MISSING PRESCHOOL GGG ASSESSMENT REPORT EXPLANATION CSV_CCYY?_STU_MISSING_PS_GGG

Education Management Information System (EMIS)

Prepared by
Prepared by Office of Information Policy and Management

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Revision History

The revisions to this document listed in the table below.

Revision Date	Owner/Source	Description of Change
March 5, 2008	ODE/IPM	Revised for FY2008 (N)
May 2, 2008	ODE/IPM	Corrected errors on report 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 and non special education students who should have a PRESCHOOL GGG ASSESSMENT record but it has not yet been reported by the district. These students meet the profile described under selection criteria.

These data define whether or not all preschool students without disabilities, ages 3-5 as of December 1, enrolled in a preschool program funded or administered by the Office of Early Learning and School Readiness (EL&SR) have been assessed using this instrument.

These data also define whether all preschool students with disabilities age 3-5 by December 1 and grade level PS who receive preschool education and/or related services have been assessed using this instrument regardless of the funding source or type of service provided.

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.
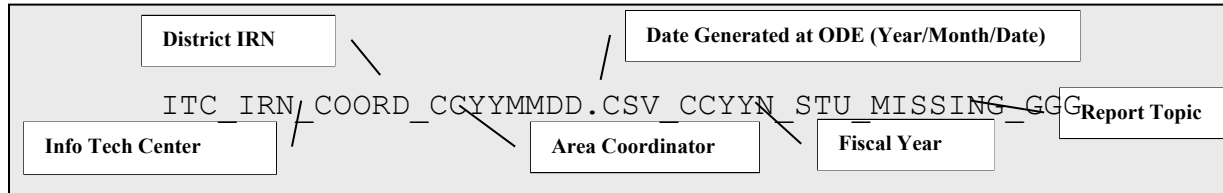
Tips for Reading This Document

- 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**.
- CCYYP denotes the century and year and processing period.

Revised Date: January 15, 2009

Report Name and Timing

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

| District IRN | | | | Date Generated at ODE (Year/Month/Date) |
| Info Tech Center | | Area Coordinator | Fiscal Year | Report Topic |

ITC_IRN_COORD_CCYYMMDD.CSV_CCYYN_STU_MISSING_GGG

ODE Processing

Process Description

Data Source

These data come from **Student Demographic, Student Standing, Student Attribute-Effective
Date, Preschool Assessment, OEDS,** and **Audit** files.

Submitted Data Used in Report

Ch 5 Element Name	Record Field #	File Name
FISCAL YEAR	GB020	*PRESCHOOL ASSESSMENT(GB)*
RPTING_PERIOD_CODE	GB030	*PRESCHOOL ASSESSMENT(GB)*
DISTRICT IRN	H040	*HEADER RECORD*
DISTRICT RELATIONSHIP	FS140	*STUDENT STANDING*
EMIS STUDENT ID	GI050 GB050	*PRESCHOOL ASSESSMENT(GB)*
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	GB040	*PRESCHOOL ASSESSMENT(GB)*
SENT REASON 1	FS200	*STUDENT STANDING*
SENT REASON 2	FS230	*STUDENT STANDING*
HOW RECEIVED	FS300	*STUDENT STANDING*
GENDER	GI080	*STUDENT DEMOGRAPHIC*

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Ch 5 Element Name	Record Field #	File Name
RACIAL/ETHNIC GROUP	GI090	*STUDENT DEMOGRAPHIC*
DATE OF BIRTH	GI070	*STUDENT DEMOGRAPHIC*
FIRST DAY OF SCHOOL GR 1-12)	DF110	*BUILDING GENERAL INFORMATION*
FIRST DAY OF SCHOOL KINDERGARTEN	DF120	*BUILDING GENERAL INFORMATION*

Derived Data Used in Report

Element Name	Record Field #	File Name	Field Value	Conversion factors
STUDENT AGE		*Student Demo*	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.*"

Any preschool student between the age of 3-5 years as of December 1 of the current fiscal year, who is reported with SUBJECT CODE of "*196095*".

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").*

All preschool students without a disability between the age of 3-5 years by December 1 of the current fiscal year; enrolled in a preschool program funded or administered by the Office of Early Learning and School Readiness (*STDNT_RECEIV_CODE = "E" OR "J").*

For October (K) reporting:
- A potential student must have a Student Standing Record with ADMISSION DATE before December 2 of the current fiscal year; an EFFECTIVE START DATE less than or equal to November 14 of the current school 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 ADMISSION DATE before May 1st of the current fiscal year; AND an EFFECTIVE START DATE less than or equal to March 23rd of the current fiscal year .

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- A potential student must have a Student Standing Record with an EFFECTIVE END DATE on or after March 23rd of the current 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.

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 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.

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
RACE
GENDER
PERCENT-TIME
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 Summary

No summary provided.

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","PM8523841","20030630","16","F","W","100","1","043695","*","******","NA","******","NA","******","20060911","20080826","20080826","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 Assessment 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 ***PRESCHOOL ASSESSMENT*** record for accuracy and completeness.

- More than one open Student records(Student Standing and/or Student Attribute – Effective Date record).
- The district with the lowest district relationship value has not reported the student.
- The same information (grade level and/ or, disability condition) is not being reported by all districts.

The district should verify that ***admission date***, ***effective dates, grade level, and disability condition*** elements are reported correctly by the district.

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