MISSING PRESCHOOL ASSESSMENT REPORT EXPLANATION (.CSV_CCYYN_STU_MISSING_PS_GGG)

Education Management Information System (EMIS)

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

Report Overview

General Description and Significance

This exception report provides a listing of preschool special education and non special education students who should have a PRESCHOOL ASSESSMENT 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 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.
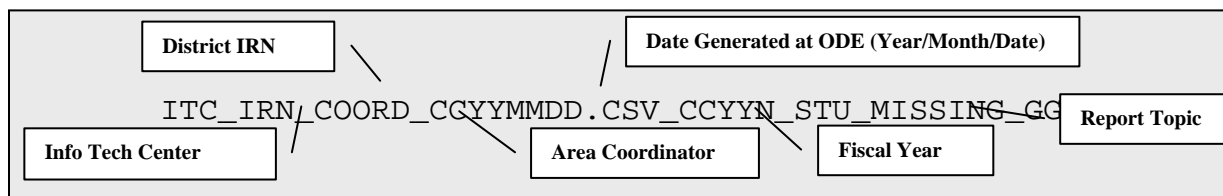
Tips for Reading This Document

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

Report Name and Timing

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

District IRN | Date Generated at ODE (Year/Month/Date)

ITC_IRN_COORD_CGYYMMDD.CSV_CCYYN_STU_MISSING_GG

Info Tech Center | Area Coordinator | Fiscal Year | Report Topic

ODE Processing

Process Description

Data Source

These data come from the year end **Student Demographic, Student Attendance, Student Course, Student Program, Preschool Assessment, OEDS,** and **Audit** files. The first two files are submitted by the districts as **the Student Attendance (GK)** and **Student Demographic (GI)** records and aggregated into the FTE or Attendance records.

Submitted Data Used in Report

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

Derived Data Used in Report

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

Report Selection Criteria: Potential Students

The grade levels used are 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)*, "*PS*"

Disabled student must be 3-6 years by December 1 of the current fiscal year. Students without disabilities 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, ATTENDING HOME STATUS must be "26", "1H', or "1I".

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

The ADMISSION DATE is before May 5 of the current fiscal year.

WITHDRAWAL DATE must be blank or after March 25 of the current fiscal year or must be before the ADMISSION DATE

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

If the STUDENT EQUIVALENT GRADE = "*PS*", the student must have a course with SUBJECT CODE of "*180250" or "180260*" or "*196095*".

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/h _ irn_code
equiv_grade
race
gender
age
dis_ cond
admins_date
wtthd_date
dob
stdnt-submit-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.

Report Summary

No summary provided.

Report Layout/Sample

```
dist-irn,bldg-irn,ssid,ah-status,student-status,ah-irn-code,equiv-
grade,race,gender,age,disab-cond,admisn-date,withdr-date,dob,stdnt-submit-date
```

```
"123456","987654","AA1111111","10","0","1","PH","W","M","04","11","20060901","20060809",
"20061215", "20060602"
```

Error Detection and Correction

As this file is providing the district with a report that reflects at least one missing Preschool Assessment 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 ***PRESCHOOL ASSESSMENT*** record for accuracy and completeness.

The district should also review all elements listed under the **Submitted Dated Used in Report** table to ensure that ell elements were reported correctly.

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