Appendix F
Other Resources
August 15, 2006

Reference Table
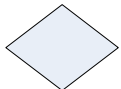
Purpose

The purpose of appendix F is to provide EMIS reporting entities with reporting instructions in a different format other than the text found in the EMIS Guide. Decision Tree's (flow charts) and tables/charts (such as valid assessment combinations) of what is required to be reported in different situations is found in this appendix. Although most of the situations are in reference to reporting assessment information, reporting other situations may also be included.

Generally, each Decision Tree is presented in the format of a flow chart. Each symbol used in the flow chart has the same general meaning. In addition to the flow chart, there may be comments either on the same page or the following page for further assistance with regards to the specific Decision Tree.

Symbols

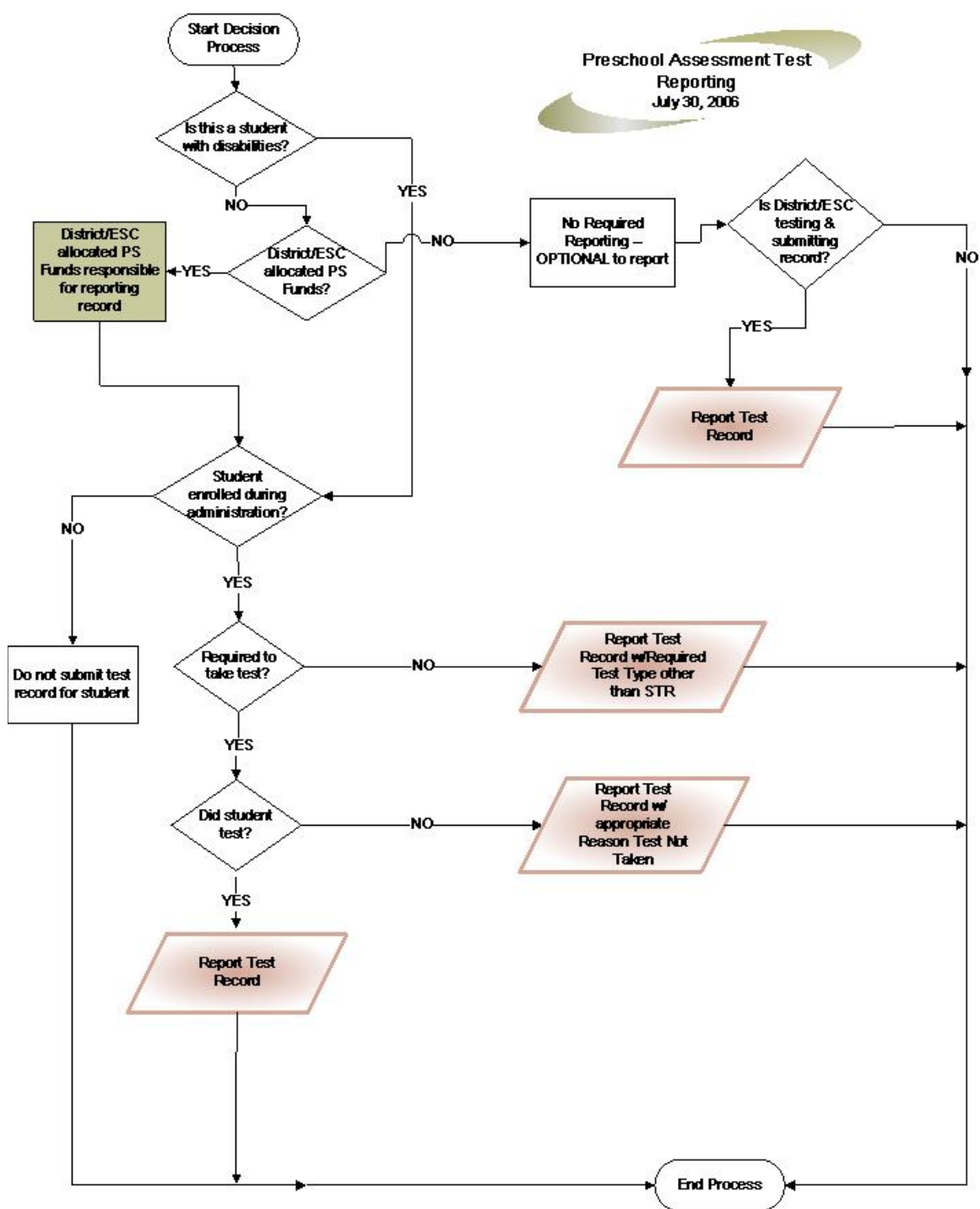| Symbol	Description
(oval)	An oval indicates the start and end of the decision process or flow. Usually indicates in the text start process and end process in some way.
(diamond)	A diamond shape indicates either a "Yes" or "No" question or a decision that must be made resulting in a "Yes" or "No" answer. There will always be two lines coming out of the diamond shape – one with a "Yes" and one with a "No".
(parallelogram)	A parallelogram indicates some type of data reporting responsibility. These shapes are usually shaded or patterned with a different color.

Symbol	Description
	A square box can indicate several things. Mostly it will indicate the result of something, or a further action

Decision Trees

Preschool Assessment

Notes
1. PS means Preschool

2. Allocated Preschool Funds refers to (1) Ohio's Early Childhood Education Programs, formerly "State Funded Public Preschool Grantee's", (2) State Funded Special Education Preschool Teacher Units, or (3) Public School Districts receiving an Early Initiative fund from Ohio Department of Jobs and Family Services.

3. A Preschool Assessment Record is only required to be submitted for a student without disabilities who is enrolled in one of the state funded preschool programs during a test administration.

4. A Preschool Assessment Record is required for any student with disabilities, regardless of funding source, who is enrolled during a test administration.

5. It is optional to submit a record for preschool students without disabilities enrolled in programs which are not supported with state funds.

Preschool Assessment Test
Reporting
July 30, 2006

Start Decision Process

Is this a student with disabilities?

NO → District/ESC allocated PS Funds?

YES → District/ESC allocated PS Funds responsible for reporting record

NO → No Required Reporting – OPTIONAL to report

Is District/ESC testing & submitting record?

YES → Report Test Record

NO →

Student enrolled during administration?

NO → Do not submit test record for student

YES → Required to take test?

NO → Report Test Record w/Required Test Type other than STR

YES → Did student test?

NO → Report Test Record w/ appropriate Reason Test Not Taken

YES → Report Test Record

End Process

Note: This Decision Tree should only be used when accompanied by the notes provided on the previous page.
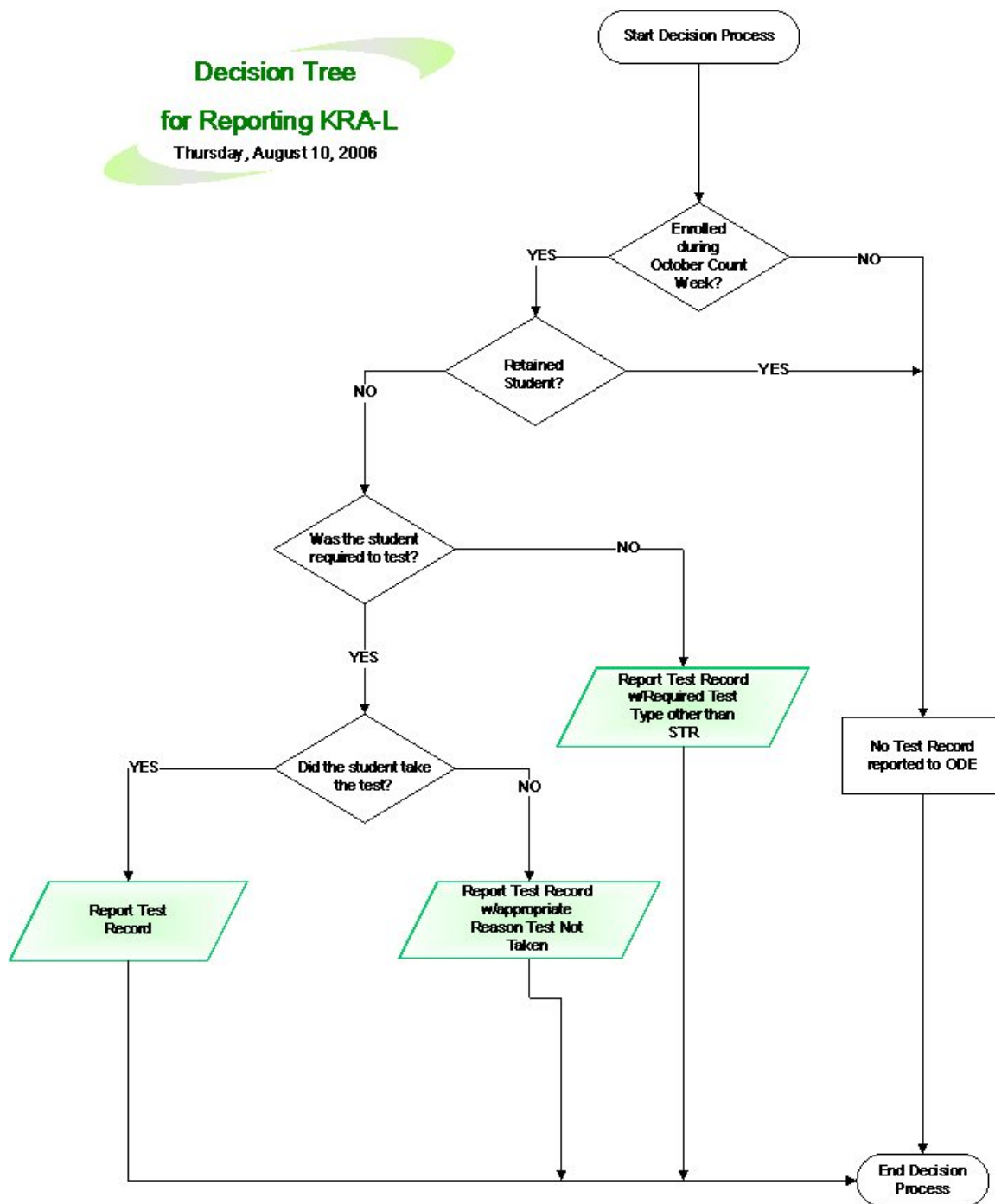
Kindergarten Readiness Assessment - Literacy

Notes
1. Submit a test record for students enrolled during the test week
2. Do not submit a record if the student is retained.
3. Test is still required to be administered to students who enroll after the October Count Week, but prior to the latter of the end of test administration window or December 31.

Decision Tree

for Reporting KRA-L

Thursday, August 10, 2006

Start Decision Process

Enrolled during October Count Week?

YES NO

Retained Student?

NO YES

Was the student required to test?

NO

YES

Report Test Record w/Required Test Type other than STR

No Test Record reported to ODE

Did the student take the test?

YES NO

Report Test Record

Report Test Record w/appropriate Reason Test Not Taken

End Decision Process
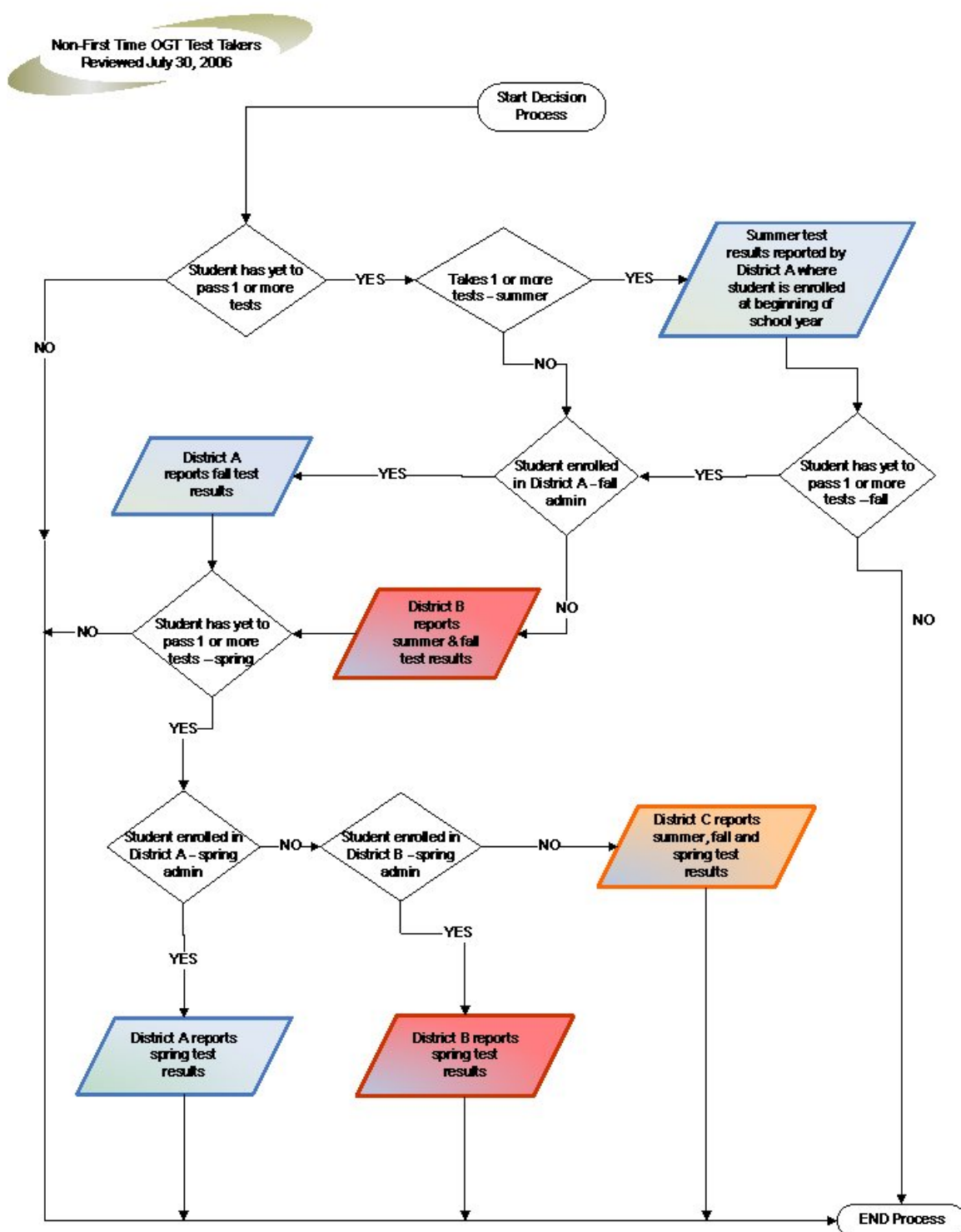
Non-First Time Test Takers of the Ohio Graduation Tests (OGT)

Notes

1. This decision tree only applies to the reporting of the standard format (STR) of the OGT Test.

2. This Decision Tree should not be used for students who are not enrolled in a district or for students who are enrolled, required to test, but do not test during the current school year.

3. The student population consists of retained Grade 10, all Grade 11 and Grade 12 students who have yet to pass one or more subject tests of the OGT and were enrolled during a test administration period.

4. The summer test administration is optional. Report test records for the subject test(s) the student actually took. This could mean that not all subject tests yet to be passed were taken during the summer administration.

5. Fall and spring test administrations are required for students who have yet to pass one or more subjects. Report a test record for each subject yet to be passed through the time the student passes the subject test(s). If subject tests are passed during the fall administration do not report these "passed" subject test records for the spring administration.

6. If the student has tests yet to pass and does not test during either the fall or spring administrations enter the appropriate option in the *"Reason Test Not Taken"* element on the subject test record(s) for fall or spring administrations as appropriate.

7. Please note that there is still some duplicate reporting by districts.

Non-First Time OGT Test Takers
Reviewed July 30, 2006

Start Decision Process

Student has yet to pass 1 or more tests — YES → Takes 1 or more tests – summer — YES → Summer test results reported by District A where student is enrolled at beginning of school year

NO

NO

Student has yet to pass 1 or more tests –fall — YES → Student enrolled in District A – fall admin — YES → District A reports fall test results

NO

NO

District B reports summer & fall test results ← NO

Student has yet to pass 1 or more tests –spring ← NO

NO

YES

Student enrolled in District A – spring admin — NO → Student enrolled in District B – spring admin — NO → District C reports summer, fall and spring test results

YES

YES

District A reports spring test results

District B reports spring test results

END Process

Note: This Decision Tree should only be used when accompanied by the notes provided on the previous page.