

### EMIS Change 25-47

*The Ohio School for the Deaf (OSD) and the Ohio State School for the Blind (OSSB) have been combined into one district. OSD and OSSB are now schools within the new district, Ohio Deaf and Blind Education Services. This change updates references within the EMIS Manual appropriately.*

## SECTION 2.1: STUDENT RECORDS OVERVIEW

### REPORTING RESPONSIBILITY

The following are some general guidelines/rules regarding the reporting responsibility of EMIS reporting entities. EMIS reporting entities include:

- City, local, and exempted village school districts
- Community schools
- Educational Service Centers (ESC)
- [Joint Vocational School Districts \(JVSD\)](#)
- [Ohio Deaf and Blind Education Services](#)
- Ohio Department of Youth Services (ODYS)
- ~~Ohio School for the Deaf (OSD)~~
- ~~Ohio School for the Blind (OSB)~~
- Stem Districts

Throughout the student's enrollment, student data should be reported so that the dates accurately reflect the situation being reported. This is the case even if the accurate dates are before the reporting date. The student's last day of school is the earlier of the student's withdrawal date or the official last day of school. Specific guidelines and exceptions to the general reporting responsibilities are located in the individual sections of Student Records.

#### ***City, Local, and Exempted Village School Districts***

One Student Demographic and all applicable student records are required to be reported by the district for each student enrolled. This includes situations such as non-resident students who are being educated by district employees through arrangements such as open enrollment and superintendent agreements.

In addition, a Student Demographic and other applicable student data records are also required to be reported by the resident city, local, and/or exempted village school district for those students who reside within district boundaries, but are enrolled in another EMIS reporting entity such as a JVSD, DYS, ~~OSB,~~ ~~or OSD~~ [or the Ohio Deaf and Blind Education Services](#).

#### ***~~Ohio School for the Deaf and Ohio School for the Blind~~ [Ohio Deaf and Blind Education Services](#)***

Students enrolled in the [Ohio Deaf and Blind Education Services](#) ~~Ohio School for the Deaf or the Ohio School for the Blind~~ are to be reported by ~~these~~ ~~this~~ [entities](#) ~~entity~~ through EMIS. All applicable student records are to be reported, including, but not limited to,

- Student Demographic (GI)

- Student Standing (FS)
- Student Attributes – Effective Date (FD)
- Student Attributes – No Date (FN)
- Student Assessment (FA)
- Student Discipline (GD)
- Student Program (GQ)
- Student Course (GN)

In addition, the resident city, local, or exempted school district must also report a Student Demographic (GI) Record and any other applicable student records for students enrolled in the ~~OSB and/or OSD~~ [Ohio Deaf and Blind Education Services](#).

## SECTION 2.4: STUDENT STANDING (FS) RECORD

### *How Received Element*

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

#### *Valid Options*

U

**Students Attending State-supported schools (i.e., [OSB](#), 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

### *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.

#### *Reporting Instructions.*

Student percent of time for students attending [the Ohio Deaf and Blind Education Services](#) ~~State Schools for the Blind and Deaf (OSB, OSD)~~; or Department of Youth Services (DYS) are to be reported in the following manner.

- ~~The OSB, OSD,~~ [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 ~~OSB, OSD,~~ [Ohio Deaf and Blind Education Services](#) or DYS.
- The district sending the student to ~~the OSB, OSD,~~ [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.

☀ **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**

**OS** State School (~~OSB or OSD~~ [Ohio Deaf and Blind Education Services](#)) program participant

## SECTION 2.6: STUDENT ATTRIBUTES—NO DATE (FN) RECORD

☀ **Next Year Attending Building IRN**

Record Field Number	FN390
Definition	The state assigned six-digit information retrieval number (IRN) of the building that the student would be attending the following school year.

**Reporting Instructions.** This element will be reported at year end only. A six-digit IRN is reported for a student with a *District Relationship* of “1” whose latest FS record is reported with a *Withdrawal Reason* of “\*\*”.

A six-digit IRN is also valid when the student is reported with a *Sent Reason* of “CT- Contract Career-Technical Education Participant”, “JV- Joint Vocational School District Program Participant”, “MR – DD program participant”, “OS – State School (~~OSB or OSD~~ [Ohio Deaf and Blind Education Services](#)) program participant”, or “PI – Proprietary Institution Program Placement” and the student's latest FS record is reported with a *Withdrawal Reason* of “\*\*”.

☀ **Updated October 31 IEP Outcome Element**

Record Field Number	FN270
Definition	Least Restrictive Environment (LRE) outcome as of October 31 for a student whose IEP currently on file with the Department does not reflect the current LRE for a student with a disability.

**Valid Options**

**IE16 Public Separate School**

Student with a disability receiving special education and *special education* services, at public expense, for greater than 50% of the school day in public separate schools. This may include:

- Students with disabilities attending County Boards of MR/DD;

- [Ohio Deaf and Blind Education Services](#)~~Ohio School for the Deaf, Ohio State School for the Blind~~ (if the student does *not* reside there during the week);
- Public day schools for students with disabilities;
- Public day schools for students with disabilities for a portion of the school day (greater than 50%) and in regular school buildings for the remainder of the school day.

This does not include:

- Students being educated at a Community School.

#### **IE18 Public Residential Facility**

A student with a disability receiving education programs and living in a public residential facility during the school week. This includes children with disabilities receiving special education and *special education* services for greater than 50% of the school day in public residential facilities. This may include children placed in:

- [Ohio Deaf and Blind Education Services](#)~~Ohio School for the Deaf, Ohio State School for the Blind~~ (if the student resides there during the week);
- Public residential schools for students with disabilities;
- Public residential schools for students with disabilities for a portion of the school day (greater than 50%) and in separate day schools in regular school buildings for the remainder of the school day;
- Correctional facilities such as Department of Youth Services (DYS) or Ohio Central School;

Do not include students who received education programs at the facility, but do not live there during the week (see public separate facility).

## **SECTION 2.8: STUDENT ASSESSMENT (FA) RECORD**

### ***Who Reports Each Assessment?***

**State-Supported Organizations.** This includes the Department of Youth Services (DYS); [and the Ohio Deaf and Blind Education Services](#)~~Ohio School for the Blind (OSB), and the Ohio School for the Deaf (OSD)~~. State organizations report results from standard (STR) tests and alternate assessments (ALT) for students who attend and are in their buildings.

## **SECTION 2.13: STUDENT SPECIAL EDUCATION (GE) RECORD**

### **Outcome ID Element**

Record Field Number	GE120
Definition	Identifies the outcome of an event.

### ***Valid Options***

#### **IE16 Public Separate School**

Student with a disability receiving special education and special education services, at public expense, for greater than 50% of the school day in public separate schools. This may include:

- Students with disabilities attending County Boards of MR/DD;
- [Ohio Deaf and Blind Education Services](#)~~Ohio School for the Deaf, Ohio State School for the Blind~~ (if the student does not reside there during the week);
- Public day schools for students with disabilities;
- Public day schools for students with disabilities for a portion of the school day (greater than 50%) and in regular school buildings for the remainder of the school day.

This does not include:

- Students being educated at a Community School.

#### **IE18 Public Residential Facility**

A student with a disability receiving education programs and living in a public residential facility during the school week. This includes children with disabilities receiving special education and special education services for greater than 50% of the school day in public residential facilities. This may include children placed in:

- [Ohio Deaf and Blind Education Services](#)~~Ohio School for the Deaf, Ohio State School for the Blind~~ (if the student resides there during the week);
- Public residential schools for students with disabilities;
- Public residential schools for students with disabilities for a portion of the school day (greater than 50%) and in separate day schools in regular school buildings for the remainder of the school day;
- Correctional facilities such as Department of Youth Services (DYS) or Ohio Central School;

Do not include students who received education programs at the facility, but do not live there during the week (see public separate facility).

## **SECTION 3.1: STAFF RECORDS OVERVIEW**

### **REPORTING RESPONSIBILITY**

One Staff Demographic (CI) Record and at least one Staff Employment (CK) Record are required for each individual employed by the following EMIS reporting entities.

- City, local, or exempted village school districts
- Community schools
- Educational service centers (ESCs)
- Joint vocational school districts (JVSDs)
- Ohio ~~Schools for the Deaf and Blind~~[Deaf and Blind Education Services](#) ~~(OSD and OSB)~~
- Ohio Department of Youth Services (DYS)

- STEM districts

## SECTION 4.1: COURSE RECORDS OVERVIEW

### REPORTING RESPONSIBILITY

City/Local/Exempted Village School Districts, JVSDs, ODYS, [Ohio Deaf and Blind Education Services](#) ~~OSB, OSD~~, and STEM Districts

## SECTION 4.3: STAFF COURSE (CU) RECORD

### ☀ *Teacher Licensure Course IRN Element*

Record Field Number	CU110
Definition	IRN used to group courses for the calculation of the percentage of core courses taught by properly certified or licensed staff.

#### *Reporting Instructions.*

**Rental or “Borrowed” Space.** In the case where an EMIS-reporting entity rents or “borrows” space from another organization (such as another district, ESC, or private entity) to house a course taught by its own staff, the EMIS-reporting entity would report the IRN for one of its own buildings (or its district IRN) as the Teacher Licensure Course (TLC) IRN.

For example, if a high school holds a course in a neighboring office complex, then they would use the high school building’s IRN as the TLC IRN. Likewise, if district A rents or borrows space in a building in district B for a course for A’s students, then district A would report the course as taking place in one of their own buildings (this could include reporting the district’s IRN as the TLC IRN for an ESC, community school, JVSD, STEM district, [Ohio Deaf and Blind Education Services](#) ~~OSB, OSD~~, or DYS).

## SECTION 5.2: GRADE SCHEDULE (DL) RECORD

### *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 School for the Deaf (OSD) and the Ohio School for the Blind (OSB)~~ [Ohio Deaf and Blind Education Services](#), ESCs, and the Ohio Department of Youth Services (ODYS).

## SECTION 5.3: ORGANIZATION GENERAL INFORMATION (DN) RECORD

### *Financial Group*

**LUNCHRMPCT** is used to report the percentage of meals served for the building.

#### *Valid Options*

**Attribute Number:** 000.00–100.00

**Attribute Text:** Default value (spaces)

**Reporting Instructions.** Report the total number of meals served for this building divided by the total number of meals served in the district. Report zeroes if no positive value applies. The CN-7 report prepared monthly will be helpful in providing the number of meals served.

Joint vocational school districts (JVSDs), the Ohio Department of Youth Services (DYS), [and the Ohio School for the Blind \(OSB\)](#), ~~and the Ohio School for the Deaf (OSD)~~ [Ohio Deaf and Blind Education Services](#) are not required to report this element.

**TRANSPCT** is used to report the percent of students, in the district, bused for the building.

#### *Valid Options*

**Attribute Number:** 000.00–100.00

**Attribute Text:** Default value (spaces)

**Reporting Instructions.** Report the total number of students bused for this building divided by the total number of students bused in the district. Include the number of auxiliary service students bused. If the district is required to report this attribute name, report zeroes if no positive value applies. The annual T1 report provides helpful information regarding the number of students who ride the school bus and/or alternate sources of transportation to the school site.

Joint vocational school districts (JVSDs), the Ohio Department of Youth Services (~~ODYS~~), [and the Ohio School for the Blind \(OSB\)](#), ~~and the Ohio School for the Deaf (OSD)~~ [Ohio Deaf and Blind Education Services](#) are not required to report this element.