# **ODE EMIS MANUAL**

# Section 5.3: Organization General Information Record (DN)



**Version 3.0** October 16, 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	6/7/13	FY13N	881	Added PE Evaluation language in General Guidelines; added PE language and reporting instructions to Attribute Text Element.
2.0	6/7/13	FY13N	909	Added Local Wellness Policy language in General Guidelines; added language and reporting instructions to Attribute Text Element.
3.0	10/16/13	<u>FY14K</u>	<u>1010</u>	Updates for the new funding system in regards to ESCs. <i>District Group</i> added and two attribute names added: TFRPSESCYS and TFRPSESCNO.
3.0	10/16/13	<u>FY14K</u>	1037	Added Attribute Names and reporting instructions to collect transportation funding data.
3.0	10/16/13	<u>FY14K</u>	<u>963</u>	Added Attribute Names and reporting instructions for count of students eligible for free lunches and count of students eligible for reduced price lunches.



# 5.3 ORGANIZATION GENERAL INFORMATION

# Required Reporting Periods

The Organization General Information Record is to be reported for the October (K), Yearend (N), and July (H) reporting periods.

#### General Guidelines

Revised: October 16, 2013

An Organization General Information (DN) record will be required in specific reporting periods by specific district types. The DN instructions are organized by groupings of related elements.

Records in the Count Week Days group are required to be reported during the October (K) reporting period for each building within a city, local, exempted village school district as well as each community school and each STEM district. In addition, a building record is required for each Joint Vocational School (JVS) within a joint vocational school district (JVSD).

Records in the Feeder School group and Teacher group are required to be reported during the October (K) and yearend (N) reporting periods for each building within a city, local, exempted village school district as well as each community school and each STEM district. In addition, a building record is required for each Joint Vocational School (JVS) within a joint vocational school district (JVSD), the Ohio School for the Deaf (OSD), the Ohio School for the Blind (OSB), and Department of Youth Services (DYS).

Records in the SIG Time Extended group are required to be reported during the October (K) and yearend (N) reporting periods for each building within a district that has been awarded a School Improvement Grant (SIG) only if SIG funds are used for that building.

Records in the PHYSED Evaluation group are required to be reported during the yearend (N) reporting period for each building within a city, local, exempted village school district as well as each community school and each STEM district. PHYSED Evaluation building records include students who are enrolled in the building for each grade range.

Records in the Calamity group are required to be reported during the yearend (N) reporting period for each building within a city, local, exempted village school district as well as each community school and each STEM district. In addition, Calamity building records are required for each Joint Vocational School (JVS) within a joint vocational school district (JVSD), the Ohio School for the Deaf (OSD), and the Ohio School for the Blind (OSB).

Records in the First Day Next Year group are required to be reported during the yearend (N) reporting period for each building with students in grades 10 and above in districts that issue a diploma.

Records in the Local Wellness Policy group are required to be reported during the yearend (N) reporting period for each city, local, exempted village school district as well as each community school and each STEM district.

Records in the Financial group are required to be reported during the Financial (H) reporting period for each city, exempted village, local school district, community school and STEM district. In



addition, a building record is required for each Joint Vocational School (JVS) within a joint vocational school district (JVSD), the Ohio School for the Deaf (OSD), the Ohio School for the Blind (OSB), and Department of Youth Services (DYS).

Records in the Information Technology Center group are required to be reported during the October (K), Financial (H) and yearend (N) reporting periods for each city, local, exempted village school district as well as each community school, educational service center, JVSD, and STEM district.

Records in the student group are required to be reported during the October (K) or Yearend (N) reporting periods for each city, local, exempted village school district as well as each community school and STEM district.

#### Attribute Date Element

Record Field Number	DN070
Definition	A date that is appropriate for this Attribute Name.

#### Attribute Name Element

Record Field Number	DN060
Definition	Code that defines the data for which a date, number, or text description
	must be reported.

#### Attribute Number Element

Record Field Number	DN090
Definition	Number that provides a value for an Attribute Name.

# Attribute Text Element

Record Field Number	DN080
Definition	Code that further describes the Attribute Name.

#### Valid Options

This list contains a code for each Attribute Name that is valid in the current year. Each Attribute Name is followed by valid values of the Attribute Text, either a specific code, an explanation of text other than a specific code, or spaces that must be paired with the Attribute Name. Each Attribute Text is followed by valid values or explanations of the number that must be paired with the Attribute Name. Further details of the valid options for the Attribute Numbers are provided in the reporting instructions under each Attribute Name. At the present time, only one Attribute Name, FRSTNEXTYR, has an associated Attribute Date.

Attribute Name	Attribute Text	Attribute Number	Attribute Date				
Count Week Days Group							
CWDAYSOPEN Combination of Y, N		000000000	00000000				
Feeder School Group							
FEEDERSCHL	Valid Building IRN	000000000	00000000				



Attribute Name	Attribute Text	Attribute Number	Attribute Date
SIG Time Extended (	Group		
SIGEXTNDYR	spaces	Number of minutes per year	00000000
SIGEXTNDDY	spaces	Number of minutes per year	00000000
SIGBEFNAFT	spaces	Number of minutes per year	00000000
SIGSUMRSCH	spaces	Number of minutes per year	00000000
SIGWEEKEND	spaces	Number of minutes per year	00000000
SIGOTHERTM	spaces	Number of minutes per year	00000000
Teacher Group			
PRFSNLMEET	HOURS	Professional Teacher Meetings hours	00000000
PRFSNLMEET	FTE	Professional Teacher Meetings FTE	00000000
PTCONFERNC	HOURS	Parent/Teacher conference hours	00000000
PTCONFERNC	FTE	Parent/Teacher conference FTE	00000000
Calamity Group	•		-
CLMTYTAKEN	spaces	Calamity days taken	00000000
CLMTYMDEUP	spaces	Calamity days made up	00000000
SHORTENWEA	spaces	Shortened days due to weather	00000000
SHORTENOTH	spaces	Shortened days, non-weather	00000000
First Day Next Year		•	
<u>-</u>	_	000000000	valid
FRSTNEXTYR	spaces	000000000	CCYYMMDI
Financial Group			
BLDGSQFEET	spaces	Building Square Feet	00000000
LUNCHRMPCT	spaces	Lunchroom Percentage	00000000
TRANSPTPCT	spaces	Transportation Percentage	00000000
CENOFFSQFT*	spaces	Central Office Square Feet	00000000
Information Technol	^	•	
INFOTECIRN*	Valid ITC IRN	000000000	00000000
Student Group			
STUKGBRDAY*	'A' or 'B'	000000000	00000000
STUHOMESCL*	spaces	Number of students in this group	00000000
STUELGEXAC*	spaces	Percent of time to participate	0000000
STUNPNTSRV*	spaces	Number of students in this group	0000000
STUNPNTELG*	spaces	Number of students in this group	0000000
STUPSTCBTR*	spaces	Number of students in this group	0000000
STUPSTCATR*	spaces	Number of students in this group	00000000
STULNCHFRE	spaces spaces	Number of eligible students in this	00000000
BIOLINCHIKE	<u>spaces</u>	group	0000000
STULNCHRDC	spaces	Number of eligible students in this	00000000
		group	
PHYSED Evaluation	Group		
PHYSEDLMKG	spaces	Number of students in this group	00000000
PHYSEDPFKG	spaces	Number of students in this group	00000000
PHYSEDADKG	spaces	Number of students in this group	00000000



Attribute Name	Attribute Text	Attribute Number	Attribute Date
PHYSEDNEKG	spaces	Number of students in this group	00000000
PHYSED**KG	spaces	000000000	00000000
PHYSEDLM03	spaces	Number of students in this group	00000000
PHYSEDPF03	spaces	Number of students in this group	00000000
PHYSEDAD03	spaces	Number of students in this group	00000000
PHYSEDNE03	spaces	Number of students in this group	00000000
PHYSED**03	spaces	000000000	00000000
PHYSEDLM06	spaces	Number of students in this group	00000000
PHYSEDPF06	spaces	Number of students in this group	00000000
PHYSEDAD06	spaces	Number of students in this group	00000000
PHYSEDNE06	spaces	Number of students in this group	00000000
PHYSED**06	spaces	000000000	00000000
PHYSEDLM09	spaces	Number of students in this group	00000000
PHYSEDPF09	spaces	Number of students in this group	00000000
PHYSEDAD09	spaces	Number of students in this group	00000000
PHYSEDNE09	spaces	Number of students in this group	00000000
PHYSED**09	spaces	000000000	00000000
<del>Local Wellness Polic</del>	<del>ry Group</del> District G	<u>Froup</u>	
LCLWELLPOL	'Y' or 'N'	000000000	00000000
TFRPSESCYS	<u>Valid IRN</u>	000000000	00000000
<u>TFRPSESCNO</u>	Valid IRN	000000000	00000000
TRANSPTCNT	spaces	Count of qualified riders	00000000
TRANSPTMIL	<u>spaces</u>	Miles students are transported	0000000

**Note**. Any Attribute Names marked with an asterisk should be reported with the organization IRN equal to the district IRN.

## Count Week Days Group

**Reporting Instructions.** There is only a single Attribute Name, CWDAYSOPEN, for this group. The Attribute Name is used when indicating the specific days on which the building was open during the building's October count week.

The first character of the Attribute Text contains the appropriate flag for Monday of count week, the second character contains the appropriate flag for Tuesday of count week, the third character contains the appropriate flag for Wednesday of count week, the fourth character contains the appropriate flag for Thursday of count week, the fifth character contains the appropriate flag for Friday of count week, and the last character is a space. All buildings are required to report either a "Y" or an "N" in a specific location within the October count week Attribute Text elements.

For example, a building that is open all five days of count week reports "YYYYY" in the Attribute Text element; a building that is closed only Thursday of count week reports "YYYNY" in the Attribute Text element.

These data are required to be reported during the October (K) reporting period for all city, local, and exempted village school districts, community schools, STEM districts, and joint vocational school districts (JVSDs).



By law, districts must report the Average Daily Membership (ADM) counts during the first fiveday school week in October. This week is referred to as "October count week" throughout the EMIS manual. It is necessary for a school building to be open all five days in order to receive credit for all students enrolled during this week.

October "Funding" count week is the first full week in October. It is ODE's goal to have all districts use this week as their October count week. Therefore, the school should avoid all circumstances, including planned conflict, which might lead to this week not being the full five days.

If a building is not in session for one or more days of the October count week, such as an emergency fog situation or county fair, but wants to receive full credit for all students reported, the Superintendent/chief school administrator or a designee may request a waiver from ODE.

City, local, exempted village school districts, as well as community schools, STEM districts, and JVSDs must submit waiver requests whenever they wish to change the official count week. The waiver request should indicate the first week that the building is in session for five days prior to the official October count week.

If the district does not request a waiver by the deadline date published by the Office of School Finance, ODE will use the official October count week for the district's ADM count. The Waiver request form is available on ODE's website.

**Note.** It is the intent of state law and the goal of the ODE that all districts and schools across the state count students during the same week of the school year. Districts that have been granted waivers in the past have been informed that they are expected to work diligently to resolve future year conflicts in order to avoid the need for waiver requests. It is ODE's expectation that the number of waivers granted each year will decline and that no waivers will be granted other than for a reason of calamity days.

The Attribute Number for every CWDAYSOPEN record is the default, 0000000000. The Attribute Date for every CWDAYSOPEN record is 000000000.

#### Feeder School Group

**Reporting Instructions.** This group has only the single Attribute Name, FEEDERSCHL.

This Attribute Name is used when defining the principal school into which the majority of the students will enroll after completion of all grade levels in the reporting school.

The Attribute Text element contains the IRN of the school into which the students are expected to continue their education in the district.

The feeder school must contain one or more grade levels of 3 thru 8 or 10. If the feeder school does not contain one of these grade levels, then report the next building that does contain one of these grade levels.

This is not required to be reported for ESCs, Community Schools, STEM districts, JVSDs, DYS, OSB, OSD, or if the building being reported includes grade 12.



The Attribute Number for every FEEDERSCHL record is the default, 0000000000. The Attribute Date for every FEEDERSCHL record is 00000000.

## SIG Extended Time Group

**Reporting Instructions.** These elements are required in October (K) and at yearend (N) for buildings with a School Improvement Grant (SIG). A district applies for the grant and, if awarded, can use monies only for buildings within the district that meet the grant criteria. Only the qualifying buildings in the district are required to report these elements.

The number of records submitted depends upon the variety of time frames through which increased learning time is available. Building records should not be submitted for a time frame that is not offered to all students in the building.

This set of Attribute Names indicates the actual time frame in which extended learning time is available to all students in the building being reported and may be one or more of the following.

SIGEXTNDYR	increased learning time by extending the school year
SIGEXTNDDY	increased learning time by extending the school day
SIGBEFNAFT	increased learning time in before and after school settings
SIGSUMRSCH	increased learning time in summer school
SIGWEEKEND	increased learning time on the week end
SIGOTHERTM	increased learning time in some other time frame not listed above

The Attribute Text is always spaces. The Attribute Date is always 00000000.

The Attribute Number contains the number of minutes that the activity is offered to every student in the building for the entire school year.

# *Valid Options*

0000000001 - 0000175680

#### **Teacher Group**

**Reporting Instructions.** An Attribute Name, Attribute Text and Attribute Number must be reported for either hours or FTE. A district should report PRFSNLMEET with HOURS and PTCONFERNC with HOURS only if the reporting district is a community school whose contract is in hours. All other districts, including community schools whose contract is in days, should report PRFSNLMEET with FTE and PTCONFERNC with FTE.

Attribute Date for all records in this group is 00000000.

#### **FTE**

Attribute Name PRFSNLMEET and Attribute Text FTE

Definition: The total full-time equivalence scheduled for professional meetings for teachers.

Attribute Name PTCONFERNC and Attribute Text FTE

Definition: The total full-time equivalence (FTE) of scheduled parent-teacher conferences.

The Attribute Number contains the FTE value.



Valid Options

00.1 - 000000009.9

The decimal point is implied and not included in the submitted value.

**Reporting Instructions.** All entities are required to report these elements, including community schools whose contracts for the school year are in days. For these community schools, it is required to report both of these attribute combinations; however they do not complete the PRFSNLMEET and HOURS combination and the PTCONFERNC and HOURS combination.

The FTE reported should only include time when school will not be in session. For the PRFSNLMEET Attribute Name only, include days before the opening date for students and after the closing date for students if staff members were required to be in attendance.

One FTE equals one full work day for staff. For example, if the school is in session for half of the work day and the professional meeting day for teachers is scheduled for the second half of the work day, the professional meeting day full-time equivalence (FTE) that should be reported is .5 FTE.

#### **HOURS**

Attribute Name PRFSNLMEET and Attribute Text HOURS

Definition: The total hours scheduled for teacher professional meetings.

Attribute Name PTCONFERNC and Attribute Text HOURS

Definition: The number of hours scheduled for parent-teacher conferences.

The Attribute Number counts the hours for professional teacher meetings or for the parent-teacher conferences.

Valid Options

0000000001 - 0000000099

**Reporting Instructions.** These data elements are reported by community schools only. Furthermore, only the community schools whose contracts for the school year are in hours, instead of days, report these elements.

In the case where a community school has a contract for the school year in days, the community school does not complete these data elements, but it is required to report the PRFSNLMMET and FTE combination and PTCONFERNC and FTE combination.

Only include hours when school will not be in session. For the PRFSNLMEET attribute name only, include hours before the opening date for students and after the closing date for students if staff members were required to be in attendance.

#### Calamity Group

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**Reporting Instructions.** Districts are required to submit a record for each of the district's buildings for each one of the group's Attribute Names when the Attribute Number is not zero. The Attribute Text is always the default, spaces.

Attribute Name *CLMTYTAKEN* 



This Attribute Name is used when reporting the total number of calamity days for the school for the current school year.

The Attribute Number counts the building's calamity days taken.

#### Valid Options

0000000001 - 0000000099

Include every day that the building was originally scheduled to be open for instruction but due to unforeseen circumstances, the entire building had to be closed for the entire day.

If the building was closed for over 2 hours it should be counted as closed for a whole day. Count days even if they were made up prior to the original instructional closing date. If an instructional day was rescheduled and cancelled again, count it as only one day.

#### Attribute Name *CLMTYMDEUP*

This Attribute Name is used when reporting the number of calamity days that were made up prior to the instructional closing date.

The Attribute Number counts the calamity days made up during the current school year.

#### Valid Options

0000000001 - 0000000099

Include days that were made up by extending the school day.

#### Attribute Name SHORTENWEA

This Attribute Name is used when reporting the number of days the length of the school day was shortened for two hours or less due to hazardous weather conditions.

The Attribute Number counts the number of whole days.

#### Valid Options

0000000001 - 0000000099

#### Attribute Name *SHORTENOTH*

This Attribute Name is used when reporting the number of days the length of the school day was shortened to less than the state minimum for reasons other than hazardous weather conditions.

The Attribute Number counts the number of whole days.

#### Valid Options

0000000001 - 0000000099

The minimum school day, exclusive of lunch is as follows:

Kindergarten 2.5 hours Grades 1-6 5 hours Grades 7-12 5.5 hours



# First Day Next Year Group

Reporting Instructions.

Attribute Name FRSTNEXTYR

This Attribute Name is used when indicating the scheduled first day of instruction for the next school year for buildings enrolling students in grades 10 and above.

The Attribute Name, FRSTNEXTYR, is reported with its Attribute Text the default, spaces. The Attribute Number for every FRSTNEXTYR record is the default, 0000000000.

Attribute Date

Valid Options

CCYYMMDD A valid date

**Reporting Instructions.** Since this is an Attribute Name for which a date is required, this element should contain a valid date. 00000000 should never be used with FRSTNEXTYR since only buildings that meet the reporting requirements submit this record.

This element must be reported for the Attribute Name FRSTNEXTYR, the scheduled first day of instruction for the next school year for buildings enrolling students in grades 10 and above if the district grants diplomas. For this Attribute Name, report the expected first day of school for grades 10 and above, including grades 13 and 23, if a building is specifically established for students in these grade levels. The date must be after June 30 of the current fiscal year. This date will be used to determine summer vs. next school year graduates until the actual first day of school is reported in the October reporting period. This date need only be reported for buildings enrolling these grade levels.

# Financial Group

**Reporting Instructions.** Each city, exempted village, local school district, community school and STEM district is required to report every Attribute Name in this group in the Financial (H) reporting period. In addition, only the BLDGSQFEET record is required for each Joint Vocational School (JVS) within a joint vocational school district (JVSD).

Attribute Text is always the default value, spaces.

Attribute Name **BLDGSQFEET** 

Definition: The square footage of the building

Attribute Number

Valid Options

000000000 - 999999999

Report zeroes if no positive value applies.

Attribute Name LUNCHRMPCT

Definition: The percentage of meals served for the building

Attribute Number



Valid Options

000.00 - 100.00

Report the total number of meals served for this building divided by the total number of meals served in the district. Report zeroes if no positive value applies.

Joint vocational school districts (JVSDs), the Ohio Department of Youth Services (ODYS), the Ohio School for the Blind (OSB) and the Ohio School for the Deaf (OSD) are not required to report this element.

The CN-7 report prepared monthly will be helpful in providing the number of meals served.

Report as required by the Expenditure Flow Model (EFM), ORC §3301.12.

Attribute Name TRANSPTPCT

Definition: The percent of students, in the district, bused for the building

Attribute Number

Valid Options

000.00 - 100.00

Report the total number of students bused for this building divided by the total number of students bused in the district. Include the number of auxiliary service students bused. If the district is required to report this Attribute Name, report zeroes if no positive value applies.

Joint vocational school districts (JVSDs), the Ohio Department of Youth Services (ODYS), the Ohio School for the Blind (OSB) and the Ohio School for the Deaf (OSD) are not required to report this element.

The annual T1 report provides helpful information regarding the number of students who ride the school bus and/or alternate sources of transportation to the school site.

Attribute Name **CENOFFSQFT** 

Definition: The square footage of the central office.

Attribute Number

Valid Options

000000000 - 999999999

**Reporting Instructions**. Include the square footage of the central office space and also the square footage of any other facilities directed by the central office not already reported under a separate IRN.

Educational Service Centers (ESCs) should report 000000000 as the default value of this element.

# Information Technology Center Group

**Reporting Instructions.** This group has only the single Attribute Name, INFOTECIRN, reported at October (K), Financial (H), and yearend (N).



The Attribute Text is the IRN of the ITC that submits EMIS data to ODE on behalf of this EMIS reporting entity.

Valid Options	
085563	ACCESS (Area Cooperative Computerized Educational Service System)
043489	Akron Public (Serves as own ITC/Independent Site)
043802	Columbus Public (Serves as own ITC/Independent Site)
095869	HCCA (Hamilton-Clermont Cooperative Association)
088971	LACA (Licking Area Computer Association)
085589	LEECA (Lake Erie Educational Computer Association)
085597	LGCA (Lake Geauga Computer Association)
095893	LNOCA (Lakeshore Northeast Ohio Computer Association)
082719	MDECA (Metropolitan Dayton Educational Cooperative Association)
083931	MEC (Metropolitan Educational Council)
086488	MVECA (Miami Valley Educational Computer Association)
088161	NCOCC (North Central Ohio Computer Cooperative)
085613	NEOMIN (Northeast Ohio Management Information Network)
095885	NEONET (Northeast Ohio Network For Educational Technology)
085639	NOACSC (Northwest Ohio Area Computer Services Cooperative)
085621	NOECA (Northern Ohio Educational Computer Association)
086496	NWOCA (Northwest Ohio Computer Association)
082743	OME-RESA (Ohio Mid-Eastern Regional Education Service Agency)
082727	SCOCA (South Central Ohio Computer Association)
082735	SEOVEC (Southeastern Ohio Voluntary Education Cooperative)
095877	SPARCC (Stark-Portage Area Computer Consortium)
085571	SWOCA (Southwest Ohio Computer Association)
086504	TCCSA (Tri-County Computer Service Association)
085647	TRECA (Tri-Rivers Educational Computer Association)
085654	WOCO (Western Ohio Computer Organization)

**Reporting Instructions.** If an EMIS reporting entity works with multiple ITCs (e.g., contracts with one ITC for payroll/staff data and another for student data), report the IRN for the ITC where the district will log on to the Data Collector to submit data to ODE.

# Student Group

**Reporting Instructions.** The following Attribute Names are to be collected at October (K) for this group; **STUKGBRDAY**, **STUHOMESCL**, **STUELGEXAC**, and **STUPNTSRV**.

STUKGBRDAY	Date student is required to be 5 years old to be admitted into
	kindergarten
STUHOMESCL	Count of home schooled resident students
STUELGEXAC	Amount of time a student is required to attend district to be
	eligible for extracurricular activities
STUNPNTSRV	Count of resident and non-resident nonpublic students within
	district boundaries eligible for special education services but not
	being served by the district



STULNCHFRE	Count	of	students	attending	this	building	who	are	eligible	to
	receive free lunches									
STULNCHRDC	Count	of	students	attending	this	building	who	are	eligible	to
	receive	. In	nches at a	reduced r	rice					

The following Attribute Names are to be collected at Yearend (N) for this group: *STUNPNTELG*, *STUPSTCBTR*, and *STUPSTCATR*.

STUNPNTELG Count of resident and non-resident nonpublic students within	STUNPNTELG	Count	of	resident	and	non-resident	nonpublic	students	within
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district boundaries evaluated and determined ineligible for

special education services

STUPSTCBTR Count of preschool transition conferences held by 3rd birthday,

no disability suspected, no additional evaluation

STUPSTCATR Count of preschool transition conferences held after 3rd

birthday, no disability suspected, no additional evaluation

*STUKGBRDAY* is the Attribute Name used when indicating the date that students are required to be five years old to be admitted to kindergarten. This is the only Attribute Name in the Student Group that has valid options collected as Attribute Text.

#### Valid Options

A September 30

B August 1

**Reporting Instructions.** Districts do not need to report this Attribute Name if they have no kindergarten students: community schools that do not have a kindergarten grade level, ESCs, STEM Districts, JVSDs, OSB, OSD, and DYS.

H.B. 383 indicates that the school district may choose one of two dates by which a student must be five years old in order to be admitted to kindergarten.

School district boards must choose to adopt either the first day of August or the thirtieth day of September as the date by which a student must be five years of age to be admitted into kindergarten and six years of age to be admitted to first grade.

A parent may request early admission to kindergarten if the child turns five years of age after the district's kindergarten entrance date (August 1 or September 30). The local board of education shall determine entrance through a standardized testing program.

**STULNCHFRE** is the Attribute Name used for the count of students who are eligible for free lunches. **STULNCHRDC** is the Attribute Name used for the count of students who are eligible for reduced price lunches.

#### Valid Options



<u>Reporting Instructions.</u> These attributes must be reported by traditional, community, and STEM schools at the building level. There should be one record for the count of students who are eligible for free lunches (STULNCHFRE) and one record for the count of students who are eligible for reduced price lunches (STULNCHRDC) for each building reported in the Building Grade Schedule (DL) record. If there are no students within the building in either of these categories, report zeroes for the Attribute Number for each of these Attribute Names.

The critical date for these counts is October 1 of the current fiscal year. These codes are to be submitted only in the October (K) reporting period. Students in all grades should be included in the counts.

All students in a building participating in the Community Eligibility Option (CEO) should be counted as receiving free lunches, not reduced price lunches. Otherwise, students should be counted under the appropriate Attribute Name.

The number is a head count, not an FTE. A student should be counted only once even if the student attends more than one district or more than one building within a single district.

A district that is educating the student full time should include that student in the building's count. Otherwise,

- if a student attends a JVS or ESC, the student should be counted only in the building of the sending district even if the student is only attending the JVS or the ESC.
- if a student shares time between the legal district of residence and another traditional district, the student should be counted only in the building of the legal district of residence, or
- if a student is sent by a district to a non-EMIS reporting entity, the student should be counted using the IRN of the sending district as the building IRN.

All remaining Attributes in this group—*STUHOMESCL*, *STUELGEXAC*, *STUPNTSRV*, *STUNPNTELG*, *STUPSTCBTR*, and *STUPSTCATR*—are collected as an Attribute Number.

The Attribute Text is always spaces. The Attribute Date is always 00000000.

#### Valid Options

0000000000 - 9999999999

Report zeroes if no positive value applies.

# Physical Education Group

**Reporting Instructions.** These elements are required at yearend (N). The number of records submitted depends upon the grades at each building that are assessed.

This set of Attribute Names indicates the count of students by ability level at each grade band.

#### **Grade Band KG-2**

PHYSEDLMKG Count of students at the limited level in the KG-02 grade band PHYSEDPFKG Count of students at the proficient level in the KG-02 grade band



PHYSEDADKG	Count of students at the advanced level in the KG-02 grade band
PHYSEDNEKG	Count of students not evaluated in the KG-02 grade band
PHYSED**KG	Evaluation not conducted at this grade band for the building
Grade Band 3-5	
PHYSEDLM03	Count of students at the limited level in the 03-05 grade band
PHYSEDPF03	Count of students at the proficient level in the 03-05 grade band
PHYSEDAD03	Count of students at the advanced level in the 03-05 grade band
PHYSEDNE03	Count of students not evaluated in the 03-05 grade band
PHYSED**03	Evaluation not conducted at this grade band for the building
Grade Band 6-8	
PHYSEDLM06	Count of students at the limited level in the 06-08 grade band
PHYSEDPF06	Count of students at the proficient level in the 06-08 grade band
PHYSEDAD06	Count of students at the advanced level in the 06-08 grade band
PHYSEDNE06	Count of students not evaluated in the 06-08 grade band
PHYSED**06	Evaluation not conducted at this grade band for the building
Grade Band 9-12	
PHYSEDLM09	Count of students at the limited level in the 09-12 grade band
PHYSEDPF09	Count of students at the proficient level in the 09-12 grade band
PHYSEDAD09	Count of students at the advanced level in the 09-12 grade band
PHYSEDNE09	Count of students not evaluated in the 09-12 grade band
	$\epsilon$

Evaluation not conducted at this grade band for the building

#### Valid Options

00000000 - 00009999

PHYSED\*\*09

The Attribute Text is always spaces. The Attribute Date is always 00000000.

**Reporting Instructions.** Report zeroes if no value applies for the attributes in the building. For example, if a building only has proficient students in a grade band, then zeroes must be reported for the limited and the advanced levels in that same grade band.

The options with asterisks—PHYSED\*\*KG, PHYSED\*\*03, PHYSED\*\*06, and PHYSED\*\*09—should only be reported if a building in the district includes one or more of the grades in the grade band, but the students at that building are not evaluated. For example, if a district has a Kindergarten only building and the district elects to evaluate only 2<sup>nd</sup> grade students, then the Kindergarten only building should report the PHYSED\*\*KG option.

If a specific school building's grade levels served, as reported in ODE's OEDS system, overlap a grade band, then the building should either have the first four options reported or the '\*\*' option reported; it cannot be both.



# District Group

## **Local Wellness Policy Group**

Reporting Instructions Local Wellness Policy. This group has only the single Attribute Name. LCLWELLPOL, and is required at yearend (N). The Attribute Text for every record reported will either have a "Y" for the presence of a Local Wellness Policy or an "N" for the absence of a Local Wellness Policy. The Attribute Number for every LCLWELLPOL record is the default, 0000000000. The Attribute Date for every LCLWELLPOL record is the default, 000000000.

<u>Preschool Special Education Agreements</u>. The following Attribute Names are to be collected in October (K) for this group; TFRPSESCYS and TFRPSESCNO.

TFRPSESCYS Valid IRN of a traditional district or ESC
TFRPSESCNO Valid IRN of a traditional district or ESC

City, local, and exempted village school districts and ESCs must report the TFRPSESCYS Attribute Name if an ESC is providing preschool special education services for resident children and the district has authorized ODE to transfer funds for preschool special education students, calculated by the formula in ORC 3317.0213, to the ESC providing those services. City, local, and exempted village school districts and ESCs must report the TFRPSESCNO Attribute Name if an educational service center (ESC) is providing preschool special education services for resident children and the district has not authorized ODE to transfer funds for preschool special education students to the ESC providing those services. For traditional districts, the Attribute Text contains the IRN of the ESC providing preschool special education services to resident children; for ESCs, the Attribute Text contains the IRN of the traditional district whose resident children are receiving preschool special education services from the ESC.

For every TFRPSESCYS and TFRPSESCNO record submitted, the Attribute Number is the default, 0000000000 and the Attribute Date is the default, 00000000.

<u>District Transportation</u>. These elements are to be reported in the October (K) reporting period by districts that file data for T-1 reports: city, local, and exempted village school districts.

These elements are reported with both the district IRN (DN040) and the Org IRN (DN050) as the six-digit valid district IRN. The Attribute Date (DN070) is always 00000000 and the Attribute Text (DN080) is always spaces.

The Attribute Name (DN060) for the number of students transported is TRANSPTCNT. The Attribute Number (DN090) is the count of qualified riders, those students who are resident students enrolled in regular education in grades kindergarten to twelve who are provided school bus service by a school district and who live more than one mile from the school they attend. Include students with dual enrollment in a joint vocational school district or a cooperative education school district and students enrolled in a community school, STEM school, or nonpublic school. See ORC §3317.0212(A) and OAC §3301-83-01 and T-1 instructions. The number given should match the sum of "Regular Rider Total, 1 mile or more" for Type I, Type IA, and Type II on your submitted T-1 report.



The Attribute Name (DN060) for the number of miles students are transported is TRANSPTMIL. The Attribute Number (DN090) is the district's total number of miles driven for school bus service in the current fiscal year. It is calculated as 180 times the daily mileage reported during the first full week of October. See OAC §3301-83-01 and T-1 instructions. The number given should be 180 times the sum of "Regular Miles Total, 1 mile or more" for Type I, Type IA, and Type II on your submitted T-1 report.

## District IRN Element

Record Field	DN040
Number	
Definition	The state assigned six-digit information retrieval number (IRN) of the
	district.

# Valid Options

Six-digit IRN Valid district IRN

# Organization IRN Element

Record Field Number	DN050
Definition	The state assigned six-digit information retrieval number (IRN) of the
	district or building.

#### Valid Options

Six-digit IRN Valid building IRN within the reporting district or Valid district IRN

**Reporting Instructions.** In some instances, students may be counted at the district rather than at the building level. If there are students in the district whose Attending Building IRN element (FS160) on the Student Standing (FS) record is the IRN of the district and the Student Percent of Time (FS120) is greater than zero, the district should report a record using the district IRN as the building IRN.

In other instances, those Attribute Names followed by "\*", the district reports only records in which the building IRN (DN050) is the same as the District IRN (DN040). The attributes are not applicable at the building level.

#### Defining a Unique Record

Each EMIS record has specific fields that must be unique on each row of data reported to ODE. For the Organization General Information Record, each combination of values in the following fields must be unique.

Record Name	Record	Required Fields	Number
Ouganization Cananal Information Beauty	DM	Organization IRN	DN050
Organization General Information Record	u II)N I o	Attribute Name	DN060



# 5.3 ORGANIZATION GENERAL INFORMATION RECORD (DN) FILE LAYOUT

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	
		N –Yearend	
		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)