EMIS MANUAL

Section 2.4:
Student Standing (FS) Record

Version 16.0
September 2, 2026

Ohio Department of Education & Workforce

EMIS Education Management Information System

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 blue text for additions and red text with strike throughs for deletions. Minor changes—such as typos, formatting, and grammar corrections or updates—are not marked.

Version	Date	Effective	Change #	Description
16.0	09-02-26	FY27	27-40	Removed attendance/absence reporting as FM Record is now required reporting.
16.0	09-02-26	FY27	27-36	Clarified reporting of county of residence code.
16.0	09-02-26	FY27	27-7	Removed how received option E.
15.2	02-06-26	FY26	26-111	Added sent reason OR.
15.1	07-24-25	FY26	26-68	Updated how received IRN element table.
15.1	07-24-25	FY26	26-10	Updated reporting instructions for withdrawal reason 76.
15.0	07-01-25	FY26	25-17	Added OTC enrollment scenario.
14.1	08-15-24	FY25	25-47	Updated OSD/OSSB to Ohio Deaf and Blind Edu Services.
14.1	08-15-24	FY25	25-39	Updated EMIS Student ID Number.
14.0	07-18-24	FY25	25-73	Added How Received options D and J to table.
14.0	07-18-24	FY25	25-22	Removes reference to 2003 from Admission Reason 5.
14.0	07-18-24	FY25	25-15	Updated information around absences and excuses.
14.0	07-18-24	FY25	25-11	Added clarification for Withdrawal Reason 38.
14.0	07-08-24	FY25	25-97	Updated Department name and logo (ODE to DEW).
13.5	05/23/24	FY24	24-101	Added reporting guidance for students at OTCs.
13.4	02/23/24	FY24	24-9	Removed How Received option “F”.
13.3	01/18/24	FY24	24-96	Updated Withdrawal Reason 45 (homeschooling).
13.2	11/02/23	FY24	24-103	Clarified Assigned Building IRN reporting.
13.1	08/09/23	FY24	24-82	Updated withdrawal reporting; added Updated Exit Status.
13.1	08/09/23	FY24	24-63	Updated Percent of Time reporting for PK/KG.
13.1	08/09/23	FY24	24-33	Updated expulsion reporting.
13.0	07/14/23	FY24	24-32	Updated SSID reporting guidance.
12.2	8/25/22	FY23	23-50	Updated district relationship reporting guidance for preschool special education students.
12.1	7/1/22	FY23	23-77	Additional guidance for reporting withdrawal reason 81.
12.1	7/1/22	FY23	23-35	PS students must be age 3 by Oct 31.
12.1	7/1/22	FY23	23-18	Update withdrawal code 47.
12.0	7/1/21	FY22	NA	Posted for FY22.
11.3	5/20/21	FY21	21-175	Removed reference to the “GED”.
11.2	4/23/21	FY21	21-162	Updated title of How Received G; removed old reporting instructions for How Received codes G and N.
11.2	4/23/21	FY21	21-127	Added withdrawal reason 78.
11.1	9/22/20	FY21	21-73	Attendance to be reported all year.
11.0	7/1/20	FY21	NA	Posted for FY21.
10.2	1/16/20	FY20	20-161	Updated description of Sent Reason NP.
10.1	12/23/19	FY20	20-22	Updated reporting instructions for preschool percent of time.
10.0	10/10/19	FY20	20-46	Updated description for How Received option L.

Version	Date	Effective	Change #	Description
9.2	6/10/19	FY19	75987	Added Sent Reason option CO for students court placed out of state when the LEA is responsible for cost of education.
9.2	6/10/19	FY19	75986	Added How Received option J for non-foster non-court placed students.
9.2	6/10/19	FY19	75982	How Received option X updated; previously changed incorrectly for change number 62014.
9.2	6/10/19	FY19	75912	Updated definition for How Received option L.
9.2	6/10/19	FY19	71868	Added How Received option G for foster placed students who are then open enrolled to another district.
9.2	6/10/19	FY19	68644	Added How Received option D for non-foster court placed students.
9.2	6/10/19	FY19	68533	Clarified How Received option V for preschool reporting.
9.2	6/10/19	FY19		Removed E and X Collections; no longer being implemented.
9.2	6/10/19	FY19	NA	How Received option Q added to table in How Received IRN reporting instructions.
9.2	6/10/19	FY17		Removed How Received options G and N.
9.1	11/2/18	FY19	76439	Withdrawal Reason 76: changed from 105 hours to 72 hours.
9.0	7/6/18	FY19	NA	Removed reference to deleted program codes.
9.0	7/6/18	FY19	NA	Posted for FY19.
8.1	6/27/18	FY18	64753	Updated reasons for excused absences.
8.1	6/27/18	FY18	62014	How Received Code X may be reported by traditional districts.
8.1	6/27/18	FY18	46298	Updated description of How Received Element option C.
8.0	4/20/18	FY18	NA	Posted for FY18.
7.0	6/16/17	FY17	36686	Removed language from Percent of Time (FS120) reporting instructions that is no longer relevant.
6.1	1/19/17	FY16	34536	Added further clarification on when to update Admission elements.
6.0	6/1/16	FY16	34536	Added change 34536 to Coming Changes.
6.0	6/1/16	FY16	36679	Revised percent of time reporting instructions.
6.0	6/1/16	FY16	36420	Added new option for Admission Reason: D.
6.0	6/1/16	FY16	35175	College Credit Plus reporting instructions added.
6.0	6/1/16	FY16	34514	Preschool open enrollment coding changes.
6.0	6/1/16	FY16	32462	Added new withdrawal code for use in certain 3 way situations.
6.0	6/1/16	FY16	31189	PS coding changes.
6.0	6/1/16	FY16		Added Coming Changes section.
5.0	10/20/15	FY15S		Updated language to reflect shift from reporting periods to FY15 reporting.
5.0	10/20/15	FY15S	1040	Updated reporting regarding whether a change in student status requires a change in admission date.
4.1	6/12/15	Student Cross Referenc e	1051	Added Student Cross Reference (S) reporting period to Required Reporting Period Table and to the File Layout.
4.1	6/12/15	FY14N	879	Clarified reporting for combined attendance.

Version	Date	Effective	Change #	Description
4.0	10/16/13	FY14K	1017	Added three new options for the Tuition Type Element: A, B, and C.
4.0	10/16/13	FY14K	1010	Removed references to unit funding.
4.0	10/16/13	FY14K	951	Updated Admitted From IRN Element reporting instructions.
4.0	10/16/13	FY14K	908	Updated to include Jon Peterson Scholarship Program.
4.0	10/16/13	FY14K	557	Updated to reflect changes regarding court placement.
4.0	10/16/13	FY14K	949	Updated to include new admission reasons for SSIDs generated by the board of regents.
4.0	10/16/13	FY14K	836	Added additional explanations for admission reasons.
4.0	10/16/13	FY14K	990	Added two new withdrawal codes: 76 and 77.
4.0	10/16/13	FY14K	991	Added additional withdrawal codes: 38, 39, 79, 81; updated reporting instructions.
3.0	6/7/13	FY13K	948	Added new element (FS370) with options and reporting instructions, added FS370 to required reporting period table, file layout and bullet in General Guidelines under Changes in Value for New Records.
2.0	3/7/13	E-Transcript (E)	922	Added E-Trans (E) column to Required Reporting Periods table. Added language to include E-Trans in General Guidelines.
2.0	3/7/13	Student Record Exchange (X)	921	Added SRE (X) column to Required Reporting Periods table and SRE (X) reporting period to File Layout . Added language to General Guidelines to include SRE.

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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2.4 Student Standing (FS) Record

Required Collections

The Student Standing (FS) Record and the relevant elements are to be reported as follows.

Record Field Number	Data Element	S Traditional			S CS/STEM		S Cross Ref
		Initial	Mid	Final	Initial	Final	
FS070	*Admission Date*	✓	✓	✓	✓	✓	✓
FS350	*Admitted From IRN*	✓	✓	✓	✓	✓	✓
FS170	*Assigned Building Area IRN*	✓	✓	✓	✓	✓	
FS160	*Attending Building IRN*	✓	✓	✓	✓	✓	
FS370	*County of Residence*	✓	✓	✓	✓	✓	
FS140	*District Relationship*	✓	✓	✓	✓	✓	✓
FS090	*Effective End Date*	✓	✓	✓	✓	✓	✓
FS060	*Effective Start Date*	✓	✓	✓	✓	✓	✓
FS050	*EMIS Student ID Number*	✓	✓	✓	✓	✓	✓
FS180	*How Received*	✓	✓	✓	✓	✓	✓
FS190	*How Received IRN*	✓	✓	✓	✓	✓	✓
FS150	*Legal District of Residence*	✓	✓	✓	✓	✓	✓
~~FS320~~	~~*School Year Attendance Hours*~~	~~✓~~	~~✓~~	~~✓~~	~~✓~~	~~✓~~	
~~FS330~~	~~*School Year Excused Absence Hours*~~	~~✓~~	~~✓~~	~~✓~~	~~✓~~	~~✓~~	
~~FS340~~	~~*School Year Unexcused Absence Hours*~~	~~✓~~	~~✓~~	~~✓~~	~~✓~~	~~✓~~	
FS200	*Sent Reason 1*	✓	✓	✓	✓	✓	✓
FS230	*Sent Reason 2*	✓	✓	✓	✓	✓	✓
FS210	*Sent To IRN 1*	✓	✓	✓	✓	✓	✓
FS240	*Sent To IRN 2*	✓	✓	✓	✓	✓	✓
FS220	*Sent To Percent of Time 1*	✓	✓	✓	✓	✓	✓
FS250	*Sent To Percent of Time 2*	✓	✓	✓	✓	✓	✓
FS110	*State Student ID (SSID)*	✓	✓	✓	✓	✓	✓
FS080	*Student Admission Reason*	✓	✓	✓	✓	✓	✓
FS120	*Student Percent of Time*	✓	✓	✓	✓	✓	✓
FS130	*Tuition Type*	✓	✓	✓	✓	✓	✓
FS380	*Updated Exit Status*	✓	✓	✓	✓	✓	✓
FS100	*Withdrawal Reason*	✓	✓	✓	✓	✓	✓
FS360	*Withdrawn To IRN*	✓	✓	✓	✓	✓	✓

General Guidelines

The Student Standing data elements describe the standing of a student within the district reporting that student. This record also describes situations in which the reporting district receives a student from another district and/or in which the reporting district sends a student to another district.

Student Standing (FS) Records are reported by a district

- if the student was enrolled in the district,
- if the student received services from the district, or
- if the district had a fiscal or other reporting responsibility for the student.

In the appropriate student collections, a district will submit one or more records describing its relationship to a student. A single record will be reported for a student if that student's relationship to the district is unchanged throughout the time frame of the collection. If the relationship of a student to the district changes, the original record must be "closed" and a new record "opened," resulting in more than one record submitted for the student during the collection.

The data that comes to the Department in each record should reflect element values that are true for the student during the time frame between the Effective Start Date and the Effective End Date, inclusive, of the Student Standing (FS) Record. These data should not extend into future potential changes to the student's standing. No element in the record should contain projected values.

Open Versus Closed Records

The terms "open" and "closed" records will be used in relation to this record and to the Student Attributes – Effective Date (FD) Record to indicate whether or not the element values in a given record are currently in effect.

A record that is open will reflect the student's relationship and status with the reporting district as it exists at the end of a collection; all values in the record are currently in effect. A student can have only one open record per type being reported in a single collection request.

A record that is closed will reflect a student's prior relationship with the reporting district and no longer defines the status of the student at the end of the collection; not all values in the record are currently in effect. There may be any number of closed records for a single student in a single collection. If a record is closed for any reason other than the withdrawal of the student, there must be a new open record.

If a record is closed by entering an Effective End Date, it may still be corrected after that date as long as the Department is still accepting data for the collection. A correction to a record does not trigger the closing of the current record and the opening of a new record as long as the corrected element value is changed to the true value of the student as of the Effective Start Date on the record.

Changes of Values in New Records

When there is a real change in the student's standing within the reporting district, the change will trigger closing the existing record and opening a new record.

For example, if a student moves from one building in a school district to another, the Attending Building IRN of the Student Standing (FS) Record must be changed. The existing record would be closed by entering an Effective End Date. ~~The district must calculate the School Year Attendance Hours, School Year Excused Absence Hours, and School Year Unexcused Absence Hours for the time frame of the record.~~ All of the other elements in the original record will be kept the same. A new Student Standing (FS) Record must be opened and must contain the new Attending Building IRN. A new Effective Start Date must be entered for this record and the Effective End Date~~, School Year Attendance Hours, School Year Excused Absence Hours, and School Year Unexcused Absence Hours Elements~~ will be filled with zeros on the new record. Unless the move to a new building triggers some other change, other elements will contain the same values as those on the closed record.

As is evident in this example, changes to some data elements will necessitate closing the current Student Standing (FS) Record and opening a new one that defines the new relationship of the student to the reporting district.

A change to any of the following elements requires the closing of the current open record:

- Admission Date Element
- Admission Reason Element
- Assigned Building Area IRN Element
- Attending Building IRN Element
- County of Residence Element
- District Relationship Element
- How Received Element
- How Received IRN Element
- Legal District of Residence Element
- Percent of Time Element
- Sent Reason Element
- Sent to IRN Element
- Sent to Percent of Time Element
- State Student ID Element
- Tuition Type Element
- Withdraw Reason Element

The closing of the current record requires entering an appropriate value~~s~~ for the following element~~s~~:

- Effective End Date Element
- ~~If the record applies to a student whose attendance must be recorded:~~
  - ~~School Year Attendance Hours Element~~
  - ~~School Year Excused Absence Hours Element~~
  - ~~School Year Unexcused Absence Hours Element~~

For a change in any of the above elements, except Withdraw Reason, a new record must be opened for the student. The opening of the new record requires:

- An Effective Start Date one calendar day after the closed record's Effective End Date,
- ~~Zero values in all attendance related elements, to be updated later as appropriate,~~
- New value(s) in the element(s) that changed as of the Effective Start Date,
- The same values as the closed record for all other elements that continue to reflect the student's standing within the district.

When a student's district relationship changes from "2" or "3" to "1", the Effective Start Date on the newly opened FS Record should reflect the date on which the student began receiving instructional services, i.e., a day of attendance for the student. If the Effective Start Date on the newly opened FS Record does not reflect the date on which the student began receiving instructional services, then the Admission Date must reflect the date on which the student began to receive instructional services.

In general, the Department prefers that each Student Standing (FS) or Student Attributes – Effective Date (FD) Record reflect at least one change in value beyond effective dates ~~and attendance hours~~ between each submitted record. However, due to the challenges of maintaining this data and the impact of corrections to incorrect data, the Department will accept data rows without changing data as long as there is no

overlap in the Effective Date ranges ~~and the attendance hours are accurate~~ on each record. In other words, if a change in a specific element triggers the closing of a current record and the opening of a new record with contiguous dates, and it is later discovered that the change in value for the specific element was incorrect, the initial record may still be reported to the Department as closed and the new open record reported with the same value as the closed record.

Time Frames

Any district that has a relationship with the student during a time frame within the current school year must report one or more records for

- students who were enrolled one or more days from the day after the last day of the prior school year to after the start of the current school year,
- students who withdrew or graduated during the summer, and
- students aged 2 in preschool should be reported if they will turn 3 by Oct. 31, otherwise report the student when they turn 3.

If a district reported student withdrawals that occurred after the last day of school through June 30th during the previous year's End of Year Student (S) Collection, these students would not need to be reported during the current year's student collections. During the current year's student collections, the district would report any withdrawal that occurred after the last day of school that had not been reported during the prior year's End of Year Student (S) Collection.

For the Beginning of Year and SOES Beginning of Year Student (S) Collections, districts must at a minimum report data that is current as of October 31. For the ~~End of Year and SOES End of Year~~Midyear Student (S) Collection~~s~~, districts must at a minimum report data that is current as of March 30.

If a student is enrolled in more than one district, each district is responsible for reporting a Student Standing (FS) Record.

If a student is concurrently enrolled in more than one building of a district during a collection request, the following criteria should be used to determine how to report the student.

- If a student is enrolled in two or more buildings between the Effective Start Date and Effective End Date, inclusive, within a district, the Student Standing data is reported in the building where the student spends the majority of time.
- If a student is enrolled in two or more buildings between the Effective Start Date and Effective End Date, inclusive, within a district for the exact same amount of time in each, then the district will make the determination as to which building reports the ~~s~~Student Standing data~~attendance and absence hours~~.

Definitions of Terms ~~Related to Attendance~~

Enrolled Students. An enrolled student is defined in Ohio Revised Code § 3317.03 as those pupils who are attending school, those who have attended school during the current school year and are absent for authorized (excused) reasons, scholarship students of pilot project districts, and those students with disabilities currently receiving home instruction.

Expelled Students. When a student is expelled, the student is reported with Sent Reason option EX as of the date of expulsion. This reporting requires a new FS Record. The Sent to IRN is reported as 999999. For students who are not receiving education or services during the expulsion, report 0 for Sent to Percent of Time and option 3 for District Relationship. For students who are receiving education or services during

the expulsion, report the appropriate amount for Sent to Percent of Time and option 1 for District Relationship.

Instructional Services. Instructional services for students who are expelled and/or suspended, per OAC 3301-18-01 (C), include "alternative experiences or activities which are provided in accordance with board policy or an individualized education program (IEP) to meet the unique needs of the student. In designing such services, modifications may be made to provisions relating to instructional time, teaching credentials, and courses of study. For students with disabilities, such modifications must be made through the IEP team".

~~***Parent-Teacher Conference Days.*** For students, parent-teacher conference days do not count as absence or attendance days. Days-in-session do not include parent-teacher conference days.~~

~~***Combined Attendance.*** The resident district includes the attendance for school-age students receiving services from a staff person employed by an ESC. Additionally, the sending district should report combined attendance for all students with one of the following options in the Sent Reason Element:~~

~~"MR" – MR/DD that Student Attends~~
~~"NP" – Non-public school placement at district expense~~
~~"PI" – Proprietary Institution Program Placement~~
~~"PS" – Post-Secondary Institutions~~

~~Students attending a JVSD part time are to be reported by both the JVSD and the resident school district. The resident district reports the time spent at the resident district only, and the JVSD reports the time spent at the JVSD only.~~

~~Preschool students attending both an ESC and their resident school district are to be reported by both entities. The ESC reports the time spent at the ESC only and the school district reports the time spent at the school district only.~~

~~The sending district includes the attendance for non-preschool students receiving services from a staff person employed by an ESC. These students are only reported at the sending district.~~

~~Example 1.~~

~~**Combined Attendance**~~ ~~If a student attends a JVSD part time and the resident district part time, the resident district includes the student attendance for the time educated at the resident district. The JVSD includes student attendance for the time educated at the JVSD.~~

Student Standing Data Elements

The following portion of this section discusses each of the data elements within the Student Standing (FS) Record. The elements are organized logically, listing related elements together.

☼ *Admission Date Element*

Record Field Number	FS070
Definition	The date of the student's first day of attendance for the most recent entry or re-entry into the school district.

Valid Options

YYYYMMDD Year, Month, Day

Reporting Instructions. If the entry/re-entry occurred during a prior school year and the exact date is unavailable, report the first day of school for that school year. If the entry/re-entry is during the current year, the Admission Date is an attendance day for the student and must occur on a date in the building's current school year calendar.

A change in a student's district relationship from "2" or "3" to "1" is considered a re-entry and requires either a new Admission Date or new Effective Start Date to be reported that reflects the date on which the student began receiving instruction.

When a student's district relationship changes from "2" or "3" to "1", if the FS Record that contains the new district relationship does not have an Effective Start Date that reflects the date on which the student began receiving instructional services, then a new Admission Date must be reported that reflects the date on which the student began to receive instructional services. In addition, when a new Admission Date is reported due to a change in district relationship from "2" or "3" to "1", a new Admission Reason must also be reported.

The Admission Date cannot be on a day in the school's calendar unless the student begins attendance on that day. The admission date may reflect a day prior to the first day the student actually attended if there are no scheduled days in session for the building between the date reported in the Admission Date Element and the day the student actually attended. For students who were reported by the district as of the end of the previous school year, the district should continue to report the Admission Date as it is currently being reported unless there is a change in the student's district relationship from "2" or "3" to "1" and the new Effective Start Date does not reflect the date on which the student began receiving instructional services.

The admission date for a preschool student previously reported as an infant by the district is the date of eligibility testing when the student is found to be ineligible. When the student is found to be eligible, apply the rules for school-age children to determine the admission date.

Example 1~~2~~.

Admission Date
A student moves into the district and registers for school on Monday, September 15; the student is scheduled to start classes on Tuesday of the same week. The student's family decides to keep the student home a couple more days to help unpack. The student does not start attending school until Thursday, September 18. The admission date for the student would be Thursday, September 18. If the original record was sent to the Department with a September 16 date, the district must update the Student Standing (FS) Record without closing the record and opening a new one. The September 16 date was in error and should not be reported to the Department as the Admission Date on any record.

Example 2~~3~~.

Admission Date
A student moves into the district over the summer and registers for school on June 22. The first day of the school year is August 26 and the student attends school on that day. The admission date can be June 22, August 26, or any date between these two dates as all dates between June 22 and August 26 are not days in session.

An admission date of August 1, 2008, is to be reported as 20080801.

If a student withdraws and returns to the district, an Admission Date is changed and the current student record should be closed. A new Student Standing (FS) Record must be opened and must contain the new date. If an error is found for an Admission Date, the date may be corrected without closing the record and opening a new one as long as all other rules regarding the Admission Date are followed.

☼ *Admission Reason Element*

Record Field Number	FS080
Definition	Describes how the student arrived at the district.

Valid Options

1 Student Transferred from Home School in Ohio
2 Student transferred from out of state/out of country
3 Student transferred from a nonpublic school in Ohio
4 Student enrolling for the first time in Ohio public school/community school because of age (Preschool/Kindergarten)
5 Not previously enrolled in an Ohio public district or community school for a reason other than listed above
6 Transferred from another Ohio public/community school
7 Not newly enrolled in this school district
8 Early Childhood (Pre-Preschool < 3 years of age)–only used by ODH, DODD, and ODJFS
9 Student previously enrolled in an Ohio Early Childhood (Pre-Preschool < 3 years of age) program administered by a state agency
A Student previously enrolled by ODHE–only used by ODHE
B Student previously enrolled in an Ohio P-12 education program–only used by ODHE
C ODHE student previously enrolled in an Ohio higher education program
D Student is 22 years old or older

Reporting Instructions. The Admission Reason Element must be reported for every collection during which students are reported. Generally speaking, the admission reason will remain the same for the duration of the student's educational experience in the district; however, there are situations in which the student's relationship to the district is so changed that the student should be considered to be newly admitted. If the student's admission reason changes, the admission date should change to coincide with that event. These exceptional situations are described below.

Options "8", "A", "B", and "D" are informational codes that are not reportable in EMIS. Option "8" indicates that the SSID was issued through an Ohio department, such as the Ohio Department of Health (ODH), the Ohio Department of Job and Family Services (ODJFS), or the Ohio Department of Developmental Disabilities (DODD). When first enrolling in an Ohio school, students who were issued an SSID through participation in an Ohio Early Childhood program administered by a state agency should be reported in EMIS with Admission Reason option "9".

Options "A" and "B" indicate that the SSID was issued through the Ohio Department of Higher Education (ODHE). When first enrolling in an Ohio school, students who have been issued an SSID by the ODHE should be reported in EMIS with Admission Reason option "C".

Option "D" indicates that the student is 22 years old or older. New SSIDs will not be issued for students with options of "8", "A", or "B".

Option "3" should be reported if a student is now being educated in the district after being educated in a non-public school, Pilot Program, Jon Peterson or Autism Scholarship facility, or other non-EMIS reporting entity located in Ohio. This would be true even if the student had been receiving services or was otherwise required to be reported while attending the non-public school.

Option "7" should be reported in circumstances in which the student withdraws from the district and then returns to the district without being instructed elsewhere in the interim, e.g., withdrawn for the 72-hour rule or an early childhood student reported in a prior collection with a How Received code of "V" who is now found to be eligible or is now of age to attend the district. Option "7" should be used if a student's district relationship changes from a "2" or "3" to "1" and a new Admission Date is reported.

If an Admission Reason is changed that is not simply a data entry error, the current student record should be closed. A new Student Standing (FS) Record must be opened and must contain the new Admission Reason option.

☼ *Admitted From IRN Element*

Record Field Number	FS350
Definition	The prior city, local, exempted village school district, community school, ESC, STEM District, or nonpublic school where the student was enrolled.

Valid Options

******	Default
Six-digit code	Valid district or nonpublic school IRN
999999	Entity that does not have an IRN

Reporting Instructions. This element will be reported with a non-default value (a value other than "******") when the Admission Reason Element is reported with a value of '3', '6', or '7'and the Admission Date is after the last day of school of the prior school year. Additionally, the element will be reported when the District Relationship of a student changes to a value of '1', from a '2' or '3'. If the IRN is unknown, the default value may be reported. Report the IRN of the district, community school, ESC, STEM district, or nonpublic school from which the student transferred. For an Admission Reason of '7', this could be the reporting entity's own IRN. ESCs and JVSDs should always report the default ('******') for this element.

When a student's prior enrollment involved multiple districts, the Admitted From IRN should be the IRN of the educating district. When the prior educating district is a JVSD, the admitting district should report the IRN of the previous district that sent the student to the JVSD.

If the student is enrolling from a nonpublic school that does not have a valid IRN, report 999999.

This element should be reported with the IRN of the last Ohio public district or nonpublic school that the student was enrolled in, if that enrollment happened during the current school year or the previous school year. If the student did not attend an Ohio public school district or nonpublic school during the current school year or the previous school year, report either the IRN of last enrollment or 999999.

☼ *Assigned Building Area IRN Element*

Record Field Number	FS170
Definition	The IRN of the building the student would normally attend according to the standard district attendance policy.

Valid Options

Six-digit IRN	Valid building IRN within the reporting district
******	Default

Reporting Instructions. This element will be reported with a non-default value (a value other than "******") only if it is different from the Attending Building IRN. This IRN is the IRN of the building that the student would normally attend according to district policy, i.e., attendance area. It would be used when the student, for some reason (e.g., an intradistrict enrollment lottery), is attending the building of the Attending Building IRN instead of the building to which the student would have been assigned.

If the Assigned Building Area IRN is changed, the current student record should be closed. A new Student Standing (FS) Record must be opened and must contain the new IRN.

~~Attendance Hours~~

~~***General Information.*** Attendance counts are required to be submitted by any district in which the student had even a single day of enrollment.~~

~~There are three elements of the Student Standing (FS) Record that count the number of hours of attendance or absence: School Year Attendance Hours, School Year Excused Absence Hours, and School Year Unexcused Absence Hours. These counts should be reported as follows.~~

~~Every student with whom the district had a relationship during any day from the first day of the current school year to the last day of the current school year must have one or more records with the School Year Attendance Hours, School Year Excused Absence Hours, and School Year Unexcused Absence Hours reported for them.~~

~~If the student's relationship with the district is unchanged from the first day of the school year to the last day of the school year, only one record will be reported.~~

~~If the student will continue the same relationship with the district the following school year, the Effective End Date should not be entered. When calculating attendance hours, include hours through the last day of school for the building the student was attending.~~

~~If Sent Reason = "PS", "NP", PI, or "MR", the record should include School Year Attendance, School Year Excused Absence, and School Year Unexcused Absence Hours for the duration of time that the record was effective. If the Sent Reason = "AU" or "JP", the School Year Hours for the duration of time that the record was effective should be zero.~~

~~**Example 4.**~~

~~For a student who attends South Elementary School for the entire school year, the FS Record values should be reported as follows.~~

~~Element Name~~	~~Value~~
~~Effective Start Date Element~~	~~20080820~~
~~Effective End Date Element~~	~~00000000~~
~~School Year Attendance Hours Element~~	~~actual number of hours~~
~~School Year Excused Absence Hours Element~~	~~actual number of hours~~
~~School Year Unexcused Absence Hours Element~~	~~actual number of hours~~
~~Attending Building IRN Element~~	~~IRN of South Elementary School~~

~~Appropriate values should be used in all other elements on the record.~~

~~If the parent notifies the district that the student is transferring to a district outside of Ohio after the last day of school, the record would look slightly different. The last day of school for South Elementary is June 6, 2009. In this instance, the FS Record values should be reported as follows.~~

~~Element Name~~	~~Value~~
~~Effective Start Date Element~~	~~20080820~~
~~Effective End Date Element~~	~~20090606~~
~~School Year Attendance Hours Element~~	~~Actual number of hours~~
~~School Year Excused Absence Hours Element~~	~~Actual number of hours~~
~~School Year Unexcused Absence Hours Element~~	~~Actual number of hours~~
~~Attending Building IRN Element~~	~~IRN of South Elementary School~~
~~Withdraw Reason Element~~	~~40~~

~~*Determination of Attendance Hours*~~

~~Determination of any attendance hour is based upon the following factors:~~

1. ~~Attendance hours shall include in-school suspensions, school-sponsored field trips, and the number of hours a student received instructional services from the school district while expelled or while serving an out-of-school suspension.~~
2. ~~Pupils absent due to personal illness, legal excuse, religious holiday, illness in the home, truancy, or any other reason should not be counted as in attendance.~~
3. ~~No pupils shall be counted as in attendance prior to the actual date of entry in the school. Any pupil permanently withdrawn from school shall not be counted in attendance after the date of such withdrawal.~~
4. ~~Include hours from days when a student is enrolled and in attendance on expulsion or suspension status and receiving instructional services from the school district.~~

~~One hour of home instruction with a tutor for a student with a disability condition is considered a day of attendance and should be included as the number of hours the student would have attended if not on home instruction.~~

~~There are a number of different schedules under which preschool programs (regular and special education) are operated. Therefore the calculation of the number of days in operation for each option varies.~~

~~*Excused Absence Days*~~

~~***General Information.*** These days are recorded in the School Year Excused Absence Hours.~~

~~No student shall be counted as absent prior to the actual date of entry in the school. To have a day counted as an excused absence, a student must be enrolled and have been in attendance.~~

~~Any student permanently withdrawn from school shall not be counted as absent after the date of such withdrawal. The daily excused absence for a student who is attending less than full time may not exceed that portion of the day that he/she is scheduled to attend.~~

~~☼ *School Year Attendance Hours*~~

~~Record Field Number~~	~~FS320~~
~~Definition~~	~~The actual number of hours a student was in attendance during the current school year and between the effective dates on the record, inclusive.~~

Valid Options

0000.00 - Default
0000.00 - 1800.00

Reporting Instructions. Only time when all students are required to be in attendance is included when determining School Year Attendance Hours. If only certain students are required to attend, e.g., to make up time, then the time does not count toward School Year Attendance Hours.

School Year Attendance Hours for a student are defined as the actual number of hours the student was in attendance in the district during the time span of the record being submitted. These hours must encompass the first and last days of the student's enrollment at the district in the current school year. If there has been no change in the student's standing within the district during that time, this number will be counted on a single record and include the first and last day of school.

If there were changes to the student's standing in the same district during the year, there will be two or more records reported during the student collections. When a record closes, School Year Attendance Hours shall be the count of the student's hours of attendance from the Effective Start Date to the Effective End Date, inclusive, of that specific record.

☼ *School Year Excused Absence Hours*

Record Field Number	FS330
Definition	The number of hours the enrolled student was absent for excused reasons in the district for the current school year and between the effective dates on the record, inclusive.

Valid Options

0000.00 Default
0000.00 - 1800.00

Reporting Instructions. These hours must be between the first and last days of the student's enrollment at the district in the current school year.

If there has been no change in the student's standing within the district during that time, this number will be counted on a single open record. If changes have occurred, hours will be split between one or more closed records and one open record, assuming the student is still enrolled at the end of the school year.

☼ *School Year Unexcused Absence Hours*

Record Field Number	FS340
Definition	The number of hours the student was absent in the district during the current school year and between the effective dates on the record, inclusive, for any reasons not listed as excused, including truancy.

Valid Options

0000.00 - Default
0000.00 - 1800.00

Reporting Instructions. These hours must be between the first and last days of the student's enrollment at the district during the current school year.

If there has been no change in the student's standing within the district during that time, this number will be counted on a single open record. If changes have occurred, hours will be split between one or more closed records and one open record, assuming the student is still enrolled at the end of the school year.

☼ *Attending Building IRN Element*

Record Field Number	FS160
Definition	The IRN of the building within the district that the student attends between the effective dates, inclusive, of the record being reported.

Valid Options

Six-digit IRN Valid building IRN within the reporting district

Reporting Instructions. The Attending Building IRN should be that of a building within the hierarchy of the reporting district. It should be the building in which the student was enrolled during the duration of the record being reported. Any exceptions to this rule are explained in Student Records, Section 2.1 Student Records Overview, under **SPECIAL REPORTING SITUATIONS**, **Building IRN Element**.

If the student is simultaneously educated in more than one building within the reporting district, only one building should be reported. If the student spends the greater majority of the day in one building, that IRN should be used for the record. If the student spends an equal amount of time in different buildings, the IRN should be the one determined by district policy.

If there is a change in the Attending Building IRN, the existing record for the student should be closed. A new Student Standing (FS) Record must be opened and must contain the new Attending Building IRN.

If a student maintains the same relationship to the district but the Attending Building IRN is changed because of a student's transfer within the same district, the new building the student is now attending must be in the hierarchy of the reporting district. This is a situation in which there is not a break in enrollment within the district. When determining effective dates ~~and attendance and absence hours~~ for the records, the district must apply its local attendance policy addressing missed time for attendance days in the district calendar when the student was present in neither building. There should be no change in the student's How Received or Sent Reason Elements since they define a relationship between districts and not between buildings.

If the building change is a result of the student's withdrawal from the district, the current record should be closed by recording a value in the Withdraw Reason Element. In such a case, no new record will be opened.

☼ *County of Residence Code Element*

Record Field Number	FS370
Definition	The two-digit State of Ohio designation of the county of the student's domicile.

Valid Options

Each county name below is followed by the county code to be used for this element.

Adams	01	Carroll	10
Allen	02	Champaign	11
Ashland	03	Clark	12
Ashtabula	04	Clermont	13
Athens	05	Clinton	14
Auglaize	06	Columbiana	15
Belmont	07	Coshocton	16
Brown	08	Crawford	17
Butler	09	Cuyahoga	18

Darke	19	Miami	55
Defiance	20	Monroe	56
Delaware	21	Montgomery	57
Erie	22	Morgan	58
Fairfield	23	Morrow	59
Fayette	24	Muskingum	60
Franklin	25	Noble	61
Fulton	26	Ottawa	62
Gallia	27	Paulding	63
Geauga	28	Perry	64
Greene	29	Pickaway	65
Guernsey	30	Pike	66
Hamilton	31	Portage	67
Hancock	32	Preble	68
Hardin	33	Putnam	69
Harrison	34	Richland	70
Henry	35	Ross	71
Highland	36	Sandusky	72
Hocking	37	Scioto	73
Holmes	38	Seneca	74
Huron	39	Shelby	75
Jackson	40	Stark	76
Jefferson	41	Summit	77
Knox	42	Trumbull	78
Lake	43	Tuscarawas	79
Lawrence	44	Union	80
Licking	45	Van Wert	81
Logan	46	Vinton	82
Lorain	47	Warren	83
Lucas	48	Washington	84
Madison	49	Wayne	85
Mahoning	50	Williams	86
Marion	51	Wood	87
Medina	52	Wyandot	88
Meigs	53	Out of State	**
Mercer	54		

Reporting Instructions. This element should be reported on every Student Standing (FS) Record. The County of Residence Code is the county in which the student is actually living. It is the student's true place of residence for the time span of the Effective Start Date and Effective End date of a particular Student Standing (FS) Record.

If the student is living with parents, report the county of the parents' home address. If the parents are not living together, report the county of the parent who has primary custody of the student.

For a student who is not living with parents, report the county in which the student is domiciled. If foster placed, for example, it would be the county of the home of the foster parent(s).

If a student is homeless and has an established residence, such as a homeless shelter or is in a doubled-up situation, the county of that residence should be reported. Otherwise report the county code where the student spends the night.

If the domicile of the student is out of state, use “**”.

DYS does not ~~need to report~~qualify for funding where this element is used. For students with a Sent Reason (FS200 or FS230) = "FP", the value in this element will not be used.

If the County of Residence Code changes during the duration of the student's enrollment in the district, the existing Student Standing (FS) Record should be closed and a new one opened, using the new Effective Start Date as the day the student began to live at the new address.

☼ *District Relationship Element*

Record Field Number	FS140
Definition	The educational relationship between the student and the district.

Valid Options

1 The student is receiving instruction, in whole or in part, from the reporting district
2 The student is receiving services but no instruction from the reporting district
3 The student is receiving neither services nor instruction from the reporting district but the reporting district has an obligation to submit data on the student in EMIS

Reporting Instructions. There must be a value of "1", "2", or "3" submitted for each student record.

If the student is being instructed by the reporting district, the value of this element should be "1" even if the reporting district is also providing services. "1" should also be used if the student is being educated in a private facility, at district expense, and for students receiving instruction from staff reported as contracted from another EMIS reporting entity (i.e., reported via contract staff job records per Staff Records, Section 3.2 Reporting Contracted Staff). In general, any student with a percent of time greater than zero in the Student Percent of Time and/or Sent To Percent of Time Elements will be reported with a "1". Exceptions include students in the Autism Scholarship Program, who will be reported with a "3".

If the student is receiving no instruction from the reporting district, but is receiving services, the value of this element should be "2". Services, in this context, include activities such as ***special education*** services only for students with disabilities, Title I services only, career assessment services only, and preschool students evaluated for special education as part of their Part C to Part B transition, found to be ineligible, and not otherwise attending the district. If a student is only receiving transportation services and has no other relationship with the district, they are not reported in EMIS, and therefore would not be reported with a "2". Students reported with a "2" will have zeros reported in the percent of time elements and will not have any courses reported.

If a preschool student is receiving services as directed by their IEP and no public district implementing those services has the student enrolled in a preschool course (with a Student Percent of Time greater than zero and a District Relationship of "1"), then the district implementing those non-center-based services may report the student with a District Relationship of "1" instead of "2". The district reporting the relationship of "1" should report an appropriate Student Percent of Time based on the amount of time the district is providing IEP-directed services.

If the student is receiving neither instruction nor services from the reporting district but the district has a fiscal or other responsibility for submitting the student record, this value should be "3".

Option "3" should only be used if neither "1" nor "2" apply. Option "2" should only be used if "1" does not apply.

If the District Relationship is changed, the current student record should be closed. A new Student Standing (FS) Record must be opened and must contain the new District Relationship value.

☼ *Effective End Date Element*

Record Field Number	FS090
Definition	The last day, inclusive, that the set of all other values on this record are valid

Valid Options

CCYYMMDD	Year, Month, Day
00000000	Still an open record (default)

Reporting Instructions. An Effective End Date other than 00000000 will be reported in two situations:

- When an element on the FS Record that causes the current record to close and a new record to be opened has a change in value, and
- When a student withdraws from the district.

In the first situation, a new FS Record is opened that reflects the attributes of the student as of the new Effective Start Date. The Effective End Date and the Effective Start Date must be contiguous. For example, if a student's District Relationship changes on November 10, 2008, the Effective End Date for the FS Record showing the prior District Relationship must be November 9, 2008, even though this date is a Sunday, and the Effective Start Date on the new FS Record must be November 10, 2008. See the General Reporting Instructions for this record for a discussion of when a change in element value causes a record to close.

In the second situation, the Effective End Dates for the Student Standing (FS) and Student Attributes – Effective Date (FD) Records must match, and a Withdrawal Reason must be reported on the FS Record. See "Changes of Values in New Records" for additional information related to the closing of a record when a student withdraws.

See the "Open Versus Closed Records" section at the start of this record for a discussion of the meaning of open and closed records.

☼ *Effective Start Date Element*

Record Field Number	FS060
Definition	The first day, inclusive, that the set of all other values on this record are valid.

Valid Options

CCYYMMDD	Year, Month, Day

Reporting Instructions. An Effective Start Date must be reported on all records. Students will have a new FS record with a new Effective Start Date in two situations:

- When an element on the FS record that causes a prior record to close and a new record to be opened has a change in value, and
- When a student is admitted to the district.

In the first situation, a new FS Record is opened that reflects the attributes of the student as of the new Effective Start Date. The Effective End Date and the Effective Start Date must be contiguous. For example, if a student's District Relationship changes on November 10, 2008, the Effective End Date for the FS Record showing the prior District Relationship must be November 9, 2008, even though this date is

a Sunday, and the Effective Start Date on the new FS Record must be November 10, 2008. See the General Reporting Instructions for this record for a discussion of when a change in element value causes a record to close.

In the second situation, the Effective Start Date for the Student Standing (FS) and Student Attributes – Effective Date (FD) Records must match. A newly enrolled student's Effective Start Dates on FS and FD Records may be less than or equal to the Admission Date on the FS Record, but cannot be greater than the Admission Date.

See the Open Versus Closed Records section at the start of this record for a discussion of the meaning of open and closed records.

☼ *EMIS Student ID Number Element*

Record Field Number	FS050
Definition	See GI050.

Valid Options

See GI050 for Valid Option values

Reporting Instructions. See GI050 on the Student Demographic (GI) Record (EMIS Manual Section 2.2) for reporting guidance.

☼ *How Received Element*

Record Field Number	FS180
Definition	How the student arrived at the district.

Valid Options

***** **Not Applicable**
No other code applies, e.g., Student is a resident of the district.

2 **In-state, non-resident, career-technical contract student**
Also use for Career-Technical contract Special Education students.

3 **In-state, non-resident, non-tuition, non-contract student**
Unauthorized student

6 **In-state Student Attending Nonpublic School**
Students reported with this code must also be reported with a Title I program code(s) when appropriate

7 **Non-resident Student Residing with Grandparent**
See ORC §3313.64.

8 **Non-resident Student in his/her Senior Year**
See ORC §3313.64.

9 **Non-resident, Open Enrollment Student: Inter-District**

A **Non-resident Student -Parent is a District Employee**
See ORC §3313.64.

B **Non-resident Student Attending a Special Education Program**
This includes students attending special education cooperative programs. These are not court placed students. Contract Career-Technical Special Education Students should be reported with How Received "2"

C **Foster Placed Student**
24-hour substitute care for children placed away from their parents or guardians and for whom the child welfare agency has placement and care responsibility. Also

use for resident students who foster placed within the resident district. Students placed in foster homes must be reported in EMIS by all districts involved.

D **Non-Foster Court Placed Student**
Substitute care for children placed away from their parents or guardians and for whom the child welfare agency does *not* have placement and care responsibility. This includes cases where the students are placed by the court in the homes of friends or relatives. Also use for resident students who are court placed within the resident district. Court placed students must be reported in EMIS by all districts involved.

~~**E** **Preschool ECE Early Childhood Education Grant**~~
~~Student is enrolled in an ECE program offered by the Local Education Agency (LEA). ECE is a preschool program designed to serve primarily 3-4 year-old children from income eligible families.~~

G **Foster Placed Student, Open Enrolled Out to Another District**
Student is foster placed into a district and then open enrolls into a different district. This code is reported by the district into which the student has open enrolled.

H **ESC Providing Instruction and Related Services**
Only used by the ESC in the case of preschool students.

I **Student receiving non-instructional, supplementary or related services**
The ESC, in the case of preschool students, or district is providing non-instructional support, supplementary, or related services to a resident or non-resident student. Examples include participation in special education services. Do not use when the student is placed in a local/county institution for the neglected or delinquent.

J **Non-Foster Non-Court Placed Student**
Non-foster student placed under agreement between parents/guardians and county child welfare agency without court involvement. Also use for resident students who are non-foster non-court placed within the resident district. Non-foster non-court placed students must be reported in EMIS by all districts involved.

K **Student Attending STEM district**
How Received "K" is only to be used by STEM districts.

L **Community School Student Attending Career Tech Program at Resident District or Another Traditional District**
A community school student attending a career-technical program at the resident district or another traditional district that is in the career-technical planning district to which the community school or resident district is assigned. How Received "L" is only to be used by a traditional district.

M **Student Attending Community School**
See ORC §§3313.844 and 3314.01-11.

P **Court-Placed Students, Excluding Foster Care and facilities defined by ORC §2151.65 or §2152.41**
ALL court ordered institutional placements other than foster care (this includes jails and residential treatment centers). These include students both with and without disabilities. Use for resident students who are court-placed within the resident district.

Q **Court-Placed Students, facility defined by ORC §2151.65 or §2152.41, reporting district is educating.**
Court-ordered placements into facilities defined by ORC §2151.65 or §2152.41 and the reporting district is educating the student.

R **Jon Peterson Scholarship Program Participant**

S **Superintendent Agreement for Students**
Non-resident student attending district based on District Superintendent agreement for the student well being (see ORC §3313.64).

T **Students Placed in Institutions, Non-Court Ordered**
All institutional placements that are not court ordered or foster care, such as those by parents. Also use for resident students who are placed in an institution within the district of residence.

U **Students Attending State supported schools (i.e., OSSB, OSD)**
How Received "U" is only to be used by these special state supported schools:

- Ohio School for the Deaf
- Ohio State School for the Blind

V **Pre-school, Evaluated Only, Not Receiving Special Education Services, Transition from IDEA Part C to Part B**
Preschool student's transitioning from IDEA Part C to Part B, preschool student's transition conference with disability suspected, found not to have disability, and not enrolled for instruction, ***or*** found to have disability and parents refuse services and not enrolled for instruction.

W **Non-resident – Attending under Title I Public School Choice**
Student is attending a district other than he/she normally would attend due to Title I public school choice (No Child Left Behind Act of 2001, PL 107-110, Section 1116).

X **Direct enrollment**
Student is directly enrolled only in CTE programs in a JVSD or other public district and the legal district of residence for the student is in the jointure of the JVSD/public district but the student does not enroll in the resident/home district as a regular student, e.g., home-schooled student, scholarship student, or student attending a non-public school who is not pursuing a public high school diploma.

Y **Placed in DYS**
How Received "Y" is only to be used by Department of Youth Services (DYS).

Reporting Instructions. Only one of the above options can be selected per student. From the reporting district's perspective, this element describes the rationale for the student being educated or receiving services at the reporting district. It must always be used with a How Received IRN Element, defining the district from which the student was received.

The How Received code should be used from the perspective of the district, not the building. If more than one How Received code can be applied in a given situation, the default is the resident district unless the How Received code is "C", "P", "T", or "L".

If a How Received/How Received IRN is changed, the current student record should be closed. A new Student Standing (FS) Record must be opened and must contain the new How Received/How Received IRN. This change may also trigger a change in other elements such as Sent Reason and Percent of Time.

The How Received code of 'R – Jon Peterson Scholarship Program Participant' should only be reported by the reporting district who is educating the student; this code should not be used when the student is a non-public student and the reporting district is providing services only. The code should not be used by the resident district to report a Jon Peterson Scholarship student.

In order to meet federal reporting requirements for CTE, districts that educate contract career-technical special education students are required to report these students in the How Received Element with a "2", instead of "B". The resident/sending district reports the Sent Reason Element with a "CT". This will

have no impact on funding, as the Disability Condition is used to identify students receiving special education services. Students receiving contracted special education services in regular districts should still be reported with How Received Element of "B".

If a resident student is court-placed within his/her resident district (where parents reside), use "C" or "P" to indicate that the student has been court-placed. If a student is placed in an institution (not court ordered or foster care) placed within his/her resident district (where parents reside), use "T".

In each of these instances, use the Resident IRN in the How Received IRN element.

Reporting "How Received" for Preschool Students. ~~Students in ECE, regardless of the resident district are to have "E" reported for the How Received Element.~~

~~A student can be in "E" and also be receiving special education services.~~

~~If a resident student is enrolled in Federal Head Start, then "*" should be reported for the How Received Element. If a r~~Resident students and resident students enrolled in Federal Head Start ~~is not enrolled in an ECE program and is not enrolled in Federal Head Start, then "*" should be~~ are reported ~~for the~~ with How Received Element option *. Students enrolled at an ESC ~~who are not in an ECE program~~ are ~~to have "H"~~ reported ~~for the~~with How Received Element option H. Students ~~who are not in an ECE program and are~~ enrolled in a traditional district that is not their resident district are to be reported with a How Received code that accurately reflects how they arrived at the district (i.e., through open enrollment, court placement, etc.). ~~If a student is enrolled in special education and ECE, then "E" is reported for the How Received Element.~~

Option~~s "E" and~~ "H" ~~are~~is only valid for preschool students. ~~These options~~This option takes precedence over reporting the type of entity.

☼ *How Received IRN Element*

Record Field Number	FS190
Definition	The entity from which a student is received.

Valid Options

Six-digit code	Valid IRN
999999	Entity that is not part of an EMIS reporting entity and has no IRN
******	Default

Reporting Instructions. This element is the IRN of the district from which the student came. Unless a student is court-placed within its resident district or is not coming from a non-public school and only receiving non-instructional, supplementary, or ***special education*** services, the IRN must be different than the reporting IRN.

Table 1.

How Received Value	How Received IRN Required	How Received IRN org Type Allowed
*, 3, M, V, X	N	Not applicable
2, U	Y	Traditional, Community
6	Y	Non-public entity or "999999" if non-public does not have an IRN
7, 8, 9, A, B, G, H, I, R, S, W	Y	Traditional
C, D, J, K, P, Q, T, Y	Y	Traditional or "999999"

How Received Value	How Received IRN Required	How Received IRN org Type Allowed
~~E~~	~~Y, if not the resident district or a community school~~	~~Traditional~~
L	Y	Community

If the How Received IRN is changed, the current student record should be closed. A new Student Standing (FS) Record must be opened and must contain the new IRN.

☼ *Legal District of Residence Element*

Record Field Number	FS150
Definition	The six-digit IRN number of the city/municipal, local, or exempted village school district in which the parent(s) is a resident, if residing in-state.

Valid Options

Six-digit IRN	Valid district IRN
999999	Student is not a resident of Ohio

Reporting Instructions. If the parent(s) resides out-of-state or is deceased and the student resides in-state with a guardian, then report the guardian's district IRN.

A student who resides out-of-state with a parent(s), a guardian, or alone, is to have a "999999" reported as his/her Legal District of Residence Element.

A student who lives alone in-state is to be reported with the school district IRN in which he/she resides in the Legal District of Residence IRN Element.

JVSDs and the DYS must report a city, local, or exempted village IRN of the district in which the student resides. In a tri-district reporting situation, the JVSD/DYS always reports the IRN of the "true" district of residence in the Legal District of Residence Element.

Example 3~~5~~

Tri-District reporting situations
A student is a resident of district "A". He/she open enrolled into district "B", and attended the JVSD. In this case, the JVSD reports the district IRN of district "A".

A student who is living in a "home", such as foster care, JDC (Juvenile Detention Center), or residential facility, the Legal District of Residence is based on where the parents resided at the time of placement, unless the court has designated another school district as financially responsible for the student.

Report the city, local, or exempted village district of residence IRN for nonpublic school students.

A student who is in a situation where parents have joint custody and reside in different districts, the Ohio Revised Code defines one parent as the custodial parent (ORC § 3313.64). The Legal District of Residence is where the custodial parent resides at the time of placement. The district that is educating the student should report the IRN where the custodial parent lives at the time of placement in the Legal District of Residence IRN Element.

District of Residence for Students with Disabilities. (District responsible for payment of tuition/excess cost)

1) The school district determined by the court under §2151.35 (B)(3) of the Ohio Revised Code, or the school district as determined by the probate court of the county in which the student resides. If the court fails to designate a school district of financial responsibility, then precede through items (2) and (3) below.
2) The school district in which the student's parents reside, or last known to have resided.
3) If the school district specified in (2) above cannot be determined, the last school district in which the student's parents are known to have resided if the parents whereabouts are currently unknown.
4) If the student receiving special education has a parent who is incarcerated in a correctional facility, juvenile residential placement, or residential facility in accordance with ORC §3313.65, **AND** for whom a tuition obligation has not been previously established, **AND** the other parent is not known to reside in Ohio, the school district in which the student's parent (natural or adoptive) resided at the time of such placement is responsible for tuition.

Grandparent Legislation. House Bill 130 (125th General Assembly, 2004) created two new conditions under which a grandparent can obtain "care, physical custody, and control" over a grandchild, without changing legal custody.

- The *first condition* occurs if the parent executes a Power of Attorney authorizing the grandparent full care, custody and control of a grandchild under the age of eighteen which allows the child to attend the district where the grandparent resides tuition free authorized by §§3109.51 to 3109.62 of the Ohio Revised Code.
- The *second condition* occurs if the grandparent executes a Caretaker Authorization Affidavit due to an inability to locate the child's parents or the existence of a custody order that prevents contact between the child and the parent. This condition also authorizes the grandparent full care, custody and control of a grandchild under the age of eighteen and allows the child to attend the district where the grandparent resides tuition free authorized by §§3109.65 to 3109.73 of the Ohio Revised Code.

In both of these cases the grandparents are considered the parent and the student is reported with a How Received code of "*" by the district where the grandparent resides.

The existing grandparent rule authorized by §3313.64 of the Ohio Revised Code remains unchanged. In this particular circumstance, a student under the age of twenty-two, who is in the custody of the parent(s), resides with a grandparent and does *not* require special education can attend the district where the grandparent resides tuition-free as long as the Boards of Education of both districts agree that good cause exists for such attendance. These students should continue to be reported in the How Received Element with the option of "7 – Non-resident residing with grandparent (per ORC §3313.64)". The Legal District of Residence is the parent's district.

If a Resident IRN is changed, the current student record should be closed. A new Student Standing (FS) Record must be opened and must contain the new Resident IRN. The change of the Resident IRN may also trigger a change in the How Received or Sent Reason elements and the Percent of Time.

☼ *Percent of Time Element*

Record Field Number	FS120
Definition	The average percent of time, for the week, that the student participates in any instruction provided by a certified/licensed employee.

Valid Options

000-100

Reporting Instructions. Percent of time for students in grades 8 and below is determined based on the reporting instructions below. The percent of time for high school students is determined based on the reporting instructions below that were in effect prior to March 23, 2015. However, in those cases where a high school student is enrolled in courses that would generate a higher percent of time using the credit method, the percent of time may still be determined based on the rule that five credits is equivalent to full-time enrollment.

The following are general guidelines to follow when reporting the Student Percent of Time Element. Calculate the percent of time based upon the time that the student was actually enrolled in the district during the timeframe of the Student Standing (FS) Record.

Include the following in the student percent of time:

- The amount of time the student is educated by employees of the reporting district.
- The amount of time the student is educated by contracted employees of the reporting district (with the exception of time spent receiving instruction through contract career-technical instruction).
- The amount of time in which the student, enrolled in the reporting district, is educated by staff employed by an ESC. This does not apply to preschool students.

Additionally, student percent of time includes the time the student is educated at entities other than the reporting district in the following situation.

- The reporting district is providing instructional services to students placed in a "Home" (i.e., institution, Juvenile Detention Center, etc.) within the reporting school district's boundaries.

Do *not* include the Percent of Time in the following situations. Instead, report the percentage in the Sent To Percent of Time Element together with the Sent Reason and Sent to IRN fields.

- Instructional services for students with disabilities provided at chartered nonpublic schools, when placed in the nonpublic entity by the district as the most appropriate placement per the students IEP. The Sent To IRN is the IRN of the non-public entity or "999999".
- Services for students participating in the Autism Scholarship Program. These students are reported with the "AU" Sent Reason. The Sent To IRN is the appropriate IRN or "999999" if that IRN is not known.
- Post-secondary institutions

Do *not* include in the Student Percent of Time Element or the Sent To Percent of Time Element the amount of time the student spent/is educated by the following entities.

- County Boards of Developmental Disabilities (BDDs)
- Entities providing contracted career-technical instruction
- A Pilot Program site
- Court Ordered Institutional Placement into a Facility as defined by ORC §2151.65 or §2152.41
- Parent placement into a home or facility in consultation with and upon recommendation of the OhioRISE Program

As stated in law, schools offering full-time kindergarten through grade 6 are required to be open for instruction for a minimum of 910 hours in the school's calendar year. This should be reflected in the EMIS calendar reported for these grades. Although a minimum school year for preschool students is not in

law, districts should use this same 910-hour requirement when reporting preschool calendars and calculating the percent of time to report to EMIS for preschool students.

Student percent of time for students attending the Ohio Deaf and Blind Education Services or Department of Youth Services (DYS) are to be reported in the following manner.

- Ohio Deaf and Blind Education Services or DYS each report the percent of time the student is being educated by an employee or contracted employee of the Ohio Deaf and Blind Education Services or DYS.
- The district sending the student to the Ohio Deaf and Blind Education Services or DYS reports the percent of time the student is being educated by an employee or contracted employee of the sending district. Most of the time the student percent of time will be 0% in this case.

Student percent of time for those students attending a JVSD are to be reported in the following manner.

- The JVSD reports the percent of time the student is being educated by the JVSD.
- The sending district reports the percent of time (if any) the student is being educated by the sending district.

The student percent of time should be provided as a whole number. For a full-time student, 100 should be entered, while 050 should be reported for a half-time student. If a student attends more than one district, then each district reports the amount of time, in the Student Percent of Time Element, the student spends at their district in relation to the total school day for the student.

Report zeros in the Student Percent of Time Element and the Sent To Percent of Time Element for students reported with a Sent Reason of 'JP'.

Example 4~~6~~.

Student Attending Multiple Districts If a student spends 2 hours at District A and 4 hours at District B each day, then District A should report 33% and District B should report 67%.

Example 5~~7~~.

High School Student Attending Multiple Districts If a student is attempting 2 credits at District A and 3 credits at District B at the same time, then District A should report 40% (2 credits ÷ 5 credits) and District B should report 60% (3 credits ÷ 5 credits).

Example 6~~8~~.

Student Attending Multiple Buildings within the Same District Students are transported by bus, from several buildings within the same district, to a building housed within that district, for some type of program (i.e., gifted) for one day of the week, every week. Students are spending 80% of their time at one building and 20% of their time at the other building. The building IRN for each student should be the IRN of the building in which they spend the majority of their time. In this example, it would be the building IRN where they are 80% of the time. This is because the building IRN is a district-level element. Actually, the student spends 100% of his/her time within the same district.

Reporting College Credit Plus Percent of Time. As a general guideline, a district with a student who attends a Post-Secondary Institution (College Credit Plus, CCP) only (meaning the student does not attend a JVSD or Contract Career-Technical) is to report the percent of time that the district is educating

the student in the Student Percent of Time. The time that the student is being educated at the Post-secondary institution should be reported in the Sent To Percent of Time.

For instance, if the student is attending a Post-Secondary Institution (College Credit Plus) 100% of the time, then the district reports 0% in the Student Percent of Time Element, Sent Reason "PS", and 100 in Sent to Percent of Time Element. Then the Department knows that the student is a CCP student and through the funding calculations funds the district at 100% FTE for that student. See the tables below.

Example 7~~9~~.

Student attends post-secondary institution ONLY.

	Student Percent of Time at Each Entity	Each Entity Reports during October	Sent Reason	Sent To Percent of Time
Resident District	0%	0%	PS	100%
Post-Secondary	100%	Not reported in EMIS	Not reported in EMIS	

Example 8~~10~~.

Student is educated at resident district and post-secondary institution.

	Student Percent of Time at Each Entity	Report During October (K)	Sent Reason	Sent To Percent of Time
Resident District	20%	20%	PS	80%
Post-Secondary	80%	Not reported in EMIS	Not reported in EMIS	

If a Student's Percent of Time changes, the current student record should be closed. A new Student Standing (FS) Record must be opened and must contain the new Student Percent of Time.

☼ *Sent Reason 1 Element*

Record Field Number	FS200
Definition	Reason a student is sent to another district.

☼ *Sent Reason 2 Element*

Record Field Number	FS230
Definition	Reason a student is sent to another district if the student is sent to a second district

Valid Options

64 **Attending another district per ORC §3313.64(F)(1)** (includes superintendent agreement, students following parent, residing with grandparent, senior attending, etc.)

AU **Autism Scholarship Program participant**

CE **Court-Ordered Institutional Placements into a Facility as defined by ORC §2151.65 or §2152.41**

CI **Court-Ordered Institutional Placements, excluding foster care and facilities defined by ORC §2151.65 or §2152.41** This includes both students with and without disabilities

CO **Court Placed Out of State, LEA is responsible for paying cost of education**

CR **Resident District Career-Technical Education Participant**
Sent Reason "CR" is only to be used by community schools.

CS **Cleveland Scholarship and Tutoring Program Participant**
Students are only reported during the first year of participation in the program. (This option is only valid for Cleveland City School District.)

CT **Contract Career-Technical Education Participant**

ES **Education Service Center Preschool program participant**

EX **Expelled**

FC **Foster Placement or Court Placed with a Relative**

FP **Departments of Youth Services or Rehabilitation and Corrections Facility that student is attending**

JP **Jon Peterson Scholarship Program Participant**

JV **Joint Vocational School District Program Participant**

MR **BDD program participant**

NA **No Sent Reason code applies, default**

NI **Non-Court-Ordered or Foster Care Institutional Placement**
Includes student placed in an institution by parent(s)

NP **Non-public school placement at district expense**
This includes district placement at district expense into facilities other than non-public schools

OE **Attending another district via Open Enrollment**

OR **Parent placement into a home or facility in consultation with and upon recommendation of the OhioRISE Program**

OS **State School (Ohio Deaf and Blind Education Services) program participant**

PI **Proprietary Institution Program Placement**

PP **Pilot Program Participant**

PS **College Credit Plus Program Participant**

SE **Public District Providing Special Education to the Student**
This does not include Educational Service Centers

T1 **Title I Public School Choice Participant**

TC Student is attending a CTE course that is delivered at an Ohio Technical Center (OTC) via contract under ORC §3313.901 and the total enrollment between the OTC and all districts enrolling the student is greater than a full-time enrollment.

TS **Attending another district as a tuition student**
This does NOT include non-resident special education or court-placement

Reporting Instructions.

1. In cases where a student is placed in a home (i.e., foster care, group home, , or other residential facility), the district IRN in which the home is located is reported in the Sent To IRN 1 or Sent To IRN 2 Element. In cases where the "CE" or "OR" Sent Reason is being reported, the IRN, if known, of the entity providing services to the student is reported in the Sent To IRN 1 or Sent To IRN 2 Element; if the IRN is not known or is not reportable in EMIS, then report "999999" in the Sent To IRN Element.
2. If the students are sent to a Department of Youth Services (DYS) institution, then the resident/sending district reports the IRN of the DYS in the Sent To IRN 1 or Sent To IRN 2 Element.

3. In the case where a student is attending a chartered nonpublic school as part of the Cleveland Scholarship and Tutoring program (Only students in the Cleveland City School District are eligible for the Cleveland Scholarship and Tutoring Program.) the Sent Reason 1 or Sent Reason 2 Element is reported with the option of "CS".
4. Community schools are not permitted to be part of a "Jointure" with regards to JVSD/Career-Technical Education. Therefore, students enrolled in a community school who are attending a JVS are to be reported with a "CT" in the Sent Reason 1 or Sent Reason 2 Element. Such students cannot be reported with a "JV".

The CE and OR Sent Reasons should only be reported by the district designated as responsible for the cost of educating the student.

When reporting option CO, the Percent of Time is not reported and the Sent To IRN is reported as "999999".

In addition, option "ES" is only valid for preschool students attending/receiving services from an employee of an ESC. School-age students are not to be coded with option "ES" in this element.

When a student is expelled, report Sent Reason option EX and Sent To IRN 999999. If the student is not receiving education or services during the expulsion, report 0 for Sent to Percent of Time and option 3 for District Relationship. If the student is receiving education or services during the expulsion, report the appropriate value for Sent to Percent of Time and option 1 for District Relationship.

The Sent Reason 1 and Sent To IRN 1 Elements should always be entered in tandem. If there is a Sent Reason 1 Element, the Sent To IRN 1 should contain a valid IRN or "999999" when the entity does not have an IRN. Since a district may send a student to more than one alternative educational setting, the second set of elements allows such situations to be coded. The second set of elements should only be used if the first set of elements is already being used.

If a Sent Reason 1 or Sent Reason 2 is changed, the current student record should be closed. A new Student Standing (FS) Record must be opened and must contain the new Sent Reason and Sent To IRN 1 or Sent Reason 2 and Sent To IRN 2. This change may also trigger a change in other elements such as the Percent of Time.

☼ *Sent To IRN 1 Element*

Record Field Number	FS210
Definition	The district to which a student is sent

☼ *Sent To IRN 2 Element*

Record Field Number	FS240
Definition	The district to which a student is sent if the student is simultaneously being sent to a second district

Valid Options

Six-digit code	Valid IRN
999999	Entity that is not part of an EMIS reporting entity and that has no IRN
******	Default

Reporting Instructions. If the reporting district is sending the student for instruction or services to another entity, a valid value should be entered in the Sent To IRN 1 Element.

If sent to and EMIS reporting entity that has a district level IRN, use the district IRN instead of the IRN of a specific building in the district. If the student is being sent to an entity that does not have a valid OEDS IRN, the reporting district should enter "999999".

Please note the difference between the use of "******" and "999999"; "******" should be used when the student is not being sent anywhere.

If the reporting district is sending the student for instruction or services to a second institution and has entered values in the Sent To IRN 1 Element for the first institution, a valid option should be entered the Sent To IRN 2 Element.

If a Sent To IRN 1 Element or Sent To IRN 2 Element is changed, the current student record should be closed. A new Student Standing (FS) Record must be opened and must contain the new Sent Reason 1 Element and Sent To IRN 1 Element or Sent Reason 2 Element and Sent To IRN 2 Element. This change may also trigger a change in other elements such as the Sent To Percent of Time.

☼ *Sent To Percent of Time 1 Element*

Record Field Number	FS220
Definition	The average percent of time, for the week, that the student participates in any instruction provided by an employee at a non-EMIS reporting entity.

☼ *Sent To Percent of Time 2 Element*

Record Field Number	FS250
Definition	The average percent of time, for the week, that the student participates in any instruction provided by an employee at a non-EMIS reporting entity.

Valid Options

01 - 100
000 Default

Reporting Instructions. The sum of the Student Percent of Time Element (FS120) and the Sent to Percent of Time Elements (both) for a student may not be greater than 100 unless the student is reported with a Sent Reason (FS200 or FS230) of "TC".

Sent to Percent of Time 1 Element must be used when the Sent To IRN 1 Element is a non-EMIS reporting entity and the time at that entity is not included in the regular Student Percent of Time Element (FS120).

~~If Sent Reason = "PS" or "NP" or "MR" or "TC", the record should include School Year Attendance, Excused, and Unexcused Absence Hours for the duration of time that the record was effective. If Sent Reason = "AU" or "JP", the School Year Hours should be zero.~~

This element, with a Sent Reason 2 Element and a Sent To IRN 2 Element, allows a reporting district to point to a second district to which they are sending a student. This element must be used when the Sent To IRN 2 Element is a non-EMIS reporting entity.

When a student attends both a JVSD and a post-secondary institution, one can be recorded using the Sent Reason 1 Element, Sent To IRN 1 Element, and Sent To Percent of Time 1 Element and the other can be recorded using the Sent Reason 2 Element, Sent To IRN 2 Element, and Sent To Percent of Time 2 Element. For the JVSD, the Sent To Percent of Time Element should be zero, since the JVSD is an EMIS-

reporting entity. For the post-secondary institution, the Sent To Percent of Time Element should reflect the amount of time the student is spending at that institution.

Do *not* include in the Sent To Percent of Time Element the amount of time the student spent in/was educated by the following entities.

- County Boards of Developmental Disabilities (BDDs)
- Entities providing contracted career-technical instruction
- A Pilot Program site
- Court Ordered Institutional Placements into a Facility as defined by ORC §2151.65 or §2152.41
- Parent placement into a home or facility in consultation with and upon recommendation of the OhioRISE Program

Example 9~~11~~.

Student Attends Resident District, JVSD, and Post-Secondary Institution

	Student Percent of Time at Each Entity	Element and number	Sent Reason
Resident District	**10%**	Student Percent of Time: 10%	
Post-Secondary	**50%**	Sent To Percent of Time 1: 50%	Sent Reason 1: PS
JVSD	**40%**	Sent To Percent of Time 2: 0%, 40% is reported when the JVSD submits its data	Sent Reason 2: JV
Total Student % of Time	**100%**	Resident District Record: 60% JVSD Record 40%	

Example 10~~12~~.

Student Attends both a JVSD and Post-Secondary Institution

	Student Percent of Time at Each Entity	Element and value	Sent Reason
Resident District	**0%**	0%	
Post-Secondary	**50%**	Sent To Percent of Time 1: 50%	Sent Reason 1: PS
JVSD	**50%**	Sent To Percent of Time 2: 0%--50% is reported by the JVSD	Sent Reason 2: JV
Total Student % of Time	**100%**	Resident District record 50%, JVS record 50%	

Example 11~~13~~.

Student Attends Both a Contract Career-Technical and a Post-Secondary Institution

	Student Percent of Time at Each Entity	Element and number	Sent Reason
Resident District	0%		
Post-Secondary	70%	Sent To Percent of Time 1: 70%	Sent Reason 1: PS
Contract-Career Technical	30%	Sent To Percent of Time 2: 0%-30% is reported by the Contract Career Entity	Sent Reason 2: CT
Total Student % of Time	100%	Resident District record 70%, Contract Career record 30%	

If a student were to attend a post-secondary institution and another entity other than a JVSD or Contract Career-Technical, then follow the reporting instructions for the student who attends a JVSD/Contract Career-Technical and a Post-Secondary Institution for CCP, replacing the JVSD/Contract Career-Technical with the "other entity" and use the appropriate Sent Reason.

When a student attends a course at an Ohio Technical Center (OTC) via a contract under ORC §3313.901, Sent Reason "TC" and a Sent to Percent of Time are reported only if the student's entire enrollment across all entities is greater than full time. If the student is greater than full time, the Sent to Percent of Time is calculated by taking the number of enrollment hours the student is beyond full time and dividing it by the number of hours in the standard calendar for a full-time student at the district. A special calendar with those additional hours is not reported by the district.

The following examples describe reporting for the most common OTC enrollment scenarios and calculations.

Example 14.

Student attends JVSD or District and OTC
Student is full time or less

Scenario. Student is enrolled for 525 hours in JVSD programs at JVSD or other district (not both); JVSD/district assigned calendar has 1050 hours total. The student's OTC course hours total 420. Student is less than full time (945 of 1050 hours).

JVSD/district contribution to percent of time (FS120) = 50% (525 of 1050)
OTC contribution to percent of time (FS120) = 40%
Student's overall percent of time = 90%

JVSD/District Reporting		
Student Percent of Time (FS120)	**Sent Reason 1 (FS200)**	**Sent to Percent of Time 1 (FS220)**
090	NA	000

Example 15.

Student attends JVSD or District and OTC
OTC hours cause student to be more than full time

Scenario. Student is enrolled for 945 hours in JVSD programs at JVSD or other district (not both); JVSD/district assigned calendar has 1050 hours total. The student's OTC course hours total 420. Student is more than full time (1365 of 1050 hours) and eligible for up to 1.3 FTE.

JVSD/district contribution to percent of time (FS120) = 90% (945 of 1050 hours)
OTC contribution to percent of time (FS120) = 10% (105 of 1050 hours)
OTC additional contribution to percent of time (FS220) = 30% (additional 315 hours)
Student's overall percent of time = 130% (1365 of 1050 hours)

JVSD/District Reporting		
Student Percent of Time (FS120)	**Sent Reason 1 (FS200)**	**Sent to Percent of Time 1 (FS220)**
100	TC	030

Example 16.

Student attends JVSD, sending district, and OTC
OTC hours cause student to be more than full time

Scenario. Student is enrolled full time between JVSD and sending district. For time at the JVSD and sending district, both report as they would for any other shared student (for this example, both are reporting 50%). Student is taking an OTC course through a contract with the JVSD. OTC course is not reported by the sending district, though graduation related information may need to be reported by sending district based on OTC course completion. JVSD, as the entity contracting with the OTC, reports the student's time at the OTC.

JVSD assigned calendar has 1050 hours total. The student's OTC course hours total 420. The JVSD is eligible for up to 0.9 FTE, and the sending district funding would be unchanged at 0.5 FTE.

District contribution to full time percent of time = 50%
JVSD contribution to full time percent of time = 50%
OTC additional contribution to percent of time = 40% (additional 420 hours)
Student's overall percent of time = 140% (1470 of 1050 hours)

JVSD Reporting		
Student Percent of Time (FS120)	**Sent Reason 1 (FS200)**	**Sent to Percent of Time 1 (FS220)**
050	TC	040

Example 17.

Student attends District and OTC via JVSD
OTC hours cause student to be more than full time

Scenario. Student is enrolled for 1050 hours at resident district; district assigned calendar has 1050 hours total. The student attends OTC courses through JVSD though JVSD is not providing instruction. JVSD assigned calendar also has 1050 hours total. The student's OTC hours total 420. Student is more than full time (1470 of 1050 hours) and eligible for up to 1.4 FTE.

District contribution to percent of time (FS120) = 100% (1050 of 1050 hours)
OTC additional contribution to percent of time (FS220) = 40% (additional 420 hours)
Student's overall percent of time = 140% (1470 of 1050 hours)

Student Percent of Time (FS120)	Sent Reason 1 (FS200)	Sent to Percent of Time 1 (FS220)
District Reporting		
100	JV	000
JVSD Reporting		
000	TC	040

If any Percent of Time is changed, the current student record should be closed. A new Student Standing (FS) Record must be opened and must contain the new Percent of Time. The change of the Percent of Time may also trigger a change in other elements in this record, such as How Received or Sent Reason Elements.

☼ *State Student ID (SSID) Element*

Record Field Number	FS110
Definition	The state assigned unique identifier.

Valid Option

Nine-character alphanumeric as assigned by the SSID System

Reporting Instructions. This is required for all students.

If the SSID is changed, the current FS Record should be closed, and a new FS Record must be opened and must contain the new SSID.

☼ *Tuition Type Element*

Record Field Number	FS130
Definition	This element defines the manner in which the student is paying tuition to the reporting district.

Valid Options

D Direct pay tuition student
N Non-tuition student (default)
T Tuition student
A Non-tuition student paying tuition for all-day kindergarten
B Direct pay tuition student also paying tuition for all-day kindergarten
C Tuition student also paying tuition for all-day kindergarten

Reporting Instructions. This element is used whenever a student is enrolled in the reporting district by way of a tuition payment. The student may be a resident of another Ohio traditional public school district or attending from an out-of-state school district.

If a tuition payment is made for attendance in all-day kindergarten, then option A, B, or C must be selected.

When this element is used, if the reporting district is a traditional district, then a How Received value of "*" should be reported. If the reporting district is a community school, then a How Received value of "M" should be reported. No value should be entered for the How Received IRN. The Resident IRN will provide the connection to the district from which the student came.

If the Tuition Type is changed, the current student record should be closed. A new Student Standing (FS) Record must be opened and must contain the new Tuition Type.

☼ *Updated Exit Status*

Record Field Number	FS380
Definition	The updated reason for the student's exit from the district.

Valid Options

** No update

See FS100 Withdrawal Reason for additional Valid Option values

Reporting Instructions. This element is for reporting an update to the Withdrawal Reason reported for a student. If it is found that a student's situation has changed since being reported as withdrawn from a district, then this element may be reported with something other than option **. The reporting will depend on the timing of the student's actions. Note that the documentation requirements for reporting something other than "**" for this element are the same as the documentation requirements for reporting a Withdrawal Reason.

For example, if a district reports a student with Withdrawal Reason option 74–Moved (Not know to be continuing) and then learns that the student enrolled in another district *prior to* the withdrawal date reported, then the Withdrawal Reason would be updated to option 41–Transferred to Another Ohio School District and the Effective End Date would be updated to reflect the new documentation. In this case, Updated Exit Status option ** would be reported.

If, however, the district learns that the enrollment in the other district occurred *after* the withdrawal date reported, then the Withdrawal Reason and Effective End Date would *not* be updated. In this case, Updated Exit Status option 41 would be reported to reflect the new documentation.

In the case of data entry errors that result in an incorrect Withdrawal Reason being reported, correct the misreported data without creating a new FS Record.

☼ *Withdrawal Reason Element*

Record Field Number	FS100
Definition	The documented reason for the student's withdrawal from the school district that is associated with the Effective End Date reported.

Valid Options

** **Not Applicable, Default**

Student did not withdraw and was not truant.

35 **Withdrew from Educating Entity, Resident District No Longer Responsible**
Resident student withdrew from educating entity with a Reason Code that indicates the resident district no longer has a responsibility for the student.

36 **Withdrew from Preschool**
Student has withdrawn from the preschool program (for any reason).

37 **Withdrew from Kindergarten**
Deemed to be in best interest of student to wait one more year until starting kindergarten experience; may only be used for students with a grade level of KG.

38 **Promoted Beyond Max Grade/Entity Closing**
Student can no longer be reported under the entity's current IRN (Community School grade range does not include grade student promoted to; entity student has been attending is closing or merging with another) and student's next entity is unknown.

39 **Non-Enrolled Student No Longer Receiving Services from District**
Non-educating district no longer providing services.

40 **Transferred to Another School District Outside of Ohio**

41 **Transferred to Another Ohio School District**
Local, Exempted Village, or City.

42 **Transferred to a Private School**
Ed Choice students, for example.

43 **Transferred to Home Education**
Parent or guardian notice on file.

45 **Transferred by Court Order/Adjudication**
A public district other than yours has been designated as responsible for paying for the education. The resident district should not withdraw ANY students placed into the Department of Youth Services.

46 **Transferred out of the United States**

47 **Withdrew Pursuant to Yoder vs. Wisconsin**
Only use for students who have completed at least the 8th grade.

51 **Verified Medical Reasons**
Doctor's authorization on file.

52 **Death**

71 **Withdrew Due to Truancy/Nonattendance**

72 **Pursued Employment/Work Permit**
Superintendent Approval on file.

73 **Over 18 Years of Age**

74 **Moved**
Not known to be continuing.

75 **Student Completed Course Requirements**
Student Completed Course Requirements but did NOT pass the appropriate statewide assessments required for graduation. In the case of a student on an IEP who has been excused from the individual consequences of the statewide assessments, using this code indicates that the student completed course requirements but did not take the appropriate statewide assessments required for graduation.

76 **Non-Attendance According to the 72-Hour Rule**

77 **Withdrew due to ORC §3314.26 (non-tested)**

78 **Withdrew due to ORC §3314.261(C) (non-attendance at internet-based community schools)**

79 **No Longer Eligible to be Enrolled in District**
Student eligibility changed, district does not know where education will be continued.

81 Student Reported in Error
Never should have been reported.

99 Completed High School Graduation Requirements
Student completed course requirements and passed the appropriate statewide assessments required for high school graduation. In the case of a student on an IEP who has been excused from the individual consequences of the statewide assessments, using this code indicates that the student completed course requirements and took the appropriate statewide assessments required for high school graduation.

Reporting Instructions. If a student withdraws from a district, a new FS record should not be reported. The district should enter a Withdrawal Reason and Effective End Date on the existing open Student Standing (FS) Record. See "Changes of Values in New Records" for additional values that need to be reported on this record.

Students reported as withdrawn during an End of Year Student (S) Collection are not required to be reported in the student collections the following year.

However, if a student withdrew over the summer (and was not previously reported as withdrawn in an End of Year Student (S) Collection), then he/she should be reported in the following year's student collections as withdrawn prior to the first day of the following school year.

Reasons Not to Withdraw. In situations where the Legal District of Residence is not providing instruction, but another Ohio public school district (another Ohio public school district includes exempted village, city, local, JVSD, post-secondary institution, ESC, and DYS) is, the student is not withdrawn from the Legal District of Residence. Examples include, but are not limited to, Open Enrollment, Special Education Cooperative Agreement, Superintendent Agreement, etc.

Withdrew from Educating Entity, DOR no longer responsible, Withdrawal Code 35. Withdrawal Reason 35 may only be reported by the resident district and should only be reported when reporting the student with a District Relationship of "3". This code may not be used by the resident district when the educating district withdraws the student using withdrawal codes 43, 45, or 71 – 81. Additionally, this withdrawal code cannot be used when the resident district is reporting the student with any of the following Sent Reasons: AU, CE, CR, CT, FP, JP, JV, MR, OR, OS, PI, or PP.

Promoted Beyond Max Grade/Entity Closing, Withdrawal Code 38. This code is reported when a student is promoted to a grade that is beyond an educating entity's maximum grade level (i.e., a student attending a K–8 community school is promoted to grade 9) or an educating entity is closing, and it is not known where the student will be continuing. Entities should report another withdrawal code whenever possible. This code should only be reported when the entity is unable to determine where or how a student will be continuing their education.

Court-Placed Students in a Home. Students who are court-placed in a home (foster care, group home, or other residential facility; "home" does not include the Department of Youth Services) and are receiving instructional services from the district in which the home is located are not to be reported as withdrawn by the district of residence. The district in which the home is located enrolls the student. Once the student is released from the home, the district in which the home is located reports the student as withdrawn back to the resident district with the appropriate "40"-"52" option.

JVSDs and Career-Technical Centers. In situations where a student is attending a JVSD and/or contract career-technical center, both the resident/sending district and the career-technical district (JVSD or contract career-technical center) are required to report this element.

Graduating Students. Students who have completed course requirements for credit toward graduation and have passed the appropriate statewide assessments required for graduation are required to be reported with a withdrawal code of "99".

In situations where a resident student attends a different district 100% of the time (such as open enrollment, superintendent's agreement, grandparent's legislation), at the time of graduation the resident district withdraws this student using a withdrawal code of "41". In these cases, the resident district is not issuing a diploma to the student and therefore does not report the Diploma Date Element or Diploma Type Element. The Effective End Date Element is required to be reported by both districts and is reported with the date of the student's last day of school.

It is the responsibility of the district issuing the diploma to report the withdrawal code of "99" and to complete the Diploma Date Element, Diploma Type Element, and Withdrawal Date Element for these students.

When a student is attending a JVSD, ESC, or Post-Secondary Institution, because the resident district is issuing the diploma, the resident district is responsible for reporting the graduating student with the "99" Withdrawal Reason Element, the Diploma Date Element, Diploma Type Element, and Effective End Date Element. When a student attends a JVSD, the JVSD is responsible for reporting the Effective End Date and the Withdrawal Reason Elements.

Dropout Students. The 7x withdrawal codes are included in the dropout counts. When a 7x withdrawal code is reported in the Withdrawal Reason Element, the option "DR" is required to be reported in the Grade Level Next Year Element for that student.

When a student is a dropout, the district that would have issued the diploma is responsible to report the appropriate dropout code.

In situations where a resident student attends a different district 100% of the time (such as open enrollment, superintendent's agreement, grandparent's legislation) at the time of a student dropout, the educating district reports the student with a 7x withdrawal code. In these cases, the resident district reports the "41" withdrawal code.

When a student is attending an ESC or post-secondary institution, because the resident district would have issued the diploma, the resident/educating district is responsible for reporting the dropout with the appropriate 7x withdrawal code and the Effective End Date Element.

In most cases, when a student drops out of a JVSD, both the JVSD and the resident district are responsible for reporting the dropout information.

72-Hour Rule, Withdrawal Code 76. This code can only be reported by community schools. This code is reported for students who have 72 consecutive hours of unexcused absences.

This rule applies to students in brick-and-mortar, as well as digital, schools. This is the Withdrawal Reason to report whenever a student has not participated in learning activities for 72 consecutive hours. The number of days encompassed by this rule is determined by the hours per day that the district submits on the Grade Schedule Record (DL), element DL100, Hours Per Day. For example, if the DL record for the building of the student who is being evaluated under this rule is 6 hours, the student will have missed 12 days before the 72-hour rule can be used as a withdrawal reason.

A forced withdrawal is dictated by the non-attendance provision in ORC §3314.03(A)(6)(b). A partial day of attendance may be used in meeting the 72-hour restriction.

Students who are withdrawn due to the 72-hour rule during the school year should have unexcused absences reported ~~in the School Year Unexcused Absence Hours (FS340) Element~~on the Student Detailed Attendance (FM) Record. The number of non-attendance hours leading up to the forced withdrawal must be reported as unexcused absences (Attendance Type (FM070) "UN"). Additional hours a student previously accumulated prior to the forced withdrawal may not be used to reduce or negate the reporting of these non-attendance hours.

Non-Tested (ORC §3314.26), Withdrawal Code 77. Only e-schools—internet- or computer-based community schools—should use this withdrawal code.

If the student "for two consecutive school years, has failed to participate in the spring administration of any assessment" that he or she is required to take, the district must notify the Ohio Department of Education and Workforce. The district cannot be funded for this student.

"An internet- or computer-based community school may withdraw any student for whom the parent does not pay tuition as required by this division." (ORC §3314.26(B).)

If the parent pays tuition to keep the student enrolled in the district, the district should update relevant elements in the Student Standing (FS) Record, including the tuition type. If the parent does not pay tuition in an amount equal to the state funds the school otherwise would receive, the student must be withdrawn.

Non-attendance at Internet-Based Community Schools (ORC §3314.261(C)), Withdrawal Code 78. Only e-schools—internet- or computer-based community schools—that are not dropout prevention and recovery schools should report this code.

Students withdrawn with this code cannot enroll in an internet- or computer-based community school that is not a dropout prevention and recovery school for one school year from the student's withdrawal date.

Option 81, Student Reported in Error. Withdrawal Reason 81 is to be reported when a student has been reported in error in the current year.

If the student was not enrolled in the district in the prior year and—despite having completed enrollment paperwork—has not attended at all in the current year (so there is no Admission Date to report), then Withdrawal Reason 81 is reported in the current year to indicate that there was no enrollment for the student. Note that an 81 withdrawal record for this student is only required if the student has been reported to EMIS via an FS Record showing an enrollment. If an 81 withdrawal is reported and the student later enrolls and attends the district in the same school year, the 81 record should no longer be reported.

If a student was reported as enrolled in the district on the last day of school in the previous school year and was not reported as withdrawn, then Withdrawal Reason 81 cannot be reported in the current year.

If the student withdrew prior to the last day of the previous school year but was not reported as withdrawn, then a Student Withdrawal Override (FC) Record should be reported for the student in the current year.

If the student withdrew on or after the last day of the previous school year, then the student's summer withdrawal can be reported with either a Student Summer Withdrawal (FL) Record or a Student Attributes–Effective Date (FD) Record, a Student Standing (FS) Record, and a Student Demographic (GI) Record.

If the student was previously enrolled in the district in the current year and reported with any Withdrawal Reason other than 81, then the student cannot be reported with Withdrawal Reason 81 on any subsequent Student Standing (FS) Record in the current year.

Reporting a High School Equivalency Student. Ohio law does not recognize an Ohio Certificate of High School Equivalence as an Ohio graduation diploma. Therefore, a student who receives an Ohio Certificate of High School Equivalence instead of an Ohio graduation diploma is not considered a graduate and is not counted in the graduation rate. The Ohio Certificate of High School Equivalence is offered through the Adult Education system. The student must exit the K-12 education system in order to pursue an Ohio Certificate of High School Equivalence. When this happens, the district is required to withdraw the student. The student is exiting the district without receiving an Ohio diploma and is therefore considered a dropout. These students are to be reported with the appropriate 7x withdrawal code (for more information, see the table in EMIS Manual Section 2.1.1: Student Enrollment Overview).

Withdrawing a Kindergarten Student. If a kindergarten student is withdrawn from school by parental choice because the parent feels that the student is not developmentally ready for kindergarten, and the student is not withdrawn in order to attend another district, the district should use option "37" to withdraw the student. If the student is withdrawn for any other reason, report the withdrawal code that most closely matches the reason for withdrawal.

Educational Choice Scholarship Pilot Program. Non-special education students who have been granted scholarships and participate under this program are to be withdrawn from the public school using code "42".

Special education students with disabilities who are participating in this program are to be reported per the instructions for special education students attending a non-public school. Refer to section 2.1 for more specific information.

Students Attending a Community School or Non-district STEM School. A non-district STEM school is a STEM school that is not considered a building of a district. If a STEM school is a building of a district, then students from outside the STEM's district who attend the school do so through open enrollment and are not withdrawn.

Students who leave/dropout from a community school or non-district STEM school and do not return to the resident district for instruction should be reported with the appropriate 7x withdrawal code.

When a resident student transfers to a community school or non-district STEM school, the resident district should follow the normal withdrawal procedure; withdraw the student using the appropriate withdrawal date and a withdrawal code of "41".

If the student returns to the resident district, the resident district should use the same procedure and coding that they would use for any student returning to the district.

Department of Youth Services Reporting. Students who leave/dropout from DYS and do not return to the resident district for instruction are to be reported in the following manner.

- DYS reports the appropriate dropout code 7x
  AND
- The Legal District of Residence withdraws the student and reports a withdrawal code of "45".

Open Enrollment Reporting. Students who open enroll into another Ohio public school district, dropout during the year, and do not return to the resident district for instructional purposes should be reported in the following manner

- Resident school district reports the student with a withdrawal code of "41"
  AND
- The district in which the student was open enrolled reports the student with one of the 7x withdrawal codes as appropriate.

☼ *Withdrawn To IRN Element*

Record Field Number	FS360
Definition	The IRN of the city, local, exempted village school district, community school, ESC, STEM District, or nonpublic school into which the student will be enrolling.

Valid Options

******	Default
Six-digit code	Valid district or nonpublic school IRN
999999	Entity that does not have an IRN

Reporting Instructions. This element will be reported with a non-default value (a value other than "******") only when the Withdrawal Reason element is reported with a value of '41', '42', or '45' and the withdrawal date is after the last day of school for the prior school year. Report the IRN of the city, local, exempted village school district, community school, ESC, STEM District, or nonpublic school the student enrolled in when the student withdrew from your district. If the nonpublic school does not have a valid IRN, report 999999. ESCs and JVSDs should always report the default ('******') for this element.

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 Standing (FS) Record, each combination of values in the following fields must be unique.

Required Fields	Number
EMIS Student ID	FS050
Effective Start Date	FS060

2.4 Student Standing (FS) Record File Layout

Number	Position	Name	PIC/Size
	1-8	Filler	
FS010	9-10	Sort Type	PIC X(2)
		Always "FS"	
	11	Filler	
FS020	12-15	Fiscal Year	PIC X(4)
		e.g., 2026 (CCYY)	
FS030	16	Data Set	PIC X
		S – Student	
FS040	17-22	District IRN	PIC X(6)
FS050	23-31	EMIS Student ID Number	PIC X(9)
FS060	32-39	Effective Start Date	PIC 9(8)
FS070	40-47	Admission Date	PIC 9(8)
FS080	48	Student Admission Reason	PIC X
FS090	49-56	Effective End Date	PIC 9(8)
FS100	57-58	Withdrawal Reason	PIC X(2)
FS110	59-67	State Student ID	PIC X(9)
FS120	68-70	Student Percent Of Time	PIC 9(3)
FS130	71	Tuition Type	PIC X
FS140	72	District Relationship	PIC X
FS150	73-78	Legal District Of Residence	PIC X(6)
FS160	79-84	Attending Building IRN	PIC X(6)
FS170	85-90	Assigned Building Area IRN	PIC X(6)
FS180	91	How Received	PIC X
FS190	92-97	How Received IRN	PIC X(6)
FS200	98-99	Sent Reason 1	PIC X(2)
FS210	100-105	Sent To IRN 1	PIC X(6)
FS220	106-108	Sent To Percent Of Time 1	PIC 9(3)
FS230	109-110	Sent Reason 2	PIC X(2)
FS240	111-116	Sent To IRN 2	PIC X(6)
FS250	117-119	Sent To Percent Of Time 2	PIC 9(3)
	120-134	Filler	
~~FS320~~	~~135-140~~	~~School Year Attendance Hours~~	~~PIC 9(4)V99~~
	135-140	Filler for fixed length; exclude for CSV	PIC 9(4)V99
~~FS330~~	~~141-146~~	~~School Year Excused Absence Hours~~	~~PIC 9(4)V99~~
	141-146	Filler for fixed length; exclude for CSV	PIC 9(4)V99
~~FS340~~	~~147-152~~	~~School Year Unexcused Absence Hours~~	~~PIC 9(4)V99~~
	147-152	Filler for fixed length; exclude for CSV	PIC 9(4)V99
FS350	153-158	Admitted From IRN	PIC X(6)
FS360	159-164	Withdrawn To IRN	PIC X(6)
FS370	165-166	County Of Residence Code	PIC X(2)
FS380	167-168	Updated Exit Status	PIC X(2)