

# **ODE EMIS MANUAL**

## **Section 8.1.2: Student Record Exchange Overview**



**Version 1.0**  
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

## 8.1.2 STUDENT RECORD EXCHANGE OVERVIEW

### *General Guidelines*

The Student Record Exchange sections in the ODE EMIS Manual provide instructions for reporting student records to school districts participating in the Student Record Exchange initiative. The elements needed for the Student Record Exchange will be collected using the existing EMIS infrastructure, but the data will not be processed by ODE in the same way as regular EMIS data. The data will be sent to a non-ODE data repository. After student data is requested and released, the data will be delivered to requesting entity.

Student Record Exchange (X) reporting is optional for EMIS reporting entities. Local Education Agencies (LEAs) who are Student Record Exchange participants will be responsible for the relevancy and accuracy of the data. When reporting for the Student Record Exchange (X) collection request, the district must report the most recent records available.

Participating LEAs will determine the frequency of their data collections. The student data that appears on the Student Record Exchange collection request will only be as current as the most recent data collection.

### **REPORTING RESPONSIBILITY**

Student Record Exchange reporting is optional for EMIS reporting entities. LEAs who are Student Record Exchange participants will be responsible for the relevancy and accuracy of the data. Specific guidelines and exceptions to the general reporting responsibilities are located in the individual sections of Student Record Exchange, Staff and Student Records.

The Student Record Exchange may be reported by the following participating EMIS reporting entities:

- City, local, or exempted village school districts
- Community schools
- Educational Service Centers (ESC)
- Joint Vocational School Districts (JVSD)
- Ohio Schools for the Deaf (OSD) and Blind (OSB)
- Ohio Department of Youth Services (ODYS)
- STEM Districts

### **REPORTING STUDENT RECORD EXCHANGE DATA**

Definitions for Student Record Exchange relevant data elements are located within Section 8 of the ODE EMIS Manual. Within each record, each data element is organized alphabetically. Valid options for certain data elements are listed and defined accordingly. In addition to valid options and data definitions, data reporting requirements for each data element are discussed in each of the following sections.

## STUDENT RECORD EXCHANGE - LEVEL RECORDS

There are 18 records containing Student Record Exchange data that may need to be submitted to ODE. Below is a list of each record, its name and record indicator. Data elements for each of these records are found in the following sections of Student Record Exchange Record.

These are the records in the EMIS Manual that are not included in regular EMIS reporting.

Manual Section	Record Indicator	Record Name
8.2	FF	Student Contact Record
8.3	FG	Student Contact Address Record
8.4	CH	Staff Relationship Record
8.5	CD	Staff Contact Record
8.6	FH	Student Course Academic Performance History Record
8.8	FK	Student Attendance Summary Record
8.9	FM	Student Contact Supplemental Record

These are the records that are included in the Student Record Exchange but are also required to be reported in regular EMIS reporting:

Manual Section	Record Indicator	Record Name
2.2	GI	Student Demographic Record
2.3	GJ	Student Demographic Record – Race Detail Record
2.4	FS	Student Standing Record
2.5	FD	Student Attribute – Effective Date Record
2.6	FN	Student Attribute – No Date Record
2.8	FA	Student Assessment Record
2.9	GQ	Student Program Record
2.10	GG	Student Gifted Education Record
2.13	GE	Student Special Education Record
2.14	FE	Student Special Education Graduation Requirement
3.3	CI	Staff Demographic Record