# FY17 Period S Reporting Checklist for Traditional districts, JVSDs and ESCs – First Collection

## Change Log

| Date | Section Number/Name | Change Description |
|------|---------------------|-------------------|
| 9/13/2016 | Overall Document | Updated with changes for FY17 |
| | | |
| | | |

## Contents

# Period S Checklist for Traditional Districts, JVSDs and ESCs

## Collection Requests

| Collection Request Record Types to Include | Traditional First Collection | Traditional Second Collection | Traditional Final Collection |
|---|---|---|---|
| | Sept. – Dec. | Jan. – April | May - July |
| | GI | GI | GI |
| | GJ | GJ | GJ |
| | FS | FS | FS |
| | FD100, FD130, FD110, FD070, FD060, FD170, FD090 | FD | FD |
| | FN270 | FN270, FN370, FN140, FN380, FN290, FN110, FN220, FN360, FN310, FN120 | FN140. FN290, FN110, FN080, FN210, FN220, FN360, FN310, FN390, FN120, FN370, FN270, FN380 |
| | GE | GE | GE |
| | FE | FE | FE |
| | FC | FC | FC |
| | FL | FL | FL |
| | DN (Select attributes by period) Include: INFOTECIRN STUKGBRDAY STULNCHFRE STULNCHRDC STULNCHNOT STUELGEXAC STUHOMESCL STUNPNTSRV TFRPSESCYS TFRPSESCNO TRANSPTCNT TRANSPTMIL Calendar Group Calendar Group – Teachers Calendar Group - Students | DN (Select attributes by period) Include: INFOTECIRN STUKGBRDAY STULNCHFRE STULNCHRDC STULNCHNOT STUELGEXAC STUHOMESCL STUNPNTSRV TFRPSESCYS TFRPSESCNO TRANSPTCNT TRANSPTMIL All Feeder School Group Attributes All SIG Time Extended Group Attributes | DN (Select attributes by period) INFOTECIRN STUKGBRDAY STULNCHFRE STULNCHRDC STULNCHNOT STUELGEXAC STUHOMESCL STUNPNTSRV STUNPNTELG STUPSTCBTR STUPSTCATR LCLWELLPOL TFRPSESCYS TFRPSESCNO TRANSPTCNT TRANSPTMIL All Feeder School Group Attributes |

**Each Collection Request will include transactions from July 1 through the end of the Collection Request. Reporting is on-going meaning there is no cut-off date. As students are enrolled in your district, their data will be included in the next transfer regardless of enrollment date.**

| | Traditional First Collection | Traditional Second Collection | Traditional Final Collection |
|---|---|---|---|
| | | | All SIG Time Extended Group Attributes Phys Ed Evaluation Group Attributes Initial Eye Exam Group Attributes |
| | GQ (limited codes) | GQ | GQ |
| | | FB | FB |
| | | GG | GG |
| | | | DT |
| | | GD | GD |

# Student Record Updates

## Community Eligibility Provision

Any district/building that participates in the Community Eligibility Provision (CEP) of the school lunch program does not have to code all students in that building/district as 1-Economic Disadvantagement on the FD tab, however, the option is there to do so in preparation for FY17. FY16 was a transition year into FY17 where districts will need to verify they have reviewed every student they are reporting as economically disadvantaged. Please see the codes in task 9 – Update Disadvantagement Values.

## Services Only Students

Students who attend non-public school but receive special education services from your public school need to be reported. They should have a zero FTE since they are not being instructed and are only receiving services.

## Home-schooled and Non-public Students

Districts are not required to report home schooled and non-public students who are participating in extra-curricular activities only.

## Autism Scholarship Students

Autism Scholarship Program students (ASP) are required to be reported to EMIS, and are included in the Federal October Child count. They should not be withdrawn from the resident district. See EMIS Manual section 2.1 for details.

## Jon Peterson Scholarship Students

If you are the resident district sending a student out on a JPS, use EMIS situation 473, even if the JPS program is housed at a non-pub. If your district is not the resident district of a JPS student at a non-pub, use a services only EMIS situation.

## Preschool students found to be ineligible for service

PS students found ineligible for services must be admitted and withdrawn on the same day. Remember to put these students on a non-attending calendar so they aren't reported with any attendance hours when ATTUPEMIS runs.

> **NOTE:** If the PS student doesn't have an SSID, register the student and wait for an SSID to be returned before withdrawing the student. The SSID Locator does not process withdrawn students.

# College Credit Plus Students

Students attending elsewhere as College Credit Plus students (formerly PSEO) must be reported as attending elsewhere for the percent of time they are taking college credit courses – even if they are taking courses after school hours.  Schools will still be funded 100% for the time at their district and the time at the CCP Institution.

# STEM School Students

There are two different types of STEM schools
1. District STEM School: STEM school that *is not* considered a building in a regular district
2. Building STEM School: STEM school that *is* part of a regular district.

- Students who attend a District STEM School are withdrawn from their resident district using the normal withdrawal procedures using a withdraw code of "41".
- District STEM Schools report students as non-residents attending using a "How Received" value of "K". The How Received IRN is the IRN of the student's resident district.
- Students from other districts who attend a Building STEM School do so through Open Enrollment and are not withdrawn from their resident district.
- If a resident student attends a Building STEM School, the STEM building IRN is used for the Accountability IRN and the Attending Building Area IRN.

## Task 1 – Verify Student Admission and Withdrawals

| Collection Request | *All 'S' Collections* |
|---|---|

Verify student admissions and withdraws.  Because of the addition of the new Student Cross Reference system reporting, it is no longer appropriate to whack no-shows. Once a student is reported for the school year, you must continue to report them all year long.

**New in FY16 - Withdrawal Code 35**
   35 – Resident Student withdrew from educating entity with a Reason Code that indicates the resident district no longer has a responsibility for the student

**Withdrawal Codes to Note**
   77 - Withdrew due to 3314.26 (non-tested 2-year e-school)
   38 - Student promoted beyond max grade/entity closing
   81 - Student reported in error- never should have been reported
   39 - Non-enrolled student no longer receiving services
   79 - Reason for enrollment (received reason) no longer valid

**A. Verify the following types of students are withdrawn from 16/17:**
   i *No shows* - Students who are new to the district in 16/17 but NEVER show up. These students must be reported in SCR.
   - *Scenario # 11* from the *16/17 Withdrawal Scenarios* doc

   ii. *Prior Year Withdrawals* – Students who withdrew from the district on or before the last day in 15/16 but were already promoted to 16/17 should be whacked from 16/17 unless they have already been included in SCR.
   - *Scenario #5* from the *16/17 Withdrawal Scenarios* doc

   iii. *Summer Withdrawals*- Students who were enrolled in 15/16 but withdrew over the summer and will not be attending in 16/17.
   - *Scenario #2* from the *16/17 Withdrawal Scenarios* doc

   iv. *Summer Graduates* – Students who were enrolled in 15/16 but withdrew from the district prior to the first day of the new school year and who have a Summer diploma date and diploma type.  The student's graduate information is reported in 16G but their withdrawal information is reported in 17S.
   - *Scenario #34 from the 16/17 Withdrawal Scenarios* doc

   v. *Newly Enrolled – Late Start - A new student enrolls and is supposed to start the first day of school but doesn't show until the third day.*
   - *Scenario #17 from the 16/17 Withdrawal Scenarios* doc

### B. Process Students who were supposed to graduate last year but didn't

Students who have met all their course requirements and were supposed to graduate in 15/16, but didn't because they didn't pass the testing requirements should be handled as follows:

> i. *Enrolled in courses* - If the student is enrolled in courses in the 16/17, report the student with Grade Level 13 on the FD tab. Do *not withdraw the student.* Report summer test results in 17A, Assessment Collection Request
>
> ii. *Dropout* - If the student drops out in the 16/17 school year, report the student as Grade Level 13 on the FD tab – State Equivalent Grade Level and a withdrawal date and withdraw reason of
> **75** – ***Student Completed course requirements but did NOT pass the appropriate statewide assessments required for Graduation*** on the student's latest FS record.
> Change the EMIS Grade Next Year on the FN tab to "DR".

### C. Register students who were previously withdrawn and have returned to the district, including expelled students

> i. Previously withdrawn in 15/16 but returning to the district in 16/17
> - o Scenario #3 from the ***16/17 Withdrawal Scenarios*** doc
>
> ii. Expelled in 15/16 and is not receiving instructional services but returned to the district in 16/17
> - o Scenarios #14 and #15 from the ***16/17 Withdrawal Scenarios*** doc

Refer to the Admissions and Withdrawals section of the EMIS Manual (2.1.1) and the 16/17 Withdrawal Scenarios document for more admission and withdrawal scenarios.

## *Task 2 – Reporting Preschool Students*

| Collection Request | All 'S' Collections |
|---|---|

**New Reporting Instructions for Preschool Students beginning in FY17**

New 'How Received' codes for reporting PS students in Early Childhood Education have been introduced this year.

Students in ECE, regardless of the resident district are to have 'E' reported for their How Received Element.   A student cannot be enrolled in more than one program at a time.  In addition, a student can be in 'E' and also be receiving special education services.

If a resident is enrolled in Federal Head Start, then either '*' may be reported for the How Received Element.  Starting in FY17, if a resident student is not enrolled in an ECE program and is not enrolled in Federal Head Start, then '*' may be reported for the How Received element.

Students enrolled in an ESC who are not in an ECE program are to have 'H' reported for the How Received element.  Students who are not in an ECE program and are enrolled in a traditional district that is not their resident district are to be reported with a How Received code that accurately reflects how they arrived at the district (i.e., through open enrollment, court placement, etc.).  If the student is enrolled in special education and ECE, then 'E' is reported for the How Received element.

Options 'E' and 'H' are only valid for Preschool students.  A How Received IRN value is also required to be reported.  These options take precedence over reporting the type of entity.

How Received Values exclusively for PS students:

> E – Preschool ECE Early Childhood Education Grant
> H – ESC Providing Instruction and Related Services (ESC Only)
> I – Student receiving non-instructional, supplementary or related services

In the student's district of residence, How Received options used currently for school aged students are also now available to be reported.

## Task 3 – Obtain and Verify SSID's

| Collection Request | All 'S' Collections |
|---|---|

**Obtain:**
If all the following required fields are filled in during registration, an SSID will automatically be assigned as part of the registration process by the SSID Locator.

> *First Name or Legal Name if first name is not the legal name.*
> *Middle Name or Legal Name if middle name is not the legal name*
> *Last Name or Legal Name if last name is not the legal name*
> *Date of Birth*
> *Gender*
> *Native Language*
> *Ethnicity*
> *Birthplace City*
> *Admission Reason*

JVSs and ESCs must collect all required fields to obtain an SSID during the registration process. For exceptions the StudentInformation SSID extract may be used.  If students are sent to the JVS from the home school using the Student Transfer process in StudentInformation the SSID, if available, will come over with the student.

    a. Perform a sweep of students missing an SSID. IBM will bulk assign the SSIDs.

StudentInformation > Management > Import/Export > State Student ID Export

    b. Log into the IBM site to obtain the SSIDs manually for individual students.

All students must have the mandatory fields filled in to get an ID.

**A. Verify:**
Run the SSID report to verify all students have an SSID. The report will list students missing elements which would prevent them from receiving an SSID. Once the missing elements are filled in, the SSID Locator system will automatically obtain an SSID and write it to the latest FS record.

**B. How to Add/Update an SSID:**
    i. *Records returned by the Locator:* If an SSID is returned for a student by the locator, only the current FS record will be updated.  Manually enter the SSID by editing the remaining FS records for the student where no SSID is specified.

    ii. *Students previously assigned an SSID now assigned a new SSID:*  If the student was previously assigned an SSID and now has a different SSID, add a new FS record recording the new SSID to indicate a change in the value. Do not change the SSID value on prior records so that the old SSID

associated with the student may still be reported.  Invalid SSIDs should be deactivated manually in the IBM system.

## Task 4 - Verify Non-reportable Students

| Collection Request | All 'S' Collections |
|---|---|

The Verify Non-reportable Students page lists each student who is enrolled in the current school year but their **Report To EMIS:** checkbox on the **FN-Attributes** tab is unchecked.

Any student listed that needs to be reported to ODE may be updated by marking the **Report To EMIS:** checkbox next to their name and clicking Save.

## Task 5 – Run the STAT report to verify students' EMIS situation assignments

| Collection Request | All 'S' Collections |
|---|---|

The STAT report provides a list of students and their EMIS situation.  The report may be used to verify that each student has the proper EMIS situation assigned. The report will include the EMIS situation from the latest FS record for the current school year.

Any student missing an EMIS Situation will have a blank value in the EMIS Situation Description column.  Students missing FS records will also have a blank value in the EMIS Situation Description column.

StudentInformation > SIS > School > Student Reports > Student Status/Attendance Code (STAT)

| REPORT: DASL - REPO STAT | | | | HIGH SCHOOL | RUN AT 7:52 AM 3/29 |
|---|---|---|---|---|---|
| | | | | STUDENT STATUS / ATTENDANCE CODE | PAGE    1  OF    43 |

| ID | STUDENT NAME | GN | GR | EMIS SITUATION DESCRIPTION | DISABILITY CONDITION |
|---|---|---|---|---|---|
| 889091629 | Aab, Anthony (Kyle) | M | 11 | 5 - Resident attending Full Time | ** |
| 889091628 | Student22988, JOSHUA | M | 09 | 151 - Resident open enrolled elsewhere F/T | ** |
| 889091627 | Student22989, KENZIE | F | 09 | 151 - Resident open enrolled elsewhere F/T | ** |
| 889091619 | Student22990, JOSEPH | M | 10 | 151 - Resident open enrolled elsewhere F/T | ** |
| 889091611 | Student22991, James | M | 11 | 151 - Resident open enrolled elsewhere F/T | ** |
| 889091610 | Student22992, Salvatore | M | 10 | 151 - Resident open enrolled elsewhere F/T | ** |
| 889091579 | Student23004, Mychalela | F | 10 | 151 - Resident open enrolled elsewhere F/T | ** |
| 889091575 | Aabb, Jinkyung (Kristina) | F | 09 | 5 - Resident attending Full Time | 05 |
| 889091561 | Student23014, Kevin | M | 12 | 151 - Resident open enrolled elsewhere F/T | ** |
| 889091558 | Student23016, Alicia | F | 10 | 151 - Resident open enrolled elsewhere F/T | 09 |
| 889091554 | Student23019, Kayla | F | 09 | 151 - Resident open enrolled elsewhere F/T | ** |

## *Task 6 – Verify the Percent of Time Field for students who don't attend 100% of time*

| Collection Request | All 'S' Collections |
|---|---|

The percent of time (FTE) field indicates the percent of time the student is instructed by *your* district's employees.

Beginning March 23, 2015, high school students (Grades 9 and above) were considered to be full-time (100% of time) students if they attempted to earn 5 credits during that school year. Beginning February 1, 2016, the percent of time for high school students is determined based on the same reporting instructions that were in effect prior to March 23, 2015. However, in those cases where a high school student is enrolled in courses that would generate a higher percent of time using the credit method, the percent of time may still be determined based on the rule that five credits is equivalent to full-time enrollment. Refer to chapter 2.4 Student Standing (FS) Record Chapter of the EMIS manual for more details.

The Percent of time field is shared by all buildings in the district. If a student is enrolled in more than one building within the district at the same time, the Percent of time should reflect the total time he is receiving instruction in both buildings.

**UNIQUE SITUATIONS:**

1. <u>Non-preschool ESC students</u>: The **Percent of Time:** at the resident district should include the time spent receiving instruction from ESC staff.

2. <u>Resident students who attend College Credit Plus and also the JVS</u>:
   The resident district must report the percent of time the student spends at the
   College Credit Plus institution in the **Sent To 2: Percent of Time:** field. The
   **Sent To 1: IRN:** would point to the JVS but since the JVS is an EMIS reporting
   entity, the **Sent To 1: Percent of Time:** would be zero.

3. <u>Students who attend multiple buildings within the same district</u>:
   The **Percent of Time:** field should reflect the total time spent receiving instruction by all buildings in the district – not just the building the student spends the majority of time in.

4. The amount of time spent at the following entities is NOT included in the student's percent of time.
   a) BDDs (formerly known as MRDD)
   b) Entities providing contracted career technical instruction
   c) Pilot program site

## *Task 7 – Verify/Update County of Residence on FS tab*

| Collection Request | All 'S' Collections |
|---|---|

The code reported should be the code for the county in which the student is actually living.

- If the student is living with parents, report the county of the parents' home address. If the parents are not living together, report the county of the parent who has primary custody of the student.
- For a student who is not living with parents, report the county in which the student is domiciled. If foster placed, for example, it would be the county of the home of the foster parent(s).
- If a student is homeless and has an established residence, such as a homeless shelter or is in a doubled-up situation, the county of that residence should be reported. Otherwise report the county code where the student spends the night.
- If the domicile of the student is out of state, use "**".

DYS does not need to report this element. For students with a Sent Reason (FS200 or FS230) = "FP", the value in this element will not be used.

If the County of Residence Code changes during the duration of the student's enrollment in the district, the existing Student Standing record should be closed and a new one opened using the new Effective Start Date as the day the student began to live at the new address.

## *Task 8 – Update Fiscal Year Began 9th for all incoming Freshmen*

| Collection Request | Second & Final Collection |
|---|---|

Districts should begin reporting this element in the second Collection, however you will receive UNCLEMIS errors in the first Collection for students who require an update. Use the Student Profile Bulk Update process to mass update the field value for all 9th grade students entering 9th grade this school year.

1. Navigate to ***StudentInformation*** > ***Management*** > ***Ad-Hoc Updates*** > ***Student Profile Bulk Update*** .
2. Create an ad-hoc of all 9th graders in 16/17 and select the ad-hoc membership from the [Ad Hoc:] dropdown.
3. Click [Next >] until the [FN-Attributes-No Date] tab displays.
4. Place a check in the box below [Fiscal Year Began 9th:] and enter 2017.
5. Click [Next >] until the [Review updates] tab displays.
6. Click [Submit] .
7. The following message will display

   **Student Profile Bulk Update was completed successfully.**

8. Finally put a 9th grader in context and go to the [FN-Attributes] tab and verify the [Fiscal Year Began 9th:] field was populated with 2017.

Be sure you do NOT include any **retained** 9th graders from 15/16 in your ad-hoc file. You don't want to change the year they began 9th as it should remain 2016 for retained 9th graders.

## *Task 9 – Update Disadvantagement Values on the FD Tab*

| Collection Request | All Collections |
|---|---|

Beginning FY16, new disadvantagement codes have been added to report that students have been verified as economically disadvantaged.  Validation was optional for FY16 but mandatory for FY17.  If your school is a CEP district, verification for each student is required to ensure students you have documentation proving students have an economic disadvantagement. The new codes are:

> 4 – Economic Disadvantagement in a CEP building or LEA where the student has not been determined to meet one of the 4 conditions listed in the Economic Disadvantagement reporting instructions

> 5 – Both Economic and Academic Disadvantagement in a CEP building or LEA where the student has not been determined to meet one of the 4 conditions listed in the Economic Disadvantagement reporting instructions

> 6 – Economic Disadvantagement in a CEP building or LEA where the student has been determined to meet one of the 4 conditions listed in the Economic Disadvantagement Reporting Instructions.

> 7 – Both Economic and Academic Disadvantagement in a CEP building or LEA where the student has been determined to meet one of the 4 conditions listed in the Economic Disadvantagement Reporting Instructions.

Students who meet any of the following conditions must be reported as Economically Disadvantaged:
- Eligibility for Free or Reduced-Price Lunch
- Resident of a household in which a member is eligible for Free or Reduced Price lunch
- Student who is a known recipient of Public Assistance
- Title I Application student

Academic Disadvantagement is only to be reported for Career-Technical students and refers to a student who is having an academic problem that is not due to an identified disability condition.  A career-technical student should only be reported as academically disadvantaged if he/she:

- Lacks knowledge in one or more of the academic areas of Mathematics, English/Language Arts, Science or Social Studies, and
- Performs two or more years below grade level on standardized tests.

## Task 10 – Verify Race/Ethnicity for newly enrolled students

| Collection Request | All 'S' Collections |
|---|---|

Any newly enrolled student or a student whose District of Residence changes must have their Race/Ethnicity recollected.

The Local Ethnic Category field is not used for EMIS purposes but is the value used on most StudentInformation reports.

Recollected:



Not recollected:



### Race/Ethnicity Coding:

| Student Situation | Hispanic/Latino Element Value (GI580) | Summative Race Element Value (GI090) | Race Detail Value (GJ record – one per response) |
|---|---|---|---|
| Information Not Recollected | * | Same as FY10 Yearend – W, B, H, A, I, P, M | No GJ Record Reported |
| Recollected – Student is of Hispanic/Latino Heritage | Y | H | All Races Chosen from the Following: W, B, A, I, P |
| Recollected – Student is not of Hispanic/Latino Heritage – only one race being chosen | N | Race Chosen – Only one of the following: W, B, A, I, P | No GJ Record Reported |
| Recollected – Student is not of Hispanic/Latino Heritage - more than one race being chosen | N | M | All Races Chosen from the Following: W, B, A, I, P |

## Task 11 - Verify Home Language and Native Language Fields

| Collection Request | All 'S' Collections |
|---|---|

The **Home Language:** field is the language spoken at home. This field is required for LEP and immigrant students.  All other students will have  ****.

The **Native Language:** field is the language spoken at the onset of speech.

Both the **Home Language:** and **Native Language:** fields may be updated using the Student Profile Bulk Update.

## Task 12 – Verify and Update CTE Program of Concentration

| Collection Request | Second and Final |
|---|---|

CRITICAL

While this value isn't reported until a later Collection, it is used when creating Webxam files so it is best to update students as soon as their program of concentration is known. The Program Area of Concentration values will affect the CTE Report Card as well as next year's Period D reporting.

The CTE Program of Concentration field is required to be reported with the FN record. The CTE Program of Concentration Element designates the program area of concentration for a CTE concentrator

A "CTE Concentrator" is a secondary student who has completed a minimum of 50% of the high school credits allowed for a single career and technical education (CTE) workforce development program (e.g., health sciences or marketing), and has enrolled for additional credit at the secondary level. For guidance (and examples) in identifying when a secondary student becomes a CTE Concentrator, see *Career-Technical Education Programming and EMIS Reporting* on the Ohio Department of Education Website (Career-Technical Education section).

The Office of Career-Technical Education will develop guidance to help districts determine how to identify the correct CTE Workforce Development Program Code to report for each CTE Concentrator.

The district that employs the workforce development teacher is responsible for identifying and reporting CTE concentrators and the CTE Program of Concentration. Only the code for one area of concentration may be reported for a student within a reporting period. Once a student is identified as a CTE concentrator, the student is a CTE concentrator for the rest of his/her schooling. Current grade level has no relationship to whether or not a student is identified as a concentrator; i.e., a student can be a junior and be identified as a concentrator.

Update the CTE Program of Concentration field on the FN Attributes tab for applicable CTE students.  First, select the area of Concentration from the CTE Program Area dropdown and then select the specific code from the CTE Program of Concentration dropdown.

The CTE Program of Concentration field may be updated using the Student Profile Bulk Update.

The CTE Program of Concentration may also be updated via the CTE Management page.

## Task 13 - Update October IEP Outcome field

| Collection Request | All 'S' Collections |
|---|---|

This element is reported for those students with a change in their Least Restrictive Environment (LRE) since their most recent IEP as of October. In general, the LRE will not change without a new IEP being completed and reported, but there are some cases, especially with IEPs reported in the prior year that are still in effect as of the end of October, where the LRE could change. Examples include but are not limited to a student whose parent originally consented to services but pulled the student from services prior to October 31st and situations where an expelled student is given an alternative placement that will be in effect on October 31st. In addition, for a preschool student (especially for those who are part time,) a parental placement in a private preschool program could change the LRE for that student.

When completing the Federal Child Count, ODE will review the LRE on the latest reported IEP event effective (including IEPs reported in the prior yearend and IEP events reported in the current 'S' reporting period) and the value of this element. The value of this element will take precedence.

For this element to be valid for the Federal Child Count, the student must already have an IEP reported to ODE that is valid on October 31st (e.g., October 31st is between the reported Outcome Beginning and End dates on a IEP that was reported to ODE in the prior yearend or in the current reporting period.) If no reported IEP is valid on October 31st, the value in this element will be ignored.

## *Task 14 – Update LEP Option for students*

| Collection Request | All 'S' Collections |
|---|---|

For students who are Limited English Proficient, a new code has been added to indicate a student is in his 2nd year of LEP Status.  This new code was optional for FY16 but is required for FY17.  It is required to be reported in FY17.  The new code is 'S – LEP – Enrolled in U.S. Schools for 2nd Year.



The Valid codes for LEP Status are:

**N – No** – Student is not  Limited English Proficient

**Y – Yes** – Limited English Proficient student who has been enrolled in U.S. Schools for more than 360 school days (or the equivalent of two school years) OR Previously exempted from taking the spring administration of either of the State' English Language arts  assessments (reading or writing)

**L – LEP – Enrolled in U.S. Schools for First Time –** A recently arrived Limited English Proficient student who has been enrolled in US schools for **no** more than 180 school days

**M – LEP** – Trial Mainstream

**S – LEP Enrolled in U.S. Schools for 2nd Year** – A recently arrived Limited English Proficient student who has been enrolled in US schools for more than 180 school days and less than 360 days (or the equivalent of two school years).

## *Task 15 - Update Admitted From IRN and Withdrawn To IRN*

| Collection Request | All 'S' Collections |
|---|---|

Districts are required to report the IRN of the district a student comes from when registering into your district for the first time. If the student is newly enrolled in the current school year and the student's admission reason is '3','6', or '7', the admitted from IRN will need to be reported.

**New starting in FY17: The Admitted From IRN will also be reported when the District Relationship of a student changes to a value of '1', from a '2' or '3'. All restrictions for updating this field on the Edit Student Profile page have been removed.**

This IRN value must be a district IRN. If the student is not new to the district in this school yearor had a change in District Relationship, the field value will default to "******". The Admitted from IRN field can be found on the following pages in StudentInformation:

- Student Profile Edit – FS Tab
- Registration Wizard
- Student Registration
- EZQuery Student Demographics
- EZQuery SIS Student Search
- Home School Import – Students tab

### Student Profile Edit – FS Tab:



When the student is admitted from a non-public school, use the IRN of the non-public school for the Admitted from IRN value and not the IRN of the Diocese.

If the admission reason is '7' and the Admission Date is on or after the first day of school in 16/17, this means the student was previously in the district, left the district and has now returned to the district. Since the student is returning to the district after school has started, you must indicate the IRN of the district the student was in previously. Admission reason '6' could be used for this student because he did go to another district in between enrollments in the current district.

If the student attended your district through the end of the prior school year but withdrew from the district prior to June 30th and was reported in June as withdrawn, but has returned to the district again this year, the student would be re-admitted to your district, admission reason '7' would be used, and you will need to report your own District IRN in the Admitted from IRN field.

If the student attended your district last year, dropped out of school and is now returning to your district, admission reason '7' would be reported for the student and the Admitted from IRN would be the IRN of your district.

Districts are required to report the IRN of the district a student is going to upon withdrawing from their own district. The Withdraw to IRN value must be reported any time a student withdraws from your district to attend another district. Students with withdraw reason '41','42', and '45' must have a value in the Withdraw to IRN field.



If the student is withdrawing to attend a non-public school, use the non-public school building IRN for the withdraw to IRN value. If the non-public school does not have a valid IRN, report 999999.

The Withdraw to IRN value is stored on the student's latest FS record at the time of the district withdrawal.

## *Task 16 – Update Third Grade Reading Guarantee Values*

| Collection Request | Second and Final Collection |
|---|---|

The Third Grade Reading Guarantee options are reportable in the second and final 'S' reporting Collections, however, it is best to update these values as the information is received.



The values for each of these Diagnostic Results can be updated either on the Student Profile, FN Attributes tab or utilizing the **Student Profile Bulk Update**.
Valid Values are:
- ** - Not Required
- RN – Required, not assessed
- AO – Assessed, on Track
- NO – Assessed, Not on Track
- EX – Exempt from Diagnostic Assessment

If a student is assessed more than once for math and more than once during the school year, report only the initial assessment results. Students not on track per the initial assessment will remain not on track until scoring on track on the following school year's math diagnostic assessment. The student's latest Third Grade Reading Promotion status appear under the Result Code box.

## *Task 17 – Run Student Verification (UNCLEMIS) and correct errors*

| Collection Request | All 'S' Collections |
|---|---|

UNCLEMIS checks are no longer EMIS Reporting Period specific.

1. Change your context to the district level and the current year.
2. Navigate to ***StudentInformation > EMIS > Student Reporting Collection (S)***.
3. On the **Request Type** tab choose the ⦿ Verify Student Data option.
4. Click **Next >**.
5. On the **Program Selection** tab select ⦿ Verify - Student Demographic (UNCLEMIS).
6. Click **Next >**.
7. Next, choose the buildings in the district you would like to run Student Verification for.
8. Choose how many students you would like to see per page in the **Number of Students Per Page:** dropdown.
9. Click **Verify**.
10. Once the process is complete the Student Verification errors will display on the page.

Depending on your StudentInformation security role, you may have access to run UNCLEMIS only at a specific building. Contact the Security Administrator at your district or ITC if you have questions concerning your StudentInformation security role.

### How to run Student Verification at the building level

1. Change your context to the building level and the current year.
2. Navigate to ***StudentInformation > EMIS > Student Verification***.
3. Choose how many students you would like to see per page in the **Number of Students Per Page:** dropdown.
4. Click **Verify**.
5. Once the process is complete the Student Verification errors will display at the bottom of the page.

Unclemis errors are interactive links which allow you to navigate to the profile of the student with the error and correct the error without leaving the Unclemis page.

Please review the ***UNCLEMIS Error Resolution*** document for detailed explanations on how to correct each Student Verification error.

## *Task 18 – Run the Student Roster Detail (R101A) to verify student demographic and disability information is correct*

| Collection Request | All 'S' Collections |
|---|---|

StudentInformation > SIS > School > Student Reports > Student Roster Detail (R101-A)

Use R101A to verify the details of the student's demographic records and disability condition as well as rosters of students – both active and inactive in each grade level.

Verify that all students who have withdrawn from the district are no longer actively enrolled and have the appropriate student status.  Also check the accuracy of the student's Birth Date, Ethnicity, Disability Condition, and EMIS Situation.

Report: R101A

Printed Thu, Aug 12.        8:15 AM

. **HIGH SCHOOL**

**Student Roster Detail**

AGE RANGE: ALL AGES

| ID | STUDENT NAME | STATUS | GR | GN | HMRM | HOME SCHOOL | PARENT/GUARDIAN NAME |
|---|---|---|---|---|---|---|---|
| SCH CD | STUDENT ADDRESS | DISAB | | | AGE | BIRTHDATE | TELEPHONE |
| | HOME SCHOOL NAME | | | | | | ETHNICITY - ETHNICITY CODE |
| | | EMIS SITUATION | | | | | PROGRAM - PROGRAM CODE |
| 200800073 | Student1003, Morgan | ROE | 12 | F | | | |
| ELHS | 645 S Main St | ** | | | 17 | 04/03/1993 | (555) 555-5555 |
| | Lima, OH 45804-1241 | | | | | | WHITE - W |
| | | 151 - Resident open enrolled elsewhere F/T | | | | | - |
| 200800070 | Student1005, JAMES (JAMES) | ROE | 09 | M | | | |
| ELHS | 645 S Main St | ** | | | 14 | 03/22/1996 | (555) 555-5555 |
| | Lima, OH 45804-1241 | | | | | | WHITE - W |
| | | 151 - Resident open enrolled elsewhere F/T | | | | | - |
| 200800048 | Student1027, JAMIIL | ROE | 12 | M | | | |
| ELHS | 645 S Main St | ** | | | 17 | 09/18/1992 | (555) 555-5555 |
| | Lima, OH 45804-1241 | | | | | | BLACK, NON-HISP - B |
| | | 151 - Resident open enrolled elsewhere F/T | | | | | - |

# Calendars, Exception Days and Attendance Patterns

## *Task 19 – Verify Sub-calendars and EMIS Exceptions are set up correctly*

| Collection Request | All 'S' Collections |
|---|---|

Sub-Calendars will be used to calculate a student's hourly attendance values. It is important that all sub-calendars correctly reflect the days in session as well as any exception types, which will be reported in the Calendar reporting period.



**Hints for setting up new calendars:**
- Define a sub-calendar for each group of students that have a different start and/or end date than the general population of the building
- Define a sub-calendar for seniors if their last day of school falls before the rest of the building population
- Define a sub-calendar for groups of students who you are responsible for reporting course information and attendance but the students are educated elsewhere (ex: ESC students)
- Use the Attendance pattern of '**' ONLY for the calendar that will have the majority of students assigned to it.
- Assign an attendance pattern to only one calendar

**The following elements must be set up to ensure attendance will be calculated correctly for students:**
- **Sub-Calendar Start Date** – The first day of school for students on this sub-calendar. The start date from the master calendar is no longer reported for sub-calendars. Make sure the start date is the correct date for this calendar.
- **Sub-Calendar End Date** – The last day of school for students on this sub-calendar. The end date from the master calendar is no longer reported for sub-calendars. Make sure the end date is the correct date for this calendar.

- **Attendance pattern** – indicates the student attendance pattern associated with this calendar
- **Grade Levels** – the grade level(s) for students this calendar applies to
- **To Be Reported: Days or Hours** – indicates whether the attendance for this calendar is collected in Days or Hours
- **Hours Per Day:** indicate the average hours per day students attend who are assigned to this calendar
  - Exception – For KG students, the number of hours per day to be reported should be a full day even if they only attend a half day.  Ex., KG students who attend 3 hours per day should still report the full day hours of 6
- **Exempt from Minimum Total Hours and/or Days –** this new field indicates whether the calendar is a special calendar and is exempt from meeting the minimum hours or days students are required to attend because of special circumstances.  ODE has not yet provided the field values to report for this element.
- **Ignore Percent of Time in Attendance Calculation** – check only if you do not want FTE taken into consideration when calculating attendance
- **Include in Attendance Calculation** – Check the box if students assigned to this calendar should have attendance calculated for them.
- **Not expected to be in attendance between the first and last day of school on every**: - should only be checked if school is _NOT_ expected to be in session every week on the particular day (Ex: PS students never attend on Fridays)
- **Expected to be in Attendance between the first and last day of school on every (Sat, Sun)** – should only be checked if school _IS_ in session on every Saturday or Sunday during the school year
- **Report to EMIS** – should be checked if the school is using this calendar for EMIS attendance reporting.

Please consult the *Editing the Master Calendar and Sub-calendars Step by Step Checklist with EMIS Exceptions* document for step by step directions on setting up sub-calendars.  The *Calendar and Exception Days Quick Reference* will also be helpful for verifying specific exception attributes required with each calendar.

## Task 20 – Verify students are assigned to the proper attendance pattern and attendance calendar

| Collection Request | All 'S' Collections |
|---|---|

**General Rule**:
Any student who is enrolled in the district should be assigned to a sub-calendar.
If 50% of time or less = ½ day calendar
If over 50% = full day calendar
0% of time = Non-Attending Calendar (will be reported to EMIS as default calendar)
While FTE is used in the calculation for EMIS attendance, it is not used for daily attendance. The calendar Max Absence level determines the maximum amount of a day a student can be absent for non-EMIS attendance.

### A. Verify:

Run R500 to verify students are assigned to the correct calendar based on their % of time.



StudentInformation > SIS > Attendance > Attendance Reports > District-wide Membership Report (R500)

Bldg: ELHS
Grade: 09

| Id | Student Name | Stat | Prgm | Sex | Grd | Dist of Res. | Cal | Hm Rm | Admission - Withdraw Date | Cde | FTE (%) | Membership Days All | Pres. | Exc | Tardy | Unexc |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 200800009 | Student49200, SHELBY | R | | F | 09 | 045773 | DNAC | | 09/01/09 | – | 0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| 00241865 | Student49219, HAYLIE | R | | F | 09 | 045773 | DNAC | | 09/01/09 | – | 0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| 00241405 | Student49230, ARYANNA | R | | F | 09 | 045773 | DNAC | | 09/01/09 | – | 0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| 00240347 | Student49267, ERICK | R | | M | 09 | 045773 | DNAC | | 09/01/09 | – | 0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| 00239910 | Student49271, JASMINE | R | ** | F | 09 | 045773 | DNAC | | 09/01/09 | – | 0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| 00239680 | Student49274, MARCUS | A | ** | M | 09 | 045773 | 1 | | 09/01/09 | – | 100 | 170.0 | 170.0 | 0.0 | 0.0 | 0.0 |

### B. Update:

If a calendar change is required because of a change in the student's EMIS situation or % of Time in the current EMIS situation, a new FS record and a new FD record would be added. If the attendance pattern value is incorrect, the calendar would need to be corrected on the existing FD record to point to the correct calendar/attendance pattern.

When a student has a calendar change, the calendar needs to be updated both on the General tab and the FD tab of the Student Profile.

Follow these steps to make a calendar change for a student on the FD tab.

1. With the building in context, navigate to: **_StudentInformation_ > _SIS_ > _Student_ > _Edit Profile._**
2. Find the student you wish to perform a calendar change for.
3. On the General Tab, select the appropriate calendar from the

**Attendance Calendar:** dropdown.

4. Click Save.
5. A new screen will appear indicating the student's previous calendar assignment, their new calendar assignment and a Calendar Change Effective Date field.
6. Enter the Effective Date of the calendar Change. The date selected must be a day within the school year.
7. Click Save.
8. Next, select the FD – Attributes Tab.
9. You will need to add a new Attributes record with the updated attendance calendar if this is a true calendar change and not a correction to existing calendar assignment.
10. Enter the Effective Start Date. Use the same date that was used on the General Tab for the Calendar Change Date.
11. Select the appropriate calendar from the Reporting Calendar Dropdown. When a calendar is selected, the Attendance Pattern value will change to show the attendance pattern associated with that calendar.
12. Click Save to save the record.

| Attendance Pattern: | AS - Alternative Schedule ▾ |
| Reporting Calendar: | GR - Graduates/Early release ▾ |

☐ Exclude FD Records from Fall Initialization Updates

The Student Profile Bulk Update may also be used for this step if updating multiple students. The Student Profile Bulk Update may be used to update the calendar on the general tab as well as the calendar on the FD tab.

### *CTE – Using the Home school calendar for CTE Satellite Students*

Career Centers have the option of having ODE use the student's home district calendar for enrollment rather than maintaining and reporting a calendar at the Career Center. The key to accomplishing this is to assign the satellite students to a sub-calendar that is NOT reported to EMIS and has a unique attendance pattern. ODE will look for a matching calendar by attendance pattern in the JVS at the building level. If no match is found, they will check the district level calendars. If no match is found, they will use the student's district of residence and SSID to go back to the home district and see what calendar they are assigned to in their home district. When the match is found, ODE uses the home district calendar to calculate enrollment.

A calendar will still need to be maintained in the CTE building if attendance is to be calculated at the career center for Satellite students.

# Student Missing Override and Summer Withdrawal Records

## *Task 21 – Add Student Missing Override Records (FC)*

| Collection Request | All 'S' Collections |
|---|---|

Student Missing Override Records (FC) records are to be reported for SSIDs appearing on the Missing Student Override report where an override is warranted.  Once reported, the FC record should continue to be reported for the remainder of the S collections for the fiscal year.

If a student withdrew from school prior to the last day of the prior school year, and was not reported as withdrawn in the prior school year or as a summer withdrawal, the SSID would be reported for this record. The SSIDs entered into this record are not checked against prior year data.  These records are school year specific.  The comments section of the record is not reported to ODE, but is only for user reference.

See Section 2.17 of the ODE EMIS Manual for additional information regarding the Student Missing Override Record.

# Summer Withdrawal Record

## *Task 22 – Add Summer Withdrawal record (FL) optional*

| Collection Request | All 'S' Collections |
| --- | --- |

A Student Summer Withdrawal Record (FL) may be reported for any student who was enrolled in the district at the end of the prior school year but withdrew from the district prior to the start of the current school year. If a student attends even a single day of the current school year in the district, the FL record may not be used to report the student's withdrawal.

A student who withdraws over the summer may be reported with a Student Attributes – Effective Date Record (FD), a Student Standing Record (FS), and a Student Demographic Record (GI), OR the student may be reported with a single FL record.

**NOTE:** If FD/FS/GI records are reported, all elements on those records must have values that are valid for the current school year. If a district reports an FL record, that student cannot also be reported with FD/FS/GI records during the current school year.

# Student Special Education Reporting

## *Task 23 – Create Student Special Education Records*

| Collection Request | *All 'S' Collections* |
|---|---|

StudentInformation > SIS > Student > Special Education

**Items to note:**

1. **SEMD** Special Education Manifestation Determination Date Type is used for students with a disability who have accumulated more than 10 days of suspensions or expulsions.  The actual manifestation determination meeting is required to be held within 10 days of the date the district decided to suspend or expel the student that causes the number of suspension/expulsion days for the student for the school year to exceed 10.
2. **NIEP** No IEP is used for students who continue to receive services even though they have no active IEP.  Outcome Begin Date would be the same as Event Date.  The Outcome End Date is usually left blank.
   Non-Compliance IDs to be used with NIEP:
   - 10 – Student newly transferred in – IEP adoption determination not complete, service being provided based on prior IEP
   - 11 – IEP expired, new IEP not in place – service being provided based on prior IEP
   - 12 – IEP current but not reported in EMIS in prior reporting period, services provided based on current IEP

**Returning students:**

- Any student with a disability or suspected of having a disability who was enrolled in 15/16 and continues to be enrolled in 16/17 should have a Special Education event record reported for all events that occur from July 1, 2016 through June 30, 2017.  Not every student with a disability will have a Special Education record reported in the first or second 'S' traditional Collection Request.

**Newly enrolled students:**

- Students with a disability or suspected of having a disability that were newly enrolled in 16/17 should have at least one Special Education record reported by the end of the Final Collection Request for the school year
- Since the student is new to the district, it is possible to have a record with a date prior to July 1, 2016.

AIEPs may be reported when any of the following have occurred:
- Change to an existing Outcome ID Element
- Change in IEP Test Type Element
- Change to the Secondary Planning Element
- Change in the exemption from consequences of OGT or EOC

**CIEP – Parent withdrawals consent**
A CIEP event is reported when a parent/guardian of a special education student with an IEP withdraws consent to the current IEP. CIEP cannot be reported unless a TIEP, RIEP, or IIEP is already in effect.  Once a CIEP Date Type is reported, the student immediately becomes a non-special education student. Accordingly, if a parent changes their mind after withdrawing IEP consent, the student will go through the same process as a student entering special education for the first time. Once a CIEP Date Type is reported, modifications to the FD record and/or the Accommodations Elements on all applicable tests may be needed. When a CIEP Date Type is reported, the only other Student Special Education Record data element reported with a value other than "Not Applicable" is the Outcome ID and Date Elements.

The **Secondary Planning:** element on the Special Education record is used for students age 14 and above and determines when a student will have completed coursework and will graduate, or will have completed coursework but needs additional education services in preparation for employment or enrollment in college.

**IMPORTANT: Make sure all events that take place on or before 6/30/17 are entered in StudentInformation and reported in FY17S or these students will appear on your 17S DISAB_NOT_FUNDED report and you will not receive the Special Ed weighted funding for these students.**

In addition, if you had students in 16S that you were not funded for because their spring IEP event was not reported in 15S, make sure you code this year's IEP event for those students with the '09 out-of-compliance code'. This will let ODE know you were not out of compliance - you only failed to report the data correctly in EMIS last year.

***ESCs do not report Special Education records for Preschool students. The resident district is responsible for reporting the Special Education records.***

## Task 24 – Create FE Student Graduation Requirement Record

| Collection Request | All 'S' Collections |
| --- | --- |

**End of Course exams and OGT Subject Areas are available in the Assessment Area options for the Special Education Graduation Requirement Records.**



An FE record is to be reported for **any** student who is exempt from the Graduation Requirement. This includes students who are taking Alternate Assessments.

This record is reported whenever an IEP determination is made to add, confirm, or cancel an exemption from the consequences of any graduation assessment and/or individual graduation assessment areas. FE records are reported in all Period S data sets.

If the record is being used to report a granting of an exemption in a particular Assessment Type/Area combination, it is reported in the first school year of the IEP determination and every year thereafter, thereby confirming the IEP team has continued the exemption on the IEP. This is true even if there is no change in the granted exemptions from one IEP to the next.

If the record is being used to report removing or cancelling an exemption in a particular Assessment Type/Area combination, removal of the exemption is reported in the initial year of the IEP change and optionally thereafter.

If a student is never exempted from a particular Assessment Type/Area combination, then it is not necessary to report a Student Special Education Graduation Requirement Record for that combination.

Separate records are submitted per graduation Assessment Type/Area. For example, if the student no longer needs to meet the passing requirements of three of the five OGT subjects, then three records must be reported.

**NOTE:** When this record is reported, a matching Student Special Education Record (GE), matching on Date and Date Type, MUST be reported for the IEP that reflects the determination of the exemption(s).

**NOTE:** Who Needs It, Graduation Eligibility, and Transcripts still look at the Required for Graduation checkbox on the test record.

## Task 25 – *Verify Special Education Records*

| Collection Request | All 'S' Collections |
|---|---|

Once Special Ed Event records have been entered, run the Special Education Verification at the district level to check for errors.

Each error listed when choosing Download File – Verification messages is an interactive link which brings you to the student's Special Education record. Correct any of the students who have missing events or have errors on any events for the 16/17 school year and rerun the verification to ensure the errors have been corrected.

If you are running Verify Special Education for a specific S Collection Request, populate the Run Date with the last reportable date for that period

- Traditional First S Collection – 10/31/2016
- Traditional Middle S Collection – 03/31/17
- Traditional Final S Collection – 06/30/17

To view a report of missing Special Ed events, choose the following:



To receive a report of all special education events, not just the students with errors, choose Download File – Student Special Ed. Events.

To receive a report listing all of the Student Special Education Graduation Requirements choose Download File – Student Special Ed. Grad. Req.

# District & Building Records

## *Task 26 – Update the District and Building Records: DN*

**DN District Records**

| Collection Request | All 'S' Collections |
|---|---|

If an attribute on the Maintenance page contains a value, a record for that attribute will be included in the transfer file. All calendar related attributes will be reported in period C.

If you submit data through a different ITC, the **Reporting ITC IRN:** field will need updated.

The following attributes are required to be reported during the first 'S' Collection Request:

- **PHYSEDPLOT –** Report in the organization IRN field the building that is participating in the pilot. A separate record is required for each building participating.
- **INFOTECIRN** – Reporting ITC IRN
- **STUKGBRDAY** – Date Student is required to be five years old to be admitted into kindergarten
- **STULNCHFRE** – Count of students attending this building who are eligible to receive free lunches
- **STULNCHRDC** – Count of students attending this building who are eligible to receive lunches at a reduced price
- **STULNCHNOT** – indicates students are not offered lunch. The count should be zero if lunch is not offered. If reporting STULNCHNOT, do not report any counts in **STULNCHRDC or STULNCHFRE.**
- **STUELGEXAC** – Amount of time a student is required to attend the district to be eligible for extracurricular activities
- **STUHOMESCL –** Count of home schooled resident students
- **STUNPNTSRV –** Count of resident and non-resident nonpublic students within district boundaries eligible for special education services but not being served by the district
- **TFRPSESCYS –** Valid IRN of a traditional district or ESC if an ESC is providing preschool special education services for resident children and the district has authorized ODE to transfer funds for preschool special education students to the ESC providing those services
- **TFRPSESCNO –** Valid IRN of a traditional district or ESC if an educational service center (ESC) is providing preschool special education services for resident children and the district has not authorized ODE to transfer funds for preschool special education students to the ESC providing those services

- **TRANSPTCNT –** Count of qualified riders; the number provided should match the sum of Regular Rider Total, 1 mile or more, for Type I, Type IA and Type II on your submitted T-1 report
- **TRANSPTMIL –** District's total number of miles driven for school bus service in the current fiscal year; The number given should be 180 times the sum of 'Regular Miles Total, 1 mile or more' for Type I, Type IA, and Type II on your submitted T-1 report.

The following attributes are required to be reported during the second 'S' Collection Request:
- <u>**All**</u> attributes for the first 'S' Collection Request AND
- **Feeder School** – value should be left blank for buildings with 12<sup>th</sup> grade students
- **SIG Time Extended Group** attributes – Required only for districts with a School Improvement Grant
  - **SIGEXTNDYR** -  increased learning time by extending the school year
  - **SIGEXTNDDY** - increased learning time by extending the school day
  - **SIGBEFNAFT** - increased learning time in before and after school settings
  - **SIGSUMRSCH** - increased learning time in summer school
  - **SIGWEEKEND** - increased learning time on the week end
  - **SIGOTHERTM** - increased learning time in some other time frame not listed above

The following attributes are required to be reported during the final 'S' Collection Request:
- <u>**All**</u> attributes for the first and second 'S' Collection Requests AND
- **STUNPNTELG** – Count of resident and non-resident nonpublic students within district boundaries evaluated and determined ineligible for special education services
- **STUPSTCBTR**  – Count of preschool transition conferences held by 3rd birthday, no disability suspected, no additional evaluation
- **STUPSTCATR –** Count of preschool transition conferences held after 3rd birthday, no disability suspected, no additional evaluation
- **LCLWELLPOL –** Local wellness policy
- **Comprehensive Eye Exam –** required to be reported at district level.  These values are a summative count which apply to special education students only.

**District and Building Information**

From this screen, you can update your District and Building Information.

District Testing - Year End (DT) | District Organization Info (DN) | Building Organization Info (DN)

**Information Technology Center Group**

Reporting ITC IRN: 085639 - NOACSC

**Student Group**

| | |
|---|---|
| Date student is required to be five years old to be admitted into kindergarten: | A - September 30th |
| Count of home schooled resident students: | 9 |
| Amount of time a student is required to attend district to be eligible for extracurricular activities: | |
| Count of resident and non-resident nonpublic students within district boundaries eligible for special education services but not being served by the district: | 3 |
| Count of resident and non-resident nonpublic students within district boundaries evaluated and determined ineligible for special education services: | 13 |
| Count of preschool transition conferences held by 3rd birthday, no disability suspected, no additional evaluation: | 14 |
| Count of preschool transition conferences held after 3rd birthday, no disability suspected, no additional evaluation: | 22 |

**Local Wellness Policy**

Local Wellness Policy: Yes

**Preschool Special Education Agreements**

| | |
|---|---|
| IRN of entity providing Preschool Special Ed Services that district has authorized ODE to transfer funds to: | |
| IRN of entity providing Preschool Special Ed Services that district has NOT authorized ODE to transfer funds to: | |

[Add] [Cancel]

**District Transportation**

| | |
|---|---|
| Count of qualified riders: | 1235 |
| Miles students are transported: | 122685 |

**Comprehensive Eye Exams**

| | |
|---|---|
| Number of students with an IIEP written within the stated timeframe: | 68 |
| Number of students with an IIEP written within the stated timeframe who received an eye exam within three months of beginning services: | 45 |
| Number of students with an IIEP written within the stated timeframe who received an eye exam more than three months after beginning services: | 14 |
| Number of students with an IIEP written within the stated timeframe who received an eye exam within nine months immediately prior to being identified with disabilities: | 2 |
| Number of students with an IIEP written within the stated timeframe who did not receive an eye exam due to withdrawing within three months of beginning services: | 0 |
| Number of students with an IIEP written within the stated timeframe who did not receive an eye exam due to the student's hospitalization: | 0 |
| Number of students with an IIEP written within the stated timeframe who did not receive an eye exam due to parent refusal: | 2 |
| Number of students with an IIEP written within the stated timeframe who did not receive an eye exam due to the lack of a conveniently available provider: | 0 |
| Number of students with an IIEP written within the stated timeframe who have not received an eye exam and are still within three months of beginning services: | 0 |
| Number of students with an IIEP written within the stated timeframe who did not receive an eye exam due to a reason not accounted for by another attribute name: | 0 |

Enter *zeroes for fields*

**SOES only**

Early Entrance for KG:

**DN Building Record:**

Due to the new calendar reporting attributes, the items contained in the Teacher Group section and Calamity Group section below do not need to be completed on the DN record. ODE will derive this information using the reported exceptions in the calendar Collection Request.

The **Feeder School:** value should be left blank for buildings with 12th graders.

The PE Performance Measures are to be reported during Period S for each city, local, exempted village school district, community school and STEM districts. The Phys Ed Evaluation building records include students who are enrolled in the building for each grade range.

The four bands of grade ranges to be reported are as follows:

- Grades KG-2
- Grades 3-5
- Grades 6-8
- Grades 9-12

Each Grade Band will have 5 different options to be reported. These values indicate the count of students by ability level at each grade band. They are as follows:

- Total students scoring Limited
- Total students scoring Proficient
- Total students scoring Advanced
- Total students Not Evaluated
- Total students not Applicable

On the Building Organization Info (DN) tab, when reporting the values for each grade band, note the following:

1. Only report a value for Grade Bands that are in the building being reported in the Building Organization Info record.  Example, if you are completing the high school building DN record, and only have grades 9-12 in that building, you would only fill in values for the 09-12 grade bands.  The other grade bands would be left blank.

2. Total Students Not Applicable should only be completed for a grade band if a building in the district includes one or more of the grades in the grade band, but the students are not evaluated at that building.  For example, if a district has a Kindergarten only building, but the district elects to evaluate students in 2$^{nd}$ grade only, then at the Kindergarten only building, you would complete the number of students not being evaluated and insert that on the Total Students Not Applicable field for the KG-02 grade band.

3. If a specific school building's grade levels served as reported in ODE's OEDS system overlap a grade band, the building should either have the first options reported (Limited, Proficient, Advanced, Not Evaluated) or report only the ** (Not Applicable); it cannot be both.

4. Report zeroes if no value applies to an attribute (Limited, Proficient, or Advanced) in the building.  For example, if a building only has proficient students in a grade band, enter zeros for the limited and advanced levels in that same grade band.

# Membership/Program Reporting

## Task 27 – Verify and Update Membership Codes with Staff or Program Provider

| Collection Request | All 'S' Collections |
|---|---|

All buildings must report student programs from the EMIS Manual, Section 2.9 Student Program Record, for the program codes that have to be reported in each 'S' Collection Request.

Certain program codes require that a staff member be reported. Navigate to *__StudentInformation__* > *__Management__* > *__School Administration__* > *__Membership Groups__* > *__Memberships__* and edit the membership code. Check the **Require Staff Member:** checkbox and select the staff member from the dropdown. The following EMIS program codes require a staff member to be reported:

- 305003 – Career Assessment program code
- 206XXX – Gifted program codes
- 220100 – Preschool Itinerant Services program code

StudentInformation requires start dates on all memberships, but not stop dates. Preschool Itinerant 220100 is the only program code which requires effective start and end dates to be reported. Edit the program code through the breadcrumb trail above and check the **Require Dates:** checkbox. If Preschool Itinerant services are given through the ESC, the resident district does not report the program code.

**Memberships with Contracted Staff:**
Fill out the following default values on the membership:
Credential ID (aka State Staff ID on Staff record in StudentInformation)
Program Provider element

**Memberships with Non Contracted Staff**
EMIS ID
Program Provider should be ******

 **NOTE:** Any student assigned to the membership will show the default staff member and Program Provider IRN. If the staff member or Program Provider IRN differs from the default value assigned, edit the student's membership record and change the value of the credential id or program provider IRN element.

## Task 28 – Add/Update Student Memberships (Programs)

| Collection Request | All 'S' Collections |
|---|---|

**All Program/Memberships**
Student memberships may be entered in multiple places in StudentInformation.

> ***StudentInformation*** *> SIS > Student > Edit Memberships*
> ***StudentInformation*** *> SIS > School > Membership Members*

It is best to get your program/membership records added now regardless of the Collection the program gets reported in.

Program Codes should be reported according to the following table:

| Code Category | Program Series | S Traditional | | | Report Staff | Report Dates |
|---|---|---|---|---|---|---|
| | | Initial | Mid | Final | | |
| Educational Options | 115XXX | | √ | √ | | |
| Early College High School | 120010 | | √ | √ | | |
| Chartered Non-Public or Private Sch | 160110 | | √ | √ | | |
| Gifted Education Programs | 205XXX | | √ | √ | | |
| | 206XXX | | √ | √ | √ | |
| Alt. Placement for Students With Disability Conditions | 211001 | | √ | √ | | |
| Preschool Itinerant Services | 220100 | √ | √ | √ | √ | √ |
| Academic Intervention – Summer | 151490 | | √ | √ | | |
| Academic Intervention – Regular School Year | 152330 | | √ | √ | | |
| Reading Improvement and Monitoring Plan Intervention – Summer | 151500 | | √ | √ | | |
| Reading Improvement and Monitoring Plan Intervention Regular School year | 152500-152699 | | √ | √ | | |
| Title I Subject Areas | 231001-231010 | | √ | √ | | |
| Title I Subject Areas – Summer Sch | 231101-231110 | | √ | √ | | |
| Title I Supporting Areas | 232001-232007 | | √ | √ | | |
| Title I Supporting Areas – Summer School | 2321XX | | √ | √ | | |
| Title I Services | 233XXX | | √ | √ | | |
| Title I Students Attending Neglected or Delinquent School | 2340XX | | √ | √ | | |
| Title I Students Attending Neglected or Delinquent Summer School | 2341XX | | √ | √ | | |
| Limited English Proficient (ESL) | 235XXX | | √ | √ | | |
| Emergency Immigrant Education | 240XXX | | √ | √ | | |
| Career Technical Programs Except 305003 – Career Assessment | 305XXX | √ | √ | √ | √ | |
| CTE – Career Placement | 305003 | | √ | √ | | |
| CTE Single Parent Subgroup | 305010 | | √ | √ | | |
| Academic/Extracurricular Programs & Services | 405XXX | | √ | √ | | |
| Academic Intracurricular Descriptions | 410XXX | | √ | √ | | |

| Code Category | Program Series | S Traditional | | | Report Staff | Report Dates |
|---|---|---|---|---|---|---|
| | | Initial | Mid | Final | | |
| School Related Service | 415XXX | | √ | √ | | |
| Athletics & Related Programs/Interscholastic Athletics | 420XXX | | √ | √ | | |
| Previous Dropout Codes | 50000X | | √ | √ | | |

Use the Program Provider IRN field to indicate the service being reported is provided by a contracted entity. Blank values in the Program Provider IRN are not valid. StudentInformation will default a blank value to ******.

The 215XXX Service Codes are no longer EMIS reportable, but can continue to be maintained on the Services tab of the student's Special Education page, if so desired.

**Reading Improvement and Monitoring Plan Intervention Programs.**
Reading Improvement and Monitoring Plans are required for K-3 students identified by the reading diagnostic assessment as not reading at grade level. Districts and community schools are required to report reading improvement interventions/programs provided during the school year in EMIS during the 'S' data collection. One or more interventions (RIMP) must be reported for any K-3 student identified who is not on track for reading.

**Copy Membership functionality**
- Allows selected student membership assignments to be copied from the previous year to the current year
- Will not copy memberships from one building to another if student changed buildings this year
- If the membership code has already been added to the student's memberships for the current year, the student will not appear on the list of students available to copy up for that membership.

## Task 29 – Run Student Roster by Membership (R102) to verify student memberships

| Collection Request | *All 'S' Collections* |
|---|---|

For each Collection Request, run Student Roster by Membership and verify the student memberships to ensure that the proper students are appearing with the correct membership records.

StudentInformation > SIS > School > Student Reports > Student Roster By Membership (R102)



Report: R102                                                    **High School**
Printed Mon, Aug 03,      2:20 PM

                                                    **Student Roster By Membership**

STUDENT CONTROL GROUP:   20   Specialized Instructions          Membership Date Range:          ALL DATES

| ID | STUDENT NAME AND ADDRESS | TELEPHONE | AGE | ST | GR | GD | HMRM | STUDENT MEMBERSHIP CODE | EFFECTIVE DATE |
|---|---|---|---|---|---|---|---|---|---|
| 11079 | Student83855, NATHANIEL<br>445 S Main St<br>Lima, OH 45804-1241 | (555) 555-5555 | 16 | A | 11 | M | | 206070<br>Resource/Pull-Out<br>Room for Gifted<br>Students led by GIS | Start Date:<br>8/26/2009<br><br>Stop Date: |

## *Task 30 – Run MEMBEMIS to verify student memberships*

| Collection Request | All 'S' Collections |
|---|---|

Process MEMBEMIS to determine if there are any issues with existing student memberships and services that will be reported. If errors are encountered, make the corrections and then rerun MEMBEMIS to verify that the issue has been taken care of.

MEMBEMIS runs in verify mode only. Any EMIS reportable membership added for a student will be included in the transfer file regardless of which Collection ODE will be looking for them in. ODE will ignore any program that is not to be reported in the Collection of a collection.

**Running MEMBEMIS**

MEMBEMIS has an option to verify Special Education Services separately from all other memberships. The verification process for Special Education Services can still be used to verify any service codes that you may have entered.

How to correct  Student Membership outside the range of the fiscal year  MEMBEMIS errors:

1. Navigate to **StudentInformation** » **Management** » **School Administration** » **Membership Groups**.
2. Click on the blue link of the membership code in the  Name  column.
3. The page will refresh and you will be brought to the Memberships page where a listing of all memberships for the two-digit code will display
4. Click on the corresponding blue link of the membership
5. The page will refresh and the **StudentInformation** » **SIS** » **School** » **Membership Members** will display.
6. Choose the membership group from the  Membership Group:  dropdown.
7. Select  Membership:  from the dropdown.
8. Click  Go .
9. Verify each student has a start or end date within the school year.

# Attendance Reporting

## *Task 31 – Run and save a copy of the District Wide Membership Report (Optional)*

The District Wide Membership Report (R500) provides you with a report of the days present, excused and unexcused absences for a specified time period.  You may wish to run a copy of this report the first day of school, at the end of each 'S' Collection Request and again the last day of school.  Since there is no longer a count week for attendance, you may use this report for your own purposes.  All attendance updates for the school year should be completed prior to running the R500 for the end of year report.

| | | | | | | | | Admission -<br>Withdraw | | Membership Days | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
Report: R500

Printed Thu, Mar 29, .      9:11 AM

ELEMENTARY

District Wide Membership Report

**Grade: KG**

| Id | Student Name | Stat | Prgm | Sex | Grd | Dist of Res. | Cal | Hm Rm | Date | Cde | FTE (%) | All | Pres. | Exc | Tardy | Unexc |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 00099019 | Student59851, Bailey | A | ** | F | KG | 043984 | DFLT | RADA | 08/24/11 - | | 100 | 141.0 | 135.0 | 6.0 | 0.0 | 0.0 |
| 00099034 | Student59828, Ethan | A | | M | KG | 043984 | DFLT | REDMA | 08/24/11 - | | 100 | 141.0 | 137.0 | 4.0 | 1.0 | 0.0 |
| 00099069 | Student59770, Alana | T | | F | KG | 043984 | DFLT | RADA | 08/24/11 - | | 100 | 141.0 | 140.5 | 0.5 | 4.0 | 0.0 |
| 00099075 | Student59761, Danny | N | | M | KG | 043992 | DFLT | BRINK | 08/24/11 - | | 100 | 141.0 | 139.5 | 1.5 | 2.0 | 0.0 |
| 00099092 | Student59743, Riley | A | | M | KG | 043984 | DFLT | RADA | 08/24/11 - | | 100 | 141.0 | 141.0 | 0.0 | 0.0 | 0.0 |

Attendance on the District Wide Membership Report does not take the student's percent of time into consideration.

Note:  Attendance will not match the days calculated on the attendance tab if you have absence types which are not reported to EMIS.  It will also not match if the student is attending for a reduced percent of time.
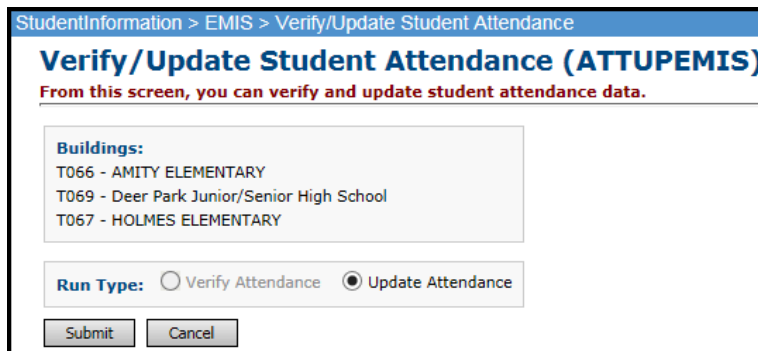
## *Task 32 – ATTUPEMIS Update*

| Collection Request | Second and Final |
|---|---|

**Note: If your ITC has ATTUPEMIS set up to run nightly, then you can skip this step or only run it as needed.**

Run ATTUPEMIS in update mode to calculate attendance for students prior to submitting the data. Your ITC may be running ATTUPEMIS in update mode nightly, however, it is a good idea to refresh your attendance prior to submitting a collection.

Attupemis now calculates attendance in hours instead of days, although the 'days' field displays on the FS Attending tab as a reasonableness check.

Due to the attendance reporting requirements for the Second and Final Collections, Attupemis should be run in update mode **prior to every submission** so that it contains the most up to date attendance information available.



Attupemis calculates the attendance for each student using the attributes of the Reporting Calendar the student is assigned to on the FD Attributes tab of the Student Profile. For a Reporting Calendar to be included in the Attupemis process, the

**Include in Attendance Calculation:** ☑ must be checked on the Sub-calendar.

**Student Attendance Calculation:** The student's School Year Attendance Hours are calculated based on the number of hours of expected attendance for each day they are in session according to their calendar assignment minus the School Year Excused Absence Hours and the School Year Unexcused Absence Hours. The student's FTE is applied to both the number of hours in attendance and the number of absence hours. Any student EMIS exceptions on the Reporting Calendar are included in the calculation.

> **Example 1A**, John Smith is on a calendar that begins August 26 and ends May 15. His reporting calendar has an 'Hours Per Day' value of 6. The school expected to have 180 days in session. The student's FTE is 100%.

This calendar had 2 weather related school delays where they attended 4 hours each day. They also had 2 calamity days that they did not attend at all. EMIS Exceptions were reported for all four of these incidents.

John Smith missed 2 days due to illness (excused absence).

**Calculation:**

180 days minus the 4 days with EMIS Exceptions = 176 days.
176 x 6 = 1056 hours

2 days (delay days) with EMIS Exceptions with 4 hours' attendance
2 x 4 = 8 hours

2 days (calamity days) with EMIS Exceptions with 0 hours' attendance
2 x 0 = 0 hours

2 days of excused absences at 6 hours per day
2 x 6 = 12 hours

(1056 + 8 + 0) – 12 = 1064 – 12
1064 – 12 = 1052 hours of attendance and 12 hours of excused absences

**Example 1B**, Jane Smith is on a calendar that begins August 26 and ends May 15. Her reporting calendar has an 'Hours Per Day' value of 6. The school expected to have 180 days in session. The student's FTE is 75%.

This calendar had 2 weather related school delays where they attended 4 hours each day. They also had 2 calamity days that they did not attend at all. EMIS Exceptions were reported for all four of these incidents.

Jane Smith missed 2 days due to illness (excused absence).

**Calculation:**
180 days minus the 4 days with EMIS Exceptions = 176 days.
176 x (6 x .75) = 792 hours

2 days (delay days) with EMIS Exceptions with (4 x .75) = 3 hours' attendance
2 x 3 = 6 hours

2 days (calamity days) with EMIS Exceptions with 0 hours' attendance
2 x 0 = 0 hours

2 days of excused absences at (6 x .75) = 4.5 hours per day
2 x 4.5 = 9 hours

(792 + 6 + 0) – 9 = 798 – 9
798 – 9 = 789 hours of attendance and 9 hours of excused absences


**Half day calendars**. The student's School Year Attendance Hours is based on the number of hours of expected attendance for each day they are in session, minus the School Year Excused Absence Hours and the School Year Unexcused Absence Hours. The student's FTE is applied to both the number of hours in attendance and the number of absence hours. Any student EMIS exceptions on the Reporting Calendar are included in the calculation. Students on these calendars are 50% FTE or less with a Max Absence Level of a half day (0.50).

When applying days shortened or days lengthened EMIS exceptions to a half day calendar, districts must take into consideration that the student is going 50% of time. If a student typically attends 3 hours, but school is delayed for 1 hour, they need to report an EMIS unplanned shortened day with 4 hours instead of 5. If they report 5 hours, the student would receive 2.5 hours attendance, which would be wrong. If they report the exceptions with 4 hours, then the student receives the correct attendance of 2 hours. This is not just for the hours reporting in StudentInformation, but we have been advised that this is how ODE will be calculating hours for the EMIS exceptions as well.


> **Example 2A**, James Smith is on an a.m. calendar that begins August 26 and ends May 15. His reporting calendar has an Hours Per Day value of 6. The school expected to have 180 days in session. The student's FTE is 50%.
>
> This calendar had 2 weather related school delays where they were delayed 1 hour each day. The EMIS Exceptions for C_HSHRTWEA would be reported with 4 hours for each of those delayed days. They also had 2 calamity days that they did not attend at all. EMIS Exceptions were reported for all four of these incidents.
>
> James Smith missed 2 days due to illness (excused absence).
>
> **Calculation:**
> 180 days minus the 4 days with EMIS Exceptions = 176 days.
> 176 x (6 x .5) = 528 hours
>
> 2 days (delay days) with EMIS Exceptions with (4 x .5) = 2 hours' attendance
> 2 x 2 = 4 hours
>
> 2 days (calamity days) with EMIS Exceptions with 0 hours' attendance
> 2 x 0 = 0 hours
>
> 2 days of excused absences at (6 x .5) = 3.0 hours per day
> 2 x 3 = 6 hours

$$(528 + 4 + 0) - 6 = 532 - 6$$

$$532 - 6 = 526 \text{ hours of attendance and 6 hours of excused absences}$$

Attupemis Update populates the Current Entity fields circled in the screenshot below.



If any additional hours are specified in the 'Other Entity' attendance fields, the values are added to the Current Entity values and reported as a combined total in the FS Transfer file. See the next task for details on manually entered attendance.

For additional assistance in troubleshooting attendance calculations, refer to the Attupemis Worksheet & Answers document under the Help link – Procedural Checklists/Step by Steps under the EMIS section.

## Task 33 – Manually enter attendance on  the FS Attendance Tab for non-preschool students who attend the ESC, Board of DD Students, JVS Satellite Students and non-public students who are placed at district expense

| Collection Request | Second and Final |
|---|---|

Attupemis now calculates attendance in hours instead of days, although the 'days' field displays too. The values in the Other Entity field are manually entered and are not updated by Attupemis.  These can be used for reporting attendance for students that are not on a calendar within your district that calculates attendance.

Examples of students who may need to have their attendance calculated manually:
1. JVS Satellite Students
2. Non Preschool Students attending the ESC
3. Students at the Board of DD
4. Non-public Students placed at District Expense

Starting in FY17, attendance will be calculated for the time students attend the CCP as if they have perfect attendance.  If the student had an absence while at the CCP and no absence event was reported in StudentInformation for that time, you will need to adjust the hours totals accordingly.

During the transfer process, the FS EMIS record transfer adds together the values in the current entity hours of attendance fields to the other current attendance and reports the total on the FS records.

# Data Submission

## *Task 34 – Run CHECK_EMIS for Period S*

| Collection Request | All 'S' Collections |
|---|---|

CHECK_EMIS is available on each reporting period menu.  The version under each menu will check only those processes specific to that particular reporting period.

Run CHECK_EMIS to get an audit trail of what processes have been performed for each building in your district. The CHECK_EMIS page lists which EMIS Verify, Update, and Transfer processes have been run. The CHECK_EMIS report will provide you with a listing of when each process was run, what time, and which user completed the process for each building in the district.

At this point in the checklist, it is important to verify the following has been completed:

1.  Make sure all processes have been run in Verify mode where applicable for each building
2.  Make sure all update processes have been run in Update mode where applicable at least one time for the district
3.  Make sure all the necessary transfers were performed after the update processes were run
4.  If updates were rerun, also make sure transfers were rerun as well
5.  If any processes were run too early, make sure they are rerun during the appropriate timeframe.

CHECK_EMIS may be processed at any time during the reporting period for a status report.

## Task 35 - Period S Transfer

| Collection Request | All 'S' Collections |
|---|---|

Once you have completed the data updates, transfer your data to the Data Collector. Navigate to the Student Reporting Collection (S) menu and choose Select All Transfers. Individual file transfers for a specific record type may be performed as needed.

## *Task 36 – Run the Collection*

| Collection Request | All 'S' Collections |
|---|---|

Before running the Data Collector make sure the most recent version of the manifest is downloaded.

1. While logged into the Data Collector, click on the **Collection Requests** tab.
2. Begin the collection.
3. Mark the Data Sources section.

| ☑ All Files data sources | | |
|---|---|---|
| **Data Sources** | **Availability** | **Collection Status** |
| ☑ BA-Files | ✅ Ready | Not Started |

4. Once the collection has been completed, proceed to the Prepare step.
5. Once the Prepare has completed, review the Level 1 Validation errors.
6. Return to StudentInformation to make corrections and updates resolving the Level 1 Validation errors.
7. After creating a new transfer file in StudentInformation and submitting it to the Data Collector, begin a new collection.
8. If satisfied with the results, go ahead and submit the collection to ODE for processing.
9. Once the collection has been processed by ODE, you should receive Level 2 Validations errors. Review the Level 2 Validation errors and make corrections in StudentInformation.

Don't forget – once you correct errors and rerun any required updates in StudentInformation, a new transfer to the Data Collector must be performed. Once the transfer is complete rerun your collection.