

# FY2025 Tuition Manual



Office of Budget and School Funding  
Office of Field Services

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**Department of  
Education &  
Workforce**

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# Background

Tuition is an amount of money paid to a school district to offset the district's cost of educating a student who is a legal resident of another school district. Tuition replaces the local tax dollars a school district receives to educate students who reside in that district. The Ohio Department of Education annually sets the [tuition amount for each school district](#).

Tuition forms SF-14Y (Department of Youth Services) and SF-14P (Private Treatment Facilities) will continue in the paper process. Forms and program information are available on the [Department's website](#).

## Accessing the Tuition System

Sign in to your OH|ID Portal. Select Ohio District Data Exchange (ODDEX) from the My Apps section.

### **ROLES IN THE OHIO EDUCATIONAL DIRECTORY SYSTEM (OEDS) TO ACCESS THE TUITION SYSTEM AND PERFORMANCE FUNCTIONS**

- Application Manager (Department personnel only): Update access to announcements, users and agency
- Area coordinator (Department personnel only): Write comments and override flags (deny or approve escalated flagged applications)
- Assistant treasurer: Update editable fields, apply flags, remove flags and write comments
- Business manager: Read only
- Commenter – Tuition: Write comments
- Coordinator – EMIS: Read only
- Data view – Tuition: Read only
- Director – EMIS: Read only
- Superintendent: Update editable fields, apply flags, remove flags and write comments
- Supervisor – EMIS: Read only
- Treasurer: Update editable fields, apply flags, remove flags and write comments
- Verifier – Tuition: Update editable fields, apply flags, remove flags and write comments

### **ASSIGN ROLES IN OEDS**

Follow the instructions on the Department's website for [assigning OEDS roles](#). If you need assistance, refer to the appropriate [data custodian](#).

# Educating District Roles and Responsibilities

Applications are available for review when the initial data load period opens. The application information is derived from the data the educating district reports to EMIS. Applications will automatically populate for review and editing for the educating district. The application will not be available to the resident district to review, flag or approve until the parent and address fields are completed.

## General Review

The educating district should review applications for accuracy.

## Editable Fields (as needed)

### COURT ORDER

The educating district should edit the court order information under the “Placement By” section of the application.

- Click the pencil to open editing window;
- Enter the order number, order date and issuing county of the court order;
- Select “Save.”

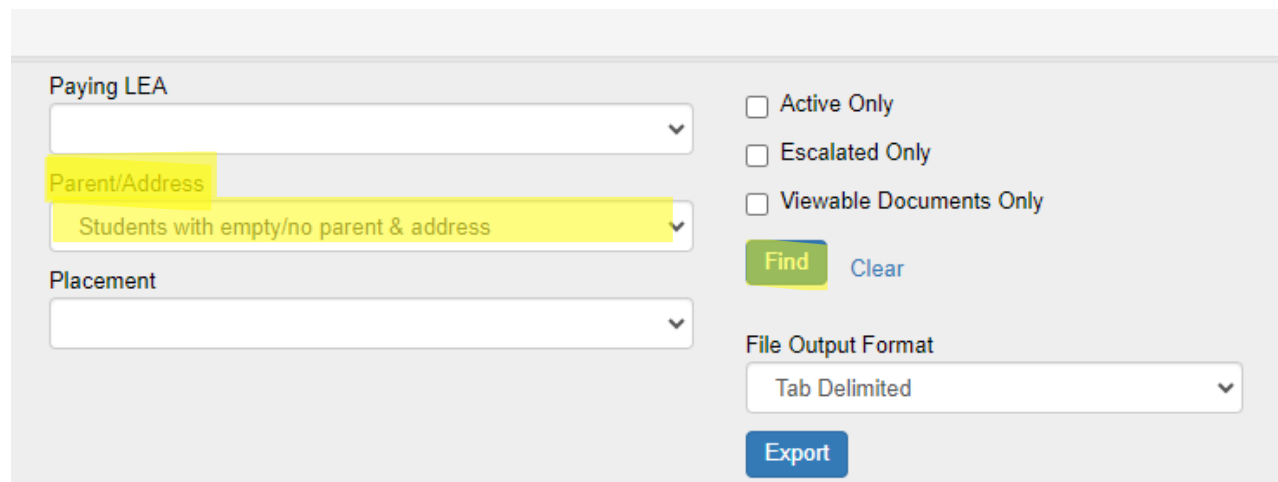
The Educating LEA can upload corroborating document(s) for the student. The “Upload File” link will be present in the header for the documents section. The Resident LEA will be able to download and view any document that has been uploaded by the educating LEA. Document download and view expire at 180 days after they are uploaded. Department personnel will be able to see the basic details about the document (filename, description, audit information), but will be unable to download the document. Valid file types for uploading are PDF, TXT, PNG, JPG, JPEG, GIF and TIF.

Additional information on uploading documents can be found in the “ODDEX Help” section.

### PARENT AND ADDRESS

The parent and address information for the student may be populated through data submitted through an EMIS-R Student data contact collection. The parent and address will be automatically populated from one enrollment record to the next when the educating and resident district IRNs match what is reported on the previous record. This data also may be updated manually by the educating LEA for tuition reporting purposes. Manually changing the data through the Tuition module will have no effect on the student elsewhere throughout the ODDEx application. Any updates affect the Tuition module only. It is best practice for the educating district to make changes in the data collector.

Use the Find/Export function in the Tuition module to filter applications with missing parent/address information. From the drop-down menu for “Parent/Address” field, select “Students with empty/no parent & address”, then select “Find” to generate a list of applications with missing parent/address information.



The screenshot shows a search and export interface. On the left, there are three dropdown menus: "Paying LEA", "Parent/Address", and "Placement". The "Parent/Address" dropdown is open, showing the option "Students with empty/no parent & address" highlighted in yellow. To the right of these dropdowns are three checkboxes: "Active Only", "Escalated Only", and "Viewable Documents Only", all of which are unchecked. Below the checkboxes are two buttons: "Find" (highlighted in yellow) and "Clear". At the bottom right, there is a "File Output Format" dropdown menu set to "Tab Delimited" and an "Export" button.

Additional information on the parent and address information can be found in the “ODDEX Help” section.

## Stop Application

If the educating district chooses not to pursue tuition funding or uses an alternative tuition funding method the tuition system does not collect (such as the Tuition Per Diem) it can stop the application process.

- Select “Add Review”;
- Select status flag of “Not Claiming Tuition”;
- Optional comment in “Note” section;
- Select “Save Flags.”

***The educating district does not need to approve or confirm for the resident district to see or review the application.***

## Resident District Roles and Responsibilities

*Applications are available for review when the initial data load period opens. The application information is derived from the data the educating district reports to EMIS. Applications will automatically populate for review.*

## General Review

It is advantageous for resident districts to review applications at the beginning of the initial load period. This will allow the resident district the greatest amount of time to approve, flag and/or request additional information as needed. The resident district will need to continue reviews as the educating district makes data updates.

## Approve Application

Resident districts that find the application to be accurate should approve it for payment.

- Select “Approved to Pay-No Flags.”

*If, after an application is approved, the record is updated and adjustments are made to the FTE, the application will update accordingly. If the record has been paid, the positive or negative adjustments in the payment will be made in subsequent payments.*

## Automatic Approval

The 30-day automatic approval timer begins the day of the last update to the application or the date the “Review and Flag Resolution” period opens, whichever is later. The 30-day timer resumes when the educating district changes data. Applications are on hold when flags are active, except for the data-quality issue flag, which does not stop funding. Upon approval of the application, the flags and 30-day timer will close.

## Flag Application

The resident district can place a flag on the application when data is questionable or when requesting additional information to verify accuracy. If a message appears “Not Reviewable” at the bottom of the detail screen, this indicates the record is over 30 days old from timer date, or the parent and address fields are blank. The educating district is responsible for updating parent and address fields. To place a flag, the resident district should follow these steps:

- Select “Add Review”;
- Select the status flag that is appropriate to the situation ([list of flags is here](#));
- Additional comments in “Note” section should provide information needed for the educating district to resolve the issue;
- Save flags.

## Flag Resolution

Upon successful resolution of a flag issue, the resident district will remove the flag from the application. To remove a flag, the resident district should follow these steps:

- Select “Add Review”; and
- Select “Clear Flags & Approve to Pay.”

# Timeline for Application Process

	Period 1	Period 2
Enrollment Dates	7/1/24 – 12/31/24	1/1/25 – 6/30/25
Deadline to create new tuition applications and 30-day timer begins	1/15/25	7/15/25
Deadline to update existing tuition application	7/16/25	7/16/25
Deadline to update parental and court order information on tuition applications	2/16/25*	8/16/25
Deadline to place flag or escalation on tuition applications	8/29/25	8/29/25

\*2/16/2025 or 30-days after an update to an existing tuition application.

**All dates are subject to change.** For the latest information, see the [EMIS Data Collection Calendar](#) and [EMIS Data Appeals Calendar](#).

- Educating districts will review students in the tuition system. The educating district can make the necessary changes in EMIS if student data need to be updated. It is beneficial to make changes as early as possible to ensure the data are correct.
- **Resident districts can review, approve and flag applications during this period. Reviewing the applications early and often allows the maximum time to resolve conflicts.**
- Districts can review their information and place flags as needed. The last day to place a flag on an application is August 29, 2025.

## Flags

### Area Coordinator Flags

- DENIED\_TUITION\_STUDENT – Area coordinator determines from escalation flag to deny payment for tuition application.
- APPROVED\_TUITION\_STUDENT – Area coordinator determines from escalation flag to approve payment for tuition application.

### Escalation Flags

- UNRESOLVED\_CONFLICT – Either the educating or resident district can place a flag to escalate an issue to an Ohio Department of Education area coordinator for flag resolution. This flag is available only if another flag has been in place for longer than seven days. Comment required to place flag.

- PAYMENT\_INCORRECT – Either the educating or resident district can place the flag to challenge payment after the payment/deduction occurred. Comment required to place flag.

## Educating District Flags

- NOT CLAIMING TUITION – The educating district repeals the application for tuition.

## Resident District Flags

- AGE INVALID – Student is younger than five years old or older than 22 years old.
- NOT RESIDENT DISTRICT – Student’s natural/adoptive parent is/was not a resident of district as required by Ohio Revised Code 3313.64 (C).
- COURT\_ORDER\_REQUESTED – Court order requested to verify the responsible district. *The Educating LEA can upload corroborating document(s) for the student. Additional information on uploading documents can be found in the “ODDEX Help” section.*
- DATA QUALITY ISSUES – This flag is the only flag that will allow the application to proceed to payment. The resident district will need to enter a comment to provide clarification to the educating district on the noncritical data quality issue. An example of a data quality issue is an incorrect disability condition entered in the system.
- TUITION WAIVER – Student entitled to attend educating district per ORC 3313.64 tuition waiver; educating district does not charge tuition.
- SSID MISMATCH – Statewide Student Identifier (SSID) does not match or possible duplicate SSID issued.

# Application Payment/Deduction

## Application included in payment/deduction

- Applications that the resident district marks “Approved to Pay – No Flags”;
- Applications that are automatically approved due to 30-day timer;
- Ohio Department of Education area coordinator flag to approve application for payment.

## Payment/Deduction

Approved applications will proceed to the payment process.

## Reports

EMIS reports are available in the data collector. These reports allow a district to review its students educated elsewhere and the funding transferred for those students. In addition, the district can view the students it is educating that are the responsibility of another district and the funding received for those students.