

**ODE ITC EMIS Training Q & A
June 2020**

Below are some of the questions that were asked during the ODE ITC EMIS Training sessions held between June 22 and 26, 2020. 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 Skype IM and the phone have been included. These Q&A documents, as well as training schedules and presentations, are available on our [EMIS Training webpage](#).

Remaining FY20 Reporting

Q1 *Has there been a change to the initial directive regarding attendance reporting for community schools?*

A1 No, there has been no change to this guidance. See [Instructional Hours and Student Attendance](#) on the Department's COVID-19 webpage.

Q2 *In shared student situations where the educating entity is a traditional district that is part of a CTE Compact and not a JVS and the resident district is issuing the diploma, which withdrawal reason does the educating district report – 99 or 41?*

A2 The district awarding the diploma reports Withdrawal Reason 99 and the other district reports Withdrawal Reason 41 pointing back to the district issuing the diploma. That being said, educating CTE districts that may have already reported Withdrawal Reason 99 don't need to go back and change their reporting as it won't affect anything.

Q3 *Regarding the HB 197 extension to the timeframe for administering the Reading Diagnostic to transfer students from 30 days to 70 days, are those school days or calendar days?*

A3 Timeframes are always in calendar days unless otherwise stated specifically.

Q4 *Conflicting information has been provided as to whether the Accelerated Assessment Flag should be reported as Y or N since testing did not take place. If our software defaulted all records to Y, do we need to change them to N?*

A4 Because districts did not administer tests this year, ODE will not use this flag for any internal purposes. Therefore, there is no need to change the Accelerated Assessment Flag element on the Student Acceleration (FB) Record to N if Y has already been reported.

Q5 *Should the Grade Level Next Year element be reported as Grade 4 for Grade 3 students who would have been retained under TGRG but are being promoted due to HB 197 flexibility?*

A5 If the district knows the student will be promoted to Grade 4 as of the last day of the 2019-2020 school year, then yes, the Grade Level Next Year element should reflect Grade 4 in the End of Year Student (S) Collection.

Q6 *Are program codes required for sports and other organizations? Some schools do not enter those codes at all.*

A6 Districts are to report what is, and program code reporting is required per the EMIS Manual. Program codes for sports are included in that requirement.

Q7 *Are graduation pathway and diploma seal program codes only reported by districts and not the JVS?*

A7 Graduation pathway and diploma seal program codes are reportable in both the student and graduation collections. JVSs can report them in the student collection and districts can report them in either collection. Ultimately, it doesn't matter which entity reports or in which collection, as long as they are reported.

ODE ITC EMIS Training Q & A
June 2020

-
- Q8** *Due to HB 164, will districts need to report an End of Course assessment record to reflect graduation points based on final course grades?*
- A8** We do not yet know the reporting details for this. The changes associated with HB 164 to allow for the use of course grades in the place of EOC test scores is an FY21 change. The change number for this is 21-56. Watch the [EMIS Changes webpage](#) for updates as more information is available.
-
- Q9** *Errors are occurring when no dates are reported in the DN Assessment Group attributes. Are these new attributes required to be reported?*
- A9** Assessment Group (DN) Attribute reporting is optional this year. If the attributes are reported, a date that is within the assessment administration window must be included.
-
- Q10** *Are ESCs responsible for providing Eye Exam information to the resident districts?*
- A10** ESCs do not report Eye Exam data. The resident district is responsible for writing the IEP and so is required to report this data for preschoolers at the ESC. Entities are to work together to ensure all reporting requirements are met.
-
- Q11** *Should the job record for a staff member who was laid off for the summer due to COVID-19 be terminated and a new record added when they return?*
- A11** A staff member should be reported as separated whenever employment is ended, even if the district anticipates hiring them back at some point.
-
- Q12** *Should an incorrectly reported Position Status in the Initial Staff and Course (L) Collection be corrected in the Final Staff and Course (L) Collection?*
- A12** Yes. Districts should correct any misreported data in the subsequent collection.
-
- Q13** *Can Gen Issues reports related to large changes in the Performance Index be ignored?*
- A13** Yes. The Gen Issues in question are IS0283 and IS0284. They were generated once and then discontinued. These are old reports and are no longer being generated.
-

FY20 Graduation

-
- Q14** *What does the extension to September 30 in HB 197 mean and who is it intended for?*
- A14** HB 197 flexibility gives students who were on track to graduate as of the ordered school-building closure more time to complete their graduation requirements. See [Graduation Requirements](#) on the COVID-19 webpage.
-
- Q15** *Would a student who completes work at summer school and graduates before the first day of school be considered a 2020 graduate?*
- A15** Yes, as long as the reported diploma date is before the district's earliest first day of school, the summer graduate in this example would be considered a part of the 2020 graduating class.
-
- Q16** *Would a senior working toward completing graduation requirements under HB 197 up until September 30 be considered retained?*
- A16** The Retained Status element is no longer required reporting for seniors. Students who had not completed graduation requirements by the end of the FY20 school year and will be working into the new school year to complete those requirements should be reported in FY21 EMIS reporting. These students will be counted as FY21 grads.
-
- Q17** *Will new program codes be created for reporting students graduating under HB 197 flexibility?*

**ODE ITC EMIS Training Q & A
June 2020**

-
- A17** There will be no new program codes to represent HB 197 graduation flexibility.
-
- Q18** *For a student who is graduating via the HB 197 flexibility and also met an alternate graduation pathway, should the pathway code still be reported?*
- A18** Yes, the alternate pathway code should be reported if the student qualified for it even if they also met HB 197 flexibility.
-
- Q19** *ODE guidance has been that alternate graduation pathway codes should only be reported if the student completed the pathway requirements. If they did not complete the pathway due to the school closure, the program code should not be applied to the student. Has this changed?*
- A19** No, this has not changed. Pathway program codes are only to be reported if the student completed the pathway.
-
- Q20** *If a student was working toward earning a diploma seal but did not complete the work, can the program code still be reported?*
- A20** No. Diploma seal program codes should only be reported once the student has earned the seal.
-
- Q21** *Where is diploma seal information located on the ODE website?*
- A21** Information on diploma seals and other graduation requirements can be found on the [Ohio's Graduation Requirements](#) webpage.
-
- Q22** *Is the (Grad-999) Grad Issues Report running?*
- A22** This report started being generated in the FY20 Graduation (G) Collection on July 3.
-

FY21 Retention – Grade 3 Only

-
- Q23** *If districts are not required to retain Grade 3 students this year due to HB 197 flexibility, is reporting still required during the Retention Collection?*
- A23** Yes, this reporting will still be required for all Grade 3 students, even if the majority of students will be reported with an asterisk (*) as promoted for either meeting Third Grade Reading Guarantee (TGRG) on the Fall 3rd Grade administration or via HB 197 flexibility due to the cancellation of the Spring 3-8 Assessment. Additionally, under TGRG, students could be promoted due to achieving adequate performance on an alternative assessment or one of the TGRG retention exemptions. In those cases, districts must report the appropriate Retained Status option. Also note that HB 197 does not prohibit schools from retaining Grade 3 students.
-
- Q24** *Are Retained Status options A and H still valid as a result of HB 197 flexibility?*
- A24** Yes. A district may still determine that a Grade 3 student is reading below grade level and is not academically ready for Grade 4 and will therefore be retained. In this case, option A should be reported. If this same student withdraws prior to the start of the new school year, option H should be reported.
-
- Q25** *Since only Grade 3 students will be reported in the Retention Collection, are Retained Status options 1 – 4 going away?*
- A25** No. These options are still valid for Grade 3 students as they can be retained for reasons not related to TGRG.
-
- Q26** *Will the missing list still be generated in the Retention Collection?*
- A26** Yes. The missing list will be generated to let districts know which Grade 3 students are missing from the most recent data submission.
-

ODE ITC EMIS Training Q & A
June 2020

Q27 *Is it correct that students in all other grade levels besides Grade 3 will not be reported in the Retention Collection this year?*

A27 Yes. Districts can update the Retained Status element in their software for local record keeping purposes for all other grade levels, but this data will not be collected in EMIS.

FY21 EMIS Changes

Q28 *Change 21-44: Will the new collection for reporting Core Summary data for non-grads only include grades 9-11, or will lower grades also be included for courses earning high school credit?*

A28 At this time, this change applies to students in grades 9-11. Discussion is ongoing. Updates will be added to the [EMIS Changes webpage](#) as more information is available.

Other

Q29 *EMIS Manual: Will there be an option to search for all occurrences of keywords across all manual sections?*

A29 Such an update is something that's being looked at as part of the EMIS Advisory Council work. It will require platform updates and so is more of a long-term goal.

Q30 *New EMIS Coordinator Training: Will these trainings include how to read the reports to find out what the errors mean and how to fix them?*

A30 The New EMIS Coordinator Training is a high-level overview of EMIS. These trainings do not include how to read reports. There are [Report Explanations](#) to help with understanding Level 2 reports. For additional assistance, please contact your ITC.
