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**SUBMISSION STATUS CSV  
REPORT EXPLANATION  
(EMIS\_SUBMIT\_STATUS\_ALL\_CCYYMMDD\_CCYYP.DAT)  
EMIS\_SUBMIT\_STATUS\_COMM\_CCYYMMDD\_CCYYP.DAT**

**Education Management Information System (EMIS)**



Revision Date January 22, 2007

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

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## Revision History

The revisions to this document listed in the table below.

Revision Date	Owner/Source	Description of Change
July 31, 2006		Created from report sample, program code; valid for FY07 October(K) reporting period
November 6, 2006	ODE/IPM	Added GS and CC files to list
January 22, 2007	ODE/IPM	Revised to include the February (C) reporting period
May 10, 2007		Revised to include the Yearend (N) reporting period

## Report Overview

### *General Description and Significance*

This program allows districts to determine what required files have been accepted by ODE. It creates a CSV file containing the submission status information of all community schools. It also creates a CSV file containing the submission status information of all community and public school districts.

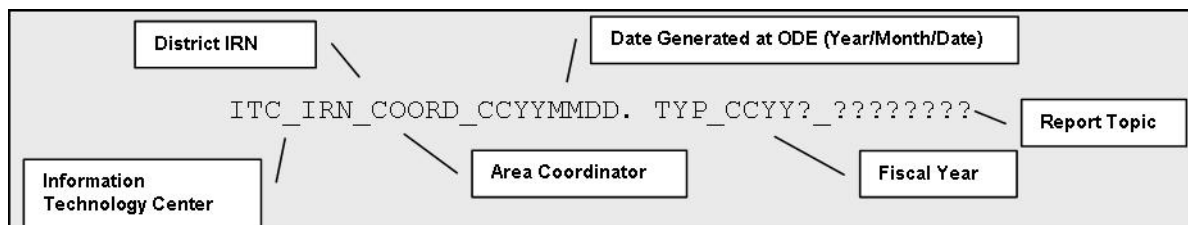
Printed reports are generated for each public school district from this same program; that documentation can be found in GEN SUBMISSION STATUS EXP.DOC. Since the audience of the program output is different, it is best to maintain a separate report explanation for each type of output.

### *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.

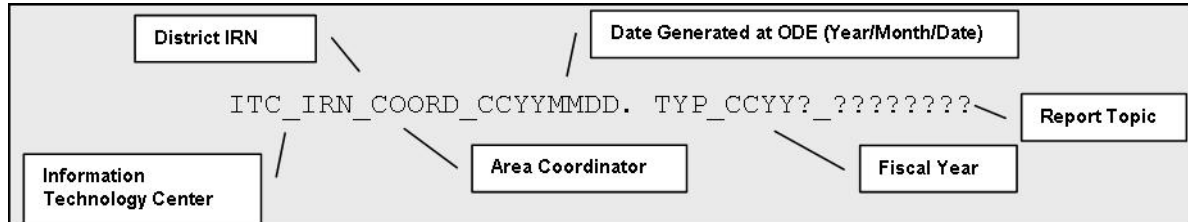
### *Report Name and Timing*

The file name for the community CSV file is **EMIS\_SUBMIT\_STATUS\_COMM\_CCYYMMDD\_2006?.TXT**. This report is produced during every reporting period; the? value will change for each.



The file name for the entire state CSV file is:

**EMIS\_SUBMIT\_STATUS\_ALL\_CCYYMMDD\_2006?.TXT.** This report is produced during every reporting period the? value will change for each.



## ODE Processing

### *Process Description*

The information on these CSV files comes from data files that are created during the week-end processing cycle. They contain information about the files submitted to ODE and the dates on which they were submitted. **SUBMISSION\_STATUS\_CCYYP.DAT** contains numbers of fatal and warning errors and SSID errors.

### *Data Source*

#### Submitted Data Used in Report

The only fields that are reported exactly as they have been submitted by the district are the district IRNs.

#### Derived Data Used in Report

Element Name	File Name	Field Value
AGGREGATION FILE DATE	<i>Audit_process_date.rms</i>	Date on which above were submitted
AGGREGATION FILE NAME	<i>Submission_status_ccyyp.dat, Audit_process_date.rms</i>	AMCC, ASSG, ACGR, or other aggregated data
AREA COORDINATOR	<i>Submission_status_ccyyp.dat</i>	Two-digit number, e.g. 08
COUNTY	<i>Submission_status_ccyyp.dat</i>	County in which the district lies
DISTRICT CODE	<i>Submission_status_ccyyp.dat</i>	Four characters, e.g. 0000, 0865
DISTRICT IRN	<i>Submission_status_ccyyp.dat, Audit_process_date.rms</i>	6-digit, state-assigned IRN
DISTRICT NAME	<i>Submission_status_ccyyp.dat</i>	District name as it is reported in OEDS
DISTRICT TYPE	<i>Submission_status_ccyyp.dat</i>	One character, e.g. 1, G
NUMBER OF FATAL ERRORS	<i>Submission_status_ccyyp.dat</i>	Four characters
FINANCIAL FILE DATE	<i>Audit_process_date.rms</i>	Date on which above were submitted
FINANCIAL FILE NAME	<i>Submission_status_ccyyp.dat, Audit_process_date.rms</i>	DB, DR year-end files
FISCAL YEAR	<i>Audit_process_date.rms</i>	CCYY
ITC NAME	<i>Submission_status_ccyyp.dat</i>	Name of data center through which reports are submitted
REPORTING PERIOD	<i>Audit_process_date.rms</i>	e.g. K, N
NUMBER OF SSID ERROSR	<i>Submission_status_ccyyp.dat</i>	Four characters
SUBMITTED FILE DATE	<i>Audit_process_date.rms</i>	Date on which above were submitted

Element Name	File Name	Field Value
SUBMITTED FILE NAME	<i>Submission_status_ccyyp.dat,</i> <i>Audit_process_date.rms</i>	CI, CK, DQ, DG or other non-aggregated date
NUMBER OF WARNINGS	<i>Submission_status_ccyyp.dat</i>	Four characters

## Report Selection Criteria

The **SUBMISSION STATUS** file is read and its IRN is used to determine which **AUDIT PROCESS** records belong to the same district. For the ALL file, there are no filters used. For the community school file, the program checks to ensure that the DISTRICT TYPE is either “G” or “H”.

## Report Sample

### *CSV File Format, General Information*

This Comma Separated Value (CSV) format file contains a record for each district that is expected to submit data during any reporting period.

In basic terms, the CSV file will contain the data element values separated by a comma to denote the end of one data element value and the start of a new one. For example, if you were to take the district IRN, its name, and county and convert it into a CSV file it would look like this:

**012345, My District, Franklin**

When imported into Excel, this string of comma separated values would be split into corresponding columns:

District IRN	District Name	County Name
012345	My District	Franklin

*TIP: When importing data from a CSV file containing a numerical value that starts with a zero, like an IRN, it is important to import that type of data element as text and not a number in Excel. If imported as a numerical value, the first zero will be removed.*

### *CSV Record Layout*

Both **EMIS\_SUBMIT\_STATUS\_ALL\_CCYYMMDD\_CCYYP.TXT** and **EMIS\_SUBMIT\_STATUS\_COMM\_CCYYMMDD\_CCYYP.TXT** have the same layout. The only difference between the two files is the limitation of the latter to just “G” and “H” DISTRICT TYPES.

Name in CSV File	Data Source	Full Title	Description
DIST-IRN	<i>Submission_status_ccyyp.dat, Audit_process_date.RMS</i>	Distict IRN	6-digit assigned number
DIST-NAME	<i>Submission_status_ccyyp.dat</i>	District Name	Name of district as entered in OEDS
COUNTY-NAME	<i>Submission_status_ccyyp.dat</i>	County Name	Name of county in which the district lies
CI	<i>Submission_status_ccyyp.dat, Audit_process_date.RMS</i>	Staff Demographic data	Contains a status value for this file
CK	<i>Submission_status_ccyyp.dat, Audit_process_date.RMS</i>	Staff Employment data	Contains a status value for this file
AM/CC	<i>Submission_status_ccyyp.dat, Audit_process_date.RMS</i>	Master Course Aggregated data	Contains a status value for this file
AS/SG	<i>Submission_status_ccyyp.dat, Audit_process_date.RMS</i>	Student info Aggregated data	Contains a status value for this file
AC/GR	<i>Submission_status_ccyyp.dat, Audit_process_date.RMS</i>	Course Aggregated data	Contains a status value for this file
PC	<i>Submission_status_ccyyp.dat, Audit_process_date.RMS</i>	Program Count aggregated data	Contains a status value for this file
DQ	<i>Submission_status_ccyyp.dat, Audit_process_date.RMS</i>	District General Information data	Contains a status value for this file
DF	<i>Submission_status_ccyyp.dat, Audit_process_date.RMS</i>	Building General Information data	Contains a status value for this file
AC/VE	<i>Submission_status_ccyyp.dat, Audit_process_date.RMS</i>	VE Master Course Aggregated data	Contains a status value for this file
GO	<i>Submission_status_ccyyp.dat, Audit_process_date.RMS</i>	Kindergarten Assessment data	Contains a status value for this file
GB	<i>Submission_status_ccyyp.dat, Audit_process_date.RMS</i>	Preschool Assessment data	Contains a status value for this file
GS	<i>Submission_status_ccyyp.dat, Audit_process_date.RMS</i>	Preschool ASQ/SE data	Contains a status value for this file
CJ	<i>Submission_status_ccyyp.dat, Audit_process_date.RMS</i>	Contractor Staff Employment data	Contains a status value for this file
CC	<i>Submission_status_ccyyp.dat, Audit_process_date.RMS</i>	Contract Only Staff data	Contains a status value for this file
ASITE-NAME	<i>Submission_status_ccyyp.dat,</i>	ITC site name	As recorded in OEDS
SUBMISSION-STATUS	<i>Submission_status_ccyyp.dat</i>	<a href="#">See status codes below</a>	As determined during the submission process
DIST-TYPE	<i>Submission_status_ccyyp.dat,</i>	District type	As recorded in OEDS
DIST-CODE	<i>Submission_status_ccyyp.dat,</i>		As recorded in OEDS
FATAL-ERROR	<i>Submission_status_ccyyp.dat,</i>	Number of fatal errors	As recorded during submission process

SSID-ERROR	<i>Submission_status_ccyyp.dat</i>	Number of SSID errors	As recorded during submission process
WARNINGS	<i>Submission_status_ccyyp.dat</i>	Number of warnings	As recorded during submission process
DETAIL-FATAL-ERROR	<i>Submission_status_ccyyp.dat</i>		
DETAIL-WARNINGS	<i>Submission_status_ccyyp.dat</i>		

### Status Codes

Y	Data submitted
NS	Data not submitted
A	Data not submitted and affects accountability
N	Data may not be required
*	Submitted no data for the reporting period

### Header Sample

The following is the header as it appears in the original CSV file. Note: the comma between each element name allows the data to be opened in Excel as a comma-delimited file without any additional formatting on the user's part.

The header record for the CSV file contains:

Dist-IRN,Dist-Name,County-Name,CI,CK,AM/CC,AS/SG,AC/GR,PC,DQ,DF,AC/VE,GO,GB,GS,CJ,CC,ASite-Name,Submission-Status,Dist-Type,Dist-Code,Fatal-Error,SSID-Error,Warnings,Detail-Fatal-Error,Detail-Warnings

Header Row Title	Starting Position	Ending Position	Field Length
<b>Dist-IRN</b>	1	9	9
<b>Dist-Name</b>	10	19	10
<b>County-Name</b>	20	31	12
<b>CI</b>	32	34	3
<b>CK</b>	35	37	3
<b>AM/CC</b>	38	43	6
<b>AS/SG</b>	44	49	6
<b>AC/GR</b>	50	55	6
<b>PC</b>	56	58	3
<b>DQ</b>	59	61	3
<b>DF</b>	62	64	3
<b>AC/VE</b>	65	70	6
<b>GO</b>	71	73	3
<b>GB</b>	74	76	3



<b>GS</b>	77	79	3
<b>CJ</b>	80	82	3
<b>CC</b>	83	85	3
<b>ASite-Name</b>	86	96	11
<b>Submission-Status</b>	97	114	18
<b>Dist-Type</b>	115	124	10
<b>Dist-Code</b>	125	134	10
<b>Fatal-Error</b>	135	146	12
<b>SSID-Error</b>	147	157	11
<b>Warnings</b>	158	166	9
<b>Detail-Fatal-Error</b>	167	185	19
<b>Detail-Warnings.</b>	186	200	15

Once opened in Excel, the first few columns in this line will look like:

<b>DIST-IRN</b>	<b>DIST-NAME</b>	<b>COUNTY-NAME</b>	<b>CI</b>	<b>CK</b>	<b>YA/AT</b>	<b>AM/CC</b>	<b>AC/GR</b>	<b>DR</b>
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### *Detail Sample*

The following is a sample of a detail line as it will appear in the original CSV file.  
 "003333","Any District Name", Cuyahoga ,Y ,Y ,Y ,Y ,Y ,Y ,Y ,Y ,N ,Y ,N ,N ,N ,N ,N ,N ,Y ,N ,N ,N ,Y ,Y ,N ,Y ,N ,N ,N ,LNOCA ,AC,G,0000,001,000

The record is:

<b>Data Element</b>	<b>Starting Position</b>	<b>Ending Position</b>	<b>Field Length</b>
<b>Dist-IRN,.</b>	1	9	6
<b>Dist-Name,.</b>	7	39	30
<b>County-Name,.</b>	37	49	10
<b>CI,.</b>	47	51	2
<b>CK,.</b>	49	53	2
<b>AM/CC,.</b>	51	55	2
<b>AS/SG,.</b>	53	57	2
<b>AC/GR,.</b>	55	59	2
<b>PC,.</b>	57	61	2
<b>DQ,.</b>	59	63	2
<b>DF,.</b>	61	65	2
<b>AC/VE,.</b>	63	67	2
<b>GO,.</b>	65	69	2
<b>GB,</b>	67	71	2
<b>GS</b>	69	73	2

<b>CJ,.</b>	71	75	2
<b>CC</b>	73	77	2
<b>ASite-Name,.</b>	75	84	7
<b>Submission-Status,.</b>	82	86	2
<b>Dist-Type,.</b>	84	87	1
<b>Dist-Code,.</b>	85	91	4
<b>Fatal-Error,.</b>	89	95	4
<b>SSID-Error,.</b>	93	99	4
<b>Warnings,.</b>	97	103	4
<b>Detail-Fatal-Error,.</b>	101	107	4
<b>Detail-Warnings.</b>	105	111	4

Note: the use of quotation marks in the first two fields ensures that Excel will not treat the values incorrectly. Because of the quotes, "003333 will open in Excel as 003333, not the number 3333. The use of commas around the district name eliminates the confusion of spaces as a possible separator or prevents problems if a comma is used within the 30 allowed characters of the district name.

Once opened in Excel, the first few columns of these data will appear as

003333	Any District Name	Cuyahoga	Y	Y	Y	Y	Y	Y	Y	Y	N
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## **Error Detection and Correction**

If there are any discrepancies between what a district thought they submitted and what is being reported as received at ODE, district personnel should check the aggregation errors.

If there are fatal warnings that were not corrected, the file should never have been sent to ODE and would show up as missing.

The district can find additional information about data submissions in the file **.TXT\_2006X\_GEN\_DATA\_STAT**. It is a report that is also distributed each reporting period.

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