

February Count Week

Beginning in FY07 there will be a new reporting period, Reporting Period C, referred to as February (C) reporting period.

The purpose of February (C) reporting period is to capture data needed for funding. This includes students who were enrolled during February Count Week and students who were enrolled during the October count week and graduated on or before the last day of February count week.

All City, Local, Exempted Village school districts and Joint Vocational School districts, are required to report data for the February (C) reporting period. If a Community School is receiving funding for Career-Technical courses, then the Community School must report the students and courses associated with the Career-Technical courses.

General Reporting Rules

Reporting Student Data

Preschool students are not to be reported.

Report all students in grades K-12, 13, and 23 who are enrolled at any point during the February count week. This includes any student who was enrolled during the October count week but graduated before the end of the February count week. The diploma date, diploma type, withdrawal date and withdrawal code should reflect the date the student actually graduated. These students will also be reported during the normal yearend reporting.

Only report program codes 210XXX and 212100 for students with disabilities.

Only report program codes 305005 and 305007 for CTAE (Career-Technical and Adult Education).

No testing information will be reported during the February reporting period.

Only report CTAE courses (including all first semester and second semester courses).

Reporting Staff Data

Only report CTAE course master records (course type starts with a V), including all first semester and second semester courses.

Only report CTAE staff who teach CTAE courses.

If a district provides staff to another district to teach CTAE courses then the district employing the staff is required to report the staff and associated contractor records.

The CTAE Correlated Class File must also be reported.

ESCs

If an ESC provides staff to teach CTAE courses to any district, then the ESC must report those staff members and an associated contractor record. If an ESC does not provide staff to teach CTAE courses then the ESC has no reporting responsibility for the February reporting period.

Community Schools

If a community school has CTAE programs, then the students, the CTAE courses these students are taking and the instructors for these courses are to be reported. Community schools should not report any students (other than CTAE students) in EMIS for the February count week.

Records that must be reported for February Count Week

- Student Demographic
- Student Attendance
- Student Course (CTAE courses only)
- Student Program (210XXX, 212100, 305005, and 305007)
- Staff Demographic (CTAE instructors only)
- Staff Employment (CTAE instructors only)
- Staff Course Master (CTAE courses only)
- Correlated Class
- Contractor Record (CTAE instructors only)
- Building General Information – February reporting

Data elements on the records submitted for the February reporting period should reflect the status as of the end of the February count week.