

Appendix I Required Records/Elements by Reporting Period

Revised August 15, 2006

Student Records and Elements

Table 1 Student Demographic Record (GI) Data Elements

Record Field Number	Data Element	October (K)	December (M)	February (C)	March (D)	Yearend (N)	July (H)	5-yr (P)
GI520	Acceleration-Writing					√		
GI530	Acceleration-Reading					√		
GI540	Acceleration-Mathematics					√		
GI550	Acceleration-Social Studies					√		
GI560	Acceleration-Science					√		
GI040	Building IRN	√	√	√		√		
GI070	Date of Birth	√	√	√		√		
GI160	Disability Condition	√	√	√		√		
GI170	Disadvantage	√	√	√		√		
GI050	EMIS Student ID Number	√	√	√		√		
GI080	Gender	√	√	√		√		
GI130	Grade Level	√	√	√		√		
GI140	Grade Level, Next Year	√	√			√		
GI190	Homeless Status	√	√	√		√		
GI480	Homeless Unaccompanied Youth	√	√	√		√		
GI100	Legal District of Residence	√	√	√		√		
GI230	Limited English Proficiency	√	√	√		√		
GI490	Limited English Proficiency Reclassification Date					√		
GI240	Migrant Status	√	√	√		√		
GI270	Native Language	√	√	√		√		
GI510	Preschool Poverty Level	√	√	√		√		
GI250	Prior Disability Condition					√		
GI090	Racial/Ethnic Group	√	√	√		√		
GI320	Special Education Exit Date	√	√	√		√		
GI370	State Equivalent Grade Level	√	√	√		√		
GI310	State Student ID (SSID)	√	√	√		√		
GI430	Student Being Served by a 504 Plan	√	√	√		√		
GI360	Student Birth Place City (Optional)	√	√	√		√		
GI330	First Name (Optional)	√	√	√		√		
GI340	Middle Name (Optional)	√	√	√		√		
GI350	Last Name (Optional)	√	√	√		√		
GI120	Student Status	√	√	√		√		
GI150	Student Percent of Time	√	√	√		√		
GI510	Preschool Poverty Level	√	√			√		

Table 2 Student Attendance Record (GK) Data Elements

Record Field Number	Data Element	October (K)	December (M)	February (C)	March (D)	Yearend (N)	July (H)	5-Yr (P)
GK360	Accountability IRN					√		
GK080	Admission Date	√	√	√		√		
GK110	Attendance Days	√		√		√		
GK410	Attendance Pattern	√				√		
GK300	Attending/Home District IRN	√	√	√		√		
GK305	Attending/Home District IRN Indicator	√	√	√		√		
GK040	Building IRN	√	√	√		√		
GK340	Career Passport					√		
GK140	Corporal Punishment					√		
GK230	Date of District Withdrawal/ Dropout/Truancy Proceedings	√	√	√		√		
GK260	Diploma Date	√		√		√		
GK270	Diploma Type	√		√		√		
GK390	(District IRN – Previous School year	√						
GK050	EMIS Student ID Number	√	√	√		√		
GK120	Excused Absence Days	√		√		√		
GK400	Fiscal Year Student Began 9th Grade	√				√		
GK250	Graduation Credit Units (9-12)					√		
GK320	Majority of Attendance IRN					√		
GK310	Non-Attending Reason	√		√				
GK420	OGT Graduation Alternative	√		√		√		
GK330	Retained Status	√						
GK130	Unexcused Absence Days	√		√		√		
GK240	Withdrawal/ Dropout/Truancy Reason	√	√	√		√		

Table 3 Student Course Record (GN) Data Elements

Record Field Number	Data Element	October (K)	December (M)	February (C) ¹	March (D)	Yearend (N)	July (H)	5-Yr (P)
GN040	District IRN	√		√		√		
GN050	EMIS Student ID Number	√		√		√		
GN080	Local Classroom Code	√		√		√		
GN090	Course Status	√		√		√		
GN130	CTAE Concentrator	√		√		√		
GN140	CTAE Workforce Development Completer					√		

¹ Only those students enrolled in CTAE courses

Table 4 Assessment Records

Record Field Number	Record Name (All Elements)	October (K)	December (M)	February (C)	March (D)	Yearend (N)	July (H)	5-Yr (P)
GP	Ohio Proficiency –Only Test					√		
GT	Ohio Ninth-Grade Proficiency Test					√		
GX	Ohio Graduation Test					√		
GA	Ohio Achievement Test					√		
GB	Preschool Assessment	√				√		
GS	Preschool ASQ/SE Assessment	√				√		
GO	Kindergarten Readiness Assessment – Literacy	√						
GY	CTAE Testing					√		
GF	Ohio Test of English Language Acquisition					√		

Table 5 Other Student Records

Record Field Number	Record Name (All Elements)	October (K)	December (M)	February (C) ²	March (D)	Yearend (N)	July (H)	5-Yr (P)
GQ	Student Program	√	√	√		√		
GG	Student Gifted					√		
GD	Student Discipline					√		
GV	CTAE Workforce Development Completer Follow-Up				√			
GE	Student Special Education	√				√		

² Only program codes: 210XXX, 212100, 305005, and 305007

Staff Records and Data Elements

Table 6 Staff Demographic Record (CI) Data Elements

Record Field Number	Record Name (All Elements)	October (K)	December (M)	February (C) ³	March (D)	Yearend (N)	July (H)	5-Yr (P)
CI155	Absence Days - Long-term Illness					√		
CI150	Absence Days					√		
CI140	Attendance Days					√		
CI200	Authorized Teaching Experience Years	√		√		√		
CI070	Date of Birth	√		√		√		
CI100	Education Level	√		√		√		
CI050	Employee ID	√		√		√		
CI060	Employee Name	√		√		√		
CI090	Gender	√		√		√		
CI080	Racial/Ethnic Group	√		√		√		
CI110	Semester Hours	√		√		√		
CI210	Total Experience Years	√		√		√		
CI225	Early Childhood Education Qualification	√		√		√		
CI270	Ohio Credential ID	√ (optional)		√		√		

Table 7 Staff Employment Record (CK) Data Elements

Record Field Number	Record Name (All Elements)	October (K)	December (M)	February (C)	March (D)	Yearend (N)	July (H)	5-Yr (P)
CK220	Assignment Area	√		√		√		
CK090	Building IRN	√		√		√		
CK240	Certificate/License Application	√		√		√		
CK050	Employee ID	√		√		√		
CK210	Extended Service	√		√		√		
CK260	Grade Levels Assigned - Low	√		√		√		
CK270	Grade Levels Assigned - High	√		√		√		
CK280	High Quality Professional Development Question					√		
CK160	Length of Work Day	√		√		√		
CK250	Local Contract Code	√		√		√		
CK190	Pay Amount/Rate	√		√		√		
CK180	Pay Type	√		√		√		
CK060	Position Code	√		√		√		
CK100	Position FTE	√		√		√		
CK130	Position Fund Source	√		√		√		

³ Only CTAE Instructors

Record Field Number	Record Name (All Elements)	October (K)	December (M)	February (C)	March (D)	Yearend (N)	July (H)	5-Yr (P)
CK120	Position Fund Source Percent	√		√		√		
CK300	Position Separation Date	√		√		√		
CK230	Position Separation Reason	√		√		√		
CK080	Position Start Date	√		√		√		
CK070	Position Status	√		√		√		
CK140	Position Type	√		√		√		
CK290	Qualified Paraprofessional	√						
CK170	Scheduled Work Days	√		√		√		
CK150	Type of Appointment	√		√		√		

Table 8 Course Master Record (CN) Data Elements

Record Field Number	Record Name	October (K)	December (M)	February (C) ⁴	March (D)	Yearend (N)	July (H)	5-Yr (P)
CN080	Course Level	√		√		√		
CN130	Course Type	√		√		√		
CN070	Employee ID	√		√		√		
CN200	High School Credit Amount	√		√		√		
CN260	Highly Qualified Teacher	√						
CN230	Intent to Become Properly Certificated	√		√		√		
CN220	Language Used in Teaching Course	√		√		√		
CN100	Length of Scheduled Instruction	√		√		√		
CN060	Local Classroom Code	√		√		√		
CN110	Location IRN Number	√		√		√		
CN190	Program Builder Code	√		√		√		
CN180	Program Provider IRN	√		√		√		
CN090	Semester Code	√		√		√		
CN240	Special Population	√		√		√		
CN210	Subject Area for Credit	√		√		√		
CN050	Subject Code	√		√		√		

Table 9 Other Staff Records

Record Number	Record Name (All Elements)	October (K)	December (M)	February (C)	March (D)	Yearend (N)	July (H)	5-Yr (P)
CV	Career-Technical Correlated Class	√		√		√		
CC	Contract Only Record	√				√		
CJ	Contractor Staff Employment Record	√		√		√		

⁴ Only Instructors of CTAE courses – course type “Vxx”

District, Building and Financial Records

Table 10 District and Building Records

Record Number	Record Name (All Elements)	October (K)	December (M)	February (C)	March (D)	Yearend (N)	July (H)	5-Yr (P)
DQ	District General Information – Fall/October	✓						
DF	Building General Information – Fall/October	✓						
DH	Building General Information – February			✓				
DT	District Testing – Yearend					✓		
DR	District General Information – Yearend					✓		
DB	Building General Information – Yearend					✓		

Table 11 Financial Data Records and Five Year Forecast Records

Record Number	Record Name (All Elements)	October (K)	December (M)	March (D)	Yearend (N)	July (H)	5-Yr (P)
QC	Financial File Descriptions					✓	
QC	Cash Record					✓	
QC	Expenditure Record					✓	
QC	Receipt Record					✓	
QC	Operational Unit (OPU) Description Record					✓	
QC	Cash and Fund Balance Reconciliation – End of Fiscal Year					✓	
QC	Statement J					✓	
QC	Statement K					✓	
QC	Statement L					✓	
QC	Statement M					✓	
QC	Statement N					✓	
QC	Schedule of Federal Assistance Programs - Summary					✓	
QC	Schedule of Federal Assistance Programs - Detail					✓	
QC	Statement R					✓	
QC	Statement S					✓	
QF	Five Year Forecast						✓
QN	Five Year Forecast Notes						✓