FY 2011 ODE EMIS MANUAL

Appendix I:
Required Records/Elements by Reporting Period

Ohio | Department of Education

Version 1.0

August 30, 2010

APPENDIX I REVISION HISTORY

Version	Change	Description
0.1	562	Added GI580 Element, Modified GI090 and Added GJ Record.
0.1	678	Deleted the October (K) reporting period from the Fiscal Year that Student Began Ninth Grade Element (FN110)
0.1	696	Deleted the Certificate/License Application Element (CK240).
0.1	758	Deleted the Yearend (N) reporting period from the Highly Qualified Teacher IRN Element (CN270).
0.1	765	Added DC Record, District CTE Tech Prep Consortium Mapping
0.1	766	Added new element to Student Attributes – No Date Record (FN) Data Elements: Tech Prep Completer Element (FN280).
0.1	769	Added new element CTE Program of Concentration Element (FN290) and deleted CTE Concentrator Element (GN130)
0.2	791	Remove references to December reporting period and move any elements reported in December but not October to the October reporting column

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.

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STUDENT RECORDS AND DATA ELEMENTS

Table 1. Student Demographic Record (GI) Data Elements

Record Field Number	Data Element	October (K)	March (D)	Yearend (N)	July (H)	5-yr (P)	Grad (G)
GI070	*Date of Birth Element*	√		√			
GI050	*EMIS Student ID Number Element*	√		√			√
GI330	*First Name Element*	√		√			√
GI080	*Gender Element*	√		√			
GI580	*Hispanic/Latino Element*	√		√			
GI350	*Last Name Element*	√		√			√
GI340	*Middle Name Element*	√		√			√
GI270	*Native Language Element*	√		√			
GI570	*Student Home Language*	√		√			
GI090	*Summative Racial/Ethnic Group Element*	√		√			

Table 2. Student Standing Record (FS) Data Elements

Record Field Number	Data Element	October (K)	March (D)	Yearend (N)	July (H)	5-yr (P)
FS070	*Admission Date Element*	√		√		
FS170	*Assigned Building Area IRN Element*	√		√		
FS160	*Attending Building IRN Element*	√		√		
FS140	*District Relationship Element*	√		√		
FS090	*Effective End Date Element*	√		√		
FS060	*Effective Start Date Element*	√		√		
FS050	*EMIS Student ID Number Element*	√		√		
FS180	*How Received Element*	√		√		
FS190	*How Received IRN Element*	√		√		
FS150	*Legal District of Residence Element*	√		√		
FS260	*October Count Week Attendance Days Element*	√				
FS270	*October Count Week Excused Absence Day Element*	√				
FS280	*October Count Week Unexcused Absence Days Element*	√				

Record Field Number	Data Element	October (K)	March (D)	Yearend (N)	July (H)	5-yr (P)
FS320	*School Year Attendance Days Element*	√		√		
FS330	*School Year Excused Absence Days Element*	√		√		
FS340	*School Year Unexcused Absence Days Element*	√		√		
FS200	*Sent Reason 1 Element*	√		√		
FS230	*Sent Reason 2 Element*	√		√		
FS210	*Sent To IRN 1 Element*	√		√		
FS240	*Sent To IRN 2 Element*	√		√		
FS220	*Sent To Percent of Time 1 Element*	√		√		
FS250	*Sent To Percent of Time 2 Element*	√		√		
FS110	*State Student ID (SSID) Element*	√		√		
FS080	*Student Admission Reason Element*	√		√		
FS120	*Student Percent of Time Element*	√		√		
FS130	*Tuition Type Element*	√		√		
FS100	*Withdrawal Reason Element*	√		√		

Table 3. Student Attributes – Effective Date Record (FD) Data Elements

Record Field Number	Data Element	October (K)	March (D)	Yearend (N)	July (H)	5-yr (P)
FD100	*Attendance Pattern Element*	√		√		
FD130	*Disability Condition Element*	√		√		
FD110	*Disadvantagement Element*	√		√		
FD070	*Effective End Date Element*	√		√		
FD060	*Effective Start Date Element*	√		√		
FD050	*EMIS Student ID Number Element*	√		√		
FD190	*Foreign Exchange Student Graduation Plan Element*	√		√		
FD150	*Homeless Status Element*	√		√		
FD160	*Homeless Unaccompanied Youth Element*	√		√		
FD200	*Immigrant Status Element*	√		√		
FD170	*Limited English Proficiency (LEP) Status Element*	√		√		
FD180	*Migrant Status Element*	√		√		
FD120	*Preschool Poverty Level Element*	√		√		
FD090	*State Equivalent Grade Level Element*	√		√		

Record Field Number	Data Element	October (K)	March (D)	Yearend (N)	July (H)	5-yr (P)
FD140	*Student Being Served by a 504 Plan Element*	√		√		

Table 4. Student Attributes – No Date Record (FN) Data Elements

Record Field Number	Data Element	October (K)	March (D)	Yearend (N)	July (H)	5-yr (P)	Grad (G)
FN150	*Acceleration – Writing Element*			√			
FN160	*Acceleration – Reading Element*			√			
FN170	*Acceleration – Mathematics Element*			√			
FN180	*Acceleration – Social Studies Element*			√			
FN190	*Acceleration – Science Element*			√			
FN140	*Accountability IRN Element*			√			
FN240	*CORE Economics and Financial Literacy Re-quirement Met*	√					√
FN250	*CORE Fine Arts Requirement Met*	√					√
FN290	*CTE Program of Concentration*			√			
FN090	*Diploma Date Element*						√
FN100	*Diploma Type Element*						√
FN260	*Exempted from Physical Educa-tion Graduation Requirement*	√					√
FN110	*Fiscal Year that Student Began Ninth Grade Ele-ment*			√			√
FN080	*Grade Level Next Year Element*			√			
FN210	*Limited English proficient Reclas-sification Date Element*			√			

Record Field Number	Data Element	October (K)	March (D)	Yearend (N)	July (H)	5-yr (P)	Grad (G)
FN220	*Majority of Attendance IRN Element*			√			
FN060	*Non-Attending Reason Element*	√					
FN120	*OGT Graduation Alternative Element*			√			√
FN070	*Retained Student Status Element*	√					
FN280	*Tech Prep Completer*			√			
FN270	*Updated December 1 IEP Outcome*	√					
FN230	*Yearend Reported State Student ID (SSID) Element*						√

Table 5. Student Course Record (GN) Data Elements

Record Field Number	Data Element	October (K)	March (D)	Yearend (N)	July (H)	5-yr (P)
GN170	*Course Enrollment End Date Element*	√		√		
GN160	*Course Enrollment Start Date Element*	√		√		
GN040	*District IRN Element*	√		√		
GN150	*High School Credit Earned Element*			√		
GN080	*Local Classroom Code Element*	√		√		
GN152	*Partial/Override Credit Element*			√		

Table 6. Assessment Records

Record	Record Name	October (K)	March (D)	Yearend (N)	July (H)	5-yr (P)	Grad (G)
GX	*Ohio Graduation Test Record*			√			√
GA	*Ohio Achievement Test Record*			√			
GB	*Preschool Assessment Record*	√		√			
GS	*Preschool ASQ/SE Assessment Record*	√		√			

Record	Record Name	October (K)	March (D)	Yearend (N)	July (H)	5-yr (P)	Grad (G)
GM	*Preschool ECO Assessment Record*	√		√			
GO	*Kindergarten Readiness Assessment – Literacy Record*	√					
GY	*Career Technical Education (CTE) Testing Record*			√			
GF	*Ohio Test of English Language Acquisition Record*			√			
GU	*Career Technical Education (CTE) Industry Assessment Record*		√	√			

Table 7. Other Student Records

Record Field Number	Data Records	October (K)	March (D)	Yearend (N)	July (H)	5-yr (P)	Grad (G)
GP	*Ohio Graduation–Only Test Record*						√
GQ	*Student Program Record*	√		√			
GG	*Student Gifted Record*			√			
GD	*Student Discipline Record*			√			
GV	*Career Technical Education (CTE) Workforce Development Follow-Up Record*		√				
GJ	*Student Demographic – Race Detail Record*	√		√			
GC	*Student Graduation – Core Summary Record*	√					√
GE	*Student Special Education Record*	√		√			

STAFF RECORDS AND DATA ELEMENTS

Table 8. Staff Demographic Record (CI) Data Elements

Record Field Number	Data Element	October (K)	March (D)	Yearend (N)	July (H)	5-yr (P)
CI150	*Absence Days Element*			√		
CI155	*Absence Days/Long-term Illness Element*			√		
CI140	*Attendance Days Element*			√		
CI200	*Authorized Teaching Experience Years Element*	√		√		
CI070	*Date of Birth Element*	√		√		
CI225	*Early Childhood Education Qualification Element*	√		√		
CI100	*Education Level Element*	√		√		
CI050	*Employee ID Element*	√		√		
CI090	*Gender Element*	√		√		
CI060	*Name Element*	√		√		
CI080	*Racial/Ethnic Group Element*	√		√		
CI110	*Semester Hours Element*	√		√		
CI270	*State Staff ID Element*	√		√		
CI210	*Total Experience Years Element*	√		√		

Table 9. Staff Employment Record (CK) Data Elements

Record Field Number	Data Element	October (K)	March (D)	Yearend (N)	July (H)	5-yr (P)
CK220	*Assignment Area Element*	√		√		
CK090	*Building IRN Element*	√		√		
CK050	*Employee ID Element*	√		√		
CK210	*Extended Service Element*	√		√		
CK260	*Grade Levels Assigned\ Low Element*	√		√		
CK270	*Grade Levels Assigned\ High Element*	√		√		
CK280	*High Quality Professional Development Question Element*			√		
CK160	*Length of Work Day Element*	√		√		
CK250	*Local Contract Code Element*	√		√		
CK190	*Pay Amount/Rate Element*	√		√		
CK180	*Pay Type Element*	√		√		
CK060	*Position Code Element*	√		√		
CK100	*Position FTE Element*	√		√		
CK130	*Position Fund Source Elements*	√		√		
CK120	*Position Fund Source Percent Element*	√		√		

Record Field Number	Data Element	October (K)	March (D)	Yearend (N)	July (H)	5-yr (P)
CK300	*Position Separation Date Element*	√		√		
CK230	*Position Separation Reason Element*	√		√		
CK080	*Position Start Date Element*	√		√		
CK070	*Position Status Element*	√		√		
CK140	*Position Type Element*	√		√		
CK290	*Qualified Paraprofessional Element*	√				
CK170	*Scheduled Work Days Element*	√		√		
CK310	*Special Education FTE Element*	√				
CK150	*Type of Appointment Element*	√		√		

Table 10. Course Master Record (CN) Data Elements

Record Field Number	Data Element	October (K)	March (D)	Yearend (N)	July (H)	5-yr (P)
CN080	*Course Level Element*	√		√		
CN290	*Course End Date Element*	√		√		
CN280	*Course Start Date Element*	√		√		
CN300	*CTE College Credit Element*	√		√		
CN310	*Curriculum Element*	√		√		
CN320	*Delivery Method Element*	√		√		
CN330	*Educational Option Element*	√		√		
CN070	*Employee ID Element*	√		√		
CN200	*High School Credit Amount Element*	√		√		
CN260	*Highly Qualified Teacher Element*	√				
CN270	*Highly Qualified Teacher IRN Element*	√				
CN220	*Language Used in Teaching Course Element*	√		√		
CN100	*Length of Scheduled Instruction Element*	√		√		
CN060	*Local Classroom Code Element*	√		√		
CN110	*Location IRN Number Element*	√		√		
CN180	*Program Provider IRN Element*	√		√		
CN090	*Semester Code Element*	√		√		
CN340	*Student Population Element*	√		√		
CN210	*Subject Area for Credit Element*	√		√		

Record Field Number	Data Element	October (K)	March (D)	Yearend (N)	July (H)	5-yr (P)
CN050	*Subject Code Element*	√		√		

Table 11. Other Staff Records

Record Field Number	Data Records	October (K)	March (D)	Yearend (N)	July (H)	5-yr (P)
CV	*Career-Technical Correlated Class*	√		√		
CC	*Contract Only Record*	√		√		
CJ	*Contractor Staff Employment Record*	√		√		
CM	*Mapped Local Classroom Code Record*	√		√		
CL	*Staff Summer Employment Separation Record*	√				

DISTRICT, BUILDING, AND FINANCIAL RECORDS

Table 12. District and Building Records

Record Field Number	Data Records	October (K)	March (D)	Yearend (N)	July (H)	5-yr (P)
DQ	District General Information – Fall/October	√				
DF	Building General Information – Fall/October	√				
DT	District Testing – Yearend			√		
DR	District General Information – Yearend			√		
DB	Building General Information – Yearend			√		
DC	District CTE Tech Prep Consortium Mapping			√		
DD	District General Information-Financial				√	
DM	Building General Information – Financial				√	

Table 13. Financial Data Records and Five-Year Forecast Records

Record Field Number	Data Records	October (K)	March (D)	Yearend (N)	July (H)	5-yr (P)
QC	Financial File Descriptions				√	
QC	Cash				√	
QC	Expenditure				√	
QC	Receipt				√	
QC	Operational Unit (OPU) Description				√	
QC	Cash and Fund Balance Reconciliation – End of Fiscal Year				√	
QC	Schedule of Federal Assistance Programs - Summary				√	
QC	Schedule of Federal Assistance Programs\Detail				√	
QC	Statement R				√	
QC	Schedule of Capital Assets				√	
QF	Five Year Forecast					√
QN	Five Year Forecast Notes					√