

**FY 2007 EMIS Manual**  
**Chapter 2**  
**R & R (Rectifications & Refinements) Log**

Version 3 (August - Final Release) of the EMIS Manual



Last updated

June 15, 2007

**Prepared by**  
**Office of Information Policy & Management**

FY 2007 EMIS Manual  
Chapter 2  
R &R June 15, 2007

## **Purpose**

The purpose of this document is to keep a history of revisions (including: clarifications, changes, and/or updates) made to the EMIS Manual after version 3 (August) release. This document reflects revisions communicated through the EMIS Newsflash. If revisions contained in this document are still applicable in FY 2008, they will be incorporated into the FY 2008 EMIS Manual.

## **Explanation of Document**

|                  |  |
|------------------|--|
| Date             | The date the change was communicated to the field (either through the EMIS Newsflash, Help Desk, or other means).                                      |
| Chapter/Appendix | Chapter or Appendix impacted by the clarification  |
| Record           | If applicable, the record impacted by the clarification  |
| Page             | The page number in version 3 of EMIS Manual which the clarification impacts  |
| Item             | May include a change to the any of the following: General Guidelines for the Record, the Reporting Instructions for a data element, new options etc... |
| Description      | A description of the clarification, change, revision and/or update.  |

Stated in EMIS Newsflashes starting 10-03-2006

| EMIS Newsflash Date | Chapter/ Appendix | Page(s) | Record                                   | Item/Element   | Description   |
|---------------------|-------------------|---------|--|--|---|
| 10-03-2006          | 2                 | 40      | (GI)<br>Student<br>Demographic<br>Record | (GI230)<br>Limited English Proficiency<br>(LEP) Status Element | <p><b>Revision to Options</b><br/>Under Valid Options for the <i>Limited English Proficiency (LEP) Status Element</i>:</p> <p>L = A recently arrived Limited English Proficient student who has been enrolled in US schools for <b>no</b> more than 180 school days</p> <p style="text-align: center;"><b>AND</b></p> <p><b>Not</b> previously exempted from taking the spring administration of either of the State's English language arts assessments (reading or writing).</p> <p>Y = Limited English Proficient student who has been enrolled in U.S. schools for more than 180 school days</p> <p style="text-align: center;"><b>OR</b></p> <p>Previously exempted from taking the spring administration of either of the State's English language arts assessments (reading or writing).</p> |

| EMIS Newsflash Date | Chapter/ Appendix | Page(s) | Record                                   | Item/Element   | Description  |
|---------------------|-------------------|---------|--|--|--|
| 10-03-2006          | 2                 | 40-43   | (GI)<br>Student<br>Demographic<br>Record | (GI230)<br>Limited English Proficiency<br>(LEP) Status Element | <p><b>Clarifications to Reporting Instructions</b></p> <p><b>Option L</b> (first and second paragraphs)<br/> <del>According to a recent amendment to NCLB, Recently arrived</del> LEP students enrolled in US Schools <del>for the first time, on or after the first day of school of the current school year,</del> do not need to be included in the calculations for Adequate Yearly Progress (AYP), the state indicators (with the exception of the attendance and graduation rates), or the performance index score. These <del>recently arrived LEP students may be exempt from one spring test administration of</del> <del>are not required to take the</del> Standard (STR) or Alternate (ALT) assessments in reading and/or writing for any of the statewide assessments (the Required Test Type option “NLP” should be reported for the test records for these subject tests ONLY). However, these students are required to take the STR or ALT assessments in math, science, and social studies with allowable accommodations. Option (L) has been created as a valid option in the <i>Limited English Proficiency Element</i> in order to identify these <del>recently arrived LEP</del> students.</p> <p><del>Generally, if the student did not enroll in U.S. schools until after the previous school year ended he/she is reported with an “L”. If the student was enrolled and educated in U.S. schools during the previous school year, then the district cannot report the LEP Status of this student with an “L”.</del></p> <p><b>February (C) Reporting</b><br/> <del>Report the same LEP status that was reported during the October (K) reporting period. LEP reclassification and reporting rules are identical to what is described below for Yearend reporting. Exceptions to the general guidelines are the same as exceptions for Yearend (N) reporting.</del></p> |

| EMIS Newsflash Date | Chapter/ Appendix | Page(s) | Record                          | Item/Element   | Description   |
|---------------------|-------------------|---------|---------------------------------|--|---|
| 10-03-2006          | 2                 | 40-43   | (GI) Student Demographic Record | (GI230) Limited English Proficiency (LEP) Status Element | <p>Report the LEP status of the student as of the end of February Count Week. This may be the same status as reported during the October (K) reporting period if the student has not been enrolled in U.S. schools more than 180 school days by the end of the February Count Week.</p> <p><b>Yearend (N) Reporting</b><br/> <del>As a general guideline, report the same LEP Status during yearend that was reported for the student during the current school year's October (K) reporting period. For example, if a student was reported with an "L" during the October (K) reporting period, then he/she should be reported with an "L" during the Yearend (N) reporting period.</del></p> <p>For Yearend (N) reporting, if a student's enrollment in U.S. schools for more than 180 school days occurs after the applicable spring test administration window, report the LEP status as it was as of the first day of the applicable spring test administration window. For students where there are no spring State English language arts assessments (K-2, 9) report the LEP status of the student as of the last day of school.</p> <p>If a student enrolled in U.S. schools for the first time after October February Count Week and met the conditions for LEP, then in the Yearend (N) reporting period the student would be coded as "Y" or "L" in the English Language Proficiency (LEP) Status Element.</p> |

| EMIS Newsflash Date | Chapter/ Appendix | Page(s) | Record                                   | Item/Element   | Description  |
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| 10-03-2006          | 2                 | 40-43   | (GI)<br>Student<br>Demographic<br>Record | (GI230)<br>Limited English Proficiency<br>(LEP) Status Element | <p>Even if a student is reclassified as “no longer an LEP student” during the current school year, he/she should be reported with the same LEP status that was reported for him/her during that school year’s <del>October (K)</del> February (C) reporting period. In this case, the student LEP status would not change to an “N” until the next school year and reported with an “N” during the next school year’s October (K) reporting period.</p> <p>Likewise, if a student scores proficient on all five domains of the OTELA during the current year’s spring reassessment (or prior to the OTELA the English Language Assessment used by the district) and as a result moved into his/her trial-mainstreaming period, the student would still be reported during the current Yearend (N) reporting period with same LEP status as was reported during the current school years <del>October (K)</del> February (C) reporting period. The LEP status of this student would not be changed to “M” until the next October (K) reporting period.</p> <p><b><del>Exceptions to the General Guideline for Yearend (N) Reporting</del></b><br/> <del>If a student is reported with an “N” during the October (K) reporting period, then at yearend an “N” should be reported. However, if the student was coded with an “N” in October and later in the year identified as LEP, then he/she is coded with a “Y” or “L” in the Limited English Proficiency (LEP) Element during the Yearend (N) reporting period.</del></p> |

| EMIS Newsflash Date | Chapter/ Appendix | Page(s) | Record                            | Item/Element  | Description   |
|---------------------|-------------------|---------|-----------------------------------|---|---|
| 10-03-2006          | 2                 | 49      | (GI)<br>Student Demographic       | (GI090)<br>Racial/Ethnic Group Element                        | <p><b>Clarifications to Reporting Instructions</b></p> <p>Beginning in FY07, when the parent or guardian refuses to provide their child's racial/ethnic group <del>is not provided by the parent or guardian</del>, the district shall use observer identification. If observer identification does not identify the racial/ethnic group to be coded, default to "Multiracial". This designation is required to be communicated to the parent or guardian by the district prior to designation.</p> |
| 10-03-2006          | 2                 | 79      | (GK)<br>Student Attendance Record | (GK400)<br>Fiscal Year that Student Began Ninth Grade Element | <p><b>Revision to Reporting Instructions</b></p> <p>This element is required to be reported every year for each student enrolled in grades 9, 10, 11, 12, 13, and 23. Students who are not currently enrolled in 9<sup>th</sup>, 10<sup>th</sup>, or 11<sup>th</sup> one of these grades are to be reported with "0000".</p>  |

| EMIS Newsflash Date | Chapter/ Appendix | Page(s) | Record                          | Item/Element                          | Description   |
|---------------------|-------------------|---------|---------------------------------|---------------------------------------|---|
| 10-03-2006          | 2                 | 92      | N/A                             | Students Not Required to Test         | <p><b>Clarifications to Reporting Instructions</b></p> <p><b>Students Not Required to Test</b></p> <p>There are a few circumstances where students are not required to take a statewide assessment. These circumstances include:</p> <ul style="list-style-type: none"> <li>• <del>LEP students enrolled in US Schools for the first time on or after the first day of the current school year. This is valid for reading and writing subject tests only. Reported with required test type option of "NLP".</del></li> <li>• If a recently arrived LEP student has not been enrolled in U.S. schools for more than 180 school days and has not previously been exempt from a State's spring test administration, the student is not required to take the State's English language arts assessments (reading/writing). If an LEP student enrolls during the spring administration on or after March 19<sup>th</sup> for the Ohio Graduation Tests or on or after May 10<sup>th</sup> for the Ohio Achievement Tests, that spring administration will not count as this single exemption for testing recently arrived LEP students, unless the student was enrolled in an Ohio school during a prior year prior to the March 19<sup>th</sup> or May 10<sup>th</sup> dates. However students reported as "L" during the October (K) or February (C) reporting periods who will have over 180 school days in U.S. schools as of the first day of a spring test administration window, will be required to be assessed in the State's English language arts assessments during that spring test administration.</li> <li>• Not enrolled in any Ohio public school district during test administration during the current school year. Reported with required test type option of "NRE".</li> </ul> |
| 10-03-2006          | 2                 | 112     | (GA) Student Achievement Record | (GA235) Reason Test Not Taken Element | <p><b>Added to Options</b></p> <p>N Accelerated Student, No Subject Test at Accelerated Grade</p>   |



| EMIS Newsflash Date | Chapter/ Appendix | Page(s) | Record                           | Item/Element                          | Description   |
|---------------------|-------------------|---------|----------------------------------|---------------------------------------|---|
| 10-03-2006          | 2                 | 113     | (GA) Student Achievement Record  | (GA215) Required Test Type Element    | <b>Revision to Options</b><br>NLP LEP student with Limited English Proficiency (LEP) Status of “L”. (Valid only for reading and writing state assessments)  |
| 10-03-2006          | 2                 | 120     | (GX) Ohio Graduation Test Record | (GX235) Reason Test Not Taken Element | <b>Added to Options</b><br>N Accelerated Student, No Subject Test at Accelerated Grade (Under Discussion – May not be available for OGT)  |
| 10-03-2006          | 2                 | 120     | (GX) Ohio Graduation Test Record | (GX215) Required Test Type Element    | <b>Revision to Options</b><br>NLP LEP student with Limited English Proficiency (LEP) Status of “L”. (Valid only for reading and writing state assessments)  |
| 10-03-2006          | 2                 | 128     | (GB) Preschool Assessment Record | (GB215) Required Test Type Element    | <b>Revision to Options</b><br>NLP LEP student with Limited English Proficiency (LEP) Status of “L”. (Valid only for reading and writing state assessments)  |
| 10-03-2006          | 2                 | 130     | (GO) KRA-L                       | ( GO215) Required Test Type Element:  | <b>Added to Options</b><br>NRE Not required to take subject/grade level test (Not enrolled in any Ohio public school district during a test administration during the current school year)  |
| 10-03-2006          | 2                 | 156     | (GQ) Student Program Record      | General Guidelines                    | <b>Revision to Instructions</b><br><b>Program Codes Added for FY07 Reporting</b><br>305125 JVSD Non-Public Student<br>211100 Transition Plan In place<br>211105 No Transition In place<br><br>Under Table 14 Program code Schedule:<br><b>Program code category: Transition Options for Age 16+ Students with Disability Conditions-Program series: 2111XX Reporting period: K &amp; N</b><br><br><b>Program code category: Career Technical Programs</b><br><b>Program series: Note: 305005, 305007, and 305125 are the only program codes Reporting period: C</b> |

| EMIS Newsflash Date | Chapter/ Appendix | Page(s) | Record                         | Item/Element   | Description   |
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| 10-19-06            | 2                 | 40-43   | (GI)<br>Student<br>Demographic | (GI230)<br>Limited English Proficiency<br>(LEP) Status Element | <p><b>Clarifications to Reporting Instructions</b></p> <p><b>Yearend (N) Reporting</b></p> <p><del>As a general guideline, report the same LEP Status during yearend that was reported for the student during the current school year's October (K) reporting period. For example, if a student was reported with an "L" during the October (K) reporting period, then he/she should be reported with an "L" during the Yearend (N) reporting period.</del></p> <p>For Yearend (N) reporting, if a student's enrollment in U.S. schools for more than 180 school days occurs after the applicable spring test administration window, report the LEP status as it was as of the first day of the applicable spring test administration window. For students where there are no spring State English language arts assessments (K-2, 9) report the LEP status of the student as of the last day of school.</p> <p>If a student enrolled in U.S. schools <b>for the first time</b> after <del>October</del> February Count Week and met the conditions for LEP, then in the Yearend (N) reporting period the student would be coded as "Y" or "L" in the English <i>Language Proficiency (LEP) Status Element</i>.</p> |
| 10-31-06            | 2                 | 85      | (GK)<br>Student<br>Attendance  | (GK240)<br>Withdrawal/Dropout/Tuancy<br>Reason Element         | <p><b>Revision to Options</b></p> <p><del>36 — Completed Preschool Program</del></p> <p><del>Preschool student has completed the preschool program requirements and will not be enrolled in the same district next year for preschool or kindergarten programs.</del></p> <p><b>36 Withdrew from Preschool</b></p> <p>Preschool student has withdrawn from the preschool program (for any reason).</p>  |

| EMIS Newsflash Date | Chapter/ Appendix | Page(s) | Record | Item/Element                 | Description   |
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| 11-07-06            | 2                 | 21      | N/A    | Special Reporting Situations | <p><b>Added to Reporting Instructions</b></p> <p><b>Student-Level Records</b></p> <p><b>Reporting Requirements for the December (M) Reporting Period</b></p> <p>All City, Local, Exempted Village school districts, community schools, Department of Youth Services, the Ohio School of the Blind, and the Ohio School for the Deaf are to report student-level records during the December (M) reporting period. Students with a disability enrolled in the district as of December 1<sup>st</sup> must be reported by the educating district and if not the same, the resident district.</p> <p>ESCs and JVSDs are not to report any EMIS data for the December (M) reporting period.</p> |

| EMIS Newsflash Date | Chapter/ Appendix | Page(s) | Record                  | Item/Element   | Description   |
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| 11-28-06            | 2                 | 74      | (GK) Student Attendance | (GK305) Attending/Home District Indicator Element                      | <p><b>Revisions to Reporting Instructions</b></p> <p><b>Attending/Home District Indicator Element</b></p> <p><b>Replace current instruction with the following:</b></p> <p>6. Option “M” is only to be used for two reporting situations during FY07</p> <p>a.) Students who leave their resident district to attend a community school: During the October (K) reporting period these students were not withdrawn during the previous school year and have not re-enrolled in their resident district during October Count Week. These students will have a withdrawal date of July 1 and a withdrawal reason of “41”.</p> <p>b.) Students enrolled in a community school taking CTAE courses from a JVS or another district: For all appropriate reporting periods the JVS or district with the CTAE course(s) being provided would use the “M” option and would put the IRN of the community school in the Attending/Home IRN element. Note: In this situation the student status should be “2 – In-state, non-resident, career-technical contract student”.</p> |
| 1-8-07              | 2                 | 18      | N/A                     | Table 1- Key Data Elements for Autism Scholarship Program Participants | <p><b>Revisions to Reporting Instructions</b></p> <p>Replace current instruction with the following:</p> <p><b>Key Data Elements for Autism Scholarship Program Participants</b></p> <p>210xxx – Least Restrictive Environment (report one code for school age students for the December (M) and Yearend (N) reporting periods. Report one code for all students during the October (K), and February (C) reporting periods)</p>  |

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|---------------------|--------------------|---------|----------------------|--|--|--------------------|--------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|------------------|--------|------------------|--------|--------|--------|--------|
| 1-8-07              | 2                  | 156     | (GQ) Student Program | Reporting Instructions Autism Scholarship Programs | <p><b>Added to Reporting Instructions</b></p> <p><b>Student Program Record</b></p> <p><b>Autism Scholarship Programs</b><br/>New for FY07, a ‘210xxx – Least Restrictive Environment’ program code must be reported for <u>ALL</u> students participating in the Autism Scholarship Program for the October (K), and February (C) reporting periods (This is a change from the prior instructions to only report the ‘210xxx’ program code for a school age student). Additionally, if a student has a grade level of ‘PS’ then BOTH an applicable ‘210xxx’ and ‘217xxx’ program code must be reported.</p> <p>If a district determines that they need assistance for in determining a 210xxx program code to report for preschool students for the October (K) and February (C ) reporting period they may use the following table as general guidance.</p> <table><tr><th><u>217XXX Code</u></th><th><u>210XXX Code</u></th></tr><tr><td>217041</td><td>210041</td></tr><tr><td>217042</td><td>210042</td></tr><tr><td>217043</td><td>210043</td></tr><tr><td>217050</td><td>210013</td></tr><tr><td>217052</td><td>210014</td></tr><tr><td>217054</td><td>210015</td></tr><tr><td>217060</td><td>210015</td></tr><tr><td>217062</td><td>210016 or 210017</td></tr><tr><td>217064</td><td>210018 or 210019</td></tr><tr><td>217070</td><td>210020</td></tr><tr><td>217072</td><td>210020</td></tr></table> <p>For the December (M) and Yearend (N) reporting periods, districts would only report the 217xxx program code.</p> | <u>217XXX Code</u> | <u>210XXX Code</u> | 217041 | 210041 | 217042 | 210042 | 217043 | 210043 | 217050 | 210013 | 217052 | 210014 | 217054 | 210015 | 217060 | 210015 | 217062 | 210016 or 210017 | 217064 | 210018 or 210019 | 217070 | 210020 | 217072 | 210020 |
| <u>217XXX Code</u>  | <u>210XXX Code</u> |         |                      |  |  |                    |                    |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |                  |        |                  |        |        |        |        |
| 217041              | 210041             |         |                      |  |  |                    |                    |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |                  |        |                  |        |        |        |        |
| 217042              | 210042             |         |                      |  |  |                    |                    |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |                  |        |                  |        |        |        |        |
| 217043              | 210043             |         |                      |  |  |                    |                    |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |                  |        |                  |        |        |        |        |
| 217050              | 210013             |         |                      |  |  |                    |                    |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |                  |        |                  |        |        |        |        |
| 217052              | 210014             |         |                      |  |  |                    |                    |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |                  |        |                  |        |        |        |        |
| 217054              | 210015             |         |                      |  |  |                    |                    |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |                  |        |                  |        |        |        |        |
| 217060              | 210015             |         |                      |  |  |                    |                    |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |                  |        |                  |        |        |        |        |
| 217062              | 210016 or 210017   |         |                      |  |  |                    |                    |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |                  |        |                  |        |        |        |        |
| 217064              | 210018 or 210019   |         |                      |  |  |                    |                    |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |                  |        |                  |        |        |        |        |
| 217070              | 210020             |         |                      |  |  |                    |                    |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |                  |        |                  |        |        |        |        |
| 217072              | 210020             |         |                      |  |  |                    |                    |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |                  |        |                  |        |        |        |        |

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| 2-2-07              | 2                 | 74      | (GK)<br>Student Attendance Record | (GK305)<br>Attending/Home District IRN Indicator Element | <p><b>Rescinded</b> Reporting Instructions</p> <p>The original language (August 15, 2007) is to remain.</p> <p>Replace current instruction with the following:</p> <p><del>6. Option “M” is only to be used for two reporting situations during FY07.</del></p> <p><del>a.) Students who leave their resident district to attend a community school: During the October (K) reporting period these students were not withdrawn during the previous school year and have not re-enrolled in their resident district during October Count Week. These students will have a withdrawal date of July 1 and a withdrawal reason of “41”.</del></p> <p><del>b.) Students enrolled in a community school taking CTAE courses from a JVS or another district. For all appropriate reporting periods the JVS or district with the CTAE course(s) being provided would use the “M” option and would put the IRN of the community school in the Attending/Home IRN element. Note: In this situation the student status should be “2 – In-state, non-resident, career-technical contract student”.</del></p> |

| EMIS Newsflash Date | Chapter/ Appendix | Page(s) | Record                         | Item/Element                               | Description  |
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| 3-5-07              | 2                 | 81      | (GK) Student Attendance Record | (GK320) Majority of Attendance IRN Element | <p><b>Revision to Definition</b></p> <p><b>Majority of Attendance IRN Element</b><br/>The IRN of the building or district where a student is continuously enrolled from the end of October Count Week through the spring test administration date, designated as follows:</p> <ul style="list-style-type: none"> <li>March 19 for all grades except 3-8.</li> <li>March 19 for all Alternate Assessments (both OGT and Achievement)</li> <li>May 10 for grades 3-8 (except students taking the Alternate Assessment).</li> </ul>   |
| 3-5-07              | 2                 | 81      | (GK) Student Attendance Record | (GK320) Majority of Attendance IRN Element | <p><b>Revision to Reporting Instructions</b></p> <p>Do not report building IRNs that are not located in your district or a district IRN that is not your own.</p> <p>Continuously enrolled means that the student did not withdraw from the district after October Count Week<sup>33</sup> and re-enroll in the same district prior to May 10 for grades 3-8 (except students taking the Achievement Alternate Assessment) and March 19 for all other grades (including students taking the Achievement Alternate Assessment).</p> |
| 3-5-07              | 2                 | 82      | (GK) Student Attendance Record | (GK320) Majority of Attendance IRN Element | <p><b>Revision to Footnote 34</b></p> <p><b>Footnote</b><br/><sup>34</sup> Spring test administration means May 10 for grades 3-8 (except students taking the alternate assessment) and March 19 for all other grades (including students taking the Achievement alternate assessment).</p>  |
| 3-5-07              | 2                 | 112     | (GA) Achievement Test Record   | (GA235) Reason Not Taken Element           | <p><b>Added to Options</b></p> <p><b>Reason Not Taken Element</b><br/>P – Due to Timing of Alternate Assessment Determination</p>  |

| EMIS Newsflash Date | Chapter/ Appendix | Page(s) | Record                                 | Item/Element                        | Description  |
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| 3-5-07              | 2                 | 112     | (GA)<br>Achievement<br>Test Record     | (GA235)<br>Reason Not Taken Element | <p><b>Added to Reporting Instructions</b></p> <p><b>Reporting Instructions</b><br/> Option “P” is only valid for a student, who enrolls on or after the last day designated for the submission of the collection of evidence to the scoring contractor (March 9, 2007) and<br/> -has an IEP and required to take an alternate assessment, or<br/> -an IEP with alternate assessment determination is made prior to the spring test administration.</p> <p>According to the Ohio Administrative Code (OAC 3301-13-04) waivers must be requested for all students required to take the statewide assessments who did not take one or more of the tests (or alternate assessment if designated in the student’s IEP). This element will be used for this legislative mandate.</p> |
| 3-5-07              | 2                 | 119     | (GX)<br>Ohio Graduation<br>test Record | (GX235)<br>Reason Not Taken Element | <p><b>Added to Options</b></p> <p><b>Reason Not Taken Element</b><br/> <b>P – Due to Timing of Alternate Assessment Determination</b></p>  |



| EMIS Newsflash Date | Chapter/ Appendix | Page(s) | Record                              | Item/Element                              | Description  |
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| 3-5-07              | 2                 | 119     | (GX)<br>Ohio Graduation test Record | (GX235)<br>Reason Not Taken Element       | <p><b>Added to Reporting Instructions</b></p> <p><b>Reporting Instructions</b><br/> Option “P” is only valid for a student, who enrolls on or after the last day designated for the submission of the collection of evidence to the scoring contractor (March 9, 2007) and [REDACTED]<br/> -has an IEP and required to take an alternate assessment, or [REDACTED]<br/> -an IEP with alternate assessment determination is made prior to the spring test administration.</p> <p>According to the Ohio Administrative Code (OAC 3301-13-04) waivers must be requested for all students required to take the statewide assessments who did not take one or more of the tests (or alternate assessment if designated in the student’s IEP). This element will be used for this legislative mandate.</p> |
| 3-5-07              | 2                 | 119     | (GX)<br>Ohio Graduation test Record | (GX235)<br>Reason Not Taken Element       | <p><b>Deleted from Options</b></p> <p><b>Test Not Taken Element (refinement and rectification log)</b></p> <p><del>N — Accelerated Student, No Subject Test at Accelerated Grade (Under Discussion — May not be available for OGT)</del></p>   |
| 3-5-07              | 2                 | 122     | GX)<br>Ohio Graduation test Record  | (GX225)<br>Type of Accommodations Element | <p><b>Deleted from Options</b></p> <p><b>Type of Accommodation Element</b><br/> <del>Y4 — Yes, Accelerated (Under Discussion — may not be available for OGT)</del></p>   |

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| 3-5-07              | 2                 | 122     | (GX)<br>Ohio Graduation test Record | (GX225)<br>Type of Accommodations Element                                       | <p><b>Revision to Reporting Instructions</b></p> <p><b>REPORTING INSTRUCTIONS</b><br/>If the alternate assessment is administered, then report the option “No” in the Accommodation Element.</p> <p>For students who have been accelerated in one or more subjects or have been accelerated one or more whole grades and therefore are taking assessments based upon their acceleration “Y4” must be reported in this element. (Under Discussion — may not be available for OGT)</p>   |
| 3-13-07             | 2                 | 86      | (GK)<br>Student Attendance Record   | (GK240)<br>Student Attendance Record, Withdrawal/Dropout/Truancy Reason Element | <p><b>Revision to Options</b></p> <p><b>Withdrawal/Dropout/Truancy Reason Element</b><br/>99 Completed High School Graduation Requirements<br/>Student completed course requirements and passed the appropriate statewide assessments required for high school graduation. In the case of a student on an IEP who has been excused from the individual consequences of the statewide assessments, using this code indicates that the student completed course requirements and took the appropriate statewide assessments required for high school graduation.</p> |

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| 3-13-07             | 2                 | 89      | (GK)<br>Student Attendance Record | (GK240)<br>Student Attendance Record, Withdrawal/Dropout/Tuancy Reason Element | <p><b>Deleted Reporting Instructions</b></p> <p><b>Reporting Instructions</b></p> <p><b>Completion of Preschool Program</b></p> <p>If a preschool student completes the preschool program and will not be returning to the ESC or district for his/her kindergarten program or another preschool program the following year, then the ESC or district should report the student with a code of "36".</p> <p>The "36" and "37" options are not included in the dropout counts used to calculate the graduation rate for a district. Only students with a grade level equal to 09, 10, 11, 12, 13 that report withdrawal reasons "71", "72", "73", "74", or "75" (Definitions of option numbers are on page 86.) are included in the dropout count.</p> |

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| 3-13-07             | 2                 | 99      | (GT)<br>Ninth-Grade Proficiency Record | General Guidelines | <p><b>Revision to General Guidelines</b></p> <p><b>General Guidelines</b></p> <p>The ninth-grade Ohio Proficiency Test is the only statewide assessment which may be administered and reported with an IEP-Based Alternate Assessment.</p> <p>Once a student passes the ninth-grade Ohio Proficiency Test he/she would not be re-tested for that particular subject. If a student passed a subject test on the OPT (Ohio Proficiency Test) and for any reason happened to take the test again and failed, the passing score is to be reported instead of the latest score.</p> <p><del>Beginning in FY 2007, the only students that are eligible to take the 9<sup>th</sup> Grade Proficiency Tests are students who have completed all course requirements for graduation prior to September 15, 2006. Any student who met course requirements after September 15, 2006 is required to take the Ohio Graduation Test.</del></p> <p><del>Therefore beginning in FY07, ODE only expects a test record for students in grade 13 and for a short while students in grade 12. The grade 12 test records expected are for students who fall under the OPT requirement (a student who has completed course requirements between the start of the school year and September 15, 2006).</del></p> |

| EMIS Newsflash Date | Chapter/ Appendix | Page(s) | Record                              | Item/Element       | Description   |
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| 3-13-07             | 2                 | 99      | (GT) Ninth-Grade Proficiency Record | General Guidelines | <p>Report only the test(s) the student has taken during the current school year. If a student is reported as being in Grade 13, report at least one record for the student.</p> <p>A student who passes the Ohio Graduation Tests in any subject prior to passing the Ohio Ninth-Grade Proficiency Test in the same subject will be considered to have met the test requirement in that subject as a condition to receiving a diploma.</p> <p>If a student is under the Ninth-Grade Ohio Proficiency test requirement, a test record is required for all five subjects (Reading, Writing, Math, Citizenship, and Science), regardless of when the tests were actually passed.</p> |

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| 3-13-07             | 2                 | 99      | (GT)<br>Ninth-Grade Proficiency Record                | General Guidelines                       | <p>Based on House Bill 276, a student who entered the ninth grade</p> <ul style="list-style-type: none"> <li>- before July 1, 2003 in a school district, community school, or chartered nonpublic school continues to be eligible to receive a diploma based on passage of ninth-grade proficiency tests,</li> <li>- after July 1, 2003, in a school district, community school, or chartered nonpublic school is not eligible to receive a diploma based on passage of ninth-grade proficiency tests and therefore must pass the Ohio Graduation Tests (OGT) as a condition to receiving a diploma.</li> </ul> <p>NOTE: A student with a grade level equal to "23" must have all five test records reported. The test date would be the date on which the test was administered for the score reported. In this case, the test date could not be a date in the current school year.</p> |
| 3-13-07             | 2                 | 142     | (GS)<br>Student<br>Preschool ASQ/SE Assessment Record | (GS235)<br>Reason Test Not Taken Element | <p><b>Added to Options</b></p> <p><b>Reason Test Not Taken</b></p> <p>O – Student Older than Maximum Age for ASQ/SE Assessment</p>   |

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| 3-27-07             | 2                 | 27      | (GI)<br>Student<br>Demographic     | Acceleration Element                                 | <p><b>Revision to Reporting Instructions</b></p> <p><b>Reporting Instructions</b><br/>The Acceleration Elements are used when a student has been accelerated in the current school year in one or more grade-levels in one or more of the core subject areas of: writing, reading, mathematics, social studies or science. These elements are also to be used to report students who have been accelerated one or more whole grade levels in the current school year. The Acceleration Elements on this record, and the Type of Accommodation Element on the Achievement, <del>and OGT</del> Test records, identify students who have been accelerated and if a new acceleration took place this year or in a prior year.</p> <p>For the first year of a student's acceleration –</p> <ul style="list-style-type: none"> <li>• whole-grade – all five acceleration elements will have the same value greater than “0”, or</li> <li>• subject – only the subject(s) where acceleration occurs will have a value greater than “0”.</li> </ul> |
| 3-27-07             | 2                 | 111     | (GA)<br>Achievement<br>Test Record | (GA220)<br>Grade Level of<br>Student at Time of Test | <p><b>Added options</b></p> <p><b>Valid Options</b><br/>KG, 01, 02, 03, 04, 05, 06, 07, 08</p>  |

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| 3-27-07             | 2                 | 115     | (GA) Achievement Test Record | (GA225) Type of Accommodations Element | <p><b>Revision to Reporting Instructions</b></p> <p><b>Reporting Instructions</b><br/>LEP accommodations (Y3) are only available for the reading, writing and math standard (STR) achievement tests.</p> <p>If the alternate assessment is administered, then report the option “NO” in the <i>Type of Accommodation Element</i>.</p> <p>For students who have been accelerated in one or more subjects <del>or have been accelerated one or more whole grades</del> and therefore are taking an assessment <del>or a test record(s) is being reported assessments</del> based upon their acceleration an “Y4” must be reported in this element for the accelerated subject(s). For students who have been accelerated one or more whole-grade levels reporting “Y4” is optional.</p> |



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| 3-27-07             | 2                 | 115     | (GA) Achievement Test Record | (GA200) Test Grade Level Element/Reporting Instructions | <p><b>Revision to Element/Added Reporting Instructions</b></p> <p><b>VALID OPTIONS</b><br/>03, 04, 05, 06, 07, 08, 09, 10, 11, 12</p> <p><b>REPORTING INSTRUCTIONS</b><br/>Report the grade level of the test administered to the student.</p> <p>If a student is accelerated in a subject which exists at the student's grade level, as reported on the <i>Student Demographic Record</i>, but there is no such subject test available at the accelerated grade level, report the test grade level of the non-existent test, e.g. student is a 4<sup>th</sup> grader accelerated to 5<sup>th</sup> grade in writing – report 5 in the <i>Test Grade Level Element</i> and report option “N” in the <i>Reason Test Not Taken Element</i>. The option “Y4” in the <i>Type of Accommodation Element</i> would also be required in this situation.</p> <p>NOTE: For FY 2007, if a subject test does not exist at the accelerated-grade level but does exist at the student's grade level, it is the districts option to test the student at the student's grade level. If the student is tested in the accelerated subject at the student grade level then report the actual test grade level not the accelerated test grade level, and it is optional to report option “Y4” in the <i>Type of Accommodation Element</i>.</p> |

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| 04-30-07            | 2                 | 101     | (GT)<br>Ohio Ninth-Grade Proficiency Test Record | (GT215)<br>Required Test Type Element | <p><b>Added Options</b></p> <p><b>Valid Options</b></p> <p>STR Standard (regular)</p> <p>ALT- Alternate Assessment (IEP-based alternate assessment) as required by IEP</p> <p>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)</p> <p>NRP- Not required in this district due to part-time student status, home school, nonpublic school</p> <p>NRF- Not required (all tests) – foreign exchange student – student does not plan to receive high school diploma in Ohio</p> <p>NRL- Not required (Citizenship test only) – foreign exchange student plans to leave country (United States) after graduation.</p> <p>MOV-Student moved out of district before test administered</p> |
| 04-30-07            | 2                 | 101     | (GT)<br>Ohio Ninth-Grade Proficiency Test Record | (GT230)<br>Scaled Score Element       | <p><b>Added Options</b></p> <p><b>Valid Options</b></p> <p><b><u>Standard Test Format</u></b></p> <p>*** Student did not take the test</p> <p>0-499 Scaled Score is reported for students who took the standard format test</p> <p>INV May be assigned to students who have taken the test, but for whose test was for good cause, invalidated by the Ohio Department of Education or the school district</p> <p><b><u>Alternate Assessment</u></b></p> <p>*** Student did not take the test</p> <p>AAA Exceptional Progress</p> <p>BBB Expected Progress</p> <p>CCC Adequate Progress</p> <p>DDD Limited Progress</p>   |

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| 05-29-07            | 2                 | 111     | (GA) Achievement Test Record | (GA280) Building IRN- Spring Test Administration Element | <p><b>Addition to Reporting Instructions</b></p> <p><b>Reporting Instructions</b><br/> <b>Definition:</b><br/> The IRN of the building within the district where the student attended during the spring test administration of the mathematics test, with exceptions for accelerated students.</p> <p><b>Valid Options</b><br/> ***** Not Applicable<br/> Six-digit IRN Valid building IRN within the reporting district</p> <p><b>Reporting Instructions</b><br/> If a student was not enrolled in the district at the time of the spring mathematics test administration, report “*****” in this element. If a student has taken a test multiple times and the highest score was achieved in another building/district, this element should still reflect the IRN of the building within the district where the student attended during the spring math test administration.</p> <p>This IRN is used to calculate the participation rate at the building, district, and state level as part of the Adequate Yearly Progress (AYP) determination.</p> |

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| 05-29-07            | 2                 | 111     | (GA) Achievement Test Record | (GA280) Building IRN- Spring Test Administration Element | <p><b>Exception - Accelerated Students</b></p> <p>In reporting this element, the exception only applies in cases where the student's acceleration would impact building grade-level boundaries within the district.</p> <ul style="list-style-type: none"> <li>- For students who are first time whole-grade accelerated <ul style="list-style-type: none"> <li>o Reading or mathematics - report the building IRN where the student would have been enrolled if not whole-grade accelerated.</li> </ul> </li> <li>- For students who are subject accelerated and in their first year of acceleration <ul style="list-style-type: none"> <li>o Reading or mathematics - report the building IRN that matches the overall-grade level of the student where the student is enrolled.</li> </ul> </li> <li>- For students who are subject accelerated and not in their first year of acceleration <ul style="list-style-type: none"> <li>o Report the building IRN where the student would be enrolled if they were enrolled at the accelerated-grade level in the current year.</li> </ul> </li> <li>- For students who are subject or whole-grade accelerated <ul style="list-style-type: none"> <li>o Writing, science or social studies - report the building IRN where the student would be enrolled if they were enrolled at the accelerated-grade level in the current year.</li> </ul> </li> </ul> <p>This element will be used to determine not only the participation rate for the building, district and state, but also where the student will count for the proficiency indicator for the building, district and state if the student met full academic year.</p> |

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| 05-29-07            | 2                 | 124     | (GB)<br>Preschool<br>Assessment<br>Record | General Guidelines<br>MRDD Students  | <p><b>Delete from Reporting Instructions</b></p> <p><b>MRDD Students</b><br/>A preschool special education student attending an MRDD is required to be administered the preschool assessment. The results of the assessment are to be reported for each special education student by that student's resident school district.</p> <p>Beginning in FY 2007, a typically developing peer1 enrolled at the MRDD in a center-based preschool special education teacher unit is required to be administered the preschool assessment (Get it, Got it, GO!). However, his/her preschool assessment results are not reported through EMIS. <del>These results are reported via a different reporting tool. Contact the Office of Early Learning and School Readiness for further information (614-466-0224).</del></p> |
| 05-29-07            | 2                 | 176     | (GD)<br>Student<br>Discipline<br>Record   | (GD080)<br>Discipline Reason Element | <p><b>Addition to Reporting Instructions</b></p> <p><b>Reporting Instructions</b><br/>Discipline Reason “** Not Applicable” can only be used for <i>Discipline Reasons</i> 2 through 5. Districts must choose one of the existing options “01” to “22” for the first/primary reason for a reported discipline incident. <del>If the reason the student was disciplined does not match any of the listed discipline reasons, the district should use the most appropriate option.</del></p>  |

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| 05-29-07            | 2                 | 189     | (GE) Student Special Education Record | Student Special Education General Guidelines      | <p><b>Addition to General Guidelines</b></p> <p><b>General Guidelines</b><br/>All EMIS reporting entities except JVSDs who either provide education or services to a student with a disability or is the resident district must report this record. There are two exceptions to this requirement:</p> <ul style="list-style-type: none"> <li>- Student attends another district for Contract Career Technical education only – the district where the Contract Career Technical education is being provided does not submit this record; or</li> <li>- Student is enrolled in Department of Youth Services (DYS) – the resident district does not submit this record for events which occur while the student is attending DYS.</li> </ul> |
| 06-15-07            | 2                 | 88      | (GK) Student Attendance Record        | (GK240) Withdrawal/Dropout/Truancy Reason Element | <p><b>Revision to Reporting Instructions</b></p> <p><b>Reporting Instructions</b><br/>When a student is attending a JVSD, ESC, or Post-Secondary Institution, because the resident district is issuing the diploma, the resident district is responsible for reporting the graduating student with the “99” Withdrawal/Dropout/Reason code, the Diploma Date Element, Diploma Type Element, and Withdrawal Date Element. When a student attends a JVSD, the JVSD is responsible for reporting the Withdrawal Date and the Diploma Date Withdrawal/Dropout/Truancy Reason.</p>  |