

ODE EMIS MANUAL

Section 2.2: Student Demographic Record (GI)



Version 2.0
March 7, 2013

REVISION HISTORY

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

Version	Date	Effective Date (FY & Reporting Period)	Change #	Description
2.0	3/7/2013	E-Transcript (E)	922	Added 2 new elements: (GI590,GI600), added E-Trans column to the Required Reporting Periods table, and revised the File Layout.
2.0	3/7/2013	Student Record Exchange (X)	921	Added Student Record Exchange reporting period to Required Reporting Period Table and to the File Layout.

2.2 STUDENT DEMOGRAPHIC RECORD (GI)

Required Reporting Periods

The Student Demographic Record and the relevant elements are to be reported as follows.

Record Field Number	Data Element	October (K)	Yearend (N)	Grad (G)	E-Transcript (E)	Student Record Exchange (X)
GI070	<i>Date of Birth Element</i>	√	√		√	√
GI330	<i>First Name Element</i>	√	√	√	√	√
GI080	<i>Gender Element</i>	√	√		√	√
GI580	<i>Hispanic/Latino Element</i>	√	√			√
GI600	<i>Last Four of Social Security Number</i>				√	
GI350	<i>Last Name Element</i>	√	√	√	√	√
GI340	<i>Middle Name Element</i>	√	√	√	√	√
GI270	<i>Native Language Element</i>	√	√		√	√
GI360	<i>Student Birth Place City</i>				√	√
GI590	<i>Social Security Number</i>				√	
GI570	<i>Student Home Language</i>	√	√			√
GI090	<i>Summative Racial/Ethnic Group Element</i>	√	√			√

General Guidelines

Student demographic data elements are reported by the last building within a district where the student is/was enrolled on the last day of the reporting period (i.e., the Friday of October Count Week for October (K)- or the last day of school in the current school year for that student for Yearend (N).

- If a student is enrolled in two or more buildings on the last day of the snapshot period (i.e., October Count Week) within a district, the demographic data is reported in the building where the student spends the majority of time.
- If a student is enrolled in two or more buildings on the last day of the snapshot period within a district for the exact same amount of time in each, then the district will make the determination as to which building reports the student attendance and absence days.

If a student has been enrolled in more than one district during the snapshot period, each district is responsible for reporting a Student Demographic Record.

Student Demographic Data Elements

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

Date of Birth Element

Record Field Number	GI070
Definition	The date on which the individual being reported was born.

Valid Options

YYYYMMDD

Year, Month, Day

Reporting Instructions. A birth date of August 11, 2000, is to be reported as 20000811. Date of birth is used by ODE to calculate student age.

☀ *EMIS Student ID Number Element*

Record Field Number	GI050
Definition	The locally determined EMIS student ID.

Valid Options

Nine-digit ID used by the school district

Reporting Instructions. The EMIS ID is the district-determined number that is used by districts for student tracking. This number uniquely identifies each student within the district. The school district is responsible for assigning this number. The EMIS student ID number is for local use only and is not submitted to ODE.

Districts should not eliminate this number from their systems with the implementation of the SSID. The SSID is used for EMIS reporting purposes.

☀ *Gender Element*

Record Field Number	GI080
Definition	The gender of the individual being reported.

Valid Options

M Male
F Female

☀ *Hispanic/Latino Element*

Record Field Number	GI580
Definition	Indicates whether the student is of Hispanic/Latino origin.

Valid Options

Y Yes, the student is Hispanic/Latino
N No, the student is not Hispanic/Latino
* Not Re-Collected

Reporting Instructions. Hispanic/Latino means a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

This element must be reported with the ‘Y’ or ‘N’ option if the student enrolled in the district on or after July 1, 2010, or if the student has a change in the district of residence.

The ‘* - Not Re-Collected’ option should only be used for students that were enrolled in the district prior July 1, 2010 and the district did not re-collect the ethnic/race information for the student.

When the parent or guardian refuses to provide this information, the district shall use observer identification. This designation is required to be communicated to the parent or guardian by the district prior to designation.

☀ Last Four of Social Security Number Element

Record Field Number	GI600
Definition	Last four digits of Social Security Number.

Valid Options

- 0001-9999
- 0000 (Default)

Reporting Instructions. The student’s Social Security Number is optional to report. If the LEA chooses not to report or does not have the student’s Social Security Number, report the default value.

☀ Name Elements

First Name

Record Field Number	GI330
Definition	The first name of the individual being reported.

Middle Name

Record Field Number	GI340
Definition	The middle name of the individual being reported.

Last Name

Record Field Number	GI350
Definition	The last name of the individual being reported.

Valid Options

- 30 characters

Reporting Instructions. The *Student Name Element* is for local use only. ODE does not receive this information. Please refer to the SSID instructions with questions about the format of this element.

☀ Native Language Element

Record Field Number	GI270
Definition	“Native” or first language of the student. This is often the language spoken at home but should denote the primary language spoken by the student at the onset of speech.

Valid Options

- ENG 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	Tigrinya
UKR	Ukrainian
VTM	Vietnamese
OTH	Other

Reporting Instructions. This element must be reported for all students, unlike GI570 Student Home Language Element. In addition, because of the differences in the definitions and option sets for these two elements, a student could have a different value reported in each element.

Social Security Number Element

Record Field Number	GI590
Definition	Social Security Number of the student.

Valid Options

Nine digit Social Security Number
000000000 (Default)

Reporting Instructions. The student’s Social Security Number is optional to report. If the LEA chooses not to report or does not have the student’s Social Security Number, report the default value.

Student Home Language Element

Record Field Number	GI570
Definition	The main language spoken at home by the student.

Valid Options

*** Student is neither LEP nor an Immigrant in current fiscal year – specific home language not reported at this time

QOT Language not included in option list (other)

AKA Akan

SQI Albanian

AMH Amharic

ARA Arabic

HYE Armenian

BAM Bambara

BAS	Basaa
BEN	Bengali
BOS	Bosnian
BUL	Bulgarian
MYA	Burmese
KHM	Central Khmer
ZHO	Chinese
LOU	Louisiana Creole French
HRV	Croatian
DAN	Danish
DIN	Dinka
ENG	English
EWE	Ewe
FIL	Filipino
FRA	French
FUL	Fulah
KAT	Georgian
DEU	German
ELL	Greek
GUJ	Gujarati
HEB	Hebrew
HIN	Hindi
HMN	Hmong
HUN	Hungarian
IBO	Igbo
IND	Indonesian
ITA	Italian
JPN	Japanese
KSW	Karen
KIK	Kikuyu
KIN	Kinyarwanda
KOR	Korean
KQO	Krahn
KRI	Krio
KUR	Kurdish
LAO	Lao
LIT	Lithuanian
YMM	Maay
MKD	Macedonian
MSA	Malay
MAL	Malayalam
MAN	Mandingo
MAR	Marathi
MON	Mongolian

NAV	Navajo
NYA	Nyanja
ORM	Oromo
PAN	Panjabi
FAS	Persian
POL	Polish
POR	Portuguese
PUS	Pushto
RON	Romanian
RUS	Russian
SRP	Serbian
SNA	Shona
SIN	Sinhala
SOM	Somali
SPA	Spanish
SWH	Swahili
SWE	Swedish
TGL	Tagalog
TAM	Tamil
TEL	Telugu
THA	Thai
TIR	Tigrinya
TSN	Tswana
TUR	Turkish
TWI	Twi
UKR	Ukrainian
URD	Urdu
UZB	Uzbek
VIE	Vietnamese
WOL	Wolof
YOR	Yoruba

Reporting Instructions. This element is only required to be reported for students who are reported at any time during the current school year as being Limited English Proficient (FD170 Limited English Proficiency (LEP) Status Element not equal to “N”) or as being an Immigrant (FD200 Immigrant Status Element equal to “Y”). For students who do not meet either of these criteria, the element may be reported with the student’s home language or with “***” to indicate that the home language is not being reported.

For most students reported with a value other than “***”, the language reported via this element will be the same as the language reported via the GI270 Native Language Element. The option value, however, may change to match the abbreviation used for the language in a national standardized list. For example, in GI270 Native Language Element, Spanish is reported as SPN. In this element, Spanish will be reported as SPA.

For students where the native and home languages are not the same, different values should be reported.

Although the list of valid options for this element is longer than the list for GI270 Native Language Element, there will be a few students whose home language is not represented in the list. For these students, the QOT option may be reported (note that the first letter is a capital “q”, not an “o”), but the percent of students in a district with the QOT option in this element should be much lower than the percent with OTH in GI270 Native Language Element.

The valid options for this element are based on two standards for coding language values (ISO 639-2 and ISO 639-3). The web site www.ethnologue.com is a valuable resource for additional information on the languages included in the valid options list. This site also recognizes the same three character language codes, so a search on the three character value at this site will return specific information on the language.

 **Summative Racial/Ethnic Group Element**

Record Field Number	GI090
Definition	The summative, based on USDOE requirements, racial/ethnic group of the individual being reported.

Valid Options

- W White, Non-Hispanic**
People who have origins in any of the original peoples of Europe, North Africa, or the Middle East.
- B Black or African American (Non-Hispanic)**
Persons having origins in any of the black racial groups in Africa.
- H Hispanic/Latino**
Persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin regardless of race. (Valid only when the race/ethnic data was not re-collected or the Hispanic/Latino element is ‘Y’)
- A Asian**
Persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent. This area includes, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- I American Indian or Alaska Native**
Persons having origins in any of the original peoples of North and South America (including Central America) and who maintain tribal affiliation or community attachment.
- P Native Hawaiian or Other Pacific Islander**
Persons having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- M Multiracial**
Persons having origins in two or more of the above options. (Valid only when the race/ethnic data was not re-collected or the Hispanic/Latino element is an ‘N’ and the parent/guardian chose more than one race option)

Reporting Instructions. This element will either be the value as reported in FY2010 yearend or will be a derived value based on the Hispanic/Latino element and the information on the Student Demographic – Race Detail records. If the Hispanic/Latino element is reported with a ‘Y’ then this element must be reported with the ‘H – Hispanic/Latino’ option; even if other options may apply. If the Hispanic/Latino element is reported with an ‘N’ then the ‘H – Hispanic/Latino’ option cannot be reported for this element. If multiple options apply (other than ‘H – Hispanic/Latino’) this element must be reported with the ‘M – Multiracial’ option and all applicable options should be reported through the Student Demographic – Race Detail record.

When the parent or guardian refuses to provide their child’s racial/ethnic group, the district shall use observer identification. This designation is required to be communicated to the parent or guardian by the district prior to designation.

Defining a Unique Record

Each EMIS record has specific fields that must be unique on each row of data reported to ODE. For the Student Demographic Record, the following field must be unique.

Required Field	Number
EMIS Student ID	GI050

2.2 STUDENT DEMOGRAPHIC RECORD (GI) FILE LAYOUT

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 E – E-Transcript X – Student Record Exchange	
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
GI590	243-251	Social Security Number	PIC X(9)
GI600	252-255	Last Four of Social Security Number	PIC X(4)