

**SPECIAL EDUCATION STUDENTS
MISSING IEP FOR FUNDING
(.CSV_2007N_STU_IEP_NO_FUND)
REPORT EXPLANATION**

Education Management Information System (EMIS)



Revision Date June 28, 2007

**Prepared by
Office of Data Services**

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Revision History

The revisions to this document listed in the table below.

Revision Date	Owner/Source	Description of Change
06/26/07	IPM	Extended the General Description and Significance of the report
06/28/07	IPM	Changed wording to reflect "Will expire before 12/1/07"

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Report Overview

General Description and Significance

This exception report provides a listing of students reported with a disability during Yearend (N) that meet at least one of the following conditions as of December 1, 2007

1. have a valid IEP with no service(s) being provided
2. students are being reported as having a disability condition and no valid IEP has been reported
3. have a valid IEP close to expiration

These data comprise a portion of the data that will be used by the Ohio Department of Education, Division of School Finance, when calculating each district's Formula ADM.

The objective of this report is to inform a district of expectations for funding special education students during the next October (K) reporting period. State law requires that a student have an effective IEP as of Dec 1, 2007 and be served in order to receive special education weighted funding for the upcoming school year. The "Expired" message is a "head's up" to the district to inform them of students who will not meet the funding requirements for the upcoming school year unless additional special education events are submitted.

EMIS reporting requirements allow districts to report as follows:

Date ranges are inclusive.

Reporting Period	From	To
October (K)	6/1 of previous school year	End of district's Oct Count Week
Yearend (N)	6/1 of previous school year	5/31 of current school year

To use this report effectively, a district might sort the output file by the message, "No Record", "No Service", "Expired" and work from there. If the district's usual pattern is to determine the IEP and outcome in the fall, the "Expired" messages will provide a list of students who will need an IEP. If the district's usual pattern is to determine the IEP and outcome in the spring, these messages need immediate attention so that all of the necessary events are submitted during the year-end reporting cycle.

There is no need to attempt to remove these students from the report; awareness of the status of the student in regarding the upcoming school year special education weighted funding is the reason for supplying the information to the district.

Community schools are receiving this report as a means of feedback, since special education funding will continue to be based on the CSADM. Even though community school funding is based upon CSADM data, the Dec. 1 rule will apply. Students with disabilities must have a valid IEP as of Dec 1 and be receiving services in order to receive state weighted funding.

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Report Distribution

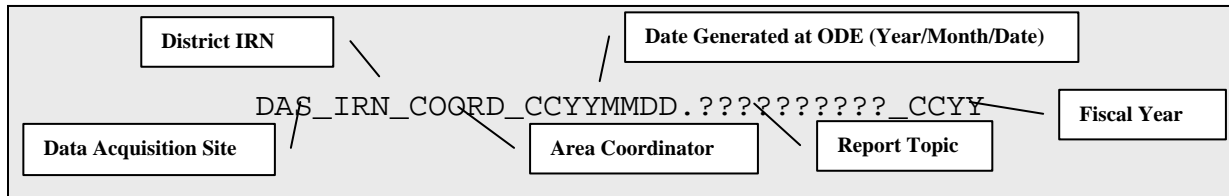
A report is to be distributed each week to each district including community schools that submits data during the Yearend (N) processing cycle. It is to be generated during the weekly cycle and transferred to its contracted ITC for distribution. The output is to include district-level information in a single report file.

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**.
- CCYYYP denotes the century and year and processing period.

Report Name and Timing

The file name for the report is: **DAS_IRN_COORD_CCYYMMDD.STU_IEP_NO_FUND_CCYY**; its components are described below. This report is produced during the Yearend (N) reporting period.



ODE Processing

Submitted Data Used in Report

Element Name	Record Field #	File Name	Special Notes
REPORTING DISTRICT IRN		<i>Student_Attendance</i>	
BUILDING IRN	GI040	<i>Student_Attendance</i>	
SSID	GI310	<i>Student_Attendance</i>	
DATE OF BIRTH	GI070	<i>Student_Attendance</i>	
GENDER	GI080	<i>Student_Attendance</i>	
RACIAL/ETHIC GROUP	GI090	<i>Student_Attendance</i>	
STATE EQUIVALENT GRADE LEVEL	GI370	<i>Student_Attendance</i>	
DISABILITY CONDITION	GI160	<i>Student_Attendance</i>	

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Element Name	Record Field #	File Name	Special Notes
ATTENDING/HOME DISTRICT IRN	GK300	Student Attendance	
ATTENDING/HOME STATUS		Student Attendance	
ADMISSION DATE	GK080	Student Attendance	
WITHDRAWAL DATE	GK230	Student Attendance	
DATE ELEMENT	GE110	Student Special Education	
DATE TYPE ELEMENT	GE100	Student Special Education	
OUTCOME ID ELEMENT	GE120	Student Special Education	
Student-Data-submitted-to-ODE-as-of-date			

Detail Information

	Possible Error Code	Error Code description
ERROR CODE	No Record	No IEP record has been reported (see below)
	Will expire before 12/1/07	IEP record reported but event date prior to 12/2 of the prior calendar year
	No service	The latest IEP that will be in effect as of 12/1 indicates that no service is being provided via its outcome code

Report Selection Criteria: Potential Students

The grade levels used must be the STATE EQUIVALENT GRADE LEVELS which includes “PH (Grade Level PS and Disability Condition equal to 11)”, “PK (Grade Level K and Disability Condition equal to 11)” and “KH” categories.

The EQUIVALENT GRADE LEVEL must be

“PH” or “PK” or “KH” or “01” or “02” or “03” or “04” or “05” or “06” or “07” or “08” or “09” or “10” or “11” or “12” or “13” or “23”

The DISABILITY CONDITION is not “***”

The STUDENT ATTENDING / HOME STATUS must be:
(between '10' and '1Z' or

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'22' or '23' or '25' or '2V' or '49' or
between '30' and '3Z')
and not ('16','1F','1I' , '14' , '15' , '1U')

The first character of the ATTENDING HOME STATUS element describes where a student is being educated. The value of the second character varies depending upon the value of the first.

Students being instructed at your district	Students receiving instruction elsewhere	Student is open enrolled into a district, is partially educated there and is sent to a third district for further education.	Student attends a JVS not in the jointure of the sending district.
1X, where X = <i>Student Status</i>	2X, where X = <i>Att/Home IRN Indicator</i>	3X, where X = <i>Att/Home IRN Indicator</i>	4X, where X = <i>Att/Home IRN Indicator</i>

Student Status

1. Indicates the relationship between the reporting district and the student.
2. From the reporting district's perspective, this indicates whether the student is
 - a) Resident/non-resident
 - b) Tuition/non-tuition
 - c) In-state/out-of-state

Attending/Home IRN Indicator

1. This element more precisely defines the type of entity identified by the Attending/Home District IRN.
2. The Attending/Home District IRN indicates
 - a) The district to which a student is sent or
 - b) A district from which a student is received

The ADMISSION DATE must be greater than the WITHDRAWAL DATE.

Report Selection Criteria: Potential Special Education Records to Consider

The DATE TYPE ELEMENT must be one of the following:
 "IIEP"-IEP Completion Date-Initial
 "RIEP"- IEP Completion Date-Periodic review
 "TIEP"- Transfer Student IEP Adoption Date

The reporting period must be "N" and the year must be the current school year.

Records that meet these criteria are collectively referred to as the "IEP records."

Only the Special Education Record with the latest (most recent) DATE ELEMENT value will be considered. If multiple included DATE TYPE ELEMENT values are reported for the same date, we will use the record with the highest OUTCOME ID ("IESR") for the following logic. If there are

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multiple rows with a valid DATE TYPE ELEMENT and the same DATE ELEMENT and OUTCOME ID, the first of the matching records will be used.

Report Selection Criteria: Joining Potential Student to Potential Special Education Record

For most students, the match between the student data and special education record will take place using the reporting district IRN. However, in cases related to CTAE, the ATTENDING/HOME DISTRICT IRN on the student data will be matched to the REPORTING DISTRICT IRN on the special education record.

Specifically, if the district type of the REPORTING DISTRICT IRN for the student data is a JVSD, or if the ATTENDING/HOME STATUS for the student data is '12', then the join will be between the ATTENDING/HOME DISTRICT IRN on the student data and the REPORTING DISTRICT IRN on the special education record.

Report Sample, CSV file

CSV File Format, General Information

This Comma Separated Value (CSV) format file contains records for each district that reported 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, any leading zeroes will be removed.

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Header Information

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

Header & Detail Row Field Titles
res_dis_irn
bldg_irn
Ssid
attending_irn_indictaor
dob (mmddy)
gender
race
grade
dis_cond
date_element
date_type
outcome_id
error_code
stdnt-submit-date

Possible Error Cases

Situation 1: Student does not appear on the report

Description: Most recent IEP record has a DATE ELEMENT greater than or equal to December 2 for the prior calendar year and an OUTCOME ID equal to 'IESR'.

Situation 2: Student appears on the report with an error code of "No Record"

Description: No matching IEP record found. The values in the CSV file that would normally come from the special education record are left blank.

Situation 3: Student appears on the report with an error code of " Will expire before 12/1/07"

Description: Most recent IEP record has a DATE ELEMENT less than December 2 of the prior calendar year

Situation 4: Student appears on the report with an error code of "No service"

Description: Most recent IEP record has a DATE ELEMENT greater than or equal to December 2 of the prior calendar year and an OUTCOME ID that is not equal to 'IESR'.

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Report Layout/Sample

res_dis_irn, bldg_irn,ssid,attending_irn_indictaor,dob (mmddy),gender,race,grade,dis_
cond,date_element,date_type,outcome_id,error_code,stdnt-submit-date

"048384","199359","LM123456","048384","10","19990326","M","B","02","05","2007
1105","TIEP","IENS","No Record","20070615"

Error Detection and Correction

If the district's internal data do not agree with the report results, district personnel should pay particular attention to the coding of the fields from the ***Student Attendance*** and ***Special Education*** records paying close attention to the DISABILITY CONDITION, DATE ELEMENT, DATE TYPE, and OUTCOME ID fields.

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