Chapter 5 - Rules for School District Data Formatting

5.1 General Data Characteristics

File Descriptions

This chapter presents the file descriptions for each of the EMIS
records to be transferred to the designated data acquisition
site. Each file description includes:
the data elements,
their characteristics,
field number,
position in the file,
field size, and
most field values.
Also included are file descriptions to be used for field
validations, as provided by the Ohio Department of Education.
These file descriptions will be used by individuals responsible
for formatting the school district data. Persons responsible for
this task may be a vendor, district personnel, designated data
acquisition site staff, or the Ohio Department of Education staff
involved in the creation or use of the EMIS data.

Picture Clause Symbols:

SYMBOL	MEANING
X	Alphanumeric field
A	Alphabetic field
9	Numeric field
V	Indicates position of assumed decimal point; used only in numeric fields, does not count toward data item size.
S	Operational sign. Used only in numeric fields. All signed number fields must use a trailing separate character.

Formatting Rules and Notes:

Unless otherwise stated, **alphanumeric fields** must be left justified and filled with trailing spaces.

Numeric fields must be right justified and filled with leading zeroes.

All signed numeric fields must contain a trailing separate sign character. The sign character immediately follows the numeric digits. The sign character must be either a "+" or "-" (ASCII values 44 and 46 respectively). For example, the picture S9(9)V99(s) represents 11 numeric digits followed by a sign field. This field would have a total size of 12 bytes.

For **date fields**, CCYYMMDD represents the required format for the date. For example, the value for May 2, 2005 is 20050502.

For **time fields** (shown as HHMMA or HHMMP) enter the hours, minutes and "A" for A.M. or "P" for P.M. For example, 8:00 in the morning is entered as 0800A; 6:00 in the evening is entered as 0600P.

A field format of **Y/N** indicates that the field is entered as either "Y" or "N."

Areas defined as **"Filler"** are blank areas to pad records to an appropriate size. These areas should be left blank (filled with spaces) and are reserved for use in the future.

Employee Name format (element on the Staff-Demographics file): Last name and appendage (if any) followed by a comma (,); then first and middle name or initial. Maiden name may also be specified in place of the middle name. The following are examples of valid formats for this element:

Smith, John E

Smith Sr., Mark A

Jones, Susan

Leaving Fields Unspecified

A record may have some fields unspecified. The software used at the data collection site will be capable of ignoring certain fields. If a field is filled entirely with commercial at-signs (@), the field will be ignored and will not be loaded into the district's EMIS database.

This might be useful if the software system producing the record does not contain sufficient information to complete the entire record. In this case, the software system producing the detail record should fill all unknown fields with "@".

Note: This does not imply that the data is optional. The fields will be provided from another source.

For example, a student attendance system may not contain information about in-school suspensions that is contained in a student discipline tracking system. The attendance system could produce a detail EMIS attendance record with the attendance and absence fields completed and the In-school Suspension field filled with at-signs (@). The discipline tracking system would likewise produce a record with in-school suspension fields completed and attendance fields filled with at-signs.

When these two files are loaded into the designated data acquisition site's computer system, the fields containing at-signs will be ignored. Records with matching key values will be merged into a single record.

To work properly, the "key" fields for each record type must be specified. The "key" fields are ones that can be used to uniquely

identify each record. These fields are identified in the table below. For example, the student ID must (not) contain at-signs. Furthermore, the key fields from the various systems producing EMIS files must use the same values to identify records. In the above example, the attendance system and discipline tracking system must use matching student IDs to identify students.

EMIS Identifying Fields

The following table contains fields for each record type that are considered "key" fields. Key fields are those that can be used to uniquely identify each record. These fields are the minimum numbers of fields that must be specified for the record to be considered valid. These fields cannot contain at-signs (@).
Note: This table does not imply that the data are optional for EMIS reporting. It is expected that the data will be supplied from another source.
The State Student ID (SSID) is required in the Student Demographic Record for all students and in the student Proficiency-Only Record for any student who completed high school courses after June 30, 2003). All other student ID's are those supplied by the local student management software and will be replaced with the State Student ID during the aggregation process at the Data Acquisition Site. In the file layouts these other student ID's are called EMIS Student IDs. This element is the district-determined number used by districts for student tracking.
For student, staff and financial records, the first 31, 22 and 35 positions respectively of each record are always required. The elements listed in the table below are in addition to the preliminary parts of each record.

TERMS USED:

Sort Type identifies the record type. Such as Staff Demo (CI), Staff Job (CK), Program (GQ), Gifted (GG), etc. It is 2 characters in length. The sort type is critical and basically determines which type of data the record is for. The EMIS loading programs will use this to determine which file the records are to be loaded. For example, a GI record will be loaded into the Student Demographic record and the GI record layout is assumed for all of the fields being loaded.

The ***record format indicator*** is what is used to distinguish between versions of the file layouts. Every time a new field is added to the specific layout the record format indicator should be advanced to the next letter. This is how the State Software Development Team loading programs maintain a backwards compatibility with earlier file layouts.

Table I - EMIS Identifying Fields by Record

RECORD NAME	RECORD	REQUIRED FIELDS	NUMBER
Batch header and trailer		All fields required	
STUDENT RECORDS			
Student Demographic	GI	EMIS Student ID	GI050
Student Attendance	GK	EMIS Student ID	GK050
Student Proficiency Testing	GT	EMIS Student ID Test Grade level Test Subject Type	GT050 GT200 GT205
Student Proficiency ONLY	GP	EMIS Student ID Number	GP050
Student Achievement Testing	GA	EMIS Student ID Test Grade level Test Subject Type Test Date	GA050 GA200 GA205 GA210
Student OGT Testing	GX	EMIS Student ID Test Grade level Test Subject Type Test Date	GX050 GX200 GX205 GX210
CTAE Student Testing	GY	EMIS Student ID Number	GY050
Student Course Record	GN	Student ID Local Classroom Code	GN050 GN080
Student Program Record	GQ	Student ID Program Code	GQ050 GQ060
Student Discipline	GD	Date of Discipline Discipline Reason Sequence Number	GD060 GD080 GD085
Student Gifted Record	GG	EMIS Student ID Number	GG050
CTAE Workforce Development Completer Follow-up	GV	EMIS Student ID Number	GV050
Early Childhood Record	GH	EMIS Student ID Number	GH050

RECORD NAME	RECORD	REQUIRED FIELDS	NUMBER
STAFF RECORDS			
Staff Demographics	CI	Employee ID	CI050
Staff Employment	CK	Employee ID	CK050
		Position Assignment Code	CK060
		Local Contract Code	CK250
Staff Course Master	CN	Local Classroom Code	CN060
Staff CTAE Correlated Class Record	CV	Local Classroom Code	CV060
		First Correlated Classroom	CV070
		Second Correlated Classroom	CV080
BUILDING/DISTRICT RECORDS			
District General Information Previous Summer(Summer data reported in October)	DP	District IRN	DP040
Building General Information Previous Summer(Summer data reported in October)	DG	Building IRN	DG050
District General Information Fall/October	DQ	District IRN	DQ040
Building General Information Fall/October	DF	Building IRN	DF050
District General Information - Yearend	DR	District IRN	DR040
Building General Information - Yearend	DB	Building IRN	DB050
FINANCIAL RECORDS			
CASH RECORD		Cash receipts fund	QC110
		Special Cost Center	QC120
Expenditure record		Fund	QC110
		Special Cost Center	QC120
		Function	QC130
		Object	QC140
		Subject	QC150
		Operational unit	QC160
		Instructional level	QC170
		Job	QC180
Receipt Record		Fund	QC110
		Special cost center	QC120
		Receipt	QC310
		Subject	QC150
		Operational unit	QC160
Operational Unit description		Operational unit	QC160
Exhibit 1		(None beyond position 35)	

RECORD NAME	RECORD	REQUIRED FIELDS	NUMBER
Statement J		(None beyond position 35)	
Statement K		(None beyond position 35)	
Statement L		(None beyond position 35)	
Statement M		(None beyond position 35)	
Statement N – Tax Val./Receipt		(None beyond position 35)	
Statement N – Tax Rates		(None beyond position 35)	
Schedule of Federal Assistance Summary		(None beyond position 35)	
Schedule of Federal Assistance Detail		CFDA number	QC780
Statement R (header)		(None beyond position 35)	
Statement R (description)		(None beyond position 35)	
Statement S		(None beyond position 35)	
Spending Plan		(None beyond position 35)	
Five Year Forecast		Category/Line Number	QF050
Five Year Forecast Notes		Line Number	QN050
District general information		(None beyond position 22)	
District Building Record		School IRN	DB050

**Note: While these are key fields, they may contain blanks. This is to identify the record layout. Anytime a change is made to a record the record format changes.

5.1.1 BATCH HEADER & TRAILER RECORDS

Each file (batch) that is transmitted to a designated data acquisition site must contain a header and trailer record. These records assist the designated data acquisition site to identify the reporting district and to ensure the batch is complete and valid.

Batch Header Record - Sort Type " H" (space H)

Number	Position	Name	Pic/Size
H001	1-7	Record Number	PIC 9(7)
H005	8	Record Status	PIC X
		A-Add/Update	
H010	9-10	Sort Type	PIC X(2)
		"H" Header record (space followed by H)	
H015	11	Record Format Indicator	PIC X
		"G" to indicate Format G	
H020	12-15	Fiscal Year e.g. 2005(CCYY)	PIC X(4)
H030	16	Report Period	PIC X
		A - All	
H040	17-22	District IRN	PIC X(6)
H050	23-30	File date (The date that this batch of records was prepared, formatted as CCYYMMDD)	PIC 9(8)
H060	31-36	File Time (The time that this batch of records was prepared, formatted as HHMMSS	PIC 9(6)
	37-56	FILLER (reserved by ODE)	PIC X(20)
	57-96	User/Vendor Defined Area (Optional) This area may be used by the producer of the file to include other information about the file. This field should contain only printable characters.	PIC X(40)
	97-300	Filler	PIC X(204)

NOTE: The FILLER size at the end of the record depends on the record size of the records included in the batch. The size of the header record must match the size of the records being reported in the batch.

Batch Trailer Record - Sort Type " T" (space T)

Number	Position	Name	Pic/Size
T001	1-7	Record Number	PIC 9(7)
T005	8	Record Status	PIC X
		A-Add/update	
T010	9-10	Sort Type	PIC X(2)
		"T" Header record (space followed by T)	
T015	11	Record Format Indicator	PIC X
		"G" to indicate Format G	
T020	12-15	Fiscal Year e.g. 2005(CCYY)	PIC X(4)
T030	16	Reporting Period	PIC X
		A-All	
T040	17-22	District IRN	PIC X(6)
T050	23-30	File date	PIC 9(8)
		The date that this batch of records was prepared, formatted as CCYYMMDD	
T060	31-36	File time	PIC 9(6)
		The time that this batch of records was prepared, formatted to HHMMSS	
T070	37-43	Record Count	PIC 9(7)
		The number of records in this batch including the header and trailer records.	
T080	44-50	Checksum of record numbers	PIC 9(7)
		This field should contain an arithmetic total of all the record numbers (position 1-7) in this batch, including the Header and Trailer records. Truncated on left to 7 digits.	
T090	51-56	Checksum of IRNs	PIC 9(6)
		This field should contain an arithmetic total of all IRNs in positions 17-22 from each record in this file, including header and trailer records. IRNs in positions other than 17-22 should not be included. Truncated on left to 6 digits.	
	57-96	User/Vendor Defined Area (Optional)	PIC X(40)
		This area may be used by the producer of the file to include other information about the file. This field should contain only printable characters. Note that the value of this field does not have to match that of the header record.	
	97-300	FILLER	PIC X(204)

NOTE: The FILLER size at the end of the record depends on the
record size of the records included in the batch. The size of the
trailer record must match the size of the records being reported
in the batch.

5.1.2 STUDENT DEMOGRAPHICS RECORD

One record should be reported per student for each district for each reporting period.

Number	Position	Name	PIC/SIZE
GI001	1-7	Record Number	PIC 9(7)
GI005	8	Record Status	PIC X
		A-Add/Update	
GI010	9-10	Sort Type	PIC X(2)
		Always "GI"	
GI015	11	Record Format Indicator	PIC X
		"H" to indicate Format H	
GI020	12-15	Fiscal Year e.g. 2005 (CCYY)	PIC X(4)
GI030	16	Reporting Period	PIC X
		K - October M - December N - Yearend	
GI040	17-22	Building IRN	PIC X(6)
GI050	23-31	EMIS Student ID Number	PIC X(9)
GI070	32-39	Date of Birth (CCYYMMDD)	PIC 9(8)
GI080	40	Gender	PIC X
		M - Male F - Female C - Data not provided by Community School	
GI090	41	Racial/Ethnic Category	PIC X
		W - White (non-Hispanic) B - Black (non-Hispanic) H - Hispanic A - Asian or Pacific Islander	
		I - American Indian or Alaskan Native	
		M - Multiracial C - Data not provided by Community School	
GI100	42-47	District of Residence	PIC X(6)
GI120	48	Student Status	PIC X
		0 - Resident student (Legal resident of district) 1 - In-state, non-resident tuition student 2 - In-state,career-technical contract student 3 - In-state, non-resident, non-tuition, non-contract 4 - Out-of-state, tuition student 5 - Out-of-state, non-tuition student 6 - In-state student attending non-public school 7 - Non-resident residing with	

Number	Position	Name	PIC/SIZE
		grandparent	
		8 - Non-resident senior attending	
		9 - Non-resident, Open Enrollment	
		A - Non-resident student whose parent is a district employee	
		B - Non-resident, special education including Special Education cooperative	
		C - Foster Placement or court-placement with a relative	
		D - Direct Pay Tuition (non-SF14, parent pays)	
		F - Not enrolled, Public student served in career assessment only	
		H - ESC providing instruction and services in name of legal district of residence	
		I - Not Enrolled, ESC or district NOT providing instruction. Providing ONLY non-instructional support, supplementary or related services to a resident or non-resident student.	
		L - Non-Resident Open Enrollment Counted in district October ADM (only valid for Yearend (June) reporting)	
		M - Community School	
		P - All court ordered institutional placements other than foster care	
		S - Non-Resident attending district based on District Superintendent Agreement for student well being per 3313.64 ORC	
		T - All institutional placements that are not court ordered or foster care	
		U - State-supported school (OSB, OSD, DYS, MR/DD)	
		W - Non resident - Attending under Title I public school choice [Student is attending another district than he/she normally would attend, due to Title I public school choice (No Child Left Behind Act of 2001, PL 107-110, Section 1116).]	
GI130	49-50	Grade Level	PIC X(2)

Number	Position	Name	PIC/SIZE
		UG - No grade level IN - Infant/Toddler (Ages 0-2) PS - Preschool (Ages 3-5) KG - Kindergarten 01 - First grade 02 - Second grade 03 - Third grade 04 - Fourth grade 05 - Fifth grade 06 - Sixth grade 07 - Seventh grade 08 - Eighth grade 09 - Ninth grade 10 - Tenth grade 11 - Eleventh grade 12 - Twelfth grade 13 - Enrolled, completed course requirements but has not passed proficiency 23 - Student has completed educational requirements and elects to remain	
GI140	51-52	Grade Level, Next Year	PIC X(2)
		** - Not applicable UG - No grade level IN - Infant/Toddler (Ages 0-2)	
		PS - preschool (Ages 3-5)	
		KG - Kindergarten 01/12 - First through twelfth grade 13 - Enrolled, completed course requirements but did not pass proficiency 23 - Student has completed educational requirements and elects to remain GR - Student will complete educational requirements DR – the student has dropped out, is not enrolled and not known to be in school anywhere	
GI150	53-55	Student Percent of Time	PIC 9(3)
GI160	56-57	Disability Condition	PIC X(2)
		** - Not applicable 01 - Multiple Disabilities (other than deaf-blind) 02 - Deaf-Blindness 03 - Hearing Impairments 04 - Visual Impairments 05 - Speech and Language Impairments 06 - Orthopedic Impairments 08 - Emotional Disturbance (SBH) 09 - Mental Retardation (DH) 10 - Specific Learning Disabilities 11 - Preschool child with disability (Ages 0-5)	

Number	Position	Name	PIC/SIZE
		12 - Autism 13 - Traumatic Brain Injury (TBI)	
		14 - Other Health Handicapped- Major 15 - Other Health Handicapped- Minor	
GI170	58	Disadvantagement	PIC X
		* - Not applicable 1 - Economic disadvantagement 2 - Academic disadvantagement 3 - Both economic and academic disadvantagement	
GI190	59	Homeless Status	PIC X
		* - Not applicable A - Homeless Shelter	
		B - Unsheltered	
		C - Doubled-up F - Abandoned I - Hotel/Motel J - Other U - Unknown	
GI230	60	Limited English Proficiency	PIC X
		N – No, the student is not of Limited English Proficiency	
		Y – Yes, the student is of Limited English Proficiency	
		1 – Exited 1 year ago during the 2003-2004 school year *[This* option is only valid if "Assessment for Reclassification from LEP" was = "Y" during the 2003-2004 school year.]	
		2 – Exited 2 years ago during the 2002-2003 school year *[This* option is only valid if "Assessment for Reclassification from LEP" was = "Y" during the 2002-2003 school year.]	
		3 - Exited 3 or more years ago, during the 2001-2002 school year or prior. [NOTE: It is NOT necessary for districts Go back and locate all former LEP students, as these Students will not be included In the LEP subgroup, since They have exited more than 2 Years ago.]	
GI240	61	Migrant Status (Y/N)	PIC X
GI250	62-63	Prior Disability Condition	PIC X(2)
		** - Not applicable 01 - Multiple Disabilities (other than deaf-blind)	

Number	Position	Name	PIC/SIZE
		02 - Deaf-Blindness 03 - Hearing Impairments 05 - Speech and Language Impairments 06 - Orthopedic Impairments 08 - Emotional Disturbance (SBH) 09 - Mental Retardation (DH)	
		11 - Preschool child with disability (Ages 0-5) 12 - Autism 13 - Traumatic Brain Injury (TBI) 14 - Other Health Handicapped- Major 15 - Other Health Handicapped- Minor	
GI260	64	Kindergarten Experience	PIC X
		* - Not Applicable H - Half week of Kindergarten F - Full week of Kindergarten N - No Kindergarten experience	
GI270	65-67	Native Language	PIC X(3)
		ENG - (default)- English ALB - Albanian AMH - Amharic ARA - Arabic CAM - Cambodian CAN - Cantonese CRE - Creole (French) GER - German HMG - Hmong JPN - Japanese KOR - Korean LAO - Laotian NAV - Navajo PTG - Portuguese ROM - Romanian RUS - Russian SBC - Serbo Croat SOM - Somali SPN - Spanish TAG - Tagalog TRI - Trigriyan UKR - Ukrainian VTM - Vietnamese OTH - Other	
GI280	68	Reclassification from LEP (Y/N) * - Not applicable Y - Yes N - No	PIC X
GI310	69-77	State Student ID (SSID)	PIC X(9)
GI320	78-85	Special Education Exit Date (format CCYYMMDD)	PIC X(8)
GI330	86-115	Student Legal First Name (Optional)	PIC X(30)

Number	Position	Name	PIC/SIZE
GI340	116-145	Student Legal Middle Name (Optional)	PIC X(30)
GI350	146-175	Student Legal Last Name (Optional)	PIC X(30)
GI360	176-205	Student Birth Place City (Optional)	PIC X(30)
GI370	206-207	State Equivalent Grade Level	PIC X(2).
		** - Not applicable	
		IN - Infant/Toddler (Ages 0-2) PS - preschool (Ages 3-5) KG - Kindergarten 01/12 - First through twelfth grade 13 - Enrolled, completed course requirements but did not pass proficiency 23 - Student has completed educational requirements and elects to remain	
English Language Assessment (ELA) OPTIONS: "*" - Not Applicable B - Beginning I - Intermediate A - Advanced P - Proficient			
GI380	208	ELA Speaking Level	PIC X
GI390	209	ELA Listening Level	PIC X
GI400	210	ELA Reading Level	PIC X
GI410	211	ELA Writing Level	PIC X
GI420	212	ELA Comprehension Level	PIC X
GI430	213	Section 504 Plan (Y/N)	PIC X
	214-215	FILLER-GI440 & GI450	PIC X(2)
GI460	216	Preschool Early Intervention (ONLY required for 3-year-olds) * - Not applicable Y - Yes N - No	PIC X
GI470	217-224	Preschool Special Education IEP Development Date (3-year-olds receiving EI) CCYYMMDD	PIC 9(8)
GI480	225	Homeless Unaccompanied Youth * - Not applicable N - No Y - Yes	PIC X
	226-300	Filler	PIC X(75)
		Note: Added, deleted & reworded options for GI140, GI190, Added GI460, GI470, GI480. Deleted GI440, GI450	

5.1.3 STUDENT ATTENDANCE RECORD

One record should be reported per student for each district for each reporting period.

Number	Position	Name	Pic/Size
GK001	1-7	Record Number	PIC 9(7)
GK005	8	Record Status	PIC X
		A-Add/Update	
GK010	9-10	Sort Type	PIC X(2)
		Always "GK"	
GK015	11	Record Format Indicator	PIC X
		"H" to indicate Format H	
GK020	12-15	Fiscal Year e.g. 2005 (CCYY)	PIC X(4)
GK030	16	Reporting Period	PIC X
		K - October M - December N - Yearend	
GK040	17-22	Building IRN	PIC X(6)
GK050	23-31	EMIS Student ID Number	PIC X(9)
GK080	32-39	Admission Date CCYYMMDD	PIC 9(8)
GK110	40-44	Attendance	PIC 999V99
GK120	45-49	Excused Absence	PIC 999V99
GK130	50-54	Unexcused Absence	PIC 999V99
GK140	55-56	Corporal Punishment	PIC 9(2)
GK230	57-64	Date of District Withdrawal/Dropout/Truancy Proceedings	PIC 9(8)
		00000000 - Not applicable CCYYMMDD - Date	
GK240	65-66	Withdrawal/Dropout/Truancy Reason	PIC X(2)
		** - Not applicable (did not withdraw/was not truant) 40 - Transferred to another School District Outside of Ohio (transcript request on file) 41 - Transferred to another School District – local, exempted village or city (transcript request on file) 42 - Transferred to a private school (transcript request on file) 43 - Transferred to home schooling (superintendent's approval on file) 44 - Transferred to a Public Community School (transcript request on file) 45 - Transferred by Court Order/Adjudication (If Court has designated a public district other than yours as district responsible for paying for the education) 46 - Transferred out of the United States	

Number	Position	Name	Pic/Size
		47 - Withdrew pursuant to Yoder vs. Wisconsin	
		48 - Expelled - Without Services	
		51 - Verified Medical Reasons (doctor's authorization on file)	
		52 - Death	
		71 - Withdrew due to truancy/nonattendance	
		72 - Pursued employment/work permit (Supt. Approval on file)	
		73 - Over 18 years of age	
		74 - Moved: not known to be continuing	
		75 – Student completed course requirements but did **NOT** pass the appropriate statewide assessments required for graduation.	
		99 – Completed graduation requirements – student completed course requirements and passed the appropriate statewide assessments required for graduation.	
GK250	67-70	Graduation Credit Units (9-12)	PIC 99V99
GK260	71-78	Diploma Date	PIC 9(8)
		00000000 - Not Applicable CCYYMMDD - Date	
GK270	79	Diploma Type	PIC X
		* - Not applicable 1 - Regular Diploma 2 - Diploma with Honors	
GK380	80	Completed college prep curriculum? Y/N	PIC X
GK300	81-86	Attending/Home District IRN	PIC X(6)
GK305	87	Attending/Home District IRN Indicator	PIC X
		0 - Resident district of student 1 - IRN of district which a tuition student is attending 2 - IRN of district which a contract career-technical student is attending 3 - IRN of Joint Vocational school district which student is attending 4 - IRN of education service center cooperative which student is attending 5 - IRN of postsecondary institution which student is attending 6 - IRN of MR/DD or state schools which student is attending 7 - IRN of district providing	

Number	Position	Name	Pic/Size
		Special Education (not ESC) which student is attending 8 - IRN of Departments of Youth Services and Rehabilitation and Corrections which student is attending 9 - IRN of proprietary institution which student is attending C - Foster placement or court-placement with a relative E - Open Enrollment district which student is attending M - IRN of Community School which student is attending P - All court ordered institutional placements other than foster care S - Student Attending - Superintendent Agreement per 3313.64 ORC T - All institutional placements that are not court ordered or foster care W - District which student is attending under Title I public school choice	
GK310	88	Non-Attending Reason	PIC X
		* - Not applicable 1 - Personal illness 2 - Illness in the family 3 - Quarantine of home 4 - Death of relative 5 - Home work because of absence of parents or guardians 6 - Observance of religious holiday 7 - Superintendent's judgment	
GK320	89-94	Majority of Attendance IRN	PIC X(6)
GK330	95	Retained Status	PIC X
		* - Not previously retained 1 - Previously retained, and still retained 2 - Previously retained, but advanced because of successful completion of summer school	
GK340	96	Career Passport (Y/N)	PIC X
		Y - Yes N - No (Default)	
GK360	97-102	Accountability IRN	PIC X(6)
	103-108	Filler-GK370	PIC X(6)
GK390	109-114	(To be completed by community schools only) District IRN – previous school year	PIC X(6)
GK400	115-118	Fiscal year student began 9th grade	PIC 9(4)

Number	Position	Name	Pic/Size
		CCYY	
	119-300	Filler	PIC X(182)
		Note: Added options to GK240 and deleted option for GK240, Added GK400, Deleted GK370	

5.1.4 STUDENT COURSE RECORD

There can be multiple records for one student if a student has
four or more subjects.

Number	Position	Name	Pic/Size
GN001	1-7	Record Number	PIC 9(7)
GN005	8	Record Status	PIC X
		A-Add/Update	
GN010	9-10	Sort Type	PIC X(2)
		Always GN	
GN015	11	Record Format Indicator	PIC X
		"G" to indicate Format G	
GN020	12-15	Fiscal Year e.g. 2005 (CCYY)	PIC X(4)
GN030	16	Reporting Period	PIC X
		K - October N - Yearend	
GN040	17-22	District IRN	PIC X(6)
GN050	23-31	EMIS Student ID Number	PIC X(9)
	32-103	Subject Information (OCCURS 3 TIMES)	
GN080		Local Classroom Code	PIC X(20)
GN090		Course Status	PIC X
		0 - Active 1 - Inactive	
GN120		CBI – Work Based Learning Experience Status (NOTE: Applies ONLY to Subject Code 252525) * - Not Applicable 1 - Yes, Paid Work Based Learning Experience 4 - No Work Based Learning Experience (default for courses with Subject Code = 252525) 5 - Yes, Non-Paid Work Based Learning Experience (completed service learning project) 6 - Yes, Both paid & unpaid Work Based Learning Experience (completed service learning project)	Pic X
		7 - Yes, Non-Paid Work Based Learning Experience (did NOT complete service learning project) 8 - Yes, Both paid & unpaid Work Based Learning Experience (did NOT complete service learning project	
GN130		CTAE Concentrator? (Y/N)	PIC X
		Y – Yes N - No (Default)	
GN140		Completed career-technical workforce	PIC X

Number	Position	Name	Pic/Size
		development program? (Y/N)	
		Y – Yes N - No (Default)	
	104-300	Filler	PIC X(197)
		Note: Option deleted from GN130 & GN140	

5.1.5 STUDENT PROGRAM RECORD

Report multiple records for a student if s/he has more than ten programs. Note: **This record will not be used after FY2005.**

Number	Position	Name	Pic/Size
GQ001	1-7	Record Number	PIC 9(7)
GQ005	8	Record Status	PIC X
		A-Add/Update	
GQ010	9-10	Sort Type	PIC X(2)
		Always "GQ"	
GQ015	11	Record Format Indicator	PIC X
		"G" to indicate Format G	
GQ020	12-15	Fiscal Year e.g. 2005 (CCYY)	PIC X(4)
GQ030	16	Reporting Period	PIC X
		K - October M - December N - Yearend	
GQ040	17-22	Building IRN	PIC X(6)
GQ050	23-31	EMIS Student ID Number	PIC X(9)
GQ060	32-91	Program Code occurs 10 times	PIC X(6) See Appendix E
	92-300	Filler	PIC X(209)
		Note: No change for FY2005	

5.1.5.1 STUDENT PROGRAM RECORD

For FY2005, this record is required for students reported with program code 305003 (Career Assessment), the 206XXX series of gifted program codes, the 220100 Preschool Itinerant Services (Special Education), and the 220200 Preschool Itinerant Services (Regular Education) program codes, all which require the Employee ID field. This record is also required for the 226001 Title I Public School Choice program code, which will require the building IRN as defined below. This format may be used for all other program codes where the employee ID (GQ070) & IRN (GQ080) will be ignored.

Number	Position	Name	Pic/Size
GQ001	1-7	Record Number	PIC 9(7)
GQ005	8	Record Status	PIC X
		A-Add/Update	
GQ010	9-10	Sort Type	PIC X
		Always "GQ"	
GQ015	11	Record Format Indicator	PIC X
		"I" to indicate Format I	
GQ020	12-15	Fiscal Year e.g. 2005 (CCYY)	PIC X(4)
GQ030	16	Reporting Period	PIC X
		K - October M - December 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 (See Appendix E)	PIC X(6)
GQ070	38-46	Employee ID	PIC X(9)
GQ080	47-52	IRN of the Building within the district that the Student Transferred from as a result of Public School Choice (Use with program code 226001, Title I Public School Choice)	PIC X(6)
	53-300	Filler	PIC X(248)
		Note: Added GQ080. There is a change in terms of which program codes are required to be reported using this particular record.	

5.1.6 STUDENT TESTING RECORDS

5.1.6.1 Student Proficiency Testing Record

The Fourth-, Sixth-, and Ninth-Grade Proficiency Tests are reported for all students enrolled during any test administration (October or March) during the current school year **AND** by the district in which the student was most recently enrolled during the current school year. (In most cases this will be the district in which the student is enrolled in June.)

The reporting district(s) must submit a separate proficiency record per student, per test subject, for tested grade levels. This record should also be used to report test results in the FY05 Yearend reporting period for those enrolled students that take the ninth grade proficiency test during the summer of 2004. (Results for students who have completed course requirements and are no longer enrolled in the district should continue to be reported in the Student Proficiency-Only Test Record.)

NOTE: As of FY2005, there are no 4th grade Reading and Writing proficiency tests being administered. These have been replaced by the new 4th grade Reading and Writing Achievement tests and will be reported on the Achievement Testing Record.

Number	Position	Name	Pic/Size
GT001	1-7	Record Number	PIC 9(7)
GT005	8	Record Status	PIC X
		A-Add/Update	
GT010	9-10	Sort Type	PIC X(2)
		Always "GT"	
GT015	11	Record Format Indicator	PIC X
		"H" to indicate Format H	
GT020	12-15	Fiscal Year e.g. 2005 (CCYY)	PIC X(4)
GT030	16	Reporting Period	PIC X
		N - Yearend	
GT040	17-22	Building IRN	PIC X(6)
GT050	23-31	EMIS Student ID Number	PIC X(9)
GT200	32-33	Test Grade Level	PIC 9(2)
GT205	34	Test Subject Type	PIC X
GT210	35-40	Test Date (CCYYMM)	PIC X(6)
GT215	41-43	Required Test Type	PIC X(3)
GT220	44-45	Student Grade Level at Time of Test	PIC X(2)
GT225	46-47	Accommodations	PIC X(2)
GT230	48-50	Scaled Score	PIC X(3)
GT235	51	Waiver Reason	PIC X
GT240	52-54	Raw Score (For FY2005: ONLY used with "required test type" = ALT for 6th grade Reading and Mathematics and for 4th grade Mathematics tests.	PIC X(3)
GT245	55-56	Attempt	PIC 9(2)
GT250	57	Graduation Requirement? Y/N	PIC X
GT260	58	% Proficient Measure – Exempt Group Membership Code	PIC X
GT270	59	Participation Rate – Exempt Group Membership Code	PIC X
GT280	60-65	March Administration Building IRN	PIC X(6)

Number	Position	Name	Pic/Size
		where student was enrolled during March test administration	
	66-300	Filler	PIC X(235)
		Test Grade Level 04 – 4th Grade Proficiency Test 06 – 6th Grade Proficiency Test 09 – 9th Grade Proficiency Test	
		Test Subject Type OPTIONS: R - Reading (6th & 9th grade only) W - Writing (6th & 9th grade only) M - Mathematics (4th, 6th & 9th) C - Social Studies/Citizenship (4th, 6th, & 9th) S – Science (4th, 6th, & 9th)	
		Student Grade Level at Time of "Subject" Test OPTIONS: 04 (for Citizenship, Mathematics, & Science Only) 06 08 09 10 11 12 13 23	
		"Subject" Required Test Type (Valid OPTIONS): STR – Standard (regular) ALT – Alternate Assessment (IEP based or Standards-based alternate assessment) as required by IEP NRE – Not required to take subject /grade level test (Not enrolled in any Ohio public school district during test administration during the current school year) NRP – Not required in this district due to part-time student status, home school, non-public school NRF – Not required (all "subject" tests) – foreign exchange student – student does not plan to receive high school diploma in Ohio NRL – Not required (Social Studies/Citizenship "subject" test only) – foreign exchange student – student plans to leave country (United States)	

Number	Position	Name	Pic/Size
		after graduation MOV – Student moved out of district before "subject" test administered UDR – Use results reported by the district of residence or sending district (For use by JVSDs and contract-career-technical districts only, with 9th grade proficiency tests.)	
		"Subject" Type of Accommodations to Test Format(Valid OPTIONS): ** - Not Applicable No Y1 – Yes, 504 Y2 – Yes, IEP Y3 – Yes, LEP (Only Valid during March Administration.)	
		Scaled Score (Valid OPTIONS): *** - Not Applicable INV – Invalidated Test 0-499 – Scaled Test Score – Regular Test If a student takes an IEP - Based Alternate Assessment (4th grade Science and Citizenship, 6th grade Writing, Science, Social Studies/Citizenship & 9th grade all subjects), report: AAA – Exceptional Progress BBB – Expected Progress CCC – Adequate Progress DDD – Limited Progress	
		Reason "Subject" Test NOT Taken (Waiver Reason)(Valid OPTIONS): * - Not Applicable A – Medical B – Parent Refusal C – Student Refusal D – Suspension/Expulsion E – Truancy F – Other	
		"Subject" Raw Score (Valid OPTIONS): *** - Not applicable INV - Invalidated Test AER - Administrative Error 0-99.9 –Raw Test Score (Decimal Point is assumed and should not actually appear in field)	

Number	Position	Name	Pic/Size
		"Subject" Requirement for Graduation? (Reported for students for whom the 9th grade proficiency test is still required for graduation.) (Valid OPTIONS): * - Not Applicable (use only for 4th and 6th grade proficiency test records.) Y – Yes N – No	
		% Proficient Measure – Exempt Group Membership Code (Valid OPTIONS): * - not applicable (student either not in special group or not in a tested grade level) L – LEP students is US schools for < 1 year	
		Participation Rate – Exempt Group Membership Code (Valid OPTION): * - not applicable (student either not in special group or not in a tested grade level). This is the ONLY valid option at the present time (FY05).	
		March Administration Building IRN IRN of Building within the reporting district where student was enrolled during the March test administration (If student is not enrolled in the district at the time of March test administration, report "******").	
		Note: Deleted options GT205, Added option GT215, Added GT260, GT270 & GT280	

5.1.6.2 STUDENT PROFICIENCY-ONLY TEST RECORD

Report one record per individual student. Use only for students who have completed course requirements and are **not enrolled** in the district.

Number	Position	Name	Pic/Size
GP001	1-7	Record Number	PIC 9(7)
GP005	8	Record Status	PIC X
		A-Add/Update	
GP010	9-10	Sort Type	PIC X(2)
		Always "GP"	
GP015	11	Record Format Indicator	PIC X
		"G" to indicate Format G	
GP020	12-15	Fiscal Year e.g. 2005 (CCYY)	PIC X(4)
GP030	16	Reporting Period	PIC X
		N - Yearend	
GP040	17-22	IRN of Building giving test	PIC X(6)
GP050	23-31	EMIS Student ID Number	PIC X(9)
GP060	32-73	Student Name (optional)	PIC X(42)
		Format: Last Name Appendage, First Middle/Maiden or Initial	
GP070	74	Gender	PIC X
		M - Male F - Female	
GP080	75	Racial/Ethnic Category	PIC X
		W - White (Non-Hispanic) B - Black (Non-Hispanic) H - Hispanic A - Asian or Pacific Islander I - American Indian or Alaskan Native M - Multiracial	
GP090	76-81	Courses Completed Date (CCYYMM)	PIC 9(6)
GP100	82-87	Courses Completed IRN (Where student completed course requirements)	PIC X(6)
	Proficiency-ONLY Test Score options		
		1 - Previously passed 2 - Passed 3 - Excused from consequences 4 - Failed	
GP110	88	Reading Proficiency Test Score	PIC X
GP120	89	Writing Proficiency Test Score	PIC X
GP130	90	Mathematics Proficiency Test Score	PIC X
GP140	91	Social Studies/Citizenship Proficiency Test Score	PIC X

Number	Position	Name	Pic/Size
GP150	92	Science Proficiency Test Score	PIC X
GP160	93-100	Diploma Date (CCYYMMDD)	PIC 9(8)
GP170	101-103	Reading Scaled Score	PIC X(3)
GP180	104-106	Writing Total Score	PIC X(3)
GP190	107-109	Mathematics Scaled Score	PIC X(3)
GP200	110-112	Social Studies/Citizenship Scaled Score	PIC X(3)
GP210	113-115	Science Scaled Score	PIC X(3)
GP220	116-124	State Student ID (SSID) (Required for student who completed high school courses after June 30, 2003)	PIC X(9)
	125-300	Filler	PIC X(176)

5.1.6.4 STUDENT ACHIEVEMENT TESTING

The Third-Grade Reading and Mathematics, Fourth-Grade Reading and Writing, Fifth-Grade Reading, Seventh-Grade Mathematics, and Eighth-Grade Reading and Mathematics Achievement Tests are reported for all students enrolled during any test administration **during** the current school year **AND** by the district in which the student was most recently enrolled during the current school year. (In most cases this will be the district in which the student is enrolled in June.)

The reporting district(s) must submit a separate achievement record per student, per test date, per test subject, for tested grade levels, AND per test date.

NOTES: For FY05, the only tests administered that will be reported on this record are the Third Grade Reading and Mathematics, Fourth-Grade Reading and Writing, Fifth-Grade Reading, Seventh-Grade Mathematics, and Eighth-Grade Reading and Mathematics.

Number	Position	Name	Pic/Size
GA001	1-7	Record Number	PIC 9(7)
GA005	8	Record Status	PIC X
		A-Add/Update	
GA010	9-10	Sort Type	PIC X(2)
		Always "GA"	
GA015	11	Record Format Indicator	PIC X
		"H" to indicate Format H	
GA020	12-15	Fiscal Year e.g. 2005 (CCYY)	PIC X(4)
GA030	16	Reporting Period	PIC X
		N - Yearend	
GA040	17-22	Building IRN	PIC X(6)
GA050	23-31	EMIS Student ID Number	PIC X(9)
GA200	32-33	Test Grade Level	PIC X(2)
GA205	34	Test Subject Type	PIC X
GA210	35-40	Test Date (CCYYMM)	PIC X(6)
GA215	41-43	Required Test Type	PIC X(3)
GA220	44-45	Student Grade Level at time of test	PIC X(2)
GA225	46-47	Accommodations	PIC X(2)
GA230	48-50	Scaled Score For FY2005, complete only for 3rd grade reading, STR Required Test Type.	PIC X(3)
GA235	51	Waiver Reason	PIC X
GA240	52-54	Raw Score For FY2005, complete for all achievement tests except 3rd grade reading, STR Required Test Type.	PIC X(3)
GA260	55	% Proficient Measure – Exempt Group Membership Code	PIC X
GA270	56	Participation Rate – Exempt Group Membership Code	PIC X
GA280	57-62	March Administration Building IRN where student was enrolled during March test administration	PIC X(6)
	63-300	Filler	PIC X(238)

		Test Grade Level 03 – 3rd Grade Achievement Test 04 – 4th Grade Achievement Test 05 – 5th Grade Achievement Test 07 – 7th Grade Achievement Test 08 – 8th Grade Achievement Test	

		"Subject" Test Subject Type
		VALID OPTION:
		R - Reading (3rd, 4th, 5th,
		         & 8th grade only)
		W - Writing (4th grade only)
		M - Mathematics (3rd, 7th & 8th
		         Grade only)	

		Student Grade Level at Time of "Subject" Test OPTIONS: 03 04 05 07 08	

		"Subject" Required Test Type (Valid
		OPTIONS):
		STR – Standard (regular)
		ALT – Alternate Assessment (IEP-
		         based or Standards-based
		         alternate assessment) as
		         required by IEP
		NRE – Not required to take subject
		         /grade level test (Not
		         enrolled in any Ohio public
		         school district during test
		         administration during the
		         current school year)
		NRP – Not required in this district
		         due to part-time student
		         status, home school, non-
		         public school
		MOV – Student moved out of district
		         before "subject" test
		         administered	

		"Subject" Type of Accommodations to Test Format(Valid OPTIONS): ** - Not Applicable No Y1 – Yes, 504 Y2 – Yes, IEP Y3 – Yes, LEP (Only valid during During March administration.)	
		"Subject" Type of Accommodations to Test Format(Valid OPTIONS): ** - Not Applicable No Y1 – Yes, 504 Y2 – Yes, IEP Y3 – Yes, LEP (Only valid during During March administration.)	

		Scaled Score (Valid OPTIONS): *** - Not Applicable INV – Invalidated Test 0-999 – Scaled Test Score - Regular Test	
		Reason "Subject" Test NOT Taken (Waiver Reason)(Valid OPTIONS): * - Not Applicable A – Medical B – Parent Refusal C – Student Refusal D – Suspension/Expulsion E – Truancy F – Other	
		"Subject" Raw Score (Valid OPTIONS): *** - Not Applicable INV – Invalidated Test AER – Administrative Error 0-99.9 –Raw Test Score (Decimal Point is assumed and should not actually appear in field)	

		% Proficient Measure – Exempt Group
		Membership Code (Valid OPTIONS):
		* - not applicable (student either
		     not in special group or not in
		     a tested grade level)
		L – LEP students is US schools for
		     < 1 year	

		Participation Rate – Exempt Group
		Membership Code (Valid OPTION):
		* - not applicable (student either
		     not in special group or not
		     in a tested grade level). This
		     is the ONLY valid option at the
		     present time (FY05).	

		March Administration Building IRN IRN of Building within the reporting district where student was enrolled during the March test administration (If student is not enrolled in the district at the time of March test administration, report "******").	
		Note: Added options to GA200 and GA205, added elements GA260, GA270 & GA280	

5.1.6.5 STUDENT OHIO GRADUATION TEST (OGT) Record

The Ohio Graduation Tests are reported by any district for all students enrolled during any test administration **AND** by the district in which the student was most recently enrolled during the current school year. (In most cases this will be the district in which the student is enrolled in June.)
The reporting district(s) must submit a separate OGT record per student, per test date, per test subject, for tested grade levels. For FY2005 there is only one test date.
NOTE: The Ohio Graduation Tests are administered and reported for all subject areas beginning in FY2005.

Number	Position	Name	Pic/Size
GX001	1-7	Record Number	PIC 9(7)
GX005	8	Record Status	PIC X
		A-Add/Update	
GX010	9-10	Sort Type	PIC X(2)
		Always "GX"	
GX015	11	Record Format Indicator	PIC X
		"H" to indicate Format H	
GX020	12-15	Fiscal Year e.g. 2005 (CCYY)	PIC X(4)
GX030	16	Reporting Period	PIC X
		N - Yearend	
GX040	17-22	Building IRN	PIC X(6)
GX050	23-31	EMIS Student ID Number	PIC X(9)
GX200	32-33	Test Grade Level	PIC X(2)
GX205	34	Test Subject Type	PIC X
GX210	35-40	Test Date (CCYYMM)	PIC X(6)
GX215	41-43	Required Test Type	PIC X(3)
GX220	44-45	Student Grade Level at time of test	PIC X(2)
GX225	46-47	Accommodations	PIC X(2)
GX230	48-50	Scaled Score (Used for standard (regular) version of the Reading and Mathematics OGT for FY2005.)	PIC X(3)
GX235	51	Waiver Reason	PIC X
GX240	52-54	Raw Score (Not used for the standard OGT for Reading and Mathematics for FY2005. Use for Science, Social Studies/Citizenship and Writing.) Used for the standards-based alternate assessment results in all subjects.	PIC X(3)
GX245	55-56	Attempt	PIC 9(2)
GX250	57	Graduation Requirement? Y – Yes N - No	PIC X
GX260	58	% Proficient Measure – Exempt Group Membership Code	PIC X
GX270	59	Participation Rate – Exempt Group Membership Code	PIC X
GX280	60-65	Building IRN where student was enrolled during March test administration	PIC X(6)
	66-300	Filler	PIC X(235)

Number	Position	Name	Pic/Size
		"Subject" Required Test Type (Valid OPTIONS): STR – Standard (regular) ALT – Alternate Assessment (IEP- based or Standards-based alternate assessment) as required by IEP NRE – Not required to take subject /grade level test (Not enrolled in any Ohio public school district during test administration during the current school year) NRP – Not required in this district due to part-time student status, home school, non-public school NRF – Not required (all "subject" tests) – foreign exchange student – student does not plan to receive high school diploma in Ohio MOV – Student moved out of district before "subject" test administered UDR – Use results reported by the district of residence or sending district. (For use by JVSDs and contract-career-technical districts only.)	
		Test Grade Level Valid OPTION: 10th – Tenth Grade	
		Student Grade Level at Time of "Subject" Test Valid OPTIONS: 10th – Tenth Grade	
		Test Subject Type Valid OPTIONS: R - Reading W - Writing M - Mathematics C - Social Studies/Citizenship S - Science	
		"Subject" Type of Accommodations to Test Format (Valid OPTIONS): ** - Not Applicable No Y1 – Yes, 504 Y2 – Yes, IEP Y3 – Yes, LEP	
		Scaled Score (Valid OPTIONS): *** - Not Applicable INV – Invalidated Test 0-999 – Scaled Test Score - Regular Test	

Number	Position	Name	Pic/Size
		Reason "Subject" Test NOT Taken (Waiver Reason)(Valid OPTIONS): * - Not Applicable A – Medical B – Parent Refusal C – Student Refusal D – Suspension/Expulsion E – Truancy F – Other	
		"Subject" Raw Score (Must be used for all standards-based alternate assessments and for the standard Social Studies/Citizenship, Science and Writing tests for FY2005.) (Valid OPTIONS): *** - Not Applicable INV – Invalidated Test AER – Administrative Error (Used for standards-based alternate assessments only) 0-99.9 – Raw Test Score (Decimal Point is assumed and should not actually appear in field)	
		"Subject" Requirement for Graduation? (Valid OPTIONS): Y – Yes N – No	
		% Proficient Measure – Exempt Group Membership Code (Valid OPTIONS): * - not applicable (student either not in special group or not in a tested grade level) L – LEP students is US schools for < 1 year	
		Participation Rate – Exempt Group Membership Code (Valid OPTION): * - not applicable (student either not in special group or not in a tested grade level). This is the ONLY valid option at the present time (FY05).	
		March Administration Building IRN IRN of Building within the reporting district where student was enrolled during the March test administration (If student is not enrolled in the district at the time of March test administration, report "******").	
		Note: Added options to GX205 & GX215, deleted option from GX250, added elements GX260, GX270 & GX280	

5.1.6.6 CTAE STUDENT TESTING RECORD

Report one record per student for those students who took the CTAE Technical Assessment Test or the Career Paths for the Teaching Profession Portfolio Assessment. This record should be reported by the district that employs the CTAE Workforce Development instructor.

Number	Position	Name	Pic/Size
GY001	1-7	Record Number	PIC 9(7)
GY005	8	Record Status	PIC X
		A-Add/Update	
GY010	9-10	Sort Type	PIC X(2)
		Always "GY"	
GY015	11	Record Format Indicator	PIC X
		"H" to indicate Format H	
GY020	12-15	Fiscal Year e.g. 2005 (CCYY)	PIC X(4)
GY030	16	Reporting Period	PIC X
		N - Yearend	
GY040	17-22	Building IRN	PIC X(6)
GY050	23-31	EMIS Student ID Number	PIC X(9)
GY760	32-35	CTAE Technical Assessment Test Code (formerly OCTCA)	PIC X(4)
		**** - CTAE not required 01EA - Accounting 02MA – Administrative Office Technology 02EA – Administrative Office Technology 03DA – Agricultural Production core 03DB – Agricultural Production core and Beef and Sheep Production 03DC – Agricultural Production core and Dairy Production 03DD – Agricultural Production core and Poultry Production 03DE – Agricultural Production core and Swine Production 05DA – Agricultural/Industrial mechanical Technician 07EA - Heating, Ventilation, Air-Conditioning and Refrigeration 08DA – Animal Management Technician 09EA - Auto Collision Technician 10DA – Auto Mechanics 12EA - Building and Property Maintenance	

Number	Position	Name	Pic/Size
		13EA - Business Administration and Management	
		15MA – Carpentry	
		15EA - Carpentry	
		16EA - Early Childhood Education and Care	
		17DA – Clothing and Interiors, Production and Services	
		18MA – Visual Communications	
		18EA – Visual Communications Art	
		19DA – Commercial Photography	
		23MA – Dental Assistant	
		23EA – Dental Assistant	
		24EA - Diesel Mechanics	
		25GA - Diversified Health Occupations	
		26MA – Drafting	
		26EA – Drafting	
		27MA – Electrical Trades	
		27EA – Electrical Trades	
		28MA – Electronics	
		28EA - Electronics	
		30EA - Entertainment Marketing	
		34EA - Food Management, Production and Service	
		36MA – Marketing Technology	
		36EA - Marketing Technology	
		38MA – Graphic Communications	
		38EA – Graphic Communications	
		39DA – Natural Resources and Forest Industry Worker	
		39DB – Natural Resources and Resource Conservation	
		40EA - Hospitality and Facility Care Services	
		41DA – Travel and Tourism Marketing	
		42EA - Industrial Maintenance	
		43EA - Criminal Justice	
		44EA - Precision Machine Technologies	
		45DA – Masonry	
		46DA – Meat Processor	
		47EA - Medical Assistant	
		53DA – Horticulture core and Floriculture and Greenhouse Worker	
		53DB – Horticulture core and Turf and Landscape Worker	
		53DC – Horticulture core and Nursery and Garden Worker	
		56DA – Power Equipment Technology	

Number	Position	Name	Pic/Size
		59EA - Welding 70MA – Core Information Technology 71MA – Information Support and Services 72MA – Network Systems 73MA – Programming and Software Development 74MA – Interactive Media	
GY770	36-38	CTAE Technical Assessment Score (Formerly OCTCA) *** - Not Applicable 000-999 Score	PIC X(3)
Industry Credential			
	39-51	Filler-GY780, GY800, GY810	PIC X(13)
GY890	52-53	Career Paths for Teaching Profession Portfolio Assessment (**,00-98,NP) (subject code 090011 only) ** - Student not required to take the portfolio assessment NP – Required to take the portfolio assessment, no portfolio completed	PIC XX
	54-300	Filler	PIC X(247)
		Note: Added & Deleted some options for GY760, deleted GY780, GY800 & GY810	

5.1.7 STUDENT –GIFTED EDUCATION RECORD

Report one record per student according to instructions in Chapter 2.

Number	Position	Name	Pic/Size
GG001	1-7	Record Number	PIC 9(7)
GG005	8	Record Status	PIC X
		A-Add/Update	
GG010	9-10	Sort Type	PIC X(2)
		Always "GG"	
GG015	11	Record Format Indicator	PIC X
		"G" to indicate Format G	
GG020	12-15	Fiscal Year e.g. 2005 (CCYY)	PIC X(4)
GG030	16	Reporting Period	PIC X
		N - Yearend 30	
GG040	17-22	Building IRN	PIC X(6)
GG050	23-31	EMIS Student ID Number	PIC X(9)
GG055	32	Filler	PIC X
GG060	33	Gifted Screening – Superior Cognitive Ability Y/N	PIC X
Gifted Screening – Specific Academic Ability (SAA)			
GG070	34	Gifted Screening – (SAA) – Mathematics Y/N	PIC X
GG080	35	Gifted Screening – (SAA) – Science Y/N	PIC X
GG090	36	Gifted Screening – (SAA) - Reading, Writing Y/N	PIC X
GG100	37	Gifted Screening – (SAA) – Social Studies Y/N	PIC X
GG110	38	Gifted Screening – Creative Thinking Ability Y/N	PIC X
GG120	39	Gifted Screening – Visual/Performing Arts Y/N	PIC X
GG130	40	Gifted Assessment– Superior Cognitive Ability Y/N	PIC X
Gifted Assessment – Specific Academic Ability (SAA)			
GG140	41	Gifted Assessment – (SAA) – Mathematics Y/N	PIC X
GG150	42	Gifted Assessment – (SAA) - Science Y/N	PIC X
GG160	43	Gifted Assessment – (SAA) - Reading, Writing Y/N	PIC X
GG170	44	Gifted Assessment – (SAA) – Social Studies Y/N	PIC X
GG180	45	Gifted Assessment – Creative Thinking Ability Y/N	PIC X
GG190	46	Gifted Assessment – Visual/Performing Arts Y/N	PIC X
GG200	47	Gifted Identification– Superior Cognitive Ability Y/N	PIC X

Number	Position	Name	Pic/Size
Gifted Identification – Specific Academic Ability (SAA)			
GG210	48	Gifted Identification – (SAA) – Mathematics Y/N	PIC X
GG220	49	Gifted Identification – (SAA) – Science Y/N	PIC X
GG230	50	Gifted Identification – (SAA) - Reading, Writing Y/N	PIC X
GG240	51	Gifted Identification – (SAA) – Social Studies Y/N	PIC X
GG250	52	Gifted Identification – Creative Thinking Ability Y/N	PIC X
GG260	53	Gifted Identification – Visual/Performing Arts Y/N	PIC X
GG430	54-59	Gifted Identification Date – Superior Cognitive Ability (YYYYMM)	PIC X(6)
		Gifted Identification Date – Specific Academic Ability (SAA)	
GG440	60-65	Gifted Identification Date – (SAA) – Mathematics (YYYYMM)	PIC X(6)
GG450	66-71	Gifted Identification Date – (SAA) – Science (YYYYMM)	PIC X(6)
GG460	72-77	Gifted Identification Date – (SAA) - Reading, Writing (YYYYMM)	PIC X(6)
GG470	78-83	Gifted Identification Date – (SAA) – Social Studies (YYYYMM)	PIC X(6)
GG480	84-89	Gifted Identification Date – Creative Thinking Ability (YYYYMM)	PIC X(6)
GG490	90-95	Gifted Identification Date – Visual/Performing Arts (YYYYMM)	PIC X(6)
GG510	96	Gifted Served– Superior Cognitive Ability Y/N	PIC X
Gifted Served – Specific Academic Ability (SAA)			
GG520	97	Gifted Served – (SAA) – Mathematics Y/N	PIC X
GG530	98	Gifted Served – (SAA) – Science Y/N	PIC X
GG540	99	Gifted Served – (SAA) - Reading, Writing Y/N	PIC X
GG550	100	Gifted Served – (SAA) – Social Studies Y/N	PIC X
GG560	101	Gifted Served – Creative Thinking Ability Y/N	PIC X
GG570	102	Gifted Served – Visual/Performing Arts Y/N	PIC X
	103-300	Filler	PIC X(198)
		Note: No changes for FY2005	

5.1.9 STUDENT DISCIPLINE RECORD

Number	Position	Name	Pic/Size
GD001	1-7	Record Number	PIC 9(7)
GD005	8	Record Status	PIC X
		A-Add/Update	
GD010	9-10	Sort Type	Pic X(2)
		Always "GD"	
GD015	11	Record Format Indicator	PIC X
		"H" to indicate Format H	
GD020	12-15	Fiscal Year e.g. 2005 (CCYY)	PIC X(4)
GD030	16	Reporting Period	PIC X
		N - Yearend	
GD040	17-22	Building IRN	PIC X(6)
GD050	23-31	EMIS Student ID Number	PIC X(9)
GD060	32-39	Date of Discipline (CCYYMMDD)	PIC X(8)
GD070	40	Type of Discipline	PIC X
		1 - Expulsion 2 - Out of school suspension 3 - In school suspension 4 - In school alternative discipline class/program/bldg. 6 - Emergency removal by District personnel 7 - Removal by a Hearing Officer	
GD080	41-42	Discipline Reason (First Reason) Please Note: Discipline reason "**" is not valid as a first discipline reason	PIC X(2)
	43-44	Discipline Reason (Second Reason)	PIC X(2)
	45-46	Discipline Reason (Third Reason)	PIC X(2)
	47-48	Discipline Reason (Fourth Reason)	PIC X(2)
	49-50	Discipline Reason (Fifth Reason)	PIC X(2)
		Discipline Reasons (Up to 5 reasons allowed) ** - Not applicable (Should only be used as a filler – cannot be used as the first or primary reason for a discipline incident) 01 - Truancy 03 - Fighting/Violence 04 - Vandalism (Damage to School or Personal Property) 05 - Theft (Stealing Personal or School Property) 06 - Use, Possession, Sale or Distribution of a Firearm 07 - Use, Possession, Sale or Distribution of a dangerous Weapon other than a firearm or	

Number	Position	Name	Pic/Size
		Explosive, incendiary or poison 08 - Use, Possession, Sale or Distribution of any explosive, incendiary or poison gas 09 - Use, Possession, Sale or Distribution of tobacco 10 - Use, Possession, Sale or Distribution of alcohol	
		11 - Use, Possession, Sale or Distribution of drugs other than tobacco or alcohol 14 - False Alarms/Bomb Threat 18 - Disobedient/Disruptive Behavior 19 - Harassment/Intimidation 20 - Firearm look-a-likes 21 - Unwelcome Sexual Conduct	
GD085	51	Discipline Sequence Number 0 - Default	PIC 9
GD090	52-56	Total Discipline Days each occurrence	PIC 9(3)V99
GD100	57	Discipline modified on a case by case basis (Valid Options):	PIC X
		* - Not applicable (ONLY used for Type of Discipline = "1" AND Discipline Reasons "06" OR "08") Y - Yes N - No	
GD110	58	Referred for Alternative Educational Services (Valid Options):	PIC X
		* - Not applicable (ONLY used for Type of Discipline = "1" AND Discipline Reasons "06" OR "08") Y - Yes	
		N - No	
	59-300	Filler	PIC X(242)
		Note: Added GD085, Added & Deleted options GD080	

5.1.10 CTAE WORKFORCE DEVELOPMENT COMPLETER FOLLOW-UP RECORD

Number	Position	Name	Pic/Size
GV001	1-7	Record Number	PIC 9(7)
GV005	8	Record Status	PIC X
		A-Add/Update	
GV010	9-10	Sort Type	PIC X(2)
		Always "GV"	
GV015	11	Record Format Indicator	PIC X
		"H" to indicate Format H	
GV020	12-15	Fiscal Year	PIC 9(4)
GV030	16	Reporting Period	PIC X
		D - March	
GV040	17-22	Building IRN	PIC X(6)
GV050	23-31	EMIS Student ID Number	PIC X(9)
GV105	32-37	RESIDENT DIST IRN	PIC X(6)
GV300	38-43	ATTENDING/HOME IRN	PIC X(6)
GV305	44	ATTENDING/HOME IRN IND	PIC X
		0 - Resident district of student 1 - IRN of district which a tuition student is attending 2- IRN of district which a contract career-technical student is attending 3 - IRN of Joint Vocational school district which student is attending 4 - IRN of education service center coop which student is attending 5 - IRN of postsecondary institution which student is attending 6 - IRN of MR/DD or state school which student is attending 7 - IRN of district providing Sp. Ed. (not ESC) which student is attending 8 - IRN of Dept Youth Svs. and Rehab and Correc. student is attending	
		9 - IRN of proprietary institution student is attending C - Foster Placement or court-placed with relative E - Open Enrollment district which student is attending M - IRN of Community School student is attending P - All court ordered institutional placements other than foster care S - Student Attending	

Number	Position	Name	Pic/Size
		Superintendent Agreement per 3313.64 ORC T - All institutional placements that are NOT court ordered or foster care U - State-supported school (OSB, OSD, MR/DD) W - District which student is attending under Title I Public School Choice	
GV045	45	STUDENT STATUS	PIC X
		0 - Resident student (Legal resident of district) 1 - In-state, non-resident tuition student 2 - In-state, career-technical contract student 3 - In-state, non-resident, non-tuition, non-contract 4 - Out-of-state, tuition student 5 - Out-of-state, non-tuition student 6 - In-state student attending non-public school 7 - Non-resident residing with grandparent 8 - Non-resident senior attending 9 - Non-resident, Open Enrollment A - Non-resident student whose parent is a district employee	
		B - Non-resident, spec ed. including spec ed. Cooperative C - Foster Placement or court-placed with relative D - Direct Pay Tuition (non-SF14,parent pays) F - Not enrolled, Public student served in career assessment only H - ESC providing instruction and services in name of legal dist. of res. I - Not enrolled, ESC or district NOT providing instruction. Providing only non-instructional support, supplementary or related services	

Number	Position	Name	Pic/Size
		L - Non-Resident Open Enrollment - Counted in district Oct ADM (Only valid for Yearend (June) reporting) M - Community School P - All court ordered institutional placements other than foster care S - Non-Resident attending district based on Dist. Supt. Agreement per 3313.64 ORC T - All institutional placements that are NOT court ordered or foster care U - State-supported school (OSB, OSD, MR/DD) W - District which student is attending under Title I public school choice	
GV055	46-87	STUDENT NAME (OPTIONAL)	PIC X(42)
GV075	88-95	Date of Birth CCYYMMDD	PIC 9(8)
GV080	96	Gender	PIC X
		M - Male F - Female	
GV090	97	Racial/Ethnic Category	PIC X
		W - White (Non-Hispanic) B - Black (Non-Hispanic) H - Hispanic A - Asian or Pacific Islander M - Multi-racial I - American Indian or Alaskan Native	
	98	FILLER-GV100	PIC X
GV120	99-106	Diploma Date	PIC 9(8)
		00000000 - Not applicable CCYYMMDD - Date	
GV130	107	Diploma Type	PIC X
		* - Not applicable 1 - Regular Diploma 2 - Diploma with Honors	
GV170	108	DISADVANTAGEMENT	PIC X
		* - Not applicable 1 - Economic disadvantagement 2 - Academic disadvantagement 3 - Both economic and academic disadvantagement	
GV200	109-110	Disability Condition	PIC X(2)

Number	Position	Name	Pic/Size
		** - Not applicable	
		01 - Multiple disabilities (other than deaf-blind)	
		02 - Deaf-Blindness	
		03 - Hearing Impairments	
		04 - Visual Impairments	
		05 - Speech and Language Impairments	
		06 - Orthopedic Impairments	
		08 - Emotional Disturbance (SBH)	
		09 - Mental Retardation (DH)	
		10 - Specific learning disabilities	
		11 - Preschool child with disability (Ages 0-5)	
		12 - Autism	
		13 - Traumatic Brain injury (TBI)	
		14 - Other Health Handicapped-Major	
		15 - Other Health Handicapped-Minor	
GV210	111	Limited English Proficiency (Y/N)	PIC X
GV230	112-119	WITHDRAWAL DATE	PIC 9(8)
GV240	120-121	WITHDRAWAL RSN	PIC XX
GV420	122-123	Grade Level	PIC XX
GV430	124-125	Grade Level, Next Year	PIC XX
GV440	126-128	Student Percent of Time	PIC 9(3)
GV450	129	Homeless Status	PIC X
GV460	130	Migrant Status	PIC X
GV320	131-136	SUBJECT CODE – 1	PIC X(6)
GV330	137-156	LOCAL CLASSROOM CODE – 1	PIC X(20)
GV340	157	LCC Flag – 1	PIC X
GV350	158-163	SUBJECT CODE – 2	PIC X(6)
GV360	164-183	LOCAL CLASSROOM CODE - 2	PIC X(20)
GV370	184	LCC Flag - 2	PIC X
GV380	185-190	SUBJECT CODE – 3	PIC X(6)
GV390	191-210	LOCAL CLASSROOM CODE - 3	PIC X(20)
GV400	211	LCC Flag - 3	PIC X
GV410	212-217	SUBJECT CODE – 4	PIC X(6)
GV520	218-237	LOCAL CLASSROOM CODE - 4	PIC X(20)
GV530	238	LCC Flag - 4	PIC X
GV540	239-244	SUBJECT CODE – 5	PIC X(6)
GV550	245-264	LOCAL CLASSROOM CODE - 5	PIC X(20)
GV560	265	LCC Flag - 5	PIC X
GV060	266-267	CTAE Follow-Up Status	PIC X(2)
		01 - Entered military (related)	
		02 - Entered military (non-related)	
		03 - Employed related and pursuing related education	
		04 - Employed related and pursuing non-related education	
		05 - Employed related and not pursuing additional	

Number	Position	Name	Pic/Size
		education	
		06 - Employed non-related and pursuing related education	
		07 - Employed non-related and pursuing non-related education	
		08 - Employed non-related and not pursuing additional education	
		09 - Not working and pursuing related education only	
		10 - Not working and pursuing non-related education only	
		11 - Not working, but actively seeking employment	
		12 - Not working, not seeking employment (e.g., welfare, prison, homeless)	
		13 - In the voluntary labor force (e.g., work of the family, Peace Corps.)	
		14 - Status unknown	
		97 - Deceased	
		98 - Reported incorrectly as completer in Yearend and student is not currently enrolled	
		99 - Reported incorrectly as completer in Yearend enrolled	
GV310	268	Tech Prep	PIC X
		N – No Y – Yes	
	269-300	Filler	PIC X(32)
		NOTE: Deleted GV100, Added and deleted options for GV240.	

5.1.12 Early Childhood Record

This record is required to be reported for any student whose education is supported using state funds. It is optional for any other preschool student whose education is supported through funds OTHER THAN state-funded public preschool grant funds, and/or a state-funded preschool special education unit.
It is mandatory to complete an Early Childhood Record for a typically developing peer role model in a state-funded public preschool unit, regardless of fund source supporting that student's education.

Number	Position	Name	PIC/SIZE
GH001	1-7	Record Number	PIC 9(7)
GH005	8	Record Status	PIC X
		A-Add/Update	
GH010	9-10	Sort Type	PIC X(2)
		Always "GH"	
GH015	11	Record Format Indicator	PIC X
		"G" to indicate Format G	
GH020	12-15	Fiscal Year e.g. 2005 (CCYY)	PIC X(4)
GH030	16	Reporting Period	PIC X
		M - December N - Yearend	
GH040	17-22	Building IRN	PIC X(6)
GH050	23-31	EMIS Student ID Number	PIC X(9)
GH060	32	Preschool Student Education Fund Source: A – State-funded Public Preschool B – PS Student with a disability in a state-funded preschool special education unit P – State-funded Public Preschool Student included in funded number and ALSO enrolled in a state-funded preschool special education unit, counting toward the minimum FTE for that center-based teacher unit. L - Student's education NOT supported by state funds	PIC X
GH070	33	Preschool – Poverty Level	PIC X
		P – Parent Income Level not requested or provided. A – 0-100% B – 101-125% C – 126-150% D – 151-175% E – 176-185% F – 186-200% G – > 200%	
GH080	34-38	Prior Month's Attendance	PIC 999V99
GH090	39-43	Prior Month's Absence	PIC 999V99
GH100	44	Student Attendance Pattern	PIC X
		A - Full Day – Every Day (4-5 Days	

Number	Position	Name	PIC/SIZE
		per week) B - Full Day – Every Other Day (2-3 Days per week) E – Other Half day every day equivalent J - Half day every day (4-5 Days per week) O - Other Attendance pattern (a pattern different from other options identified above)	
GH110	45	Weekly Length of Scheduled Instruction A – 1-19 Hours B – Greater than 19 Hours	PIC X
	46-300	Filler	PIC X(255)
		Note: GH060 title wording change & new options, Deleted and added options GH100	

5.2.1 STAFF DEMOGRAPHIC RECORD

One record per staff member per district per reporting period

Number	Position	Name	Pic/Size
CI001	1-7	Record Number	PIC 9(7)
CI005	8	Record Status	PIC X
		A-Add/Update	
CI010	9-10	Sort Type	PIC X(2)
		Always "CI"	
CI015	11	Record Format Indicator	PIC X
		"G" to indicate Format G	
CI020	12-15	Fiscal Year e.g. 2005 (CCYY)	PIC X(4)
CI030	16	Reporting Period	PIC X
		K - October N - Yearend	
CI040	17-22	District IRN	PIC X(6)
CI050	23-31	Employee ID	PIC X(9)
CI060	32-73	Employee Name	PIC X(42)
		Format: Last Name Appendage, First Middle/Maiden or Initial	
	74-82	Filler	PIC X(9)
CI070	83-90	Date of Birth CCYYMMDD	PIC 9(8)
CI080	91	Racial/Ethnic Category	PIC X
		W - White (Non-Hispanic) B - Black (Non-Hispanic) H - Hispanic A - Asian or Pacific Islander I - American Indian or Alaskan Native	
CI090	92	Gender	PIC X
		M - Male F - Female	
CI100	93	Education Level	PIC X
		0 - Non-degree 1 - Associate 2 - Bachelors	
		3 - Masters 4 - Education specialist 5 - Doctorate 6 - Other 7 - Less than High School Diploma 8 - High School Diploma 9 - GED Diploma	
CI110	94-96	Semester Hours	PIC 9(3)
CI220	97	PS/ECE Degree Major	PIC X

Number	Position	Name	Pic/Size
		* - Not applicable (default) 1 - Child Development 2 - Early Childhood Education	
CI230	98	Other Credential	PIC X
		* - Not applicable (default) 1 - Working toward a CDA (Child Development Associate) 2 - CDA completed 3 - No CDA AND not working toward a CDA 4 - Working toward an Associate Degree	
CI140	99-102	Attendance Days	PIC 999V9
CI150	103-106	Absence Days – Total	PIC 999V9
CI155	107-110	Absence Days – Long Term Illness	PIC 999V9
	111-114	Filler	PIC X(4)
CI200	115-116	Authorized Experience Years	PIC 9(2)
CI210	117-118	Total Experience Years	PIC 9(2)
	119-300	Filler	PIC X(182)
		Note: No changes for FY2005	

5.2.2 STAFF EMPLOYMENT RECORD

For each reporting period, districts must report one record per position per employee.

Number	Position	Name	Pic/Size
CK001	1-7	Record Number	PIC 9(7)
CK005	8	Record Status	PIC X
		A-Add/Update	
CK010	9-10	Sort Type	PIC X(2)
		Always "CK"	
CK015	11	Record Format Indicator	PIC X
		"H" to indicate Format H	
CK020	12-15	Fiscal Year e.g. 2005 (CCYY)	PIC X(4)
CK030	16	Reporting Period	PIC X
		K - October N - Yearend	
CK040	17-22	District IRN	PIC X(6)
CK050	23-31	Employee ID	PIC X(9)
CK060	32-34	Position Assignment Code	PIC 9(3)
		See Appendix D	
CK070	35	Position Status	PIC X
		R - Returning from leave of absence N - New to District C - Active/Continuing employee A - Contracted personnel-Agency I - Contracted personnel-Individual P - Leave of absence U - No longer employed by district in this position O - Retired and then rehired by the district within a three month period D - Active/new position in district	
CK080	36-43	Position Start Date CCYYMMDD	PIC 9(8)
CK090	44-49	Building IRN	PIC 9(6)
CK100	50-52	Position FTE	PIC 9V99
	53-64	Position Fund Source (occurs 3 times)	
CK120		Fund Source Percent	PIC 9(3)
CK130		Position Fund Source	PIC X

Number	Position	Name	Pic/Size
		A - State Auxiliary Funds B - State Funds Other F - Federal Special Education Part-B IDEA Grant (School-age) [formerly VI-B] G - Federal Title I Funds H - State Head Start Program Funds I - State DPIA Funds L - Local/State Foundation Funds N - TANF/OWF (Temporary Assistance to Needy Families/Ohio Works First) O - Other Federal Funds P - Federal Preschool Special Education Part-B IDEA Federal Grant R - SIRI S - State Funds – Public Preschool Program T - Private/Tuition U - State Unit Funding – (Use "Z" for state-funded Special Ed. Preschool units) W - State OhioReads Grant Z - State Preschool Special Ed. Unit Funding X - Federal Reading First Grant J - Federal Head Start Program Funds	
CK140	65	Position Type	PIC X
		R - Regular T - Temporary S - Supplemental (e.g., coaches)	
CK150	66	Type of Appointment	PIC X
		1 - Certificated 2 - Classified 3 - Internship 4 - Six hour lay teacher 5 - Veteran per ORC 3319.283	
CK160	67-70	Length of Work Day (in hours)	PIC 99V99
CK170	71-73	Scheduled Work Days	PIC 9(3)
CK180	74	Contracted Pay Type	PIC X
		H - Hourly Rate A - Annual Salary	
CK190	75-82	Contracted Pay Amount/Rate	PIC 9(6)V99
	83-84	Filler	PIC 9(2)

Number	Position	Name	Pic/Size
CK210	85-86	Extended Service – ESC's Only	PIC 9(2)
CK220	87-104	Assignment Area (occurs 3 times) (See Appendix B)	PIC 9(6)
CK230	105	Position Separation Reason	PIC X
		* - Not applicable 1 - Retirement 3 - Employer initiated 5 - Resigned - Took another education job in Ohio 6 - Resigned - Took another education job out of state 7 - Resigned – Other	
CK240	106	Certificate Application	PIC X
		* - Not Applicable 1 - Applied for, but has not received certificate/license 2 - Intent to Become Licensed under HB 196 (Use only for Library/Media Specialist at this time)	
CK250	107-109	Local Contract Code	PIC X(3)
GRADE LEVELS ASSIGNED (Required for paraprofessionals hired under DPIA funding and Principals and Assistant Principals and individuals reported with position code 212 – supplemental service teaching assignment.)			
CK260	110-111	Grade Levels Assigned LOW	PIC X(2)
		** - Not applicable PS - Preschool KG - Kindergarten 01 - First Grade 02 - Second Grade 03 - Third Grade	
		04 - Fourth Grade 05 - Fifth Grade 06 - Sixth Grade 07 - Seventh Grade 08 - Eighth Grade 09 - Ninth Grade 10 - Tenth Grade 11 - Eleventh Grade 12 - Twelfth Grade	
CK270	112-113	Grade Levels Assigned HIGH (Use the same options as Grade Levels Assigned LOW)	PIC X(2)
CK280	114	High Quality Professional Development (Question: Did the teacher participate in a High Quality Professional Development (HQPD) activity either during the summer prior to the current school	PIC X

Number	Position	Name	Pic/Size
		year or during the school year as defined by the No Child Left Behind Act of 2001 (NCLB) and as certified by the teacher on the Teacher Participation Questionnaire?)	
		* - NA (Cannot be used on Staff Employment records with the following position codes: 205, 206, 207, 211, unless individual has Position Status = P or U at yearend and/or has a start date after 11/12/2004.) Y - Yes N - No	
CK290	115	Qualified Paraprofessional Select the first option that qualifies the individual as a "qualified paraprofessional" under the No child Left Behind Act of 2001. * - NA N - Does not meet the definition of a Qualified Paraprofessional. 1 - Associate degree (This option could be reported if individual has educational level: 1 - Associates 2 - Bachelor 3 - Masters 4 - Education Specialist 5 - Doctorate 2 - At least two years of study at an accredited institution of higher education (48 semester hrs or 72 quarter hrs) This option could be reported if an individual has semester hours = 48 or more hours.) 3 - Achieved a passing score on the Local assessment (Local assessments are those assessments that have been developed by the district.) 4 - Achieved a passing score on the Statewide Parapro assessment.	PIC X
CK300	116-123	Position Separation Date CCYYMMDD	PIC 9(8)
	124-300	Filler	PIC X(177)
		Notes: Added CK300, added options in CK070	

5.2.3 COURSE MASTER RECORD

Each district must report one record per local classroom code.

Number	Position	Name	Pic/Size
CN001	1-7	Record Number	PIC 9(7)
CN005	8	Record Status	PIC X
		A-Add/Update	
CN010	9-10	Sort Type	PIC X(2)
		Always "CN"	
CN015	11	Record Format Indicator	PIC X
		"G" to indicate Format G	
CN020	12-15	Fiscal Year e.g. 2005 (CCYY)	PIC X(4)
CN030	16	Reporting Period	PIC X
		K - October N - Yearend	
CN040	17-22	District IRN	PIC X(6)
CN050	23-28	Course Code – See Appendix C	PIC X(6)
CN060	29-48	Local Classroom Code	PIC X(20)
CN070	49-57	Employee ID	PIC X(9)
		(All 9's for postsecondary courses)	
CN080	58	Course Level (Not required for CTAE courses beginning in FY2005)	PIC X
		*-Not Applicable 1 - I 2 - II 3 - III 4 - IV 5 - V 6 - Advanced 7 - Intervention	
CN090	59	Semester Code	PIC X
		1 - 1st semester only 2 - 2nd semester only 3 - All year 4 - 12 weeks 5 - 9 weeks 6 - 6 weeks 8 - Other	
CN100	60-63	Length of Scheduled Instruction	PIC 9(4)
CN110	64-69	Location IRN Number	PIC X(6)
CN130	70-72	Course Type	PIC X(3)
	Preschool Courses	D08 – Center-based for Preschoolers with a disability P08 – Center-based for Preschool Students without disabilities	
	Kindergarten Courses		

Number	Position	Name	Pic/Size
		E03 - Full-day every other day Kindergarten	
		E04 – Full-day Every day kindergarten	
		E20 - Extended Day Kindergarten	
		E21 - Half-day Everyday Kindergarten	
Regular Course Type			
		R00 - Regular instruction (Not listed above)	
Students with Disabilities – Course Types			
		D00 - Interactive Distance Learning – Special Ed. Instruction	
		D01 - Special Education (Not to be used for Preschool Special Education Teachers.)	
		D02 - Home Instruction (Special Education)	
Gifted Course Types			
		G00 – Interactive Distance Learning – Gifted	
		G03 - Gifted Education Delivered in a Self-contained Classroom of Gifted Students	
		G04 - Gifted Education in the Arts Delivered by a Trained Arts Instructor	
Career-technical and Adult Education Course Codes			
		V00 – Interactive Distance Learning (Career-technical education)	
		VT1 - Tech Prep	
		VV1 - Anchor	
		VV2 - Anchor, Cooperative	
		VV3 - Career-Technical, other	
		VA1 - Applied Academic	
		V91 - Career-Technical Contract Program	
		V99	
Educational Options Course Types			

Number	Position	Name	Pic/Size
		X01 – Correspondence Courses/ On-line Learning X02 – Educational Travel X03 – Independent Study X04 – Other Educational Options S01 – Postsecondary enrollment option course I00 – Interactive Distance Learning – Regular Education	
CN180	73-78	Program Provider IRN	PIC X(6)
CN190	79-93	Program Builder Code	PIC X(15)
CN200	94-96	High School Credit Amount	PIC 9V99
CN210	97-99	Subject Area for Credit	PIC X(3)
		*** - Not Applicable ENG – English credit MTH – Mathematics credit SOC – Social Studies credit SCI – Science credit FLR - Foreign Language credit CTA – Career/Technical FAR - Fine Arts BST – Business/Technology TEC – Technology Education/Computer Science HEC – Family and Consumer Sciences (Non-Career-Technical) ELE - Elective PHE – Physical Education HTH – Health Education	
CN220	100	Language Used in Teaching Course	PIC X
		E - English (default) N - Native Language ONLY B - English & Native Language	
CN230	101	Intent to Become Properly Certificated	PIC X
		* – Not Applicable – Already properly certificated (default) Y – Yes N – No	
CN240	102	Special Population (Used for DXX courses structured to instruct the following special population of students): "*" - Not Applicable (Default) H – Hearing Disabilities V – Visual Disabilities	PIC X

CN260	103	How does the teacher of this course meet the highly qualified definition? I – Not applicable. Not a core course OR course type is not evaluated for HQT. * – Teacher does NOT meet definition of highly qualified teacher for this course. 1 – Ohio's state licensing exam 2 – academic major or 30 hours in content area 3 – masters degree 4 – special education certificate/ intervention specialist license 5 – professional certificate 6 – permanent certificate 7 – National Board Certification 8 – 100 points on the Ohio HQT Rubric 9 - 90 Completed Clock Hours of Professional Development	PIC X
	104-300	Filler	PIC X(197)
		Notes: Added & deleted some options for some options for CN130 & CN210	

5.2.4 CAREER-TECHNICAL EDUCATION CORRELATED CLASS RECORD

Number	Position	Name	Pic/Size
CV001	1-7	Record Number	PIC 9(7)
CV005	8	Record Status	PIC X
		A-Add/Update	
CV010	9-10	Sort Type	PIC X(2)
		Always "CV"	
CV015	11	Record Format Indicator	PIC X
		"G" to indicate Format G	
CV020	12-15	Fiscal Year e.g. 2005 (CCYY)	PIC X(4)
CV030	16	Reporting Period	PIC X
		K - October	
		N - Yearend	
CV040	17-22	District IRN	PIC X(6)
	23-28	Filler	PIC X(6)
CV060	29-48	Primary Local Classroom Code	PIC X(20)
CV070	49-68	First Correlated Local Classroom Code	PIC X(20)
CV080	69-88	Second Correlated Local Classroom Code	PIC X(20)
	89-300	Filler	PIC X(212)
		Note: No Change in FY2005	

5.3 DISTRICT/BUILDING FILES

District Records (October and Yearend) must be reported for all city, exempted village and local school districts as well as all community schools, Educational Service Centers (ESCs), Joint Vocational School Districts (JVSDs), and the Department of Youth Services (DYS).

Building Records (October and Yearend) must be reported for all buildings within the same entities identified for district records and the Building IRN should be that of the individual building (in some cases such as ESCs and community schools , the Building and District IRN will be the same).

District and Building Records for Summer School are only reported if summer school was offered by the district and building.

Note for ESCs: Since ESCs often operate a variety of programs and services that may differ in start and end dates, hours per day of operation, and annual hours and days in session, the ESC should report the earliest and latest start and end date for any program or service provided by the ESC and the maximum hours per day and annual hours and days in session for any program or service provided by the ESC.

5.3.1 District General Information – Previous Summer

Report one record per district **only** if summer school was offered in your district.

Number	Position	Name	Pic/Size
DP001	1-7	Record Number	PIC 9(7)
DP005	8	Record Status	PIC X
		A-Add/Update	
DP010	9-10	Sort Type	PIC X(2)
		Always "DP"	
DP015	11	Record Format Indicator	PIC X
		"G" to indicate Format G	
DP020	12-15	Fiscal Year e.g. 2005 (CCYY)	PIC X(4)
DP030	16	Reporting Period	PIC X
		K - October	
DP040	17-22	District IRN	PIC X(6)
	23-29	Filler	PIC 9(7)
DP080	30-32	In how many sites other than school buildings does this district house a Summer School Extended Learning Time Program funded by a 21st Century Community Learning Grant?	PIC 9(3)
DP090	33-35	In how many sites other than school buildings does this district house a Summer School Extended Learning Time Program funded by Title I?	PIC 9(3)
	36-300	Filler	PIC X(265)
		Notes: No Change in FY2005	

5.3.2 Building General Information Record – Previous Summer

Report one record per building **only** if summer school was offered in that building.

Number	Position	Name	Pic/Size
DG001	1-7	Record Number	PIC 9(7)
DG005	8	Record Status	PIC X
		A-Add/Update	
DG010	9-10	Sort Type	PIC X(2)
		Always "DG"	
DG015	11	Record Format Indicator	PIC X
		"G" to indicate Format G	
DG020	12-15	Fiscal Year e.g. 2005 (CCYY)	PIC X(4)
DG030	16	Reporting Period	PIC X
		K- October	
DG040	17-22	District IRN	PIC X(6)
DG050	23-28	Building IRN	PIC X(6)
DG240	29	Did this building house a Summer School Extended Learning Time Program funded by Title I? Y - Yes N - No	PIC X
DG230	30	Did this building house a Summer School Extended Learning Time Program funded by a 21st Century Community Learning Grant? Y - Yes N - No	PIC X
DG250	31	Did this building house a Summer School Extended Learning Time Program funded by other than a 21st Century Community Learning Grant or Title I? Y - Yes N - No	PIC X
	32-300	Filler	PIC X(269)
		Note: No Change in FY2005	

5.3.3 District General Information - Fall/October

Report one record for each entity identified in the general instructions.

Number	Position	Name	Pic/Size
DQ001	1-7	Record Number	PIC 9(7)
DQ005	8	Record Status	PIC X
		A-Add/Update	
DQ010	9-10	Sort Type	PIC X(2)
		Always "DQ"	
DQ015	11	Record Format Indicator	PIC X
		"G" to indicate Format G	
DQ020	12-15	Fiscal Year e.g. 2005 (CCYY)	PIC X(4)
DQ030	16	Reporting Period	PIC X
		K - October	
DQ040	17-22	District IRN	PIC X(6)
DQ080	23-25	Participation Eligibility	PIC 9V99
DQ120	26	Kindergarten Entrance Birthdate Options: A - September 30 B - August 1 * - No kindergarten Provided	PIC X
DQ210	27-30	Number of eligible nonpublic students with disabilities who are not being served. (Default = 0000)	PIC 9(4)
	31-300	Filler	PIC X(270)
		Note: No change in FY2005	

5.3.4 Building General Information Record – Fall/October

Report one record for each entity identified in the general instructions.

Number	Position	Name	Pic/Size
DF001	1-7	Record Number	PIC 9(7)
DF005	8	Record Status	PIC X
		A-Add/Update	
DF010	9-10	Sort Type	PIC X(2)
		Always "DF"	
DF015	11	Record Format Indicator	PIC X
		"H" to indicate Format H	
DF020	12-15	Fiscal Year e.g. 2005 (CCYY)	PIC X(4)
DF030	16	Reporting Period	PIC X
		K - October	
DF040	17-22	District IRN	PIC X(6)
DF050	23-28	Building IRN	PIC X(6)
Fields DF060-DF100 should be completed by City, Exempted Village, Local School Districts, community schools, ESCs, and JVSDs. Should NOT be completed by DYS.			
DF060	29	School open on Monday of Count Week? * - Not Applicable Y – Yes N - No	PIC X
DF070	30	School open on Tuesday of Count Week? * - Not Applicable Y – Yes N - No	PIC X
DF080	31	School open on Wednesday of Count Week? * - Not Applicable Y – Yes N - No	PIC X
DF090	32	School open on Thursday of Count Week? * - Not Applicable Y – Yes N - No	PIC X
DF100	33	School open on Friday of Count Week? * - Not Applicable Y – Yes N - No	PIC X
Fields DF110-DF210 should be completed by all entities			
DF110	34-41	First day of school scheduled for students in grades 1-12 Format CCYYMDD	PIC X(8)
DF120	42-49	First day of school scheduled for kindergarten students	PIC X(8)
DF130	50-57	Last day of school scheduled for students (K-12)	PIC X(8)
DF140	58-60	Hours Per Day Scheduled –	PIC 9V99

Number	Position	Name	Pic/Size
		Grades 1-8 (Default = 0.00)	
DF150	61-63	Hours Per Day Scheduled – Grades 9-12 (Default = 0.00)	PIC 9V99
DF160	64-66	Hours Per Day Scheduled – Half Day Everyday Kindergarten (Default = 0.00)	PIC 9V99
DF170	67-69	Hours Per Day Scheduled – Alternate Day Full Day Kindergarten (Default = 0.00)	PIC 9V99
DF180	70-72	Hours Per Day Scheduled – Full Day Everyday Full Day kindergarten (Default = 0.00)	PIC 9V99
	73-75	FILLER-DF190	PIC X(3)
Fields DF200-DF270 should be complete by Community School whose contract for the school year requires hours. Community Schools whose contract for the school year requires days should complete DF280 through DF350.			
DF200	76-78	Parent Teacher Conference Hours Scheduled (Default = 000)	PIC 9(3)
DF210	79-81	Professional Meeting (Teachers) Hours Scheduled (Default = 000)	PIC 9(3)
DF220	82-85	Annual Hours in Session Scheduled – Grades 1-8 (Default = 0000)	PIC 9(4)
DF230	86-89	Annual Hours in Session Scheduled – Grades 9-11 (Default = 0000)	PIC 9(4)
DF240	90-93	Annual Hours in Session Scheduled – Grade 12 (Default = 0000)	PIC 9(4)
DF250	94-97	Annual Hours in Session Scheduled – Half Day Everyday Kindergarten (Default = 0000)	PIC 9(4)
DF260	98-101	Annual Hours in Session Scheduled – Alternate Day Full Day Everyday Kindergarten (Default = 0000)	PIC 9(4)
DF270	102-105	Annual Hours in Session Scheduled – Every Day Full Day Kindergarten (Default = 0000)	PIC 9(4)
Fields DF280-DF350 should be completed by City, Exempted Village and Local School Districts, ESCs, JVSDs, DYS and any Community School whose contract for the school year requires days instead of hours. Community School whose contract for the school year requires hours should complete DF200 through DF270.			
DF280	106-107	Parent Teacher Conference FTE Scheduled (Default = 0.0)	PIC 9V9
DF290	108-109	Professional Meeting (Teachers) FTE Scheduled (Default = 0.0)	PIC 9V9
DF300	110-114	Annual Days in Session Scheduled – Grades 1-8 (Default = 000.00)	PIC 9(3)V99
DF310	115-119	Annual Days in Session Scheduled – Grades 9-11 (Default = 000.00)	PIC 9(3)V99
DF320	120-124	Annual Days in Session Scheduled – Grade 12 (Default = 000.00)	PIC 9(3)V99
DF330	125-129	Annual Days in Session Scheduled – Half Day Everyday Kindergarten (Default = 000.00)	PIC 9(3)V99
DF340	130-134	Annual Days in Session Scheduled –	PIC

Number	Position	Name	Pic/Size
		Alternate Day Full Day Kindergarten (Default = 000.00)	9(3)V99
DF350	135-139	Annual Days in Session Scheduled – Every Day Full Day Everyday Kindergarten (Default = 000.00)	PIC 9(3)V99
	140-300	Filler	PIC X(161)
		Notes: Deleted DF190, Added option "*" to DF060, DF070, DF080, DF090 & DF100	

5.3.5 District General Information Record - Yearend

Report one record for each entity identified in the general instructions.

Number	Position	Name	Pic/Size
DR001	1-7	Record Number	PIC 9(7)
DR005	8	Record Status	PIC X
		A-Add/Update	
DR010	9-10	Sort Type	PIC X(2)
		Always "DR"	
DR015	11	Record Format Indicator	PIC X
		"G" to indicate Format G	
DR020	12-15	Fiscal Year e.g. 2005 (CCYY)	PIC X(4)
DR030	16	Reporting Period	PIC X
		N - Yearend	
DR040	17-22	District IRN	PIC X(6)
DR690	23	Does your district provide Title I (Part A) Family Literacy Services? * - Not Applicable Y – Yes N - No	PIC X
DR700	24-26	In how many sites other than school buildings does this district house an Extended Learning Time Program funded by a 21st Century Community Learning Grant?	PIC 9(3)
DR710	27-29	In how many sites other than school buildings does this district house an Extended Learning Time Program funded by Title I?	PIC 9(3)
DR720	30-38	Central Office Square Feet	PIC 9(9)
	39-300	Filler	PIC X(262)
		Note: No change in FY2005	

5.3.6 Building General Information Record - Yearend

Report one record for each entity identified in the general instructions.

Number	Position	Name	Pic/Size
DB001	1-7	Record Number	PIC 9(7)
DB005	8	Record Status	PIC X
		A-Add/Update	
DB010	9-10	Sort Type	PIC X(2)
		Always "DB"	
DB015	11	Record Format Indicator	PIC X
		"H" to indicate Format H	
DB020	12-15	Fiscal Year e.g. 2005 (CCYY)	PIC X(4)
DB030	16	Reporting Period	PIC X
		N - Yearend 30	
DB040	17-22	District IRN	PIC X(6)
DB050	23-28	Building IRN	PIC X(6)
DB060	29-33	Transportation Percentage	PIC 9(3)V99
DB070	34-38	Lunchroom Percentage	PIC 9(3)V99
DB080	39-47	Building Square Feet	PIC 9(9)
	48-68	FILLER-DB090, DB100, DB110, DB120, DB130, DB140, DB150, DB160, DB170, DB180, DB190, DB200, DB210, DB220	PIC X(21)
DB230	69	Does this building house an Extended Learning Time Program funded by a 21st Century Community Learning Grant? (Y/N)	PIC X
DB250	70	Does this building house an Extended Learning Time Program funded by other than a 21st Century Community Learning Grant or Title I? (Y/N)	PIC X
DB260	71-78	Actual first day of school for students in grades 1-12 Format - CCYYMMDD	PIC X(8)
DB270	79-86	Actual first day of school for kindergarten students	PIC X(8)
DB280	87-94	Actual last day of school for students (K-12)	PIC X(8)
DB290	95-100	Feeder School IRN	PIC X(6)
Fields DB300-DB370 should be complete by Community Schools whose contract for the school year requires hours. Community Schools whose contract for the school year requires days should complete DB380 through DB490.			
DB300	101-102	Actual Parent Teacher Conference Hours(Default = 00)	PIC 99
DB310	103-104	Actual Professional Meetings (Teachers) Hours (Default = 00)	PIC 99
DB320	105-108	Actual Hours in Session – Grades 1-8 (Default = 0000)	PIC 9(4)
DB330	109-112	Actual Hours in Session –	PIC 9(4)

Number	Position	Name	Pic/Size
		Grades 9-11 (Default = 0000)	
DB340	113-116	Actual Hours in Session – Grade 12 (Default = 0000)	PIC 9(4)
DB350	117-120	Actual Hours in Session – Half Day Everyday Kindergarten (Default = 0000)	PIC 9(4)
DB360	121-124	Actual Hours in Session – Alternate Day Full Day Kindergarten (Default = 0000)	PIC 9(4)
DB370	125-128	Actual Hours in Session – Full Day Everyday Kindergarten (Default = 0000)	PIC 9(4)

Fields DB380 – DB490 should be completed by City, Exempted Village and Local School Districts, ESCs, JVSDs, DYS and any Community School whose contract for the school year requires days instead of hours. Community School whose contract for the school year requires hours should complete DB300 through DB370.

Number	Position	Name	Pic/Size
DB380	129-130	Actual Parent Teacher Conference FTE (Default = 0.0)	PIC 9V9
DB390	131-132	Actual Professional Meetings (Teachers) FTE (Default = 0.0)	PIC 9V9
DB400	133-137	Actual Days In Session – Grades 1-8 (Default = 000.00)	PIC 9(3)V99
DB410	138-142	Actual Days In Session – Grades 9-11 (Default = 000.00)	PIC 9(3)V99
DB420	143-147	Actual Days In Session – Grade 12 (Default = 000.00)	PIC 9(3)V99
DB430	148-152	Actual Days in Session – Half Day Everyday Kindergarten (Default = 000.00)	PIC 9(3)V99
DB440	153-157	Actual Days in Session – Alternate Day Full Day Kindergarten (Default = 000.00)	PIC 9(3)V99
DB450	158-162	Actual Days in Session – Full Day Everyday Kindergarten (Default = 000.00)	PIC 9(3)V99
DB460	163-166	Calamity Days (Default = 00.00)	PIC 9(2)V99
DB470	167-170	Calamity Days Made Up (Default = 00.00)	PIC 9(2)V99
DB480	171-172	Shortened Days – Due to Weather (Default = 00)	PIC 99
DB490	173-174	Shortened Days – Due to Other Reasons (Default = 00)	PIC 99
DB500 through DB550 should be reported by all entities.			
DB500	175	Does this building house an Extended Learning Time Program funded by Title I? * - Not Applicable Y – Yes N - No	PIC X
DB510	176-178	Actual Hours Per Day – Students in	PIC 9V99

Number	Position	Name	Pic/Size
		Grades 1-8	
DB520	179-181	Actual Hours Per Day – Students in Grades 9-12	PIC 9V99
DB530	182-184	Actual Hours Per Day – Students in Half-Day Everyday Kindergarten	PIC 9V99
DB540	185-187	Actual Hours Per Day – Students in Alternate Day Full Day Kindergarten	PIC 9V99
DB550	188-190	Actual Hours Per Day – Students in Full Day Everyday Kindergarten	PIC 9V99
DB560 must be reported by all entities, except for the Department of Youth Services.			
DB560	191-193	Total number of students arrested for committing a violent criminal offense on school grounds	PIC 9(3)
	194-300	Filler	PIC X(107)
		Notes: Deleted DB090, DB100, DB110, DB120, DB130, DB140, DB150, DB160, DB170, DB180, DB190, DB200, DB210, DB220, Added DB500, DB510, DB520, DB530, DB540, DB550, DB560	

5.4 FINANCIAL FILE DESCRIPTIONS

These fields are common to all financial records (Sort Type QC) and are defined as filler in all detailed records. All records are 300 characters in length. All codes are defined according to the Uniform School Accounting System.

Number	Position	Name	Pic/Size
QC001	1-7	Record Number	PIC 9(7)
QC005	8	Record Status	PIC X
		A-Add/Update	
QC010	9-10	Sort Type	PIC X(2)
		Always "QC"	
QC015	11	Record Format Indicator	PIC X
		"G" to indicate Format G	
QC020	12-15	Fiscal Year e.g. 2005 (CCYY)	PIC X(4)
QC030	16	Reporting Period	PIC X
		H - July	
QC040	17-22	District IRN	PIC X(6)
QC050	23-25	Schedule Sequence	PIC X(3)
QC060	26-28	Schedule Frequency	PIC 9(3)
QC070	29-32	Line Number	PIC 9(4)
QC080	33-35	Schedule Number	PIC X(3)
	36-300	Filler	PIC X(265)

5.4.0.1 CASH RECORD

To be provided for each Fund/Special Cost Center

Number	Position	Name	Pic/Size
	1-35	Filler	PIC X(35)
	36-37	Filler	PIC X(2)
QC110	38-40	Fund	PIC X(3)
QC120	41-44	Special Cost Center	PIC X(4)
QC185	45-65	ODE Brief Description (Choose from list below provided)	PIC X(21)
QC190	66-151	District Account Description	PIC X(86)
QC200	152	Fund Class	PIC X
		G - General	
		S - Special Revenue	
		D - Debt Service	
		C - Capital Projects	
		T - Expendable Trust	
		N - Nonexpendable Trust	
		A - Agency	
		E - Enterprise	
		I - Internal Services	
QC210	153-164	July 1 Cash Balance	PIC S9(9)V99(s)
QC220	165-176	Fiscal Year Receipts	PIC S9(9)V99(s)
QC230	177-188	Fiscal Year Expenditures	PIC S9(9)V99(s)
QC240	189-200	Current Cash Encumbered	PIC S9(9)V99(s)
QC250	201-212	Current Fund Balance	PIC S9(9)V99(s)
QC260	213-224	Current Payables (optional)	PIC S9(9)V99(s)
	225-300	Filler	PIC X(76)

ODE Brief Description				
Fund	**USAS Fund Description**	**Program**	**QC185**	**Appropriation Line Item/CFDA**
025	Computer Network - DA Sites	Basic Subsidy	BASU	200-426
025	Computer Network - DA Sites	Nonpublic Communications	DANC	200-426

ODE Brief Description

Fund	USAS Fund Description	Program	QC185	Appropriation Line Item/CFDA
025	Computer Network - DA Sites	Other Non-OECN Related	ONOR	200-426
025	Computer Network - DA Sites	Other OECN Related	OOR	200-426
025	Computer Network - DA Sites	Public Communications-DS3	DAPD	200-426
025	Computer Network - DA Sites	Public Communications-other	DAPC	200-426
025	Computer Network - DA Sites	Union Catalog-INFOhio	UCIO	200-426
025	Computer Network - DA Sites	EMIS	EMIS	200-446
025	Computer Network - DA Sites	Other Computer Network - DA Sites	*	
401	Auxiliary Services	Auxiliary Services	AUX	200-511
401	Auxiliary Services	Nonpublic Administrative Cost	NAC	200-532
401	Auxiliary Services	Mobile Units	ASMU	200-659
401	Auxiliary Services	Other Auxiliary Services	*	
414	Adult High School	Adult Basic Literacy	ABL	200-509
414	Adult High School	ESOL	ESOL	200-509
414	Adult High School	Other Adult High School	*	
416	Teacher Development	Educator Recruitment	ER	200-410
416	Teacher Development	Local knowledge/skills-based	LKS	200-410
416	Teacher Development	National Teacher Board Certification	NTBC	200-410
416	Teacher Development	Ohio University Leadership Program	OULP	200-410
416	Teacher Development	Profession Development - Literacy	PDL	200-433
416	Teacher Development	Reading Recovery Training Network	RR	200-433
416	Teacher Development	Reading/Writing Improvement	RWI	200-433
416	Teacher Development	RPDC	RPDC	200-410
416	Teacher Development	School districts in academic emergency	AE	200-410
416	Teacher Development	Training School Administrators	TSA	200-410
416	Teacher Development	Other Teacher Development	*	
431	Gifted Education	Gifted ID	GID	200-521
431	Gifted Education	Gifted Units	MS	200-521
431	Gifted Education	Research and Demonstration	RD	200-521
431	Gifted Education	Summ Sch for Gifted	SSG	200-521

ODE Brief Description				
Fund	USAS Fund Description	Program	QC185	Appropriation Line Item/CFDA
431	Gifted Education	Summer Honors Inst	SHI	200-521
431	Gifted Education	Other Gifted Education	*	
438	Head Start	Head Start Traditional	HDSTT	200-663
438	Head Start	Head Start - Start Up	HDSTUP	200-449
438	Head Start	Head Start - Support	HDSTSP	200-663
438	Head Start	Head Start Plus	HDSTP	200-663
447	DPIA	Breakfast	BREAK	200-520
447	DPIA	DPIA	DPIA	200-520
447	DPIA	School Choice	SC	200-520
447	DPIA	Children's Hunger Alliance	CHA	200-520
447	DPIA	Other DPIA	*	
450	School Net	Education Technology	ET	228-539
450	School Net	Instructional Resources	IR	228-539
450	School Net	OneNet Ohio	OO	228-539
450	School Net	Ohio School Net Plus	OSNP	Tobacco
450	School Net	Other School net	*	
451	OECN Communication	Nonpublic Communications	NC	200-426
451	OECN Communication	Public Communications	PC	200-426
451	OECN Communication	Other OECN Communication	*	
459	Ohio Reads	Ohio Reads Grants	ORG	200-566
459	Ohio Reads	OhioReads Admin/Volunteer Support	ORAVS	200-445
459	Ohio Reads	Research Based Reading Mentoring	RBRM	200-445
459	Ohio Reads	OhioReads Comm Match	ORCM	200-445
459	Ohio Reads	Other Ohio Reads	*	
460	Summer Intervention	Academic Emergency	AF	200-513
460	Summer Intervention	Intervention Services	IS	200-513
460	Summer Intervention	Read Baby Read	RBR	200-513
460	Summer Intervention	Other Summer Intervention	*	
461	Career-Technical Education Enhancement	Career Development	CD	200-545
461	Career-Technical Education Enhancement	Supplemental Equipment Funds	SEQ	200-545
461	Career-Technical Education Enhancement	Fifth Quarter	FQ	200-545

ODE Brief Description				
Fund	**USAS Fund Description**	**Program**	**QC185**	**Appropriation Line Item/CFDA**
461	Career-Technical Education Enhancement	High Schools that Work	HSTW	200-545
461	Career-Technical Education Enhancement	OCIS	OCIS	200-545
461	Career-Technical Education Enhancement	JOGS	JOGS	3V0
461	Career-Technical Education Enhancement	Tech Prep	TP	200-545
461	Career-Technical Education Enhancement	Other CTAE Enhancement	*	
463	Alternative Schools	Amer-I-Can	AIC	200-421
463	Alternative Schools	Toledo Tech	TT	200-421
463	Alternative Schools	Urban School Districts	USD	200-421
463	Alternative Schools	Rural and Suburban	RSUB	200-421
463	Alternative Schools	Ohio Alternative Educ Challenge Grant	OAEC	200-421
463	Alternative Schools	Other Alternative Schools	*	
464	School Improvement Models	GRAD	GRAD	200-431
464	School Improvement Models	LEAF	LEAF	200-431
464	School Improvement Models	Technical Assistance	TA	200-431
464	School Improvement Models	Other School Improvement Models	*	
499	Miscellaneous State	Academic Standards	AS	200-427
499	Miscellaneous State	American Sign Language	ASL	200-441
499	Miscellaneous State	American Sign Language-Pilot Projects	ASLP	200-441
499	Miscellaneous State	Child Care Licensing	CCL	200-442
499	Miscellaneous State	Community Schools Start Up	CSS	200-455
499	Miscellaneous State	Eddie Eagle Gun Safety Pilot Program.	EESGP	200-578
499	Miscellaneous State	Emergency Loan Interest Subsidy	ELIS	200-558
499	Miscellaneous State	GED Testing/Adult High School	GED	200-447
499	Miscellaneous State	Miscellaneous	MISC	
499	Miscellaneous State	OGT Practice Test	OGT	200-437
499	Miscellaneous State	Assessment	ASMT	200-437
499	Miscellaneous State	Report Card Distribution	RCD	200-439
499	Miscellaneous State	Safe and Supportive Schools	SSS	200-578

ODE Brief Description				
Fund	**USAS Fund Description**	**Program**	**QC185**	**Appropriation Line Item/CFDA**
499	Miscellaneous State	Safe School Center	SSC	200-578
499	Miscellaneous State	Safe School Help Line	SSHL	200-578
499	Miscellaneous State	Teaching Success Commission Initiatives	TSCI	200-452
499	Miscellaneous State	Waterford Early Reading Program	WERP	200-433
499	Miscellaneous State	Ohio Mathematics Academy Program	OMAP	200-433
499	Miscellaneous State	Teachers On Loan	TOL	200-427
499	Miscellaneous State	Jennings Ohio Learning First Alliance	JOLFA	200-615
499	Miscellaneous State	Reggio Amelio Grant	RAG	200-615
499	Miscellaneous State	National Assoc State Bds Grant	NASBG	200-615
499	Miscellaneous State	Cleve Foundation Schools of Promise Network	CFSPN	200-615
499	Miscellaneous State	Gund Schools of Promise Network	GSPN	200-615
499	Miscellaneous State	Jennings Schools of Promise Network	JSPN	200-615
499	Miscellaneous State	RJ Wean Foundation	RJWF	200-615
499	Miscellaneous State	Interagcy Spt - Child Abuse Detection Tng	CADT	200-633
499	Miscellaneous State	Motorcycle Safety	MOTOR	
499	Miscellaneous State	Guidance and Testing	GT	200-610
499	Miscellaneous State	Other State Miscellaneous	*	
572	Comprehensive School Reform - Title I, Part F	Comprehensive School Reform - Title I, Part F	CSR	84.332
572	Homeless Children	Homeless Children	HC	84.196
572	Improvement of Basic Programs - Title I Part A	Improvement of Basic Programs - Title I Part A	IBP	84.010
572	Neglected & Deliquent Children/Youth Title I Part D	Neglected & Delinquent Children/Youth Title I Part D	NDCY	84.013
572	Even Start	Title I, Part B-3	ESOLT	84.213
572	Title I	Other Title I	*	
599	Miscellaneous Federal	21st Century Community Learning Centers - T IV-B	LC	84.287
599	Miscellaneous Federal	Character Education	CE	84.215
599	Miscellaneous Federal	Community Schools	CS	84.282
599	Miscellaneous Federal	Community Service Grants Title IV Part A-2	CSG	84.184C

		ODE Brief Description		
Fund	**USAS Fund Description**	**Program**	**QC185**	**Appropriation Line Item/CFDA**
599	Miscellaneous Federal	Education Technology Title II Part D	ETT	84.318
599	Miscellaneous Federal	Reading First - Title 1-B	RF	84.357
599	Miscellaneous Federal	Rural and Low Income - Title VI, Part B-2	RLI	84.358
599	Miscellaneous Federal	Other Federal	*	
599	Miscellaneous Federal	Tchr Quality Enhancement	TQE	84.336
599	Miscellaneous Federal	State Prog Improvemt	SPI	84.323
599	Miscellaneous Federal	Program Improvement	PGMI	84.330
599	Miscellaneous Federal	Troops to Teachers - DOD	TOTD	12.630
599	Miscellaneous Federal	Troops to Teachers - USDE	TOTUS	84.215K
599	Miscellaneous Federal	Occupational & Employment Information - ACRN	OEI	84.346
599	Miscellaneous Federal	Workforce Investment Act	WIA	17.258
599	Miscellaneous Federal	Learn & Serve America	LSA	94.004
599	Miscellaneous Federal	Math/Science Partnerships	MSP	84.366
599	Miscellaneous Federal	State Homeland Security	SHS	16.007

5.4.0.2 EXPENDITURE RECORD

To be provided for each account number as indicated in the financial detail documentation.

Number	Position	Name	Pic/Size
	1-35	Filler	PIC X(35)
	36-37	Filler	PIC X(2)
QC110	38-40	Fund	PIC X(3)
QC120	41-44	Special Cost Center	PIC X(4)
QC130	45-48	Function	PIC X(4)
QC140	49-51	Object	PIC X(3)
QC150	52-57	Subject	PIC X(6)
QC160	58-60	Operational Unit	PIC X(3)
QC170	61-62	Instructional Level	PIC X(2)
QC180	63-65	Job	PIC X(3)
QC270	66-77	Prior Fiscal Year Encumbered (also known as Previous Year Carry-over Appropriation)	PIC S9(9)V99(s)
QC280	78-89	Fiscal Year Total Appropriation	PIC S9(9)V99(s)
QC290	90-101	Fiscal Year Actual Expenditures	PIC S9(9)V99(s)
QC300	102-113	Current Encumbered	PIC S9(9)V99(s)
QC305	114	General Fund Debt-Bond Retire Fund (Y" IF Bond Retirement Fund (002) and expenditures are applicable to the servicing of the General Fund Debt)	PIC X
	115-300	Filler	PIC X(186)

5.4.0.3 RECEIPT RECORD

To be provided for each Fund/SCC/Receipt code as indicated in the financial detail documentation.

Number	Position	Name	Pic/Size
	1-35	Filler	PIC X(35)
Account			
	36-37	Filler	PIC X(2)
QC110	38-40	Fund	PIC X(3)
QC120	41-44	Special Cost Center	PIC X(4)
QC310	45-48	Receipt	PIC X(4)
QC150	49-54	Subject (optional)	PIC X(6)
QC160	55-57	Operational Unit (optional)	PIC X(3)
	58-65	Filler	PIC X(8)
QC320	66-77	Fiscal Year Estimated Revenue	PIC S9(9)V99(s)
QC330	78-89	Fiscal Year Actual Receipts	PIC S9(9)V99(s)
QC340	90-101	Fiscal Year Receivables (Optional	PIC S9(9)V99(s)
QC345	102	Debt Retirement/General Fund (Y' IF Bond Retirement Fund (002) and expenditures are applicable to the servicing of the General Fund Debt)	PIC X
	103-300	Filler	PIC X(198)

5.4.0.4 OPERATIONAL UNIT (OPU) DESCRIPTION RECORD

Number	Position	Name	Pic/Size
	1-35	Filler	PIC X(35)
QC160	36-38	OPU	PIC X(3)
QC350	39-44	Entity IRN	PIC X(6)
QC360	45-89	Entity Name	PIC X(45)
QC365	90	Entity Type (optional)	PIC X
		"C" = Central Office	
	91-300	Filler	PIC X(210)

If the OPU is a school building, use the building IRN for the
entity IRN. If the OPU is not a school building, the district IRN
should be used for the entity IRN.
The following records are for tables from the current AUD/ODE
4502-1. Generally, they are identical to the current requirements
except for the Filler at the beginning and the total record size.
EXHIBIT 1 – CASH AND FUND BALANCE RECONCILIATION – END OF FISCAL
YEAR

Number	Position	Name	Pic/Size
	1-35	Filler	PIC X(35)
QC370	36-67	Depository Name For Lines 1-99, 200-298	PIC X(32)
QC380	68-79	Amount	PIC S9(9)V99(s)
	80-300	Filler	PIC X(221)

STATEMENT J – SCHEDULE OF INDEBTEDNESS – BONDS

Number	Position	Name	Pic/Size
	1-35	Filler	PIC X(35)
QC390	36-70	Description/Purpose of Issue	PIC X(35)
	71-105	Filler	PIC X(35)
QC400	106-111	Interest Rate	PIC 99V9999
QC410	112-143	Interest Dates (CCYYMMDD) OCCURS 4 TIMES	
		Interest Year PIC X(4)	
		Interest Month PIC X(2)	
		Interest Day PIC X(2)	
QC420	144-151	Issue Date (CCYYMMDD)	PIC X(8)
QC430	152-159	Maturity Date (CCYYMMDD)	PIC X(8)
QC435	160-171	Amount Outstanding Beginning of Period	PIC S9(9)V99(s)
QC440	172-183	New Issues During Period	PIC S9(9)V99(s)
QC450	184-195	Principal Redemptions During Period	PIC S9(9)V99(s)
QC460	196-207	Amount Outstanding End of Period	PIC S9(9)V99(s)
	208-300	Filler	PIC X(93)

STATEMENT K – SCHEDULE OF INDEBTEDNESS – SHORT-TERM NOTES
STATEMENT L – SCHEDULE OF INDEBTEDNESS – LONG-TERM NOTES

Number	Position	Name	Pic/Size
	1-35	Filler	PIC X(35)

Number	Position	Name	Pic/Size
QC390	36-70	Description/Purpose of Issue	PIC X(35)
QC470	71-73	Receiving Fund	PIC X(3)
QC480	74-77	Receiving Special Cost Center	PIC X(4)
QC490	78-85	Statutory Authority (Include decimal point)	PIC X(8)
QC500	86-105	Source	PIC X(20)
QC400	106-111	Interest Rate	PIC 99V9999
QC410	112-143	Interest Dates (CCYYMMDD) OCCURS 4 TIMES	
		Interest Year	PIC X(4)
		Interest Month	PIC X(2)
		Interest Day	PIC X(2)
QC420	144-151	Issue Date (CCYYMMDD)	PIC X(8)
QC430	152-159	Maturity Date (CCYYMMDD)	PIC X(8)
QC435	160-171	Amount Outstanding Beginning of Period	PIC S9(9)V99(s)
QC440	172-183	New Issues During Period	PIC S9(9)V99(s)
QC450	184-195	Principal Redemptions During Period	PIC S9(9)V99(s)
QC460	196-207	Amount Outstanding End of Period	PIC S9(9)V99(s)
	208-300	Filler	PIC X(93)

STATEMENT M – SCHEDULE OF DEBT SERVICE REQUIREMENTS TO MATURITY

Number	Position	Name	Pic/Size
	1-35	Filler	PIC X(35)
QC510	36-39	Year – Fiscal Year, e.g. 2005 (CCYY)	PIC X(4)
QC520	40-51	Principal	PIC S9(9)V99(s)
QC530	52-63	Interest	PIC S9(9)V99(s)
QC540	64-75	Total	PIC X9(9)V99(s)
	76-300	Filler	PIC X(225)

STATEMENT N – MEMORANDUM DATA TAX VALUATION – TAX RECEIPTS
This record is used for tax valuations and tax receipts:

Number	Position	Name	Pic/Size
	1-35	Filler	PIC X(35)
QC550	36-47	Tax Valuation – Real – Commercial/Industrial	PIC S9(11)(s)
QC560	48-59	Tax Valuation – Real – Residential/Agricultural	PIC S9(11)(s)
QC570	60-71	Tax Valuation – Real – Public Utilities	PIC S9(11)(s)
QC580	72-83	Tax Valuation – Real – Minerals	PIC S9(11)(s)
QC590	84-95	Tax Valuation – Personal – General	PIC S9(11)(s)
QC600	96-107	Tax Valuation – Personal –Public Utilities	PIC S9(11)(s)
QC610	108-119	Tax Valuation – Total Assessed	PIC

Number	Position	Name	Pic/Size
		Valuation	S9(11)(s)
QC620	120-131	Tax Valuation – Tax Exempt	PIC S9(11)(s)
QC630	132-143	Tax Receipts – Real – Commercial/Industrial	PIC S9(11)(s)
QC640	144-155	Tax Receipts – Real – Residential/Agricultural	PIC S9(11)(s)
QC650	156-167	Tax Receipts – Real – Public Utilities	PIC S9(11)(s)
QC660	168-179	Tax Receipts – Real – Minerals	PIC S9(11)(s)
QC670	180-191	Tax Receipts – Personal – General	PIC S9(11)(s)
QC680	192-203	Tax Receipts – Personal – Public Utilities	PIC S9(11)(s)
QC690	204-215	Tax Receipts – Total Tax Receipts	PIC S9(11)(s)
	216-300	Filler	PIC X(85)

STATEMENT N – MILLAGE
This record is used for Tax Rates:

Number	Position	Name	Pic/Size
	1-35	Filler	PIC X(35)
	36-203	Millage occurs seven times	
QC700		Millage Line Number (Values 16 to 32)	PIC 999
QC710		Full Assessed Rate	PIC 9(3)V9999
QC720		Adjusted Residential/Agricultural Rate	PIC 9(3)V9999
QC730		Adjusted Commercial/Industrial Rate	PIC 9(3)V9999
	204-300	Filler	PIC X(97)

SCHEDULE OF FEDERAL ASSISTANCE PROGRAMS – SUMMARY

Number	Position	Name	Pic/Size
	1-35	Filler	PIC X(35)
QC360	36-65	Entity Name	PIC X(30)
QC740	66-75	County Name	PIC X(10)
QC750	76-79	Fiscal Year Ending e.g. 2005 (CCYY)	PIC X(4)
QC760	80	Total Federal Receipt Group	PIC X
		D - The district has $500,000 or more in federal expenditures E - The district has less than $500,000 in federal expenditures	
QC770	81-300	Comments	PIC (220)

SCHEDULE OF FEDERAL ASSISTANCE PROGRAMS – DETAIL

Number	Position	Name	Pic/Size
	1-35	Filler	PIC X(35)
QC780	36-40	CFDA Number	PIC X(5)
QC790	41-70	Grant Title	PIC X(30)
QC110	71-73	Fund	PIC X(3)
QC120	74-77	Special Cost Center	PIC X(4)

Number	Position	Name	Pic/Size
QC810	78-89	Federal Contribution Received in Current Fiscal Year	PIC S9(9)V99(s)
QC820	90-101	Federal Expenditure during current Fiscal Year	PIC s9(9)V99(s)
	102-300	Filler	PIC X(199)

STATEMENT R – CIVIL PROCEEDINGS
This record is used for all civil proceeding data except description.

Number	Position	Name	Pic/Size
	1-35	Filler	PIC X(35)
QC830	36-55	Case Number	PIC X(20)
QC840	56-85	Court Name	PIC X(30)
	86-190	Plaintiff/Defendant (Occurs 5 times)	
QC850		Plaintiff/Defendant Type	PIC X
QC860		Plaintiff/Defendant Name	PIC X(20)
QC870	191	Capacity of Board (Either "P" or "D")	PIC X
QC880	192-203	Total Expense for Proceedings (through current fiscal year)	PIC S9(9)V99(s)
QC890	204-215	Expense for Proceedings (for current fiscal year)	PIC S9(9)V99(s)
	216-300	Filler	PIC X(85)

STATEMENT R – CIVIL PROCEEDINGS
This record is used for the description of the civil proceedings.

Number	Position	Name	Pic/Size
	1-35	Filler	PIC X(35)
QC830	36-55	Case Number	PIC X(20)
QC900	56-300	Description of Proceedings	PIC X(245)

STATEMENT S – COMBINED FINANCIAL REPORT OF THE BOARD OF EDUCATION
This record is used for the memoranda data only.

Number	Position	Name	Pic/Size
	1-35	Filler	PIC X(35)
QC910	36-46	Total Assessed Valuation	PIC 9(11)
	47-57	Filler	PIC X(11)
QC920	58-64	Inside Millage	PIC 9(3)V9999
QC930	65-71	Outside Millage	PIC 9(3)V9999
QC940	72-82	Total Average Daily Membership	PIC 9(9)V99
QC950	83-93	Total Number of Noncertificated Employees	PIC 9(9)V99
QC960	94-104	Total Number of Certificated Employees	PIC 9(9)V99
	105-300	Filler	PIC X(196)

SCHEDULES

Name	Schedule Number	Schedule Sequence	Schedule Frequency	Line Number
Operational Unit	OPU	ACC	1	*1 to 999
Cash Record	CSH	AAE	1	1
Expenditure Record	EXP	AAL	1	1
Receipt Record	RCT	AAP	1	1
Exhibit 1	EX1	AAZ	1	*1-126,200-299
Statement J	STJ	QAZ	1	*1 to 999
Statement K	STK	RAZ	1	*1 to 999
Statement L	STL	SAZ	1	*1 to 999
Statement M	STM	TAZ	1	*1 to 999
Statement N – Tax Val/Rpt.	STN	UAZ	1	*1
Statement N – Millage	STN	UAZ	1	*2 to 4
Federal Asst. – Summary	FAS	YAZ	1	*1
Federal Asst. – Detail	FAD	ZAZ	*1 to 999	1
Statement R – Case	STR	ZBZ	*1 to 999	*1
Statement R – Descrip	STR	ZBZ	*1 to 999	*2 to 999
Statement S	STS	ZCZ	1	*1

* See Notes

NOTES

SCHEDULE FREQUENCY:

	Federal Assistance Schedules
Summary	1
Detail	1 to 999 (Increase by one for each program)
	Statement R
	1 to 999 (Increase by 1 for each proceeding. Case data and description must have same frequency number for the same proceeding.)

	Operational Unit
	1 to 999 (Increase with each (OPU)
	Exhibit 1
Gross Depository Balance	1 98
Total Depository Balance	99
Adjustments to Bank balances	100-103
Investments	104-108
Cash on hand	109-112
Total balances end-of-year	113
Governmental Fund types	114-118

	Operational Unit
Proprietary Fund types	119-121
Fiduciary fund types	122-125
Total balances All funds	126
Other depository Balances	200-298
Total other depository	299
	Statement J
Detail	1 to 998 (Add 1 for each bond)
Total other depository balances	299
Total	999
	Statement K
Detail	1 to 998 (Add 1 for each note)
Total	999
	Statement L
Detail	1 to 998 (Add 1 for each note)
Total	999
	Statement M
Detail	1 to 998 (Add 1 per event.)
Total	999
	Statement N
Tax Val/Rcpt	1
Millage	2 Inside 10 Mill (16) – School Recreation – Current (22)
	3 Total Current Expense (23) – School Library – Bond (29)
	4 School Recreation – Bond (30) – Total (32)

Note: Amounts for all lines must be entered even if they are zero. Numbers in parentheses are the millage line numbers.

	Federal Assistance Schedules
Detail	1 to 999 (Increase by 1 for each record)
	Statement R
Case Data	1
Description	2-999 (Increase with each 248 characters of description)
	Statement S
Memorandum	1
Data	

5.4.2 FIVE YEAR FORECAST

This record layout is for reporting the Five Year Forecast required by HB412. The record layout described here is in standard EMIS format. Because the source of this data is likely to be a spreadsheet application, the EMIS Software used by the DAS will also accept this data as a comma-delimited file.

Number	Position	Name	Pic/Size
QF001	1-7	Record Number	PIC 9(7)
QF005	8	Record Status	PIC X
		A-Add/Update	
QF010	9-10	Sort Type	PIC X(2)
		Always "QF"	
QF015	11	Record Format Indicator	PIC X
		"G" to indicate Format G	
QF020	12-15	Fiscal Year e.g. 2005	PIC X(4)
QF030	16	Reporting Period	PIC X
		P - December	
QF040	17-22	District IRN	PIC X(6)
QF050	23-27	Category/Line Number	PIC 99V999
		Code value that indicates line number on forecast. See Section 4.4.2.1	
QF060	28-63	Prior Years Actual (occurs 3 times)	PIC S9(11)(s)
		Contains three prior years' actual values. First occurrence contains three years ago actual, second occurrence contains two years ago actual, and third occurrence contains prior fiscal year actual.	
QF070	64-69	Average annual change	PIC S999V99(s)
QF080	70-129	Forecasted Years Amounts (Occurs 5 times)	PIC S9(11)(s)
		Contains forecasted amounts for each fiscal year. The first occurrence contains the first year being forecasted (i.e. the current fiscal year). Remaining occurrences contain subsequent fiscal years.	
	130-300	Filler	X(171)

5.4.3 FIVE YEAR FORECAST NOTES

This record layout is used to submit the notes and assumptions for the Five Year Forecast. The notes must be submitted as plain text. Each record should contain one line of text. Blank lines may be submitted by including a record with blank text field.

Number	Position	Name	Pic/Size
QN001	1-7	Record Number	PIC 9(7)
QN005	8	Record Status	PIC X
		A-Add/Update	
QN010	9-10	Sort Type	PIC X(2)
		Always "QN"	
QN015	11	Record Format Indicator	PIC X
		"G" to indicate Format G	
QN020	12-15	Fiscal Year e.g. 2005	PIC X(4)
QN030	16	Reporting Period	PIC X
		P - December	
QN040	17-22	District IRN	PIC X(6)
QN050	23-27	Line Number	PIC 9(5)
		Contains the line number of the text within the notes. Should be consecutively numbered starting from one.	
QN060	28-107	Note Text Line	PIC X(80)
		Must contain only printable characters. Any non-printable characters (Including carriage returns and line feeds) may cause the record to be rejected.	
	108-300	Filler	PIC X(193)

5.5 OPT OPTIONS DEFINITION RECORD

(Provided by the Department of Education)

01 Options- Def.- Rec.			
3	Record Key		
0	Sort-Type		PIC X(2)
0	Data Element Number		
10	Element Number		PIC X(3)
10	Option Value		PIC X(8)
3	Data Element Definition		
5	Data Element Description		PIC X(67)
3	Data Value Range		
5	Data Element Minimum		PIC X(8)
5	Data Element Maximum		PIC X(8)
3	Collection-Cycle Occurs 16 Times		PIC X
3	Severity-Code		PIC X
88	Fatal		Value "F"
88	Warning		Value "W"
88	Informational		Value "I"
3	Field Status		PIC X
88	Active		Value " "
88	Inactive		Value "I"

ERRATA
EMIS GUIDE CHAPTER 5 CHANGES SINCE WEB POSTING 8/16/04:

1. **STUDENT DEMOGRAPHICS RECORD:**

   Added option to the field Grade Level, Next Year, GI140:

   > DR – the student has dropped out – is not enrolled and not known to be in school anywhere

2. **STUDENT ATTENDANCE RECORD:**

   a. Typo correction, changed field reference "deleted CK370" to "deleted GK370".
   b. Withdrawal/Dropout/Truancy Reason "01" option deleted, & "75" & "99" options added to GK240.
   > 75 – Student completed course requirements but did **NOT** pass the appropriate statewide assessments required for graduation.
   > 99 – Completed graduation requirements – student completed course requirements and passed the appropriate statewide assessments required for graduation.

3. **STUDENT PROGRAM RECORD:** wording change in Note at the end of the record.

   a. WAS:
   > Note: While there is no change in the record layout for FY2005, there is a change in terms of which program codes are required to be reported using this particular record.
   b. NOW:
   > Note: Added GQ080. **There is a change in terms of which program codes are required to be reported using this particular record.**

4. **STUDENT DISCIPLINE RECORD:**

   a. Changed "other Than" on Discipline Reasons, GD080, Option "11" to "other than".
   b. Changed in the Note at the end of the record "Added GD120" to "Added GD085".

5. **CTAE WORKFORCE DEVELOPMENT COMPLETER FOLLOW-UP RECORD:**

   a. Changed Record Format Indicator, GV015, from "G" to "H".
   b. Withdrawal/Dropout/Truancy Reason "01" option deleted, & "75" & "99" options added to GV240.
   > 75 – Student completed course requirements but did **NOT** pass the appropriate statewide assessments required for graduation.
   > 99 – Completed graduation requirements – student completed course requirements and passed the appropriate statewide assessments required for graduation.

6. **EARLY CHILDHOOD RECORD:** Fixed typo in description paragraph at top of the record from "supported suing" to "supported using".

7. **BUILDING GENERAL INFORMATION RECORD – FALL/OCTOBER:** Changed Record Format Indicator, DF015, from "G" to "H".

8. **BUILDING GENERAL INFORMATION RECORD – YEAREND:**

    a. Changed Record Format Indicator, DB015, from "H" to "F".
    b. Changed DB500 options:

       WAS:
            Does this building house an Extended Learning Time Program funded by Title I? (Y/N)
       NOW:
            Does this building house an Extended Learning Time Program funded by Title I?
                * - Not Applicable
                Y – Yes
                N – No

8.   **COURSE MASTER RECORD:** Changed CN260 Option "I" description.

        WAS:
        I – Not applicable. Not a core course.
        NOW:
        I – Not applicable. Not a core course OR course type is not evaluated for HQT.

EMIS GUIDE CHAPTER 5 CHANGES SINCE WEB POSTING 9/16/04:

Table I – EMIS Identifying Fields by Record: Removed Type of Discipline, GD070, as part of the key for the STUDENT DISCIPLINE RECORD.

CTAE STUDENT TESTING RECORD: Record format indicator, GY015, changed to "H".

BUILDING GENERAL INFORMATION RECORD – YEAREND: Record format indicator, GY015, changed to "H".