Please Note

This presentation is being provided for informational purposes only.

The information in this presentation may have changed since it was created.

This presentation is not meant to provide detailed reporting instructions and is not a replacement for the EMIS Manual, Report Explanations, or other documentation provided by ODE.
The Usual Reminders

• Manual sections posted after this training prevail in a conflict between this presentation and the manual

• Some questions may be deferred to helpdesk

• Hierarchy of support
  – EMIS Manual
  – EMIS Coordinator
  – ITC
  – Helpdesk
Topics

• Data Reporting, 4
• Reporting Scenarios, 21
• Reports, 32
• ODDEX, 41
• Resources, 45
Data Reporting
Cohort Assignment ➔ Graduation

• Reporting occurs across multiple collections
  – Student (S)
  – Current Graduation Credit Progress (S)
  – Staff and Course (L)
  – Assessment (A)
  – Graduation (G)

• Including, but not limited to
  – CORE requirements
  – Earned credits
  – Pathways and seals
Entities Required To Report

- Traditional districts
- Community schools
- STEM districts
- State schools
Cohort Assignment

• Student (S) collections
• State Equivalent Grade Level (FD090) as of October 1 for student reported in the prior year
• Fiscal Year that Student Began Ninth Grade (FN110) for student not reported in the prior year
• Assignment errors can only be corrected with regular reporting in the first year

Courses and Course Enrollment

• Initial and Final Staff and Course (L) Collections

• Course Master (CN) Record
  – High School Credit (CN200)
  – Subject Area for Credit (CN210)

• Student Course (GN) Record
  – Course Enrollment End Date (GN170)
  – Course Enrollment Start Date (GN160)
  – High School Credit Earned (GN150)
  – Partial/Override Credit (GN152)
Core Requirements, 1

• Student Graduation – Core Summary (GC) Record
  – Current Graduation Credit Progress (S) and Graduation (G) Collections

• CORE Area Code (GC060)
  – Subject areas where credit earned

• CORE Area Count (GC070)
  – Total credits earned by subject area

• Dual Enrollment Credit Earned (GC110)
  – Report all transcripted college credit
  – Included in Prep for Success measure
CORE Requirements, 2

• Student Attributes – No Date (FN) Record
  – Student (S) and Graduation (G) Collections
• CORE Economics and Financial Literacy Requirement Met (FN240)
• CORE Fine Arts Requirement Met (FN250)
• CORE Graduation Requirement Exemption Code (FN300)
• Exempted from Physical Education Graduation Requirement (FN260)
Other Student Attributes Elements

• Midyear, End of Year, SOES End of Year Student (S), and Graduation (G) Collections
• Military Compact Graduation Alternative Count (FN310)
  – Number of graduation tests not required to pass
• OGT Graduation Alternative (FN120)
  – Only one subject
  – Passage met through alternative criteria
  – [https://education.ohio.gov/Topics/Ohio-s-Graduation-Requirements](https://education.ohio.gov/Topics/Ohio-s-Graduation-Requirements)
Graduation Pathways

• Student Program (GQ) Record
  – Student (S) and Graduation (G) Collections

• Graduation pathway options
  – 520xxx – Pathway codes
  – 5201xx – Alternative competency codes
Graduation-Related Seals

• Student Program (GQ) Record
  – Student (S) and Graduation (G) Collections

• 510xxx – Graduation-related seals
  – Codes indicating planning to earn a seal
  – Codes indicating seal was earned
  – Codes indicating proficiency in English or a world language

• 60xxxx – Seal of Biliteracy
  – Codes indicating the student has earned a seal
IEP Exemptions

• Student Special Education Graduation Requirement (FE) Record
  – Student (S) and Graduation (G) Collections
  – Report every year as long as exemption is continued

• Assessment Type (FE080)
  – GE – End of Course
  – GX – High School Alternate Assessment

• Assessment Area (FE090) = Subject area of exemption

• IEP Date (FE070) = same as Date (GE110) of current IEP
Assessments

• Student Assessment (FA) Record
• Assessment (A) and Graduation (G) Collections
  – ACT (AC)
  – Advanced Placement (AP)
  – End of Course Exam (GE)
  – HS Alternate Assessment (GX)
  – Industry Credential (GW)
  – International Baccalaureate (IB)
  – SAT (SA)
  – WorkKeys (WK)
Withdrawals

• Student Standing (FS) Record in Student (S) collections

• Effective End Date (FS090)
  – Regular graduate = last day of school per calendar
  – Summer graduate = after last day of current year, before first day of next year

• Withdrawal Reason (FS100)
  – District issuing diploma = 99
  – Shared students, sending district = 41
  – JVS = 99 or 41
  – Non-graduate not continuing = 7x
Withdrawal Override

• Student Withdrawal Override (FC) Record in Student (S) and Graduation (G) Collections

• Update prior-year withdrawal data impacting current or future graduation rate
  – Withdrawal date and reason not reported in a prior school year
  – Withdrawal date or reason incorrectly reported in a prior school year
  – New information changes reported withdrawal reason

• Must retain appropriate documentation
Diplomas

• Graduation (G) Collection
• Diploma Date (FN090)
  – Date graduation requirements were completed and student left formal secondary education
• Diploma Type (FN100)
  – Honors grad is student receiving an honors diploma
• Summer grad is senior receiving diploma before first day of next school year
• Grad only is student receiving diploma who was not enrolled in current year
Grad Only

• Student Attributes – No Date (FN) Record
  – Graduation (G) Collection

• Elements unique to grad only students
  – Courses Completed Date (FN410)
  – Courses Completed IRN (FN420)
# EMIS Data Appeals

## FY22 Graduation

**Required to Approve:** Superintendent (Instructions)

*Appeal Opens:* Oct. 17, 2022  
*Appeal Closes:* Oct. 28, 2022  

### FY22 Collection Included

- [*FY22 Graduate Reporting (2022G0000)*]

### Impacted Organizations

- Districts
- Community schools
- STEM

*Deadline to submit corrected data in EMIS for approved appeals is Nov. 10.*

## FY22 Graduate Cohort

**Required to Approve:** Superintendent (Instructions)

*Appeal Opens:* Oct. 17, 2022  
*Appeal Closes:* Oct. 28, 2022

### FY22 Data Included

- Graduate Reporting

### Impacted Organizations

- Districts
- Community schools
- STEM

*Deadline to submit corrected data in EMIS for approved appeals is Nov. 10.*
Reporting Scenarios
### Shared: Open Enrollment

- Resident student open enrolled out
- Educating district issuing diploma

<table>
<thead>
<tr>
<th>Element</th>
<th>Collection</th>
<th>Resident District</th>
<th>Educating District</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective End Date (FS090)</td>
<td>FY22 Student, EOY</td>
<td>Last day</td>
<td>Last day</td>
</tr>
<tr>
<td>Withdrawal Reason (FS100)</td>
<td>FY22 Student, EOY</td>
<td>41</td>
<td>99</td>
</tr>
<tr>
<td>Withdrawn To IRN (FS360)</td>
<td>FY22 Student, EOY</td>
<td>Educating</td>
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</tr>
<tr>
<td>Diploma Date (FN090)</td>
<td>FY22 Grad</td>
<td>–</td>
<td>Met requirements, withdrawn</td>
</tr>
<tr>
<td>Diploma Type (FN100)</td>
<td>FY22 Grad</td>
<td>–</td>
<td>Type earned</td>
</tr>
</tbody>
</table>
Shared: JVS

- Student attending JVS
- Resident/sending district issuing diploma

<table>
<thead>
<tr>
<th>Element</th>
<th>Collection</th>
<th>Resident District</th>
<th>JVS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective End Date (FS090)</td>
<td>FY22 Student, EOY</td>
<td>Last day</td>
<td>Last day</td>
</tr>
<tr>
<td>Withdrawal Reason (FS100)</td>
<td>FY22 Student, EOY</td>
<td>99</td>
<td>99 or 41</td>
</tr>
<tr>
<td>Withdrawn To IRN (FS360)</td>
<td>FY22 Student, EOY</td>
<td>–</td>
<td>*******</td>
</tr>
<tr>
<td>Diploma Date (FN090)</td>
<td>FY22 Grad</td>
<td>Met requirements, withdrawn</td>
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</tr>
<tr>
<td>Diploma Type (FN100)</td>
<td>FY22 Grad</td>
<td>Type earned</td>
<td>–</td>
</tr>
</tbody>
</table>
## Summer Grad: Credits

- Credit deficient at end of year, credits earned prior to July 1, 2022
- Received diploma before first day of new school year

<table>
<thead>
<tr>
<th>Element</th>
<th>FY22 Student, EOY</th>
<th>FY22 Grad</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective End Date (FS090)</td>
<td>6/30/2022 (after last day, prior to 7/1)</td>
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</tr>
<tr>
<td>Withdrawal Reason (FS100)</td>
<td>99</td>
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</tr>
<tr>
<td>Diploma Date (FN090)</td>
<td>–</td>
<td>Met requirements, withdrawn</td>
</tr>
<tr>
<td>Diploma Type (FN100)</td>
<td>–</td>
<td>Type earned</td>
</tr>
<tr>
<td>CORE Area Code (GC060)</td>
<td>–</td>
<td>Subject area</td>
</tr>
<tr>
<td>CORE Area Count (GC070)</td>
<td>–</td>
<td>Number of credits earned</td>
</tr>
</tbody>
</table>
Summer Grad: Credits

- Credit deficient at end of year, credits earned on or after July 1, 2022
- Received diploma before first day of new school year

<table>
<thead>
<tr>
<th>Element</th>
<th>FY22 Grad</th>
<th>FY23 Student, all</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective End Date (FS090)</td>
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<td>7/18/2022 (on/after 7/1, prior to first day)</td>
</tr>
<tr>
<td>Withdrawal Reason (FS100)</td>
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</tr>
<tr>
<td>Diploma Date (FN090)</td>
<td>Met requirements, withdrawn</td>
<td>–</td>
</tr>
<tr>
<td>Diploma Type (FN100)</td>
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</tr>
<tr>
<td>CORE Area Count (GC070)</td>
<td>Number of credits earned</td>
<td>–</td>
</tr>
</tbody>
</table>
Summer Grad: Assessments

- Not all assessments passed as of last day of school
- Assessments passed after last day of school, before first day of new year

<table>
<thead>
<tr>
<th>Element/Record</th>
<th>FY22 Student, EOY</th>
<th>FY22 Grad</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective End Date (FS090)</td>
<td>Last day</td>
<td>–</td>
</tr>
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<td>Withdrawal Reason (FS100)</td>
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<td>–</td>
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<tr>
<td>Diploma Date (FN090)</td>
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<td>Met requirements, withdrawn</td>
</tr>
<tr>
<td>Diploma Type (FN100)</td>
<td>–</td>
<td>Type earned</td>
</tr>
<tr>
<td>Student Assessment (FA) Record</td>
<td>–</td>
<td>Passing result(s)</td>
</tr>
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</table>
Credit Deficient Senior

• As of last day of school
• Returning to district next year

<table>
<thead>
<tr>
<th>Element</th>
<th>FY22 Student, EOY</th>
<th>FY23 Student, all</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective End Date (FS090)</td>
<td>–</td>
<td>–</td>
</tr>
<tr>
<td>Withdrawal Reason (FS100)</td>
<td>–</td>
<td>–</td>
</tr>
<tr>
<td>State Equivalent Grade Level (FD090)</td>
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<td>12</td>
</tr>
<tr>
<td>Grade Level Next Year (FN080)</td>
<td>12</td>
<td>–</td>
</tr>
</tbody>
</table>
Grade 23: Deferred Diploma

- Special education student has met all graduation requirements per IEP
- Chooses to defer receiving diploma

<table>
<thead>
<tr>
<th>Element</th>
<th>FY22 Student, EOY</th>
<th>FY23 Student, all</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective End Date (FS090)</td>
<td>–</td>
<td>–</td>
</tr>
<tr>
<td>Withdrawal Reason (FS100)</td>
<td>–</td>
<td>–</td>
</tr>
<tr>
<td>State Equivalent Grade Level (FD090)</td>
<td>12</td>
<td>23</td>
</tr>
<tr>
<td>Grade Level Next Year (FN080)</td>
<td>23</td>
<td>–</td>
</tr>
</tbody>
</table>
Early Grads

• Students who graduate early will count in their originally assigned cohort

• Must meet original cohort graduation requirements

<table>
<thead>
<tr>
<th>Element</th>
<th>FY22 Student, EOY</th>
<th>FY22 Grad</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective End Date (FS090)</td>
<td>Last day</td>
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</tr>
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<td>–</td>
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<td>Subject area</td>
</tr>
<tr>
<td>CORE Area Count (GC070)</td>
<td>–</td>
<td>Number of credits earned</td>
</tr>
</tbody>
</table>
Grad Only: Credits

- Credit deficient, not educated in current school year
- Diploma issued once credits earned

<table>
<thead>
<tr>
<th>Element</th>
<th>FY22 Grad</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diploma Date (FN090)</td>
<td>Met requirements, withdrawn</td>
</tr>
<tr>
<td>Diploma Type (FN100)</td>
<td>Type earned</td>
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<tr>
<td>CORE Area Code (GC060)</td>
<td>Subject area</td>
</tr>
<tr>
<td>CORE Area Count (GC070)</td>
<td>Number of credits earned</td>
</tr>
<tr>
<td>Courses Completed Date (FN410)</td>
<td>Date credits earned</td>
</tr>
<tr>
<td>Courses Completed IRN (FN420)</td>
<td>Where courses completed</td>
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</tbody>
</table>
Grad Only: Assessments

- Not all assessments passed, not educated in current school year
- Diploma issued once remaining assessments passed

<table>
<thead>
<tr>
<th>Element/Record</th>
<th>FY22 Grad</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diploma Date (FN090)</td>
<td>Met requirements, withdrawn</td>
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<tr>
<td>Diploma Type (FN100)</td>
<td>Type earned</td>
</tr>
<tr>
<td>Courses Completed Date (FN410)</td>
<td>Date credits earned</td>
</tr>
<tr>
<td>Courses Completed IRN (FN420)</td>
<td>Where courses completed</td>
</tr>
<tr>
<td>Student Assessment (FA) Record</td>
<td>Passing results</td>
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Reports
## Level 2 Grad Cohort Reports

<table>
<thead>
<tr>
<th>Collection Request / Report Name</th>
<th>LEA</th>
<th>Fatal</th>
<th>Critical</th>
<th>Warn</th>
<th>Info</th>
<th>Total</th>
<th>Category</th>
<th>Data Set</th>
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<tbody>
<tr>
<td>✅ (GRAD-002) Newly Assigned to Grad Cohort</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>Graduate</td>
<td>S</td>
</tr>
<tr>
<td>✅ (GRAD-422) 2022 - Grad Cohort - 4th Year Status</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>89</td>
<td>Graduate</td>
<td>S</td>
</tr>
<tr>
<td>✅ (GRAD-423) 2023 - Grad Cohort - 3rd Year Status</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>74</td>
<td>Graduate</td>
<td>S</td>
</tr>
<tr>
<td>✅ (GRAD-424) 2024 - Grad Cohort - 2nd Year Status</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>50</td>
<td>Graduate</td>
<td>S</td>
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<tr>
<td>✅ (GRAD-425) 2025 - Grad Cohort - 1st Year Status</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>42</td>
<td>Graduate</td>
<td>S</td>
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<tr>
<td>✅ (GRAD-521) 2021 - Grad Cohort - 5th Year Status</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>75</td>
<td>Graduate</td>
<td>S</td>
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<tr>
<td>✅ (GRAD-620) 2020 - Grad Cohort - 6th Year Status</td>
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<td>87</td>
<td>Graduate</td>
<td>S</td>
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<td>✅ (GRAD-719) 2019 - Grad Cohort - 7th Year Status</td>
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<td>82</td>
<td>Graduate</td>
<td>S</td>
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<tr>
<td>✅ (GRAD-818) 2018 - Grad Cohort - 8th Year Status</td>
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<td></td>
<td></td>
<td>72</td>
<td>Graduate</td>
<td>S</td>
</tr>
</tbody>
</table>

- **All entities**
- **DPRs only**

Verify all cohort assignments
Cohort Reports Recommendations

• Verify students listed in each cohort
• Determine if any students are missing from each cohort
• Confirm students should be included in district’s denominator
• Use to verify accountability
(GRAD-002) Newly Assigned to Grad Cohort

- Use to verify first year students
- Focus on ADD COHORT BY GRAD EVENT CODE column
  - GRDIN: Placed in cohort based on reported state equivalent grade level
  - FYB9G: Placed in cohort based on reported fiscal year began 9th grade
- Make corrections before close of FY22 End of Year Student (S) Collections
(GRAD-999) Grad Issues

• Level 2 report available in the Graduation (G) Collection
• Helps identify possible data quality issues
• Not meant to imply data contains errors

<table>
<thead>
<tr>
<th>SEV</th>
<th>SSID</th>
<th>REC TYPE DESCR</th>
<th>RESULT CODE</th>
<th>RESULT CODE DESCR</th>
<th>COHORT YEAR</th>
<th>RELATED OPTION FROM REPORT</th>
<th>ACNTBL LE/</th>
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</thead>
<tbody>
<tr>
<td>C</td>
<td>C</td>
<td>Grad Issues Report</td>
<td>GR2001</td>
<td>Withdrawal of 99 Reported</td>
<td>2021</td>
<td>06/03/2021</td>
<td>123456</td>
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<tr>
<td>C</td>
<td>C</td>
<td>Grad Issues Report</td>
<td>GR2001</td>
<td>Withdrawal of 99 Reported</td>
<td>2021</td>
<td>06/03/2021</td>
<td>123456</td>
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<tr>
<td>I</td>
<td>I</td>
<td>Grad Issues Report</td>
<td>GR4001</td>
<td>Diploma Reported but No W</td>
<td>2020</td>
<td>08/14/2021</td>
<td>123456</td>
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<tr>
<td>I</td>
<td>I</td>
<td>Grad Issues Report</td>
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<td>Diploma Reported but No W</td>
<td>2021</td>
<td>08/14/2021</td>
<td>123456</td>
</tr>
</tbody>
</table>
Level 2 CTE Grad Cohort Reports

• All entities with CTE concentrators
• JVSs have access

<table>
<thead>
<tr>
<th>Graduation Collection (FY21) (2021G0000)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(CTGR-421) 2021 - CTE Grad Cohort - 4th Year Status</td>
</tr>
<tr>
<td>0 0 0 81 81 Career Tech G</td>
</tr>
<tr>
<td>(CTGR-422) 2022 - CTE Grad Cohort - 3rd Year Status</td>
</tr>
<tr>
<td>0 0 0 6 6 Career Tech G</td>
</tr>
<tr>
<td>(CTGR-423) 2023 - CTE Grad Cohort - 2nd Year Status</td>
</tr>
<tr>
<td>0 0 0 3 3 Career Tech G</td>
</tr>
<tr>
<td>(CTGR-520) 2020 - CTE Grad Cohort - 5th Year Status</td>
</tr>
<tr>
<td>0 0 0 511 511 Career Tech G</td>
</tr>
</tbody>
</table>

Export report information to a .csv file
Other Career-Tech Level 2 Reports

• (CTAC-001) CTE Accountability Program of Concentration Tech Assessment Results Report
• (ICAC-001) Industry Credential Administrative Conflict Report
• Review for issues with students reported in the Graduation (G) Collection
(GNIS-xxx) Gen Issues

• Level 2 reports available in the Graduation (G) Collection in the Data Collector
• Helps identify possible data quality issues
• Not meant to imply data contains errors
• Contains information on who to contact if there are any questions and what to check
Gen Issues Reports

- IS0020, IS0021, and IS0022: 4-yr graduation rate variations
- IS0261 and IS0264: 6-yr graduation rate variations
- IS0265 and IS0268: 7-yr graduation rate variations
- IS0275 and IS0279: large change in 4-yr and 5-yr graduation rate between current and previous years
- IS0276, IS0277, and IS0278: 5-yr graduation rate variations
- IS0346 and IS0349: 8-yr graduation rate variations
ODDEX
Grad Cohort Tab

- Includes data reported by other districts
- Can be useful in determining why a student is included or not included in cohort and grad rate
Special Education Tab

Student Special Education Graduation Requirement (FE)
Record data now available
Access to Records: Single Student/Grad Cohort and Special Education Tabs

• View or export access only
  – Coordinator-EMIS
  – Director-EMIS
  – Superintendent
  – Supervisor-EMIS
  – Data View-ODDEX Records GRAD
  – Data View-ODDEX History GE
  – Site Manager (ITC only)
  – SDC-Student Level Access (ITC only)

• OEDS Roles for ODDEX Access index: ODDEX Help
Questions?
Resources
Training Evaluation

Your evaluations of our trainings are now being collected via an online form. This will give us access to better, more immediate feedback and statistics about these trainings, which will allow us to be even more responsive to your input. This will also be easier for you as you will no longer have to email anything to us.

After completing the evaluation and clicking submit, you will see a message thanking you for your feedback and acknowledging your attendance at a training. If this is information you need, be sure to capture or print the page and retain it for your records. Once the evaluation period for the session ends (2 weeks after the final session), you will no longer be able to submit a response or receive an attendance acknowledgement. Note that this is the only way to receive this acknowledgement. We will no longer be emailing this information to participants.

https://education.ohio.gov/Topics/Data/EMIS/Resources-for-EMIS-Professionals/EMIS-Focused-Training
EMIS Focused Training Webpage

- A copy of the handout will be posted
- A recorded version of this presentation will be posted
- The Q and A, questions asked during the sessions, will be posted
- Future training opportunities will be announced

https://education.ohio.gov/Topics/Data/EMIS/Resources-for-EMIS-Professionals/EMIS-Focused-Training
EMIS Manual

- 2.4 Student Standing (FS) Record
- 2.5 Student Attributes – Effective Date (FD) Record
- 2.6 Student Attributes – No Date (FN) Record
- 2.8 Student Assessment (FA) Record
- 2.9 Student Program (GQ) Record
- 2.14 Student Special Education Graduation Requirement (FE) Record
- 2.15 Student Graduation - Core Summary (GC) Record
- 2.17 Student Withdrawal Override (FC) Record
- 4.2 Course Master (CN) Record
- 4.4 Student Course (GN) Record
Report Explanations

- CTE Grad Cohort Reports
- CTE Technical Assessment Summary Reports
- Grad Cohort Reports
- (GRAD-999) Grad Issues
- (GRAD-002) Newly Assigned to Grad Cohort
- (ICAC-001) Industry Credential Administrative Conflict
(GNIS-xxx) General Issues

• Level 2 reports generated by business offices on student, staff/course, assessment, and financial data

• Announced via Release Notes

• For assistance, contact data manager on report and in report explanation

• Do **not** include student identifiable information in communications
Other

• Graduation Rate Technical Documentation
  – https://education.ohio.gov/Topics/Data/Report-Card-Resources/Graduation-Rate-Component

• Graduation Requirements
  – https://education.ohio.gov/Topics/Ohio-s-Graduation-Requirements

• ODDEX Help
Office of Data Quality

• EMIS Data Appeals
  – http://education.ohio.gov/Topics/Data/EMIS/Reporting-Responsibilities/Data-Appeals

• EMIS Data Review & Verification
  – http://education.ohio.gov/Topics/Data/EMIS/Reporting-Responsibilities/EMIS-Data-Review-Verification

• Contact information
  – dataquality@education.ohio.gov
  – (614) 466-7144