GRADUATES NOT FUNDED
REPORT EXPLANATION
(.CSV_2007C_STU_GRAD_NOT_FUNDED)

Education Management Information System (EMIS)

Prepared by
The 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
February 15, 2007		Created for FY07 February(C) reporting period
April 13, 2007	IPM/Holbrook	Added additional and more specific information for the report selection section. Added the paragraph to the derived data section and added clarifying language in the Error Correction and Detection section.

Revision Date: April 13, 2007

Report Overview

General Description and Significance

The **.CSV_2007C_STU_GRAD_NOT_FUNDED** report is design to show students that the district has reported as graduating between October count week and February count week but that ODE has determined that the student can not be funded for the February count week.

In order for the district to receive funding for the student for the February count week the student must have been funded in that district during the October count week. ODE has determined that the students on this report were not funded at the reporting district during the October count week.
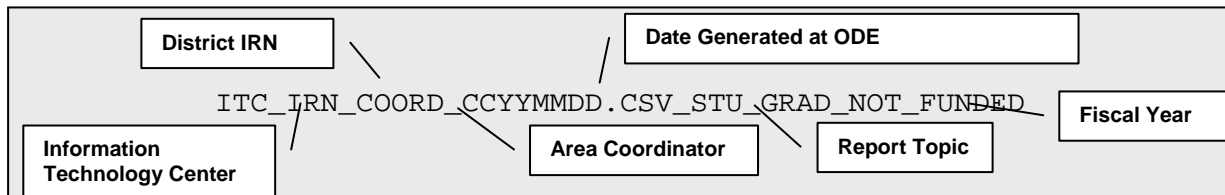
Tips for Reading This Document

- 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: **DAS_IRN_COORD_CCYYMMDD. CSV_2007C_STU_GRAD_NOT_FUNDED**; its components are described below. This report is produced during the February (C) reporting period.

District IRN		Date Generated at ODE	
	ITC_IRN_COORD_CCYYMMDD.CSV_STU_GRAD_NOT_FUNDED		Fiscal Year
Information Technology Center	Area Coordinator	Report Topic	

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ODE Processing

Process Description

Data Source

The report data are to come from aggregated *student demographic* and *student attendance* files. **OEDS** is to be used for the report header and output file name.

Submitted Data Used in Report

Element Name	Record Field #	File Name	Special Notes
SSID	GI310	*Student demographic*	
DISTRICT IRN	H040		
BUILDING IRN	GI040	*Student demographic*	
GRADE LEVEL	GI130	*Student demographic*	
GENDER	GI080	*Student demographic*	
DATE OF BIRTH	GI070	*Student demographic*	
RACIAL/ETHNIC GROUP	GI090	*Student demographic*	
DIPLOMA DATE	GK260	*Student Attendance*	
WITHDRAWAL/DROPOUT/TRUANCY REASON	GK240	*Student Attendance*	
DATE OF DISTRICT WITHDRAWAL/DROPOUT/TRUANCY PROCEEDINGS	GK230	*Student Attendance*	

Derived Data Used in Report

The October Funded FTE is used in this process and that information is derived from matching back to the October database by district and SSID to determine if the student was ADM funded in that district for the October reporting period. The district would not have needed to receive full funding for the student; any portion of ADM funding would meet the criteria.

Report Selection Criteria

The students on this report are students with a WITHDRAWAL/DROPOUT/TRUANCY REASON = '99' and are being excluded from the EMIS processing because the DATE OF DISTRICT WITHDRAWAL/DROPOUT/TRUANCY PROCEEDINGS is not between the October and February count weeks **or** the student was not funded in your district for the October reporting period.

WITHDRAWAL/DROPOUT/TRUANCY REASON = '99'

A student MUST MEET the following criteria in order for the district to receive funding for the student for the February reporting period, if the student DOES NOT meet the following criteria the student will be on the report.

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DATE OF DISTRICT WITHDRAWAL/DROPOUT/TRUANCY PROCEEDINGS > end of the October Count Week

AND

DATE OF DISTRICT WITHDRAWAL/DROPOUT/TRUANCY PROCEEDINGS < beginning of the February Count Week

AND

February DISTRICT IRN for the student = October district IRN for the student

AND

October Funded FTE > 0

Report Sample

Header Information

Detail Information

The following is the detail 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 CSV file contains:

FIELD NAME	STARTING POSITION	ENDING POSITION	FIELD LENGTH
SSID	1	9	9
BUILDING IRN	11	16	6
GRADE	18	19	2
GENDER	21	21	1
DATE OF BIRTH	23	30	8
RACIAL/ETHNIC GROUP	32	32	1
DIPLOMA-DATE	34	41	8

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DATE OF DISTRICT WITHDRAWAL/DROPOUT/ TRUANCY PROCEEDINGS	43	50	8
Student-Data-submitted-to-ODE-as-of	52	59	8

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SSID, BLDG-IRN, GRADE, GENDER, BIRTHDATE, RACE, DIPLOMA-DATE, WITHD-DATE, STUDENT-DATA-SUBMITTED-TO-ODE

BG1459744, 133959, 11, F, 19830314, W, 20070115, 20070115, 20070315

Error Detection and Correction

These students are being excluded from the February (C) reporting process; if you believe that the student(s) should be included verify the following:

1.) The student's WITHDRAWAL/DROPOUT/TRUANCY REASON is a '*99*', the DATE OF DISTRICT WITHDRAWAL/DROPOUT/TRUANCY PROCEEDINGS and DIPLOMA DATE (if appropriate) is after the last day of your October count week and before the first day of your February count week, and the student is reported with a STUDENT PERCENT OF TIME > 0. Correct data in the elements as appropriate.

2.) The student was reported as enrolled by your district during the October reporting period and that your district received ADM funding for the student for the October reporting period (check the last SF3 Flow csv file for the October reporting period). If the student was not funded in your district for the October reporting period because of a reporting error, this information cannot be corrected and the district will not receive ADM funding for the student for the February reporting period.

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