

**MISSING STUDENT
REPORT EXPLANATION
(.CSV_CCYY?_STU_MISSING)**

Education Management Information System (EMIS)



Revision Date October 6, 2010

**Prepared by
Office of Information Policy and Management**

Table of Contents

REVISION HISTORY	3
REPORT OVERVIEW	3
GENERAL DESCRIPTION AND SIGNIFICANCE	3
TIPS FOR READING THIS DOCUMENT	3
ODE PROCESSING	4
PROCESS DESCRIPTION	4
<i>Report Selection Criteria</i>	4
LOGIC	4
DATA SOURCE	5
<i>Submitted Data Used in Report</i>	5
<i>Derived Data Used in Report</i>	5
REPORT SAMPLE	6
HEADER INFORMATION	6
REPORT GROUPING/ORDERING/CONTROL BREAKS	6
REPORT SUMMARY	6
REPORT DETAIL	6
REPORT LAYOUT/SAMPLE	6
ERROR DETECTION AND CORRECTION	7
INDEX	8

Revised January 14, 2010

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
4/10/2009	ODE/IPM	Replaced logo, modified language on SSID change
12/7/2009	ODE/IPM	Updated for FY10
1/14/2010	ODE/IPM	Updated logic for Oct to exclude Voc Ed only students from checking
October 6, 2010	ODE/IPM	Updated for FY11

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 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

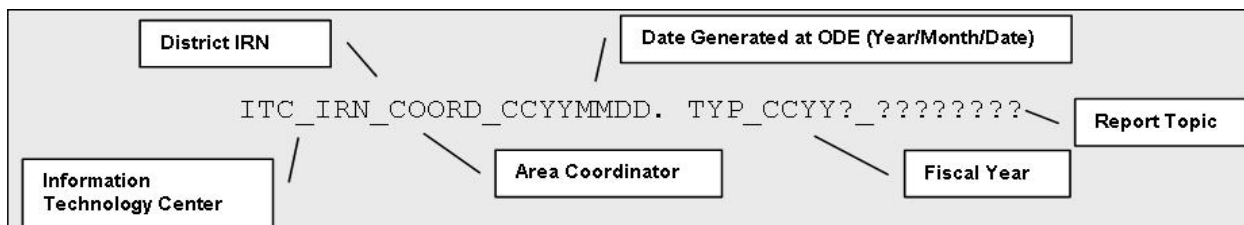
- EMIS data elements are written in SMALL CAPITAL LETTERS.
- Report field names are written in **BOLD SMALL CAPITAL LETTERS**.
- Options (values) for each data element are indicated in *ITALICIZED CAPITAL LETTERS* and are enclosed in quotation marks.
- Record names are displayed in *italicized bold letters*.
- 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.

Revised January 14, 2010



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

In October, if a student was not withdrawn in the prior yearend, the program checks to see if the SSID is being reported by the district. The program takes into account SSID changes that were reported in the prior yearend. In addition, Cleveland Scholarship participants and Career Tech Evaluation only students are excluded from checking. If the SSID or changed SSID is not found, it is added to the CSV file.

At yearend, the program checks for every SSID of an enrolled student reported by a district in October (K) (excluding summer withdrawals). The program checks to see if the same 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.

To determine whether or not the student is a summer withdrawal and not to be included on the yearend missing report, the student's withdraw date is checked against the first day of school for the attending building. The withdraw date is the Effective End Date on the Student Standing (FS) record that has a Withdraw Reason not = "***". If the student is a kindergarten student, the building profile's first day of school for kindergarten is the determining date. If the student is in any other grade, including preschool, the first day of school for students in grades 1-12 is used. Remember that the date of withdrawal or the date of admission is a day of enrollment. If the student is to be considered a summer withdrawal, the withdraw date must be before the first day of school.

Note: Additional items that affect the report are SSID changes and student overrides. Successful processing of the SSIDs in these two components will stop the SSID from appearing on the report.

Revised January 14, 2010

The information about the SSID changes will be in the Student Standing (FS).

If a student's SSID changes during the course of the year, the district should report Student Standing records up to the date of the SSID change with the old SSID, enter an Effective End Date, and open a new record with the new SSID and the Effective Start Date of the next day. If the student's SSID changed during the course of the summer, the district should enter a record for a single day showing the old SSID with an Effective End Date as the first day of the school year and should enter the new SSID on the subsequent record(s) for that student.

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	
SUMMATIVE RACIAL ETHNIC GROUP	GI090	Student Demographic	

Derived Data Used in Report

There are no derived data.

Revised January 14, 2010

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:

<i>HEADER NAME</i>
DIST-IRN
BLDG-IRN
SSID
GENDER
ETHNICITY
ADMN-DATE
WTHD-DATE
GRADE
HOW-RECD
SENT
DATA-SUBMIT-DATE

Report Grouping/Ordering/Control Breaks

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

Revised January 14, 2010

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).

If an SSID cannot be found in a district submission, verify SSID change.

If an SSID was not overridden verify the SSID and that the override request date is within the report date.

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

Revised January 14, 2010

INDEX

C

Correction 6

D

Data Source 4

E

Error Detection..... 6

R

Report Sample..... 5

Revision Date..... 1, 3

S

Selection Criteria 4

Significance..... 3

Revised January 14, 2010