

ODE ITC EMIS Training Q & A
August 2021

Below are some of the questions that were asked during the ODE ITC EMIS Training sessions held between August 9 and 19, 2021. The questions are in order by topic and include the answer and, in many cases, a link to EMIS documentation where the information can be found. Questions received via Teams Chat and the phone have been included. These Q&A documents, as well as training schedules and presentations, are available on our [EMIS Training webpage](#).

Finalizing FY21 – Assessment

- Q1** *I received the Spring 2020 and Spring 2021 Alternate Assessment results from my testing coordinator at the end of July. Should I be expecting more results?*
- A1** No other results are expected. Results were expected in mid-August, but they were made available before then.
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- Q2** *If my district is not receiving the ICAC-001 report, is it safe to assume there is no conflict with another district?*
- A2** Correct, if you are not receiving the report, there is no issue. See the [\(ICAC-001\) Industry Credential Administrative Conflict report explanation](#).
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Finalizing FY21 – Staff and Course

- Q3** *I'm at a JVS, and we have in the past reported P for pass or F for fail for our satellite classes housed at the satellite buildings. Should I now report a letter grade instead of pass/fail?*
- A3** Student Course Grade (FR) Record grade options include P for pass and F for fail. See [EMIS Manual Section 4.8](#).
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- Q4** *We have never put the grades in our home district system for our grade 1-8 students educated by ESC staff. The ESC does the report cards. Are you saying we now have to have their grades in our system to report?*
- A4** Grades are required to be reported for all courses that can earn a student high school graduation credit. Grade reporting for all other courses is optional. If the district wants to include these grades in their reporting, they'll need to obtain them from the ESC.
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- Q5** *As an ESC, are course grades required to be reported for preschool?*
- A5** Grade reporting for courses for which students do not earn high school graduation credit is optional.
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- Q6** *How do percentage grades get transferred to letter grades?*
- A6** Districts convert percentage or numeric grades into the most appropriate grade option. The Department does not provide a crosswalk for this; it is a district-level decision. See [EMIS Manual Section 4.8](#).
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- Q7** *Do all the grades have to be manually changed to a letter grade?*
- A7** Districts report letter grades; no numeric grades are reported. Some student software systems make this conversion, while others do not.
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Finalizing FY21 – Graduation

Q8 *Could the Level 2 CTE Grad Cohort reports for JVSs continue to be updated after the Graduation Collection closes?*

A8 These reports will also be generated in the student collections. See the [CTE Grad Cohort Reports report explanation](#).

Q9 *Can districts update the Program of Concentration during the Graduation Collection?*

A9 CTE Program of Concentration is only reported in the student collections. See [EMIS Manual Section 2.6](#). Districts can make Program of Concentration corrections during the CTE March Concentrators Appeals for graduates included in the CTE March Follow-up file. See the [EMIS Data Appeals webpage](#).

Q10 *Are the Grad Cohort Received Files distributed to JVSs?*

A10 No, the Grad Cohort Received Files are only issued to entities that award diplomas.

Q11 *Can you confirm that students who meet graduation requirements **after** the first day of a district's earliest calendar start date will count as FY22 graduates?*

A11 Change 21-95 changed the date used to determine a student's graduation year. Before FY21, diploma dates did need to be before the first day of a district's earliest calendar start date. Beginning in FY21, to count as FY21 graduates, diploma dates must be no later than one day before the date when at least 50% of the schools become "open."

Q12 *What does the September 30 graduation flexibility allow districts to do?*

A12 The September 30 date allows students extra time to meet the more flexible graduation requirements in HB 409. However, that flexibility does not change when students are included in the district's graduation rate. See the [Reset and Restart Graduation Pathways: New for 2020-2021 School Year webpage](#).

Q13 *Should a graduation seal program code only be reported if it is needed for the student to meet graduation requirements?*

A13 Any earned graduation seals should be reported with the corresponding program code, regardless of graduation requirements.

FY22 Retention – Grade 3 Only

Q14 *Should a student who did not pass the state assessment and was not exempt but was promoted per the flexibility provided in HB 409 be reported with Retained Status option of *?*

A14 Yes, option * should be reported for such a student. See the [COVID-19-Related EMIS Reporting Guidance manual section](#).

Q15 *Can we report retained students in grade levels other than grade 3?*

A15 Whereas EMIS only requires retention reporting for grade 3, nothing prevents districts from submitting Retained Status data for other grade levels. EMIS will only use data for grade 3.

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Q16 *Should Retained Status option 5 be used to report a grade 3 student retained at the parent's request?*

A16 In this situation, Retained Status option 1 is most appropriate. Retained Status option 5 is specific to students who met a threshold score on one of the Third Grade Reading Guarantee Alternative Assessments and were retained for reasons other than TGRG. See [EMIS Manual Section 2.6](#).

Q17 *How does the Department know a student has been retained for other grade levels if a Retained Status is not reported?*

A17 The Department knows the student's grade level each year and can therefore see when a student repeats a grade.

Q18 *In the Report Portal, I have students showing as "Inconsistent Retention/Assessment Data Reported". What does that mean? Do I need to correct anything?*

A18 The "Inconsistent Retention/Assessment Data Reported" happens when a student's reported assessment result shows the student is below the promotion threshold, but the student is not being reported as retained. Verify the Retained Status being reported. If the student met an appropriate threshold score on one of the TGRG Alternative Assessments, report the corresponding Retained Status option (J-N). If the student qualifies for one of the exemptions, report the corresponding Retained Status option (D-G).

Q19 *Is the FN Record the only place to report that a student achieved a passing result on a TGRG Alternative Assessment?*

A19 Yes, the Retained Status Element (FN070) is the only way a student can be reported as promoted due to passing a TGRG Alternative Assessment. Alternative Assessment scores are not reported to EMIS. See [EMIS Manual Section 2.6](#).

Q20 *I have not submitted the FY22 student or SCR collections. Do I need to submit those before I submit the FY22 Retention – Grade 3 Only Collection?*

A20 No. The FY22 Retention – Grade 3 Only Collection is to report the Retained Status for all FY21 grade 3 students. It is independent of the student collections.

Q21 *If we enroll a student this school year from another district and the parent has requested that we retain the student, how do we report this retention?*

A21 Because the student was not reported by your district in FY21, your district will not report that student in the FY22 Retention – Grade 3 Only Collection.

Q22 *We had a grade 6 student retained at the end of the FY21 school year who successfully completed summer school and only needs to retake grade 6 Math. Is that student considered retained?*

A22 Outside of the law surrounding grade 3 and the Third Grade Reading Guarantee, retention is a district decision.

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Q23 *How do we report grade 3 students who withdrew at the end of the school year? I see option H, but these students do not get downloaded from our software because they are not enrolled in the current year.*

A23 Grade 3 students who completed the school year must be reported in the FY22 Retention – Grade 3 Only Collection, including those withdrawn on or after the last day of school. Districts with this issue should contact their ITC for assistance with reporting such students. The Flat File Editor is also an option to report such students.

Q24 *If a student did not pass the state assessment but passed the Terra Nova Alternative Assessment, what Retained Status option should be reported? Then how should the student be reported in FY22 Student Collections?*

A24 This student would be reported with the Retained Status option L due to adequate performance on the Terra Nova Alternative Assessment. The correct State Equivalent Grade Level (FD090) would be reported in the FY22 Student (S) Collections. See [EMIS Manual Sections 2.5 and 2.6](#).

FY22 Kickoff – Initial Calendar

Q25 *Did HB 110 change the minimum hours required for instruction for grades K-12 to 910 hours?*

A25 No. The 910 hours is the requirement for an online learning school. For help with such questions, see the [Online & Blended Learning Considerations for 2021-22 School Year webpage](#). An email address is included there for additional questions.

FY22 Kickoff – Beginning of Year Student

Q26 *Our district started classes on August 11. The FY22 Beginning of Year Student Collection does not open until September 9. With that late of an opening date, how can I meet the 30-day reporting requirement?*

A26 The 30-day reporting requirement pertains to submitting data in the Student Cross Reference (SCR) Collection. This collection opened July 1, 2021.

Q27 *I was under the impression the SCR Collection had to be submitted with regular student collections. Can I submit the SCR Collection if the regular student collection has not opened yet?*

A27 Once the SCR Collection is open, data should be submitted within 30 days of your district's first day of school. We advise that both collections be submitted in conjunction with each other once they are both open to ensure the data is the same. However, it does not mean that a district should wait to begin SCR Collection submissions.

Q28 *My district created a new IRN for our new virtual academy. Are there any different reporting requirements for online schools where attendance is reported based on the number of hours of instruction rather than a typical structured day?*

A28 For help with such questions, see the [Online & Blended Learning Considerations for 2021-22 School Year webpage](#). An email address is included there for additional questions.

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- Q29** *Are districts still able to offer online classes along with in-person classes without creating an online school?*
- A29** For assistance with such questions, see the [Online & Blended Learning Considerations for 2021-22 School Year webpage](#). The FAQ section on that page is being continuously updated. If your question is not addressed on this webpage, contact onlineLearning@education.ohio.gov.
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FY22 Kickoff – Initial Staff and Course

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- Q30** *If a separated staff member's last day of work was June 15, but their retirement was effective August 1, should Position Status U be reported in FY22? The separation was not reported in FY21.*
- A30** Yes, the separation should be reported in FY22 with Position Status option U and separation date June 15.
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- Q31** *Staff data for the Local Report Card is pulled from the initial collection, correct? Are there any changes planned for this in FY22?*
- A31** Local Report Card measures relating to proper certification are from the Initial Staff and Course Collection. All other staff-related measures are from the Final Staff and Course Collection.
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- Q32** *If a staff member works through May 27 and then resigns over the summer—on, say, June 30 or even July 30—would we still give them a Position Separation Date of May 27?*
- A32** Correct. The separation date reported is the date the staff member last worked.
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ODDEX

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- Q33** *When is the Student Claiming Module going to open?*
- A33** The Student Claiming Module was added to ODDEX on August 26.
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- Q34** *In previous calls, it was mentioned districts using online enrollment may have some additional guidance on using the claiming module. Is that still the case?*
- A34** This is being considered as an enhancement for a currently unscheduled future version.
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- Q35** *Has the 30-day Student Cross Reference reporting rule been activated?*
- A35** No FTE adjustments have been implemented at this time. However, the 30-day rule is in law, and districts are required to report accordingly.
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- Q36** *Does the "Not Reported/Mismatched" message in the SCR module in ODDEX include open-enrolled students that one of the districts isn't reporting?*
- A36** Yes, these students are included in the "Not Reported/Mismatched" query option.
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