



ODE ITC EMIS Training

January 2019

The Usual Reminders

- ▶ Manual sections posted after this training prevail in a conflict between this presentation and the manual
- ▶ Some questions may be deferred to helpdesk
- ▶ Hierarchy of support
 - ▶ EMIS Manual
 - ▶ EMIS Coordinator
 - ▶ ITC
 - ▶ Helpdesk

Topics

- ▶ Manual Revisions, slide 4
- ▶ FY19 Changes, slide 10
- ▶ Staff and Course (L) Collections, slide 16
- ▶ Assessments, slide 23
- ▶ March Follow-up (D) Collection, slide 26
- ▶ Withdrawing Students, slide 41
- ▶ Resources, slide 51

Manual Revisions

Changes To Section 2.8

- ▶ Making section more user friendly
 - ▶ Reorganizing
 - ▶ Updating/removing outdated information
 - ▶ Revising tables
- ▶ Removing non-EMIS reporting information
 - ▶ Moving information to Missing Report Explanation
 - ▶ Removing specific assessment policy guidance

What Will Be In Section 2.8?

- ▶ Who reports which assessments
- ▶ When each assessment is reported
- ▶ What to report when a student who should have tested didn't test
- ▶ How to report a student tested above grade level
- ▶ FA elements, options, and reporting instructions

Section 2.8.1

2	STUDENT RECORDS	RECORD	FY18	FY19
2.1	Student Records Overview	N/A	6.0, 4/19/18	6.1, 7/6/18
2.1.1	Student Enrollment Overview	N/A	5.0, 6/27/18	6.1, 11/2/18
2.2	Student Demographic Record	GI	5.1, 12/28/17	5.2, 7/6/18
2.3	Student Demographic Record - Race Detail Record	GJ	5.1, 12/28/17	5.2, 7/6/18
2.4	Student Standing Record	FS	8.1, 6/27/18	9.1, 11/2/18
2.5	Student Attributes - Effective Date Record	FD	7.1, 6/27/18	8.0, 7/6/18
2.6	Student Attributes - No Date Record	FN	8.1, 6/26/18	9.1, 12/13/18
2.7	Student Acceleration Record	FB	4.1, 4/24/18	4.2, 7/6/18
2.8	Student Assessment Record	FA	8.1*, 6/28/18	9.2, 8/31/18
2.8.1	Assessment Area Codes	NA	1.0*, 6/28/18	2.2, 12/19/18

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Two CTE Technical Assessment Tables

Table 3. CTE Technical (GY) Assessment Subject Code/Assessment Area Code Crosswalk ~~Legacy Codes~~ **New Codes**

Subject Code	Area Code Description	Assessment Area Code
010001	Environmental and Agricultural Science	AAA1
010105	Agriculture Food and Natural Resources	AAL5
010110	Communications and Leadership	AAM0

Table 4. CTE Technical (GY) Assessment Area Codes and Descriptions ~~Legacy Codes~~

Assessment Area Code	Area Code Description
01MC	Accounting
02MC	Administrative Office Technology
46MD	AFNR Bioscience
03MC	Agribusiness and Production Systems

FY19 Changes

DPR Growth Assessment (A) Collection

- ▶ Specific to Dropout Prevention and Recovery (DPR) community schools
- ▶ Single collection from August through June for MAP Assessment results
- ▶ Includes day of the month in test date to allow for reporting multiple attempts

Other Assessment Changes

- ▶ Assessment Area (FA205)
 - ▶ Added new Industry Credentials
 - ▶ Removed Social Studies for two tests
- ▶ Test Day of the Month (FA212) now also reportable for
 - ▶ High School Alt (GX)
 - ▶ MAP (GD)

Positive Behavioral Interventions and Supports (PBIS)

- ▶ New attribute on Organization – General Information (DN) Record
- ▶ Report level of implementation for each building
- ▶ 5 different levels

Program Codes

- ▶ New code for students in a leadership role in a Career Tech organization
- ▶ New code(s) for Work-Based Learning experience
- ▶ New codes for English Language Learners
- ▶ Revising descriptions of existing ELL codes
- ▶ Deleting Previous Dropout codes

Other Changes

- ▶ New How Received (FS180) option
 - ▶ Non-foster court placement
- ▶ Location IRN (CN110) reporting for CTE CCP Courses
 - ▶ If course generates career tech funding, then report IRN where course is being held
 - ▶ If course does not generate career tech funding, then follow regular CCP reporting instructions
- ▶ Removed Special Collections references

Staff and Course (L) Collections

Initial Staff/Course (L) Collection

- ▶ Limited opportunities left to review reports and submit data
- ▶ Some districts have not yet submitted
 - Submit now, do not wait until last minute
 - Missing out on opportunities to receive and review TLC Status Reports
- ▶ Remember, your data can impact other districts
 - Continue to review reports
- ▶ Closes January 31, 2019

Final Staff/Course (L) Collection

- ▶ Opens February 5, 2019
- ▶ Includes elements not submitted in Initial L
- ▶ Start gathering for entry into local systems

Long Term Illness

- ▶ At least 15 ***consecutive*** days
 - Self, spouse, child, parent
 - Full or part time, paid or unpaid
- ▶ Report in both
 - Absence Days – Long Term Illness (CI155)
 - Absence Days (CI150)
- ▶ Staff Demographic (CI) Record

High Quality Professional Development (HQPD)

- ▶ Participation between June 1 and May 31 of current school year
- ▶ Y or N required for teachers with position code 230 in district 120 days or more
- ▶ * (NA) – only valid for teachers in district fewer than 120 days
- ▶ Employing entity responsible for reporting
- ▶ Staff Employment (CK) Record

Reporting Earned High School Credit

Credit Earned	High School Credit (CN200)	High School Credit Earned (GN150)	Partial/Override Credit (GN152)
Full	1.00	Y	0.00
Partial	1.00	P	0.50
None	1.00	N	0.00
None offered	0.00	Y	0.00

Other Staff Records

- ▶ Your district may not have these records, but if it does, they must be reported
- ▶ Reported in both Staff/Course (L) Collections
- ▶ Contract Only Staff (CC)
- ▶ Contractor Staff Employment (CJ)
- ▶ Staff Summer Employment Separation (CL)

Assessments

Assessment Missing Lists

▶ Level 1: Enhancements

- ▶ Check for prior year results
- ▶ Incorporate SSID changes

▶ Level 2: New

- ▶ One report for all assessment collections
- ▶ More complex validation rules
- ▶ Students may not match Level 1
- ▶ Severity level based on collection close date

Reporting Graduation Exemptions for Students Taking ALT

- ▶ Alternate Assessment not EOC or OGT specific
- ▶ Assessment Type (FA060) = GX
 - ▶ Same as OGT
- ▶ Assessment Type (FE080) for student with exemptions = GX

March Follow-up (D) Collection

Process

- ▶ Collection runs Feb 1 through Apr 12, 2019
- ▶ Districts gather survey results January through March
 - Students who left secondary education
- ▶ ODE distributes file of students meeting follow-up criteria to districts via Data Collector
- ▶ Districts submit survey results in CTE Workforce Development Follow-up (GV) Record

Documentation

[ADMINISTRATORS](#)[TEACHERS](#)[PARENTS](#)[TOPICS ▾](#)[HOW DO I? ▾](#)[ABOUT](#)[MEDIA](#)[BLOG](#)[CONTACT](#)

[Home](#) > [Career Tech](#) > [Data and Accountability](#) > [Perkins Resources](#) > [Perkins IV Secondary CTE Follow-Up](#)

QUICK LINKS

» Perkins Resources

[Carl D. Perkins IV State Plan](#)[Career-Technical Education \(CTE\) Accountability Briefs](#)[JVSD Access to Student OGT Data](#)[Perkins IV Secondary](#)[Perkins IV Secondary CTE Follow-Up](#)[Perkins IV Secondary Nontraditional CTE Program Lists](#)[State CTE Performance Targets and Perkins Core Indicators](#)

Perkins IV Secondary CTE Follow-Up

[FY19-CTE-Student-Follow-Up-Survey.pdf](#) The Perkins IV student follow-up is a survey of CTE Concentrators who left secondary education the prior year. Data collected determine: 1) placement status; 2) whether students have taken and passed an industry assessment and/or obtained an industry certificate or license; and 3) whether a GED has been earned by students who dropped out of school. A survey tool and follow-up instructions are provided. The instructions contain information on how to report the results in EMIS. The primary audience of these documents is CTE administrators. To access, click on the links below:

[FY19 CTE Follow-Up Strategies Guidance](#)

[FY19 CTE Follow-Up Survey Instructions](#)

[FY19 CTE Student Follow-Up Survey](#)

[FY19 CTE Follow-Up Data Tracking Sample](#)

Rules for Inclusion in March File

- ▶ Concentrators who left secondary education during previous year
- ▶ Must have been in a funded CTE workforce development course
- ▶ Course must have been aligned to CTE Program of Concentration (FN290) reported for the student

March Concentrator Appeals

- ▶ Opportunity to identify reporting errors that caused student to be excluded from March (D) Follow-up file
- ▶ Potential causes
 - ▶ Not reporting concentrator code in previous year
 - ▶ Reporting concentrator code not aligned to courses
- ▶ Opens prior to March (D) Follow-up Collection
 - ▶ Watch for EMIS Newsflash

Appeal File 1

FY19 CTE March Concentrators Appeals

Impacted Organizations:

Organizations required to report CTE follow up data in FY19 March (D)

Required to Approve:

Superintendent (Instructions)

Data Included:

Opportunity to identify 'CTE Program of Concentration' data reporting errors in the past that are causing a student to be excluded from the 2019 March list. Errors could include not reporting any concentrator data or reporting concentrator data that does not align to the student's courses.

Special Notes:

Appeals must include student-level data using the [2019 Concentrators Appeal Student Data template](#). If incomplete or inaccurate data is provided, the appeal may not be accepted.

Appeal File 2

2019 CTE March Concentrators Appeal File

Purpose:

Allow districts the opportunity to identify 'CTE Program of Concentration' data reporting errors in the p
March list. Errors could include not reporting any concentrator data or reporting concentrator data th

Instructions:

- 1.) Download spreadsheet and carefully review the instructions and sample.
- 2.) For CTE data and calculation related questions, please see the Resources section or contact the Office
- 3.) Accurately and completely, fill out spreadsheet. Failure to do so may result in your appeal not being
- 4.) Upload completed spreadsheet in the 'Upload Data' section of appeal.

Read First

Students



Student Data Template Sample

SSID	School Year Student was (or should have been) reported as a Concentrator	Current Program of Concentration	New Program of Concentration
<i>AB1234567</i>	<i>2016-2017</i>	<i>A1</i>	<i>A0</i>
<i>CD9876543</i>	<i>2014-2015</i>	<i>**</i>	<i>M1</i>
<i>EF4567891</i>	<i>2015-2016</i>	<i>N0</i>	<i>N1</i>

Subject Code	Local Classroom Code	Did this student graduate or dropout during the 2017-2018 school year?"
<i>010610</i>	<i>HS-GRE-1610-01</i>	<i>YES</i>
<i>174130</i>	<i>HS-COS-1450-01</i>	<i>YES</i>
<i>145090</i>	<i>HS-IT-1220-02</i>	<i>YES</i>

Data Requirements

Data Element	Description
SSID	9-digit SSID (not local ID)
Year Student was (or should have been) reported as a Concentrator	
Current Program of Concentration	Current program code reported. If none was reported, please indicate "***"
New Program of Concentration	New program code.
Subject Code	6-digit subject code of the CTE class the student received CTE weighted funding as a CTE Concentrator. MUST align to the New Program of Concentration (per the CTE Program Matrix).
Local Classroom Code	Code of course that matches subject code (if multiple, include them on the same row)
Student graduate or dropout during the 2017-2018 school year? <i>*hint: answer should be "Yes"</i>	Student should have either graduated or dropped out during the 2017-2018 school year in order to be included in the 2018 March list.

Spreadsheet Process

- ▶ Download student spreadsheet with instructions and sample
- ▶ Accurately and completely fill out spreadsheet
 - Failure to do so may result in appeal not being accepted for further review
- ▶ Upload completed spreadsheet as part of appeal
- ▶ Data used to make corrections to March (D) Follow-up file

Who Is In The File?

- ▶ Student must have left secondary education during the 2017-2018 school year
 - Anytime between the first day of 2017-18 school year and the first day of 2018-19 school year
- ▶ Student still enrolled
 - Report as a concentrator during FY2019 Student collections
 - Do not submit an appeal

What If Student Misreported As Concentrator?

- ▶ Report Other Follow-up Status Element (GV660) option X
- ▶ Do not submit an appeal

What If Concentrator Moves?

- ▶ Will appear in follow-up file of district where last reported as a concentrator
- ▶ Will count for accountability purposes at district where last reported as a concentrator
- ▶ Do not submit an appeal

What If Concentrator Not On List?

Items to research before filing an appeal

- CTE Program of Concentration aligns with subject code of class student was enrolled in
- Student got CTE weighted funding in that class
- Student left school in 2017-2018
- Verify CTE Program of Concentration reporting

What Can Be Appealed?

- ▶ Appeal is only for CTE Program of Concentration (FN290) reporting
- ▶ Cannot appeal misreported Course Master (CN), Student Course (GN), or general student data
- ▶ Cannot dispute CTE-26 or funding data

Withdrawing Students

District Responsibility

- ▶ Withdrawing from EMIS does not necessarily end district's responsibility to a student
 - Of compulsory school age
 - Has not completed graduation requirements
- ▶ Documentation requirements always continue
 - May need to continue tracking absences outside of EMIS
 - Maintain documentation of any ongoing actions to follow attendance/truancy policy and law
 - Maintain student record

Withdrawal Documentation

- ▶ Districts to withdraw when a withdrawal code can be properly documented
- ▶ Districts do not withdraw if no code can be properly documented
- ▶ Withdrawal documentation requirements are included in the table in Section 2.1.1
- ▶ Documentation requirements vary by withdrawal code, some examples are
 - Signed withdrawal form from parent
 - Request for records from another district
 - Court document

Parent Withdrawal

- ▶ Law requires withdrawal of student from EMIS once parent notification received
- ▶ Do not wait for records request

High School Equivalency

- ▶ By law, students must be drop outs to take a high school equivalency exam
- ▶ Use most appropriate 7x Withdrawal Reason based on case-by-case determination

Non-attending 18 Year Old

- ▶ Students under 22 who have not completed grad requirements are still entitled to attend school
- ▶ Resident district responsible to attempt to get them back in school
- ▶ All steps taken to compel attendance must be documented
- ▶ Students 18 and older can withdraw themselves

Resident District No Longer Responsible

- ▶ Student reported with District Relationship of 3 no longer resident of sending district
 - Withdrawn by educating district
- ▶ Withdrawal Reason 35
- ▶ Cannot be used when
 - Educating district reports Withdrawal Reason
 - 43, 45, 48, 71-81
 - Resident district reports Sent To Reason
 - AU, CE, CR, CT, FP, JP, JV, MR, OS, PI, PP

~~105~~ 72 Hour Rule

- ▶ Withdrawal Reason 76
- ▶ Exclusive to community schools and STEM districts
- ▶ New threshold of consecutive unexcused absence hours effective November 2, 2018

No Longer Eligible to be Enrolled

- ▶ Proof student no longer eligible to be enrolled in district
 - ▶ Residency investigation results
 - ▶ Expiration of superintendent's agreement
 - ▶ Other documentation supporting the student's change in eligibility
- ▶ Withdrawal Reason 79

Student Reported in Error

- ▶ Student who never attended and should not have been reported to EMIS
- ▶ Withdrawal Reason 81
- ▶ Once reported, continue to report throughout the entire year
- ▶ Example: enrolled over summer, no show at start of school

Resources

EMIS Manual 1

- ▶ 2.1.1 Student Enrollment Overview
- ▶ 2.4 Student Standing (FS) Record
- ▶ 2.6 Student Attributes – No Date (FN) Record
- ▶ 2.8 Student Assessment (FA) Record
 - ▶ 2.8.1 Assessment Area Codes
- ▶ 2.9 Student Program (GQ) Record
- ▶ 2.12 CTE Workforce Development Follow-up (GV) Record
- ▶ 2.13 Student Special Education (GE) Record
- ▶ 2.14 Student Special Education Graduation Requirement (FE) Record

EMIS Manual 2

- ▶ 3.3 Staff Demographic (CI) Record
- ▶ 3.4 Staff Employment (CK) Record
- ▶ 3.5 Contractor Staff Employment (CJ) Record
- ▶ 3.6 Contract Only Staff (CC) Record
- ▶ 3.7 Staff Summer Employment Separation (CL) Record
- ▶ 4.2 Course Master (CN) Record
- ▶ 4.4 Student Course (GN) Record
- ▶ 5.3 Organization-General Information (DN) Record

Other Resources 1

▶ Appeals

- ▶ Keywords: “Data Appeals”
- ▶ ODE Home > Topics > Data > EMIS > EMIS Reporting Responsibilities > EMIS Data Appeals

▶ Career Tech

- ▶ Keywords: “CTE Follow-up”
- ▶ ODE Home > Topics > Career Tech > Data and Accountability > Perkins Resources > Perkins IV Secondary CTE Follow-up

▶ House Bill 410 FAQ

- ▶ Keywords: “hb410”
- ▶ ODE Home > Topics > Chronic Absenteeism > Ohio’s Attendance Laws FAQ

Other Resources 2

▶ Ohio's State Tests Rules Book

- ▶ Keywords: “Rules Book”
- ▶ ODE Home > Topics > Testing > Testing Forms and Rules > Ohio's State Tests Rules Book

▶ Ohio's Alternate Assessment for Students with Significant Cognitive Disabilities (AASCD)

- ▶ Keywords: “Alternate Assessment”
- ▶ ODE Home > Topics > Testing > Ohio English Language Proficiency Assessment (OELPA) > Ohio's Alternate Assessment for Students with Significant Cognitive Disabilities (AASCD)

Business Office

Office for Exceptional Children

‣ 614-466-2650

‣ ODE Home > Topics > Special Education > Office for Exceptional Children Contact Information

Questions?



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