

**GENERAL ISSUES
REPORT EXPLANATION
(.TXT_CCYYX_GEN_ISSUES)
(.TXT_CCYYX_GEN_ISSUES_DETAIL)**

Education Management Information System (EMIS)



**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
11/27/2007	IPM/ODE	Revised for FY2008.
1/17/2008	IPM/ODE	Revised Error table.
3/12/2008	IPM/ODE	Revised for FY2008C.
05/01/2008	IPM/ODE	Added Yearend
10/08/2008	IPM/ODE	Revised for FY09K
5/27/2010	IPM/ODE	Revised Error Codes for FY10N
9/16/2010	IPM/ODE	Completed table for all FY11K errors
5/20/2010	IPM/ODE	Revised table for all FY11N & added new 11H errors
7/15/2011	IPM/ODE	Updated error table with H error examples

Report Overview

General Description and Significance

The General Issues Data report is essentially a directory of errors that are generated by a district during the current reporting week. It may contain information about staff, student, and/or financial files and directs a district to the report (if applicable) that provides detail about the errors.

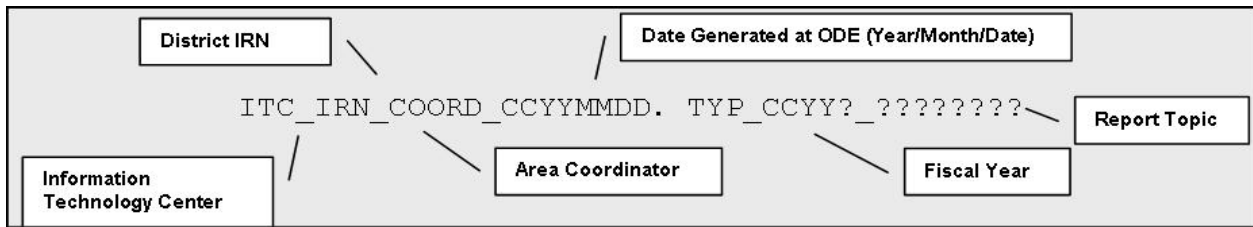
This report will only be generated for all city, exempted village, and local school districts, community schools, STEM schools, Joint Vocational School Districts, and Educational Service Centers based on applicable data submitted via EMIS during the October K, Year End N, or Financial H processing periods that have data that have exceeded the tolerance checks. ODE business offices as well as the EMIS team perform these tolerance checks.

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 names for the reports are .TXT_CCYYX_GEN_ISSUES and .TXT_CCYYX_GEN_ISSUES_DETAIL; the report components are described below.



ODE Processing

Process Description

Offices within ODE run tolerance checks on the data to insure that the data look “reasonable”. These offices then provide EMIS with a list of IRNs that exceed the tolerance ranges. The reports are generated to combine the information from various offices within ODE. There may be two reports per district generated.

The TXT_CCYYX_GEN_ISSUES report provides a summary of errors, and will be generated if a district exceeds the tolerance check for any ODE office that is involved in this process. If a district has not exceeded the tolerance checks, a report will not be generated for the district. A report will also be generated by ITC for ITC use.

The TXT_CCYYX_GEN_ISSUES_DETAIL report provides a more detailed output. Examples include: SSIDs, Staff IDs, Fund Codes, Cost Center Codes, etc. This report will be generated if a district exceeds the tolerance check for any ODE office that is involved in this process.

Note: Errors 245, 255, and 260 list the students who show a pattern that is exceptional. Their errors do not necessarily list all the students with errors since the process only looks at students enrolled in the district 100% of the time for the full year.

Data Source

The EMIS weekly process pulls data from the various sources into two distinct files for use by the program that produces the report. The report elements are derived from various sets of data that ODE uses to perform the checks needed to produce the reports. These data sets are either submitted by districts and derived by ODE.

For example: *Error Code 010 (Bad Data Ignored by ODE) pulls data submitted by districts like the DISTRICT IRN and BUILDING IRN. Data derived by ODE includes element names like ERROR REASON and RECORD NUMBER.*

Some of the measures are developed by various business offices at ODE, using criteria and data extraction developed by the data manager of that office. The data are drawn from the same data source as the EMIS weekly process.

Report Sample

Header Information

The first area of the header describes information about the report generation. The upper left section names the program from which the report was generated and the data source. The middle information identifies the producer of the report and the report title. The upper right section states the date on which the report was generated, the page number and total pages, and the reporting period to which the report belongs.

The second area of the header pertains to the recipient of the report. It identifies the district for which the report was produced, its IRN and COUNTY, the ITC and AREA COORDINATOR of the district.

That is followed by column headers indicating the data described on each detail line.

Report Grouping/Ordering/Control Breaks

There is an ITC version of each file that has the data grouped by District IRN; it includes the same data as the separate district reports but lists each district within the ITC in IRN order.

The district reports are ordered by the error code.

Report Summary

There is no report summary

Report Detail

The following are the fields and descriptions for each error:

Field Name	Field Description
ERROR CODE	Identifies that each line of the report for reference when reviewing the GEN_ISSUES reports and any other related documents. Shown as a three-digit code.
BUILDING IRN	Identifies the IRN of the building whose data generated an error condition; not required for every condition
FISCAL YEAR AND REPORTING PERIOD	Identifies both the Fiscal Year and Reporting Period used to determine which sets of data are in error.
SHORT ERROR DESCRIPTION	Identifies the context of the error.
RELATED ODE REPORT	Identifies the report name that relates to the errors being generated. Districts should consult the report for error resolution. Will show "n/a" if there is not currently an ODE related report.

DATA AT ODE AS OF DATE	Identifies the Friday date of the current processing week, the date by which districts were required to have submitted data for the process as CCYYMMDD
COUNT /%	Identifies the total number of errors/what percentages there are of errors. This will vary by Error Code.

Reporting Period Detail

The reporting periods are as follows:

<u>Reporting Period Code</u>	<u>Reporting Period Description</u>
K	OCTOBER
D	MARCH – CAREER TECH
N	YEAREND
G	GRADUATE
H	JUNE – FINANCIAL

For more information about the reporting periods and data submission requirements refer to the EMIS Manual posted on the ODE website, www.education.oh.gov.

Report Type

The report types are as follows:

<u>Report Type Code</u>	<u>Report Type Description</u>	<u>Text Examples</u>
S	SUMMARY REPORT	COUNTS, PERCENTAGES, ETC.
D	DETAIL REPORT	SSIDs, STAFF IDs, FUND CODES, COST CENTERS, OBJECT CODES, ETC.

Report Layout/Sample

PROGRAM: EMIS2008-ISSUES-DIST-RPT
 EMIS REPORT: TXT_2008X_GEN_ISSUES_DETAIL

OHIO DEPARTMENT OF EDUCATION
 EDUCATION MANAGEMENT INFORMATION SYSTEM
 GENERAL ISSUES REPORT

DATE: 01/14/2008
 PAGE: 1

For information on each error type, please see the FY2008 report documentation for this report under 'EMIS Documentation' is on ODE's EMIS Web Site. The documentation for this report will be updated if new checks are added during the data period. If after reading the report documentation an error code explanation is still not understandable, please contact the person listed in the documentation for the error code in question.

DISTRICT: 148999 Mayflower City SD COUNTY: Wachusette ITC: REGAL

ERR BLDNG	FY/ RPT	SHORT ERROR DISCRIPTION	RELATED ODE REPORT (IF ANY)	SUBMIT DATA AT ODE AS OF DATE	ODE BUSINESS OWNER	COUNT/%
CD IRN	PER					
040	2008X	Enroll change from prior yr	.TXT_CCYY?_STU_ENROLLMENT	20080117	ODE-EMIS-Contact ITC	-14.25
041	2008X	ADM change from prior yr	.TXT_CCYYX_STU_SF3FLOW_ALL/JVS	20080117	ODE-EMIS-Contact ITC	-14.05
048	2008X	CTE Fatal errors	.TXT_CCYY?_STU_CTA_PAGE_INDEX	20080117	ODE-EMIS-Contact ITC	7
051	2008X	Qual Para Prof HQT No	.TXT_CCYY?_STF_QUAL_PARA_PROF	20080117	ODE-EMIS-Contact ITC	3

Error Detection and Correction

Check the information that is in question and verify the accuracy of the data reported; make corrections to the data if needed and resubmit the data to ODE. If a district or community school has questions about the information on the report they should use the contact information that is listed in the table below to e-mail or call the appropriate office that is associated with the information that is in question.

Below is a table for the districts to use as a tool to determine possible errors with corresponding checks for the error(s). This document includes the ERROR CODES, SHORT ERROR DESCRIPTION as it appears on the report itself, FULL DESCRIPTION, RELATED ODE REPORTS if one exists, BUSINESS OWNER, REPORT TYPE CODE, CHECK, and a column to indicate the REPORTING PERIOD in which the error is active: K for October, N for Yearend, G for Graduate, H for Financial.

Please note that in the Related ODE report column, SDC stands for Secure Data Center. The information in the column for SDC reports indicates the folders and reports that a district authorized staff member would select within the SDC to review data related to the GEN_ISSUES error codes.

If the district has questions about a specific issue or cannot resolve the problem without further assistance, they should use the Contact Information below to facilitate ODE's ability to respond accurately and rapidly. Districts should not submit questions to the Help Desk if the contact information in the table lists a particular ODE staff member. Please contact him or her directly.

The reports are designed to assist districts in identifying possible data quality issues and are not meant to imply that ODE definitely considers the information presented as errors. Once the district determines that the information that is being received by ODE that they are reporting to EMIS is correct, no further action is required by the district.

Error Codes and Descriptions

Error	Error Description	Description	Related ODE Report	Business Owner	Contact Information	Check	Rpt Type Code	K	N	G	D	H
006	Missing OGT Record	Count of students for whom the district is required to report an Ohio Graduation Test record does not have a test record reported to ODE.	CSV_CCYY?_STU_MISSING_OGT	ODE EMIS-Contact ITC	Your ITC	Review the report documentation for CSV_CCYY?_STU_MISSING_OGT report.	S		N			
007	Missing Achievement Record	Count of students for whom the district is required to report an Ohio Achievement Test record does not have a test record reported to ODE.	CSV_CCYY?_STU_MISSING_OAT	ODE EMIS-Contact ITC	Your ITC	Review the report documentation for CSV_CCYY?_STU_MISSING_OAT report.	S		N			
008	Missing OTELA Record	Count of students for whom the district is required to report an Ohio Test of English Language Acquisition (OTELA) record does not have a test record reported to ODE.	CSV_CCYY?_STU_MISSING_OTEL A	ODE EMIS-Contact ITC	Your ITC	Review the report documentation for CSV_CCYY?_STU_MISSING_OTELA report.	S		N			
010	Bad Data Ignored by ODE	For the reasons detailed on the GEN_DATA_STAT report, one or more rows of data submitted by the district made it through the aggregation process but were later rejected by ODE. Unless the problem with the data is fixed, it will not be stored by ODE.	TXT_CCYY?_GEN_DATA_STAT	ODE EMIS-Contact ITC	Your ITC	Review the report documentation for TXT_CCYY?_GEN_DATA_STAT report.	S	K	N			
011	Spec Ed Missing IEP for Fund	Count of students with a disability who will not meet the requirements for weighted funding based on the yearend Special Education records submitted by the district.	CSV_CCYYK_STU_DISAB_NOT_FUNDED or CSV_CCYYN_STU_IEP_FUTURE_FUND	ODE EMIS-Contact ITC	Your ITC	Review the report documentation for the STU_DISAB_NOT_FUNDED (K) or STU_IEP_FUTURE_FUND (N) reports.	S	K		N		
012	Graduating Student Missing Test	A student submitted as a graduate in yearend data lacks 5 passing scores (or 4 passes and the alternative criteria) required for graduation	CSV_CCYY?_STU_GRAD_TEST_REQ	ODE EMIS-Contact ITC	Your ITC	Review the report documentation for CSV_CCYY?_STU_GRAD_TEST_REQ report.	D		N			

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<u>Error</u>	<u>Error Description</u>	<u>Description</u>	<u>Related ODE Report</u>	<u>Business Owner</u>	<u>Contact Information</u>	<u>Check</u>	<u>Rpt Type Code</u>	<u>K</u>	<u>N</u>	<u>G</u>	<u>D</u>	<u>H</u>
014	Dist Lunch % total not 100%	The values reported in Lunchroom Percentage (DB070) are used to allocate lunchroom costs to specific buildings in the Expenditure Flow Model. Totals less than 100% would indicate that some expenditures will be excluded from the EFM.	July Expenditure Flow Model reports	Center for School Options and Finance	Erika M. Farfan, (614) 466-0523	Verify that building lunchroom percentages are correct and district total should not equal 100%.	S					H
015	Large Change in Enrollment (YE ADM)	Large Change in Enrollment (Yearend ADM): Flags districts\community schools with enrollment changes >=5% between current and previous year.	SDC-Analysis>Enrollment>Customize	Accountability	Heather Boughton, (614) 752-1402	Check ATTENDANCE DAYS, EXCUSED ABSENCE DAYS, and UNEXCUSED ABSENCE DAYS elements from the yearend EMIS Student Attendance record. Check the ACTUAL DAYS IN SESSION elements from the yearend EMIS Building General Information record.	S		N			
016	Attendance Rate 0%	Attendance Rate 0%: Flags districts\community schools with 0% attendance rates reported.	SDC-Dashboard >Indicators & Ratings	Accountability	Heather Boughton, (614) 752-1402	Check the ATTENDANCE DAYS, EXCUSED ABSENCE DAYS, and UNEXCUSED ABSENCE DAYS elements from the yearend EMIS Student Attendance record.	S		N			
017	Attendance Rate 100%	Attendance Rate 100%: Flags districts\community schools with 100% attendance rates reported.	SDC-Dashboard>Indicators & Ratings	Accountability	Heather Boughton, (614) 752-1402	Check the ATTENDANCE DAYS, EXCUSED ABSENCE DAYS, and UNEXCUSED ABSENCE DAYS elements from the yearend EMIS Student Attendance record.	S		N			
018	Large Change in Attend Rate	Large Change in Attendance Rate: Flags districts\community schools with attendance rate changes >=5% between current and previous year.	SDC-Analysis>Attendance>Customize	Accountability	Heather Boughton, (614) 752-1402	Check the ATTENDANCE DAYS, EXCUSED ABSENCE DAYS, and UNEXCUSED ABSENCE DAYS elements from the yearend EMIS Student Attendance record.	S		N			

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Error	Error Description	Description	Related ODE Report	Business Owner	Contact Information	Check	Rpt Type Code	K	N	G	D	H
019	Excused vs. Unexcused Absences	Disparity Between Excused v. Unexcused Absence Days: Flags districts\community schools with excused absence days <=50 and unexcused absence days > 50 or with unexcused absence days <=50 and excused absence days > 50.	SDC-Analysis>Attendance>Current	Accountability	Heather Boughton, (614) 752-1402	Check the ATTENDANCE DAYS, EXCUSED ABSENCE DAYS, and UNEXCUSED ABSENCE DAYS elements from the yearend EMIS Student Attendance record.	S		N			
020	Graduation percentage rate = 0%	Flags districts\community schools with a graduation rate =0%	SDC-Analysis>Graduation>Customize	Accountability	Heather Boughton, (614) 752-1402	See SDC --> Reports for Analysis --> Graduation --> Customizable	S			G		
021	Graduation percentage rate >=100%	Flags districts\community schools with a graduation rate >=100%	SDC-Analysis>Graduation>Customize	Accountability	Heather Boughton, (614) 752-1402	See SDC --> Reports for Analysis --> Graduation --> Customizable	S			G		
022	Graduation percentage rate = '- ', i.e., null	Flags districts\community schools with '- ' graduation rate	SDC-Analysis>Graduation>Customize	Accountability	Heather Boughton, (614) 752-1402	See SDC --> Reports for Analysis --> Graduation --> Customizable	S			G		
023	Low AYP Part Rate – Reading	Low AYP Participation Rate – Reading: Flags districts\community schools with reading participation rates <= 85% indicating a high percentage of test waivers based on data submitted for yearend processing.	SDC-Dashboard>District AYP Workbook	Accountability	Heather Boughton, (614) 752-1402	Check the Building IRN – SPRING test administration IRN and REASON TEST NOT TAKEN elements from the EMIS Achievement Test and/or Ohio Graduation Test records.	S		N			
024	Low AYP Part Rate – Math	Low AYP Participation Rate – Math: Flags districts\community schools with math participation rates <= 85% indicating a high percentage of test waivers based on data submitted for yearend processing.	SDC-Dashboard>District AYP Workbook	Accountability	Heather Boughton, (614) 752-1402	Check the Building IRN – SPRING test administration IRN and REASON TEST NOT TAKEN elements from the EMIS Achievement Test and/or Ohio Graduation Test records.	S		N			

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<u>Error</u>	<u>Error Description</u>	<u>Description</u>	<u>Related ODE Report</u>	<u>Business Owner</u>	<u>Contact Information</u>	<u>Check</u>	<u>Rpt Type Code</u>	<u>K</u>	<u>N</u>	<u>G</u>	<u>D</u>	<u>H</u>
025	Prof Rate 0% - AYP Reading	Proficiency Rate 0%- AYP Reading: Flags districts\community schools with reading proficiency rate of 0%	SDC-Dashboard>District AYP Workbook	Accountability	Heather Boughton, (614) 752-1402	Check the SCALED SCORE and RAW SCORE elements from the Student Achievement and/or Ohio Graduation Test records, the Majority of Attendance IRN and Accountability IRN records in the Student Attendance records.	S		N			
026	Prof Rate 0% - AYP Math	Proficiency Rate 0%- AYP Math: Flags districts\community schools with math proficiency rate of 0%	SDC-Dashboard>District AYP Workbook	Accountability	Heather Boughton, (614) 752-1402	Check the SCALED SCORE and RAW SCORE elements from the Student Achievement and/or Ohio Graduation Test (OGT) records, the Majority of Attendance IRN and Accountability IRN records in the Student Attendance records.	S		N			
028	Truancy w/d with 0 Unexcused Abs	Withdrawal Due to Truancy with Zero Unexcused Absence Days Reported: Flags districts\community schools reporting one or more students as withdrawn due to truancy with zero corresponding unexcused absence days reported.	TXT_CCYYX_GEN_ISSUES_DETAIL	Accountability	Heather Boughton, (614) 752-1402	Check the WITHDRAWAL / DROPOUT / TRUANCY REASON element from the yearend EMIS Student Attendance record for students coded as truant ('71'). Make sure these students have UNEXCUSED ABSENSE DAYS reported in the same record.	S		N			
029	SOES Student with 0 EMIS Attendance	No Student Attendance Data Reported in EMIS for Students Reported as Enrolled in the SEOS: Flags community schools reporting one or more students in the SEOS as enrolled for at least one day of school for whom no attendance data is reported at yearend.	TXT_CCYYX_GEN_ISSUES_DETAIL	Accountability	Heather Boughton, (614) 752-1402	Check the SSIDs of students reported in the SEOS and make sure each student enrolled one or more days is reported in the yearend EMIS Student Attendance record	S		N			

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Error	Error Description	Description	Related ODE Report	Business Owner	Contact Information	Check	Rpt Type Code	K	N	G	D	H
030	SOES EMIS Mismatch	Student Reported During Test Administration in SEOS but not in EMIS Student Attendance Record and/or SEOS and EMIS Grade Levels do not Match: Flags one or more students in SEOS as enrolled during the spring test administration without attendance or different grade.	TXT_CCYY?_GEN_ISSUES_DETAIL	Accountability	Heather Boughton, (614) 752-1402	Check the ADMISSION DATE and Date of Withdrawal/ Dropout/ Truancy Proceedings elements in the yearend EMIS Student Attendance record and the FROM DATE and TO DATE in the SEOS. Check the GRADE LEVEL in the yearend EMIS Student Attrib-Efctv Date	D		N			
031	Alternant Assessment but no Disability	Alternately Assessed Student Reported without Disability Condition in EMIS Student Attendance File: Flags districts/community schools reporting one or more students taking an alternate assessment for whom no disability condition is reported at yearend	TXT_CCYY?_GEN_ISSUES_DETAIL	Office of Exceptional Children	Anne Skaggs, Anne.Skaggs@ode.state.oh.us or Sheila Milligan, Sheila.Milligan@ode.state.oh.us .	Check DISABILITY CONDITION element in the yearend EMIS Student Attendance record for students reported taking an alternate assessment in the Achievement Test or Ohio Graduation Test records.	D		N			
032	70%+ Stu enroll < full year	Large Proportion of Students with Enrollment (Yearend ADM) less than 1.00: Flags districts/community schools for which 70% or more of students have Enrollment (Yearend ADM) less than 1.00, i.e., enrolled less than the full school year.	SDC-Analysis-Enrollment-Customize	Accountability	Heather Boughton, (614) 752-1402	Check the ACTUAL DAYS IN SESSION or, for community schools whose contract specifies instruction as number of hours instead of days, the ACTUAL HOURS IN SESSION and ACTUAL HOURS PER DAY elements from the yearend EMIS Building General Inform.	S		N			
033	Zero Discipline Reas & Types	No discipline reasons and discipline types have been reported for any students. Since it is unusual for a building not to have any discipline occurrences for the entire year; districts are asked to verify that they are reporting this information correctly	SDC-Analysis>Discipline>Current	Safety Hlth & Nutrtn	Geoff Grove, (614) 995-3442	Verify that the Student Discipline Record (GD) is reported for all students who received a disciplinary action (type) for any discipline incident (reason). If inaccuracies are found please correct the data and re-submit to ODE.	S		N			

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<u>Error</u>	<u>Error Description</u>	<u>Description</u>	<u>Related ODE Report</u>	<u>Business Owner</u>	<u>Contact Information</u>	<u>Check</u>	<u>Rpt Type Code</u>	<u>K</u>	<u>N</u>	<u>G</u>	<u>D</u>	<u>H</u>
034	Zero Expulsions/OOS Suspensions	For the discipline records reported no expulsions or OOS suspensions have been reported. It is unusual not to have any expulsions or OOS suspensions for the entire year; districts are asked to verify that they are reporting this information correctly.	SDC-Analysis>Discipline>Current	Safety Hlth & Nutrtn	Geoff Grove, (614) 995-3442	Verify that the Discipline Type reported on the Student Discipline Record (GD) is accurate. If inaccuracies are found please correct the data and re-submit to ODE.	S		N			
035	50% +/- Change in Discipline	The number of disciplinary actions (types) reported is 50% greater or less than the number reported in the previous year.	SDC-Analysis>Discipline>Current	Safety Hlth & Nutrtn	Geoff Grove, (614) 995-3442	Verify that the Student Discipline Record (GD) is reported for all students who received a disciplinary action (type) for any discipline incident (reason). If inaccuracies are found please correct the data and re-submit to ODE.	S		N			
036	Out-of-School Suspensions	The number of out-of-school suspensions for the discipline records reported is greater than 40 per 100 students enrolled.	SDC-Analysis>Discipline>100_Current	Safety Hlth & Nutrtn	Geoff Grove, (614) 995-3442	Verify that the Student Discipline Record (GD) is reported for all students who received a disciplinary action (type) for any discipline incident (reason). If inaccuracies are found please correct the data and re-submit to ODE.	S		N			
037	Zero Academic Intervention	No academic intervention program codes have been reported for any students. Academic (student) intervention services should be provided to all students who are failing or are at risk of failing any one of Ohio's Achievement tests.	N/A	Safety Hlth & Nutrtn	Geoff Grove, (614) 995-3442	Verify that the Program Code for Academic Intervention is reported for any student who receives these services. If inaccuracies are found please correct the data and re-submit to ODE.	S		N			
040	10% +/- Headcount Change	Percent Change in enrollment from prior October reporting period (only listed if change is 10% or greater)	TXT_CCYY?_STU_ENROLLMENT	ODE EMIS-Contact ITC	Your ITC	Verify that all students who should be reported have appropriate records submitted to ODE, review report	S	K				

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<u>Error</u>	<u>Error Description</u>	<u>Description</u>	<u>Related ODE Report</u>	<u>Business Owner</u>	<u>Contact Information</u>	<u>Check</u>	<u>Rpt Type Code</u>	<u>K</u>	<u>N</u>	<u>G</u>	<u>D</u>	<u>H</u>
						documentation for criteria used to determine these numbers						
041	10% +/- FTE change	Percent change in ADM from prior October reporting period (only listed if change is 10% or greater)	TXT_CCYY?_STU_ENROLLMENT	ODE EMIS-Contact ITC	Your ITC	Verify that all students who should be reported have appropriate records submitted to ODE, review report documentation for criteria used to determine these numbers	S	K				
043	Contract Staff Errors	District has errors related to the processing of staff data for individuals that district has contracted to and/or from other EMIS reporting entities.	CSV_CCYY?_STF_CONTRACT_ERRORS	ODE EMIS-Contact ITC	Your ITC	Verify/validate Contract Staff records submitted for district/buildings and correct the errors associated with such data, if error exists.	S	K	N			
045	SSID Errors	Instead of V (valid) SSIDs, D, O, and/or E error flags appear for specific students on the report. Meaning of these flags is described in the SSID report documentation.	CSV_CCYY?_SSID	ODE EMIS-Contact ITC	Your ITC	Verify to make sure the Resident District IRN and the Attending/Home IRN are reported accurately, so districts are pointing to the appropriate entity. If necessary, contact the other district to determine cause of the problem.	S	K	N			
046	ECE units short	Preschool special education teacher, adaptive physical education and related service data indicates ECE unit shortage.	TXT_CCYY?_STF_ECE_STAFF_UNITS	ODE EMIS-Contact ITC	Your ITC	Verify/validate the records submitted and correct the errors associated with such data, if error exists.	S	K				
051	Qual Para Prof No	At least one staff member does not fulfill the Qualified Paraprofessional criteria.	TXT_CCYY?_STF_QUAL_PARA_PROF	ODE EMIS-Contact ITC	Your ITC	Verify/validate the records submitted and correct the errors associated with such data	S	K				
053	Staff Not HQT	District has staff who are not HQT	TXT_CCYY?_STF_COURSE_HQT_NO	ODE EMIS-Contact ITC	Your ITC	Verify that all teachers have proper HQT flags	S	K				
054	Course HQT Prov No	At least one service provider who contracts with regular districts does not fulfill the HQT criteria.	TXT_CCYY?_STF_STF_COURSE_HQT_PROV	ODE EMIS-Contact ITC	Your ITC	Verify/validate the records submitted and correct the errors associated with such data	S	K				

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<u>Error</u>	<u>Error Description</u>	<u>Description</u>	<u>Related ODE Report</u>	<u>Business Owner</u>	<u>Contact Information</u>	<u>Check</u>	<u>Rpt Type Code</u>	<u>K</u>	<u>N</u>	<u>G</u>	<u>D</u>	<u>H</u>
055	Invalid Cert—Course	# of all certificated staff who teach courses with at least 75% of students in ninth through twelfth grade who are invalidly certified.	TXT_CCYY?_STF_INVL_*_CRSE	ODE EMIS-Contact ITC	Your ITC	Verify/validate the records submitted and correct the errors associated with such data.	D	K				
058	Invalid Cert—Job	District has errors related to the processing of staff data for individuals that district has contracted to and/or from other EMIS reporting entities.	TXT_CCYY?_STF_INVL_CRT_JOB	ODE EMIS-Contact ITC	Your ITC	Verify/validate the records submitted and correct the errors associated with such data, if error exists.	D	K				
061	SSIDs with KRAL missing rec	Number of students required to take the KRAL who do not have a KRAL record reported-impacts the GEN_MISSING report	CSV_CCYY?_STU_MISSING_KRA	ODE EMIS-Contact ITC	Your ITC	Review the report documentation for the Report documentation for the CSV_CCYY?_STU_KRAL_	D	K				
062	SSIDs with ECO missing rec	Number of students required to take the ECO who do not have a ECO record reported-impacts the GEN_MISSING report	CSV_CCYY?_STU_ECO_	ODE EMIS-Contact ITC	Your ITC	Review the report documentation for the STU_MISSING_ECO report and the EMIS Manual for requirements for reporting these test records.	D	K	N			
063	Missing GGG Record	One or more students for whom the district is required to report a Preschool Assessment (Get it, Got it, Go) record does not have a test record reported to ODE.	CSV_CCYY?_STU_MISSING_PS_GGG	ODE EMIS-Contact ITC	Your ITC	Review the report documentation for the STU_MISSING_PS_GGG report and the EMIS Manual for requirements for reporting these test records.	S	K	N			
064	Missing ASQ/SE Record	One or more students for whom the district is required to report a Preschool ASQ/SE Assessment record does not have a test record reported to ODE.	CSV_CCYY?_STU_MISSING_PS_ASQSE	ODE EMIS-Contact ITC	Your ITC	Review the report documentation for the STU_MISSING_PS_ASQSE report and the EMIS Manual for requirements for reporting these test records.	S	K	N			
066	Staff Teach Errors	District has listed on STAFF TEACH ERRORS report	TXT_CCYY?_STF_TEACH_RECORDER	ODE EMIS-Contact ITC	Your ITC	Some or all Staff records are missing: demo, position, contract records. Report the records that are needed as indicated on the report.	D	K				

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<u>Error</u>	<u>Error Description</u>	<u>Description</u>	<u>Related ODE Report</u>	<u>Business Owner</u>	<u>Contact Information</u>	<u>Check</u>	<u>Rpt Type Code</u>	<u>K</u>	<u>N</u>	<u>G</u>	<u>D</u>	<u>H</u>
067	Invalid Non-Teaching Staff	Data in the Staff Demographic, Staff Employment, and Course Master records submitted by the districts indicate invalid teaching staff	TXT_CCYY?_STF_NO_EMPL_REC	ODE EMIS-Contact ITC	Your ITC	Review the report documentation for CSV_CCYY?_S_STF_NO_EMPL_REC report.	D	K				
071	Missing Forecast Records	ODE has not received a QF and QN file from a district. If no data are found, the district will be on the report.	EMIS_MISSING_FORECAST_CCYY.PRT	ODE EMIS-Contact ITC	Your ITC	Verify that the appropriate records are being submitted to ODE.	S	K				
074	Gen Missing Goals Not Met	Number of record types where the reporting entity has not met the data submission goals for the current week- if a funding week, a financial withholding may occur.	TXT_CCYY?_GEN_MISSING_DATA	ODE EMIS-Contact ITC	Your ITC	Review the report documentation for the GEN_MISSING_DATA report. See the Data Submission Requirements on the EMIS Web for the current reporting period.	S	K	N			
076	Adjustments for PASS Flow	Indicates the adjustments made to the next year's formula ADM for determining state foundation monies	TXT_2010K_STU_PASS_ADJ	ODE EMIS-Contact ITC	Your ITC	Work with the indicated district to correct data so that total student FTE is not greater than 1	S	K				
087	Students on Missing List	Count of students reported in the base reporting period that do not have records submitted in this reporting period. Students who are on the missing report impact the GEN_MISSING percentage.	CSV_CCYY?_STU_STUDENT_MISSING	ODE EMIS-Contact ITC	Your ITC	Review the report documentation for the STU_STUDENT_MISSING report. See the Data Submission Requirements on the EMIS Web for the current reporting period.	S	K	N			
088	Staff on Missing List	Number of staff being reported in this reporting period as opposed to the number of staff reported in the base reporting period. Missing staff impact the GEN_MISSING report.	CSV_CCYY?_STF_STAFF_MISSING	ODE EMIS-Contact ITC	Your ITC	Review the report documentation for the STF_STAFF_MISSING report. See the Data Submission Requirements on the EMIS Web for the current reporting period.	S	K	N			
091	No unexcused absences	The sum of unexcused absences for all students in the district is equal to zero.	N/A	Center for School Options and Finance	Erika M. Farfan, (614) 466-0523	Verify that there are no unexcused absences in your district's attendance totals.	S	K	N			

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096	Operational Unit with no Expenditure	One or more operational units is reporting with zero or no expenditure data	N/A	Center for School Options and Finance	Erika M. Farfan, (614) 466-0523	Verify DB***Amount for one or more buildings may be incorrect, or one or more DB records are not being reported to ODE.	S					H
097	Required receipt code not reported	One or more receipt codes are not being reported that are required for each district	N/A	Center for School Options and Finance	Erika M. Farfan, (614) 466-0523	Verify that receipt codes are being reported	S					H
098	Receipt code reported that is no longer used	One or more receipt codes are being reported that are no longer used.	N/A	Center for School Options and Finance	Erika M. Farfan, (614) 466-0523	Verify that receipt codes are being reported	D					H
099	Appropriation amount < 0	One or more reported appropriation amounts is less than zero	N/A	Center for School Options and Finance	Erika M. Farfan, (614) 466-0523	Verify that reported appropriation amounts is less than zero	S					H
100	No change in financial data	More than half of the expenditure data reported by the district exactly matches the data submitted during the previous year's submission	N/A	Center for School Options and Finance	Erika M. Farfan, (614) 466-0523	Verify that expenditure data is exactly the same as the previous year's submission	S					H
101	Preschool Student Records Less Than Funded Early Childhood	District has reported less preschool students than the Early Childhood Education Grant funded numbers.	N/A	Office of Early Learning and School Readiness	Geoff Grove, (614) 995-3442	Verify that a record is reported for all preschool students who are enrolled in a state-funded Early Childhood Education Grant program and that a course code of 180250 or 196096 has also been reported.	D	K	N			
103	Missing Transition Codes	District has not reported the appropriate Transition Plan Code reported (211100 or 211105)	N/A	Office of Exceptional Children	Anne Skaggs, Anne.Skaggs@ode.state.oh.us or Sheila Milligan, Sheila.Milligan@ode.state.oh.us .	Verify that students with disabilities who are 16 years old or older have the appropriate Transition Plan Code reported (211100 or 211105)	S		N			
104	Missing Spec Ed Event	District has students with disabilities who are missing a special ed event	CSV_CCYY?_STU_MISSING_SPED_EVENT	ODE EMIS-Contact ITC	Your ITC	Verify that students with disabilities have all applicable special ed events reported.	S		N			

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<u>Error</u>	<u>Error Description</u>	<u>Description</u>	<u>Related ODE Report</u>	<u>Business Owner</u>	<u>Contact Information</u>	<u>Check</u>	<u>Rpt Type Code</u>	<u>K</u>	<u>N</u>	<u>G</u>	<u>D</u>	<u>H</u>
105	Missing Course	Count of students that district is educating and for whom ODE expects at least one course.	CSV_STU_MISS_COURSE	ODE EMIS-Contact ITC	Your ITC	Verify that students who are being educated by the district have course records submitted in this reporting period.	S	K	N			
106	Grad Issues Duplicate	Districts reporting same student multiple times as a graduate	CSV_CCYY?_STU_GRAD_DUP	ODE EMIS-Contact ITC	Your ITC	Verify whether or not students are reported one or more times by another reporting entity beginning from the earliest to the latest submissions of all reporting entities.	S			G		
107	Missing District Record	District is missing the District Record for this reporting period.	TXT_CCYY?_GEN_MISSING_DATA	ODE EMIS-Contact ITC	Your ITC	Verify that the district record is being submitted if the district is required to do so. Please see the report documentation for the General Missing Data report for additional information about the full significance of this measure.	S	K	N			
108	Missing District Test Record	District missing District Test Record	TXT_CCYY?_GEN_MISSING_DATA	ODE EMIS-Contact ITC	Your ITC	Verify that the district record is being submitted if the district is required to do so. Please see the General Missing Data report documentation for additional information about the significance of this measure.	S		N			
109	Missing Building	IRN of missing building records. Error message displays status date as CYYMM and status from OEDS-R. Example: 20100521,1	TXT_CCYY?_GEN_MISSING_DATA	ODE EMIS-Contact ITC	Your ITC	Verify that the building record is being submitted, that the status, status dates, and school types for the district's buildings are correct. Please see the report documentation for the General Missing Data report for the impact of this measure.	S	K	N			
110	CTA Warnings	District has warning errors in the CTA data submitted by a district.	CSV_CCYY?_STU_CTA	ODE EMIS-Contact ITC	Your ITC	Verify CTA and staff reports for this reporting period.	S	K	N			

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111	High Expulsions	The number of expulsions for the discipline records reported is greater than 3 per 100 students enrolled.	SDC-Analysis>Discipline>100_Current	Safety Hlth & Nutrtn	Geoff Grove, (614) 995-3442	# of Expulsions per 100 students	S		N			
112	CTAE Fatals	District has fatal errors in the CTA data submitted by a district	CSV_CCYY?_STU_CTA	ODE EMIS-Contact ITC	Your ITC	Verify CTA reports that show data submitted by a district	S	K	N			
113	District Change in LEP Enrollment	District level report shows the prior 'K'/N' LEP Students compared to the current 'K'/N' LEP students. Enrollment % is +/- 10% from previous year. These data are used to determine Title III allocations, as well as for reporting to the US Dept of Education.	N/A	ODE EMIS-Contact ITC	Your ITC	Verify that all LEP students are correctly coded on the Student Attributes--Effective Date record.	S	K	N			
114	District Change in Immigrant Enrollment	District level report shows prior 'K'/N' Immigrant Students compared to current 'K'/N' Immigrant Students Enrollment % is +/- 10% from previous year. Data are used to determine Immigrant allocations, as well as for reporting to US DOE.	N/A	ODE EMIS-Contact ITC	Your ITC	Verify that all Immigrant students are correctly coded on the Student Attributes--Effective Date record.	S	K	N			
119	Unexcused > excused absences	Total count week unexcused absences is greater than the total count week excused absences	N/A	Center for School Options and Finance	Erika M. Farfan, (614) 466-0523	Excused and unexcused absences, verify the accuracy, and re-report if needed.	S	K				
120	Improper LEP Reclassification	Student did not successfully meet Limited English Proficient reclassification/exit criteria.	N/A	ODE EMIS-Contact ITC	Your ITC	Verify that student met the current reclassification criteria; search "LEP Accountability" on ODE website for published criteria.	D		N			

Error	Error Description	Description	Related ODE Report	Business Owner	Contact Information	Check	Rpt Type Code	K	N	G	D	H
121	Excused vs. Unexcused Absences	District's total excused absence days < unexcused absence days	N/A	Center for School Options and Finance	Erika M. Farfan, (614) 466-0523	Check the October ATTENDANCE DAYS, EXCUSED ABSENCE DAYS, and UNEXCUSED ABSENCE DAYS elements from the Student Standing record	S	K				
122	LEP Reclass Date Needed	Student's LEP Code changed to 'N', therefore a valid LEP Reclassification date is required to be reported.	N/A	ODE EMIS-Contact ITC	Your ITC	Student has met the LEP reclassification criteria, please report a valid reclassification date in the FN210 element.	D		N			
123	Percent of HQT staff	The percentage of core courses that are HQT	N/A	Educator Licensure	Matthew Danzuso, (614) 644-2652	Verify data on the certification reports.	S	K				
124	HQT % above Proper Cert	Percent by which HQT courses exceeds Proper Certified courses	N/A	Educator Licensure	Matthew Danzuso, (614) 644-2652	Verify data on the certification reports.	S	K				
130	<= 70% of students FTE= 1	Seventy percent or less of students in the district are a full FTE	N/A	Center for School Options and Finance	Erika M. Farfan, (614) 466-0523	Verify that all students have a proper student percent of time on the Student Standing record.	S	K				
135	Large Change in Econ Disadv Enrollment	Large Change in Economically Disadvantaged Enrollment (Percentage): Flags districts/community schools with economically disadvantaged enrollment changes >= 25% points between current and previous year.	SDC-Analysis-Enrollment-Customize	Accountability	Heather Boughton, (614) 752-1402	Check the DISADVANTAGEMENT element in the yearend EMIS Student Attributes - Effective Date Record.	S		N			
140	Low CTE Concentrator Count	District has reported less than 80% of 12th graders enrolled in CTE Workforce Development courses	CCYYN_STU_CT EYE_PERFORM	Office of Career-Technical Education	Erica Cheyney, Erica.Cheyney@ode.state.oh.us	Verify that all students who should be reported with a CTE Program of Concentration are reported accurately.	S		N			
141	No ARRA funds reported	No funds are being reported to the ARRA SFSF specific receipt code 532 with special cost center 9320	District financial records	Center for School Options and Finance	Erika M. Farfan, (614) 466-0523	Correctly apply the receipt and special cost center code to track ARRA SFSF funds	S					H

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145	Missing Secondary Planning Code	Student is 16 and no Secondary Planning Code has been reported	N/A	Office of Exceptional Children	For K-12, Anne Skaggs, Anne.Skaggs@ode.state.oh.us or Sheila Milligan, Sheila.Milligan@ode.state.oh.us . For Preschool, Geoff Grove, Geoff.Grove@ode.state.oh.us	Examine Transition Plan sections of IEPs for all students who were 16 at any time this school year. If the plan meets federal requirements, make sure it is reported; if there is no plan that meets requirements, report no plan in place.	S		N			
170	IETR>60 days of Consent	IETR must be within 60 days of Parental consent	N/A	Office of Exceptional Children	For K-12, Anne Skaggs, Anne.Skaggs@ode.state.oh.us or Sheila Milligan, Sheila.Milligan@ode.state.oh.us . For Preschool, Geoff Grove, Geoff.Grove@ode.state.oh.us	Both IETR and CNST records must be submitted and Consent must occur within 60 days.	D	K	N			
175	Non-compliance reason for late IETR	IETR must be within 60 days of Parental Consent. If not, district must indicate reason.	N/A	Office of Exceptional Children	For K-12, Anne Skaggs, Anne.Skaggs@ode.state.oh.us or Sheila Milligan, Sheila.Milligan@ode.state.oh.us . For Preschool, Geoff Grove, Geoff.Grove@ode.state.oh.us	Check dates on IETR, Parental Consent, Non-Compliance ID if more than 60 days.	D	K	N			
176	No PSTC reported	No PSTC reported	N/A	Office of Exceptional Children	For K-12, Anne Skaggs, Anne.Skaggs@ode.state.oh.us or Sheila Milligan, Sheila.Milligan@ode.state.oh.us . For Preschool, Geoff Grove, Geoff.Grove@ode.state.oh.us	Check whether students were referred from Part C to Part B, if so, report the conference date.	D		N			

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<u>Error</u>	<u>Error Description</u>	<u>Description</u>	<u>Related ODE Report</u>	<u>Business Owner</u>	<u>Contact Information</u>	<u>Check</u>	<u>Rpt Type Code</u>	<u>K</u>	<u>N</u>	<u>G</u>	<u>D</u>	<u>H</u>
177	PSTC reported, no CNST	If PSTC is reported, student participated in Part C and was found eligible for Part B. If not eligible, do not report PSTC.	N/A	Office of Exceptional Children	For K-12, Anne Skaggs, Anne.Skaggs@ode.state.oh.us or Sheila Milligan, Sheila.Milligan@ode.state.oh.us . For Preschool, Geoff Grove, Geoff.Grove@ode.state.oh.us	Make sure student actually received Part C. If so, identify status of consent. If not, add to district-level aggregated counts of students found not eligible.	D		N			
178	No ETRs reported	No IETR, TETR or RETR reported	N/A	Office of Exceptional Children	For K-12, Anne Skaggs, Anne.Skaggs@ode.state.oh.us or Sheila Milligan, Sheila.Milligan@ode.state.oh.us . For Preschool, Geoff Grove, Geoff.Grove@ode.state.oh.us	Check special education records to identify dates and outcomes of ETRs completed this year.	D		N			
179	PSTC, IETR and No IEP	IIEP must occur within 90 days of consent. If consent was reported prior to March 2, an IIEP is expected. If not reported, district must be prepared to provide upon OEC request reasons for delay.	N/A	Office of Exceptional Children	For K-12, Anne Skaggs, Anne.Skaggs@ode.state.oh.us or Sheila Milligan, Sheila.Milligan@ode.state.oh.us . For Preschool, Geoff Grove, Geoff.Grove@ode.state.oh.us	If IEP was late, report date and consent. If it hasn't occurred, and 90 days from date of consent is AFTER JUNE 1, make sure to report IEP event in K reporting. If not reported, district must be prepared to provide upon OEC request reasons for delay.	D		N			
180	No ETR after Consent	Cannot calculate whether IETR is within 60 days of Parental Consent due to lack of IETR date	N/A	Office of Exceptional Children	For K-12, Anne Skaggs, Anne.Skaggs@ode.state.oh.us or Sheila Milligan, Sheila.Milligan@ode.state.oh.us . For Preschool, Geoff Grove, Geoff.Grove@ode.state.oh.us	IETR record is due to be submitted for this student	D	K	N			

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181	PSTC reported, IEP > 3rd Bday	Children enrolled in Part C and found eligible for services must have an IEP in place on or before their third birthdays.	N/A	Office of Exceptional Children	For K-12, Anne Skaggs, Anne.Skaggs@ode.state.oh.us or Sheila Milligan, Sheila.Milligan@ode.state.oh.us . For Preschool, Geoff Grove, Geoff.Grove@ode.state.oh.us	If IEP was late, report date and consent. If it hasn't occurred, and 90 days from date of consent is AFTER JUNE 1, make sure to report IEP event in K reporting. If not reported, district must be prepared to provide upon OEC request reasons for delay.	D		N			
182	No IEPs reported	No TIEP, RIEP, CIEP, IIEP, or FIEP reported.	N/A	Office of Exceptional Children	For K-12, Anne Skaggs, Anne.Skaggs@ode.state.oh.us or Sheila Milligan, Sheila.Milligan@ode.state.oh.us . For Preschool, Geoff Grove, Geoff.Grove@ode.state.oh.us	Check special education records to identify dates and outcomes of IEPs completed this year.	D		N			
183	Test type mismatch	Test type on most recent IEP doesn't match type of state test administered	N/A	Office of Exceptional Children	For K-12, Anne Skaggs, Anne.Skaggs@ode.state.oh.us or Sheila Milligan, Sheila.Milligan@ode.state.oh.us . For Preschool, Geoff Grove, Geoff.Grove@ode.state.oh.us	Make sure test type is accurate on most recently reported IEP. If multiple amendments (which are not reported) to IEPs occurred, resulting in the mismatch, OEC or the Office of Accountability may contact the district for documentation of the amendments.	D		N			
185	IETR with no consent reported	Cannot calculate whether IETR is within 60 days of Parental Consent due to lack of Consent date	N/A	Office of Exceptional Children	For K-12, Anne Skaggs, Anne.Skaggs@ode.state.oh.us or Sheila Milligan, Sheila.Milligan@ode.state.oh.us . For Preschool, Geoff Grove, Geoff.Grove@ode.state.oh.us	Parental Consent record is due to be submitted for this student.	D	K	N			

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190	Withdraw date=Bldg 1 st /2 nd day	Student withdrawal date is on the first or second day of the building's start date	N/A	ODE EMIS-Contact ITC	Your ITC	Check the building first day of school and student withdraw date. Is this supposed to be a summer withdrawal?	D	K	N			
200	Bldg General Record date(s) issue	Building first and last days must be within the current fiscal year and must be reasonable dates.	N/A	ODE EMIS-Contact ITC	Your ITC	F1 (First Day 1-12) or FK (First Day (KG) indicate potential problem with first school day, L with last day with last school day. Check Building Record to verify the actual date is accurate.	D	K	N			
201	Bldg Count Week	Count Week flags are normally all "Y", possible issue with flag(s) reported.	N/A	ODE EMIS-Contact ITC	Your ITC	CW indicates potential problem with a MON through FRI count week flag.	S	K				
210	Follow-up records missing	Student was included on the ODE March file but records have not yet been returned	N/A	ODE EMIS-Contact ITC	Your ITC	March file supplied to district	D				D	
215	Follow-up invalid records	Student was not included on the ODE March file but district is submitting follow-up records	N/A	ODE EMIS-Contact ITC	Your ITC	March file supplied to district	D				D	
220	Fund code(s) on expenditure record not received	Missing fund code on expenditure record that is expected to be reported. Missing fund code(s) by organization type: Traditional Districts: 001, 006, 018, 200, 300, 432, 516, 532, 572, 584, 590 JVSDs: 001, 200, 432, 524, 590 ESCs & Community Schools: 001	N/A	ODE EMIS-Contact ITC	Your ITC	Check the expenditure (QC) record for the specific group of fund codes by organization type that are missing. Ex. of Error Code: MSNG 001	D					H
221	Fund code(s) on receipt record not received	Missing fund code on receipt record that is expected to be reported. Missing fund code(s) by organization type: Traditional Districts: 001, 006, 018, 200, 300, 432, 516,	N/A	ODE EMIS-Contact ITC	Your ITC	Check the receipt (QC) record for the specific group of fund codes by organization type that are missing. Ex. of Error Code: MSNG 001	D					H

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		532, 572, 584, 590 JVSDs: 001, 200, 432, 524 ESCs: 001, 432, 499 Community Schools: 001										
222	Function source codes on expenditure record not received	Missing a 1xxx, 2xxx, 3xxx, 4xxx, and/or 7xxx function code that is expected to be reported. Missing function code(s) by organization type: Traditional Districts: 1xxx, 2xxx, 3xxx, 4xxx JVSDs: 1xxx, 2xxx, 3xxx, 4xxx, 7xxx ESCs: 1xxx, 2xxx, 7xxx	N/A	ODE EMIS-Contact ITC	Your ITC	Check the expenditure (QC) record for the specific group of function codes by organization type that are missing. Ex. of Error Code: MSNG 1XX	D					H
223	At least one record with 1xx, 2xx, or 5xx object code not received	Missing a 1xx, 2xx, or 5xx object code when the same code was reported the prior year. Missing object code(s) by organization type: Traditional Districts: 1xx, 2xx, 5xx JVSDs: 1xx, 5xx ESCs: 1xxx, 5xx Community Schools: 5xx	N/A	ODE EMIS-Contact ITC	Your ITC	Check the expenditure (QC) record for the group of object codes by organization type that are missing. Ex. of Error Code: MSNG 1XX	D					H
224	Missing OPU record	Missing an operational unit when (DQ) District General Information Fall record is reported.	N/A	ODE EMIS-Contact ITC	Your ITC	Check the QC record. At least one OPU record is expected for districts that submitted a District General Information Fall (DQ) record.	D					H
225	All OPU are being reported with the central office code	All OPU are being reported with the central office code of C, incorrectly.	N/A	ODE EMIS-Contact ITC	Your ITC	Check the QC record. Review the Operational Units (OPUs) and recode them as necessary.	D					H
226	Missing Bldg Gen Info Record in H	Missing Bldg Gen Info Record in H, when record was reported in N.	N/A	ODE EMIS-Contact ITC	Your ITC	Check Bldg Gen Info (DM) Record and report record.	D					H
227	Missing OPU on Receipt	Missing OPU codes on the Receipt Record. Blanks are permitted; other Receipt OPU	N/A	ODE EMIS-Contact ITC	Your ITC	Check the QC record. Review receipt record, report missing OPUs.	D					H

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Error	Error Description	Description	Related ODE Report	Business Owner	Contact Information	Check	Rpt Type Code	K	N	G	D	H
		must be in the OPU data set.										
228	Missing OPU on Expenditure	Missing OPU codes on the Expenditure Record. Blanks are permitted; other Expenditure OPU must be in the OPU data set.	N/A	ODE EMIS-Contact ITC	Your ITC	Check the QC record. Review the expenditure record, report missing OPUs. Ex: 1290/411 (Function Code/Object Code)	D					H
229	Missing Cash Fund Codes	Reported fund code(s) last year with a balance, missing corresponding fund code(s) on this year's Cash Record.	N/A	ODE EMIS-Contact ITC	Your ITC	Submit Cash Record (QC) for those fund code(s) reported with cash balance on last year's Cash record. Ex: 001/9000 (Fund Code/Cost Center)	D					H
240	KG %-Attendance Pattern	A kindergarten student with FO or HE attendance pattern reported with 100% of time, KG student with attendance pattern not FE, FO, or HE	N/A	ODE EMIS-Contact ITC	Your ITC	Check student standing and student attribute—effective date records	D		N			
245	Attendance vs. Days in Session	Student total days attendance, excused and unexcused absence does not equal building days in session for students in this grade. <u>Note:</u> Check may not include all attendance errors, especially those not in district full year or not 100% of time.	N/A	ODE EMIS-Contact ITC	Your ITC	Check building days in session, student standing days of attendance	D		N			
250	Large Difference in 1 st Day of School	KG and 1-12 grade first day of school is greater than +6 or less than -6 day difference. Please verify that the dates are accurate.	N/A	ODE EMIS-Contact ITC	Your ITC	Check building first day of school for KG and 1-12 on the Building Yearend (DB) record.	S		N			
255	Attendance < Days in Session	Full-time year-long student's total days of attendance < building days in session for that grade.	N/A	ODE EMIS-Contact ITC	Your ITC	Check building days in session, student standing days of attendance	D		N			

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<u>Error</u>	<u>Error Description</u>	<u>Description</u>	<u>Related ODE Report</u>	<u>Business Owner</u>	<u>Contact Information</u>	<u>Check</u>	<u>Rpt Type Code</u>	<u>K</u>	<u>N</u>	<u>G</u>	<u>D</u>	<u>H</u>
260	Attendance > Days in Session	Full-time year-long student's total days of attendance > building days in session for that grade.	N/A	ODE EMIS-Contact ITC	Your ITC	Check building days in session, student standing days of attendance	D		N			
265	KG Days in Session < 150	FO, HE, FE days in session is expected to be ≥ 150.	N/A	ODE EMIS-Contact ITC	Your ITC	Check building days in session, student standing and student attribute effective date records	S		N			

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