MISSING ACHIEVEMENT RECORDS REPORT EXPLANATION (.CSV_2007N_ACHIEVEMENT_MISS)

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
5/11/2007		Created New Report Explanation from Specs.

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Report Overview

General Description and Significance

The Missing Achievement Records Report generates a data verification CSV file for all school districts and community schools.

This report provides a means to inform school districts and community schools that ODE is missing achievement test records for those students that ODE has determined should have test records submitted.

Report Distribution

The Missing Achievement Records Report will be generated only for the school districts and community schools that have at least one student that is missing an achievement test record, as defined by the logic in the report specifications. This report will be run and CSV files will be generated during the Yearend (N) reporting period. [NOTE: A report will not be generated for ESC's, or JVSD's.]
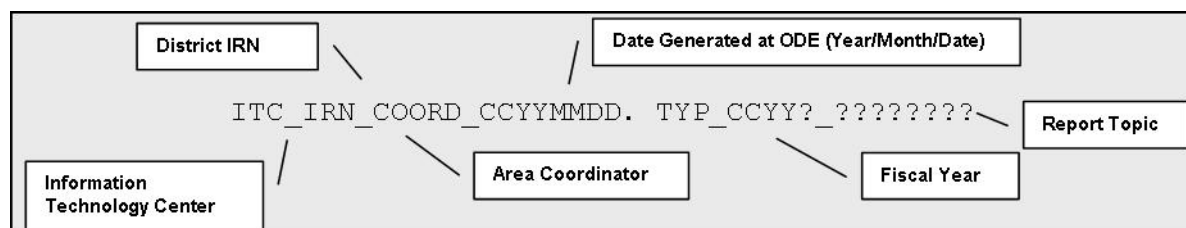
This report is copied to school districts/ITC's after each EMIS Processing (with other weekly reports & files that are copied to school districts).

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**.
- CCYY? denotes the century and year and processing period.

Report Name and Timing

The file name for the report is: **.CSV_2007N_ACHIEVEMENT_MISS**; its components are described below. This report is produced during the month name (Letter) reporting period.

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ODE Processing

Process Description

Data Source

The data found on this file is taken directly from Student Demographic, Student Attendance and Student Achievement files. The Student Demographic and Student Attendance files are combined into Student_Attendance for ODE.

Submitted Data Used in Report

Element Name	Record Field #	File Name	Special Notes
DISTRICT IRN	HO040	*STUDENT ATTENDANCE*	
BUILDING IRN	GK040	*STUDENT ATTENDANCE*	
SSID	GI310	*STUDENT DEMOGRAPHIC*	
GRADE LEVEL	GI130	*STUDENT DEMOGRAPHIC*	
RACIAL/ETHNIC GROUP (GI090)	GI090	*STUDENT DEMOGRAPHIC*	
GENDER (GI080)	GI080	*STUDENT DEMOGRAPHIC*	
SUBJECT	GA205	*STUDENT ACHIEVEMENT*	

Derived Data Used in Report

The "Subject"_Miss data elements are derived in this report based upon the logic below.

Element Name	Record Field #	File Name	Field Value	Conversion Factors
State Equivalent Grade Level	GI370	*Student Achievement*	03-08	=GI130 student demographic record
STUDENT DATA SUBMITTED TO ODE	From ODE Audit file	*AUDIT*		

Report Selection Criteria

The report program reads the Student_Attendance File and looks for students who meet the following:

State Equivalent Grade Code (GI370) is grade 03-08 (inclusive).
> **AND**

Student Attending/Home Status between '10' and '1Z' or
> between '22' and '26') and
> not ('16','1F','1I') and
> not program code 212100

(Admission_Date (GK080) <= 20070511
> **AND**

(Withdrawal_Date (GK230) >= 20070430 **or** Withdrawal_Date (GK230) = blanks))

OR

Withdrawal_Date (GK230) >= Beginning of October Count Week (for the district) **AND** Withdrawal Code (GK240) not "**", "41", or "45"

Logic

Note: The following checks are used in the State Equivalent Grade Level for the student and are used to determine if a subject record exists for a SSID for that district for the current reporting period. The test grade level is not used because of acceleration.

Once the program finds a student in the Student_Attendance File that meets the criteria above, it looks for a student Achievement Record that has the same District IRN and Statewide Student Identifier (SSID) and performs the following:

State Equivalent Grade Level (GI370) = 03-08 **and** no reading Achievement record can be found
  Then put 'X' in Read_Miss
State Equivalent Grade Level (GI370) = 03-08 **and** no math Achievement record can be found
  Then put 'X' in Math_Miss
State Equivalent Grade Level (GI370) = 04 **or** 07 **and** no writing Achievement record can be found
  Then put 'X' in Write_Miss
State Equivalent Grade Level (GI370) = 05 or 08 **and** no Social Studies Achievement record can be found
  Then put 'X' in Soc_Miss
State Equivalent Grade Level (GI370) = 05 or 08 **and** no Science Achievement record can be found
  Then put 'X' in Sci_Miss

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Report Sample – CVS File -Missing Achievement Records

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.

Header Information

The following is the header as it should appear in the CSV file.

Achievement_Miss CSV Yearend (N) File <u>Data</u> Row's Field Descriptions:

Data Element Name
DIST-IRN (H040)
BUILDING IRN (GK040)
SSID (GI310)
STATE EQUIVALENT GRADE LEVEL (GI370)
RACIAL/ETHNIC GROUP (GI090)
GENDER (GI080)
Read_Miss
Write_Miss
Math_Miss
Soc_Miss
Sci_Miss
STUDENT DATE SUBMITTED TO ODE AS OF

Report Grouping/Ordering/Control Breaks

The data are ordered in the file by Building IRN and Student ID. Each district has its own report.

Report Summary

There is no report summary.

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Report Detail

Fields to Display

1. District - IRN
2. Bldg-IRN
3. SSID
4. State Equivalent Grad Level
5. Racial/Ethnic Group
6. Read_Miss
7. Write_Miss
8. Math_Miss
9. Soc_Mis
10. Sci_Miss
11. Student-Data-submitted-to-ODE-as-of

Detail Information

The data are ordered in the file by Building IRN and Student ID. Each district has its own report.

Calculations

There are no calculations done when this report is generated.

Other Detail Data

There are no data elements besides those in each output line.

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BLDG-IRN, SSID, EQUIV_GRADE, RACE, GENDER, READ_MISS, WRITE_MISS, MATH_MISS, SOC_MISS, SCI_MISS, STUDENT-DATA-SUBMITTED-TO-ODE

133959, BG1459744, 05, w, F, , ,X, , , 20070315
133959, BG1622781, 05, B, M,X, , ,X, , 20070315

Error Detection and Correction

As this file is providing the district with a report that reflects at least one missing achievement testing record, if there are any discrepancies between the file and the district's information, check the specific admission fields for accuracy.

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