

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 the Ohio Department of Education and Workforce.





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**Department of
Education &
Workforce**

EMIS GENERAL TRAINING

September/October 2024

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Topics

- Graduation, 5
- Federal Child Count (FCC), 13
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THE USUAL REMINDERS

- Manual guidance prevails if there is a conflict between this presentation and the Manual
- Some questions may be deferred to the most appropriate resource
 - Policy questions will be deferred to the business offices
- Hierarchy of support
 - EMIS Manual
 - EMIS Coordinator
 - ITC
 - Helpdesk

GRADUATION

GRADUATION (G) COLLECTION CLOSING SOON

- Deadline to report FY24 Graduation (G) Collection in EMIS is Friday, Oct. 11, 2024
 - Seven business days after last session of this round of training
 - Emails sent Sept. 5 to districts that have not yet submitted
- Review of all relevant reports should be ongoing
- Review SDC reports
 - <https://education.ohio.gov/Topics/Data/EMIS/EMIS-Resources/Secure-Data-Center>
- Appeal opportunity after reporting is closed
 - Once appeal is closed, data is final

(GRAD-424) GRAD COHORT REPORT

- Course Req flag = N, but all Student Graduation - Core Summary (GC) Records reported?
 - Verify that all reported credit amounts are correct
- Met competency through IEP exemption = N, but Student Special Education Graduation Requirement (FE) Record reported?
 - Verify that the student's **latest** IEP date is on the FE Record
- Denominator = Y, but student was withdrawn and will be an FY24 5-year grad?
 - Cohort reassignment will take place when SOES End of Year Student (S) and Midyear Student (S) Collections open

PROGRESS TOWARD GRADUATION (PTG) EXPORTS

- Use to help with verifying all FY24 grads met requirements
 - Select 2024 in School Year dropdown
 - Filter on 2024 Grad Cohort

Department of Education & Workforce Ohio District Data Exchange (ODDEX) PTG - Student Selection

Home SOES SCR SCM Records CCP Tuition Grad CNDC SSID

2024

Progress Reports Individual Students

Selection of students for monitoring Progress Towards Graduation

Find/Filter

SSID

Resident District IRN

Grad Cohort 2024

Admitted Since mm/dd/yyyy

Building IRN

Grade Level

Admitted From IRN

Received From IRN

File Output Format CSV

Competency Export

Course Credits Export

Readiness Export

Help

(GRAD-999) GRAD ISSUES REPORT

- Level 2 report available in the Graduation (G) Collection
- Verify reporting accuracy

Result Code	Result Code Description	Related Option From Report
GR1001	Enrolled after diploma year	Diploma Date
GR2001	Withdrawal of 99 but no diploma reported	Effective End Date
GR2002	No GC records reported for the student	GC Record
GR3002	Student Does Not Appear to Meet All Graduation Requirements	Pathway flags on cohort reports
GR3003	Withdrawal date after diploma date	Effective End Date
GR4001	Diploma Reported but no 99 Withdrawal reported	Diploma Date
GR4002	Diploma not issued by Accountable District	Entity reporting diploma

(GNIS-XXX) GENERAL ISSUES

- Began going out week of Sept. 9
- Remember, these checks identify **possible** data quality issues
 - Not necessarily errors
- For assistance, contact data manager on report and in report explanation
- Do **not** include student identifiable information in communications

FY24 GRADUATION APPEAL

- Opens Oct. 14, 2024
- Closes Oct. 25, 2024
- Opportunity to correct reporting errors during Graduation (G) Collection
- Corrected data for approved appeal must be submitted by Nov. 8

FY24 GRADUATE COHORT APPEAL

- Opens Oct. 14, 2024
- Closes Oct. 25, 2024
- Opportunity to correct reporting related to cohort assignment only
 - State Equivalent Grade Level (FD090)
 - Fiscal Year that Student Began Ninth Grade (FN110)
- Corrected data for approved appeal must be submitted by Nov. 8

FEDERAL CHILD COUNT (FCC)

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- Number of special education students meeting initial selection criteria
- Uses current Beginning of Year Student (S) and prior End of Year Student (S) Collections
- Verify all IEPs in place as of Oct. 31 are included in Beginning of Year Student (S) and SOES Beginning of Year Student (S) Collection reporting
 - Close date is Dec. 20

FCC INCLUSION CRITERIA

- Enrolled on Oct. 31
 - Effective Start Date (FS060) and End Date (FS090)
- Disability Condition (FD130) in effect as of Oct. 31
 - Effective Start Date (FD060) and End Date (FD070)
- Between the ages of 3 and 21 as of Oct. 31
 - Date of Birth (GI070)
- IEP in effect on Oct. 31
 - Outcome Beginning Date (GE140) and End Date (GE150)
 - FY24 End of Year and FY25 Beginning of Year Student (S) Collections

FCC LEAST RESTRICTIVE ENVIRONMENT (LRE)

- Outcome ID (GE120) must agree with age and grade level on the current IEP as of Oct. 31
 - Preschool IE51-IE72: ages 3-5 in PS; age 4 in KG
 - School-age IE13-IE39: ages 5 and over in KG or higher
- Report Updated October 31 IEP Outcome (FN270) if Outcome ID is not age/grade appropriate
- Example: 5-year-old KG student with a preschool Outcome ID on the current IEP
 - Report school-age outcome in FN270

FCC LEVEL 2 REPORTS

- (FCCD-001) Federal Child Count Detail
 - Indicates students who meet or do not meet initial inclusion criteria
- (FCCS-001) Federal Child Count Statement of Assurances
 - Lists number of students by disability condition
- Currently being generated
- Sign up for EMIS Alliance training at an ITC near you!

FCC GEN ISSUES REPORTS

- IS0450: Variance of +/- 20% in the number of students with disabilities across reporting years
 - Verify Disability Condition (FD130) reporting is accurate
- IS0483: Unusual Age/Grade Level Combination
 - Verify Date of Birth (GI070) and State Equivalent Grade Level (FD090) reporting is accurate
- If reporting is accurate, no action needed

STUDENT REPORTING

KINDERGARTEN SURVEY

- New DN attributes added to Student Group with EMIS Change 24-62
- Definitions updated with EMIS Change 25-52
 - STUKGLFREE Count of all-day kindergarten students who are **charged** tuition and are eligible for free lunch
 - STUKGLRCED Count of all-day kindergarten students who are **charged** tuition and are eligible for reduced price
- Traditional districts, community schools, and STEM districts only required to report if applicable
 - Only reportable in Beginning of Year Student (S) and SOES Beginning of Year Student (S) Collections

ELA CURRICULUM AND READING INTERVENTION

- New DN attributes added to District Group with EMIS Change 24-73
 - Core curriculum and instructional materials used for ELA in grades PS to 05
 - Reading intervention programs used in grades PS to 12
- List of attributes updated to match Department-approved products with EMIS Change 25-76
 - Use R_OTHERAPP for FY25 approved materials not included in EMIS Manual Section 5.3
- Required for traditional districts, community schools, STEMs, JVSs, and ESCs in all Student (S) collections

ATTENDANCE REMINDERS

- School Year Attendance Hours (FS320)
- School Year Excused Absence Hours (FS330)
- School Year Unexcused Absence Hours (FS340)
- Resident/sending district reports for
 - School-age students educated by ESC staff
 - Board of DD, Sent Reason = MR
 - Non-public, Sent Reason = NP
 - Proprietary Institution, Sent Reason = PI
 - College Credit Plus, Sent Reason = PS
- See “Combined Attendance” in EMIS Manual Section 2.4

STUDENT REPORTED IN ERROR (FX) RECORD (25-129)

- Use when student mistakenly included in EMIS reporting
 - Was not enrolled in prior year and has not attended in current year or
 - Reported withdrawn in prior year but accidentally included in current year
- Does not require full set of enrollment records
- Once reported, must report remainder of fiscal year unless student enrolls
 - Enrollment records would then be used
 - At this point, can be left in data or removed

DO NOT USE FX RECORD

- Withdrew before last day of prior year, withdrawal not reported
 - Use Student Withdrawal Override (FC) Record
- Withdrew on or after last day of previous year
 - Use Student Summer Withdrawal (FL) Record or
 - Student Standing (FS), Student Attributes – Effective Date (FD), and Student Demographic (GI) Records
- Previously enrolled in current year
- Any withdrawal reason other than 81 applies

STUDENT ACCELERATION (FB) RECORD CLARIFICATION

- Record also reported to indicate a student's acceleration has ended (25-128)
- Report the Accelerate Status Flag (FB100) option N = student is no longer accelerated
 - Only reported the first year the student is no longer accelerated

REFERRAL FOR EVALUATION DATE

- Date Type (GE100) option RFRL description corrected (25-78)
- This option pertains to an *initial* evaluation
- Removes language about reevaluations

WITHDRAWAL REPORTING

WITHDRAWAL REPORTING – UPDATES

- Clarification for Withdrawal Reason (FS100) option 38 – Promoted beyond max grade/entity closing (25-11)
 - Only reported when unable to determine where or how student will continue education
 - Otherwise, other options should be used
- Withdrawal Reason (FL060) options not reportable via Student Summer Withdrawal (FL) Record (25-37)
 - ** – Not applicable, default
 - 37 – Withdrew from kindergarten
 - 76 – Non-attendance according to the 72-hour rule
 - 81 – Student reported in error

WITHDRAWAL REASON OPTION 81 – STUDENT REPORTED IN ERROR

- Use when withdrawal was previously reported but student gets included in current year data
- Use when student newly enrolls but then never shows
- Do NOT use when withdrawal has not been reported
- Not valid option on Student Summer Withdrawal (FL) Record

WITHDRAWALS AND ODDEX

Records	Withdrawal Date	Use When	In ODDEX?
Student Summer Withdrawal (FL)	<ul style="list-style-type: none"> • On or after last day of school in prior year • Prior to start of current year 	<ul style="list-style-type: none"> • Student is included in current year reporting • Student is not included in current year reporting 	Yes, in prior year
Student Withdrawal Override (FC)	<ul style="list-style-type: none"> • Any prior year, or • Before last day of school in prior year 	<ul style="list-style-type: none"> • SSID on Missing Student Report • SSID withdrawal not reported in prior year • Withdrawal reported with incorrect date or reason • New information received that updates withdrawal and graduation rate accountability 	No

WITHDRAWAL REPORTING AND GRADUATION RATE

- Department removes students reported with Withdrawal Reason options:
 - 40 = Transferred to another school district outside of Ohio
 - 41 = transferred to another Ohio school district
 - 42 = transferred to a Private School
 - 43 = transferred to Home education
 - 45 = transferred by Court order/adjudication
 - 46 = transferred out of the united states
 - 52 = Death
- Department reinstates transfer students reported as withdrawn to another Ohio district but who are never reported as admitted by the receiving public district
 - These students remain in graduation rate of last educating district

<https://education.ohio.gov/Topics/Data/Report-Card-Resources>

OTHER

CORE AREA CODE (GC060) AND SUBJECT AREA FOR CREDIT (CN210)

- Ohio law now allows driver's education to count as ½ an elective credit toward state graduation requirements (25-32)
- New codes added to indicate when English, math, science, and social studies credits are counting toward electives for state graduation requirements (25-61)

PRESCHOOL REPORTING

- Preschool now at Department of Children and Youth (DCY)
- The Early Childhood Education (ECE) Grant is moving to DCY
 - They will implement new on-line process that districts will need to follow to ensure ECE funding
- **No** change in EMIS reporting requirements!

SHORT CALENDARS

- Calendar checks for those reported with less than the minimum hour requirements
- **All** calendars should represent full time students
 - Includes half-day Kindergarten and Preschool calendars
 - Percent of time adjustments for students who do not attend full days

IN CASE YOU MISSED IT

TEACHER LICENSURE COURSE STATUS SEARCH TOOL

- Available from the Department’s “Teaching” webpage
 - <https://education.ohio.gov/Topics/Teaching/Teacher-Licensure-Course-Status-Tool>
- Replaces Certification and licensure Search on EMIS webpage
- Questions about the use or functioning of this new tool should be sent to datamanagement@education.ohio.gov
 - Subject line of “TLCS Search Tool”

FY24 LOCAL REPORT CARD

- Completed and published on Friday, September 13, 2024
- All data is final!

DOCUMENTATION UPDATES

- FY25 EMIS Manual Sections posted
 - Including Combined Manual
- EMIS Validation and Report Explanations updated
 - Assessment Missing Reports
 - Derive Reading Diagnostic Result Report
 - FTE
 - General Issues
 - Grad Cohort Reports

QUESTIONS?

EDUCATION.OHIO.GOV



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RESOURCES

Training Evaluation

Available through Oct. 16

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.*

<http://education.ohio.gov/Topics/Data/EMIS/Resources-for-EMIS-Professionals/Training-Evaluation>

EMIS TRAINING WEBPAGE

- A recorded version of this presentation will be posted
- The Q and A will be posted
- The next EMIS General Training is Nov. 2024
 - See the webpage for dates and times
 - Prior registration is not required
 - A link to join the training—along with the presentation handout—will be available on the EMIS Training webpage

<http://education.ohio.gov/Topics/Data/EMIS/Resources-for-EMIS-Professionals/EMIS-Training>

EMIS MANUAL, 1

- 2.2 Student Demographic (GI) Record
- 2.4 Student Standing (FS) Record
- 2.5 Student Attributes – Effective Date (FD) Record
- 2.7 Student Acceleration (FB) Record
- 2.13 Student Special Education (GE) 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

EMIS MANUAL, 2

- 2.18 Student Summer Withdrawal (FL) Record
- 2.24 Student Reported in Error (FX) Record
- 4.2 Course Master (CN) Record
- 5.3 Organization – General Information (DN) Record

REPORT EXPLANATIONS

- Federal Child Count
- Grad Cohort Reports
- Grad Issues (Grad-999)

GENERAL ISSUES (GNIS-XXX)

- Level 2 reports generated by business offices on student, staff/course, assessment, and financial data
- Identify possible data quality issues
 - Not necessarily errors
- Announced via Release Notes
 - <http://education.ohio.gov/Topics/Data/EMIS/Technical-Documentation/EMIS-Release-Notes>
- For assistance, contact data manager on report and in report explanation
- Do **not** include student identifiable information in communications

OTHER

- EMIS Changes
 - <http://education.ohio.gov/Topics/Data/EMIS/EMIS-Documentation/EMIS-Changes-1>
- ODDEX Help
 - <https://mcoecn.atlassian.net/wiki/spaces/oddex/overview>
- Understanding Student Placement for Ohio's Differentiated Accountability Systems
 - <https://education.ohio.gov/Topics/Data/Report-Card-Resources>

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

SECURE DATA CENTER (SDC)

- Secure Data Center – Status of Reports
 - <https://education.ohio.gov/Topics/Data/EMIS/EMIS-Documentation/Secure-Data-Center-Status-of-Reports>
- Report Portal: Secure Data Center (SDC) training video
 - <https://education.ohio.gov/Topics/Data/EMIS/EMIS-Resources/New-EMIS-Coordinator-Training>
- Contact
 - Letitia.Linville@education.ohio.gov



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