

# Glossary of Terms

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## A

**ALPHA:** A mainframe system hosted at each ITC which houses the EMIS files and is the current method for submitting EMIS data.

**Ad-hoc Membership:** A select group of students defined by building personnel to complete a specific task. Example: Mass update Free and Reduced Lunch for a group of students.

**Add-on:** Points added to the calculated GPA.

**Address Verification:** Optional feature in StudentInformation that verifies a student's address is within the School District's boundaries.

**Address Standardization:** Optional feature in StudentInformation that standardizes student and staff addresses so they comply with United States Post Office Standards.

**Aggregations:** (Aggs) The process currently used to aggregate data to submit EMIS information to ODE.

**Automatic Marks:** Refers to a process in StudentInformation that averages grades together automatically.

## B

**Batch Management:** Term that refers to the Management link that opens a separate page. Batch Management is where you go to view the reports you have run or to check the status on a job you have submitted. (job control)

**Batch Scheduler:** (BS) Process in StudentInformation that looks at student's course requests and attempts to give the student the best possible schedule by honoring all the student's course requests.

**Block Scheduling:** Refers to a specific method of defining a master schedule when courses meet in a condensed time period to accelerate completion of a course. Example: Instead of offering English 11 all year one period school opts to offer it 2 periods for one semester.

**Building Withdrawal:** Refers to withdrawing a student only at the building level, but they are still enrolled in the district. (Student leaves one building to attend another in the district.)

## C

**COHI:** (Course History) All the marks the student has received in prior years or from other entities.

**CORE:** The minimum requirements set forth by the Ohio Dept of Education that a student must achieve in order to obtain a diploma in the state of Ohio.

**CSA:** (Course Section Assignments) The classes a student is taking.

**Cherwell:** Refers to web-based software package that ITCs use to submit issues, questions, and ERs to State Support.

**Closed Record:** A closed record is one where there is a subsequent record with a newer effective start date or it is a record for a student who has w/d from the district.

**Community School:** A privately run school where students may elect to go as an alternative to regular public school. Students may attend a physical building or through virtual classes from home.

**Context:** Refers to area at the top of your screen where basic information about the student you have looked up appears.

**Cornucopia:** (now known as VendorLink) A web service provided by StudentInformation to allow districts to interface with 3<sup>rd</sup> party vendors.

**Course Section Transfer:** Refers to the process of moving a student into a new course section along with their grades and leaving no record they were ever in the original course.

**Credential ID:** A unique state assigned number assigned by the Ohio Dept of Education to each certified employee – used for EMIS reporting and pre-identification purposes.

**Custom Formatters:** The process used by the ITCs to create custom report cards and transcripts using Active Reports.

## D

**DASL:** (Data Analysis for Student Learning – now known as StudentInformation) The software package used by many public and private school districts in the State of Ohio. Also, the software package you are now developing.

**DASLr:** A series of views maintained by the StudentInformation project to give ITCs the ability to use other reporting terms such as Microsoft Reporting Services or DUCK to get the data out of StudentInformation.

**DUCK:** A report utility defined by an ITC and shared with other StudentInformation ITCs to create ad-hoc reports.

**Data Collector:** A new tool being developed by the Dept of Education to collect EMIS data using a SIF agent. Will eventually replace the current aggregations and EMIS transfers.

**District Withdrawal:** Term used when a student leaves the school district and the district is no longer responsible for reporting the student.

**Drop:** Term used to describe when a student withdraws from a course section before it is over. All grades received stay.

## E

**EMIS:** (Education Management Information System) Term used to refer to the collective efforts to report student data correctly to the state so schools can get their funding.

**EMIS ID:** The locally defined ID used to create EMIS transfer records. During the aggregation process, the students SSID replaces the student's EMIS ID on the records getting submitted to ODE.

**EMIS Manual:** A yearly manual put out by ODE listing most reporting rules.

**EMIS Situation:** The field that represents a group of coding values to assist a district in properly reporting a student. (Resident attending full-time versus Resident attending elsewhere)

**EMIS tabs:** Refers to FS-Standing, FS-Attendance, FN-Attributes, FN-Graduate tabs on the Student Profile.

**EMIS Transfer:** The process used to send flat files from StudentInformation to the Alpha for EMIS reporting. May also be used to create flat files to load into the Data Collector.

**ER:** Enhancement Request

**ESC:** (Education Service Center) They provide services to their member districts in a cooperative environment. Typically, an ESC runs the preschool program for their county school districts.

**ESIS:** Another student services software package used by some of the districts in Ohio.

**Earned Credit:** The mark(s) a student receives that determines if they pass or fail a class.

**End User Guides:** Documents that state the functionality of each page in StudentInformation without tying it to a process.

**Extra Permissions:** A security setting that grants a user special access – such as viewing the SSID, scheduling students into sections that are overfilled or sections that conflict with other assignments the student already has.

## F

**FY20:** (Fiscal Year 20 Refers to the 19/20 school year in StudentInformation. Often EMIS personnel refer to the school year in these terms.

**Finalized Schedule Result:** Once a school achieves an optimal schedule result, they must finalize their schedule in StudentInformation Options in order for the PB integration to be turned on and to start taking attendance in StudentInformation and assign course fees. Any other scheduling result set that may exist is ignored once the schedule is finalized.

**Formats:** see Custom Formatters definition.

## G

**Grad Ver:** Refers to module in StudentInformation where a building can setup rules to see if a student meets the district's graduation requirements.

## H

**HQT:** (Highly Qualified Teacher) It is a level of certification achieved by a teacher in order to hold their current position in a district.

**Home School:** Refers to the district a student actually lives in and is required to report them even though they may attend another district in the state.

## I

**IRN:** Six-digit number assigned to each education entity in Ohio. Every district has an IRN and every building has an IRN. In the case of ESC's and Community Schools, their district and building IRNs will be the same value.

**ITC:** Information Technology Center. There are 18 of these sites around the state. 16 of 18 use StudentInformation. They provide a variety of services to their member districts.

**Impersonations:** Refers to the extra security granted to a user so they can see students in Teacher Menu and EZ Query that belong to another teacher.

## J

**JAMS:** A job scheduler used by StudentInformation to queue jobs such as reports and EMIS processes and is provided by MVPSI.

**JVS:** (Joint Vocation School) A school (typically a high school) where students go to learn a trade, skill, or career. Examples include: Restaurant Management, Cosmetology, Auto Mechanics, Floral Design, etc.

**JVSD:** Joint Vocational School District.

## K

## L

**LEA:** (Local Education Agency) A term used in the data collector to represent a district.

**Level of Difficulty:** A separate marks scale that awards higher point values (typically) for courses taught at an advanced level. Example: Advanced Geometry – A mark of A would earn 5 points instead of 4.

## M

**Manual COHI:** Course history that was hand entered into StudentInformation. Usually the result of a student transferring in from another district or grades received from a JVS.

**Marking Pattern:** A combination of mark types used to indicate what grades will be given to a student throughout the course.

**Master Calendar:** A school's official calendar as adopted by the Board of Education.

## N

**Non-attending Calendars:** A calendar assigned to a student that is a resident of the district but attends another district full time. It is used to indicate that no days of attendance are required for a student.

## O

**October Count Week:** Typically, the 1<sup>st</sup> full week in October. Schools are required to take attendance daily but are extra careful that attendance is recorded accurately this week since a majority of their funding is based on the # of students in attendance during those 5 days. Schools must apply for a waiver from ODE if they need to use another week besides the 1<sup>st</sup> full week of October.

**Open Record:** Refers to FS or FD records with no effective end date.



## P

**PSEO:** (Post Secondary Educational Option) Refers to students who take college level courses in high school.

**Patcher:** Refers to a deployment utility used to apply database release scripts, which may include updates to database objects, data scripts, and schema changes.

**Permanent Record Labels:** (PRL) A very condensed summary of the students marks for a particular school year.

**Period G:** Virtual EMIS reporting period for graduates. Only EMIS period that spans multiple years.

**Period K:** First EMIS Reporting Period of the school year. Includes data up to October Count Week for school age students or December 1<sup>st</sup> for preschool and special education students.

**Period M:** The EMIS reporting period that is being eliminated for FY11 where data for Special Ed students is collected to meet federal reporting requirements.

**Period N:** The end of year EMIS reporting period that collects data for the entire school year.

**Portal:** The first page displayed when logging into StudentInformation and provides a place for buildings to publish announcements to specific groups of staff members. Also, allows the ITC to publish documents, events, and quick links, etc.

**Possible Match:** Refers to when you enroll a student and based on information entered, StudentInformation found a student with the same last name, first name initial, gender and birthday already enrolled or previously enrolled in the district.

**Precedence:** When multiple honor rolls are defined, it defines which honor roll should count for students when a student qualifies for multiple honor rolls. Example: A student who got a 4.0 GPA would qualify for the 4.0 Honor roll and the 3.5 Honor Roll, but should be awarded to the highest honor roll possible.

**Pre-ID:** The process used to create a pre-identification record to be submitted to an assessment vendor to assist the vendor in creating preprinted labels to be attached to assessment testing booklets.

**Promo/Bulk Enroll:** A two-part process of moving students into the new school year.

**Progress Level:** Represents the value of the mark in the marking pattern. Another term used for Significance.

**Prorations:** Refers to the process used by the Fee module to access a prorated fee for a student who enrolls after a course has begun. It is also used to give a student a credit for a portion of the fee originally accessed when the student leaves the school district or drops a course before the end of the course.

**Public Module:** Refers to functionality in StudentInformation that allows students to go online and request courses they would like to take in the upcoming school year. Parents can also log in and review the requests.

## Q

**Quality Points:** Refers to the total numbers of points earned for all marks that count towards GPA.

## R

**Rank Method:** Refers to the way a school ranks their students. Examples: Student with highest GPA ranked #1, Student with most points ranked #1, etc.

**Reg Wizard:** (Registration Wizard) Refers to page in StudentInformation that schools use to register students.

**Remove:** Refers to the act of deleting a student from a course section assignment which will remove them from the teacher's roster and attendance and remove grades and attendance.

**Report Card:** A record of the marks a student was awarded during the school year.

**Reporting Term:** A locked reporting term that indicates when report cards are distributed.

**Run in update mode:** A process specific to an EMIS field or create records in EMIS Maintenance to be submitted to ODE for EMIS reporting.

**Run in verify mode:** A process used to verify data prior to performing an update and transfer of EMIS data.

## S

**SD:** School District.

**SIS:** Another name for the old student services software.

**SIS Student Search:** An EZ Query module that provides filters and field options for creating extraction files for a select group of students or elements.

**SS#:** Social Security Number.

**SSID:** (State Student Identifier) A unique number assigned by a central system in Ohio to identify a student regardless of what district he is in.

**SSID Locator:** A system that is part of the EMISr project used to automatically obtain an SSID for a newly enrolled student.

**STEM Schools:** (Science, Technology, Engineering, Mathematics) Refers to schools specializing in specific subject areas for advanced students.

**SYI:** (School Year Initialization) Refers to the process of building the upcoming school year.

**Satellite:** A JVS course which is housed in a regular district but taught by an employee of the JVS.

**Satellite Students:** Students attending Satellite courses within their own attending district.

**Schedule Terms:** Defines the least common denominator between all course terms offered.

**Significance:** Represents the value of the mark in the marking pattern. Another term used for Progress Level.

**Snycer:** The process used to copy codes from a pristine database maintained by State Support to obtain codes or other parameter values for EMIS reporting purposes.

**Strict Match:** Refers to when you enroll a student and based on information entered, StudentInformation found a student with the same EMIS ID or Social Security Number.

**Student #:** A number that is district specific that identifies the student. Student #s may not be duplicated with the same district. Student numbers previously assigned to students no longer in the district should not be reused.

**Student Status:** A locally defined code used to identify students in the building or district. Student Status is commonly used as a filter on reports. Examples include Active, Inactive, JVS, etc.

**Student Transfer:** Refers to process in StudentInformation used to move students to other buildings or years within the same district or same ITC.

**StudentInformation Options:** A page in StudentInformation where a building configures what type of marks will be recorded, if the school uses the Fee Module, etc.

**Sub Calendar:** A calendar that is a deviation from the master calendar used for a select group of students to define the days they should be attending in the district. Example: ½ day AM calendar.

**Summer Withdrawal:** Refers to a student who withdrawals after the last day of school, but prior to the first day of school in the upcoming school year. A student must be reported one more time to EMIS after he withdrawals.

## T

**Terms:** Could refer to Schedule Terms, Course Terms or Reporting Terms to define a length of time.

**Transcript:** A record of achievement printed from StudentInformation to provide academic information for a student to provide to colleges or universities.

## U

**UNCLEMIS:** (Unclean EMIS Data) Process used to verify student records and point out any errors that need to be corrected prior to submitting EMIS data to ODE. Also called Student Verification.

## V

**VendorLink:** (formerly known as Cornucopia) A web service provided by StudentInformation to allow districts to interface with 3<sup>rd</sup> party vendors.

**Virtual Reporting Term:** Refers to a reporting term that has no elapsed days to handle marks – there is not a specific time period assigned to them in the marking pattern.

## W

**Whack:** Refers the process of permanently deleting a student out of a building in a specific year.

**Weighted Points:** Refers to standard points plus and additional fractional value added as a bonus to the points for a specific mark earned.

## XYZ

# Student Information Report Abbreviations

Most commonly referred to reports:

R700 – Report Card

R701 – Schedule Cards

R702 – Transcripts

R101 – Student Roster

R500 - District Wide Membership

## Attendance Reports

Please make a menu selection

<a href="#">Cumulative Student Period Absence (R316)</a>	<a href="#">Perfect Attendance Report (PERF)</a>
<a href="#">Daily - Student Period Absences (R315)</a>	<a href="#">Period Absence Letter (R317)</a>
<a href="#">Daily Office - Student Absences (R307)</a>	<a href="#">Period Absence Office (R317Off)</a>
<a href="#">District-wide Membership Report (R500)</a>	<a href="#">Student Absence Search Detail (R309-A)</a>
<a href="#">Half/full Day Absence Letter (R320)</a>	<a href="#">Student Absence Search Summary (R309-B)</a>
<a href="#">Half/full Day Absence Office (R320Off)</a>	<a href="#">Student Absence Statistics Report (R311)</a>
<a href="#">Homeroom Att Register Detail (R310-A)</a>	<a href="#">Student ADM/ADA for ABSE Detail (R322-A)</a>
<a href="#">Homeroom Att Register Summary (R310-B)</a>	<a href="#">Student ADM/ADA for ABSE Summary(R322-B)</a>
<a href="#">Homeroom Attendance Report (R331)</a>	

## Discipline Reports

Please make a menu selection

<a href="#">Discipline Action</a>	<a href="#">Discipline Total Detail</a>
<a href="#">Discipline All</a>	<a href="#">Discipline Total Summary</a>
<a href="#">Discipline Infraction</a>	

## Fee Reports

Please make a menu selection

<a href="#">Fee Payments By Accounting Code Detail</a>	<a href="#">Student Fee Invoice (R108-C)</a>
<a href="#">Fee Payments By Accounting Code Summary</a>	<a href="#">Student Fee Payment (R111)</a>
<a href="#">Student Fee Collection Detail (R108-A)</a>	<a href="#">Student Fees Requiring Adjustment</a>
<a href="#">Student Fee Collection Summary (R108-B)</a>	<a href="#">Student Fees Summary (R110)</a>
<a href="#">Student Fee Detail (R109)</a>	<a href="#">Students Eligible for a Refund</a>

## Marks Reports

Please make a menu selection

<a href="#">Class List Formatter (R703)</a>	<a href="#">Specified Marks By Teacher(R302B)</a>
<a href="#">Honor Roll (R303)</a>	<a href="#">Student Composite (R112)</a>
<a href="#">Mark Analysis (R301)</a>	<a href="#">Student GPA Ranking (R325)</a>
<a href="#">Report Card Formatter (R700)</a>	<a href="#">Transcript Formatter (R702)</a>
<a href="#">Specified Marks By Student(R302A)</a>	

## Scheduling Reports

Please make a menu selection

<a href="#">Add/Drop Audit Report (R209)</a>	<a href="#">Stud Sched In Cor/Sec Not Another (R424)</a>
<a href="#">Class Arena Card (R418A)- SIS</a>	<a href="#">Student Arena Card (R417)</a>
<a href="#">Class Arena Card (R418B)</a>	<a href="#">Student Course Request Verify (R401)</a>
<a href="#">Class Master Schedule (R407)</a>	<a href="#">Student Request Specific Course (R404)</a>
<a href="#">Course Curriculum (CRSE)</a>	<a href="#">Student Sched In Two Assg Cor/Sec (R425)</a>
<a href="#">Course Request Labels (R206)</a>	<a href="#">Student Scheduled w/FT by Period (R415B)</a>
<a href="#">Course Request Verification Slip (R416)</a>	<a href="#">Student Scheduled With Free Time (R415A)</a>
<a href="#">Location Schedule (R409)</a>	<a href="#">Student Scheduling Analysis (R426)</a>
<a href="#">No Requests/Assignments (NORQ)</a>	<a href="#">Students Course Requests (REQU)</a>
<a href="#">Potential Course Conflicts (R406)</a>	<a href="#">Students Req. Specific Course Pair(R405)</a>
<a href="#">Potential Course Conflicts Matrix (R403)</a>	<a href="#">Students Sched with Alt Courses (R413)</a>
<a href="#">Schedule Card Formatter (R701)</a>	<a href="#">Tally Of Student Course Requests (R402)</a>
<a href="#">Section Summary by Report Period (R807)</a>	<a href="#">Teacher Block Schedule (R427)</a>
<a href="#">Singleton List Conflict Report (R813-B)</a>	<a href="#">Teacher Schedule (R411)</a>
<a href="#">Singleton List Report (R813-A)</a>	<a href="#">Timetable Grid (R422)</a>

## Student Reports

Please make a menu selection

<a href="#">Administrative Homeroom Detail (R201-A)</a>	<a href="#">Student Lunch Free/Reduced (LUNCH)</a>
<a href="#">Administrative Homeroom Summary (R201-B)</a>	<a href="#">Student Roster By Membership (R102)</a>
<a href="#">Admission/Withdrawals (AWEX)</a>	<a href="#">Student Roster Detail (R101-A)</a>
<a href="#">Ethnicity Summary Report</a>	<a href="#">Student Roster Summary (R101-B)</a>
<a href="#">Gifted Area Students</a>	<a href="#">Student Roster Summary By Home School</a>
<a href="#">Gifted Student Courses</a>	<a href="#">Student Roster Summary By Homeroom</a>
<a href="#">Gifted Student Detail Report</a>	<a href="#">Student Roster Summary By Program</a>
<a href="#">Gifted Students Missing Records</a>	<a href="#">Student Status/Attendance Code (STAT)</a>
<a href="#">Student Alerts (STD_ALERT)</a>	<a href="#">Student With No SSID (SSID)</a>
<a href="#">Student Contact List (CONT)</a>	<a href="#">Student With No SSNO (SSNO)</a>
<a href="#">Student Locker Allocation (LOCK)</a>	<a href="#">Withdrawal List (WITH)</a>

## Student Information ITCs

ACCESS	Area Cooperative Computerized Educational Service System	Boardman
CONNECT	Lakeshore Northeast Ohio Computer Association	Valley View
HCC	Hamilton/Clermont Cooperative Association	Cincinnati
LACA	Licking Area Computer Association	Newark
META	Metropolitan Education Council	Columbus
MVECA	Miami Valley Educational Computer Association	Yellow Springs
NCOCC	North Central Ohio Computer Cooperative	Mansfield
NEOMIN	NorthEast Ohio Management Information Network	Warren
NEONET	Northeast Ohio Network for Educational Technology	Cuyahoga Falls
NOACSC	Northwest Ohio Area Computer Services Cooperative	Lima
NOECA	Northern Ohio Educational Computer Association	Sandusky
OMERESA	Ohio Mid-Eastern Regional Education Service Agency	Steubenville
SPARCC	Stark/Portage Area Computer Consortium	Canton
SWOCA	SouthWest Ohio Computer Association	Hamilton
TCCSA	Tri-County Computer Services Association	Wooster
WOCO	Western Ohio Computer Organization	Sidney