StudentInformation to Data Collector Element Crosswalk

Change Log

Date	Section Number/Name	Change Description
3/17/2021	Entire Document	Updated for FY21
8/27/2019	Entire Document	Updated from the previous year crosswalk
9/5/2018	Entire Document	Updated from the previous year crosswalk

Contents

L Staff/Course Collection Records

Collection Window: L

The following records are reported as part of the Student and Staff Period L collection. These records represent the courses being taught to students in all grade levels of the district and the records for students taking the courses and their status in the course. Staff related tables that are part of the L Collection come from the Staff Reporting side except for the CU records. The following record types are reported for the L Staff & Course Collection:

Record Number	Record Name	In StudentInformation
CI	Staff Demographic Record	N
CK	Staff Employment Record	N
CJ	Contractor Staff Employment Record	N
CC	Contract Only Staff Record	N
CL	Staff Summer Employment Separation Record	N
CP	Staff Missing Override Record	N
CU	Staff Course Record	Y
CN	Course Master Record	Y
GN	Student Course Record	Y
CV	Career-Technical Education Correlated Class Record	Y
CM	Mapped Local Classroom Code Record	Y
FR	Student Course Grade Record	Coming in FY21

Period L EMIS Processes

The following EMIS processes are required as part of period L processing:

INVSUBJ	Verify subject codes assigned to courses or course sections. Process once schedule has been completed and EMIS updates are being made. Courses and/or course sections with any EMIS subject code that is no longer valid will be listed for correction
Teacher History Maintenance (on the EMIS Maintenance Menu)	Teacher history maintenance creates or updates the teacher history records for teachers assigned to a course section. Teacher history records are used to report the teacher(s) of a course section on the CU records. There are three modes of process for Teacher History
	<u>**Start and Stop Dates**</u> – (Optional)This process updates the start or stop dates on existing teacher history records whenever there is a change in reporting period start and/or end dates. If a course term or school year is extended due to excessive snow days, this process may be run to update the start and end dates on all teacher history records with the selected dates. If course term start and end dates are never changed during the school year, you have no need to run this option.
	<u>**Wipe and New**</u> – This process deletes all teacher history records and creates new ones based on teacher of record assignments on the course section record. Wipe and New should be processed at the beginning of the school year once teacher assignments have been finalized for course sections. Once manual updates are made to teacher history records, do not run Wipe and New or manual updates will be deleted.
	<u>**Add Missing**</u> – once Wipe and New has been processed for the year, run Add Missing periodically to add any records for course sections that are missing teacher history records. *Hint: The Pre-Ident processes use the teacher history records to identify the teacher of the course section. It's a good idea to run Add Missing before processing the Pre-ID options.*
Verify Reportable Courses StudentInformation > EMIS > Verify Reportable Courses	This process verifies the courses, course sections and course section assignments in the selected buildings. Users may choose to verify all courses, only EMIS reportable courses, or only non-reportable courses. Should a course appear on the Non-Reportable course list but should be EMIS reportable, and option to update the 'Report to EMIS' flag appears on the page.
CRSE Report StudentInformation > SIS > Scheduling > Scheduling Reports > Course Curriculum (CRSE)	Use the CRSE Course report to verify the element values being reported to EMIS for all courses. The CRSE report allows you to select the elements from the course record you wish to verify. The report will list all selected courses and fields. Use this report to make sure you have each course coded correctly. Course element values from over from the prior year so if an attribute for the course has changed from last year, make all corrections prior to running CTRMEMIS.
Course Detail StudentInformation>Local>Analytics Hub Scheduling, Course Detail	This report provides the same data as the **CRSE Course** report, but includes every field on the course and is downloadable in an Excel format.
Staff Report StudentInformation > SIS > School > Staff Listing (STAFF)	Depending on how your district security is set up, run this report at the building and district level to ensure all staff members have a credential ID. All teachers that are employees of your district must have a State Staff ID (Credential ID). CCP teachers must have either their Credential ID or all 9's if they are not employees of your district. This report lists all staff members, state staff ID's and other demographic information.
Staff Detail Report StudentInformation>Local>Analytics Hub Staff, Staff Detail	Lists all staff for the selected building(s) in a spreadsheet format with their staff code, State Staff ID, last 4 digits of SSN, email and indicates whether the staff member has any assigned job functions and whether they are active

Highly Qualified Teacher Update Maintenance StudentInformation > Management > School Administration > Scheduling Administration > Highly Qualified Teacher Update	The HQT element is no longer reported to EMIS. At the present time, the HQT value is utilized when extracting data for Civil Rights Reporting. There are four (4) sections of the Civil Rights Reporting that utilize this data. Sections COUR-9, COUR-14, COUR-16 and COUR-1b. The Civil Rights requirements can be viewed in the Product Guides, StudentInformation Student and Registration documentation. For the teachers in the Civil Rights queries, the Highly-Qualified Teacher element must be entered indicating their status for Highly qualified to teach the courses assigned to them. HQT is indicated based on a combination of values from the course and/or course section record. This data must be collected from teachers each year using the Highly-Qualified Worksheets and HQT report. Any changes must be made on the Highly-Qualified Teacher Update Maintenance page. To make updates, select the teacher from the dropdown at the top of the page. Click the Add button to see if the teacher has any subjects that need a Highly-Qualified Value.
CTRMEMIS StudentInformation > EMIS > Verify/Update Course Terms & Class List	CTRMEMIS is a verify & update program available on the Period L Menu under Verify/Update. The purpose of CTRMEMIS is to first verify and provide feedback on the course related information to be reported. CTRMEMIS is an interactive process meaning that you can run the verify process, any errors found will appear with links back to the pages where the errors need to be corrected. CTRMEMIS verifies all data in preparation to create the CN, CU and GN records. Buildings may be verified all at one time or individually. Refer to the document ***CTRMEMIS for L Error Resolution under Procedural Checklists*** for a complete list of all the error and warning messages and suggested resolution. CTRMEMIS should be processed first in verify mode and then again in update mode once all issues are resolved in each building. This process may be run as many times as needed.

CHECK_EMIS – Verify EMIS Run Requests
 	
StudentInformation > EMIS > Staff/Course Reporting Collection (L)
	The CHECK_EMIS verify process is available under each reporting period menu. This process serves as an audit trail or reminder of processes that need to be run yet, or an historical account of what has been processed, when and who processed it. Options for the process include the following:
	
	   • Verification not run
	   • Transfer not run
	   • Update not run
	   • Transfer Not run after Update
	
	The feedback can be compared to the period L Checklist to make sure that all necessary processes have been completed.

EMIS – Create Flat Files – Select Files StudentInformation > EMIS > Staff/Course Reporting Collection (L)	From this page, you can transfer Staff/Course Collection (L) records to the data collector. Select all files you wish to include in the transfer. You can either transfer all files to a flat file or transfer flat file directly to the data collector. When using the Flat File transfer option, files may be viewed from the MGMT page, downloaded and imported into Excel or opened as a text file. If files are transferred to the data collector, once the transfer is complete on the MGMT page, log into the data collector and start your collection.
Student Course Grade Record StudentInformation > EMIS >	*New in FY21 – additional information to come as the process is developed.*

Mapped Local Classroom Code Record (CM)

Mapped records are used to report CTE classes. These records allow a district to map (combine) the students from a specific class into another class. Mapping means combining (merging) students from two or more classes in EMIS to look like a single class. The students who are reported in the Mapped from Local Classroom Code will be mapped (moved) to the Mapped to Local Classroom Code and for EMIS reporting, will no longer exist in the Mapped from Local Classroom Code. These records should only be reported for CTE Courses. **CTRMEMIS is required to be processed in update mode before mapped records may be created.**

Mapped Local Classroom Codes

From this screen, you can display, add, change and delete data pertaining to mapped local classroom codes.

Mapped From Classroom Code:* | GR01-ACC110-02 (139998) |

Mapped To Classroom Code:* | GR01-ACC110-03 (139998) |

To map classes together, both classes must have the same values in the following elements:
- Subject Code (CN050)
- Curriculum (CN310)
- Delivery Method (CN320)
- Educational Option (CN330)
- Student Population (CN340)
- Same Teacher

Once a course is selected in the 'Mapped From' dropdown, only those courses that are eligible to be mapped to the selected course will appear in the 'Mapped To' dropdown.

Mapped Records

StudentInformation > EMIS > Maintenance > Mapped Local Classroom Codes		
	Data Elements	**Data Elements Location**
CM050	Mapped from Local Classroom Code	Mapped from Classroom Code
CM060	Mapped to Local Classroom Code	Mapped to Classroom Code

Course Master Record (CN)

The Course Master Record is used to report the main attributes about a course regardless of who is teaching the course. A record is required to be reported for each course being taught. Even if two or more subjects are taught by the same teacher to the same group of students, or multiple courses with the same EMIS subject code, each requires a separate CN record. Preschool courses are considered self-contained courses so only one CN record is reported per each self-contained preschool class. With the exception of **some** CCP courses, it is necessary to associate a teacher or staff member with each course. This requires a CU Staff Course record to be reported for each course being taught. If a course is taught multiple sections, a record is required for each section.

During the initial and Final Staff/Student (L) Collections, submit Student Course (GN), Staff Course (CU), and Course Master (CN) records for all courses including:
- Year-long courses, and
- Any other courses offered during the school year, such as courses offered during the second semester only or courses that span any combination of weeks.

CTRMEMIS, when processed in Update mode, will create CN records for any course reported to EMIS _if_ the course section has at least one student assigned to the course section. If the course is a CTE course, however, course sections will be reported regardless of student enrollment in the course section.

Sources for Data for CTRMEMIS:

StudentInformation > Management > School Administration > Scheduling Administration > Course	Course records making up the course catalog, the source of most of the EMIS course elements
StudentInformation > Management > School Administration > Scheduling Administration > Course Maintenance > Course Sections	Course Sections EMIS Override Tab

	Data Element	Data Elements Location	Also Available on EMIS Override Tab of Course Sections
CN050	Subject Code	Courses/EMIS Tab/EMIS Subject Code OR Course Sections / EMIS Override Tab	Y
CN060	Local Classroom Code	Course Sections / General Tab / Course and Section Number {pulls school code of reporting building} Formatted as School Code – Course - Section	
CN080	Course Level	Courses /EMIS Tab/EMIS Course Level	
CN090	Semester Code	Course Sections / General Tab /Course Term (Code associated with the term code comes from StudentInformation > Management > School Administration > Scheduling Administration > Initialization > Course Terms)	
CN100	Length of Scheduled Instruction	Courses / General Tab / Hours of Instruction	
CN110	Location IRN	Courses /EMIS Tab / EMIS Location IRN OR Course Sections / EMIS Override Tab	Y
CN200	High School Credit	Courses /General Tab/Is High School Credit	

CN210	Subject Area for Credit	Courses /EMIS Tab/EMIS Subject Area for Credit	
CN220	Language Used in Teaching Course	Courses/ EMIS Tab/EMIS Language Used	
CN280	Course Start Date CCYYMMDD	StudentInformation > Management > School Administration > Scheduling Administration > Initialization > Course Terms /Start Date	
CN290	Course End Date CCYYMMDD	StudentInformation > Management > School Administration > Scheduling Administration > Initialization > Course Terms /End Date	
CN300	CTE College Credit	Courses /EMIS Tab/CTE College Credit	
CN310	Curriculum	Courses /EMIS Tab/Curriculum OR Course Sections / EMIS Override Tab	Y
CN320	Delivery Method	Courses/ EMIS Tab/Delivery Method OR Course Sections / EMIS Override Tab	Y
CN330	Educational Option	Courses/ EMIS Tab/Educational Option	
CN340	Student Population	Courses /EMIS Tab/Student Population OR Course Sections / EMIS Override Tab	Y
CN350	Credit Flexibility Code	Courses/EMIS Tab/Credit Flex (Dual Credit)	

Staff Course Record (CU)

The Staff Course record is used to report the staff member who is responsible for a course between the course start and end date. A staff member can have two or more Staff Course (CU) Records for the same course if the staff member is the teacher responsible for the course during two or more consecutive date ranges. Every Course Master (CN) Record must have at least one Staff Course (CU) Record reported with a matching Local Classroom Code. "Responsible for a course" specifically excludes a substitute teacher unless the substitute is in charge of the course for an extended period of time, including activities typically completed by a lead teacher for a course or unless the substitute is the only staff member for the course.

Each staff member must have a valid Credential ID on their Staff record in Security. For College Credit Plus teachers, a district may report all 9's when reporting the staff member if the teacher is not an employee of the reporting district. The element for Highly Qualified Teacher is no longer reported to ODE. Some teachers will still need the Highly Qualified Teacher element if they are teaching specific courses pulled in the Civil Rights Reporting.

Once CTRMEMIS is processed in Update mode, Staff Course records are created and may be viewed in EMIS Maintenance at **StudentInformation > EMIS > Maintenance > Student Staff Classroom.** Any corrections must be made to the source of the data. The data highlighted in the purple box consists of the CU data for the course section. If a course section has more than one teacher assigned, both staff records will be displayed at the bottom of the Student Staff Classroom record.

Sources for Data for CTRMEMIS:

StudentInformation > Management > School Administration > Scheduling Administration > Course Maintenance > Courses	Course records making up the course catalog
StudentInformation > Management > School Administration > Scheduling Administration > Course Maintenance > Course Sections	Course Sections contain the teacher(s), the semester code, course term start and end dates and EMIS Override Tab

StudentInformation > Management > Security > View Staff Members	Staff Credential ID
StudentInformation > Management > School Administration > Scheduling Administration > Highly Qualified Teacher Update	This field is no longer reported, but some teachers may need to have this value to be included in the Civil Rights Reporting.

	Data Element	Data Elements Location
CU050	Employee ID	StudentInformation > Management > Security > View Staff Members > View/Edit Staff Member / State Staff ID
CU060	Local Classroom Code	Course Sections / General Tab / Course and Section Number {pulls school code of reporting building}
CU070	Staff Course Start Date CCYYMMDD	Course Sections / Teacher History Tab /Start Date
CU080	Staff Course End Date CCYYMMDD	Course Sections / Teacher History Tab /Stop Date
CU090	Staff Role Code	Course Sections – Teacher History Tab/Role
CU100	Highly Qualified Teacher	No longer reported
CU110	Highly Qualified Teacher IRN	No longer reported
CU120	Staff Provider IRN	Courses /EMIS Tab/EMIS Program Provider IRN OR Course Sections / EMIS Tab

Student Course Record (GN)

It is mandatory to report all courses separately for students in grades K-12. A separate Student Course (GN) record will be reported for every course in which the student is participating, even if two or more courses are being taught by the same teacher. If the student enrolled in the course section but then dropped the course at a later day, a GN record still needs to be reported to record the length of participation and completion status in the course. Some courses trigger funding so it is necessary that student schedules are maintained in a timely manner since the schedule is the source of the data. If a student enrolls in the course section, drops it and then later returns to the same course section, two records are reported for the student in the course reflecting the dates the student was enrolled.

Typically, the Student Course record is taught by the district employing the teacher, however, there are situations where districts are contracting with Educational Service centers and/or other EMIS-reporting entities, the school district is responsible for reporting Student Course records with the exception of Preschool courses. The school district will report the student course (GN) records, Staff Course (CU) records of the staff teaching the students at the ESC, and the Course Master (CN) records.

Courses taken during the summer (after the last day of the school year and prior to the start of the following school year) are **not reported** to ODE. In addition, any course that is entered in manual course history and not as a course section assignment will not get reported to EMIS. Anything that must be reported must be on the student's schedule. This includes CCP classes. CTE Satellite courses, which are taught in the student's home district, but the teacher is employed by the Career Center are reported by the Career Center and not the home district.

In the Final L collection, the values of High School Credit and Partial/Override Credit are reported based on completion of the course.
The value of High School Credit Earned is calculated as follows:
- For courses that **do not have high school credit** associated with the course, the value of 'Y' for the High School Credit element, zeroes in the Partial/Override Credit element is reported and zeroes are reported in the High School Credit element on the Course Master (CN) record. The CN record tells ODE that the course is not for high school credit.
- For courses that do have high school credit associated with the course, the value of 'P' for the High School Credit element, the amount of credit earned (full, partial, or none) in the Partial/Override Credit element, and a non-zero credit amount the course is worth is reported on the CN High School Credit element. This means that all high school credit earned is being reported through the Partial/Override Credit element.

	Data Elements	Data Elements Location
GN080	Local Classroom Code	StudentInformation > SIS > Scheduling > Course Section Assignments / Course/Section
GN150	High School Credit Earned	Calculated based on credit earned for course
GN152	Partial/Override Credit	Calculated based on credit earned for course (Credit based on successful completion of the course), amount earned is based on the following factors: - Passing mark where Credit earned is flagged on marks maintenance - credit multiplier >= 1.00 - exception credit awarded
GN160	Course Enrollment Start Date (CCYYMMDD)	StudentInformation > SIS > Scheduling > Course Section Assignments / Assignment Start Date
GN170	Course Enrollment End Date (CCYYMMDD)	StudentInformation > SIS > Scheduling > Course Section Assignments / Assignment Stop Date

Career-Technical Education Correlated Class Record (CV)

The Career-Technical Correlated Class (CV) Record is used to form a career-technical program by associating the career-technical anchor class with its associated class(es). Classes are only able to be correlated after CTRMEMIS has been processed in Update mode to create the local classroom codes. The available courses also depend on how they are coded on the EMIS tab of the Course record.

To form a career-technical program, the Career-Technical Education Correlated Class (CV) Record is used to indicate the relationship between a career-technical anchor (Curriculum Element options VN, VP, or VT) and its

- Associated technical related class (Curriculum Element option V3) for career field workforce development programs, and
- Associated technical related class and/or academic class(es) (Curriculum Element option V3) for Career Based Intervention.

One or more Correlated Class (CV) Records may be used for a career-technical anchor class. Refer to section 4.5 of the EMIS manual for the rules for correlating courses.

		StudentInformation > EMIS > Maintenance > Vocational Correlated Records
CV060	Anchor/Lab/Co-op Local Classroom Code	Anchor/Lab/Co-op LCC
CV070	First Correlated Academic or Technical Related Local Classroom Code	1st Correlated Academic or tech related LCC
CV080	Second Correlated Academic or Technical Related Local Classroom Code	2nd Correlated Academic or tech related LCC

Student Course Grade Record (FR)

The Student Course Grade (FR) Record is used to report student grades for any EMIS reporting organization that reports the Course Master (CN) records and the Student Course (GN) records showing students could receive high school credit towards graduation in a course.

FR060	Local Classroom Code	StudentInformation > SIS > Scheduling > Course Section Assignments / Course/Section
CV070	Term	StudentInformation > Management > School Administration > Scheduling Administration > Initialization > Reporting Terms Maintenance / EMIS Term
CV080	Grade	StudentInformation > Management > School Administration > Marks Administration Menu > Marks / EMIS Grade
CV090	Grade Status	

Additional information will be forthcoming as it is implemented into StudentInformation.

Calendar Collection Records (C)

The Calendar collection is made up of DL and DN Attribute Records that make up the details for each calendar. During this collection period, districts report detailed calendar information for each building and group of students who have a unique attendance pattern or calendar day for which the group of students is required to attend. Each group may require a separate calendar and attendance pattern to identify and differentiate the group from other groups of students. The students and their attendance patterns are reported in the S collection.

Period C EMIS Processes

The following EMIS processes are required as part of period C processing:

Sub-calendar Maintenance StudentInformation > Management > School Administration > Scheduling Administration > Sub-Calendars	Sub-calendar Maintenance is where any calendar that is needed is added. Start and End dates can be outside of the master calendar. Refer to the *Master & Sub-calendar Maintenance including EMIS Exceptions Checklist* for instructions on setting up new calendars.
Calendar Exception Management StudentInformation > EMIS > Calendar Reporting Collection (C) > Calendar Exception Management	This process allows you to modify a single calendar within a building. All modifications to the calendar including exceptions or changing a master calendar date type.
Calendar Bulk Exception Management StudentInformation > EMIS > Calendar Reporting Collection (C) > Calendar Bulk Exception Management	This process allows you to modify multiple calendars in bulk in any building in the district at the same time. Any modification made will apply to all selected calendars.
Verify – EMIS Run requests (CHECK_EMIS) StudentInformation > EMIS > Calendar Reporting Collection (C) > Calendar Collection Transfer	You must have the district in context to process Check_EMIS. The CHECK_EMIS verify process is available under each reporting period menu. This process serves as an audit trail or reminder of processes that need to be run yet, or an historical account of what has been processed, when and who processed it. Options for the process include the following: • Verification not run • Transfer not run
EMIS – Create Flat Files – Select Files StudentInformation > EMIS > Calendar Reporting Collection (C) > Calendar Collection Transfer	You must have the district in context to process transfers. This page allows you to select the file you wish to transfer. There is only one option for the Calendar Collection – Building and Grade Calendar (DN/DL) records. This will transfer all calendar-related attributes to the data collector. A Flat file option is also available if you wish to open the files from the MGMT page and view or save them. When the option ***Flag file transfer for Data Collector*** is checked, this will transfer the files directly to the data collector.

Calendar Collection (DN) Attribute Records

The first set of DN attributes are reported as part of the period C Calendar Collection. Districts are required to report at least one calendar, which indicates the days students are in session as well as the days students are not in attendance. The attributes reported for the C collection are the exception days – the days students and staff are not expected to be in attendance. In addition, DL records are also reported to identify each calendar's start and stop date as well as the attendance pattern associated with the calendar.   Students are also reported with an attendance pattern value linking the student to a sub-calendar through the FD Date Attribute records reported in the S Student Collection.

Unlike other EMIS records, there isn't a maintenance page where DN records are added directly. Any time any of the following attributes are added to a calendar, a DN record is created.

Calendar Master Day Type	Description	Student/Staff Attribute	Event Attribute Type	Use	Hours Required
School Day	Regular School Day (not shortened or lengthened)		None	Regular School Day, ODE will use hours reported on DL record	N
Holiday	Planned Holiday	Covers Student & Staff	C_DPLANNED	Full planned day when group is not in session	0.00
Snow Day	Calamity Day	Covers Student & Staff	C_ DCMTYTKN	Full day taken for cancellations due to weather, etc.	0.00
Snow Day (with Blizzard Bag Day)	Calamity Day with Blizzard Bag Day	Covers Student & Staff	C_ DCMTYTKN C_DBLZZARD	Calamity Day If Blizzard bag day is used, hours required for Blizzard Bag Attribute	0.00 Y
Other Calamity Day (see EMIS Manual, Chapter 5.3 for complete list)	School closed all day or more than two hours for disease epidemic, hazardous weather conditions, law enforcement emergency, etc.	Covers Students	C_DCMTYTKN C_DBLZZARD	Calamity Day If Blizzard bag day is used, hours required for Blizzard Bag Attribute	0.00 Y
Non-Attending Day	Weekend day on calendar or days when students are not expected to attend		None	Not a day where groups are expected to attend	N
Calamity Make-up Day	Make-up hours added to a regular school day	Covers Student & Staff	C_HRSLNGTH	Use only if regular day is extended for make-up time.	Y (hours must be more than scheduled hours)

Calendar Master Day Type	Description	Student/Staff Attribute	Event Attribute Type	Use	Hours Required
School Half Day	Regular school day shortened not due to weather, ex. early dismissal, late start, etc.	Covers Student & Staff	C_HSHRTNOP	Use only if regular day is shortened to half day for a reason other than weather	Y (hours must be less than scheduled hours)
Religious Holiday	Planned Holiday	Covers Student & Staff	C_DPLANNED	Full planned day when group is not in session	0.00
Parent-Teacher Day	Parent/Teacher Conference Date, Students attend full day	Staff Attends full day + PT conf hours	C_PTCONFRC	Parent/teacher conference hours this day, could be full day or partial day	Y
	If School day for students is shortened for PT Conferences, an additional attribute needs to be reported	Student	C_HSHRTPLN	Hours in session for students when day is shortened for planned reasons other than weather	Y
	If students do not attend at all on this day, a planned full day attribute needs to be reported	Student	C_DPLANNED	Full planned day when group is not in session	0.00
Teacher In-Service Day	Staff Professional Meeting date, full or partial day	Staff	C_PRFLMEET	Professional Teacher Meeting hours this day	Y
	If School day for students is shortened, an additional attribute needs to be reported	Student	C_HSHRTPLN	Hours in session for students when day is shortened for planned reasons other than weather	Y
Teacher Work Day	Staff Professional Meeting date, full or partial day (IF professional development is received)	Staff	C_PRFLMEET	Professional Teacher Meeting hours this day	Y
	If School day for students is shortened, an additional attribute needs to be reported	Student	C_HSHRTPLN	Hours in session for students when day is shortened for planned reasons other than weather	Y
School Day	Day shortened due to weather, not a full attendance day	Covers Student and Staff	C_HSHRTWEA	Actual hours in session on this day;	Y (hours should always be less than the scheduled hours)

Calendar Master Day Type	Description	Student/Staff Attribute	Event Attribute Type	Use	Hours Required
Waiver Day	Waiver Day		C_DPLANNED	Only used for IPP Waiver, no longer used for weather related days	0.00
Vacation Day	Planned school vacation day	Covers Student and Staff	C_DPLANNED	Full planned day when group is not in session	0.00
Additional Exceptions					
	For students that attend on a Sat or Sun that is not in the regular schedule and not reported via C_YWKENDXX, can be make-up days, Other	Add Exception, Select Planned Weekend Make-Up Day	C_HRSWKEND	For students that attend on a Sat or Sun that is not in the regular schedule and not reported via C_YWKENDxx, can be make-up days, Other	Add Exception and Select Planned Weekend Make-Up Day
Additional Exceptions					
	For students that attend on a Sat or Sun that is not in the regular schedule and not reported via C_YWKENDxx, can be make-up days, Other	Add Exception, Select Planned Weekend Make-Up Day	C_HRSWKEND	For students that attend on a Sat or Sun that is not in the regular scheduled and not reported via C_YWKENDxx, can be make-up days, Other	Add Exception, Select Planned Weekend Make-Up Day

The following additional attributes are reported when specific values are checked on Sub-calendar maintenance in the EMIS section. These attributes have no dates associated with them. When choosing the weekday options listed below that students are 'Not expected to be in attendance between the first and last day of school on every', this submits an EMIS exception for the calendar that is included in the transfer file to ODE. It does not automatically mark these days as non-attending days on the sub-calendar. This must be done by entering a calendar exception, which can be performed using the Calendar Bulk Exception update. These attributes are reported when the checkboxes in the following sections are checked on sub-calendar maintenance:

Not expected to be in attendance between the first and last day of school on every:
Monday: ☐
Tuesday: ☐
Wednesday: ☐
Thursday: ☐
Friday: ☐
Expected to be in attendance between the first and last day of school on every:
Saturday: ☐
Sunday: ☐

Attribute Name	Description	Sub-calendar Maintenance Element
C_CLDRTYPE	Code that indicates if the calendar is hours or day (Note: Districts that have a continuing contract defining the school year in days may use the Days option; all other districts should report Hours)	To Be Reported: - Days - Hours

Attribute Name	Description	Sub-calendar Maintenance Element
C_YWKDAYMN	For students who are **not** expected to be in attendance on every **Monday** between the first and last day of school.	Not expected to be in attendance: Monday
C_YWKDAYTU	For students who are **not** expected to be in attendance on every **Tuesday** between the first and last day of school.	Not expected to be in attendance: Tuesday
C_YWKDAYWD	For students who are **not** expected to be in attendance on every **Wednesday** between the first and last day of school.	Not expected to be in attendance: Wednesday
C_YWKDAYTH	For students who are **not** expected to be in attendance on every **Thursday** between the first and last day of school.	Not expected to be in attendance: Thursday
C_YWKDAYFR	For students who are **not** expected to be in attendance on every **Friday** between the first and last day of school.	Not expected to be in attendance: Friday
C_YWKENDSA	For students who **are** expected to be in attendance on every **Saturday** between the first and last day of school	Expected to be in attendance between the first and last day of school on every: Saturday
C_YWKENDSU	For students who **are** expected to be in attendance on every **Sunday** between the first and last day of school	Expected to be in attendance between the first and last day of school on every: Sunday

Grade Schedule Record (DL)

The following attributes are reported for each sub-calendar that has 'Report to EMIS' checked. Each of these elements are required fields on all sub-calendars. In addition to these elements, the Daily Start Time and Daily Stop Time values are also required to be included on every calendar, not for EMIS reporting, but for HB410 Attendance Calculations.

		Management > School Administration > Scheduling Administration > Sub-Calendars
DL050	Building IRN	Building IRN **-** Taken from the school in context which the calendar belongs to
DL060	Grade Code	Grade Code **–** All grade levels
DL070	Attendance Pattern Code	Attendance Pattern
DL080	First day of school	First Day of school
DL090	Last day of school	Last day of School
DL100	Hours Per Day	Hours Per Day

S Collection Student Data

The S Collection is made up of student related data. Each collection request will include transactions from July 1st through June 30th of the Fiscal Year. 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. Once a student is reported once as a part of the Student Cross Reference Collection, they must be reported for the rest of the school year.

The Student Cross Reference Collection is a subset of period S Data. Source files for GI, FS, and FL student record types, labeled with the S reporting period, must be uploaded through the data collector. Updated student admission and withdrawal data must be submitted via this collection request within 30 days of the change in a student's status. Currently, all SCR collections must be manually transmitted to the data collector through the Period S Transfer process. Your ITC can set up the transfer to run nightly at the same time to ensure you have the latest data being reported.

The S Collection is made up of the following record types:

GI	Student Demographic Record
GJ	Student Race Detail Record
FS	Student Standing Record
FD	Student Attributes Effective Date Record
FN	Student Attributes – No Date Record
GE	Student Special Education Record
FE	Student Special Education Graduation Requirement Record
FC	Student Withdrawal Override Record
FL	Student Summer Withdrawal Record
GQ	Student Program Record
FB	Student Acceleration Record
GD	Student Discipline Records
FP	Student Transportation Record (Community Schools Only)
FF	Student Contact Record (Community Schools Only)
FG	Student Contact Address Record (Community Schools Only)
DT	District Testing Record
DN	Organization – General Information Records
GG	Student Gifted Records
FT	Student Truancy Records
GC	Student Non-graduate Core Summary

Period S EMIS Processes

The following EMIS processes contribute to the reporting of student data for period S. Some of the processes are actual EMIS Verify/Update processes while others are SIS processes used to update Student elements for EMIS reporting.

Student Verification StudentInformation > EMIS > Student Verification	The Student Verification process (affectionately referred to as UNCLEMIS) is a verification tool for student data contained on the student profile and admission history. Student Verification may be processed at either the building or district level. You may select all buildings, if at the district level, or only the building(s) you wish to work with. Student Verification is an interactive process, so it may be easier to work with one building at a time. Student Verification uses the EMIS situation designated on the student's FS record to determine if a student has been coded correctly according to his EMIS situation. If any issues are found, the student's name is a link back to the Edit student profile page for easy error correction. Refer to the document *EMIS Situations (A Guide to Understanding EMIS situations)* under the Helpful Hints Section of the documentation. For a complete list of errors and their suggested resolution, refer to the document *Student Verification (UNCLEMIS) Error Resolution* under the Procedural Checklists section of the documentation.
Student Profile Bulk Update StudentInformation > Management > Ad-Hoc Updates > Student Profile Bulk Update	The Student Profile Bulk Update process provides the ability to mass update groups of students all at the same time if they have the same value. Using Ad Hoc Memberships, a group of students may be specified and then fields selected from the General Tab, FS, FD or FN records to update them.
CTE Management Page StudentInformation > SIS > Scheduling > CTE Management	The CTE Management page is used to view student vocational course section assignments and to mass update the CTE Program Area and CTE Program of Concentration on selected students in the class. Only the CTE Program of Concentration is reported to EMIS. The CTE Program Area is used to help filter down the available program codes.
Withdrawal Student Process StudentInformation > SIS > Student > Withdraw Student	The student withdraw process is a complex process that achieves multiple updates for each student. • If a student is building withdrawn, if the withdraw and entry to a new building is a primary building change, a new FD record is created to represent the calendar/attendance pattern change, the Attending building IRN on the FS records is updated to reflect the new building. • If a student is withdrawn from the district, the withdrawal reason is an EMIS code to indicate the reason for the student exiting the district. If the student is withdrawing to attending another district in Ohio, the process will prompt for a 'Withdrawn To' IRN to indicate the district the student is going to. The student's course section assignments are all dropped, which will be reported on their GN records, student fees are dropped according to the proration tables. The withdraw date and reason are updated on the FS Standing Record and FD Student Attribute record.

Gifted Mass Update StudentInformation > Management > School Administration > EMIS > Gifted > Gifted Mass Update	The Gifted Mass Update creates Gifted records for the student for the year as well as updates the Screened and Assessed values for selected grade levels. Each district defines their own gifted rules depending on who was screened or assessed for Gifted. In addition, the mass update has the option to reset all served values on Student Gifted records.

Verify Special Education Records
StudentInformation > EMIS > Verify Special Education
	With the district in context, run the Special Education Verify process to verify the values on each of the special education records. The verification process has the following options:
	• Verify Special Ed records and results will be displayed on the screen and is available as a download option
	• Download options
	    o Verification Messages – downloads the same error messages that appear on the page when running the verify process
	    o Student Special Ed Events (GE) – downloads all special education events for the selected date range. Output is provided in Excel format
	    o Student Special Ed Grad Requirement Records (FE) – downloads all the special education grad records that exist for the year in context

Student Membership Copy StudentInformation > Management > Ad-Hoc Updates > Student Membership Copy	Student Membership copy assists in the reporting of student GQ Program records by allowing selected student membership assignments to be copied from the previous school year to the current school year. This is especially helpful for programs that students participate in year after year. Student memberships may only be copied up if the student is in the same building this year as last school year.

MEMBEMIS – Verify Student Memberships/Programs
StudentInformation > EMIS > Verify/Update Memberships
	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 from the interactive error list and then rerun MEMBEMIS to verify the issue has been resolved. MEMBEMIS runs in verify mode only. Any EMIS reportable membership codes added for a student will be included in the transfer file regardless of which S Collection ODE will be looking for them in. ODE will ignore any program that is not to be reported in the collection window.
	• Download options:
	    o Verify Memberships - Report listing each student with membership codes as well as start and end dates
	    o Verify Special Education Services – services not reported to ODE (215XXX Codes)

DISCEMIS – Verify Student Discipline StudentInformation > EMIS > Student Reporting Collection (S) > DISCEMIS	DISCEMIS is a verify process that will verify the discipline records for all buildings in the district and provide feedback on any data issues that need to be corrected for a discipline incident to be reported. The reporting of discipline data is on-going throughout the school year. Districts may verify their discipline information and report any record that exists with an EMIS reportable infraction and EMIS reportable action. Districts should run DISCEMIS periodically to clear up any errors on any existing discipline incidents. In addition to DISCEMIS being only a 'verify' process, all discipline incident data that is to be reported to EMIS must be entered as an incident record on the discipline Incidents page. Refer to the *Discipline Step by Step checklist* for instructions on how to add Discipline incidents in the discipline module. DISCEMIS is an interactive process meaning that clicking on the link to the Discipline Incident will take you to the discipline Incidents with the selected incident displayed. window. • Download options: o Verify Discipline – Report listing each discipline incident and their values
ATTUPEMIS – Update Attendance	Run ATTUPEMIS at the district level to calculate attendance and absence hours for students prior to submitting Student data. ATTUPEMIS may be set up to run nightly in districts so that attendance is always up-to-date. ATTUPEMIS calculates attendance in hours instead of days, although the 'days' field displays on the FS Attendance tab as a

StudentInformation > EMIS > Student Reporting Collection (S) > ATTUPEMIS	reasonableness check. ATTUPEMIS uses the student's calendar assignment on the FD tab and the exceptions and attributes on the calendar to calculate the number of hours students should be in attendance. Absence Type codes must be flagged as 'report to EMIS' for any absences to be included in the calculation.
MAJOREMIS – Update Majority of Attendance IRN StudentInformation > EMIS > Student Reporting Collection (S) > MAJOREMIS	MAJOREMIS is one of only a few programs that has separate Verify and Update processes. The verification process should be run prior to running it in Update mode. MAJOREMIS updates the Majority of Attendance IRN with the building or district where a student was continuously enrolled from the end of October Count Week through the spring test administration date associated with the student's grade level required assessments. Majority of Attendance IRN will never be an IRN outside of the district boundary. When the determination is made, the following rules are applied: • If the student was continuously enrolled in the building for the designated time period, the student's majority of attendance IRN will be equal to the building IRN • If the student is continuously enrolled in the district but has changed buildings in the district during the designated time period, the student's majority of attendance IRN will be equal to the district IRN • If the student was not continuously enrolled within the building or district during the designated time period, the student's majority of attendance IRN will be equal to '******'. Refer to the current Period S Checklist for complete details of how to update Majority of Attendance IRN.
Non-Graduate CORE Summary (Verify & Update) StudentInformation > EMIS > Student Reporting Collection (S) > Non-graduate CORE Summary	Non-graduate CORE Summary is one of only a few programs that has separate Verify and Update processes. The verification process should be run prior to running it in Update mode. Non-graduate CORE Summary updates the Student Non-graduate CORE Summary records for students in grades 9-11 who have courses with high school credit and CCP credit toward graduation. There are two verification processes. • Course Verify – Regular Course records are verified. • Student Verify – Manually entered Course History records are verified. Refer to the current Period S Checklist for complete details of how to update Non-Graduate Core Summary.
CHECK_EMIS StudentInformation > EMIS > Student Reporting Collection (S) > CHECK_EMIS	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. CHECK_EMIS should be processed many times throughout the collection window to ensure all processes are completed.
Create Flat Files and Transfer to Data Collector StudentInformation > EMIS > Student Reporting Collection (S)	Once all data updates have been completed, 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.
Graduate End-of-Year Updates	
Update Graduation Date StudentInformation > Management > Ad-Hoc Updates > Update Graduation Date	This process allows students to have a graduation date set for them on their FN Graduate Record in preparation for end of year period S reporting of graduating students. For the selected group of students, a graduation date is specified and then updated for all students in the group. This must be completed before mass updating diploma types
Update Diploma Type StudentInformation > Management > Ad-Hoc Updates – Update Diploma Type	This process allows students to have a diploma type updated on their FN Graduate Record if they have a Graduation Date specified. The page returns all Graduation dates found in the current school year and provides the ability to choose the diploma type to assign to the students with the matching graduation date.

	Power Withdraw Graduating Seniors	The Power Withdraw Process provides the ability to withdraw students as of the end of the school year. The withdraw

Power Withdraw Graduating Seniors StudentInformation > Management > Power Withdrawal	The Power Withdraw Process provides the ability to withdraw students as of the end of the school year. The withdraw process performed by Power Withdraw differs from the Student Withdraw process. Students who are power withdrawn have completed the school year and have completed all graduation requirements and are being withdrawn and reported with a Graduation Withdraw reason. The Power Withdraw process does not drop courses nor student fees.

Organization General Information – S Collection (DN)

District and Building Records are reported in two separate collections. Some of the attributes make up the Calendar data reported in the C Calendar Collection while the rest of the records are reported in the S Student Collection. Attributes for the Calendar collection are based on data on building sub-calendars. The rest of the attributes are maintained on the District and Building Information Maintenance pages under EMIS Maintenance.

DN records are formatted differently than other records. Attributes are used rather than a fixed file. Only attributes for which a building or district has a response are included as individual records in the table. The following table indicates where the value for each attribute is in Maintenance.

	Element	Attribute Name	**StudentInformation** > **EMIS** > **Maintenance** > **District** Organization Info (DN) & Building Organization Info (DN)
INFORMATION TECHNOLOGY CENTER GROUP			
DN060	**Information Technology Center Group:** ITC IRN	INFOTECIRN	**District DN Tab:** Reporting ITC IRN
STUDENT GROUP			
DN060	**Student Group**: Count of resident and non-resident nonpublic students within district boundaries evaluated and determined ineligible for special education services	STUNPNTELG	**District DN Tab:** Count of resident and non-resident students in grades K-12 within district boundaries evaluated and determined eligible for special education services
DN060	**Student Group:** Student Group Count of Preschool transition conferences held by 3rd birthday, no disability suspected, no additional evaluation.	STUPSTCBTR	**District DN Tab:** Count of preschool transition conferences held by 3rd birthday, no disability suspected, no additional evaluation.
DN060	**Student Group:** Count of Preschool transition conferences held after 3rd birthday, no disability suspected, no additional evaluation	STUPSTCATR	**District DN Tab**: Count of Preschool transition conferences held after 3rd birthday, no disability suspected, no additional evaluation.
DN060	**Student Group:** Date student is required to be five years old to be admitted to Kindergarten	STUKGBRDAY	**District DN Tab:** Date student is required to be five years old to be admitted into kindergarten
DN060	**Student Group:** Count of StudentInformation schooled resident students	STUHOMESCL	**District DN Tab:** Count of home schooled resident students

DN060	**Student Group:** Count of resident and non-resident nonpublic students within district boundaries eligible for special education services but not being served by the district	STUNPNTSRV	**District DN Tab**: Count of resident and non-resident nonpublic students who are in grades K-12 within district boundaries eligible for special education services but not being served by the district
DN060	**Student Group:** Student early entrance policy flag, **reported by community schools only**	C_STUEEPOL	**District DN Tab:** Student early entrance policy flag

COLLEGE CREDIT PLUS GROUP – BUILDING DN TAB

DN060	**CCP Group:** Count of CCP students denied participation because they did not give notice of CCP participation by the deadline date	CCPDENIALS	**District DN Tab:** Enter the Count of CCP students denied participation because they did not give notice of CCP participation by the deadline date
DN060	**CCP Group:** The Count of students who failed or dropped a course where districts sought reimbursement from the student for the cost of the course	CCPREIMBCT	**District DN Tab:** Enter the Count of students who failed or dropped a course where districts sought reimbursement from the student for the cost of the course.
DN060	**CCP Group**: The total dollar amount a district is seeking for CCP reimbursement due to a dropped or failed course	CCPRESTITU	**District DN Tab:** Enter the total dollar amount a district is seeking for CCP reimbursement due to a dropped or failed course for all students

INITIAL IEP EYE EXAMINATION GROUP

DN060	Number of students with an IIEP written within the stated timeframe:	EYEREQCNTA	**District DN Tab:** Number of students with an IIEP written within the stated timeframe
DN060	Number of students with an IIEP written within the stated timeframe who received an eye exam within three months of beginning services:	EYERECCNTB	**District DN Tab:** Number of students with an IIEP written within the stated timeframe who received an eye exam within three months of beginning services
DN060	Number of students with an IIEP written within the stated timeframe who received an eye exam more than three months after beginning services:	EYENRCCNT1	**District DN Tab:** Number of students with an IIEP written within the stated timeframe who received an eye exam more than three months after beginning services

DN060	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:	EYENRCCNT2	**District DN Tab:** 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
DN060	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:	EYENRCCNT3	**District DN Tab:** 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
DN060	Number of students with an IIEP written within the stated timeframe who did not receive an eye exam due to the student's hospitalization:	EYENRCCNT4	**District DN Tab:** Number of students with an IIEP written within the stated timeframe who did not receive an eye exam due to the student's hospitalization
DN060	Number of students with an IIEP written within the stated timeframe who did not receive an eye exam due to parent refusal:	EYENRCCNT5	**District DN Tab:** Number of students with an IIEP written within the stated timeframe who did not receive an eye exam due to parent refusal
DN060	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:	EYENRCCNT6	**District DN Tab:** Number of students with an IIEP written within the stated timeframe who did not receive an eye exam due to lack of a conveniently available provider
DN060	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:	EYENRCCNT7	**District DN Tab:** Number of students with an IIEP written within the stated timeframe who did not receive an eye exam due
DN060	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:	EYENRCCNT8	**District DN Tab:** Number of students with an IIEP written within the stated timeframe who did not receive an eye exam and are still within three months of beginning services

PHYSED EVALUATION GROUP

DN060	**PhysED Evaluation Group**: PE Evaluation – Band KG-02 Limited Progress	PHYSEDLMKG	**Building Organization Info Tab:** KG-01 Total Students scoring Limited
DN060	**PhysED Evaluation Group**: PE Evaluation – Band KG-02 Proficient Progress	PHYSEDPFKG	**Building Organization Info Tab:** KG-01 Total Students scoring Proficient
DN060	**PhysED Evaluation Group**: PE Evaluation – Band KG-02 Advanced Progress	PHYSEDADKG	**Building Organization Info Tab:** KG-01 Total Students scoring Advanced
DN060	**PhysED Evaluation Group**: PE Evaluation – Band KG-02 Not evaluated	PHYSEDNEKG	**Building Organization Info Tab:** KG-01 Total Students not evaluated
DN060	**PhysED Evaluation Group**: PE Evaluation – Band KG-02 evaluation not conducted at this grade band for the building	PHYSED**KG	**Building Organization Info Tab:** KG-01 Total Students not applicable
DN060	**PhysED Evaluation Group**: PE Evaluation – Band 03-05 Limited Progress	PHYSEDLM03	**Building Organization Info Tab:** 03-05 Total Students scoring Limited
DN060	**PhysED Evaluation Group**: PE Evaluation – Band 03-05 Proficient Progress	PHYSEDPF03	**Building Organization Info Tab:** 03-05 Total Students scoring Proficient
DN060	**PhysED Evaluation Group**: PE Evaluation – Band 03-05 Advanced Progress	PHYSEDAD03	**Building Organization Info Tab:** 03-05 Total Students scoring Advanced
DN060	**PhysED Evaluation Group**: PE Evaluation – Band 03-05 Not evaluated	PHYSEDNE03	**Building Organization Info Tab:** 03-05 Total Students not evaluated
DN060	**PhysED Evaluation Group**: PE Evaluation – Band 03-05 evaluation not conducted at this grade band for the building	PHYSED**03	**Building Organization Info Tab:** 03-05 Total Students not applicable
DN060	**PhysED Evaluation Group**: PE Evaluation – Band 06-08 Limited Progress	PHYSEDLM06	**Building Organization Info Tab:** 06-08 Total Students scoring Limited
DN060	**PhysED Evaluation Group**: PE Evaluation – Band 06-08 Proficient Progress	PHYSEDPF06	**Building Organization Info Tab:** 06-08 Total Students scoring Proficient

DN060	**PhysED Evaluation Group**: PE Evaluation – Band 06-08 Advanced Progress	PHYSEDAD06	**Building Organization Info Tab:** 06-08 Total Students scoring Advanced
DN060	**PhysED Evaluation Group**: PE Evaluation – Band 06-08 Not evaluated	PHYSEDNE06	**Building Organization Info Tab:** 06-08 Total Students not evaluated
DN060	**PhysED Evaluation Group**: PE Evaluation – Band 06-08 evaluation not conducted at this grade band for the building	PHYSED**06	**Building Organization Info Tab:** 09-12 Total Students not applicable
DN060	**PhysED Evaluation Group**: PE Evaluation – Band 09-12 Limited Progress	PHYSEDLM09	**Building Organization Info Tab:** 09-12 Total Students scoring Limited
DN060	**PhysED Evaluation Group**: PE Evaluation – Band 09-12 Proficient Progress	PHYSEDPF09	**Building Organization Info Tab:** 09-12 Total Students scoring Proficient
DN060	**PhysED Evaluation Group**: PE Evaluation – Band 09-12 Advanced Progress	PHYSEDAD09	**Building Organization Info Tab:** 09-12 Total Students scoring Advanced
DN060	**PhysED Evaluation Group**: PE Evaluation – Band 09-12 Not evaluated	PHYSEDNE09	**Building Organization Info Tab:** 09-12 Total Students not evaluated
DN060	**PhysED Evaluation Group**: PE Evaluation – Band 09-12 evaluation not conducted at this grade band for the building	PHYSED**09	**Building Organization Info Tab:** 09-12 Total Students not applicable
PHYSICAL EDUCATION PILOT PROGRAM			
DN060	**Physical Education Pilot Program:** Participating in Physical Education Pilot Program	PHYSEDPLOT	**Building Organization Info Tab:** Participating in Physical Education Pilot Program
LOCAL WELLNESS POLICY			
DN060	**Local Wellness Policy**	LCLWELLPOL	**District Organization Info Tab:** District has a local wellness policy
PRESCHOOL SPECIAL EDUCATION AGREEMENTS			
DN060	**Preschool Special Education Agreements**	TFRPSESCYS	**District Organization Info Tab:** IRN of district ESC is providing preschool special education services for resident children, district authorizes ODE to transfer funds to ESC
DN060	**Preschool Special Education Agreements**	TFRPSESCNO	**District Organization Info Tab:** ESC is providing preschool special education services for resident children, district does not authorize ODE to transfer funds to ESC

	UTILIZATION OF MANAGEMENT COMPANY – reported by Community schools only. Attributes are required during the SOES Beginning of the year and End of year S Collections.		
DN060	**Community School Only:** Current Management Company IRN and Current Management Company Start Date	MGMTCOMPYS	**District Organization Info Tab:** Indicates that the community school utilizes a management company. Requires IRN and date to be reported
DN060	**Community School Only:** Current Management Company IRN and Current Management Company Stop Date	MGMTCOMPNO	**District Organization Info Tab:** Indicates the community school does not utilize the services of a management company. Requires date and IRN to be reported.
POSITIVE BEHAVIOR IMPLEMENTATION STATUS			
DN060	**Positive Behavior Implementation Status**	PBISIMPSTG	**Building Organization Info Tab:** Indicates the number of months the building has participated in the PBIS implementation
ASSESSMENT GROUP			
DN60	**Assessment Group**	ASMTFG3ELA	**District Organization Info Tab:** First Day of District Test Window – Fall 3rd Grade ELA Assessment
DN60	**Assessment Group**	ASMTFPRELA	**District Organization Info Tab:** First Day of District Test Window – Spring English Language Arts (ELA) All Grades
DN60	**Assessment Group**	ASMTFPRMSS	**District Organization Info Tab:** First Day of District Test Window – Spring Math, Science, Social Studies (All Grades)
DELIVERY MODELS, HARDWARE AND CONNECTIVITY			
DN60	**Education Delivery Models**	EDUMODELDB	**District Organization Info Tab:** Indicates the initial and subsequent delivery methods for the district and/or buildings
DN60	**LEA Provides Hardware**	LEAPRVHARD	**District Organization Info Tab:** Provides the grade or grade range of students for whom hardware is provided
DN60	**Connectivity**	LEAPRVWIFI	**District Organization Info Tab:** Reported when a district provides Wi-Fi access to students outside the building

District General Information – Yearend (DT)

District Testing records for each off-year assessment test are reported as part of period S for the Final S collection. A record for the district should be added by navigating to StudentInformation > EMIS > Maintenance > District and Building Information and select ADD on the District Testing – Year End (DT) tab. The following attribute values can be entered on this page.

		StudentInformation > EMIS > Maintenance > District and Building Information
DT050	Grade Level Assessed	Grade Level Assessed
DT060	Local Assessment Number	Local Assessment Number
DT070	Number of Students Taking Assessment	Number of Students Taking Assessment
DT080	Assessed Students with Disabilities Headcount	Assessed Students with Disabilities Headcount
DT090	Administered with Accommodations/Modifications	Administered with Accommodations/Modifications
DT100	Accommodations/Modifications Headcount	Accommodations/Modifications Headcount
DT110	Alternate Assessments Provided	Alternate Assessments Provided
DT120	Alternate Assessment Headcount	Alternate Assessment Headcount

Student Demographics/Standing/Attributes/Race

Student Demographic Record (GI)

		StudentInformation > **SIS** > **Student** > **Edit Profile**
GI040	Building IRN	Additional Info Tab/Primary Building IRN
GI050	EMIS Student ID Number	FS Standing Tab/ EMIS ID
GI070	Date of Birth (CCYYMMDD)	General Tab/Birth date
GI080	Gender	General Tab/Gender
GI090	Summative Racial/Ethnic Group	General Tab/Summative Race
GI270	Native Language	General Tab/Native Language
GI330	First Name (Optional)	General Tab/First Name
GI340	Middle Name (Optional)	General Tab/Middle Name
GI350	Last Name (Optional)	General Tab/Last Name
GI360	Student Birth Place City (Optional)	General Tab/Birthplace City
GI570	Student Home Language	General Tab/Student Home Language
GI580	Hispanic/Latino	General Tab/Hispanic/Latino
GI590	Social Security Number	Private Tab/Social Security Number (not reported, used for SSID only)
GI600	Last four of Social Security Number	Private Tab/Social Security Number (not reported, used for SSID only)

Student Race Detail Record (GJ)

Race records are reported based on the racial categories that are checked on the General Tab of the Edit Student Profile page. A record is reported for each racial category checked for the student. At least one record should be reported for any student when the Hispanic/Latino Element record is reported with 'Y' or is reported with an 'N' and the Summative Race/Ethnic Element is reported as 'M'.

		StudentInformation > **SIS** > **Student** > **Edit Profile**
GJ050	EMIS Student ID Number	FS Standing Tab/ EMIS ID
GJ060	Racial Group	General Tab/ Racial Group(s) (1 record created for each box checked)

Student Attributes – Effective Date Record (FD)

Each student must have at least one FD record reported. For students who have changes in elements reported on this record, multiple records may be required. The open/closed concept applies to this record. If a new FD record is added, the previous FD record is considered closed.

		StudentInformation > SIS > Student > Edit Profile/ FD Attributes Tab
FD060	Effective Start Date	Effective Start Date
FD070	Effective End Date	District Withdraw Date
FD090	State Equivalent Grade Level	State Equivalent Grade
FD100	Attendance Pattern	Attendance Pattern
FD110	Disadvantagement	Disadvantagement
FD120	Preschool Poverty Level	Preschool Poverty Level
FD130	Disability Condition	Disability Condition
FD140	Student being served by 504 Plan	Section 504 Plan
FD150	Homeless Status	Homeless Status
FD160	Homeless Unaccompanied Youth	Homeless Unaccompanied Youth
FD170	Limited English Proficiency	Limited English Proficiency
FD180	Migrant Status	Migrant Status
FD190	Foreign Exchange Student Graduation Plan	Foreign Exchange Graduation Plan
FD200	Immigrant Status	Immigrant Status

Student Attributes – No Date Record (FN)

The FN Attributes record is to be reported for each student in the S collection. For the Graduate (G) Collection, report one Student Attributes FN record for each student who graduated from your district any time between the first day of the just completed school year and the day before the first day of the next school year.

Note: Retained Status is the one element that is reported in its own collection. The retention collection is reported in Retention Reporting Period for third grade students who were enrolled through the last day of the previous year, even if they withdrew after the last day of school. The Retained Reason needs to be reviewed for these students in the current school year, as there may be changes in the value from the previous school year.

		StudentInformation > SIS > Student > Edit Profile
FN030	Data Set	FN/Attributes Tab/Reporting Period
FN070	Retained Status	FN Attributes Tab/Retained Status
FN080	Grade Level, Next Year	FN Attributes Tab/EMIS Grade Next Year
FN090	Diploma Date	FN Graduate Tab/Graduation Date
FN100	Diploma Type	FN Graduate Tab/Diploma Type
FN110	Fiscal Year student began 9th grade	FN Attributes Tab/Fiscal Year Began 9th
FN120	OGT Graduation Alternative	FN Graduate Tab/OGT Graduation Alternative
FN140	Accountability IRN	FN Attributes Tab/Accountability IRN
FN220	Majority of Attendance IRN	FN Attributes Tab/Majority of Attendance IRN
FN230	Yearend Reported State Student ID	FS Student Standing – SSID on latest record

FN240	CORE Economics and Financial Literacy Requirement Met	FN Graduate Tab/ CORE Economics and Financial Literacy Requirement Met
FN250	CORE Fine Arts Requirement Met	FN Graduate Tab/ CORE Fine Arts Requirement Met
FN260	Exempted from Physical Education Graduation Requirement	FN Graduate Tab/ Exempted from Physical Education Graduation Requirement
FN270	Updated October 1st IEP Outcome	FN Attributes Tab/Updated December 1 IEP Outcome
FN290	CTE Program of Concentration	FN Attributes Tab/CTE Program of concentration (must choose CTE program Area first)
FN300	Core Graduation Requirement Exemption Code	FN Graduate Tab/Core Graduation Requirement Exemption
FN310	Military Compact Graduation Alternative Count	FN Graduate Tab/Military Compact Graduation Alternative
FN320	CORE Graduation Requirement Exemption Date	FN Graduate Tab/CORE Graduation Requirement Exemption Date
FN330	CORE Graduation Requirement Met Flag	FN Graduate Tab/CORE Graduation Requirement Met Flag
FN340	Expected Graduation Date	FN Graduate Tab/etranscript collection only; not required
FN350	Admission to Current High School Date	FN Graduate Tab/eTranscript collection only; not required
FN370	Reading Diagnostic Result Code	FN Attributes Tab/Reading Diagnostic Result Code
FN390	Next Year Attending Building IRN Next	FN Attributes Tab/Attending Building IRN Next Year
FN400	Previous Year District IRN	FN Attributes Tab/Previous Year District IRN (community schools only)
FN410	Courses Completed Date	FN Graduate Tab Attributes Tab/Courses Completed Date – only reported for Grad Only students
FN420	Courses Completed IRN	FN Graduate Tab Attributes Tab/Courses Completed IRN – only reported for Grad Only students
FN430	Military Student Identifier	FN Attributes Tab/Military Student

Student Attributes - FS Student Standing Records

The Student Standing FS Data elements describe the standing of a student within the district reporting that student. This record also describes situations in which the reporting district receives a student from another district and/or in which the reporting district sends a student to another district. Student standing records are reported by the district if the student is enrolled in the district, if the student receives instruction or services from the district, or if the district has a fiscal or other reporting responsibility for the student.

		StudentInformation > SIS > Student > Edit Profile
FS050	EMIS Student ID Number	FS Standing Tab/EMIS ID
FS060	Effective Start Date	FS Standing Tab/Effective Start Date
FS070	Admission Date DDYYMMDD	FS Standing Tab/District Admission Date
FS080	Student Admission Reason	FS Standing Tab/Admission Reason
FS090	Effective End Date	FS Standing Tab/District Withdraw Date
FS100	Withdrawal Reason	FS Standing Tab/Withdraw Reason
FS110	State Student ID (SSID)	FS Standing Tab/State Student ID (SSID)
FS120	Student Percent of Time	FS Standing Tab/Percent of Time
FS130	Tuition Type	FS Standing Tab/Tuition Type
FS140	District Relationship	FS Standing Tab/District Relationship
FS150	Legal District of Residence	FS Standing Tab/District of Residence

FS160	Attending Building IRN	FS Standing Tab/Attending Building IRN
FS170	Assigned Building Area IRN	FS Standing Tab/Assigned Building IRN
FS180	How Received	FS Standing Tab/How Received
FS190	How Received IRN	FS Standing Tab/How Received IRN
FS200	Sent Reason 1	FS Standing Tab/Sent To 1: Reason
FS210	Sent to IRN 1	FS Standing Tab/Sent To 1: IRN
FS220	Sent to Percent of Time 1	FS Standing Tab/Sent To 1: Percent of Time
FS230	Sent To Reason 2	FS Standing Tab/Sent To 2: Reason
FS240	Sent To IRN 2	FS Standing Tab/Sent To 2 IRN
FS250	Sent To Percent of Time 2	FS Standing Tab/Sent To 2: Percent of Time
FS320	School Year Attendance Hours	FS Attendance Tab/School Year Attendance Hours
FS330	School Year Excused Absences Hours	FS Attendance Tab/School Year Excused Absence Hours
FS340	School Year Unexcused Absence Hours	FS Attendance Tab/School Year Unexcused Absence Hours
FS350	Admitted From IRN	FS Standing Tab/Admitted from IRN
FS360	Withdrawn To IRN	FS Standing Tab/Withdrawn to IRN
FS370	County of Residence	FS Standing Tab/County of Residence

Student Special Education, Discipline, Gifted & Other Records

Student Special Education Record (GE)

The Student Special Education (GE) Record is reported for the Traditional Districts Beginning of Year, Midyear, and End of Year Student (S) Collections, the SOES Beginning of Year and End of Year Student (S) Collections. A separate Special Education record is to be reported for students with a disability and students suspected to have a disability condition. This record is reported for an 'event' that occurs on a 'date' with an 'outcome' that may or may not have happened within a compliance timeline.

		StudentInformation > SIS > Student > Special Education
GE100	Date Type	Date Type
GE110	Date (CCYYMMDD)	Event Date
GE120	Outcome ID	Outcome ID
GE130	Non-compliance ID	Non-Compliance Id
GE140	Outcome Beginning Date Element (CCYYMMDD)	Outcome Begin Date
GE150	Outcome End Date Element (CCYYMMDD)	Outcome End Date
GE160	IEP Test Type Element	IEP Test Type
GE170	Secondary Planning Element	Secondary Planning

Student Special Education Graduation Record (FE)

The Student Special Education Requirement Record is to be reported for the Traditional Districts Beginning of the year, Midyear, and End of Year Student (S) Collections, the SOES Beginning of Year and End of Year (S) Collections, and the Graduation (G) Collection. This record is reported whenever and IEP determination is made to add, confirm, or cancel an exemption from the consequences of any graduation assessment and/or individual graduation assessment areas. 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 that 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 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.

		StudentInformation > SIS > Student > Special Education > Grad Requirement
FE040	District IRN	IRN of the district in context
FE050	EMIS Student ID Number	EMIS ID from FS record
FE060	IEP Date Type	Date Type
FE070	IEP Date	IEP Date
FE080	Assessment Type Code	Assessment type GX or GE
FE090	Assessment Area Code	Assessment Area
FE100	Exemption Flag	Exemption Flag

Student Gifted Education Record (GG)

The Student Gifted Education (GG) Record is to be reported for the Traditional Districts Midyear and Final Student (S) Collections and the Community/STEM Schools Final (S) Collection. The data reported on the Student Gifted Education Record are used to report the number of students screened, assessed,

identified, and served in Gifted Areas. The resident/educating district and/or community school reports the student gifted record for each student enrolled in grades KG through Twelve. Though community schools are not required to screen, assess, identify and/or serve students where gifted, they are required to report a Student Gifted Education Records for each student.

		StudentInformation > **SIS** > **Student** > **Gifted** > **Student Gifted Record**
GG060	Gifted Screening – Superior Cognitive Ability	Screening-Superior Cognitive Ability/Screening checkbox
GG070	Gifted Screening – Mathematics	Screening-Specific Academic Ability-Math/Screening checkbox
GG080	Gifted Screening – Science	Screening-Specific Academic Ability-Science/Screening checkbox
GG090	Gifted Screening – Reading/Writing	Screening-Specific Academic Ability-Reading/Writing/Screening checkbox
GG100	Gifted Screening – Social Studies	Screening-Specific Academic Ability-Social Studies/Screening checkbox
GG110	Gifted Screening – Creative Thinking Ability	Screening-Creative Thinking Ability/Screening checkbox
GG120	Gifted Screening – Visual/Performing Arts	Screening-Visual/Performing Arts/Screening checkbox
GG130	Gifted Assessment – Superior Cognitive Ability	Assessment-Superior Cognitive Ability/Assessment checkbox
GG140	Gifted Assessment – Mathematics	Assessment-Specific Academic Ability-Math/Assessment checkbox
GG150	Gifted Assessment – Science	Assessment Specific Academic Ability-Science/Assessment checkbox
GG160	Gifted Assessment – Reading, Writing	Assessment-Specific Academic Ability-Reading/Writing/Assessment checkbox
GG170	Gifted Assessment – Social Studies	Assessment-Specific Academic Ability-Social Studies/Assessment checkbox
GG180	Gifted Assessment – Creative Thinking Ability	Assessment-Creative Thinking Ability/Assessment checkbox
GG190	Gifted Assessment – Visual/Performing Arts	Assessment-Visual/Performing Arts/Assessment checkbox
GG200	Gifted Identification – Superior Cognitive Ability	Identified-Superior Cognitive Ability/Identified checkbox
GG210	Gifted Identification – Mathematics	Identified-Specific Academic Ability-Math/Identified checkbox
GG220	Gifted Identification – Science	Specific Academic Ability-Science/Identified checkbox
GG230	Gifted Identification – Reading/Writing	Identified-Specific Academic Ability-Reading/Writing/Identified checkbox
GG240	Gifted Identification – Social Studies	Identified-Specific Academic Ability-Social Studies/Identified checkbox
GG250	Gifted Identification – Creative Thinking Ability	Identified-Creative Thinking Ability/Identified checkbox
GG260	Gifted Identification – Visual/Performing Arts	Identified-Visual/Performing Arts/Identified checkbox
GG430	Gifted Identification Date– Superior Cognitive Ability	Identified Date-Superior Cognitive Ability/Identified Date field
GG440	Gifted Identification Date– Mathematics	Identified Date-Specific Academic Ability-Math/Identified Date field
GG450	Gifted Identification Date– Science	Identified Date-Specific Academic Ability-Science/Identified Date field
GG460	Gifted Identification Date– Reading/Writing	Identified Date-Specific Academic Ability-Reading/Writing/Identified Date field
GG470	Gifted Identification Date– Social Studies	Identified Date-Specific Academic Ability-Social Studies/Identified Date field
GG480	Gifted Identification Date– Creative Thinking Ability	Identified Date-Creative Thinking Ability/Identified Date field
GG490	Gifted Identification Date– Visual/Performing Arts	Identified Date-Visual/Performing Arts/Identified Date field
GG510	Gifted Served – Superior Cognitive Ability	Served-Superior Cognitive Ability/Served checkbox
GG520	Gifted Served – Mathematics	Served-Specific Academic Ability-Math/Served checkbox
GG530	Gifted Served – Science	Served-Specific Academic Ability-Science/Served checkbox
GG540	Gifted Served – Reading/Writing	Served-Specific Academic Ability-Reading/Writing/Served checkbox
GG550	Gifted Served – Social Studies	Served-Specific Academic Ability-Social Studies/Served checkbox
GG560	Gifted Served – Creative Thinking Ability	Served-Creative Thinking Ability/Served checkbox/Served checkbox

		StudentInformation > SIS > Student > Gifted > Student Gifted Record
GG570	Gifted Served – Visual/Performing Arts	Served-Visual/Performing Arts/Served checkbox

Student Program Record (GQ)

A student program record (GQ) is to be reported for all programs/services the student is participating in and/or receiving. The student program records are reported in the Traditional Districts, First, Midyear and Final Student (S) Collections, in the Community/STEM Schools First and Final Student Collections, and in the Graduate Period (G) Collection. The number of programs in which a student can participate in is unlimited. Student program codes are reported during the designated collection requests by the appropriate entities. If the student is in a program and then withdraws from the district during the year, the program code for the student is still reported.

		StudentInformation > SIS > Student > Edit Memberships and StudentInformation > SIS > Student > Special Education > Services Tab (215XXX Programs Only)
GQ060	Program Code -See EMIS Manual, Chapter 2.9	Membership Group & Membership
GQ070	Employee ID	Staff Member
GQ090	Program Provider IRN	Program Provider IRN
GQ100	Program Enrollment Start Date CCYYMMDD	Start Date
GQ110	Program Enrollment End Date CCYYMMDD	Stop Date

Student Discipline Record (GD)

The Student Discipline record is reported for the Traditional Districts, First, Midyear and Final Student (S) Collections and in the Community/STEM Schools First and Final Student Collections Collection. The data requested on this record is required to meet the reporting requirements of federal and state legislation. The last building in a district where the student was enrolled, and where the discipline action was administered, is responsible for reporting the student discipline record. This may not be the last district where the student was enrolled at the end of the reporting period. A record is reported for each student, including those with disabilities, who receives a discipline action from the district where the discipline action was administered.

		StudentInformation > SIS > Student > Discipline
GD060	Date of Discipline (CCYYMMDD)	Incident/ Date
GD070	Type of Discipline	Incident record/ Action /Action Type
GD080	Discipline Reason (Can have multiple reasons)	Incident record/ Infraction/Infraction Type
GD085	Discipline Sequence	Calculated by DISCEMIS based on multiple incidents on the same date with same Action
GD090	Total Discipline Days	Incident record/ Action/Number of Days
GD100	Discipline Modified	Incident record/Action/Modified
GD110	Referred for Alternate Educational Services	Incident record/ Action/Alternate Program
GD120	Building IRN where Discipline Incident Took Place	Incident/ Building IRN where Discipline Incident Took Place
GD130	Victim of Student Violence	Incident Record/Disciplinary Actions/Victims tab/Select Victim Type
GD140	Additional PS-3 Discipline Reason Detail	Incident Record/Action/Offenders tab/Disciplinary Actions/PS-3 Discipline Reason

Student Withdrawal Override Record (FC)

The Student Withdrawal Override (FC) Record is to be reported during the Student (S) Collection Requests and also in the Period (G) Graduation Collection. A student Withdrawal Override Record should be reported for:

- SSIDs appearing on the Missing Student Report and where an override is warranted
- SSIDs where the district failed to report a withdrawal that occurred in a prior school year
- SSIDs whose withdrawal was reported with an incorrect date or reason in a prior school year, and
- SSIDs for whom the EMIS reporting entity has received new information since the withdrawal was reported, which indicates that the withdrawal reason should be updated in order for the student to properly count within the longitudinal graduation rate.

Once reported, an FC record should continue to be reported for the remainder of the S Collection.

		StudentInformation > EMIS > Maintenance > Student Withdrawal Override Record
FC050	State Student ID (SSID) previous Reporting Year	SSID
FC060	Withdrawal Date (CCYYMMDD)	Withdrawal Date
FC070	Withdrawal Reason	Withdrawal Reason

Student Acceleration Record (FB)

The Student Acceleration (FB) record is to be reported for the Traditional Districts Midyear and Final (S) Collections and the Community/STEM Schools Final Student (S) Collection. It is reported only for students who have a referral from the district's Acceleration Evaluation Committee and were placed on a Written Acceleration Plan (WAP). The record can be reported for students who are accelerated in any grade level, kindergarten through high school.

Acceleration stops being reported if the student is no longer subject or whole grade accelerated. If the student was subject accelerated in Math and Reading, but is no longer accelerated in Reading, the acceleration for Reading is no longer reported.

		StudentInformation > SIS > Student > Assessment > Student Acceleration (FB)
FB040	District IRN	IRN from District in Context
FB050	EMIS Student ID Number	EMIS ID of student in Context from FS record
FB060	Subject Area Code	Assessment Area
FB070	Accelerated Level Count	Accelerated Level Count
FB080	Accelerated Assessment Flag	Accelerated Assessment Flag
FB090	Accelerated Assessment Accountability IRN	Accelerated Assessment Accountability IRN

Student Summer Withdrawal (FL) Record

The Student Summer Withdrawal record is reported as part of the Beginning of Year, Midyear, and End of Year Student (S) Collections and the Student Cross Reference (S) Collection. A student Summer Withdrawal record may be reported for any student who was enrolled in the district at the end of the prior school year who 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

(FD) Record, a Student Standing (FS) Record, and a student Demographic (GI) Record, **or** the student may be reported with a single FL record. If FD/FS/GI records are reported, all elements on those records must have valid values for the current school year. If a district reports an FL record, then that student cannot also be reported with FD/FS/GI Records.

		StudentInformation_EMIS > Maintenance > Student Summer Withdrawal Record
FL050	SSID	SSID of the student
	Student Last Name	Student Last Name (not reported)
	Student First Name	Student First Name (not reported)
FL070	Withdrawal Date	Withdrawal Date
FL060	Withdrawal Reason	Withdrawal Reason Code
FL080	Withdrawn to IRN	Withdrawn to IRN

Student Contact (FF) Record

The Student Contact (FF) Record and the relevant elements are required reporting for community schools during the SOES Student Contact (S) Collection. The student contact data describes the current contact information for the student as reported by the Local Education Agency (LEA). Examples of student contacts would be the parents or legal guardians of the student. The data ties the contact relationship to the student and indicates the sequential order in which the contacts should be contacted. If a student contact record is reported, the LEA should report at least one primary contact person for the student. However, several contacts may be listed where appropriate. A corresponding relationship code must be provided for each contact. Contact records are also used to indicate when a contact address changes to record the historical address.

		StudentInformation > SIS > Student > Contacts Summary
FF060	Contact Sequence Order Number	Assigned at the time of transfer
FF070	Contact Relationship Code	Contact Type Code
FF080	Legal Guardian	Legal Guardian Flag
FF090	Custodial Flag	Living with Student
FF100	Prefix Name	Prefix Name
FF110	First Name	First Name
FF120	Middle Name	Middle Name
FF130	Last Name	Last Name
FF140	Suffix Name	Suffix
FF150	Telephone Number	Phone Number
FF160	Telephone Extension	Extension
FF170	Email Address	Email Address
FF180	Type of Email Address	Type
FF190	Type of Telephone Number	Type of Phone Number

Student Transportation (FP) Record

The Student Transportation (FP) Record is to be collected for the SOES Beginning and End of Year Student (S) Collection Requests from the entities that transport students. A Student Transportation record is transportation data at the student level that includes a flag indicating whether or not the student is transported, the district the student is transported, and the days that the student is transported by the community/STEM school. This information is to be reported based on the first full week of October.

		StudentInformation > SIS > Student > Edit Student Profile/Transportation Tab
FP070	Distance Transported	Distance Transported
FP080	Monday Transported	Monday Transported
FP090	Tuesday Transported	Tuesday Transported
FP100	Wednesday Transported	Wednesday Transported
FP110	Thursday Transported	Thursday Transported
FP120	Friday Transported	Friday Transported

Student Truancy (FT) Record

The Student Truancy (FT) Records are reported in the Traditional Districts, First, Midyear and Final Student (S) Collections, in the Community/STEM Schools First and Final Student Collections. The student truancy reporting requirements include parent notification dates of excessive absences, dates the student becomes habitually truant, dates a habitually truant student violates a court order and when an absence intervention plan has been implemented. The data is triggered from the student absences to the student absence intervention page. Once specific triggers have been met, the district has a responsibility to enter specific data that correlates to that data. Once entered, that data is reported.

		StudentInformation > SIS > Student > Attendance > Student Absence Intervention
FT040	District IRN	IRN from District in Context
FT050	EMIS Student ID	EMIS ID from FS record of student in Context
FT060	Date (format CCYYMMDD)	Date entered for Event; StudentInformation > SIS > Student > Attendance > Student Absence Intervention
FT070	Event	Event Type Entered; StudentInformation > SIS > Student > Attendance > Student Absence Intervention

A - Assessment Collection

Period A is used for assessment reporting. At specific points in the school year, ODE will issue a manifest for each assessment they wish to collect. The FA Assessment record Transfer will be used for all assessment types. Some of these assessments will be required to be reported during other collection windows such as period G for those assessments related to graduates. Districts are required to report one record per student for each student assessment type/subject area assessment date combination. If a given assessment has multiple areas/subjects, multiple Student Assessment Records will be required to be reported.

FA Student Assessments Include:

Type Code	Assessment	Import Available
AC	ACT Assessment	Y
AP	AP Exams	Y
GA	Alternate Assessments, Grades 3-8	Y
GB	PS ELA Assessment	Y
GD	DPR Growth	Y
GE	End of Course Exams	Y
GF	OELPA	Y
GM	PS Child Outcome Summary (COS)	Y
GN	Next Generation Assessment	Y
GO	KRA	Y
GW	CTE Industry Credential	Y
GX	OGT & Alternate Assessments, High School	N
GY	CTE Student Assessment (OCTCA)	Y
IB	International Baccalaureate	N
SA	SAT	Y
WK	WorkKeys	Y

FA Assessment Types

The following section describes the attributes of an FA record for each assessment type.

Advanced Placement Assessments (AP)

There are many AP exams, each for a different subject area. As each exam is for a specific AP subject area, a separate record is required for each examination. Composite or total scores are not reported. Scaled scores are reported for all standard assessments. Districts should report this assessment during the Other Assessments Accountability (A) Collection and the Graduation (G) Collection.

FA		**StudentInformation** > **SIS** > **Student** > **Assessment** > **AP Exams**
FA060	Assessment Type Code	AP
FA200	Test Grade Level	Please refer to the Assessment Checklist for all remaining values in this column. Additionally, the data can also be located in the EMIS Manual, Chapters 2.8 and 2.8.1.
FA205	Assessment Area Code	
FA210	Test Date (CCYYMM)	
FA212	Test Day of the Month	
FA215	Required Test Type	
FA220	Grade Level of Student at time of Test	
FA225	Type of Accommodation	
FA235	Score Not Reported	
FA240	Score	

ACT Assessment Record (AC)

The American College Testing Assessment (ACT) covers five subject areas: Reading, Mathematics, Writing, English, and Science. The Writing subject area is optional. A separate record is required for each subject area. Composite or total scores are not to be reported. Scaled scores will be reported for all standard assessments – (STR) Required Test Type Element.

Districts should report this assessment during the Other Accountability Assessments (A) Collection and the Graduate (G) Collection. This assessment is also reported as part of the Student Record Exchange (X) Collections. All available assessments should be reported, including assessments from prior years.

FA		**StudentInformation** > **SIS** > **Student** > **Assessment** > **ACT**
FA060	Assessment Type Code	AC
FA200	Test Grade Level	Please refer to the Assessment Checklist for all remaining values in this column. Additionally, the data can also be located in the EMIS Manual, Chapters 2.8 and 2.8.1.
FA205	Assessment Area Code	
FA210	Test Date (CCYYMM)	
FA212	Test Day of the Month	
FA215	Required Test Type	

FA220	Grade Level of Student at time of Test	
FA225	Type of Accommodations	
FA235	Score Not Reported	
FA240	Score	

SAT Assessment Record (SA)

The Scholastic Aptitude Test (SAT) covers three subject areas: Reading, Mathematics, and Writing. A separate record is required for each subject area. Effective with the March 2016 SAT administration, the English Language Arts score is reported as the Reading score. See the chart below for more detailed information. Composite or total scores are not to be reported. Scaled scores will be reported for all standard assessments – (STR) Required Test Type Element.

		StudentInformation > SIS > Student > Assessment > OTELA
FA060	Assessment Type Code	SA
FA200	Test Grade Level	Please refer to the Assessment Checklist for all remaining values in this column. Additionally, the data can also be located in the EMIS Manual, Chapters 2.8 and 2.8.1.
FA205	Assessment Area Code	
FA210	Test Date (CCYYMM)	
FA212	Test Day of the Month	
FA215	Required Test Type	
FA220	Grade Level of Student at time of Test	
FA225	Type of Accommodations	
FA235	Score Not Reported	
FA240	Score	

Student Achievement Test Record (GA)

Effective in FY16, OAAs are no longer reported. However, all grades 3-8 ALT Assessments will be reported using the assessment type GA.

		StudentInformation > SIS > Student > Assessment > Student Achievement
FA060	Assessment Type Code	GA
FA200	Test Grade Level	Please refer to the Assessment Checklist for all remaining values in this column. Additionally, the data can also be located in the EMIS Manual, Chapters 2.8 and 2.8.1.
FA205	Assessment Area Code M – Mathematics R – Reading S – Science	

FA210	Test Date (CCYYMM)	
FA212	Test Day of the Month	
FA215	Required Test Type	
FA220	Grade Level of Student at time of Test	
FA225	Type of Accommodations	
FA235	Score Not Reported	
FA240	Score	

Preschool ELA Assessment Record (GB)

If a child is funded using Early Childhood Education (ECE) Grant funds, the entity receiving the funding from the Ohio Department of Education is required to report the Early Learning Assessment data. This rule supersedes all other PS ELA reporting rules. The entity receiving ECE Grand funding and therefore reporting the ELA may be a traditional district, a JVSD, a community school or an Educational Service Center (ESC).

For children who are not funded using ECE Grant funds and who receive any Preschool Special Education services, the district of residence is required to report the student's Preschool ELA data. Any district educating a preschool special education student may also report.

For children receiving special education services or Early Childhood Education Grant funds (or both), the ELA scores should be reported two times per year, once in the fall and once in the spring.

		StudentInformation > SIS > Student > Assessment > Preschool ELA
FA060	Assessment Type Code	GB used for Preschool ELA Assessment Records
FA200	Test Grade Level	Please refer to the Assessment Checklist for all remaining values in this column. Additionally, the data can also be located in the EMIS Manual, Chapters 2.8 and 2.8.1.
FA205	Assessment Area Code	
FA210	Test Date (CCYYMM)	
FA212	Test Day of the Month	
FA215	Required Test Type	
FA220	Grade Level of Student at time of Test	
FA225	Type of Accommodations	
FA235	Score Not Reported	
FA240	Score	

Ohio English Language Proficiency Assessment (GF)

Results from the Ohio English Language Proficiency Assessment (OELPA) administered during spring of the current school year are reported during the OELPA Assessment (A) Collection.

Student Assessment (FA) Record(s) are required to be submitted for each student with a "Y", "M", "S", or "L" option reported on the LEP Status Element on the Student Attribute – Effective Date (FD) Record for any day within the testing window. Students who have been identified as English Language Learners must take the OELPA until they receive a score that will allow them to exit the program. While they are taking the OELPA, the students must also take the Next Generation, OGT, and End-of-Course exams if the students meet the requirements during the test windows for those assessments.

Districts are required to submit one Student Assessment (FA) Record for each OELPA area/subject (Listening, Reading, Speaking, and Writing) for each student. Therefore, four assessment records for each student are required to be submitted to ODE during the OELPA Assessment (A) Collection.

		StudentInformation > SIS > Student > Assessment > OELPA
FA060	Assessment Type Code	GF
FA200	Test Grade Level	Please refer to the Assessment Checklist for all remaining values in this column. Additionally, the data can also be located in the EMIS Manual, Chapters 2.8 and 2.8.1.
FA205	Assessment Area Code	
FA210	Test Date	
FA212	Test Date of the Month	
FA215	Required Test Type	
FA220	Grade Level of Student at time of Test	
FA225	Type of Accommodations	
FA235	Score Not Reported	
FA240	Score	

Preschool Childhood Outcome Summary (COS) Assessment Record (GM)

All preschool students with a disability are required to be assessed using the Childhood Outcome Summary (COS) assessment instrument. The COS is a record of progress on specific outcomes as required by federal law.

The assessment date can be anytime during the school year; however, not all results are reported to ODE. Over the course of enrollment in preschool, the data reported should include information about when the child entered preschool special education and when the child exited preschool special education. Every preschool special education student must have at least one COS assessment record reported per school year. For any child who enters and exits preschool

special education services in the same school year with 6 months or more between entry and exit, two COS assessment records should be reported (once at entry and once at exit).

The COS process must be completed within 30 calendar days of the child exiting from preschool special education. Exit events include a reevaluation (i.e., reevaluation team report, RETR) resulting in termination of preschool special education eligibility, a reevaluation (RETR) resulting in eligibility for school age services, last day of preschool special education services prior to kindergarten transition, or withdrawal from preschool special education at parent request.

The resident district is required to report the COS assessment records for students enrolled in these programs.

		StudentInformation > SIS > Student > Assessment > Preschool COS
FA060	Assessment Type Code	GM used for COS Assessment Records
FA200	Test Grade Level	Please refer to the Assessment Checklist for all remaining values in this column. Additionally, the data can also be located in the EMIS Manual, Chapters 2.8 and 2.8.1.
FA205	Assessment Area Code	
FA210	Test Date	
FA212	Test Day of the Month	
FA215	Required Test Type	
FA220	Grade Level of Student at time of Test	
FA225	Type of Accommodations	
FA235	Score Not Reported	
FA240	Score	

Student Kindergarten Readiness Assessment KRA – Literacy Record (GO)

The KRA Assessment includes ways for teachers to measure a child's school readiness. All students enrolled on the first day of school through November 1st must have an assessment record reported to EMIS, except for students in their second year of kindergarten. This assessment has the following components, which are required to be reported.

		StudentInformation > SIS > Student > Assessment > KRA
FA060	Assessment Type Code	GO used for KRA Assessment Records
FA200	Test Grade Level	Please refer to the Assessment Checklist for all remaining values in this column. Additionally, the data can also be located in the EMIS Manual, Chapters 2.8 and 2.8.1.
FA205	Assessment Area Code	
FA210	Test Date	
FA212	Test Day of the Month	
FA215	Required Test Type	
FA220	Grade Level of Student at time of Test	
FA225	Type of Accommodations	
FA235	Score Not Reported	
FA240	Score	

ACT WorkKeys Assessment Record (WK)

This job skills assessment is a measure of workforce readiness and employability for the purpose of high school graduation. This assessment is reported in the Other Accountability Assessments (A) Collection, as well as the Graduate (G) collection.

		StudentInformation > **SIS** > **Student** > **Assessment** > **WorkKeys**
FA060	Assessment Type Code	WK
FA200	Test Grade Level	Please refer to the Assessment Checklist for all remaining values in this column. Additionally, the data can also be located in the EMIS Manual, Chapters 2.8 and 2.8.1.
FA205	Assessment Area Code	
FA210	Test Date	
FA212	Test Day of the Month	
FA215	Required Test Type	
FA220	Grade Level of Student at time of Test	
FA225	Type of Accommodations	
FA235	Score Not Reported	
FA240	Score	

Student Ohio Graduation Test (OGT) Record (GX)

Beginning with the class of 2007, the Ohio Graduation Tests are required for Graduation. The OGT assessments have been replaced by the End of Course Assessments for students graduating in 2018 and beyond. The OGT test records continue to be reported for students who took any assessment part as well as for Alternate Assessment results for students in grades 9-12.

		StudentInformation > **SIS** > **Student** > **Assessment** > **OGT**
FA060	Assessment Type Code	GX used for OGT Assessment Records
FA200	Test Grade Level	Please refer to the Assessment Checklist for all remaining values in this column. Additionally, the data can also be located in the EMIS Manual, Chapters 2.8 and 2.8.1.
FA205	Assessment Area Code C – Social Studies M – Mathematics R – Reading S – Science	
FA210	Test Date	
FA212	Test Date of the Month	
FA215	Required Test Type	
FA220	Grade Level of Student at time of Test	
FA225	Type of Accommodations	
FA235	Score Not Reported	
FA240	Score	

CTE Student Assessment Record (OCTCA) (GY)

The State Board of Education has approved career-technical performance measures that require school districts to assess students in workforce development programs with a CTE Technical Assessment. This requirement pertains to any secondary student who is in the last class of a series of career-technical classes. Such students are considered to be "concentrators" within a program. For students taking modular assessments, they should take these modules over the course of their two-year program.

CTE Technical Assessment records should be reported by the district that employs the CTE Workforce Development instructor during the Career Tech Accountability Assessment (A) Collection. CTE Technical Assessment results are also reported in the March (D), Graduate (G) and Student Record Exchange (X) Collections. Most students will only have a single record reported, but if a student is in multiple programs, multiple records may be reported.

Beginning in FY19, Subject Code Assessments have been added for the individual subject assessments that make up the combined assessment. These are also required to be reported.

		CTE OCTCA maintenance has two tabs, one for CTE Technical Score and a second for CTE Portfolio Score (used only for the CTE Teaching Professionals)
FA060	Assessment Type Code	GY used for CTE Student Technical Assessment Records
FA200	Test Grade Level	Please refer to the Assessment Checklist for all remaining values in this column. Additionally, the data can also be located in the EMIS Manual, Chapters 2.8 and 2.8.1.
FA205	Assessment Area Code	
FA210	Test Date – combined assessment Test Date – subject assessment	
FA212	Test Day of the Month	
FA215	Required Test Type	
FA220	Grade Level of Student at time of Test	
FA225	Type of Accommodations	
FA235	Score Not Reported	
FA240	Score – combined assessment Score – subject assessment	

International Baccalaureate (IB) Assessments

The International Baccalaureate (IB) offers four high quality international education programs: IB Primary Years, IB Middle Years, IB Diploma Program, and IB Career Related Certificate program. Only IB Diploma Program Assessments are collected in EMIS. Composite or total scores are not reported. Scaled scores are reported for all standard assessments – (STR) Required Test Type Element.
Districts should report this assessment during the Other Accountability Assessments (A) Collection, Graduate (G) Collection and Student Record Exchange (X) Collections. All available assessments should be reported, including assessments from prior years.

		StudentInformation > **SIS** > **Student** > **Assessment** > **IB**
FA060	Assessment Type Code	IB
FA200	Test Grade Level	Please refer to the Assessment Checklist for all remaining values in this column. Additionally, the data can also be located in the EMIS Manual, Chapters 2.8 and 2.8.1.
FA205	Assessment Area Code	

FA210	Test Date	
FA212	Test Day of the Month	
FA215	Required Test Type	
FA220	Grade Level of Student at time of Test	
FA225	Type of Accommodations	
FA235	Score Not Reported	
FA240	Score	

Next Generation Assessment Record (GN)

The Next Generation Assessments are administered to students in Grades 3-8. This assessment replaced the Ohio Achievement Assessment. An import process is available to import the records for reporting.

		StudentInformation > SIS > Student > Assessment > Next Generation 3-8
FA060	Assessment Type Code	GN
FA200	Test Grade Level	Please refer to the Assessment Checklist for all remaining values in this column. Additionally, the data can also be located in the EMIS Manual, Chapters 2.8 and 2.8.1.
FA205	Assessment Area Code	
FA210	Test Date	
FA212	Test Day of the Month	
FA215	Required Test Type	
FA220	Grade Level of Student at time of Test	
FA225	Type of Accommodations	
FA235	Score Not Reported	
FA240	Score	

End of Course Assessment Record (GE)

Beginning in FY15, students who began 9th grade on or after July 1st, 2014, are required to take End of Course exams. Additionally, students who are accelerated and taking courses for which an EOC exam is offered will be required to take the EOC exam in that subject area. There is no separate alternate assessment for each EOC exam. Substitute tests may be used to meet the EOC requirements. Refer to the *FY21 Period A Assessment Reporting Checklist* for complete details on the substitute assessments as well as all guidelines for reporting End of Course Assessments.

An import is available for the assessment results.

		StudentInformation > SIS > Student > Assessment > End of Course
FA060	Assessment Type Code	GE
FA200	Test Grade Level	Please refer to the Assessment Checklist for all remaining values in this column. Additionally, the data can also be located in the EMIS Manual, Chapters 2.8 and 2.8.1.

FA205	Assessment Area Code	ALG1 – Algebra 1
		GOVM – American/United States Government
		HIST – American/United States History
		BIOL – Biology
		ELA1 – English Language Arts 1
		ELA2 – English Language Arts 2
		GEOM – Geometry
		MTH1 – Mathematics 1
		MTH2 – Mathematics 2
		PHYS – Physical Science
FA210	Test Date	
FA212	Test Day of the Month	
FA215	Required Test Type	
FA220	Grade Level of Student at time of Test	
FA225	Type of Accommodations	
FA235	Score Not Reported	
FA240	Score	

STAR Renaissance Assessment Record (GD)

Beginning in the spring of FY21, the NWEA Map or DPR Growth assessment was replaced with the STAR Renaissance assessment. These assessments measure student skills in mathematics and reading. Results from the spring administration will be reported in the Other Accountability Assessment Collection. Only certain districts take this assessment.

		StudentInformation > SIS > Student > Assessment > DPR Growth
FA060	Assessment Type Code	GD
FA200	Test Grade Level	Always '**'
FA205	Assessment Area Code	M – Mathematics
		R – Reading
FA210	Test Date	Test Date
FA212	Test Day of the Month	
FA215	Required Test Type	Always 'STR'
FA220	Grade Level of Student at time of Test	Always '**'
FA225	Type of Accommodations	Always '**'
FA235	Score Not Reported	Always '*'
FA240	Score	600-1400, ***

CTE Industry Credential (GW)

An industry credential is a credential, certification, or license developed and awarded by an industry association or state licensing agency. Students are required to get an industry credential, but if a student does receive one of the industry credentials listed in the EMIS manual, the district should report the credential to EMIS.

If a graduating student receives an industry credential prior to the close of the Graduate (G) collection, the district should report the industry credential during G reporting. All districts may report industry credentials during the Career Tech Accountability Assessment (A) Collection. Dropout Recovery community schools should report all industry credentials received by their students as this measure will appear on their report cards. If a student earns more than one industry credential, report all credentials that the student receives.

		StudentInformation > **SIS** > **Student** > **Assessment** > **WorkKeys**
FA060	Assessment Type Code	Please refer to the Assessment Checklist for all remaining values in this column. Additionally, the data can also be located in the EMIS Manual, Chapters 2.8 and 2.8.1.
FA200	Test Grade Level	
FA205	Assessment Area Code	
FA210	Test Date	
FA212	Test Day of the Month	
FA215	Required Test Type	
FA220	Grade Level of Student at time of Test	
FA225	Type of Accommodations	
FA235	Score Not Reported	
FA240	Score	

G – Graduation Collection

For Period G, all City, Local, Exempted Village school districts are required to report data for Period G.   JVSDs and ESCs are not required to report Period G records.

For Period G, we collect the data on students who graduated anytime during the 20/21 school year as well as students who will graduate over the summer prior to the start of the 21/22 school year.

99% of Period G work will take place in the 20/21 school year. One exception is students who graduated during the summer after July 1st.
Once the 20/21 school year ends and you've moved to 21/22 as your default school year, data in 20/21 Period S will still be accessible for corrections and reporting completion. At that time, you may also begin updates for 21/22 Period S First Window and the FY21 Period G reporting. Period G reporting affects the Local Report Card, so it is important to complete reporting in a timely manner.

For students taking courses in the summer of 2021, manual course history records should be entered in 20/21.

Required Records for Period G

Only specific attributes of some of the records are reported for period G. Refer to the EMIS manual for details on which elements are included form each record type. The G Collection is made up of the following record types:

AC	ACT Assessments
AP	AP Exams
GW	CTE Industry Credential
GE	End of Course
GY	CTE Student Technical Assessment (OCTCA)
IB	International Baccalaureate
GX	OGT & High School Alternate Assessments
SA	SAT
GC	Student Graduate Core Summary
GI	Student Demographics
FN	Student FN No Date Records
FE	Student Special Ed. Graduation Requirement
WK	WorkKeys
FC	Student Withdrawal Override
GQ	Program Records

EMIS Processes for Period G

The following EMIS processes are run to prepare data for EMIS period G reporting:

Bulk Update Core Subject Area or Dual Credit StudentInformation > Management > Ad-Hoc Updates > Bulk Update Core Subject Area	Bulk update process to select courses with no CORE Subject area or courses that have been assigned a specific subject area to mass update.
Bulk Update Manual Course History Core Subject Area or Dual Credit StudentInformation > Management > Ad-Hoc Updates > Bulk Update Manual Course History	Bulk update process to select manual course history records with no CORE Subject area or manual course history records that have been assigned a specific subject area to mass update.
College Credit Management StudentInformation > Management > Ad-Hoc Updates > College Credit Management	Use the college credit management page to update the values based on the courses and/or manual course history records flagged as dual credit courses. Students must earn a passing mark in the course.
Verify/Update Graduate Core Summary Verify StudentInformation > EMIS > Graduate Reporting Period (G) > Verify Update/Transfer Period (G)	The Core summary verify/update will only look at students with a diploma date between the first day of the school year and the day before the first day of school for the upcoming school year. Run the Graduate CORE Summary Verify/Update process in Verify mode to make sure that no courses or manual course history records have been missed. The verification process may be run for a single building or multiple buildings in the same run. This process creates an interactive list of courses or course history records that do not have a Core subject area specified. When processed in Update mode, the process creates the CORE summary records for each student included in period G.
Verify – Student OGT Graduation Test StudentInformation > EMIS > Graduate Reporting Period (G) > Verify Update/Transfer Period (G) - Verify	Not used.
Verify Graduate Demographic/Attributes Verify StudentInformation > EMIS > Graduate Reporting Period (G) > Verify Update/Transfer Period (G) > Graduate Demographic/Attributes Verify	Student Verification should be processed at the district level. The user has the choice of selecting which buildings he wishes to perform the verification process for.
Register Grad Only Students	Refer to the Registering Grad Only Students documentation.
Create Flat Files – Select Files StudentInformation > EMIS > Graduate Reporting Period (G) > Verify Update/Transfer Period (G) > Transfer	Select all record types to include in the period G Transfer.

Student Graduation – Student FN Graduate (FN)

		StudentInformation > SIS > Student > Edit Profile
FN030	Data Set	G
FN090	Diploma Date	FN Graduate Tab/Graduation Date
FN100	Diploma Type	FN Graduate Tab/Diploma Type
FN110	Fiscal Year student began 9th grade	FN Attributes Tab/Fiscal Year Began 9th
FN120	OGT Graduation Alternative	FN Graduate Tab/OGT Graduation Alternative
FN230	Yearend Reported State Student ID	FS Student Standing – SSID on latest record
FN240	CORE Economics and Financial Literacy Requirement Met	FN Graduate Tab/ CORE Economics and Financial Literacy Requirement Met
FN250	CORE Fine Arts Requirement Met	FN Graduate Tab/ CORE Fine Arts Requirement Met
FN260	Exempted from Physical Education Graduation Requirement	FN Graduate Tab/ Exempted from Physical Education Graduation Requirement
FN290	CTE Program of Concentration	FN Attributes Tab/CTE Program of concentration (must choose CTE program Area first)
FN300	Core Graduation Requirement Exemption Code	FN Graduate Tab/Core Graduation Requirement Exemption
FN310	Military Compact Graduation Alternative Count	FN Graduate Tab/Military Compact Graduation Alternative
FN320	CORE Graduation Requirement Exemption Date	FN Graduate Tab/CORE Graduation Requirement Exemption Date
FN330	CORE Graduation Requirement Met Flag	FN Graduate Tab/CORE Graduation Requirement Met Flag
FN340	Expected Graduation Date	FN Graduate Tab/etranscript collection only
FN350	Admission to Current High School Date	FN Graduate Tab/eTranscript collection only
FN410	Courses Completed Date	FN Graduate Tab/Courses Completed Date – only reported for Grad Only students
FN420	Courses Completed IRN	FN Graduate Tab/Courses Completed IRN – only reported for Grad Only students

Student Graduation – Core Summary Record (GC)

		StudentInformation > EMIS > Maintenance > Student CORE Summary Record
GC060	CORE Area Code	CORE Subject Area
GC070	CORE Area Count	Total Credits/Units Earned
GC110	Dual Enrollment Credit Earned	Dual Enrollment Credit Earned

Student Missing Override Record (FC)

		StudentInformation > EMIS > Maintenance > Student Missing Override Record
FC050	State Student ID (SSID) previous Reporting period	SSID
FC060	Withdrawal Date (CCYYMMDD)	Withdrawal Date
FC070	Withdrawal Reason	Withdrawal Reason

Student Special Education Graduation Record (FE)

		StudentInformation > SIS > Student > Special Education > Grad Requirement
FE040	District IRN	IRN of the district in context
FE050	EMIS Student ID Number	EMIS ID from FS record
FE060	IEP Date Type	Date Type
FE070	IEP Date	IEP Date
FE080	Assessment Type Code	GX or GE
FE090	Assessment Area Code	Assessment Area
FE100	Exemption Flag	Exemption Flag