

EMIS Change 23-51

This change deletes program code 220100 and adds three new program codes for students receiving itinerant services.

SECTION 2.9: STUDENT PROGRAM (GQ) RECORD

Major Program Code Groupings

Itinerant Services Preschool. All preschool students who are receiving itinerant services—regardless of whether they are receiving center-based services—should have one of the following program codes reported to indicate where the student is receiving services, how the services are being provided, and who is providing the services: 220205, 220210, or 220215. For example, if itinerant services are being provided by a speech language pathologist in the child’s home, then 220215 would be reported.

~~The “220100” program code is used for preschool special education state funding. This code is reported for any preschool student who receives preschool itinerant services. In the case of preschool special education itinerant services, the entity that is providing the itinerant education is responsible for reporting the itinerant services program code on the Student Program (GQ) Record. In addition, the Employee ID Element is required to be reported with the ID of the staff member providing the itinerant services to that child. Preschool special education funding is dependent upon the Employee ID Element being completed for itinerant services. Courses are to be reported for preschool students who are receiving preschool center-based services.~~

Program Code Schedule

Student Program Code(s) Categories	Program Series	S Traditional			S CS/STEM		Graduate (G)
		Initial	Mid	Final	Initial	Final	
Preschool Itinerant Services	220 xxx 100	✓	✓	✓	✓	✓	

Student Program Data Elements

The following portion of this section discusses each of the data elements within the Student Program (GQ) Record. The elements are organized alphabetically.

☀ **Employee ID Element**

Record Field Number	GQ070
Definition	Unique code assigned to the staff member.

Valid Options

A valid nine-character code.

Reporting Instructions. If the resident/educating district is contracting with an ESC or another EMIS reporting entity for a staff member to provide this program, then the educating/resident district is required to report the Credential ID or the state assigned Z ID of the staff member (employed by ESC/EMIS reporting entity) providing the program. The Employee ID Element for non-contracted staff will be the local number assigned to the employee by the district and reported on the Staff Demographic (CI) Record.

What to Report. This element is required to be reported with the following program codes:

- ~~305003 Career Assessment program code~~
- 206xxx Gifted program codes
- ~~220100 Preschool Itinerant Services program code~~
- 31xxxx Work-Based Learning program codes

If not reporting one of the above program codes, do not report the Employee ID Element.

 **Program Enrollment End Date Element**

Record Field Number	GQ110
Definition	Last day a student is enrolled in a program. where dates are required.

Valid Options

- | | |
|----------|---|
| 00000000 | Reporting student's e Enrollment date not required or, if required, the program enrollment is still ongoing (default) |
| CCYYMMDD | Year, Month, Day (value must be within current fiscal year: July 1 - June 30) |

Reporting Instructions. ~~Only required for program enrollments where timeframe of enrollment is critical to a funding determination or other state or Federal reporting or processing requirement. The only program where a program enrollment end date must be reported is the preschool itinerant 220100 program code.~~ [The Program Enrollment End Date is not required reporting for any student program codes. This date is not used by the Department.](#)

~~If available in a district's data system, enrollment dates may be reported for all students in a program, but any reported dates must be valid dates (i.e., reporting 20110132 would cause a Student Program (GQ) Record to fatal) and must be within the current fiscal year (20110701 to 20120630 for FY12).~~

 **Program Enrollment Start Date Element**

Record Field Number	GQ100
Definition	First day a student is enrolled in a program. where dates are required.

Valid Options

- | | |
|----------|--|
| 00000000 | Reporting student's enrollment date not required (default) |
| CCYYMMDD | Year, Month, Day |

Reporting Instructions. ~~Only required for program enrollments where timeframe of enrollment is critical to a funding determination or other state or Federal reporting or processing requirement. The only program where a program enrollment start date must be reported is the preschool itinerant 220100 program code.~~ [The Program Enrollment Start Date is not required reporting for any student program codes. This date is not used by the Department.](#)

~~If available in a district's data system, enrollment dates may be reported for all students in a program, but any reported dates must be valid dates (i.e., reporting 20110132 would cause a Student Program (GQ) Record to fatal).~~

~~Dates from a prior fiscal year may be reported, but districts are not required to research and enter dates for programs that began in prior years. If a program enrollment must now be reported but the program began in a prior year, a default date of July 1 of the current fiscal year may be used. Start dates for a future fiscal year should not be reported, as programs should not be reported prior to the school year they begin.~~

~~ITINERANT SERVICES~~PRESCHOOL

~~Itinerant Services~~Preschool

Program Code	Description
220100	Student Receiving Preschool Special Education Itinerant Services Preschool student with disabilities receives special education itinerant services from a preschool special education teacher.
<u>220205</u>	<u>Preschool Special Education Itinerant Services Preschool student with disabilities receives special education itinerant services from a preschool special education teacher, speech language pathologist, occupational therapist, physical therapist, or another service provider listed in their IEP.</u>
<u>220210</u>	<u>Preschool Special Education Itinerant Services Received at a Nonpublic School Preschool student with disabilities receives special education itinerant services from a preschool special education teacher, speech language pathologist, occupational therapist, physical therapist, or another service provider listed in their IEP at the nonpublic entity where the student is enrolled.</u>
<u>220215</u>	<u>Preschool Special Education Itinerant Services Received in Another Setting Preschool student with disabilities receives special education itinerant services from any provider in a setting other than a center-based setting that is not a nonpublic entity (e.g., a special school, hospital, or home).</u>

SECTION 3.2: REPORTING CONTRACTED STAFF

Table 1. Category #3, Situation G

CATEGORY #3, Situation G:		
<p>Resident/Educating District Receives Preschool Special Education Funds and Contracts with an ESC or other EMIS Reporting Entity to Provide the Preschool Special Education Instruction - Contractor Staff Employment Record Required</p> <p><i>Preschool Special Education (PSE) Teacher positions include:</i> PSE Center-Based Classroom Teacher (230, 999412) and PSE Itinerant Teacher (230, 999412).</p> <p>If a district contracts with an ESC or other EMIS Reporting Entity to provide preschool special education instruction for resident students (meaning the staff member is employed at the ESC or other EMIS Reporting Entity), THEN the ESC or other EMIS Reporting Entity that hired the staff member providing the instruction reports the staff member (Staff Job, Demographic, and Contracted Staff Records) and the resident district does not report any staff information.</p>		
<i>Reporting Entity</i>	<i>Student Data</i>	<i>Staff Data</i>
<p>Resident/Sending District</p>	<p>The resident district is only required to report student information (Student Demographic, Student Standing, Student Program, etc. Records) if the preschool student has a disability condition. If the preschool student with a disability condition is sent to an intermediate district (i.e., open-enrolled, foster-placed) and then goes to the ESC, then the sending district is also required to report student information. <i>It is optional for the resident/sending district to report preschool students without disability conditions.</i></p> <p>If the student is receiving Preschool Itinerant Services, then n program code 220100-220205, 220210, or 220215 (Preschool Itinerant Services —Special Education) program code should only be reported by the ESC or other EMIS reporting entity.</p>	<p>NONE</p> <p>NOTE: In this particular case, the resident/sending district does NOT report the Course Master Record and the Staff Course Record for those Preschool Special Education Students served in a Preschool Special Education Center-Based Classroom. This information will be reported by the ESC or other EMIS reporting entity providing the instruction.</p>
<p>ESC or other EMIS reporting entity Providing Preschool Special Education Instruction</p>	<p>ESC or other EMIS Reporting Entity must report all student information, including the Student Course Record. If the student is receiving Preschool Itinerant Services, the ESC or other EMIS reporting entity must report program code 220205, 220210, or 220215 the 220100 PSE Itinerant Services program code.</p> <p>When reporting the 220100 PSE Itinerant Services program code, the following element is required: Employee ID of the ESC (or other EMIS Reporting Entity) Staff Member Providing the Service to the Student</p>	<p><i>Staff Demographic, Staff Employment, Course Master Record, Staff Course Record, and at least ONE Contractor Staff Employment Record</i></p> <p>If the individual teaches courses to students from multiple districts, a <i>Contractor Staff Employment Record</i> should be reported for each district served with the FTE assigned to that particular district reported on the record</p>

SECTION 4.2: COURSE MASTER (CN) RECORD

Reporting Course Master (CN) Records – Preschool Courses

Subject code 180108 is the only preschool subject code that can be reported for a preschool grade student. This is a self-contained course, meaning it includes all subjects, and is for students who are funded by ECE, Federal Head Start, Title I, or any other federal, state, or local source. This subject code is also for students who pay tuition to attend. This subject code includes students with and without identified disabilities. This subject code should not be used for students who are receiving only itinerant services and do not attend a preschool class.

The preschool subject code should be reported with the applicable Student Population option that identifies the attributes of the group of students for which the course is intended.

- D8 student population should be reported for a class that is designed primarily for students *with* disabilities (i.e., have IEPs). This includes classes designed primarily for students with disabilities into which peer models are also enrolled.
- PR student population should be reported for a center-based class that is designed primarily for students *without* disabilities. This includes classes designed primarily for students without disabilities into which students with disabilities are also enrolled.
- DP student population should be reported for a class that is designed for students *with* disabilities who have hearing and/or visual impairments.

A student who is receiving only itinerant services (and is not enrolled in a preschool class) is not to be reported in a preschool course. Instead, [the appropriate](#) program code ~~—220205, 220210, or 220215—~~ [should](#) ~~220100 should~~ be reported on the Student Program (GQ) Record for students receiving itinerant services per their IEP.

A student [who is enrolled in a preschool class and is also receiving itinerant services per their IEP](#) ~~should~~ [can](#) have both a preschool course and the [appropriate](#) itinerant program code reported ~~if the student is enrolled in a preschool class and also receives itinerant services.~~

SECTION 4.4: STUDENT COURSE (GN) RECORD

General Guidelines

It is mandatory to report all courses separately for students in grades K-12. Therefore, a separate Student Course (GN) Record will have to be reported for every course in which the student is participating, even if two or more courses are being taught by the same teacher.

The only exceptions are preschool courses. These are still to be reported as self-contained courses.

In situations where school districts are contracting with Educational Service Centers and/or other EMIS-reporting entities, the school district is responsible for reporting Student Course (GN) Records, with the exception of preschool courses. The school district will report the Student Course (GN) Records, the Staff Course (CU) Records of the staff teaching the students at the ESC, and the Course Master (CN) Records.

In general, all students who have at least one Student Standing (FS) Record reported with a Student Percent of Time (FS120) that is greater than zero should have courses reported or have ~~the~~ a preschool itinerant program code (~~220100~~[220205](#), [220210](#), or [220215](#)) reported. In addition, students who have any Student Standing (FS) Record reported with a Sent to Percent of Time (FS220 or FS250) greater than zero for the following Sent Reasons (FS200 or FS230) should have courses reported for the student:

- PS – Post Secondary Enrollment Option Program Participant,
- PI – Proprietary Institution Program Placement, and
- NP – Non-public school placement at district expense.

Reporting Special Education Preschool Courses. Students who are receiving center-based preschool special education services are to be scheduled with a Local Classroom Code of a special education teacher with a subject code of 180108 and a Student Population of D8 or DP. The following students may also be scheduled into a special education preschool class.

- Regular or “Typically Developing Peers” in the same class as preschoolers with disabilities, being taught by a preschool special education teacher, should be scheduled with the same Local Classroom Code of the preschool special education teacher found on that teacher’s Staff Course Record. The subject code should be 180108.

Students receiving preschool special education itinerant services are reported with a program code (~~220100~~[220205](#), [220210](#), or [220215](#)) for itinerant services. If the student is receiving preschool itinerant services and also center-based services, then both a Student Course (GN) Record (showing the local classroom code of the special education teacher) and a Student Program (GQ) Record (with the [appropriate](#) itinerant services program code ~~and the itinerant teacher’s state ID~~) are to be reported for the student.