	23-31	State Staff ID Previous Reporting Period	PIC X(9)
CP060	32-39	Position Separation Date (CCYYMMDD)	PIC X(8)
CP070	40	Position Separation Reason	PIC X



## 5.4 DISTRICT AND BUILDING RECORDS

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

Number	Position	Name	PIC/Size
	1-8	Filler	PIC 9(8)
DQ010	9-10	Sort Type	PIC X(2)
		Always “DQ”	
	11	Filler	PIC X
DQ020	12-15	Fiscal Year, e.g., 2010 (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 Birth date	PIC X
DQ210	27-30	Number of eligible nonpublic students with disabilities who are not being served	PIC 9(4)
DQ220	31-35	Number of resident students who are home schooled	PIC 9(5)
DQ270	36-41	Information Technology Center IRN	PIC X(6)

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

<b>Number</b>	<b>Position</b>	<b>Name</b>	<b>PIC/Size</b>
	1-8	Filler	PIC 9(8)
DF010	9-10	Sort Type	PIC X(2)
		Always “DF”	
	11	Filler	PIC X
DF020	12-15	Fiscal Year, e.g., 2010 (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)
DF060	29	School Open on Monday of Count Week?	PIC X
DF070	30	School Open on Tuesday of Count Week?	PIC X
DF080	31	School Open on Wednesday of Count Week?	PIC X
DF090	32	School Open on Thursday of Count Week?	PIC X
DF100	33	School Open on Friday of Count Week?	PIC X
DF110	34-41	First day of school scheduled for students in grades 1-12 (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	PIC 9V99
DF150	61-63	Hours Per Day Scheduled – Grades 9-12	PIC 9V99
DF160	64-66	Hours Per Day Scheduled – Half-Day Every Day Kindergarten	PIC 9V99
DF170	67-69	Hours Per Day Scheduled – Alternate Day Full-Day Kindergarten	PIC 9V99
DF180	70-72	Hours Per Day Scheduled – Full-Day Everyday Full-Day Kindergarten	PIC 9V99
	73-75	Filler	PIC X(3)
DF200	76-78	Parent Teacher Conference Hours Scheduled	PIC 9(3)
DF210	79-81	Professional Meeting (Teachers) Hours Scheduled	PIC 9(3)
DF220	82-85	Annual Hours in Session Scheduled – Grades 1-8	PIC 9(4)
DF230	86-89	Annual Hours in Session Scheduled – Grades 9-11	PIC 9(4)
DF240	90-93	Annual Hours in Session Scheduled – Grade 12	PIC 9(4)
DF250	94-97	Annual Hours in Session Scheduled – Every day Half-Day Kindergarten	PIC 9(4)
DF260	98-101	Annual Hours in Session Scheduled – Alternate Day Every day Full-Day Kindergarten	PIC 9(4)
DF270	102-105	Annual Hours in Session Scheduled – Every Day Full-Day Kindergarten	PIC 9(4)
DF280	106-107	Parent Teacher Conference FTE Scheduled	PIC 9V9
DF290	108-109	Professional Meeting (Teachers) FTE Scheduled	PIC 9V9
DF300	110-114	Annual Days in Session Scheduled – Grades 1-8	PIC 9(3)V99
DF310	115-119	Annual Days in Session Scheduled – Grades 9-11	PIC 9(3)V99
DF320	120-124	Annual Days in Session Scheduled – Grade 12	PIC 9(3)V99
DF330	125-129	Annual Days in Session Scheduled – Half-Day Everyday Kindergarten	PIC 9(3)V99
DF340	130-134	Annual Days in Session Scheduled – Alternate Day Full-Day Kin-	PIC 9(3)V99

5.4.2 Building General Information – Fall/October (DF)

<b>Number</b>	<b>Position</b>	<b>Name</b>	<b>PIC/Size</b>
		dergarten	
DF350	135-139	Annual Days in Session Scheduled – Every Day Full-Day Everyday Kindergarten	PIC 9(3)V99
DF360	140-142	Hours Per Day Scheduled – Preschool	PIC 9V99
DF370	143-147	Annual Days in Session Scheduled – Preschool	PIC 9(3)V99
	148-150	Filler	PIC 9(3)
DF390	151-156	Feeder School IRN Element	PIC X(6)

**5.4.3 GRADE SCHEDULE (DL)**

<b>Number</b>	<b>Position</b>	<b>Name</b>	<b>Type/Size</b>
	1-8	Filler	PIC X(8)
DL010	9-10	Sort Type Code	PIC X(2)
		Always "DL"	
	11	Filler	PIC X(1)
DL020	12-15	Fiscal Year (format CCYY)	PIC X(4)
DL030	16	Reporting Period Code	PIC X(1)
		K – October N –Yearend	
DL040	17-22	District IRN	PIC X(6)
DL050	23-28	Building IRN	PIC X(6)
DL060	29-30	Grade Code	PIC X(2)
DL070	31-32	Attendance Pattern Code	PIC X(2)
DL080	33-40	First day of school (Format CCYYMMDD)	PIC 9(8)
DL090	41-48	Last day of school	PIC 9(8)
DL100	49-51	Hours Per Day	PIC 9V99
DL110	52-55	Annual Hours in Session	PIC 9999
DL120	56-60	Annual Days in Session	PIC 999V99
DL130	61-68	Date of Spring Administration – Math Test	PIC 9(8)

**5.4.4 ORGANIZATION GENERAL INFORMATION (DN)**

Number	Position	Name	Type/Size
	1-8	Filler	PIC X(8)
DN010	9-10	Sort Type Code	PIC X(2)
		Always "DN"	
	11	Filler	PIC X(1)
DN020	12-15	Fiscal Year (format CCYY)	PIC X(4)
DN030	16	Reporting Period Code	PIC X(1)
		K – October H – Financial	
DN040	17-22	District IRN	PIC X(6)
DN050	23-28	Organization IRN	PIC X(6)
DN060	29-38	Attribute Name	PIC X(10)
DN070	39-46	Attribute Date	PIC 9(8)
DN080	47-52	Attribute Text	PIC X(6)
DN090	53-62	Attribute Number	PIC 9(10)

**5.4.5 DISTRICT TESTING – YEAREND (DT)**

<b>Number</b>	<b>Position</b>	<b>Name</b>	<b>PIC/Size</b>
	1-8	Filler	PIC 9(8)
DT010	9-10	Sort Type	PIC X(2)
		Always “DT”	
	11	Filler	PIC X
DT020	12-15	Fiscal Year, e.g., 2010 (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)
DT060	25-27	Local Assessment Number	PIC 9(3)
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	PIC X
DT100	37-40	Accommodations/Modifications Headcount	PIC 9(4)
DT110	41	Alternate Assessments Provided	PIC X
DT120	42-45	Alternate Assessment Headcount	PIC 9(4)

## 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
	1-8	Filler	PIC 9(8)
QC010	9-10	Sort Type	PIC X(2)
		Always "QC"	
	11	Filler	PIC X
QC020	12-15	Fiscal Year, e.g., 2010 (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)

Number	Position	Name	PIC/Size
	1-37	Filler	PIC X(37)
QC110	38-40	Fund	PIC X(3)
QC120	41-44	Special Cost Center	PIC X(4)
QC185	45-65	ODE Brief Description	PIC X(21)
QC190	66-151	District Account Description	PIC X(86)
QC200	152	Fund Class	PIC X
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)



**5.5.3 EXPENDITURE RECORD (QC)**

<b>Number</b>	<b>Position</b>	<b>Name</b>	<b>PIC/Size</b>
	1-37	Filler	PIC X(37)
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	PIC X
	115-300	Filler	PIC X(186)

**5.5.4 RECEIPT RECORD (QC)**

<b>Number</b>	<b>Position</b>	<b>Name</b>	<b>PIC/Size</b>
	1-37	Filler	PIC X(37)
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	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
	91-300	Filler	PIC X(210)

## 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)

## 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., 2010 (CCYY)	PIC X(4)
QC760	80	Total Federal Receipt Group	PIC X
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)
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 - CASE

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 - DESCRIPTION**

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)

**SCHEDULE OF CAPITAL ASSETS**

Number	Position	Name	PIC/Size
	1-35	Filler	PIC X(35)
QC971	36-38	Capital Assets Code	PIC X(3)
QC972	39-50	Capital Assets Code Prior Balance	PIC 9(10)V99
QC973	51-62	Capital Assets Code Additions	PIC 9(10)V99
QC974	63-74	Capital Assets Code Deductions	PIC 9(10)V99
	75-300	Filler	PIC X(226)

**SCHEDULES**

Name	Schedule Number	Schedule Sequence	Schedule Frequency	Line Number
Operational Unit	OPU	AAC	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
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
Capital Assets	CAP	CAC	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
Proprietary Fund types	120-122
Fiduciary fund types	123-125
Total balances All funds	126
Other depository Balances	200-298
Total other depository	299
	Federal Assistance Schedules
Detail	1 - 999 (Increase by 1 for each record)
	Statement R
Case Data	1
Description	2 - 999 (Increase with each 248 characters of description)

**5.5.6 FIVE-YEAR FORECAST RECORD (QF)**

<b>Number</b>	<b>Position</b>	<b>Name</b>	<b>PIC/Size</b>
	1-8	Filler	PIC 9(8)
QF010	9-10	Sort Type	PIC X(2)
		Always "QF"	
	11	Filler	PIC X
QF020	12-15	Fiscal Year, e.g., 2010	PIC X(4)
QF030	16	Reporting Period	PIC X
		P - Five Year Forecast	
QF040	17-22	District IRN	PIC X(6)
QF050	23-27	Category/Line Number	PIC 99V999
QF060	28-63	Prior Years Actual (occurs 3 times)	PIC S9(11)(s)
		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.	
QF070	64-69	Average Annual Change	PIC S999V99(s)
QF080	70-129	Forecasted Year's Amounts (Occurs 5 times)	PIC S9(11)(s)
		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.	

**5.5.7 FIVE-YEAR FORECAST NOTES RECORD (QN)**

<b>Number</b>	<b>Position</b>	<b>Name</b>	<b>PIC/Size</b>
	1-8	Filler	PIC 9(8)
QN010	9-10	Sort Type	PIC X(2)
		Always "QN"	
	11	Filler	PIC X
QN020	12-15	Fiscal Year, e.g., 2010	PIC X(4)
QN030	16	Reporting Period	PIC X
		P - Five Year Forecast	
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.	