

**MISSING PRESCHOOL ASQSE
REPORT EXPLANATION
CSV_CCYY?_STU_MISSING_PS_ASQSE**

Education Management Information System (EMIS)



Revision Date December 30, 2008

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Revision Date January 15, 2009

Revision History

The revisions to this document listed in the table below.

Revision Date	Owner/Source	Description of Change
March 6, 2008	ODE/IPM	Revised for FY08(N)
May 1, 2008	ODE/IPM	Made corrections to explanation.
January 15, 2009	ODE/IPM	Updated report explanation to reflect usage of new FY09 records.

Report Overview

General Description and Significance

This exception report provides a listing of preschool special education students who should have an ASQ/SE record but it has not yet been reported by the district. These students meet the profile described under selection criteria.

These data will define whether or not preschool students with disabilities, aged 3-5 by December 1 of the current fiscal year, enrolled in a preschool special education center-based program or receiving services or receiving related services only have been assessed using this instrument.

Report Distribution

A report is to be distributed weekly to any EMIS reporting entity where data meet the report criteria. It is to be generated during the weekly cycle and transferred to its contracted ITC for distribution. The output is to include district-level information in a single report file.

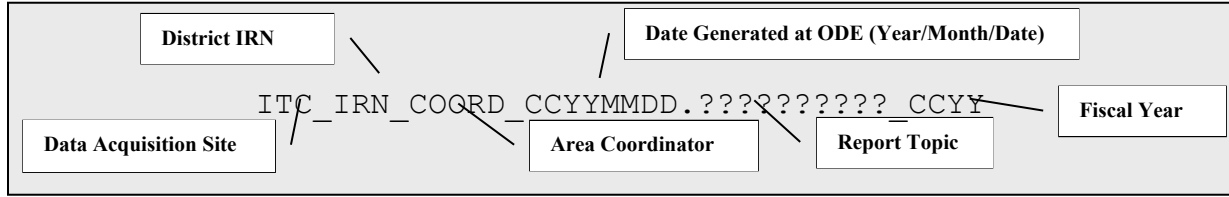
Tips for Reading This Document

- EMIS data elements are written in SMALL CAPITAL LETTERS.
- Report field names are written in **BOLD SMALL CAPITAL LETTERS**.
- Options (values) for each data element are indicated in *ITALICIZED CAPITAL LETTERS* and are enclosed in quotation marks.
- Record names are displayed in *italicized bold letters*.
- File names are displayed in **CAPITALIZED BOLD LETTERS**.
- CCYYYP denotes the century and year and processing period.

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Report Name and Timing

The file name for the report is: **ITC_IRN_COORD_CCYYMMDD.CSV_CCYY?_STU_MISSING_PS_ASQSE**; its components are described below. This report is produced during the October (K) and Yearend (N) reporting periods.



ODE Processing

Data Source

These data come from the year end *Student Demographic, Student Standing, Student Attribute-Effective Date, Student Preschool ASQ/SE Assessment, OEDS, and Audit* files.

Submitted Data Used in Report

Ch 5 Element Name	Record Field #	File Name
FISCAL YEAR	GS020	PRESCHOOL ASQ/SE ASSESSMENT(GS)
RPTING_PERIOD_CODE	GS030	PRESCHOOL ASQ/SE ASSESSMENT(GS)
DISTRICT IRN	H040	HEADER RECORD
DISTRICT RELATIONSHIP	FS140	STUDENT STANDING
EMIS STUDENT ID	GI050 GS050	PRESCHOOL ASQ/SE ASSESSMENT(GS)
DISABILITY CONDITION	FD130	STUDENT ATTRIBUTE – EFFECTIVE DATE
STATE EQUIV_GRADE_CODE	FD090	STUDENT ATTRIBUTE – EFFECTIVE DATE
ADMISSION DATE	FS070	STUDENT STANDING
EFFECTIVE START DATE (FS060, FN060)	FS060 FN060	STUDENT STANDING
EFFECTIVE END DATE (FS090)	FS090	STUDENT STANDING
LEGAL DISTRICT OF RESIDENCE	FS150	STUDENT STANDING
BUILDING IRN	GS040	PRESCHOOL ASQ/SE ASSESSMENT(GS)
SENT REASON 1	FS200	STUDENT STANDING
SENT REASON 2	FS230	STUDENT STANDING
HOW RECEIVED	FS300	STUDENT STANDING
GENDER	GI080	STUDENT DEMOGRAPHIC
RACIAL/ETHNIC GROUP	GI090	STUDENT DEMOGRAPHIC
DATE OF BIRTH	GI070	STUDENT DEMOGRAPHIC
FIRST DAY OF SCHOOL GR 1-12	DF110	BUILDING GENERAL

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Ch 5 Element Name	Record Field #	File Name
		<i>INFORMATION</i>
FIRST DAY OF SCHOOL KINDERGARTEN	DF120	<i>BUILDING GENERAL INFORMATION</i>

Derived Data Used in Report

Element Name	Record Field #	File Name	Field Value	Conversion factors
STUDENT AGE		<i>Student Demo</i>	Calculated from DOB	

Report Selection Criteria: Potential Students

FISCAL YEAR is the current school year and reporting period is October (K) or Yearend (N).

The grade level used must be the STATE EQUIVALENT GRADE LEVEL equal to “PS.”

All preschool students with a disability and between the age of 3-5 years by December 1 of the current fiscal year AND the reporting district has a district relationship(*DIST_RELAT_CODE*) value of “1” or ” 2” or “3” with a value indicating the student is being sent to an MR/DD (*FIRST_SENT_REASON_CODE* or *SECOND_SENT_REASON_CODE* = “MR”).

For October (K) reporting:

- A potential student must have a Student Standing Record with an ADMISSION DATE and EFFECTIVE START DATE before December 2 of the current fiscal year.
- A potential student must have a Student Standing Record with an EFFECTIVE END DATE on or after the start of the school year.

For Yearend (N) reporting:

- A potential student must have a Student Standing Record with an EFFECTIVE START DATE AND an ADMISSION DATE before the end of the test administration window of the current fiscal year.
- A potential student must have a Student Standing Record with an EFFECTIVE END DATE on or after December 2of the school year.

Selection Criteria: Potential Districts

When multiple districts are involved in the student’s education, the district having the lowest relationship (*DIST_RELAT_CODE*) value and who is also the legal district of residence (*STDNT_RESDNG_DIST_IRN*) will trump all other districts as the district responsible for reporting test records.

In cases, where none of the districts are the legal district of residence, then all districts sharing the lowest relationship value are responsible for reporting test records.

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A district sending a student to an MR/DD, the sending district is responsible for reporting test records.

Logic

The program will check the student records for those students who should have PRESCHOOL ASQ/SE ASSESSMENT records for the current reporting period of the current fiscal year, to determine which students do not have assessment records.

The program will check all districts reporting the student to determine which district is responsible for reporting the assessment records but none has been reported by the district.

To determine the percentage of records that will be required at various weeks during the reporting period use the following logic.

The NUMERATOR_COUNT and the DENOMINATOR_COUNT must be calculated once for each district whose student data are read in this program. Even if the district does not get a missing report, i.e. all of its test records have been submitted, the program should calculate the NUMERATOR_COUNT and DENOMINATOR_COUNT.

Each time the program determines that it has found an SSID for a student who should take this particular test (the student meets the criteria for this test), add 1 to the count for the denominator.

Each time the program finds required test records for this SSID, add 1 to the count for the numerator. If the program does not find required test records for this SSID, the program includes this record in the Missing Report.

Report Sample

Header & Detail Information

The following is the header and detail as it should appear in the CSV file. Note: A comma should be placed between each element name allowing the data to be opened in Excel as a comma-delimited file without any additional formatting on the user's part.

Header Row Field Titles
DIST-IRN
ATTENDING-BLDG-IRN
SSID
DOB
DISAB-COND
GENDER
RACE
PERCENT-TIME

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DIST-RELATIONSHIP
LEGAL-DIST-RES
HOW-RECEIVED-IRN
SENT-REASON-1
SENT-TO-IRN-1
SENT-REASON-2
SENT TO IRN-2
ADMISN-DATE
START-OF-SCHOOL
FS-START-DATE
FS-END-DATE
WITHDR-REASON
FD-START-DATE
FD-END-DATE
STDNT-SUBMIT-DATE

Report Grouping/Ordering/Control Breaks

The data are ordered in the file by District IRN, Building IRN and Student ID. Each district will have its own report.

Report Layout/Sample

DIST-IRN,ATTENDING-BLDG-IRN,SSID,DOB,DISAB-COND,GENDER,RACE,PERCENT-TIME,DIST-RELATIONSHIP,LEGAL-DIST-RES,HOW-RECEIVED,HOW-RECEIVED-IRN,SENT-REASON-1,SENT-TO-IRN-1,SENT-REASON-2,SENT-TO-IRN-2,ADMISN-DATE,START-OF-SCHOOL,FS-START-DATE,FS-END-DATE,WITHDR-REASON,FD-START-DATE,FD-END-DATE,STDNT-SUBMIT-DATE

"043695","148791","PH7892539","20030528","01","F","W","50","1","043695","*","*****","ES","123281","NA","*****","20060911","20080826","20080701","00000000","**","20080701","00000000","20081206"

Error Detection and Correction

As this file is providing the district with a report that reflects at least one missing Preschool ASQ testing record, if there are any discrepancies between the file and the district's information, check the specific admission fields for accuracy. The district should also verify all fields on the *STUDENT PRESCHOOL ASQ/SE ASSESSMENT* record for accuracy and completeness.

Other Issues that cause errors:

- More than one open Student record (Student Standing and Student Attribute – Effective Date record).
- The district with the lowest district relationship value has not reported the student.
- The district should verify that *admission date, effective dates, grade level, and disability condition* elements are reported correctly by the district.

The district should also review all elements listed under the **Submitted Data Used in Report** table to ensure that all elements were reported correctly.

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