

EMIS MANUAL

Section 2.24: Student Reported in Error (FX) Record

Version 1.0

August 19, 2024

REVISION HISTORY

The revision history sections of the EMIS Manual provide a means for readers to easily navigate to the places where updates have occurred. Significant changes and updates are indicated through underlined blue text for additions and red text with strikethroughs for deletions. Minor changes—such as typos, formatting, and grammar corrections or updates—are not marked.

Version	Date	Effective	Change #	Description
1.0	8/19/24	FY25	25-129	Section first posted.

COMING CHANGES

The EMIS Manual is a living document, and each fiscal year’s version is updated throughout the school year. For information regarding specific known changes that may impact the elements in this section, see the appropriate EMIS Changes webpage.

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2.24 STUDENT REPORTED IN ERROR (FX) RECORD

Required Collections

The Student Reported in Error (FX) Record is to be reported during the Beginning of Year, Mid-year, and End of Year Student (S) Collections, the SOES Beginning of Year and End of Year Student (S) Collections, and the Student (S) Cross Reference Collection.

General Guidelines

A Student Reported in Error (FX) Record should be reported for a student who has previously been reported in error for the current school year. Reporting a student with this record type is equivalent to reporting the student with an 81 withdrawal reason on a Student Standing (FS) Record. The reasons to report or not report this record type are the same as the reasons to report or not report an 81 withdrawal reason in a full set of enrollment records. This record is simply a shortcut for that reporting that will not require a district or school to maintain a full set of enrollment records in their student information system just for EMIS reporting.

Once reported, an FX Record should continue to be reported for the remainder of the student collections for the fiscal year, unless the student actually enrolls and attends later in the year. If a student enrolls later in the year, the enrollment records for that student will be used and the Student Reported in Error (FX) Record for that SSID will not apply. The FX Record for that student may be left in the collected data or may be removed. Any time both a Student Standing (FS) Record and an FX Record are reported for the same SSID, the FS Record will be used and the FX Record will not be reported to the Department.

Student Reported in Error (FX) Record Data Elements

The following portion of this section discusses each of the data elements within the Student Reported in Error (FX) Record. The elements are organized alphabetically.

☀ District IRN Element

Record Field Number	FX040
Definition	The state assigned six-digit information retrieval number (IRN) for the district.

Valid Options

Six-digit code Valid school district IRN

☀ State Student ID (SSID) Reported in Error Element

Record Field Number	FX050
Definition	The state assigned unique identifier used for the student that was reported in error this fiscal year.

Valid Option

Nine-character alphanumeric as assigned by the SSID System

Defining a Unique Record

Each EMIS record has specific fields that must be unique on each row of data reported to the Department. For the Student Reported in Error (FX) Record, the following field must be unique.

Required Fields	Number
State Student ID (SSID) Reported in Error	FX050

2.24 STUDENT REPORTED IN ERROR (FX) RECORD FILE LAYOUT

Number	Position	Name	PIC/Size
	1-8	Filler	PIC 9(8)
FX010	9-10	Sort Type	PIC X(2)
		Always "FX"	
	11	Filler	PIC X
FX020	12-15	Fiscal Year, e.g., 2025 (CCYY)	PIC X(4)
FX030	16	Data Set	PIC X
		S – Student	
FX040	17-22	District IRN	PIC X(6)
FX050	23-31	State Student ID (SSID) Reported in Error	PIC X(9)