ODE EMIS MANUAL

Section 2.9:
Student Program Record (GQ)

Ohio | Department of Education

Version 1.0
September 11, 2012

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

2.9 STUDENT PROGRAM RECORD

Required Reporting Periods

The Student Program Record is to be reported for the October (K) and Yearend (N) reporting periods.

General Guidelines

A Program Record is to be reported for all programs/services the student is participating in and/or receiving. The number of programs in which a student can participate is unlimited. Student program codes are reported during the designated reporting periods by the appropriate entities. If the student is in the program and then withdraws from the district during the year, the program code for the student is still reported.

ESCs Not Required to Submit Student Data. With the exception of preschool student data, Educational Service Centers are not required to report student data. Therefore, ESCs are not required to report a Student Program Record for school-age students receiving and/or participating in programs/services from an ESC employee(s). This includes those ESC services for which a school district contracts. It is the sending/resident district's responsibility to report the appropriate student program records for those students receiving services from an ESC employee.

Summer School Program Codes. Only the resident district reports the required summer data. If a student attends summer school programs in another district or entity, the resident district should request the information from the provider and report the summer program data for that student.

Only the Academic Intervention and Title I summer program codes are reported for summer program activity.

Major Program Code Groupings

Education Option Program Codes. Experiences or activities that may be provided in accordance with board policy to supplement the regular school program are considered Educational Options. These options may be used as additional curricular tools to expand, enrich, and improve students' experiences and perspectives. If the educational option is a course that will provide credit toward graduation, use one of the course types instead of a program code.

Early College High School Program Codes. These program codes are to be used for students who are participating in Ohio Department of Education (ODE) approved Early College High School Programs. The program code should be reported by the district that will issue the student diploma.

Closing the Achievement Gap Program Code. This program code is to be used for students who are participating in Closing the Achievement Gap Program approved in the FY10-11 budget (House Bill 1.) The program code should be reported by the district where the student is participating in the program.

205xxx Codes for Gifted Intervention Services not provided by Gifted Intervention Specialists. The 205XXX program codes include settings in which supplemental gifted programs and services are provided to gifted students by staff other than the Gifted Intervention Specialist (GIS). Gifted services/programs provided within these settings must be differentiated according to each student's needs

and contained in the student's Written Education Plan (WEP). These services are reported on the Student Program Record. The 205XXX program codes do not need to be linked to a staff member, therefore an employee ID is NOT required to be reported. Courses taught by a GIS who is considered the teacher of record are to be reported with the appropriate gifted option in the Course Type Element and the appropriate subject code in the Subject Code Element on the Staff Course Master Record.

Gifted Education Services Provided by Gifted Intervention Specialists. Settings in which supplemental gifted programs and services are provided to gifted students by the GIS. The GIS is not considered the "teacher of record" and does not assign grades. Gifted Services/ programs provided within these settings must be differentiated according to each student's needs and contained in the student's WEP. These services are required to be linked to the GIS and should be reported on the Student Program Record with the employee ID of the GIS. Courses taught by GIS's who are considered the teacher of record should continue to be reported with the appropriate gifted options in the Course Type Element and the appropriate gifted subject codes in the Subject Code Element on the Staff Course Master Record.

Seniors to Sophomores. The program code should be reported by the district that will issue the student diploma.

Special Education Services. Report the appropriate code as indicated on the student's IEP. Transportation, developmental, corrective, and other supportive services as are required to assist a student with a disability condition to benefit from special education. This includes those services described in Rule 3301-51-05 of the Ohio Administrative Code. These services are required to be reported if contained in the student's IEP. Multiple special education service program codes may be reported for a student with a disability condition. With the exception of preschool, only the resident/sending district is responsible for reporting special education service program codes. In cases where the Educational Service Center (ESC) is allocated a preschool special education unit, the ESC is required to report the appropriate special education service program codes for students with preschool disabilities.

Itinerant Services. These codes are reported during the October (K) and Yearend (N) reporting periods, and the "220100" program code is used for preschool special education state unit funding. This code is reported for any preschool student who receives preschool itinerant services. In the case of preschool special education itinerant services, the entity that is allocated the special education itinerant teacher unit is responsible for reporting the itinerant services program code on the Student Program Record. In addition, the Employee ID Element is required to be reported with the ID of the staff member providing the itinerant services to that child. Preschool special education unit funding is dependent upon the Employee ID Element being completed for itinerant services. Courses are to be reported for preschool students who are receiving preschool center-based services.

Title1. Title 1 program codes are to be reported by the sending/resident district for students where Title 1 services/programs are applicable.

A nonpublic student who receives services funded by Title I should be reported by the district with student status "6" and with the appropriate Title I program codes. These program codes must be reported by both Title I Targeted Assistance and School-wide Programs.

At least one Title I Subject Area program code must be reported for all Title I served students attending Title I Targeted Assistance Schools (TAS). Title I Supporting Area program codes can only be reported for students who have also been coded with a Title I Subject Area program code. Title I program codes are not required for those students who attend a Title I School-wide Program, since eligibility criteria is not required to be applied to individual students. However, Title I funded buildings with schoolwide programs are required to report student program records for students where the following apply:

- Students court-placed in institutions for neglected and delinquent youth ("234001" or "234002")
- Students served in Title I Supplemental Kindergarten ("233200")
- Nonpublic Students served with Title I funds

Title I funds can only be used to supplement intervention services mandated by state law or assumed as a local responsibility. Only students in a Title I funded building (Targeted Assistance or Schoolwide) in School Improvement status who are from low-income families are eligible for Supplemental Educational Services. These services are defined as additional academic instructional services offered by ODE-approved providers beyond the traditional school day.

If there are insufficient resources to serve all of the students who qualify, the priority is the lowest achieving students from low-income families. Students may be reported with both an academic intervention program code (formerly student intervention code) and a Title I program code. However, academic intervention services (formerly called student intervention) are not the same as the services provided by Title I. Academic intervention is required by law (Senate Bill 1) and therefore must be funded by non-Title I funds. Title I funds can only be used for services that are supplemental to, or in addition to, these intervention services.

Title I – Summer School Subject Areas. Title I funds can only be used to supplement intervention requirements mandated by state law, such as HB 3. Title I Supporting Area codes (232xxx) can only be reported for those students who have also been reported with a Title I Summer School Subject Area code (231xxx).

Title I – Supporting Areas. Report areas in which Title I funded support services were provided either by Title I funded personnel or through Title I funded services. Please note that Title I Supporting Area codes "232XXX" can only be reported for those students who also have also been reported with a Title I Summer School Subject Area Code "231XXX".

Limited English Proficiency. These programs include elementary and secondary school programs, including activities at the preschool level, to meet the educational needs of children of limited English proficiency. The programs provide structured English language instruction, with respect to the years of study to which the program is applicable, and instruction in the student's native language to the extent necessary to allow a student to achieve competence in English. The instruction must incorporate the cultural heritage of these students and of other children in American society. The instruction must, to the extent necessary, be in all courses or subjects of study that will allow a student to meet grade promotion and graduation standards.

Note. One of the following four program codes (235012, 235013, 235014, or 235015) must be marked for every Limited English Proficient (LEP) student.

Immigrant Education Program. Supplementary educational services for immigrant children enrolled in elementary and secondary public and nonprofit private schools. "Immigrant children" refers to children who were not born in the United States and who have been attending schools in one or more states for less than three complete academic years.

Work Experience and Career Exploration Program (WECEP). The WECEP program code "305007" is required to be reported for a student if the answer to all of the following questions is "Yes". If the answer to any of the following questions is "No", do not report the WECEP program code.

- Is/was the student enrolled in a Career-Based Intervention program (subject code = 252525)?
- Is/was the student working?
- Is/was the student paid for working?
- Is/was the student 14 or 15 years of age?

For October (K) reporting, report the WECEP program code if the student is 14 or 15 years of age during the *October Count Week* only.

During Yearend (N) reporting, report the WECEP program code if the student was reported during October (K) reporting, or if the student turned 14 after the October Count Week.

The program provides for a course of study and actual job experience for students ages 14 and 15. School classes include academic courses stipulated by state requirements for graduation as well as instruction in job-related employability skill development with individualized or remedial instruction where needed.

Career-Technical Academic Intracurricular Programs. A combination of subject matter and experiences, usually not provided in a regular class, designed for pupils who wish to pursue satisfying individual/group interest in various career areas.

Extracurricular/Intracurricular Programs. Report for Grade Levels 7-12. Student activities under the guidance or supervision of qualified adults that are designed to provide opportunities for pupils to participate in such experiences on an individual basis, in small groups, or in large groups at school events, public events, or a combination of these for purposes such as motivation, enjoyment, and skill improvement. In practice, participation usually is not required and credit usually is not given. When participation is required, or credit given, the activity generally is considered to be a curricular course. Also included here are civic and social-oriented activities organized primarily to provide for pupil participation in experiences that relate to citizen involvement and school service.

Academic Extracurricular Programs. A combination of subject matter and experiences, usually not provided in the regular class, designed for pupils who wish to pursue satisfying individual/group interests and study in specific aspects of the subject matter provided in a regular class. Frequently emphasized are opportunities for pupils that will enrich their regular classroom experiences and personal lives.

School-Related Services. Included here are civic and social-oriented school-related activities organized primarily to provide for pupil participation in experiences that relate to governmental bodies, citizen involvement, and school service.

Athletics and Related Programs. Athletics and sports are activities offered to students on a voluntary basis that provide opportunities for developing physical and mental fitness in competitive situations. Students are offered opportunities to improve their knowledge, attitudes, and judgments useful to enjoyment, citizenship, health, and safety. These activities are usually planned for enriching the regular classes and lives of the students.

Interscholastic Athletics. School-sponsored activities, under the guidance and supervision of the local school district staff, that provide opportunities for students to pursue various aspects of physical education. Athletics normally involve competition between schools.

Previous Dropout. The previous dropout program codes (500001 and 500002) can only be used if the student meets the following criteria:

- The student dropped out and returned to the district after the designated time period to be considered a "returning withdrawal" AND
- The student drops out again.

These dropout program codes cannot be used for a student upon his/her return. The appropriate dropout program code can only be reported when the district reports the student with at least a second withdrawal date and withdrawal code of 71-75 and this is at least the second time that the student has dropped out.

Use of the dropout program codes is valid only when a student returns after the defined time period for a "returning withdrawal" and drops out again. For students who drop out and return within the defined time period for a "returning withdrawal", previous dropout program codes cannot be used when the student drops out again.

Academic Intervention Programs. For purposes of EMIS reporting, the Ohio Department of Education has defined academic intervention services (formerly called student intervention services) as supplemental instructional services that are based on reliable educational research and systematically offered to all students who are struggling with grade-level academic content. Supplemental instruction includes, but is not limited to, services such as tutoring, extended day instruction, additional classroom teachers/aides, summer school, etc. It does not refer to the additional help that is regularly provided on an ad hoc basis in the normal course of teaching. Clarification for Academic Intervention Program Codes is provided below in the Guidelines for Assigning Academic Intervention Codes.

Guidelines for Assigning Academic Intervention Codes.

A. First, for a student to be coded as receiving "Academic Intervention" both of the following conditions must be met:
   1. The student receiving the intervention is at risk of not scoring at least proficient on one or more of Ohio's Achievement Tests (or the Ohio Graduation Test), or has already scored at less than proficient on one or more of these tests.

OR

The student in an underachieving accelerated learner.

2. The interventions received by the student are designed to reduce the non-academic or academic barriers to that student's academic achievement. (For example, reducing non-academic barriers might include strategies that target a specific student's problems with discipline, truancy, or mobility.)

B. If both of the above are true, then two of the following three conditions also need to be true:
   1. The intervention is in addition to the regular classroom activities conducted during the course of the school day or school year. (Summer school activities would meet this condition if at least one of the two conditions below is also true.)
   2. The intervention extends beyond the school's normal course offerings and is unlikely to occur in the course of routine teaching and learning pedagogy (including those learning activities called for in IEPs).
   3. The student does not receive grades or credit accrual for the learning activities taking place within the intervention.

The following table gives general guidance regarding the reporting period(s) in which Student Program Records are to be reported to ODE.

Table 1. Program Code Schedule

Student Program Code(s) Categories	Program Series	Reporting Period	
		Oct (K)	Yearend (N)
Educational Options	115XXX		√
The Metro School	121001	√	√
Seniors to Sophomores	120020	√	√
Early College High School	120010	√	√
Chartered Non-public or Private School	160110	√	√
Gifted Education Programs	205XXX 206XXX	√	√
Alternative Placement for Students with Disability Conditions	211001	√	√
Special Education Service Codes for Students with Disability Conditions	215XXX	√	√
Preschool Itinerant Services	220100	√	√
Academic Intervention – Summer	151490	√	
Academic Intervention – Regular School Year	152330		√
Title 1 Subject Areas	231001-231010		√
Title I Subject Areas – Summer School	231101-231110	√	
Title I Supporting Areas	232001-232007		√
Title I Supporting Areas – Summer School	2321XX	√	
Title I Services	233XXX		√
Title I Students Attending Neglected or Delinquent School	2340XX		√

Student Program Code(s) Categories	Program Series	Reporting Period	
		Oct (K)	Yearend (N)
Title I Students Attending Neglected or Delinquent – Summer School	2341XX	√	
Limited English Proficiency (ESL)	235XXX	√	√
Emergency Immigrant Education Program	240XXX		√
Career Technical Programs Note: 305003 Career Assessment is only reported at yearend.	305XXX	√	√
CTE Single Parent Subgroup	305010		√
Academic/Extracurricular programs and services	405XXX		√
Academic Intracurricular Descriptions	410XXX		√
School-Related Service	415XXX		√
Athletics and Related Programs/Interscholastic Athletics	420XXX		√
Previous dropout codes	50000X	√	√

Student Program Data Elements

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

☼ *Employee ID Element*

Record Field Number	GQ070
Definition	Unique code assigned to the staff member.

Valid Options

A valid nine-character code.

Reporting Instructions. If the resident/educating district is contracting with an ESC or another EMIS reporting entity for a staff member to provide this program, then the educating/resident district is required to report the Credential ID or the state assigned Z ID of the staff member (employed by ESC/EMIS reporting entity) providing the program. The *Employee ID Element* for non-contracted staff will be the local number assigned to the employee by the district and reported on the Staff Demographic Record (CI).

What to Report. This element is required to be reported with the following program codes:

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

If not reporting one of the above program codes, do not report the *Employee ID Element*.

☼ *Program Code Element*

Record Field Number	GQ060
Definition	The program in which a student participates and/or receives services.

Valid Options

Six-digit code	As defined at the end of this section

Reporting Instructions. Report the appropriate program code for all programs and services in which a student participates. Valid program code options can be found at the end of this document.

If the programs listed do not exactly match the service being provided, select the one which best describes the program.

Community Schools. Community schools, not the resident school district, are responsible for reporting the appropriate program records for students who are enrolled in a community school; this includes both start-up and conversion community schools.

JVSDs. The district employing the staff member who operates the program must report Student Program Records for students participating in Career-Technical Programs.

DYS and Ohio State Schools for the Blind and Deaf. These entities are responsible for reporting the appropriate program records for students who are enrolled and receiving such services/programs.

☼ *Program Enrollment End Date Element*

Record Field Number	GQ110
Definition	Last day a student is enrolled in a program where dates are required.

Valid Options

	Reporting student's enrollment date not required or, if required, the program enrollment is still ongoing (default)
CCYYMMDD	Year, Month, Day (value must be within current fiscal year: July 1 - June 30)

Reporting Instructions. Only required for program enrollments where timeframe of enrollment is critical to a funding determination or other state or Federal reporting or processing requirement. The only program where a program enrollment end date must be reported is the preschool itinerant 220100 program code.

If available in a district's data system, enrollment dates may be reported for all students in a program, but any reported dates must be valid dates (i.e., reporting 20110132 would cause a Student Program record to fatal) and must be within the current fiscal year (20110701 to 20120630 for FY12).

☼ *Program Enrollment Start Date Element*

Record Field Number	GQ100
Definition	First day a student is enrolled in a program where dates are required.

Valid Options

00000000	Reporting student's enrollment date not required (default)
CCYYMMDD	Year, Month, Day

Reporting Instructions. Only required for program enrollments where timeframe of enrollment is critical to a funding determination or other state or Federal reporting or processing requirement. The only program where a program enrollment start date must be reported is the preschool itinerant 220100 program code.

If available in a district's data system, enrollment dates may be reported for all students in a program, but any reported dates must be valid dates (i.e., reporting 20110132 would cause a Student Program record to fatal).

Dates from a prior fiscal year may be reported, but districts are not required to research and enter dates for programs that began in prior years. If a program enrollment must now be reported but the program began in a prior year, a default date of July 1 of the current fiscal year may be used. Start dates for a future fiscal year should not be reported, as programs should not be reported prior to the school year they begin.

☼ *Program Provider IRN Element*

Record Field Number	GQ090
Definition	The district IRN of the entity in contract with the reporting school district.

Valid Options

Six-digit code	Valid IRN of program provider
******	Not Applicable

Reporting Instructions. In most circumstances, the sending/resident district is responsible for reporting Student Program Record(s), with the appropriate program data, for all programs/services the student is participating in and/or receiving. Preschool is an exception to this rule. For funding purposes, the entity that was allocated the state units/funds is responsible for reporting the appropriate preschool program records for preschool students.

The *Program Provider IRN Element* is required to be reported if the school district has an agreement with an ESC or another EMIS entity to provide the service.

The *Program Provider IRN Element* will be used to connect the Contractor Staff Record reported by the contractor.

For additional reporting instructions with regards to reporting contracted staff, please see Staff Records, Section 3.5 Contractor Staff Employment Record and Section 3.6 Contract Only Staff Record and general guidelines for reporting staff members in Section 3.1 Staff Records Overview.

If the school district is not contracting with any EMIS reporting entity for the programs and/or services in which the student is participating, then this field should be filled with "******".

Reporting Career-Technical Programs. The district employing the staff member that operates the program must report Student Program Records for students participating in Career-Technical Programs.

PROGRAM CODES

Educational Options

Program Code	Description
115002	**Educational Travel** An educational activity involving travel in accordance with board policy under the direction of a person approved by the board and parent.
115004	**Mentor Program** An educational activity including advanced or in-depth work by an individual pupil in accordance with board policy under the direction of a non-certificated individual. Mentors shall be individuals selected in accordance with board criteria and subject to parental approval.
115005	**Tutorial Program** An educational activity involving work by an individual pupil under the direction of a certificated teacher in accordance with board policy.

Early College High School

Program Code	Description
120010	**Early College High School** The student is enrolled in an ODE approved Early College High School.

Seniors to Sophomores

Program Code	Description
120020	**Seniors to Sophomores** The student is participating in the Seniors to Sophomores program.

Closing the Achievement Gap

Program Code	Description
120030	**Closing the Achievement Gap** The student is participating in the Closing the Achievement Gap program (as defined by ORC 3306.31).

The Metro School

Program Code	Description
121001	**The Metro School** The student is enrolled in The Metro School. (Only to be used by schools in the Franklin county area that are participating in this program).

Placement in a Chartered Nonpublic or Private School

Program Code	Description
160110	Student placement by the district in a chartered nonpublic or private school.

Gifted Education Services NOT Provided by a Gifted Intervention Specialist

Program Code	Description
205040	**Guidance Services** Services received from a guidance counselor and/or guidance program specifically designed to meet the social and emotional needs of gifted students, including making academic and career choices.
205047	**Regular Classroom Services** Services are provided by the regular classroom teacher and gifted students are not specifically grouped in the class (in contrast to Cluster Grouping below). All regular classrooms do not meet the criteria for gifted services. Service must meet requirements in Ohio Administrative Code 3301-51-15(D)(3)(b)(i).
205050	**Regular Classroom with Grade Acceleration** A gifted student is moved to a higher grade level than would normally be expected for the current year, such as a double promotion (e.g., move from third to fifth grade over the summer) at the end of the prior year or a mid-year promotion (e.g., start year in second grade, move to third grade during the year, and on to forth grade after the summer) during the current year.
205052	**Regular Classroom with Subject Acceleration** A gifted student is placed in a classroom with other students who are at a higher grade level (e.g., a third grade student going to a fourth grade room for math) than would normally be expected. Report this code for a student in the year one or more courses in the specific subject sequence are skipped. This code can be reported for the same student in multiple years if the student skips courses in different subjects or has multiple skips in the same subject.
205055	**Regular Classroom with Early Entrance to Kindergarten** Students are admitted to kindergarten before they have reached the district's usual cut-off age and date for kindergarten (e.g., a student with an October birthday would be eligible for early entrance even if the district's cut-off date was September 30).
205062	**Regular Classroom with Cluster Grouping** Several gifted students are deliberately placed in one class and services are provided by the regular classroom teacher. All regular classrooms do not meet the criteria for gifted services. Service must meet requirements in Ohio Administrative Code 3301-51-15(D)(3)(b)(i).
205065	**Advanced Placement (AP) Course(s)** College-level courses with corresponding examinations in multiple subject areas (e.g., mathematics, art, history). Credit for college may be obtained if a student takes in an AP examination sponsored by the College Entrance Examination Board and given in the spring of each school year. Not all AP courses meet the criteria for gifted services.
205070	**Post Secondary Enrollment Option Course(s)** Students may enroll in college-level courses and receive college credit and credit toward graduation from high school at the same time. Note that all PSEO courses do not meet the criteria for gifted services.
205075	**Honors Class(es)** Specific subject area classes which are differentiated from a regular (same) subject area class in terms of breadth, depth, and complexity. Note that all honors classes courses do not meet the criteria for gifted services.
205080	**Educational Option(s)** Defined in OAC 3301-35-01 and 06, Educational Options provide experiences for individual students who need services not available in the regular school setting. They may include independent study, mentoring, and distance learning (see OAC for complete list).

Program Code	Description
205085	**Other Service** Given that the above codes represent nearly all of the possible options for services allowed under OAC, use of this code should be rare, and is likely to generate a request for additional information from the district to document the nature of the "other service."

Gifted Education Services Provided by a Gifted Intervention Specialist

Program Code	Description
206040	**Guidance Services with GIS directly involved with student** Services received from a guidance counselor and/or a guidance program specifically designed to meet the social and emotional needs of gifted children, including making academic and career choices. GIS is involved in service delivery.
206045	**Regular Classroom with GIS directly involved with student** Services are provided through collaboration and team teaching by the regular classroom teacher and a GIS, and gifted students are not specifically grouped in the class (in contrast to Cluster Grouping below).
206050	**Regular Classroom with Grade Acceleration and GIS directly involved with student** A gifted student is moved to a higher grade level than would normally be expected for the current year, such as a double promotion (e.g., move from third to fifth grade over the summer) at the end of the prior year or a mid-year promotion (e.g., start year in second grade, move to third during the year, and on to forth after the summer) during the current year. The GIS is providing supplementary services to the student and/or team teaching with the regular classroom teacher.
206052	**Regular Classroom with Subject Acceleration and GIS is directly involved with student** A gifted student is placed in a classroom with other students who are at a higher grade level (e.g., a third grade student going to a fourth grade room for math) than would normally be expected. The GIS is providing supplementary services to the student in the accelerated subject area. Report this code for a student in the year one or more courses in the specific subject sequence are skipped. This code can be reported for the same student in multiple years if the student skips courses in different subjects or has multiple skips in the same subject.
206055	**Regular classroom with Early Entrance to Kindergarten and GIS is directly involved with student** Students are admitted to kindergarten before they have reached the district's usual cutoff age and date for kindergarten (e.g., a student with an October birthday would be eligible for early entrance even if the district's cut off date was September 30). The GIS is providing supplementary services to the student and/or team teaching with the regular classroom teacher.
206060	**Regular Classroom with Cluster Grouping and GIS works directly with students in the cluster** Several gifted students are deliberately placed in one class with a teacher who has received professional development in differentiating curriculum and instruction and agreed to provide differentiated curriculum and instruction for these clustered students within the regular classroom. A gifted intervention specialist is actively involved in helping the regular classroom teacher differentiate and deliver content to gifted students. If all students in the course are identified as gifted and a GIS teaches the course, do not use this program code. Instead report the class with the GX Student Population.

Program Code	Description
206065	**Advanced Placement (AP) Course(s) with a GIS directly involved with student** College-level courses with corresponding examinations in multiple subject areas (e.g., mathematics, art, history). Credit for college may be obtained if a student takes in an AP examination sponsored by the College Entrance Examination Board and given in the spring of each school year. Note that not all AP courses meet the criteria for gifted services. The GIS is providing supplementary services to the student and/or team teaching with the teacher of the AP class. If all students in the course are identified as gifted and a GIS teaches the course, do not use this program code. Instead report the class with the GX Student Population.
206070	**Resource/Pull-Out Room for Gifted Students led by GIS** Students are regularly assigned (but less than 100% of time) to a resource room for gifted students instead of their regular classroom. The instruction is differentiated and delivered by a GIS.
206075	**Honors Class(es) with a GIS directly involved with student** Specific subject area classes that are differentiated from a regular (same) subject area class in terms of breadth, depth, and complexity. The GIS is providing supplementary services to the student and/or team teaching with the teacher of the honors class. If all students in the course are identified as gifted and a GIS teaches the course, do not use this program code. Instead report the class with the GX Student Population code.
206080	**Educational Option(s) with a GIS directly involved with student** Defined in OAC 3301-35-01 and 06, educational options provide experiences for individual students who need services not available in the regular school setting. They may include independent study, mentoring, and distance learning. The GIS is overseeing the student's work for the educational option.
206085	**Other Service directly involving GIS** Given that the above codes represent nearly all of the possible options for services allowed under the OAC, use of this code should be rare and is likely to generate a request for additional information from the district to document the nature of the "other service" provided by the GIS.

SPECIAL EDUCATION SERVICES

Descriptions of codes have been condensed from language contained in 3301-5101 of the Ohio Administrative Code. More extensive descriptions of each service can be found in the *Operating Standards for Ohio Educational Agencies Serving Children with Disabilities* which became effective July 1, 2008.

Alternative Placement

Program Code	Description
211001	**Alternative Placement** Alternative Placement for Special Education Students who are Expelled: An educational setting where a special education student may be temporarily placed for up to 45 days and for the same amount of time as children and youth without disabilities would be subject to discipline. This setting, where the student will continue to receive instruction, is different from the student's current placement setting. If this code is reported for a student, the student must also be reported with one of the 210XXX placement codes for students with disabilities.

Special Education Services

Program Code	Description
215001	**Adapted Physical Education Services** Specially designed instruction in physical education to meet the unique needs of a handicapped child, including individual and/or group instruction.
215002	**Aide Services** Services include assisting the teacher in a special class/learning center and assisting the professional in other areas of handicap.
215003	**Attendant Services** Services include assisting the orthopedically and/or other health handicapped or multi-handicapped child with personal health care needs within the confines of the educational setting.
215004	**Audiological Services** Those activities organized for the identification of children with hearing loss; determination of the range, nature, and degree of hearing loss; referral for medical or other professional attention when indicated for the habilitation of hearing handicapped children; the counseling and guidance of pupils, parents, and teachers regarding hearing loss; determination of the child's need for group and individual amplification; evaluation of the effectiveness of amplification; and creation and coordination of hearing conservation programs.
215006	**Interpreter Services** Services of an interpreter shall include providing oral, simultaneous, or manual interpreter service depending on the needs of the children served and may include interpreting, translating (transliterating), reverse interpreting (the verbal rephrasing of the message of the hearing impaired), and reverse translating (the intelligible vocal presentation of the exact words of a hearing impaired speaker).
215007	**Medical Services** Those diagnostic and evaluation services required for initial or continued placement in an appropriate special education program or for provision of related special education services.
215008	**Occupational Therapy Services** Services include providing an occupational therapy evaluation as part of the multi-factored evaluation and providing occupational therapy services in accordance with the IEP.
215009	**Orientation and Mobility Services** Services include providing an orientation and mobility evaluation and the provision of providing orientation and mobility services in accordance with the IEP.
215010	**Physical Therapy Services** Activities include providing a physical therapy evaluation as prescribed by a licensed physician and as part of the multi-factored evaluation and providing physical therapy services in accordance with the IEP.
215011	**Reader Services** Reading orally the school assignments for the visually handicapped child for whom this service is deemed appropriate.
215012	**School Psychological Services** Activities concerned with conducting and interpreting psycho-educational assessments focused upon pupil learning and behavior; designing instructional and behavioral interventions to help pupils attain specific pupil outcomes; consulting with educators, parents, and community agencies to coordinate resources necessary to support needed interventions; providing in-service training to parents and educators regarding effective learning and behavioral techniques to promote student performance; and provision of counseling to pupils and parents on an individual and group basis.

Program Code	Description
215013	**Speech and Language Services** Those activities organized for the identification of children with speech and language disorders; diagnosis and appraisal of specific speech and language disorders; referral for medical or other professional attention necessary; provision of speech and language services for the prevention of communicative handicaps, counseling, and guidance of children, parents, and teachers regarding speech and language handicaps.
215015	**Rehabilitation Counseling Services** (formerly Vocational Special Education Coordinator Services) Services include those provided by qualified personnel in individual or group sessions that focus specifically on career development and integration in the workplace and community.
215017	**Parent Counseling and Training Services** Services include assisting parents in understanding the special needs of their child, and helps them acquire skills to support the implementation of their child's IEP.
215018	**Counseling Services** Services provided by school psychologists, guidance counselors, or other qualified personnel in accordance with an IEP.
215020	**Recreational Services** Services provided to students with disabilities which include assessment of leisure functions; therapeutic recreation; recreation programs in schools and community agencies; and leisure education, if required to provide related services in accordance with the IEP.
215021	**Special Transportation** Transportation established solely for the purpose of transporting students with disabilities attending a regular public school or nonpublic school. Special transportation must be uniquely designed for each student in accordance with an IEP.
215022	**Social Work Services** Includes group and individual counseling with children and their families; working with those problems in a child's living situation that affect the child's adjustment in school; and mobilizing school and community resources to enable the child to receive maximum benefit from his or her educational program in accordance with an individualized education program. Proposed federal definition.
215023	**Other** Services not specifically listed above which can reasonably be expected to benefit students with disabilities and which are included in the student's IEP. Report this code for services that are needed for a child to access the general curriculum (such as "guide services" and "work study services") that do not have a specific code.
215026	**School Health Services** Services include those designed to enable a child with a disability to receive FAPE as described in the child's IEP. School health services are services that may be provided by either a qualified school nurse or other qualified person.
215027	**School Nurse Services** Services include those that must be provided by a qualified school nurse.

ITINERANT SERVICES

Itinerant Services

Program Code	Description
220100	**Student Receiving Preschool Special Education Itinerant Services** Preschool student with disabilities receives special education itinerant services from a preschool special education teacher.

TITLE I

Title I Subject Areas

Program Code	Description
231001	**Title I Reading** A course in which Title I funded supplemental instruction in reading was provided for Title I served students.
231002	**Title I Writing** A course in which Title I funded supplemental instruction in writing was provided for Title I served students.
231003	**Title I Language Arts** A course in which Title I funded supplemental instruction in language arts was provided for Title I served students.
231004	**Title I English** A course in which Title I funded supplemental instruction in English was provided for Title I served students.
231005	**Title I Mathematics** A course in which Title I funded supplemental instruction in mathematics was provided for Title I served students.
231006	**Title I Science** A course in which Title I funded supplemental instruction in science was provided for Title I served students.
231007	**Title I Civics/Government** A course in which Title I funded supplemental instruction in civics/government was provided for Title I served students.
231008	**Title I History** A course in which Title I funded supplemental instruction in history was provided for Title I served students.
231009	**Title I Geography** A course in which Title I funded supplemental instruction in geography was provided for Title I served students.
231010	**Title I Other** A course not in the sequence of 231001 through 231009 in which Title I funded supplemental instruction was provided for Title I served students.

Title I Summer School Subject Areas

Program Code	Description
231101	Title I Reading (Summer School)
231102	Title I Writing (Summer School)
231103	Title I Language Arts (Summer School)
231104	Title I English (Summer School)
231105	Title I Mathematics (Summer School)
231106	Title I Science (Summer School)
231107	Title I Civics/Government (Summer School)
231108	Title I History (Summer School)
231109	Title I Geography (Summer School)
231110	Title I Other (Summer School)

Title I Supporting Areas

Program Code	Description
232001	**Guidance/Counseling/Social Work** Title I funded guidance/counseling/social work service provided for Title I served children and/or guidance/counseling/social work service provided by Title I funded personnel for Title I served children.
232002	**Health/Dental** Title I funded health/dental service provided for Title I served children and/or health/dental work service provided by Title I funded personnel for Title I served children.
232003	**Nutrition** Title I funded nutrition service provided for Title I served children and/or nutrition service provided by Title I funded personnel for Title I served children.
232004	**Transportation** Title I funded transportation service provided for Title I served children and/or transportation service provided by Title I funded personnel for Title I served children.
232005	**Preparation for Jobs** Title I funded preparation for jobs service provided for Title I served children and/or preparation for jobs service provided by Title I funded personnel for Title I served children.
232006	**Earned General Educational Development (GED)** Title I funded high school equivalency/GED service provided for Title I served children and/or high school equivalency/GED service provided by Title I funded personnel for Title I served children.
232007	**Other** Title I service(s) not in the sequence of the 232001 – 232006 program codes which was (were) provided for Title I served students.

	The following codes are for summer school services
232101	**Guidance/Counseling/Social Work (Summer School)**
232102	**Health/Dental (Summer School)**
232103	**Nutrition (Summer School)**
232104	**Transportation (Summer School)**
232105	**Preparation for Jobs (Summer School)**
232106	**Earned GED (Summer School)**
232107	**Other Title I Services not in the sequence "232101-232106" (Summer School)**

Title I Services

Program Code	Description
233200	**Title I Supplemental Kindergarten Program** Refers to kindergarten instruction funded by Title I that is provided to supplement the regular kindergarten program offered by the district.

Title I Students Attending Neglected or Delinquent Institutions

Program Code	Description
234001	Court placement in a local/county-operated institution for neglected youth.
234002	Court placement in a local/county-operated institution for delinquent youth.
234101	Court placement in a local/county-operated institution for neglected youth (Summer School).
234102	Court placement in a local/county-operated institution for delinquent youth (Summer School).

LIMITED ENGLISH PROFICIENCY

Limited English Proficiency Program Codes

Program Code	Description
235012	**English-only Supplemental Instructional Program** A program designed to meet special language needs of LEP students, in which none of the instruction during the day incorporates the student's native language. Examples of instructional delivery options provided in this program are English as a Second Language (ESL) classes, pull-out tutoring sessions, sheltered content-based classes (such as a mathematics class adapted to the English proficiency level of LEP students), and support provided by an ESL specialist in a mainstream classroom setting (inclusion).
235013	**Bilingual Supplemental Instructional Program** A program designed to meet the special language needs of LEP students, in which some of the instruction is provided through the native language of the students. Examples of instructional options provided in this program are bilingual education classes taught by a teacher with a bilingual education endorsement or validation (such as a mathematics class taught in both English and Spanish), or explanations of content provided in the native language of the students by a bilingual instructional assistant. Students in this program also may participate in English-only instructional sessions (such as an ESL class) during part of the day.
235014	**No Supplemental LEP Instructional Program Due to Parental Refusal** The LEP student does not participate in any supplemental program designed to meet his or her special language needs. School districts are required to take affirmative steps to meet the special language needs of LEP students by providing appropriate supplemental instructional programs. Consequently, this code is to be used only for those LEP students whose parents or caregivers refuse (in writing) to have their child participate in the district's specially-designed program for LEP students.
235015	**No Supplemental LEP Instruction Provided by District** District may be in violation of Title VI and Elementary and Secondary Education Act (ESEA).

Immigrant Education Program

Program Code	Description
240001	The student is an immigrant and participates in the program.
240002	The student is an immigrant and does not participate in the program.

CAREER-TECHNICAL PROGRAMS

Career–Technical Program Codes

Program Code	Description
305003	**Career Assessment** A comprehensive process whereby a career assessment specialist systematically uses psychological testing, situation assessment, job tryouts, and work samples derived from general work tasks to determine an individual's potential to succeed in a career-technical program. In addition, an integral part of the process includes review of the individual's well-being as derived from assessed factors and performances from existing medical, psychological, social, educational, and economic conditions.
305007	**Work Experience and Career Exploration Program (WECEP)** The U.S. Department of Labor (USDOL) state approved program provides an opportunity for students 14 and 15 years of age to participate in a paid work experience program during school hours. The program provides for a course of study and actual job experience. School classes include academic courses stipulated by state requirements for graduation as well as instruction in job-related and employability skill development with individualized or remedial instruction where needed. The WECEP designation applies only to students ages 14 and 15 in paid work experience within Career Based Intervention programs (subject code 252525). Additional information can be found at the office of career technical website
305008	**Jobs for Ohio's Graduates (JOG)** JOG is a program operated by state approved local JOG agencies which serves students identified as at-risk of not graduating and/or of not making a successful transition from school to work. The program emphasizes career exploration, career development, job attainment, job survival, leadership and self-development, personal skills and basic skills through JOG's 37 core competencies. Additionally, Individual Career Plan development, study skills and academic intervention are included in the program. To participate in this program, the individuals served must be enrolled in an approved JOG program.
305010	**CTE Single Parent Subgroup** Student participates in a Career Technical program and should be included in the Federal Single Parent subgroup due to being a single parent, including single pregnant students.

Career-Technical Academic Intracurricular Program Codes

Program Code	Description
410001	**Business Professionals of America (BPA)** A co-curricular career-technical student organization which serves as an integral part of the business education program and is designed to develop and enhance leadership, citizenship, academic, and technological skills and competency in business and office occupations.

Program Code	Description
410002	**DECA (formerly Distributive Education Clubs of America)** A co-curricular career-technical student organization which serves as an integral component of marketing education, providing educational and leadership development activities to be integrated into the classroom marketing instructional program. It is DECA's mission to enhance the education of students with an interest in marketing, management, and entrepreneurship.
410003	**FFA (formerly Future Farmers of America)** A co-curricular career-technical student organization which serves as an integral component of agricultural education programs. This program helps students sharpen their leadership, citizenship, and cooperation skills through participation in various local, state, and national activities.
410004	**Family, Career, and Community Leaders of America (FCCLA)** A co-curricular career-technical student organization which serves as an integral component of family and consumer science education, hospitality, tourism, and early childhood education programs. The organization helps youth assume active roles in society through personal growth, family life, career preparation and community involvement through participation in various local, state, and national activities.
410005	**Technology Student Association (TSA) (formerly American Industrial Arts Student Association)** Promotes leadership and citizenship development, knowledge, and understanding of our technological society and the making of informed and meaningful occupational choices through participation in a variety of local, state, and national organizational co-educational extracurricular and/or co-curricular learning activities. Local Level I and Level II TSA Chapter membership is open to all currently and previously enrolled students of technology education courses. Level I Chapters serve students in grades 7-9, while Level II serves students in grades 10-12.
410006	**SKILLSUSA-VICA** A co-curricular career-technical student organization which serves as an integral component of industrial and engineering systems and health sciences career programs. Emphasis on leadership, dignity of work, good workmanship, citizenship, teamwork, and respect and concern for others is integrated into the classroom activities.
410007	**Future Educators of America (FEA)** FEA is an organization for middle and high school students that provides opportunities to explore teaching as a career option. FEA helps students gain a realistic understanding of the nature of education and the role of the teacher and offers schools and communities a chance to shape their own future by shaping the future of the education profession. FEA provides the following for students: • Helps develop leadership qualities • Offers service learning opportunities • Sponsors competitive events and state and national conventions • Can be a catalyst for financial aid
410008	**Health Occupations Students of America (HOSA)** A national career-technical student organization for students enrolled in health occupations programs. A goal of HOSA is to promote career opportunities in the health care industry through leadership development programs and student recognition activities.

EXTRACURRICULAR/INTRACURRICULAR PROGRAMS

Academic Extracurricular Programs Codes

Program Code	Description
405001	**National Honor Society** Student activity program with the purpose of recognizing pupils for achievements in academic excellence.
405002	**Debate Team/Speech Club** Provide activities for those students who are interested in different forms of public address which could include competitions.
405003	**Drama Club/Thespians** Provide activities for those students who are interested in participating in theatrical productions including musical theatre. Through Thespian organizations, students may have opportunities to compete in theatre activities and receive recognition.
405004	**Foreign Language Clubs** A combination of subject matter and experiences, usually not provided in a regular class, designed for pupils who wish to pursue satisfying individual/group interest and study in specific aspects of various languages.
405005	**Yearbook Staff** Provides opportunities for students who are interested in various aspects of yearbook publication, including copywriting and editing, photography, layout, etc.
405006	**School Newspaper Staff** Provides opportunities for students who are interested in journalism and newspaper publication, including reporting, copywriting and editing, photography, layout, etc.
405007	**Music Activities** (Not associated with a course for which credit is earned) Subject matter and/or activities not included in the graded course of study and designed for pupils who wish to pursue various aspects of music.
405008	**Computer Clubs**
405009	**Science Club** Noncompulsory opportunities for science study for which no science credit is earned. Example opportunities include but are not limited to activities and strategies that emphasize access to scientists and other career role models in science, mathematics, engineering, and technology; and/or access to authentic field studies, problem-based learning, non-formal, and/or special programs.
405010	**Future Career Clubs**
405012	**National Vocational Technical Honor Society** A student activity program in which membership consists of career-technical students who have demonstrated scholastic achievement, skill development, leadership, honesty, responsibility, and good character. Student invitation to membership is extended only by National Vocational Technical Honor Society (NVTHS) chartered schools.
405013	**Visual Arts Club** Subject matter and/or activities not associated with course for which credit is earned and designed for pupils who wish to pursue satisfying individual/group interests growing out of various aspects of the visual arts.
405014	**Dance Club** Subject matter and/or activities not associated with course for which credit is earned and designed for pupils who wish to pursue satisfying individual/group interests growing out of various aspects of dance.

Program Code	Description
405015	**Mathematics Club** Subject matter and experiences not associated with course for which credit is earned and designed for pupils who wish to pursue satisfying individual/group interest and study in specific aspects of mathematics.
405011	**Other Academic Extracurricular Activities**

School Related Service Program Codes

Program Code	Description
415002	**Drug Prevention Programs** (e.g., Youth to Youth, SADD) Programs designed to solve problems in the area of alcohol and drug abuse prevention with applicability to other behavioral problems such as truancy, vandalism, and disruptive behavior.
415003	**Other School-Related Service** Civic and social-oriented activities organized primarily to provide for pupil participation in experiences that relate to governmental bodies, citizen involvement, and school service that are not listed in the previous category.
415004	**Student Council**

Athletics and Related Program Codes

Program Code	Description
420001	Pep Clubs
420015	Other - Athletics and Related Programs (not Interscholastic Athletics)

Interscholastic Athletic Program Codes

Program Code	Description
420002	Football
420003	Basketball
420004	Baseball
420005	Track and Field
420006	Wrestling
420007	Softball
420008	Golf
420009	Tennis
420010	Soccer
420011	Swimming and Diving
420012	Volleyball
420013	Other Interscholastic Athletics
420014	Intramural Athletics
420020	Cheerleading
490000	Other – participation in extracurricular programs and activities not identified in one of the above categories

PREVIOUS DROPOUT

Table 2. When to use a previous dropout program code

Within Same district	
Grade and Time Student Drops Out	9th grade March FY03
Reporting Period Dropout is Reported	Yearend FY03
Student Returns	April FY04
Reporting Period Return is Reported	Reported Yearend of FY04
In Calculation As	9th grade dropout - not a returning withdrawal (net=1)
Student Drops Out Again	10th grade December FY05
Reporting Period Dropout is Reported	Yearend Report withdrawal date, withdrawal reason code and use previous dropout program code **500001**
In Calculation As	9th grade dropout and 10th grade dropout with previous dropout program code (excluded from calculation) (net=1)

Table 3. When NOT to use the previous dropout program codes

Grade and Time Student Drops Out	9th grade March FY03
Reporting Period Dropout is Reported	Yearend FY03
Student Returns	Beginning of next school year
Reporting Period Return is Reported	October FY04
In Calculation As	9th grade dropout and 10th grade summer returning withdrawal (net=0)
Student Drops Out Again	10th grade March FY04
Reporting Period Dropout is Reported	Yearend Report withdrawal date and withdrawal reason code *Do not report a previous dropout program code*
In Calculation As	9th grade dropout, 10th grade summer returning withdrawal and 10th grade dropout (net=1)

Table 4. Dropout Codes

Program Code	Description
500001	Previously reported as a dropout in the reporting district's graduation rate.
500002	Previously reported as a dropout in another Ohio school district.

ACADEMIC INTERVENTION PROGRAMS

Academic Intervention Program Codes

Program Code	Description
151490	Student received intervention services during the summer. Report these codes during the October (K) reporting period.
152330	Student received intervention services during the regular school year. Report these codes during the Yearend (N) reporting period.

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 Program Record, each combination of values in the following fields must be unique.

Required Fields	Number
EMIS Student ID	GQ050
Program Code	GQ060

2.9 STUDENT PROGRAM RECORD FILE LAYOUT

Number	Position	Name	PIC/Size
	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)