

**EMIS REPORTING STATUS  
REPORT EXPLANATION  
(.TXT\_CCYYX\_GEN\_ISSUES)  
(.TXT\_CCYYX\_GEN\_ISSUES\_DETAIL)**

**Education Management Information System (EMIS)**



Revision Date June 8, 2007

**Prepared by  
Office of Information Policy and Management**

# Table of Contents

<b>REVISION HISTORY</b> .....	<b>3</b>
<b>REPORT OVERVIEW</b> .....	<b>3</b>
GENERAL DESCRIPTION AND SIGNIFICANCE .....	3
TIPS FOR READING THIS DOCUMENT .....	4
REPORT NAME AND TIMING .....	4
<b>ODE PROCESSING</b> .....	<b>5</b>
PROCESS DESCRIPTION .....	5
DATA SOURCE .....	5
<b>REPORT SAMPLE</b> .....	<b>5</b>
HEADER INFORMATION .....	5
<b>ERROR DETECTION AND CORRECTION</b> .....	<b>8</b>
<b>INDEX</b> .....	<b>17</b>

C:\Documents and Settings\lanicka.shepherd-mas\Desktop\TXT\_CCYYX\_GEN\_ISSUES.DOC  
Revision Date June 8, 2007



## Revision History

The revisions to this document listed in the table below.

Revision Date	Owner/Source	Description of Change
12/06/2006		Creation of Report Explanation
12/12/06		Updates to explanation
4/13/2007	IPM/Holbrook	Created a version of the report explanation specific for February reporting.
6/8/2007	IPM/McKeand	Revised and updated the ODE Processing section to include General Issues Detail information, updated report name illustrations, and added portions of the EMIS General Issue Report, 2007 Yearend Processing – Check Information under the Error Detection and Correction Section.

## Report Overview

### *General Description and Significance*

This is a .txt report highlighting possible issues for school districts as well as community schools. This report will only be generated for districts or community schools that have data that has exceeded the tolerance checks performed by ODE business offices. If a district or community school has questions about a specific check, they should use the contact information in the documentation located in the table under Error Detection and Correction to contact the appropriate ODE office that generated the tolerance check(s) in question.

C:\Documents and Settings\lanicka.shepherd-mas\Desktop\TXT\_CCYYX\_GEN\_ISSUES.DOC  
Revision Date June 8, 2007



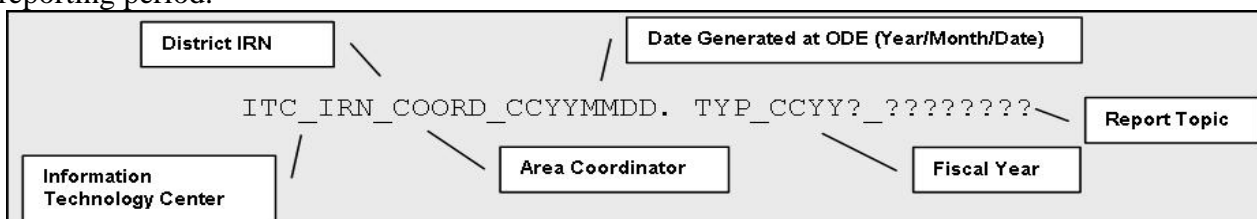
This report is designed to assist districts in identifying possible data quality issues and is not meant to imply that ODE definitely considers the information presented as errors.

### Tips for Reading This Document

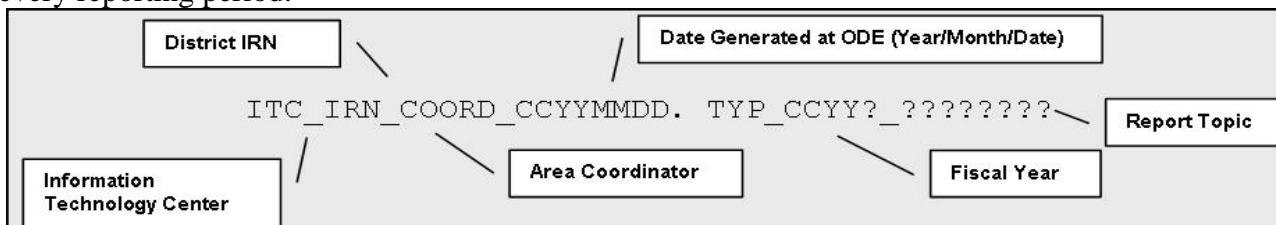
- EMIS data elements are written in **SMALL CAPITAL LETTERS**.
- Report field names are written in **BOLD SMALL CAPITAL LETTERS**.
- Options (values) for each data element are indicated in *ITALICIZED CAPITAL LETTERS* and are enclosed in quotation marks.
- Record names are displayed in *italicized bold letters*.
- File names are displayed in **CAPITALIZED BOLD LETTERS**.
- CCYYP denotes the century and year and processing period.

### Report Name and Timing

The file name for the report is: **.TXT\_CCYYX\_GEN\_ISSUES**; its components are described below. This report is produced every reporting period.



The file name for the report is: **.TXT\_CCYYX\_GEN\_ISSUES\_DETAIL**; its components are described below. This report is produced every reporting period.



C:\Documents and Settings\lanicka.shepherd-mas\Desktop\TXT\_CCYYX\_GEN\_ISSUES.DOC  
Revision Date June 8, 2007

## ODE Processing

### *Process Description*

Offices within ODE run tolerance checks on the data to insure that the data look “reasonable”. These offices then provide EMIS with a list of IRNs that exceed the tolerance ranges. The reports are generated to combine the information from various offices within ODE. There may be two reports per district generated.

The TXT\_CCYYX\_GEN\_ISSUES report will be generated if a district exceeds the tolerance check for any ODE office that is involved in this process. If a district has not exceeded the tolerance checks a report will not be generated for the district. A report will also be generated by ITC for ITC use. The TXT\_CCYYX\_GEN\_ISSUES\_DETAIL report will be generated for school districts and community schools at the SSID level when it becomes necessary to check specific SSIDs.

### *Data Source*

Most report elements are derived from the checks that the ODE offices perform. ODE is the source of the district identifiers used on the report.

## Report Sample

### *Header Information*

The first area of the header describes information about the report generation. The upper left section names the program from which the report was generated. The middle information identifies the producer of the report and the report title. The upper right section indicates the date on which the report was generated and the page number.

The second area of the header pertains to the recipient of the report. It identifies the district for which the report was produced, its IRN and NAME and COUNTY, and the ITC.

C:\Documents and Settings\lanicka.shepherd-mas\Desktop\TXT\_CCYYX\_GEN\_ISSUES.DOC  
Revision Date June 8, 2007



PROGRAM: EMIS2007-ISSUES-DIST-RPT  
EMIS REPORT: TXT\_2007X\_GEN\_ISSUES

OHIO DEPARTMENT OF EDUCATION  
EDUCATION MANAGEMENT INFORMATION SYSTEM  
GENERAL ISSUES REPORT

DATE: 06/12/2007  
PAGE: 1

For information on each error type, please see the FY2007 report documentation for this report under 'EMIS Documentation' on ODE's EMIS Web Site. The documentation for this report will be updated if new checks are added during the data period. If after reading the report documentation an error code explanation is still not understandable, please contact the person listed in the documentation for the error code in question.

DISTRICT: 148000 Mayflower City SD      COUNTY: Wachusette      ITC: REGAL

ERR	BLDNG	FY/ RPT			SUBMIT DATA AT ODE AS	ODE BUSINESS OWNER
001	124796	2007N	Zero Unexcused Absences	SDC-Analysis>Attendance>Current	20070608	School Finance
004	124796	2007N	Missing GGG Rec	CSV_2007N_STU_MISSING_PS_GGG	20070608	ODE_EMIS-Contact ITC
005	124796	2007N	Missing ASQ/SE REC	CSV_2007N_STU_MISSING_PS_ASQSE	20070608	DE_EMIS-Contact ITC
033	124796	2007N	Discipline Reas & Types	SDC-Analysis>Discipline>Current	20070608	Safety Hlth & Nutrtn

C:\Documents and Settings\lanicka.shepherd-mas\Desktop\TXT\_CCYYX\_GEN\_ISSUES.DOC  
Revision Date June 8, 2007



PROGRAM: EMIS2007-ISSUES-DIST-RPT  
 EMIS REPORT: TXT\_2007X\_GEN\_ISSUES\_DETAIL

OHIO DEPARTMENT OF EDUCATION  
 EDUCATION MANAGEMENT INFORMATION SYSTEM  
 GENERAL ISSUES REPORT

DATE: 06/12/2007  
 PAGE: 1

For information on each error type, please see the FY2007 report documentation for this report under 'EMIS Documentation' on ODE's EMIS Web Site. The documentation for this report will be updated if new checks are added during the data period. If after reading the report documentation an error code explanation is still not understandable, please contact the person listed in the documentation for the error code in question.

DISTRICT: 148999 Mayflower City SD COUNTY: Wachusette ITC: REGAL

ERR CD	BLDNG IRN	FY/ RPT PER	SHORT ERROR DESCRIPTION	RELATED ODE REPORT (IF ANY)	DATA AT ODE AS OF DATE	SUBMIT	
						ODE BUSINESS OWNER	SSID
028		2007N	Truancy w/d with 0 UnexAbs	TXT_2007N_GEN_ISSUES_DETAIL	20070608	Accountability	XX9999990
028		2007N	Truancy w/d with 0 UnexAbs	TXT_2007N_GEN_ISSUES_DETAIL	20070608	Accountability	XX9999991
028		2007N	Truancy w/d with 0 UnexAbs	TXT_2007N_GEN_ISSUES_DETAIL	20070608	Accountability	XX9999992
030		2007N	Test Enroll CSADM, Not EMIS	TXT_2007N_GEN_ISSUES_DETAIL	20070608	Accountability	XX9999993

C:\Documents and Settings\lanicka.shepherd-mas\Desktop\TXT\_CCYYX\_GEN\_ISSUES.DOC  
 Revision Date June 8, 2007



## Error Detection and Correction

Check the information that is in question and verify the accuracy of the data reported; make corrections to the data if needed and resubmit the data to ODE. If a district or community school has questions about the information on the report they should use the contact information that is listed in the table below to contact the appropriate office that is associated with the information that is in question.

Below is a table for the districts to use as a tool to determine possible errors with corresponding checks for the error(s). This document includes the Error Codes, Short Error Description, Description, Check, Related ODE Reports, Contact Information, and the ODE Business Owner. Please note that in the Related ODE report column, SDC stands for Secure Data Center. The information in the column for SDC reports indicates the folders and reports that a district would select within the SDC to review data related to the GEN\_ISSUES error codes.

The reports are designed to assist districts in identifying possible data quality issues and are not meant to imply that ODE definitely considers the information presented as errors. Once the district determines that the information that they are reporting to EMIS is correct then no further action is required by the district.

Error Code	Short Error Description	Description	Check	Related ODE Report (If Any)	Contact Information	ODE Business Owner
004	Missing GGG Record	One or more students for whom the district is required to report a Preschool Assessment (Get it, Got it, Go) record does not have a test record reported to ODE.	Report documentation for the CSV_2007N_STU_MISSING_PS_GGG report.	CSV_2007N_STU_MISSING_PS_GGG	Your ITC	ODE EMIS-Contact ITC
005	Missing ASQ/SE Record	One or more students for whom the district is required to report a Preschool ASQ/SE Assessment record does not have a test record reported to ODE.	Report documentation for the CSV_2007N_STU_MISSING_PS_ASQSE report.	CSV_2007N_STU_MISSING_PS_ASQSE	Your ITC	ODE EMIS-Contact ITC
006	Missing OGT Record	One or more students for whom the district is required to report an Ohio Graduation Test record does not have a test record reported to ODE.	Report documentation for the CSV_2007N_STU_MISSING_OGT report.	CSV_2007N_STU_MISSING_OGT	Your ITC	ODE EMIS-Contact ITC

C:\Documents and Settings\lanicka.shepherd-mas\Desktop\TXT\_CCYYX\_GEN\_ISSUES.DOC  
 Revision Date June 8, 2007



Error Code	Short Error Description	Description	Check	Related ODE Report (If Any)	Contact Information	ODE Business Owner
007	Missing Achievement Record	One or more students for whom the district is required to report an Ohio Achievement Test record does not have a test record reported to ODE.	Report documentation for the CSV_2007N_STU_MISSING_OAT report.	CSV_2007N_STU_MISSING_OAT	Your ITC	ODE EMIS-Contact ITC
008	Missing OTELA Record	One or more students for whom the district is required to report a Ohio Test of English Language Acquisition (OTELA) record does not have a test record reported to ODE.	Report documentation for the CSV_2007N_STU_MISSING_OTELA report.	CSV_2007N_STU_MISSING_OTELA	Your ITC	ODE EMIS-Contact ITC
009	Missing Required Data Types	One of more required yearend data types is not being received from the district by ODE.	Report documentation for the TXT_2007N_GEN_SUBMISSION_STAT report.	TXT_2007N_GEN_SUBMISSION_STAT	Your ITC	ODE EMIS-Contact ITC
010	Bad Data Ignored by ODE	For the reasons detailed on the GEN_DATA_STAT report, one or more rows of data submitted by the district made it through the aggregation process but were later rejected by ODE. Unless the problem with the data is fixed, it will not be stored by ODE or considered submitted for the district.	Report documentation for the TXT_2007N_GEN_DATA_STAT report.	TXT_2007N_GEN_DATA_STAT	Your ITC	ODE EMIS-Contact ITC
011	Spec Ed Missing IEP for Fund	One or more students with a disability will not meet the requirements for weighted funding in 2007-2008 based on the yearend Special Education records submitted by the district.	Report documentation for the CSV_2007N_STU_IEP_NO_FUND report.	CSV_2007N_STU_IEP_NO_FUND	Your ITC	ODE EMIS-Contact ITC
012	Graduating Student Issues	A student submitted as a graduate in yearend data either lacks 5 passing scores (or 4 passes and the alternative criteria) required for graduation or has been previously reported to ODE as a graduate.	Report documentation for the CSV_2007N_STU_GRAD_ISSUES report.	CSV_2007N_STU_GRAD_ISSUES	Your ITC	ODE EMIS-Contact ITC
013	Dist Trans % total not 100%	District Transportation Percentage does not Total to 100%: The values reported in Transportation Percentage (DB060) are used to allocate costs for transportation to specific buildings in the Expenditure Flow Model. This amount should total to 100% across all buildings in a district. If not, an adjustment process is used to allocate these costs. Not reported by JVSDs, DYS, OSB and OSD.	DB060 reported on the Building General Information- Yearend record. Amount for one or more buildings may be incorrect, one or more DB records is not being reported to ODE, or rounding for one or more buildings may have resulted in a total very close to but not equal to 100 for the district.	July Expenditure Flow Model reports	Your ITC	ODE EMIS-Contact ITC

C:\Documents and Settings\lanicka.shepherd-mas\Desktop\TXT\_CCYYX\_GEN\_ISSUES.DOC  
Revision Date June 8, 2007



Error Code	Short Error Description	Description	Check	Related ODE Report (If Any)	Contact Information	ODE Business Owner
014	Dist Lunch % total not 100%	District Lunchroom Percentage does not Total to 100%: The values reported in Lunchroom Percentage (DB070) are used to allocate costs for transportation to specific buildings in the Expenditure Flow Model. This amount should total to 100% across all buildings in a district. If not, an adjustment process is used to allocate these costs. Not reported by JVSDs, DYS, OSB and OSD.	DB070 reported on the Building General Information- Yearend record. Amount for one or more buildings may be incorrect, one or more DB records is not being reported to ODE, or rounding for one or more buildings may have resulted in a total very close to but not equal to 100 for the district.	July Expenditure Flow Model reports	Your ITC	ODE EMIS-Contact ITC
015	Lrg Chng in Enroll (YE ADM)	Large Change in Enrollment (Yearend ADM): Flags districts\community schools with enrollment changes >=5% between current and previous year.	Check ATTENDANCE DAYS, EXCUSED ABSENCE DAYS, and UNEXCUSED ABSENCE DAYS elements from the yearend EMIS <b>Student Attendance</b> record. Check the ACTUAL DAYS IN SESSION elements from the yearend EMIS <b>Building General Information</b> record.		AYP / Local Report Card Question Line (614) 995-0098	Accountability
016	Attendance Rate 0%	Attendance Rate 0%: Flags districts\community schools with 0% attendance rates reported.	Check the ATTENDANCE DAYS, EXCUSED ABSENCE DAYS, and UNEXCUSED ABSENCE DAYS elements from the yearend EMIS <b>Student Attendance</b> record.	SDC-Dashboard >Indicators & Ratings	AYP / Local Report Card Question Line (614) 995-0098	Accountability
017	Attendance Rate 100%	Attendance Rate 100%: Flags districts\community schools with 100% attendance rates reported.	Check the ATTENDANCE DAYS, EXCUSED ABSENCE DAYS, and UNEXCUSED ABSENCE DAYS elements from the yearend EMIS <b>Student Attendance</b> record.	SDC-Dashboard>Indicators & Ratings	AYP / Local Report Card Question Line (614) 995-0098	Accountability
018	Large Change in Attend Rate	Large Change in Attendance Rate: Flags districts\community schools with attendance rate changes >=5% between current and previous year.	Check the ATTENDANCE DAYS, EXCUSED ABSENCE DAYS, and UNEXCUSED ABSENCE DAYS elements from the yearend EMIS <b>Student Attendance</b> record.	SDC-Analysis>Attendance >Customize	AYP / Local Report Card Question Line (614) 995-0098	Accountability

C:\Documents and Settings\lanicka.shepherd-mas\Desktop\TXT\_CCYYX\_GEN\_ISSUES.DOC  
Revision Date June 8, 2007



Error Code	Short Error Description	Description	Check	Related ODE Report (If Any)	Contact Information	ODE Business Owner
019	Excused v Unexcused Absences	Disparity Between Excused v. Unexcused Absence Days: Flags districts\community schools with excused absence days <=50 and unexcused absence days > 50 or with unexcused absence days <=50 and excused absence days > 50.	Check the ATTENDANCE DAYS, EXCUSED ABSENCE DAYS, and UNEXCUSED ABSENCE DAYS elements from the yearend EMIS <b>Student Attendance</b> record.	SDC-Analysis>Attendance >Current	AYP / Local Report Card Question Line (614) 995-0098	Accountability
020	FY08 LRC Graduation Rate 0%	Graduation Rate 0% for FY 2008 Local Report Card (Up Through FY 2007 Yearend Data): Flags districts\community schools with 0% graduation rate.	Contact ITC and request <i>EMIS Graduation Verification Report</i> .	SDC-Analysis>Graduation >Customize	AYP / Local Report Card Question Line (614) 995-0098	Accountability
021	FY08 LRC Grad Rate >=100%	Graduation Rate >= 100% for FY 2008 Local Report Card (Up Through FY 2007 Yearend Data): Flags districts\community schools with 100% or higher graduation rate.	Contact ITC and request <i>EMIS Graduation Verification Report</i> .	SDC-Analysis>Graduation >Customize	AYP / Local Report Card Question Line (614) 995-0098	Accountability
022	FY08 LRC Grad Rate null	Graduation Rate '—', i.e. null for FY 2008 Local Report Card (Up Through FY 2007 Yearend Data): Flags districts\community schools with '—' graduation rate	Contact ITC and request <i>EMIS Graduation Verification Report</i> .	SDC-Analysis>Graduation >Customize	AYP / Local Report Card Question Line (614) 995-0098	Accountability
023	Low AYP Part Rate - Reading	Low AYP Participation Rate – Reading: Flags districts\community schools with reading participation rates <= 85% indicating a high percentage of test waivers based on data submitted for yearend processing.	Check the BUILDING IRN – SPRING TEST ADMINISTRATION IRN and REASON TEST NOT TAKEN elements from the EMIS <b>Achievement Test</b> and/or <b>Ohio Graduation Test (OGT)</b> records.	SDC-Dashboard>District AYP Workbook	AYP / Local Report Card Question Line (614) 995-0098	Accountability

C:\Documents and Settings\lanicka.shepherd-mas\Desktop\TXT\_CCYYX\_GEN\_ISSUES.DOC  
Revision Date June 8, 2007



Error Code	Short Error Description	Description	Check	Related ODE Report (If Any)	Contact Information	ODE Business Owner
024	Low AYP Part Rate – Math	Low AYP Participation Rate – Math: Flags districts/community schools with math participation rates $\leq 85\%$ indicating a high percentage of test waivers based on data submitted for yearend processing.	Check the BUILDING IRN – SPRING TEST ADMINISTRATION IRN and REASON TEST NOT TAKEN elements from the EMIS <b>Achievement Test</b> and/or <b>Ohio Graduation Test (OGT)</b> records.	SDC-Dashboard>District AYP Workbook	AYP / Local Report Card Question Line (614) 995-0098	Accountability
025	Prof Rate 0%- AYP Reading	Proficiency Rate 0%- AYP Reading: Flags districts/community schools with reading proficiency rate of 0%	Check the SCALED SCORE and RAW SCORE elements from the <b>Student Achievement</b> and/or <b>Ohio Graduation Test (OGT)</b> records, the <b>Majority of Attendance IRN and Accountability IRN</b> records in the <b>Student Attendance</b> records.	SDC-Dashboard>District AYP Workbook	AYP / Local Report Card Question Line (614) 995-0098	Accountability
026	Prof Rate 0%- AYP Math	Proficiency Rate 0%- AYP Math: Flags districts/community schools with math proficiency rate of 0%	Check the SCALED SCORE and RAW SCORE elements from the <b>Student Achievement</b> and/or <b>Ohio Graduation Test (OGT)</b> records, the <b>Majority of Attendance IRN and Accountability IRN</b> records in the <b>Student Attendance</b> records.	SDC-Dashboard>District AYP Workbook	AYP / Local Report Card Question Line (614) 995-0098	Accountability
027	CCIP/EMIS Low Inc/EconDis #s	Large Discrepancy Between CCIP Low Income Student Percentage and EMIS Economically Disadvantaged Percentage: Flags school buildings where the difference between economic disadvantage in EMIS and the percent of low income students in the CCIP is $\geq$ or $\leq 20\%$ .	Check the DISADVANTAGED element in the yearend EMIS <b>Student Demographic</b> record. Check the NUMBER OF LOW INCOME STUDENTS and ADJUSTED ENROLLMENT elements in the <b>CCIP</b> .		Brad Gregg, Information Policy and Management (614) 752-1402	Accountability
028	Truancy w/d with 0 Unexc Abs	Withdrawal Due to Truancy with Zero Unexcused Absence Days Reported: Flags districts/community schools reporting one or more students as withdrawn due to truancy with zero corresponding unexcused absence days reported.	Check the WITHDRAWAL / DROPOUT / TRUANCY REASON element from the yearend EMIS <b>Student Attendance</b> record for students coded as truant ('71'). Make sure these students have UNEXCUSED ABSENCE DAYS reported in the same record.	TXT_2007N_GEN_ISSUES_DETAIL	AYP / Local Report Card Question Line (614) 995-0098	Accountability

Error Code	Short Error Description	Description	Check	Related ODE Report (If Any)	Contact Information	ODE Business Owner
029	CSADM Stu with 0 EMIS Attend	No Student Attendance Data Reported in EMIS for Students Reported as Enrolled in the CSADM: Flags community schools reporting one or more students in the CSADM as enrolled for at least one day of school for whom either no attendance data is reported at yearend in EMIS or for whom attendance data is reported, but with a different student grade level than that reported in the CSADM.	Check the SSIDs of students reported in the <b>CSADM</b> and make sure each student enrolled one or more days is reported in the yearend <b>EMIS Student Attendance</b> record and that the grade levels reported in the two systems are identical.	TXT_2007N_GEN_ISSUES_DETAIL	Brad Gregg, Information Policy and Management (614) 752-1402	Accountability
030	Test Enroll CSADM, not EMIS	Student Reported During Test Administration Window in CSADM but not in EMIS Student Attendance Record: Flags community schools reporting one or more students in the CSADM as enrolled during the March test administration window that are not similarly reported in the yearend EMIS student attendance record.	Check <b>ADMISSION DATE</b> and <b>DATE OF WITHDRAWAL/ DROPOUT/ TRUANCY PROCEEDINGS</b> elements in the yearend <b>EMIS Student Attendance</b> record and the <b>FROM DATE</b> and <b>TO DATE</b> in the <b>CSADM</b> .	TXT_2007N_GEN_ISSUES_DETAIL	Brad Gregg, Information Policy and Management (614) 752-1402	Accountability
031	Altrnt Assess but no Disbly	Alternately Assessed Student Reported without Disability Condition in EMIS Student Attendance File: Flags districts/community schools reporting one or more students taking an alternate assessment for whom no disability condition is reported in the yearend EMIS student attendance file.	Check <b>DISABILITY CONDITION</b> element in the yearend <b>EMIS Student Attendance</b> record for students reported taking an alternate assessment in the <b>Achievement Test</b> or <b>Ohio Graduation Test (OGT)</b> records.	TXT_2007N_GEN_ISSUES_DETAIL	Anne Skags, Information Policy and Management (614) 728-7850	Exceptional Children

C:\Documents and Settings\lanicka.shepherd-mas\Desktop\TXT\_CCYYX\_GEN\_ISSUES.DOC  
Revision Date June 8, 2007

Error Code	Short Error Description	Description	Check	Related ODE Report (If Any)	Contact Information	ODE Business Owner
032	90%+ Stu enroll < full year	Large Proportion of Students with Enrollment (Yearend ADM) less than 1.00: Flags districts/community schools for which 90% or more of students have Enrollment (Yearend ADM) less than 1.00, i.e., enrolled less than the full school year.	<p>Check the ACTUAL DAYS IN SESSION or, for community schools whose contract specifies instruction as number of hours instead of days, the ACTUAL HOURS IN SESSION and ACTUAL HOURS PER DAY elements from the yearend EMIS <b>Building General Information</b> record.</p> <p>For a student enrolled for the entire school year, the ACTUAL DAYS IN SESSION element should equal the sum of ATTENDANCE DAYS, EXCUSED ABSENCE DAYS, and UNEXCUSED ABSENCE DAYS from the yearend EMIS <b>Student Attendance</b> record.</p> <p>For community schools whose contract specifies instruction as number of hours instead of days, the ACTUAL HOURS IN SESSION element for a given grade level divided by the ACTUAL HOURS PER DAY element for that same grade level should, for a student enrolled for the entire year, equal the sum of ATTENDANCE DAYS, EXCUSED ABSENCE DAYS, and UNEXCUSED ABSENCE DAYS from the yearend EMIS <b>Student Attendance</b> record.</p>		AYP / Local Report Card Question Line (614) 995-0098	Accountability
033	Zero Discipline Reas & Types	Zero Discipline Reasons and Discipline Types: This message means that the building or community school has not reported any discipline reasons and discipline types for the students that they are reporting. Since it is unusual for a building not to have any discipline occurrences for the entire year; districts are asked to verify that they are reporting this information correctly.	Please verify that the <i>Student Discipline Record (GD)</i> is reported for all students who received a disciplinary action (type) for any discipline incident (reason). If inaccuracies are found please correct the data and re-submit to ODE.	SDC-Analysis>Discipline>Current	Madelyn Sechler, Information Policy and Management, (614) 466-8668	Safety Hlth & Nutrtn

Error Code	Short Error Description	Description	Check	Related ODE Report (If Any)	Contact Information	ODE Business Owner
034	Zero Expulsions/ OOS Suspens	Zero Expulsions or Out-Of-School Suspensions: This message means that the building or community school has not reported either expulsions and/or out-of-school suspensions for the discipline records reported. Since it is unusual for a building not to have any expulsions or out-of-school suspensions for the entire year; districts are asked to verify that they are reporting this information correctly.	<b>Action to Take:</b> Please verify that the Discipline Type reported on the <i>Student Discipline Record (GD)</i> is accurate. If inaccuracies are found please correct the data and re-submit to ODE. Note: The district or community school may have a local policy which states that the only expulsions imposed are for possessing a firearm at school (required by 18 U.S.C. 921). If such a local policy is in force and there haven't been any firearm incidents then zero expulsions or out-of-school suspensions would be appropriate.	SDC-Analysis>Discipline>Current	Madelyn Sechler, Information Policy and Management, (614) 466-8668	Safety Hlth & Nutrtn
035	50% +/- Change in Discipline	Discipline Actions Reported: Significant Change From Previous Year: This message means that the number (must be greater than 10) of disciplinary actions (types) that a building or community school has reported is 50% greater or less than the number reported in the previous year. Although such an increase or decrease is unusual; changes in local discipline policies, restructuring of age/grade groupings in buildings or focused intervention practices could impact the number of disciplinary actions taken.	<b>Action to Take:</b> Please verify that the <i>Student Discipline Record (GD)</i> is reported for all students who received a disciplinary action (type) for any discipline incident (reason). If inaccuracies are found please correct the data and re-submit to ODE.	SDC-Analysis>Discipline>Current	Madelyn Sechler, Information Policy and Management, (614) 466-8668	Safety Hlth & Nutrtn
036	High Expulsions/ OOS Suspens	Number of Expulsions or Out-of-School Suspensions High: This message means that the number of expulsions or out-of-school suspensions for the discipline records reported by the building or community school is greater than 40 per 100 students enrolled. Since it is unusual for a building or community school to have such high rates of expulsions or out-of-school suspensions; districts are asked to verify that they are reporting this information correctly.	<b>Action to Take:</b> Please verify that the <i>Student Discipline Record (GD)</i> is reported for all students who received a disciplinary action (type) for any discipline incident (reason). If inaccuracies are found please correct the data and re-submit to ODE.	SDC-Analysis>Discipline>100_Current	Madelyn Sechler, Information Policy and Management, (614) 466-8668	Safety Hlth & Nutrtn

Error Code	Short Error Description	Description	Check	Related ODE Report (If Any)	Contact Information	ODE Business Owner
037	Zero Academic Intervention	Zero Students are Reported with Academic Intervention Program Code: This message means that the building or community school has not reported the academic intervention program code for any of the students that they are reporting. Since it is unusual for a building not to have provided any academic intervention to students; districts are asked to verify that they are reporting this information correctly. Academic (student) intervention services should be provided to all students who are failing or are at risk of failing any one of Ohio's Achievement tests. Refer to Ohio's Intervention Guidelines and the EMIS Manual, Program Code Instructions for more information on intervention services.	<b>Action to Take:</b> Please verify that the <i>Program Code for Academic Intervention</i> is reported for any student who receives these services. If inaccuracies are found please correct the data and re-submit to ODE.		Madelyn Sechler, Information Policy and Management, (614) 466-8668	Safety Hlth & Nutrtn



## INDEX

<b>A</b>	
Accountability IRN.....	13, 14
<b>B</b>	
Building IRN .....	13
<b>C</b>	
Correction .....	2, 3, 4, 9
<b>D</b>	
Data Source .....	2, 5
Disability Condition .....	15
Disadvantage .....	14
<b>E</b>	
Error Detection .....	2, 3, 4, 9
Excused Absence.....	12
<b>M</b>	
Majority of Attendance IRN.....	13, 14
<b>O</b>	
Ohio Graduation Test.....	10, 13, 14, 15
<b>P</b>	
Preschool ASQ/SE Assessment .....	9
Preschool Assessment.....	9
<b>R</b>	
Report Sample.....	2, 6
Revision Date.....	1, 3
<b>S</b>	
Significance .....	2, 3
Special Education .....	10
State Student ID (SSID).....	5, 8
Student Discipline.....	16, 17
<b>U</b>	
Unexcused Absence.....	7, 12, 14