

**STUDENT MISSING COURSE  
REPORT EXPLANATION  
(.CSV\_CCYY?\_STU\_MISS\_COURSE)**

**Education Management Information System (EMIS)**



Revision Date February 16, 2012

**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
4/7/08	IPM	Created report explanation.
5/1/2008	IPM	Updated to include new logic.
12/8/2009	IPM	Updated for FY10 – No changes
03/11/2010	IPM	Added selection logic for year reporting.
03/22/2011	IPM	Added PSEO students
2/16/12	Bkm	Updated for FY12 – no changes

## Report Overview

### *General Description and Significance*

This program generates a data verification CSV file for all EMIS reporting entities.

The purpose of this CSV file is to inform the districts/entities of students that ODE has not received courses for where it has been determined that students should have course records submitted.

### *Report Distribution*

The CSV file will be generated only for EMIS reporting entities that have at least one student that is missing student course records.

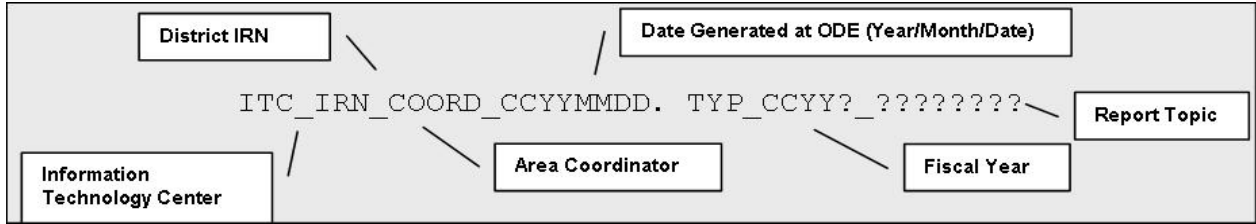
This report is copied to School Districts/ITC's after each EMIS Processing (with other weekly reports & files that are copied to school districts).

### *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\_MISS\_COURSE**; its components are described below. This report is produced during the October (K) and Yearend (N) reporting periods.



## ODE Processing

### Process Description

### Data Source

The data will come from the **Student Demographic, Student Standing, Student Attribute – Effective Date** and **Student Course** records.

### Submitted Data Used in Report

Element Name	Record Field #	File Name	Special Notes
DISTRICT IRN			
STATE STUDENT ID (SSID)	FS110	<i>Student Standing Record</i>	
STUDENT PERCENT OF TIME	FS120	<i>Student Standing Record</i>	
STATE EQUIVALENT GRADE LEVEL	FD090	<i>Student Attribute – Effective Date Record</i>	
RACIAL/ETHNIC GROUP	GI090	<i>Student Demographic Record</i>	
GENDER	GI080	<i>Student Demographic Record</i>	
SENT TO PERCENT OF TIME	FS220 & FS250	<i>Student Standing Record</i>	

### Derived Data Used in Report

Element Name	Record Field #	File Name	Special Notes
ATTENDING/HOME STATUS			Derived from Student Status and A/H IRN Indicator

### Report Selection Criteria

The program selects all students with the STUDENT PERCENT OF TIME or SENT TO PERCENT OF TIME greater than zero and the first position of the ATTENDING HOME STATUS = to “1” or students who are PSEO participants ATTENDING HOME STATUS = 25 OR 35 . The program excludes all students in the Autism Scholarship Program, i.e., the student ATTENDING/HOME STATUS = “1Z”.

C:\Users\10184100\Downloads\Student-Missing-Course.doc  
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For October reporting period, the program will **EXCLUDE** students who withdraw prior to the district's October Count Week.

For Year end reporting period, the program will:

- **EXCLUDE** newly enrolled students who enroll after April 15 of the current school year.
- **INCLUDE** students who were enrolled before April 15 of the current school year and continued to be enrolled through May 15 of the current school year.

### ***Logic***

The program matches each student that meets the selection criteria to the STUDENT COURSE RECORD on the District IRN and SSID. If a match is found the reporting criteria has been met.

If there is no course match, the program will check the PROGRAM RECORD on the DISTRICT IRN and SSID. If there is not a "220100" program code for pre-school itinerant services, that student will be included in the report.

## **Report Sample**

### ***Header Information***

The following is the header as it should appear in the 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.

<b>Header Row Field Titles</b>
Dist-irn
Bldg-IRN
SSID
Equiv_Grade
Atn_Home_Status
Race
Gender
Student-Submit-Date

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

These data are ordered in the file by building IRN and SSID. Each district has its own report.

### ***Report Summary***

There is no report summary.

### ***Detail Information***

The spaces in the following example are for readability only and should not be in the actual file.

**DIST-IRN, BLDG-IRN, SSID, EQUIV\_GRADE, ATN\_HOME\_STATUS, RACE,  
GENDER, STUDENT-SUBMIT-DATE**

**044449, 133959, BG1459744, 05, 10, w, F, 20080615  
044449, 133959, BG1622781, 05, 19, B, M, 20080615**

### **Error Detection and Correction**

This report alerts school districts that course information that should have been submitted to ODE has not been and, consequently, is reported as missing.

Districts should check their aggregation and submission reports to be sure that all submitted data were accepted and processed by ODE.

Once that is assured, district personnel should look at the data in the records for students.

If there are discrepancies between what is on the report, and what is actually occurring in your district, there could be a coding error. Things to check include:

- ✓ Is the *STUDENT PERCENT OF TIME* and *SENT TO PERCENT OF TIME* reported appropriately for all students?
- ✓ Is the *STATE EQUIVALENT GRADE LEVEL* accurate for each student?
- ✓ Are both the *HOW RECEIVED* and/or *SENT REASON* reported correctly for all students?
- ✓ Is there at least one course reported for the student?

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