

**MISSING STUDENT  
REPORT EXPLANATION  
(.CSV\_CCYY?\_STU\_MISSING)**

**Education Management Information System (EMIS)**



Revision Date October 14, 2008

**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
4/14/08	ODE/IPM	Initial Report Explanation
5/30/08	ODE/IPM	Revised for Yearend (N) reporting.
10/14/2008	ODE/IPM	Revised to allow for all reporting periods

## Report Overview

### *General Description and Significance*

This program is an error report to the districts that shows students who are missing from the current reporting period and whose data from the previous period(s) indicated that they were expected to continue being enrolled in future periods. If there are any students on this list, it will impact the Student Missing measure on the General Missing report.

This report is distributed to all districts that submit student data for the current processing period and the prior processing period. It is available to the districts through their contracted ITC.

### *Tips for Reading This Document*

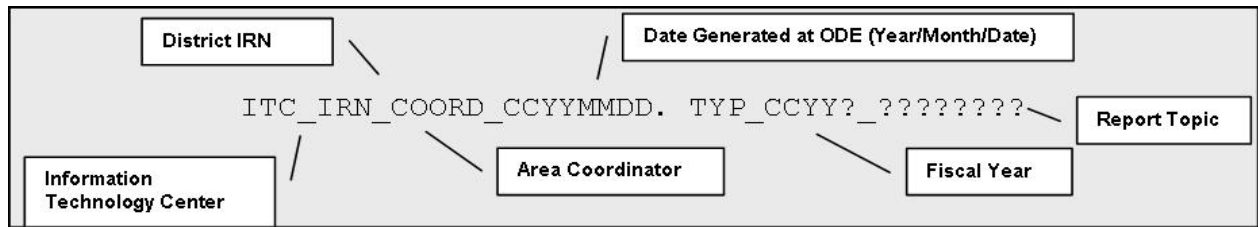
- EMIS data elements are written in **SMALL CAPITAL LETTERS**.
- Report field names are written in **BOLD SMALL CAPITAL LETTERS**.
- Options (values) for each data element are indicated in *ITALICIZED CAPITAL LETTERS* and are enclosed in quotation marks.
- Record names are displayed in *italicized bold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

### Report Name and Timing

The file name for the report is:

**ITC\_IRN\_COORD\_CCYYMMDD.CSV\_CCYY?.STU\_STUDENT\_  
\_MISSING**; its components are described below. This report is produced during the October (K) and Yearend (N) reporting periods.





## ODE Processing

### *Process Description*

### *Report Selection Criteria*

If a student has not withdrawn by the end of the prior reporting period, it is expected that a student record for that student in that district will be reported in the current reporting period.

### *Logic*

At yearend, for every SSID of an enrolled student reported by a district in either October (K) or February (C) reporting periods (excluding summer withdrawals), the program checks to see if the SSID is being reported by that district during the current (Yearend (N)) reporting period. If the SSID is not found, it is added to the CSV file.

In October, for every SSID reported by a district in the prior yearend, the program checks to see if the SSID is being reported by that district during the current (October (K)) reporting period. The program checks for students who have withdrawn during the summer or graduated during the summer as well as those students reported attending even one day during the current October reporting period

In February, for every SSID reported by a district in the prior October (K) reporting period, the program checks to see if the SSID is being reported by that district during the current February reporting period. This process excludes ESCs and Community Schools who either do not report or have limited reporting responsibilities. Summer withdrawals and graduates are not included in those SSIDs that will be expected.

Note: ODE receives a record of SSID changes from one reporting period to the next. This data file is used in the comparison between current and previous reporting period data for FY09K data. Thereafter, the information about the SSID changes will be in the Student Standing (FS) data and the SSID changes will be handled through that file.



## Data Source

The district provides the information about the students in the **STUDENT STANDING**, **STUDENT ATTRIBUTES—EFFECTIVE DATE**, and **STUDENT DEMOGRAPHIC** records. The district also maintains the **OEDS** data.

## Submitted Data Used in Report

Element Name	Record Field #	File Name	Special Notes
DISTRICT IRN		Student Standing	
BUILDING IRN	FS160	Student Standing	
ADMISSION DATE	FS070	Student Standing	
EFFECTIVE END DATE	FS090	Student Standing	
STATE EQUIVALENT GRADE LEVEL	FD090	Student Attributes—Effective Date	
HOW RECEIVED	FS180	Student Standing	
HOW RECEIVED IRN	FS190	Student Standing	
SENT REASON	FS200, FS230	Student Standing	
SENT TO IRN	FS210, FS240	Student Standing	
EMIS STUDENT ID NUMBER	FS050	Student Standing	
STATE STUDENT ID	FS110	Student Standing	
GENDER	GI080	Student Demographic	
RACIAL ETHNIC GROUP	GI090	Student Demographic	

## Derived Data Used in Report

There are no derived data.

## Report Sample

### Header Information

The following is the header as it appears in the original CSV file. Note: the comma between each element name allows the data to be opened in Excel as a comma-delimited file without any additional formatting on the user's part

The header record for the CSV file contains the following:

<b>HEADER NAME</b>
DIST-IRN
BLDG-IRN
SSID



GENDER
ETHNICITY
ADMN-DATE
WTHD-DATE
GRADE
*HOW-RECD
*SENT
DATA-SUBMIT-DATE

\*in October FY09, the report will use the Attending/Home IRN as a single field. From February, FY09 forward, the report will use the How Recd and Sent Reason as two separate fields.

### ***Report Grouping/Ordering/Control Breaks***

The output is a list of students by District IRN, Building IRN, SSID.

### ***Report Summary***

There is none.

## **Report Detail**

## **Report Layout/Sample**

Dist-IRN, Bldg-IRN, SSID, Gender, Ethnicity, Admn-Date, Wthd-Date, Grade, How-Recd, Sent, Data-Submit-Date  
049726, 028506, CS9568315, F,W, 20070306, 20070514,12,C,JV,20070512

## **Error Detection and Correction**

As this file is providing the district with a report that reflects missing data, if there are any discrepancies between the file and the district's information, the district should check the specific records for accuracy and completeness (Student Demographic and Student Standing, Student Attributes—Effective Date records).

Districts should refer to the appropriate chapter in the ODE EMIS manual for instructions on proper reporting procedures.



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