

**ODE ITC EMIS Training Q & A
September/October 2020**

Below are some of the questions that were asked during the ODE ITC EMIS Training sessions held between September 28 and October 2, 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](#).

Federal Child Count (FCC)

Q1 *Can Disability Condition 16-Developmental Delay be reported at all after December 1?*

A1 Yes, option 16 is still valid for preschool-age children with PS grade level throughout the school year. See [EMIS Manual Section 2.5](#).

Q2 *Will students with Disability Condition of 16-Developmental Delay no longer be funded for the Federal Child Count?*

A2 Option 16 remains a valid option for students with a grade level of PS-Preschool between the ages of 3 and 5. See [EMIS Manual Section 2.5](#).

Q3 *What will happen with kindergarten students aged 5 or preschool students aged 6 who are reported with Disability Condition 16-Developmental Delay as of December 2?*

A3 5-year-old kindergarten students and 6-year-old preschool students not identified with a school aged disability condition as of December 2 will generate a fatal error.

Q4 *Do 5-year old kindergarten students still need a preschool-specific Least Restrictive Environment (LRE) outcome?*

A4 No. A 5-year old kindergarten student must have a school-age LRE outcome.

Q5 *If special education spring events did not get reported when they occurred, can they be reported in the fall?*

A5 For continuing students, events from the prior year *cannot* be reported. If the student had a prior IEP, an NIEP can be reported until a review IEP takes place. The review IEP should also be reported with the appropriate Non-Compliance ID code.

For a newly enrolled student, special education events can be reported with the spring event dates. See [EMIS Manual Section 2.13](#).

Q6 *When will the Federal Child Count Report be available?*

A6 The relevant EMIS changes are currently scheduled for the Nov #1 release. It is expected that the report will generate after that release. Updates are also expected to the [report explanation](#).

Q7 *Is the new Gen Issues check IS0482 out yet?*

A7 Yes, this new check is now going out in the Beginning of Year Student Collections to all entities. See the [\(GNIS-xxx\) General Issues Report Explanation](#) for details.

Q8 *Do all disability conditions need to be reported by October 31?*

A8 No. As in prior years, districts have until the close of the Beginning of Year Student (S) Collections to report this data. Those collections close on December 21 this year. See the [EMIS Data Collection Calendar](#).

Statewide Longitudinal Data Systems (SLDS) Grant

- Q9** *Will an SSID have to be included in an SCR collection submission before it can be looked up in the new Student Claiming module?*
- A9** No, data submission will not be required to use the look up. That said, once a district claims a student using this tool, there is an expectation that the SSID will be submitted in EMIS.
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- Q10** *How will the new Student Claiming system be different from the view access that currently exists in ODDEX for assessment and special education information?*
- A10** The new Student Claiming module will allow access to basic information before the student is reported in EMIS.
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- Q11** *Will Student Claiming be available to community schools?*
- A11** Student Claiming will be a feature within ODDEX available for any entity to use.
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- Q12** *Can the Student Claiming module be used for students with a future enrollment date?*
- A12** The Student Claiming module will allow for a projected admission date. That said, the expectation will be for the student to be included in an SCR collection once claimed.
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- Q13** *Will “claiming” a student serve as a records request and allow the previous district to withdraw the student?*
- A13** This module is still under development and these types of details have not yet been determined.
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- Q14** *Are course grades required to be reported for students in all grade levels, or just middle and high school?*
- A14** Grade reporting is required for courses that earn high school credit and is optional for non-credit courses at any grade level.
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- Q15** *Our district grants a final grade of CR-Credit/NC-No credit for high school courses. There is no Grade element option for these. Will our district need to change our grading policy?*
- A15** Districts do not need to make any changes to their local grading policies. As is the case with many elements in EMIS reporting, districts should select the option that fits most closely. The same is true for the Student Course Grade (FR) Record elements.
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- Q16** *What if a district only issues numeric grades?*
- A16** Numeric grades need to be converted to alpha grades.
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- Q17** *Our district has 6 grading options for the year: 4 quarter grades, 1 midterm test, and 1 final test, all calculated into 1 final grade. What would we report?*
- A17** Tests/exams are not reported. Your district would report the quarter, interim (if any), and final grades.
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- Q18** *Will online and credit recovery course grades need to be reported?*
- A18** Grades for all courses offering high school credit are required to be reported.
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- Q19** *What if a district does not issue interim grades?*
- A19** Interim grades are only required if they are normally issued.
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Q20 *Will JVSs report student grades?*

A20 Yes. JVSs will be required to report at least a final grade for all courses based on reported Course Master (CN) and Student Course (GN) Records. This includes satellite courses.

Q21 *Satellite course grades are issued at the home district throughout the year and the JVS manually enters these grades into their local system at the end of the year. Will the JVS now need to have access to these grades for reporting?*

A21 Yes. Grades are to be reported by the entity that reports the Course Master and Student Course records. The information will need to be shared so that it can be reported.

Q22 *As a DOPR school using an online curriculum, we may have students not finishing courses until summer. Can these grades be reported?*

A22 The new Student Course Grade Collection runs through September 15, 2021. If the final grades are earned before the close of the collection, they can be reported.

Q23 *Will courses that students are taking/have taken be viewable in ODDEX? Will there be access to high school transcripts?*

A23 Student grades will not appear in ODDEX, nor will student schedules or transcripts. Reports are being created to reflect progress toward graduation based on the grade data being reported.

Q24 *What will the new credit area options be for reporting Technology/Computer Science credit?*

A24 Students may apply credit in:

- Computer Science to satisfy Mathematics credit
- Advanced Computer Science to satisfy Algebra 2/Math 3 credit
- Advanced Computer Science to satisfy Advanced Science credit

See [EMIS Manual Section 2.15](#).

Career Technical Education (CTE)

Q25 *Where can we find out what courses are aligned with an approved CTE program?*

A25 The [Career-Technical Education Program and Assessment Matrix](#) is the source for that information.

Q26 *If a student became a concentrator last year but is no longer in an aligned CTE course this year, not reporting the Program of Concentration (POC) will keep the student off the CTAC-103 report. But does the POC have to be removed?*

A26 Yes, the POC should be removed from reporting. It should not be reported in a year when the student is not taking an aligned course and so should be removed from reporting. See [EMIS Manual Section 2.6](#).

Q27 *Is the logic "once a concentrator, always a concentrator" no longer true?*

A27 It is still true, but the POC should no longer be reported in a year when the student is not enrolled in an aligned course. Concentrator status will be derived by the reporting of the POC in the year the student was enrolled in an aligned course.

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- Q28** *Once reporting has been corrected for all students appearing on the ICAC-001 report, how long will it take to get an updated report showing the errors cleared up?*
- A28** The ICAC-001 is a Level 2 report, and so is updated with nightly processing. Once only one district requests reimbursement for all conflicts, the report will no longer be generated. See the [\(ICAC-001\) Industry Credential Administrative Conflict Report Explanation](#).
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- Q29** *There are students on my district's CTAC-001 report with "***" for summative assessment scores indicated as critical errors. All scores have been reported. How can this be corrected?*
- A29** Referencing the information on slide 37, "CTAC-001 Helpful Hints", look up the students by SSID and filter on the correct Program of Concentration (POC) code for the student. Once the filter has been applied, focus on the information provided for that POC. If the assessment counts are incomplete or inaccurate, or the ODE-calculated summative score is inaccurate, review data reporting for the designated POC and make any needed reporting updates. See the [CTE Technical Assessment Summary Reports Report Explanation](#).
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ODDEX

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- Q30** *Where can we find a list of roles granting access to ODDEX?*
- A30** The best source for available ODDEX roles is by searching in OEDS.
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- Q31** *September 1 is the new fall term age out date in CCP. What if the college did not submit fall term course data by then?*
- A31** Fall CCP course data submitted by the college after September 1 will age out based on the last update date.
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- Q32** *How long do colleges have to report courses and agreements?*
- A32** The [Ohio Higher Ed webpage](#) provides details on when colleges need to report these courses to the Department. It is within 2 weeks of the census date for each term.
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OEDSA Q & A

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- Q33** *If a district is forced to switch to remote learning for 2 weeks due to staff/student testing positive for COVID, should Blizzard Bag exceptions be reported?*
- A33** Reporting for this situation depends on whether the district submitted a Blended Learning Declaration or a remote learning plan... and what that Declaration or plan states. If the district included provisions for these circumstances, Blizzard Bag exceptions would not be reported. If the district does not have such a plan or did not include such provisions, then reporting Blizzard Bag exceptions would be appropriate. For more information, see the [Reset and Restart](#) webpages.
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- Q34** *How should remote learning on weather cancellation days be reported?*
- A34** Again, this depends on the district's Blended Learning Declaration or remote learning plan. If the district does not have such a plan or did not include such provisions, then reporting Blizzard Bag exceptions would be appropriate. For more information, see the [Reset and Restart](#) webpages.
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Q35 *Should remote learners be placed on a different calendar?*

A35 The decision to create a separate calendar should be made using the same criteria for any unique group of students and depends on several factors, such as the first day of instruction, scheduled attendance days, and planned days off. See the [Attendance Considerations for Remote Learning Plans](#) guidance at the Reset and Restart webpage.
