

**MISSING PRESCHOOL ASQSE  
REPORT EXPLANATION  
(.CSV\_CCYYN\_STU\_MISSING\_PS\_ASQSE)**

**Education Management Information System (EMIS)**



Creation Date June 8, 2007

**Prepared by  
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

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## Report Overview

### *General Description and Significance*

This exception report provides a listing of preschool special education students who should have an ASQ/SE record but it has not yet been reported by the district. These students meet the profile described under selection criteria.

These data will define whether or not preschool students with disabilities, aged 3-5 by December 1 of the current fiscal year, enrolled in a preschool special education program have been assessed using this instrument.

### *Report Distribution*

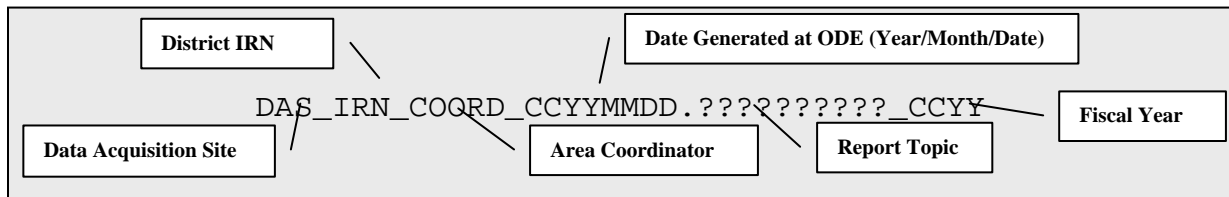
A report is to be distributed weekly to any EMIS reporting entity where data meet the report criteria. It is to be generated during the weekly cycle and transferred to its contracted ITC for distribution. The output is to include district-level information in a single report file.

### *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\_MISSING\_PS\_ASQSE\_CCYY**; its components are described below. This report is produced during the monthname (Letter) reporting period.



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## ODE Processing

### Process Description

### Data Source

#### Submitted Data Used in Report

Element Name	Record Field #	File Name	Special Notes
REPORTING DISTRICT IRN			
BUILDING IRN	GI040	<i>Student_Demographic</i>	
SSID	GI310	<i>Student_Demographic</i>	
STUDENT STATUS	GI120	<i>Student_Demographic</i>	
ATTENDING/HOME IRN INDICATOR	GK305	<i>Student_Attendance</i>	
GENDER	GI080	<i>Student_Demographic</i>	
RACIAL/ETHIC GROUP	GI090	<i>Student_Demographic</i>	
STATE EQUIVALENT GRADE LEVEL	GI370	<i>Student_Demographic</i>	
DISABILITY CONDITION	GI160	<i>Student_Demographic</i>	
DATE OF BIRTH	GI070	<i>Student_Demographic</i>	
ADMISSION DATE	GK080	<i>Student_Attendance</i>	
WITHDRAWAL DATE	GK230	<i>Student_Attendance</i>	
PROGRAM CODE	GQ060	<i>Student Program</i>	Needed to eliminate Autistic students
REPORTING PERIOD		<i>ASQSE, Student Program</i>	
PERCENT OF TIME	GI150	<i>Student_Demographic</i>	
ITC		<i>OEDS</i>	
Area Coordinator		<i>OEDS</i>	
Student-Data-submitted-to-ODE-as-of-date		<i>Audit file</i>	

#### Derived Data Used in Report

Element Name	Record Field #	File Name	Field Value	Conversion factors
ATTENDING/HOME STATUS		<i>Student_Attendance</i>	Derived from Student Status and A/H IRN Indicator	
STUDENT AGE		<i>Student_Attendance</i>	Calculated from DOB	

#### Report Selection Criteria Potential Students

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

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The student must be 3-5 years by December 1 of the current fiscal year.  
 The student PERCENT OF TIME must be greater than zero OR when equal to zero, A/H HOME STATUS must be “26”, “1H”, or “1I”.

FISCAL YEAR is the current school year and reporting period is N.

The ADMISSION DATE must be greater than the WITHDRAWAL DATE and must be on or before December 2 of the current fiscal year. WITHDRAWAL DATE must be blank or on or after December 2 of the current fiscal year or must be before the ADMISSION DATE. If the WITHDRAWAL DATE is after the ADMISSION DATE but the WITHDRAWAL DATE is before October 1 of the current fiscal year, the district is also required to report a year-end record.

The student is not in the Autism Scholarship Program, i.e., does not have a “212100” PROGRAM CODE for the “N” REPORTING PERIOD.

## Report Sample

### *Header & Detail Information*

The following is the header and detail 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 Row Field Titles
rpt_dis_irn
Bldg_irn
ssid
a/h_status
student_status
A/_irn_code
equiv_grade
race
gender
age
dis_cond
admins_date
wthd_date
dob (mm/dd/ccyy)
Student-Data-submitted-to-ODE-as-of-date

### *Report Grouping/Ordering/Control Breaks*

The data are ordered in the file by District IRN, Building IRN and Student ID. Each district will have its own report.

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## Report Layout/Sample

rpt\_dis\_irn,bldg\_irn,ssid,a/h\_status,student\_status,A/\_irn\_code,equiv\_grade,race,gender,age,dis\_cond,admins\_date,wthd\_date,dob,stdnt-submitt-date

“123456”,“987654”,“AA1111111”,“10”,“0”,“1”,“PH”,“W”,“M”,“04”,“11”,“09/01/2006”,“20060908”,“20021215”,“200606”

## Error Detection and Correction

As this file is providing the district with a report that reflects at least one missing Preschool ASQ testing record, if there are any discrepancies between the file and the district’s information, check the specific admission fields for accuracy. The district should also verify all fields on the ***STUDENT PRESCHOOL ASQ/SE ASSESSMENT*** record for accuracy and completeness.

The district should also verify that information submitted in the ***admission date, withdrawal date, grade level, and disability condition*** elements are reported correctly.

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