

After you have completed a collection and prepare – use your preview or review link on the collection request tab



.Yearend (N) FY12 Reporting Period

Collection required for all EMIS reporting entities. The Yearend reporting period includes critical data for Accountability, Federal reporting, and other required ODE reporting. Source file(s) for all student, all district, and some staff record types must be uploaded in EMIS Chapter 5 format through the Data Collector Data Sources tab. Some staff data may be collected via SIF in those districts using USPS.

Submissions: June 06, 2012 - July 13, 2012
Expiration Date: July 13, 2012 (in 8 days)
Collection Request: 3
Status: Data Collection has been prepared on July 03, 2012 at 04:58:07 PM and is available for preview. You need to re-prepare to make it available for certification.
Validation Status: [Level 1 Validation](#)
Submission Number: 5 (attempt 1)
Actions: [View Submission Results](#)
[Preview](#)

Run the preview reports choosing CSV for the file format and clicking the Generate Preview option

.Yearend (N) FY12 Reporting Period

Submission Number 5 (attempt 1)

Select the options and click on the Generate Preview link to create the preview.

Last Prepared: July 03, 2012 (2 days ago) at 04:58:07 PM

Preview Types

Detail
 Missing Data Report

Output Options

Zip File: Download file as a compressed .zip (for faster downloads)
File Format: CSV ←
 HTML

[Generate Preview](#) ←

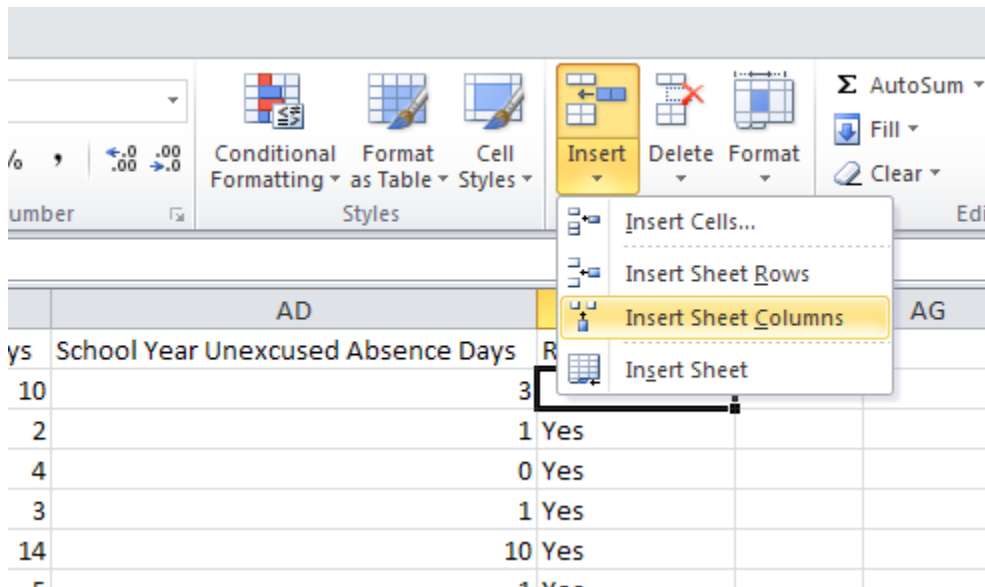
Scroll down and click on the Student Standing (FS) preview report once your list of reports returns to your browser window, this should open up in Excel for you then you can sort your document by building (Column R – Attending Building IRN) so that each school is together since it is possibly for each school to have different attendance totals.

Student Discipline (GD).csv	1508	0	1508
Student Gifted Education Record (GG).csv	7186	0	7186
Student Missing Override Record(FC).csv	0	0	0
Student Missing Report.csv			0
Student Program (GQ).csv	3356	252	3608
Student Standing (FS).csv	7908	0	7908

You may wish to use the filtering function within Excel to filter students by building, those not attending, those not at 100%, etc. and sort them. Once sorted, you can scroll out to the right to columns AB, AC and AD which is your school year attendance data being reported to ODE. You can add these three columns together and the total for a full year 100% FTE student should be equal to your annual days in session (that you reported on your DL record).

AB	AC	AD
School Year Attendance Days	School Year Excused Absence Days	School Year Unexcused Absence Days
154	15	9
110.5	2	13.5
46	0	6
163	9	6
168	5	5
0	0	0
166.5	6	5.5
0	0	0
174	3	1
176	0	2
176	1	1

Click in column AE and then click insert column



You will then see a blank column after AD

AD	AE	AF
School Year Unexcused Absence Days		Record Is Valid
3		
1		Yes
0		Yes
1		Yes
10		Yes
1		Yes
9		Yes
13.5		Yes
6		Yes

You can call this column Total days.

	AB	AC	AD	AE	AI
Time 2	School Year Attendance Days	School Year Excused Absence Days	School Year Unexcused Absence Days	Total Days	Record I
0	165	10	3	178	
0	175	2	1	178	Yes
0	174	4	0	178	Yes
0	77	3	1	81	Yes
0	154	14	10	178	Yes
0	172	5	1	178	Yes

Click in the Column AE. Then click the function symbol and select SUM.

The screenshot shows the Microsoft Excel interface. The ribbon is set to the 'Formulas' tab, and the 'Function Library' group is visible. The 'Insert Function' dialog box is open, displaying a list of functions. The 'SUM' function is selected. The dialog box also shows the search criteria and the function's description: 'SUM(number1,number2,...) Adds all the numbers in a range of cells.' The formula bar at the top shows the formula '=SUM(AB2:AD2)'. The function symbol (fx) in the ribbon is circled.

	AB	AC	AD	AE
Time 2	School Year Attendance Days	School Year Excused Absence Days	School Year Unexcused Absence Days	Total Days
0	165	10	3	=SUM(AB2:AD2)
0	175			
0	174			
0	77			
0	154			
0	172			
0	154			
0	110.5			
0	46			
0	163			
0	168			
0	0			
0	166.5			
0	0			
0	174			
0	176			
0	176			
0	178			
0	171			

Function Arguments

SUM

Number1: = {165,10,3}

Number2: = number

= 178

Adds all the numbers in a range of cells.

Number1: number1,number2,... are 1 to 255 numbers to sum. Logical values and text are ignored in cells, included if typed as arguments.

Formula result = 178

[Help on this function](#) OK Cancel

In the Number1 enter AB2:AD2

This will add columns AB, AC and AD together and give you the total days in attendance in Column AE.

Using the value calculated on AE, compare this number to the total days in session for your district. For students 100% at your district, the value in AE should match your total days reported on the DL for that building. Any differences do need to be researched and resolved as needed.