EMIS Change 23-94

This change adds the Exiting Student Follow-Up (FW) Record—and EMIS Manual Section 2.23—for collection of follow-up information about students who exited secondary education in the previous school year. This change also deletes the CTE Workforce Development Follow-Up (GV) Record and corresponding EMIS Manual Section 2.12.

This document illustrates the deletion of EMIS Manual Section 2.12.

1.1 EMIS OVERVIEW

EMIS DATA SETS AND COLLECTION REQUESTS

~~March (D)~~

~~The March (D) Data set includes the Career-Technical Education (CTE) Workforce Development Follow-Up data. CTE Assessments may be reported for the same set of students. There is one March (D) Collection Request.~~

1.2 GENERAL DATA CHARACTERISTICS

EMIS IDENTIFYING FIELDS

The following tables contain fields for each record type that are considered "key" fields. Key fields are those that can be used to uniquely identify each record.

The State Student ID (SSID) is required in the Student Standing (FS) Record for all students and~~,~~ in the Student Attribute–No Date (FN) Record for all students reported in the Graduate (G) Collection Request~~, and in the CTE Workforce Development Follow-up (GV) Record for any student reported on that record type~~. All other student IDs are those supplied by the local student management software and will be replaced with the State Student ID (SSID) during the submission process at the Information Technology Center Site. In the file layouts, these other student IDs are called EMIS Student IDs. This element is the district-determined number used by districts for student tracking.

EMIS Identifying Fields by Record

Table 1. Student Records

Manual	Record Name	Record	Required Fields	Number
~~2.12~~	~~CTE Workforce Development Follow-Up Record~~	~~GV~~	~~EMIS Student ID~~	~~GV050~~
2.22	Student Truancy and Excessive Absence Record	FT	EMIS Student ID Date Event	FT010 FT020 FT030
2.23	Exiting Student Follow-Up Record	FW	EMIS Student ID	FW050

2.1 STUDENT RECORDS OVERVIEW

REPORTING RESPONSIBILITY

Community Schools

Community schools are responsible for reporting the applicable student-level records for students enrolled. These records include the following:

- Student Course (GN)
- ~~Student CTE Workforce Development Follow-Up (GV)~~
- Student Demographic (GI)
- Student Standing (FS)
- Student Attributes – Effective Date (FD)
- Student Attributes – No Date (FN)
- Student Discipline (GD)
- Student Gifted Education (GG)
- Student Assessment (Kindergarten Readiness Assessment, Ohio English Language Proficiency Assessment (OELPA), OGT, etc.)
- Student Program (GQ)
- Student Special Education (GE)
- Student Contact (FF)
- Student Contact Address (FG)
- Student Transportation (FP)
- Exiting Student Follow-Up (FW)

Joint Vocational School Districts

Joint Vocational School Districts are responsible for reporting the applicable student-level records for those students enrolled in the JVS. These may include but are not limited to:

- Student Demographic (GI)
- Student Standing (FS)
- Student Attributes – Effective Date (FD)
- Student Attributes – No Date (FN)
- Student Discipline (GD)
- Student Course (GN)
- Student Program (GQ)
- ~~Student CTE Workforce Development Follow-up (GV)~~
- Student Assessment (FA; Industry Assessments, Industry Credentials, etc.; for students who directly enroll from a non-public school or students who are home schooled, additional tests may need to be reported)
- Exiting Student Follow-Up (FW)

Any student data that impacts subgroups for accountability or funding should be reported accurately by the JVS.

Contracted Career Technical Programs/Services

In contracted career-technical situations, the following student records are to be reported by the district which employs the staff providing the career-technical programs/services to the students:

- Student Demographic (GI)
- Student Standing (FS)

- Student Attributes – Effective Date (FD)
- Student Attributes – No Date (FN)
- Student Program (GQ)
- Student Course (GN)
- Student Discipline (GD)
- ~~Student CTE Workforce Development Follow-up (GV)~~
- Student Assessment (FA)
- Exiting Student Follow-Up (FW)

In addition, the resident city, local, or exempted village school district in which the student attending the JVS or contracted career-technical school resides is also responsible for reporting a Student Demographic (GI) Record and any other applicable student records.

STUDENT-LEVEL RECORDS

Several records are submitted to ODE from ITCs that contain student data. Below is a list of each record and its record indicator as they are submitted from the ITCs to ODE. Data elements on each record are defined in the following sections of the Student Records.

Record Indicator	Record Name
GI	Student Demographic Record
GJ	Student Demographic – Race Detail Record
FS	Student Standing Record
FD	Student Attributes – Effective Date Record
FN	Student Attributes – No Date Record
FB	Student Acceleration Record
FA	Student Assessment Record
GQ	Student Program Record
GG	Student Gifted Education Record
GD	Student Discipline Record
~~GV~~	~~CTE Workforce Development Completer Follow-Up Record~~
GE	Student Special Education Record
FE	Student Special Education Graduation Requirement Record
GC	Student Graduate Core Summary Record
~~GP~~	~~Graduation-Only Test Record~~
FC	Student Missing Override Record
FL	Student Summer Withdrawal Record
FF	Student Contact Record
FG	Student Contact Address Record
FP	Student Transportation Record
FT	Student Truancy and Excessive Absence Record
FW	Exiting Student Follow-Up Record

2.8 STUDENT ASSESSMENT (FA) RECORD

Required Collection Requests

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

Assessment Name (Assessment Short Name) – Assessment Type Code	Assessment (A)	Graduate (G)	~~March (D)~~
Advanced Placement Assessment (Advanced Place) – AP	√	√	
American College Testing Assessment (ACT) – AC	√	√	
Childhood Outcome Summary (COS) – GM	√		
CTE Technical Assessment (CTE Tech Assess) – GY	√	√	
Early Learning Assessment (ELA) – GB	√		
End of Course Tests (End of Course/EOC) – GE	√	√	
Grades 3-8 Alternate Assessment (3-8 Alt Assess) – GA	√		
High School Alternate Assessment (High School Alt) – GX	√	√	
Industry Credential (Industry Cred) – GW	√	√	~~√~~
International Baccalaureate Assessment (International Bac) – IB	√	√	
Kindergarten Readiness Assessment (KRA) – GO	√		
Ohio English Language Proficiency Assessment (OELPA) – GF	√		
Ohio's State Tests (Ohio's Tests) – GN	√		
Scholastic Aptitude Test (SAT) – SA	√	√	
Star Assessment – GD	√		
WorkKeys Assessment (WorkKeys) – WK	√	√	

Standard Assessments

Industry Credential (Industry Cred; GW). An industry credential is a credential, certification, or license developed and awarded by an industry association or state licensing agency. Students are not required to get an industry credential, but if a student does attempt one of the industry credentials listed in Section 2.8.1 of the EMIS Manual, the district should report the credential to EMIS. If a student attempts multiple Industry Credentials, then a separate FA Record should be reported for each credential.

If a student attempts an industry credential during the school year, the district in which the student is enrolled should report the attempt during the earliest appropriate Assessment (A) Collection. If a graduating student attempts an industry credential after graduation and prior to the close of the Graduate (G) Collection, the graduating district should report the industry credential during G reporting. ~~During the March (D) Collection, industry credentials are only able to be reported for students who are already in the March (D) Collection reporting.~~

Traditional districts, STEM districts, JVSDs, community schools, and state organizations are able to report Industry Credentials.

Industry credential results are reported in the Career Tech Accountability Assessment (A) Collection, the Other Accountability Assessments (A) Collection, and the Graduate (G) Collection~~, and the March (D) Collection~~.

2.8 STUDENT ASSESSMENT (FA) RECORD FILE LAYOUT

Number	Position	Name	PIC/Size
FA030	16	Data Sets	PIC X
		A – Assessment	
		~~D – March~~	
		G – Graduate	

As part of EMIS change 23-94, the CTE Workforce Development Follow-Up (GV) Record will no longer be reported to or collected by EMIS. Follow-up data will now be collected via the Exiting Student Follow-Up (FW) Record. See EMIS Manual Section 2.23 for more information about the FW Record.

REVISION HISTORY

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

Version	Date	Effective	Change #	Description
8.1	9/13/21	FY22	22-19	Removed elements no longer needed and clarified some reporting guidance.
8.0	7/1/21	FY22	NA	Posted for FY22.
7.4	1/15/21	FY21	21-124	Deleted Diploma Element.
7.3	12/8/20	FY21	21-110	Added reporting instructions for Service Program Placement.
7.2	11/16/20	FY21	21-91(a)	Deleted CTSO Participation Level Element.
7.2	11/16/20	FY21	21-69(a)	Deleted Option X from Other Follow-Up Status.
7.1	8/17/20	FY21	21-48(a)	Added Cumulative Work-Based Learning Hours Element
7.0	7/1/20	FY21	21-10(a)	Added Service Program Placement Element.
6.0	6/30/20	FY20	NA	Posted for FY20.
5.1	6/10/19	FY19	74818	Removed references to Course Master Keys.
5.1	6/10/19	FY19	74818	Removed references to Yearend (N) reporting periods.
5.0	7/6/18	FY19	NA	Posted for FY19.
4.2	6/28/18	FY18	59654	Updated GED to high school equivalency.
4.1	12/28/17	FY18	NA	No FY18 changes.
4.0	6/29/17	FY17	NA	No FY17 changes.
3.0	7/29/16	FY16	39816	Removed Student Earned Certificate/License Element.
3.0	7/29/16	FY16		Added Coming Changes section.
2.0	9/3/15	FY15		Updated language to reflect shift from reporting periods to FY15 reporting.
2.0	9/3/015	FY15D		Added Career-Technical Student Organization Participation Level.
1.1	6/5/13	FY13D	971	Deleted language from the reporting instructions for GV680.

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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2.12 CTE WORKFORCE DEVELOPMENT FOLLOW-UP (GV) RECORD

Required Collections

The CTE Workforce Development Follow-Up (GV) Record is to be reported for the March (D) Collection.

General Guidelines

CTE Concentrator follow-up data are collected for the second (2nd) quarter (October 1 – December 31 timeframe) after graduation or after the student is no longer enrolled in school. This data collection should be conducted January through March of the current school year. Districts may use the Career-Technical Student Follow-Up Form, available on CTE's website, to help collect data for reporting the CTE Workforce Development Follow-Up information. The follow-up information collected is reported on this record during the current year's March (D) Collection.

The district in which the student was most recently a CTE concentrator shall report CTE concentrator follow-up data in the current school year's March (D) Collection for all concentrators within six months of leaving school. This is typically concentrators from one or more prior school year's Student (S) Collection, where the student was a concentrator. This record is compiled in the following manner.

Data from prior years are extracted for CTE concentrators who are no longer enrolled in school. During the Beginning-of-Year Student (S) Collection, the Department will select any concentrators who were enrolled in the prior year but are not enrolled in an Ohio School District in the current year. Concentrators who are reported as no longer enrolled the prior year but found to be enrolled in the current year will not be included in the current year follow-up reporting.

This record is based on multiple Student (S) EMIS databases, and includes graduates, for the duration of the student's schooling anytime he/she was a concentrator.

The elements that appear on the March (D) follow-up record will be exactly as the district reported them in the last Student (S) Collection submitted. The following table lists elements that are derived from each prior Student (S) Collection.

Table 1. Source elements from the Student Demographic (GI), Student Standing (FS), and Student Attribute – No Date (FN) End of Year Records

CTE Data Element	Prior End of Year Data Element
CTE Program of Concentration Code (-1, -2, -3, -4, -5) (GV320, GV350, GV380, GV410, GV540)	*CTE Program of Concentration Element (FN290) or the program of concentration derived by the Department if the student met concentrator criteria and FN290 was not reported*
Date of Birth Element (GV075)	*Date of Birth Element (GI070)*
Gender Element (GV080)	*Gender Element (GI080)*
Legal District of Residence (GV105)	*Legal District of Residence (FS150)*
Withdrawal Date Element (GV230)	*Effective End Date Element (FS090)*
Withdrawal Reason Element (GV240)	*Withdrawal/ Reason Element (FS100)*

A student can be a concentrator in multiple workforce development programs. However, during the March (D) Collection, a student can be reported as a CTE concentrator in only one workforce development program. For March (D), the district must choose which program the student will be reported as a CTE concentrator. The file layout will include five CTE Programs of Concentration and the district must identify which *one* of five possible CTE programs that identifies the CTE program in which the student is to be considered a CTE concentrator for the purposes of March (D) reporting. There will be a CTE Program of Concentration Flag and year next to each of the five CTE Programs of Concentration extracted from the EMIS databases. The district must select *only one* of the five programs to be the CTE Program of Concentration in which a student is considered a CTE concentrator by designating "Yes" in one CTE Program of Concentration Flag. Only *one* CTE Program of Concentration Flag can be set to "Y."

Through the selection of the flag, the district defines the program referenced in the *Apprenticeship, Cumulative Worked Based Learning Hours, Employed Placement, Postsecondary Certificated/Licensed, Military Placement* and *Service Program Placement Elements*.

In the March (D) Collection, the following elements must be reported by a district for each CTE concentrator who was no longer enrolled. The elements are organized alphabetically.

☼ *Apprenticeship Element*

Record Field Number	GV620
Definition	The apprenticeship status of a CTE Concentrator in the second (2nd) quarter following the program year in which the student left secondary education.

Valid Options
** Not reported (Default)
Y1 Yes, in an apprenticeship program related to CTE Program
Y2 Yes, in an apprenticeship program not related to CTE Program
NO No, not in an apprenticeship program

☼ *Cumulative Work-Based Learning Hours*

Record Field Number	GV740
Definition	The number of work-based learning hours related to the CTE Program of Concentration that the student accumulated during secondary education.

Valid Options
0000 - 9999

Reporting Instructions. Only hours accumulated during a qualifying work-based learning experience related to the CTE Program of Concentration reported using the "CTE Program of Concentration Flag" should be included in the calculation of cumulative hours. For additional details regarding the requirements for work-based learning experiences, please see the Ohio Work-Based Learning Pathway Options overview available on the Work-Based Learning section of the Career-Technical Education website.

☼ *Employed Placement Element*

Record Field Number	GV640
Definition	The employment status of a CTE Concentrator in the second (2nd) quarter following the program year in which the student left secondary education.

Valid Options

**	Not reported (Default)
Y1	Yes, employed in an occupation related to CTE program
Y2	Yes, employed, in an occupation not related to CTE program
NO	No, not employed

☼ *Fiscal Year of CTE Program of Concentration*

Program of Concentration – 1

Record Field Number	GV570
Definition	The fiscal year of the corresponding CTE Program of Concentration.

Program of Concentration – 2

Record Field Number	GV580
Definition	The fiscal year of the corresponding CTE Program of Concentration.

Program of Concentration – 3

Record Field Number	GV590
Definition	The fiscal year of the corresponding CTE Program of Concentration.

Program of Concentration – 4

Record Field Number	GV600
Definition	The fiscal year of the corresponding CTE Program of Concentration.

Program of Concentration – 5

Record Field Number	GV610
Definition	The fiscal year of the corresponding CTE Program of Concentration.

Valid Options

YYYY	Year

☼ *CTE Program of Concentration Flag*

Flag - 1

Record Field Number	GV340
Definition	Indicates if a student is considered a concentrator in the corresponding CTE Program of Concentration Code.

Flag - 2

Record Field Number	GV370
Definition	Indicates if a student is considered concentrator in the corresponding CTE Program of Concentration Code.

Flag - 3

Record Field Number	GV400
Definition	Indicates if a student is considered a concentrator in the corresponding CTE Program of Concentration Code.

Flag - 4

Record Field Number	GV530
Definition	Indicates if a student is considered a concentrator in the corresponding CTE Program of Concentration Code.

Flag - 5

Record Field Number	GV560
Definition	Indicates if a student is considered a concentrator in the corresponding CTE Program of Concentration Code.

Valid Options

> N   No
> Y   Yes

Reporting Instructions. A student can be reported as a CTE concentrator in only one program during the March (D) Collection. If a student is a concentrator in more than one CTE program, the district must choose in which program the student will be reported as a CTE concentrator for the March (D) Collection. Indicate which CTE Program of Concentration is to be the program in which a student is considered a CTE concentrator.

There can be up to five CTE Programs of Concentration for each student. Each CTE Program of Concentration will have a CTE Program of Concentration Flag.

The district must designate "Yes" in the CTE Program of Concentration Flag corresponding to the program in which the student is considered a concentrator for the March (D) Collection. Only *one* CTE Program of Concentration Flag can be set to "Y."

☼ *Military Placement Element*

Record Field Number	GV650
Definition	The military status of a CTE Concentrator in the second (2nd) quarter following the program year in which the student left secondary education.

Valid Options

> **   Not reported (Default)
> Y1   Yes, in the military in an area related to CTE program
> Y2   Yes, in the military in an area not related to CTE program
> NO   No, not in military

☼ *Other Follow-up Status Element*

Record Field Number	GV660
Definition	Status not reported in any of the other CTE Concentrator follow-up status elements.

Valid Options

> *   Not Applicable (Default)
>
> U   Status Unknown
>
> D   Deceased

Reporting Instructions. Report an "*" if *any* of these elements — Apprenticeship, Employed Placement, Military Placement, Postsecondary Education or Advanced Training, or Service Program Placement — are reported with a value other than their default (** — Not Reported).

☼ *Postsecondary Education or Advanced Training Element*

Record Field Number	GV670
Definition	The postsecondary or advanced training status of a CTE Concentrator in the second (2nd) quarter following the program year in which the student left secondary education.

Valid Options

> * *   Not reported (Default)
>
> Y1   Yes, enrolled in postsecondary education or advanced training related to CTE program
>
> Y2   Yes, enrolled in postsecondary education or advanced training not related to CTE program
>
> NO   No, not enrolled in postsecondary education or advanced training

☼ *Service Program Placement Element*

Record Field Number	GV730
Definition	The service program status of a CTE Concentrator in the second (2nd) quarter following the program year in which the student left secondary education.

Valid Options

> **   Not reported (Default)
>
> Y1   Yes, in a service program in an area related to CTE program
>
> Y2   Yes, in a service program in an area not related to CTE program
>
> NO   No, not in a service program

Reporting Instructions. Qualifying Service Programs are defined in The Strengthening Career and Technical Education for the 21st Century Act (Perkins V) as "a service program that receives assistance under title I of the National and Community Service Act of 1990 (42 U.S.C. 12511 et seq.)" (i.e., AmeriCorps) or "volunteers as described in section 5(a) of the Peace Corps Act (22 U.S.C. 2504(a))". Only students participating in service programs meeting the definition outlined above should be reported in 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 CTE-Workforce Development Follow-Up (GV) Record, the following field must be unique.

Required Fields	Number
EMIS Student ID	GV050

2.12 CTE Workforce Development Follow-Up (GV) Record File Layout

Number	Position	Name	PIC/Size
	1-8	Filler	PIC 9(8)
GV010	9-10	Sort Type	PIC X(2)
		Always "GV"	
	11	Filler	PIC X
GV020	12-15	Fiscal Year, e.g., 2020 (CCYY)	PIC 9(4)
GV030	16	Data Set	PIC X
		D — March	
GV040	17-22	Attending Building IRN	PIC X(6)
GV050	23-31	EMIS Student ID Number	PIC X(9)
GV105	32-37	Legal District of Residence IRN	PIC X(6)
	38-45	Filler	PIC X(8)
GV055	46-87	STUDENT NAME (OPTIONAL)	PIC X(42)
GV075	88-95	Date of Birth CCYYMMDD	PIC 9(8)
GV080	96	Gender	PIC X
	97	Filler	PIC X
	98	Filler	PIC X
	99-111	Filler	PIC (13)
GV230	112-119	WITHDRAWAL DATE	PIC 9(8)
GV240	120-121	WITHDRAWAL REASON	PIC XX
	122-130	Filler	PIC (9)
GV320	131-132	CTE Program of Concentration Code — 1	PIC X(2)
	133-156	Filler	PIC X(24)
GV340	157	CTE Program of Concentration Flag — 1	PIC X
GV350	158-159	CTE Program of Concentration Code — 2	PIC X(2)
	160-163	Filler	PIC X(4)
	164-183	Filler	PIC X(20)
GV370	184	CTE Program of Concentration Flag — 2	PIC X
GV380	185-186	CTE Program of Concentration Code — 3	PIC X(2)
	187-190	Filler	PIC X(4)
	191-210	Filler	PIC X(20)
GV400	211	CTE Program of Concentration Flag — 3	PIC X
GV410	212-213	CTE Program of Concentration Code — 4	PIC X(2)
	214-217	Filler	PIC X(4)
	218-237	Filler	PIC X(20)
GV530	238	CTE Program of Concentration Flag — 4	PIC X
GV540	239-240	CTE Program of Concentration Code — 5	PIC X(2)
	241-244	Filler	PIC X(4)
	245-264	Filler	PIC X(20)
GV560	265	CTE Program of Concentration Flag — 5	PIC X
	266-267	Filler	PIC X(2)
	268	Filler	PIC X
GV570	269-272	Fiscal Year of CTE Program of Concentration 1	PIC 9(4)
GV580	273-276	Fiscal Year of CTE Program of Concentration 2	PIC 9(4)

Number	Position	Name	PIC/Size
~~GV590~~	~~277-280~~	~~Fiscal Year of CTE Program of Concentration - 3~~	~~PIC 9(4)~~
~~GV600~~	~~281-284~~	~~Fiscal Year of CTE Program of Concentration - 4~~	~~PIC 9(4)~~
~~GV610~~	~~285-288~~	~~Fiscal Year of CTE Program of Concentration - 5~~	~~PIC 9(4)~~
~~GV620~~	~~289-290~~	~~Apprenticeship Element~~	~~PIC X(2)~~
	~~291~~	~~Filler~~	~~PIC X~~
~~GV640~~	~~292-293~~	~~Employed Placement Element~~	~~PIC X(2)~~
~~GV650~~	~~294-295~~	~~Military Placement Element~~	~~PIC X(2)~~
~~GV660~~	~~296~~	~~Other Follow-up Status Element~~	~~PIC X~~
~~GV670~~	~~297-298~~	~~Postsecondary Education or Advanced Training~~	~~PIC X(2)~~
	~~299~~	~~Filler~~	~~PIC X~~
	~~300-316~~	~~Filler~~	~~PIC (17)~~
	~~317-318~~	~~Filler~~	~~PIC X(2)~~
~~GV730~~	~~319-320~~	~~Service Program Placement Element~~	~~PIC X(2)~~
~~GV740~~	~~321-324~~	~~Cumulative Work-Based Learning Hours~~	~~PIC 9(4)~~