CTE J36 ERROR .CSV_CCYYN_STU_CTE _J36_ERROR REPORT EXPLANATION

Ohio | Department of Education

Prepared by
Office of Information Policy and Management

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Revision History

Version	Date of revision	Who?	What?	Why?	Date of Implementation
1.0	4/11/11	McKeand	Created Spec	New Report	

Report Overview

General Description and Significance

The report is an error report to the district that shows the Career Technical Education students who were reported as enrolled in an CTE LOCAL CLASSROOM CODE for the October (K) reporting period and who were missing from the same LOCAL CLASSROOM CODE for the Yearend (N) reporting period. Students enrolled in a CTE Class during October (K) count week are expected to be enrolled in the same class for the Yearend (N) reporting period. If not, he/she is missing from the class and listed on the CSV report.

The J36 Report is an exception report. The district will only receive a report if an SSID was reported in a CTE class for October count week and was missing from the Yearend (N) reporting period.

Note: The information reported for a CTE class in the October (K) reporting period must be reported exactly the same for the Yearend (N) reporting period. If ANYTHING related to the local classroom code changes (i.e., CURRICULUM CODE, SUBJECT CODE, SSID) the SSIDs will appear on the report.

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.

Report Name and Timing

The file name for the CTE J36 Error report is:
 ITC_IRN_COORD_CCYYMMDD. CSV_CCYYN_STU_CTE _J36_ERROR; its components are described below. This report is produced during the Yearend (N) reporting period.
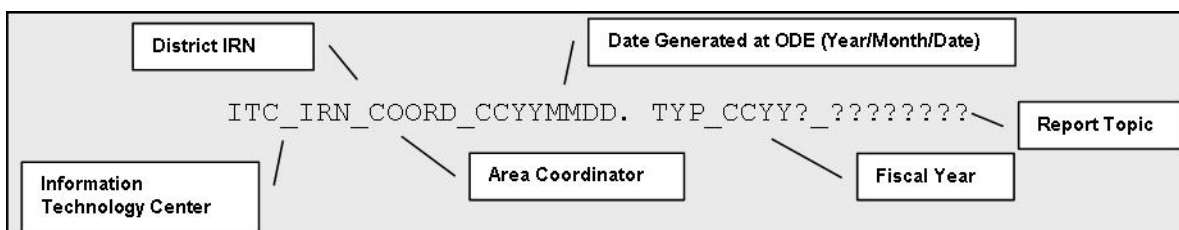
ODE Processing

Process Description

The report is generated during each week of the Yearend (N) processing cycle and is distributed to districts who submitted data in that processing week. The cycle runs through an aggregation of student data at the ITC and those files are transferred to ODE for further processing and report production.

Data Source

The data come from the *Course Master, Staff Demographic, Student Course*, and OEDS files.

Submitted Data Used in Report

The data printed on the outputs or used in filtering come from a number of files. They are listed below in alphabetical order by element name.

Element Name	Record Field #	File Name	Special Notes
Curriculum Code	CN310	COURSE MASTER	
District IRN	CN040	COURSE MASTER	
Fiscal Year	CN020	COURSE MASTER	
Local Classroom Code	CN060	COURSE MASTER	
Location IRN/Building IRN	CN110	COURSE MASTER	
Reporting Period	CN030	COURSE MASTER	
Semester Code	CN090	COURSE MASTER	
SSID	GN050	STUDENT COURSE	
Staff Name	CI060	STAFF DEMOGRAPHIC	
State Staff ID	CI050	STAFF DEMOGRAPHIC	
Subject Code	CN050	COURSE MASTER	

Derived Data Used in Report

N/A.

Data Selection Criteria

The data is collected from the *Course Master* and *Student Course Records*.

For the October (K) reporting period data, the selection criterion is as follows:

REPORTING PERIOD = "K"
SCHOOL YEAR = current school year (2011)
SEMESTER CODE = 1 or 3
CURRICULUM CODE = "VN" or "VC" or "VT" or "VP" or "VA" or "VB" or "V3"

The program will ignore the courses that have a CURRICULUM CODE = "V3" SUBJECT CODE = "090192" or "090193" or "090194.

For the Yearend (N) reporting period, the data is collected from the ***Student Course Record***.

The selection criterion is as follows:

SCHOOL YEAR = current school year (2011)
REPORTING PERIOD = "N"
Match on LOCAL CLASSROOM CODE

Logic

A comparison of the data will be made between the October (K) and the Yearend (N) reporting periods. The SSIDS that were enrolled in the CTE Classes and reported for October (K) will be expected to be enrolled and reported for Yearend (N). If not, they will appear on the CTE J36 Error report.

The program checks the CURRICULUM CODE, SUBJECT CODE and LOCAL CLASSROOM CODE associated with an SSID that was reported for October (K). If any of those elements changed for the Yearend (N) reporting period, the SSID will appear on the report. The district must report the course information exactly the same as submitted for October (K) reporting period.

Please note that it is possible for students to enroll in CTE classes after October count week; this program will ignore those SSIDs.

.CSV Report

In basic terms, the CSV file will contain the data element values separated by a comma to denote the end of one data element value and the start of a new one. For example, if you were to take the district IRN, its name, and county and convert it into a CSV file it would look like this:

012345, My District, Franklin

When imported into Excel, this string of comma separated values would be split into corresponding columns:

District IRN	District Name	County Name

012345	My District	Franklin

TIP: When importing data from a CSV file containing a numerical value that starts with a zero, like an IRN, it is important to import that type of data element as text and not a number in Excel. If imported as a numerical value, the first zero will be removed.

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. If the CSV file has been enhanced by a form file provided by SSDT, then the additional columns noted will be added.

FIELD NAME
DIST-IRN
LOC-IRN/BLDG-IRN
LCC
SSID
SUBJ-CODE
STAFF- STATE-ID
STAFF –NAME
SEM –CODE
DATA-SUBMIT-DATE

Report Grouping/Ordering/Control Break

Sort on Ascending Dist IRN, Building IRN, LCC, SSID.

Report Layout/Sample

DIST-IRN, LOC-IRN/Bldg-IRN, LCC, SSID, SUBJ-code, STAFF- state-ID, STAFF -NAME, SEM –code, DATA-SUBMIT-DATE
049726, 028506, LCC121212, KK1234567, 140310, KM2222222, Smith, John,3, 20110701

Error Detection and Correction

If the data as reported in this report does not agree with the district's, district personnel should check the following fields as they were entered on the ***Course Master, Student Course*** and ***Staff Demographic*** Records:

- DISTRICT IRN
- LOCATION IRN/BUILDING IRN
- LOCAL CLASSROOM CODE
- SUBJECT CODE

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- CURRICULUM CODE
- STATE STAFF ID
- STAFF NAME
- SSID

The district should verify that the SSIDs reported as enrolled in a CTE Class for October (K) reporting period, were also reported as enrolled for Yearend (N) reporting.

The district should also verify that the curriculum code and the subject code reported for a specific local classroom code in October was not modified. Both subject code and curriculum code should be exactly the same.

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