

# EMIS MANUAL

## Section 5.2: Grade Schedule (DL) Record

**Version 6.0**

July 1, 2025

## REVISION HISTORY

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

Version	Date	Effective	Change #	Description
<u>6.0</u>	<u>07-01-25</u>	<u>FY26</u>	<u>NA</u>	<u>Posted for FY26.</u>
5.0	08-19-24	FY25	25-47	Updated OSD/OSSB to Ohio Deaf and Blind Edu Services.
5.0	08-19-24	FY25	25-97	Updated Department name and logo (ODE to DEW).
4.8	8/9/23	FY24	24-63	Corrected valid options range for Hours Per Day.
4.7	7/1/23	FY24	NA	Posted for FY24.
4.6	7/1/22	FY23	NA	Posted for FY23.
4.5	7/1/21	FY22	NA	Posted for FY22.
4.4	7/1/20	FY21	NA	Posted for FY21.
4.3	6/15/20	FY20	NA	Posted for FY20.
4.2	7/2/18	FY19	NA	Posted for FY19.
4.1	12/28/17	FY18		No FY18 changes.
4.0	9/12/17	FY17	NA	No FY17 changes.
3.0	9/1/16	FY16C	37883	Removed the Date of Spring Administration–Math Test Element.
3.0	9/1/16	FY16		Added Coming Changes section.
2.0	5/22/14	FY15C	914	Updated the section for the new Calendar reporting period.
2.0	10/10/13	FY14K	911	Clarified attendance pattern.

## 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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## 5.2 GRADE SCHEDULE (DL) RECORD

### ***Required Collections***

The Grade Schedule (DL) Record is to be reported for the Initial and Final Calendar (C) Collections.

### ***General Guidelines***

Grade Schedule (DL) Records are required to be reported for each city, local, and exempted village school district as well as each community school and each STEM district. In addition, Grade Schedule (DL) Records are also required for each joint vocational school district (JVSD), the Ohio Deaf and Blind Education Services, ESCs, and the Ohio Department of Youth Services (DYS).

The Grade Code (DL060) applies to students being educated within the building and not to the building profile in the Ohio Educational Directory System (OEDS). A Grade Schedule (DL) Record is required to be reported for every grade in which there are students who are not reported on the default calendar for that building/grade/attendance pattern even if a grade is outside the reported OEDS grade range. No records need to be reported for grades in which there are no students.

If a building record for a student's building/grade/attendance pattern, along with the corresponding Organization General Information (DN) Records, is not reported, there may be unexpected results in several processes. For example, the Open Enrollment Transfer process and the Secure Data Center calculation of student FTE will use default values of days in session when there is no match to the student records. Likewise, the calculated FTE on which funding is based may not be able to be calculated, resulting in no or limited funding for the student(s).

### ***Attendance Pattern Element***

Record Field Number	DL070
Definition	On a weekly basis, the arrangement of days in which a student is in this building.

#### ***Valid Options***

- \*\* Default value
- XX Any two-character number/character combination determined by the LEA

***Reporting Instructions.*** This data element is LEA determined. Report the default ‘\*\*’ attendance pattern when grade level does not need to be differentiated into two or more groups.

### ***Building IRN Element***

Record Field Number	DL050
Definition	The state assigned six-digit information retrieval number (IRN) of the building.

#### ***Valid Options***

- Six-digit IRN Valid building IRN within the reporting district or the district IRN

**Reporting Instructions.** If there are students in the district whose Attending Building IRN element (FS160) on the Student Standing (FS) Record is the IRN of the district and the Student Percent of Time (FS120) is greater than zero, the district should report Grade Schedule (DL) Records for them. In such cases, the building IRN in each of these rows should be the IRN of the district.

 **District IRN Element**

Record Field Number	DL040
Definition	The state assigned six-digit information retrieval number (IRN) of the district.

**Valid Options**

Six-digit IRN    Valid district IRN

 **First Day of School Element**

Record Field Number	DL080
Definition	Indicates the first day of instruction for students in this building/grade/attendance pattern combination.

**Valid Options**

YYYYMMDD Year, Month, and Day

 **Grade Code Element**

Record Field Number	DL060
Definition	The grade for which this Grade Schedule (DL) Record is being reported.

**Valid Options**

PS    Preschool  
 KG    Kindergarten  
 01    First Grade  
 02    Second Grade  
 03    Third Grade  
 04    Fourth Grade  
 05    Fifth Grade  
 06    Sixth Grade  
 07    Seventh Grade  
 08    Eighth Grade  
 09    Ninth Grade  
 10    Tenth Grade  
 11    Eleventh Grade  
 12    Twelfth Grade  
 13    Grade 13  
 23    Grade 23  
 \*\*    Default

**Reporting Instructions.** A non-default Grade Code can be reported for every grade in which students are enrolled with that attending building IRN, otherwise the default value can be reported for all students in the building.

This is true even if the grade is outside of the building profile defined in OEDS. For example, if the OEDS Directory describes the building with a 7-8 grade range, but a ninth-grade student is taking a class within that building, the district must report a record for grades “07”, “08”, and “09”.

If ‘\*\*’ is reported for Grade Code, then Attendance Pattern (DL070) must also be reported with ‘\*\*’. The district does not need to report records for grades in which there are no students.

### **Hours Per Day Element**

Record Field Number	DL100
Definition	The number of hours per day in which scheduled classes, supervised activities or approved educational options were provided to students in this building/grade/attendance pattern.

#### **Valid Options**

2.50 – 9.99

**Reporting Instructions.** This element is required to be reported by all EMIS reporting entities. Do not include lunch.

Report the actual hours per day that the building/grade/attendance pattern combination of the record was in session on a normal school day. Do not add additional time for unplanned time off made up or subtract any time for any school delays or early releases; that information will be reported by Organization General Information (DN) Records with matching building/grade/attendance pattern combinations.

### **Last Day of School Element**

Record Field Number	DL090
Definition	Indicates the last day of instruction for students in this building/grade/attendance pattern combination.

#### **Valid Options**

YYYYMMDD      Year, Month, and Day

**Reporting Instructions.** For the Initial Calendar (C) Collection, this is the scheduled last day of instruction. For the Final Calendar (C) Collection, this is the actual last day of instruction.

### **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 Grade Schedule (DL) Record, each combination of values in the following fields must be unique.

Record Name	Record	Required Fields	Number
Grade Schedule Record	DL	Building IRN	DL050
		Grade Code	DL060
		Attendance Pattern Code	DL070

## 5.2 GRADE SCHEDULE (DL) RECORD FILE LAYOUT

Number	Position	Name	Type/Size
	1-8	Filler	PIC X(8)
DL010	9-10	Sort Type Code	PIC X(2)
		Always "DL"	
	11	Filler	PIC X(1)
DL020	12-15	Fiscal Year, e.g., 2020 (format CCYY)	PIC X(4)
DL030	16	Data Set	PIC X(1)
		C – Calendar	
DL040	17-22	District IRN	PIC X(6)
DL050	23-28	Building IRN	PIC X(6)
DL060	29-30	Grade Code	PIC X(2)
DL070	31-32	Attendance Pattern Code	PIC X(2)
DL080	33-40	First day of school (Format CCYYMMDD)	PIC 9(8)
DL090	41-48	Last day of school	PIC 9(8)
DL100	49-51	Hours Per Day	PIC 9V99
	52-60	Filler	PIC X(9)
	61-68	Filler	PIC 9(8)