

## EMIS Release Notes- New Collection Request

**Collection Request Name:** March Follow-up (D) FY17 Collection

**Collection Request Description:** CTE (career-technical education) Workforce Development Follow-Up data are reported during this reporting period. Additionally, the student CTE Industry Assessments (GU), CTE Student Assessments (GY), and Industry Credentials (GW) may be reported for the same set of students. The GV and FA records are the only record types collected.

**Collection Request Short Name:** FY17-D-March Flwup

**Manifest Code Name:** 2017D0000

**Collection Request Planned Release Version:** 1

**Planned Availability Date:** 2/13/2017

**Submission Date Range:** 2/13/2017 - 4/28/2017

**Organization Types That Must Report:** Entities who received a March follow-up file from ODE

**Major Change from Prior FY Version?** Two level two reports are now included in this collection, (CTFL-001) CTE March Follow Up Extract and (CTFL-002) CTE March Follow Up Extract for FFE.

The first Level 2 report, (CTFL-001) CTE March Follow Up Extract is a typical style .csv report with the header showing the specific columns from the GV Record Layout that can be used analytically.

The second report, (CTFL-002) CTE March Follow Up Extract for FFE is specifically for loading into the Flat File Editor (FFE) in a flat file .txt style format. The header record on the (CTFL-002) CTE March Follow Up Extract for FFE report will display as HEADER RECORD WILL CAUSE ERROR IN FFE LOAD OK TO IGNORE, which FFE will show as a error, but it is ok to disregard this error when using FFE to prepare follow-up data to submit back to ODE in the Data Collector. Before uploading the file to FFE, the file extension must be changed to .SEQ so that FFE knows that it is a flat formatted file instead of an actual .CSV file.

**Data Sources Supported:** Flat files only

**Level 1 Reports Included:** A missing student report, indicating the students who were on the original file provided by ODE but were either not in the file uploaded by the district or were in the file but excluded from the submission due to a fatal error. Note that a placeholder record for each missing student will be added into the preview and submission file.

**Outstanding Issues:** Additional students may be loaded once the data appeals for FY16 funding are finalized. Districts will be notified if any additional students are added. The Data Appeal window for March (D) will occur during the reporting window, and if the appeals are approved an additional Level 2 report, (CTFL-003) CTE March Follow Up Extract for FFE - Approved Appeals will appear for districts approved. More details will follow from the ODE Office of Data Quality regarding the appeal process.

**Release Note Date:** 2/13/2017