Consolidated School Report
Data Submission Forms Application Instructions

Ohio law requires traditional public school districts, including joint vocational school districts, to annually report on a specified set of data to the Ohio Department of Education through the Consolidated School Report. Community schools and nonpublic schools do not report data. The purpose of the report is to consolidate reporting requirements for districts by collecting the information at one time and in one tool. Public school districts, including joint vocational school districts, are required to report data from the 2020-2021 school year through this report in the OH|ID web portal within the Data Submission Forms application. The reporting window is from Nov. 1 - 30, 2021.

Those identified in the Ohio Education Directory System (OEDS) as Superintendent or Superintendent Designee for the district can access and complete the report.

The instructions below will help you complete the report in the OH|ID Web Portal Forms application. The Department recommends using the Chrome internet browser to complete the report.

Step 1: Log on to your OH|ID Portal. For Instructions on the OH|ID web portal visit the Department of Education OH|ID portal help webpage.

Step 2: Go to the Data Submission Forms application.

Step 3: From the Data Submission Forms Dashboard - Click on Select Program Icon (upper left hand side of the Dashboard under Ohio Department of Education)

Step 4: Select “Consolidated School Report”.

Step 5: Ensure the Program Period is listed as Consolidated School Report Program Year - 2021 on the Forms Search Page.

Step 6: Click on the icon under the Details column.

Step 7: Go to the “Questions Tab”.

Step 8: Click on the details icon for the Consolidated School Report 2020-2021 School Year.

Step 9: Select and complete each section of the survey by responding to each question. Question #4 in Section 2 (2020-2021 School Year Consolidated Report Questions) requires the upload of the district’s annual report on compliance with nutrition standards. Upload the required information utilizing the document upload icon. Press the Save button.

Step 10: When all of the report questions have been answered (identified by the icon for sections 2 and 3) and the nutrition document uploaded, press the Complete button.