

Student Reporting Collection Checklist

Traditional Districts – Beginning, Mid and Final Collections
Community Schools – Beginning and Final Collections

Power School

1. See the WIKI document <https://wiki.nwoca.org/pages/viewpage.action?pageId=15008121>
EMIS Enrollments and Transfers-Enrollment of Students into PowerSchool/EMIS Requirements

2. **Beginning of Year Student Collection** will include the following records –
DN, GI, FS, FD, FN, GE, FE, FC, FL, GJ and GQ **for both Traditional Districts and Community Schools**

- DN Records

*Information Technology Group - All Attributes

*STUKGBRDAY - Date student is required to be 5 years old to be admitted into kindergarten

*STUHOMESCL - Count of home schooled resident students (Traditional only)

*STUELGEXAC - Amount of time a student is required to attend district to be eligible for extracurricular activities

*STUNPNTSRV - Count of resident and non-resident nonpublic students within district boundaries eligible for special education services but not being served by the district (Traditional only)

*STULNCHFRE - Count of students attending this building who are eligible to receive free lunches

*STULNCHRDC - Count of students attending this building who are eligible to receive lunches at a reduced price

*STULNCHNOT - Reported by buildings that do not serve lunch; count is always 0

*Preschool Special Education Agreements (Traditional only)

- *TFRPSESCYS - Valid IRN of a traditional district or ESC

- *TFRPSESCNO - Valid IRN of a traditional district or ESC

*MGMTCOMPYS - attribute name indicates that the community school utilizes the services of a management company. The attribute text indicates the IRN of the management company. The attribute date indicates the day in the current fiscal year on which the management company became, or continued to be, responsible for the school's performance. (CS/STEM only)

*MGMTCOMPNO - attribute name indicates that the community school does not utilize the services of a management company. The attribute date indicates the day in the current fiscal year on which the community school no longer utilized, or continued to not utilize, the services of a management company. (CS/STEM only)

- Home Screen Updates

*Verify students that you have checked - Exclude this student from all state reports should still be excluded: Search at Start Page with: State_ExcludeFromReporting=1

- GI Updates

*Verify accuracy of Building IRN on all students

*Update Native Language/Home Language on all new or re-enrolled students

- FD Updates – *must create a history record when an element on this screen changes*

*Any changes to data in the FD record requires a History Record being created with an end date equal to the last day the data being changed was correct

*Verify accuracy of State Grade Level Equivalent/Local Attendance Pattern

*Update Disadvantage Field appropriately based on current year information

*Update Preschool Poverty Level for students who are now KG students and new students coming into Preschool

*Verify accuracy of Disability/Section 504/Homeless Status/Limited English Proficiency/Migrant Status/Foreign Exchange Student Graduation Plan/Immigrant Status

- FN Updates

*Retained Status needs to be updated on all students retained from previous year-**this is reported only during the Retention Reporting Period of Student data**

*Grade Level, Next Year should be updated for all students

*Diploma Date/Diploma Type updated throughout year if student is an early graduate

*As information is made available to you, update Reading Diagnostic Result Code for students in Grades KG, 1, 2, 3. All other grade levels set to (**)-Not Required

*Math Diagnostic/Writing Diagnostic Codes are no longer collected

*Update as needed the Military Student Identifier

- FS Updates-*must create a history record when an element on this screen changes*

*Verify all students have an FTE attached to their current year record on the Transfer Info Screen

*Verify that all new students have a SSID assigned to their record.

*Populate Admit From IRN for newly enrolled students

From the FS section of the EMIS Manual:

*Reporting Instructions. This element will be reported with a non-default value (a value other than “*****”) when the Admission Reason Element is reported with a value of ‘3’, ‘6’, or ‘7’ and the Admission Date is after the last day of school of the prior school year. **Additionally, the element will be reported when the District Relationship of a student changes to a value of ‘1’, from a ‘2’ or ‘3’.** If the IRN is unknown, the default value may be reported. Report the IRN of the district, community school, ESC, STEM district, or nonpublic school from which the student transferred. **For an Admission Reason of ‘7’, this could be the reporting entity’s own IRN.** ESCs and JVSDs should always report the default (‘*****’) for this element.*

*Populate Withdrawn to IRN for newly withdrawn students

From the FS Section of the EMIS Manual:

*Reporting Instructions. This element will be reported with a non-default value (a value other than “*****”) only when the Withdrawal Reason element is reported with a value of ‘41’, ‘42’, or ‘45’ and the withdrawal date is after the last day of school for the prior school year.*

*Report the IRN of the city, local, exempted village school district, community school, ESC, STEM District, or nonpublic school the student enrolled in when the student withdrew from your district. If the nonpublic school does not have a valid IRN, report 999999. ESCs and JVSDs should always report the default (“*****”) for this element.*

*Verify Percent of Time/Tuition Type/District Relationship for all students – pay attention to Preschool Students now in All Day Every Day Kindergarten, Half Day Kindergarten students now attending All Day and any part-time students that may now be full-time in your district.

*Verify District of Residence IRN

*Populate County of Residence for newly enrolled students

*Attending Building IRN field should be populated for all students

*Verify student data in the How Received/How Received IRN fields along with the Sent Reason/Sent to IRN and Sent to Percent of Time –these fields are used when students come to your district from another district or are sent from your district to another district

*Hours Present/Hours Excused/Hours Unexcused – during the Beginning of Year Student collection, these are automatically populated for you when a student withdraws from your district

*Most Recent Exit Code/Most Recent Exit Date – populated from the current Transfer Info screen when a student is withdrawn from your district

- *GE Updates*

*GE records are your special education event records created on your Special Programs page and should be updated as events occur throughout the year for identified students. A good rule of thumb, is that all identified students will have at least one record per year. Many will have more than one.

- *FE Updates*

*An FE record needs to be added for a student when an IEP event (GE record) occurs that exempts a student from the consequences of a graduation assessment (OGT or EOC). One record is added for each area that the exemption is granted in.

* If a record is added granting an exemption (sets flag to yes) for a student one year, then a new record must be added every year after that until the student graduates, confirming the IEP team has continued the exemption on the IEP. The date on the FE record must match the date on the latest IEP event where the exemption was added or continued.

* If a record is being used to report removing or canceling an exemption (sets flag to no), it only needs to be reported in the initial year.

* If a student is never exempted, it is not necessary to create an FE record

- *FC Record - if needed, you must use ODE's spreadsheet as this record is not created in PowerSchool*

*A student withdrawal override record should only be reported in the following circumstances:

1. SSIDs appearing on the Missing Student Report where an override is warranted.
2. SSIDs where the district failed to report a withdrawal that occurred in a prior school year.
3. SSIDs whose withdrawal was reported with an incorrect date or reason in a prior school year.
4. 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

- *FL Record*

*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. Note that if FD/FS/GI Records are reported, all elements on those records must have values that are valid for the current school year. If a district reports an FL Record, then that student cannot also be reported with FD/FS/GI Records

- *GJ Record*

*This information is populated off of the Demographics screen in PowerSchool

- *GQ Record*

*This information is populated from the special programs records created in PowerSchool throughout the year. *This record type does not include special programs that are created for special education events, these are reported as GE records.*

3. **Mid Year Student Collection** will include the following records – DN, GI, FS, FD, FB, FN, GD, GG, GE, FE, FC, FL, FT, GJ and GQ **for Traditional Districts only**

- *During this collection attendance hours will begin to be collected on all students along with FT (truancy), GD (discipline), GG(gifted), and FB (acceleration) records*
- *Continue to update all records per the Beginning Of Year Student Collection instructions along with the following.*
- *DN Record (Mid Year/Final for only)*

*Feeder School - element contains the IRN of the school into which the students are expected to continue their education in the district. If the building contains grade 12, this element is not required

- *FN Updates (Mid Year/Final for Traditional and Final for CS/STEM)*

*Accountability IRN/Majority of Attendance IRN are automatically calculated by Power School during the Mid-S and Final-S collection periods based on student enrollment

*CTE Program of Concentration is collected during the Mid and Final student collections. The information collected in this field creates the file for the March D Follow-Up manifest in subsequent years. The information for what Program of Concentration and the students to populate this information on should come from a teacher in the program or someone in the area of Career Tech. See the link below for additional information:

https://education.ohio.gov/getattachment/Topics/Data/EMIS/EMIS-Documentation/Current-EMIS-Manual/2-6-Student-Attributes_No-Date-FN-Record-v8-0.pdf.aspx?lang=en-USv

*Fiscal Year student began 9th Grade – update for current year freshman and newly enrolled HS students

- *FB Updates (Mid Year/Final for Traditional and Final for CS/STEM)*

*The student acceleration (FB) record is reported for one or more of the following reasons:

- Student was accelerated in the current school year in or more of the valid subjects for acceleration
- Student took a state assessment at an accelerated grade level, regardless of if the acceleration first occurred this year or in a prior year

- *GG Records (Mid Year/Final for Traditional and Final for CS/STEM)*

*The student gifted (GG) record is used to report the number of students screened, assessed, identified and served in gifted areas. Only the identification data is cumulative; all other data elements reflect current year information only.

*The resident/educating district and/or community school reports the Student Gifted Education record for each student enrolled in grades kindergarten through twelve. Power School will

automatically create a blank record in the extracts if no information exists. Community schools are not required to screen, assess, identify, and/or serve students, but they are required to report a Student Gifted Education record for each student. JVSD's do not report the Student Gifted Education record

- *GD Records (Mid Year/Final for Traditional and Final for CS/STEM)*

*The student discipline (GD) record will be created in Power School through the Log Entry screen when the Log Type of Discipline is chosen (allowing the Ohio State Information screen to open) and is reported when the Type of Discipline (in the Ohio area) is equal to one of the following:

-Expulsion, Out-of-School Suspension, In-School Suspension, In School Alternate Discipline Class/Program/Building, Emergency Removal by District Personnel or Removal by a Hearing Officer

- *FT Records (Mid Year/Final for Traditional and Final for CS/STEM)*

*An FT record is created on the Truancy/Chronic-OH screen in Power School when one of the following events occur for a student enrolled in grades kindergarten and above:

- (A) Parent Notified of Excessive Absences
- (B) Student becomes Habitually Truant
- (C) Habitually Truant Violates Court Order
- (D) Absence Intervention Plan Implemented

4. **End of Year Student Collection** will include the following records for **Traditional Districts** – GI, FS, FD, FB, FN, GD, GG, GE, FE, FC, FL, FT, GJ, GQ and DN and DT (limited set of information) and the following **records for Community Schools** – GI, FS, FB, FD, FN, FE, FC, FL, FP, FT, GD, GE, GG, GJ, GQ, DT and DN (limited set of information)

- *Continue to update all records per the Beginning Of Year and Mid Year Student Collection instructions along with the following.*
- *All Graduating Seniors should be transferred out with a “99” withdrawal code once you have a completed list of students.*

*First, select your graduates and then return to the Start Page – your current selection should contain just your graduates

*Path: Special Functions>Group Functions>Transfer Out of School

**On this screen enter the following information:

-Transfer Comment (suggestion: 20xx Year-End Graduate)

-Date of Transfer (must be one day after students last day on the DL Record for Seniors)

******IMPORTANT******The actual date of transfer date must Match the “Last Day of School” date on your Grade Schedule (DL) record for your grade 12 students. If “Last day of School” is 5/19/20xx, then the date of transfer should be 5/20/20xx as Power School subtracts 1 day from the Date of Transfer.

-Exit Code – Enter 99 for Completed High School Graduation Requirements

-Auto-Transfer School Option – set to “Keep in the Current School”. This is done to keep the graduates in the current building for the End of Year Student collection EMIS reporting

-At the bottom of this screen be sure to check this box:

If more than one student is being transferred out, click this checkbox To verify that you really want to transfer out that many students.

REMINDERS FOR CAREER CENTER/OPEN ENROLLMENT AND OTHER SPECIAL GRADUATES:

**Reporting Rule: The district issuing the diploma is to report a withdrawal code of ‘99’, Diploma Date, Diploma Type, and Withdrawal Date.

**Career-Technical Graduates:

The district of resident issues the diploma. JVSDs do not report the Diploma Date nor Diploma Type but are responsible for reporting the Effective End Date as of the students last day of school and a Withdrawal Reason of ‘41’. (withdrawn to IRN of 999999)

****Open Enrollment Graduates:**

The attending district issues the diploma. The resident district withdraws student using a withdrawal code of '41' and does not report the Diploma Date nor Diploma Type. The Effective End Date is required to be reported by both districts and is reported with the date of the student's last day of school in your district. (In PowerSchool, enter the day AFTER the student's last day of school.)

*"Social Graduates": OH_NextYearGrade should be '13' – Enrolled, completed course requirements, but has not passed graduation test and is attending school.

*Special Education Non-Graduates: OH_NextYearGrade should be '23' if this description describes the student: 'Student is under age 22, has a disability, has completed graduation requirements, and has not yet received a diploma.'

Reference Section 2.4: Student Standing Record (FS) of the EMIS Guide – Graduating Students

****Additional Graduate Information to add for Mid/Final S and Graduate Reporting**

Special Program Codes for the following:

Seal of Biliteracy

Ohio Means Jobs Readiness Seal

Alternative Graduation Pathways-currently for 2018 only, may be extended by legislation

- *FN Updates*

*Grade Level, Next Year updated for all students-status as of last day of current school year; Check to make sure all students being retained are accurate

*Grade Level, Next Year on Graduating Seniors needs to be set as GR – Student will complete educational requirements

*Diploma Date and Diploma Type should be set on all Graduating Seniors including any early graduates (this is collected in the Graduate reporting period)

*Accountability IRN/Majority of Attendance IRN are automatically calculated by Power School in the Mid-S and Final S extract of FN records based on student enrollment

*Attending Building IRN, Next Year – no longer collected (FY18)

*Populate values for your Graduating Seniors (including early grads) on the CORE Economics and Financial Literacy/CORE Fine Arts Requirement/Exempted from Physical Education Grad Requirement/CORE Graduation Requirements Exemption and Military Compact Graduation Alternative (some of these are collected during the Student reporting and some during the Graduate reporting)

- *DT Records*

*Report one DT (district testing) record per test per grade level if a test is given to an entire grade level in the district. This only applies to non-state tests. If the only tests that the district administers to all students in grades K-12, or to all students in particular grade levels, are state tests—for example, Ohio's Achievement and Graduation Tests, the KRA, or the Ohio English Language Proficiency Assessment (OELPA), then report a single record with "NT" in the grade level field and a Local Assessment Number of the district's choice.

- *DN Records*

*The following elements on the DN record are collected only during the Final S Reporting Period

-SIG Time Extended Group - all attributes

-C_STUEEPOL Student early entrance policy flag (*CS/STEM only*)

-STUNPNTTELG Count of resident and non-resident nonpublic students within district boundaries evaluated and determined ineligible for special education services. (*Traditional only*)

- STUPSTCBTR Count of preschool transition conferences held by 3rd birthday, no disability suspected, no additional evaluation. (*Traditional only*)

- STUPSTCATR Count of preschool transition conferences held after 3rd birthday, no disability suspected, no additional evaluation. (*Traditional only*)

- PHYSED Evaluation Group Reporting Instructions - These elements are required during the Traditional Districts Final Student (S) Collection and the Community/STEM Schools Final Student (S) Collection. The number of records submitted depends upon the grades at each building that are assessed.

- LCLWELLPOL - Local Wellness Policy is reported with either a Y for Yes or N for No

- INITIAL IEP Eye Examination Group - all attributes

-COLLEGE Credit Plus Group - all attributes

5. **Run the reports** for extract out of PowerSchool by accessing the following: System Reports, State, either using the S Reporting – Common Bundle(Beginning of Year) or individually by each of the reports for the records required to be submitted.

6. **You will need to add the S-Reporting – Additional Reports Bundle** (for Mid and Final collections) or individually by each of the reports for the records required to be submitted.

7. **Things to know about your extract reports:**

You may have an error message that appears at the top of an extract that can help you determine why a student record is missing in your collection of data in the Data Collector. Be sure to examine your extract reports before loading them; this is especially true of the FS extract report.

Data Collector:

- The Student Cross Reference (SCR) manifest must be run prior to running your Student Collection Manifests
- Load your extracts from PowerSchool into the Data Collector by accessing: Data Sources - Student - Manage - Upload Files
- Start Collection
- Prepare Collection
- Review both the Level 1 Validations and the Preview Prepared Data - it is especially important to check the number of records here between your current collection and your previous collection. It is very unusual for a number to go down and may indicate that there was an issue with your extract out of PowerSchool for that particular data set.

Level 1 Validations

<u>Record Type</u>	<u>Fatal</u>	<u>Critical</u>	<u>Warning</u>	<u>Info</u>	<u>Total Lv1Er</u>	<u>↓</u>	<u>Depnd Invalid</u>	<u>Valid Recs</u>
<u>Organization General Information Record (DN)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>↓</u>	<u>0</u>	<u>5</u>
<u>Student Attributes Effective Date Record (FD)</u>	<u>0</u>	<u>0</u>	<u>3</u>	<u>0</u>	<u>3</u>	<u>↓</u>	<u>0</u>	<u>2519</u>
<u>Student Attributes No Date Record (FN)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>↓</u>	<u>0</u>	<u>2356</u>
<u>Student Demographic Record (GI)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>↓</u>	<u>0</u>	<u>2356</u>
<u>Student Program Record (GQ)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>↓</u>	<u>0</u>	<u>398</u>
<u>Student Race Detail Record (GJ)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>↓</u>	<u>0</u>	<u>200</u>
<u>Student Special Education Graduation Requirement Record (FE)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>↓</u>	<u>0</u>	<u>86</u>
<u>Student Special Education Record (GE)</u>	<u>1</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1</u>	<u>↓</u>	<u>0</u>	<u>471</u>
<u>Student Standing Record (FS)</u>	<u>0</u>	<u>0</u>	<u>8</u>	<u>0</u>	<u>8</u>	<u>↓</u>	<u>0</u>	<u>2394</u>
<u>Student Summer Withdrawal Record (FL)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>↓</u>	<u>0</u>	<u>0</u>
<u>Student Withdrawal Override Record (FC)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>↓</u>	<u>0</u>	<u>0</u>
Total Counts:	<u>1</u>	<u>0</u>	<u>11</u>	<u>0</u>	<u>12</u>	<u>↓</u>	<u>0</u>	<u>1078</u> <u>5</u>

Preview Reports:

<u>File</u>	<u>Submission 23</u>			<u>↓</u>	<u>Sub 22</u>
	<u>Valid</u>	<u>Invalid</u>	<u>Total</u>	<u>↓</u>	<u>Valid</u>
<u>Enrollment Headcount Detail Report (Current Students).csv</u>			<u>2188</u>	<u>↓</u>	
<u>Enrollment Headcount Detail Report (Future Students).csv</u>			<u>0</u>	<u>↓</u>	
<u>Enrollment Headcount Detail Report (Prior Students).csv</u>			<u>164</u>	<u>↓</u>	
<u>Enrollment Headcount Summary Report (Current Students).csv</u>			<u>158</u>	<u>↓</u>	
<u>Excluded Records.csv</u>			<u>11</u>	<u>↓</u>	
<u>Organization General Information Record (DN).csv</u>	<u>5</u>	<u>0</u>	<u>5</u>	<u>↓</u>	<u>5</u>
<u>Student Attributes Effective Date Record (FD).csv</u>	<u>2519</u>	<u>0</u>	<u>2519</u>	<u>↓</u>	<u>2509</u>
<u>Student Attributes No Date Record (FN).csv</u>	<u>2356</u>	<u>0</u>	<u>2356</u>	<u>↓</u>	<u>2350</u>
<u>Student Demographic Record (GI).csv</u>	<u>2356</u>	<u>0</u>	<u>2356</u>	<u>↓</u>	<u>2350</u>
<u>Student Missing Report.csv</u>			<u>2</u>	<u>↓</u>	
<u>Student Program Record (GQ).csv</u>	<u>398</u>	<u>0</u>	<u>398</u>	<u>↓</u>	<u>398</u>
<u>Student Race Detail Record (GJ).csv</u>	<u>200</u>	<u>0</u>	<u>200</u>	<u>↓</u>	<u>200</u>
<u>Student Special Education Graduation Requirement Record (FE).csv</u>	<u>86</u>	<u>0</u>	<u>86</u>	<u>↓</u>	<u>86</u>
<u>Student Special Education Record (GE).csv</u>	<u>471</u>	<u>1</u>	<u>472</u>	<u>↓</u>	<u>452</u>
<u>Student Standing Record (FS).csv</u>	<u>2394</u>	<u>0</u>	<u>2394</u>	<u>↓</u>	<u>2387</u>
<u>Student Summer Withdrawal Record (FL).csv</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>↓</u>	<u>0</u>
<u>Student Withdrawal Override Record (FC).csv</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>↓</u>	<u>0</u>
Total counts:	<u>10785</u>	<u>1</u>	<u>13309</u>		

- Cancel the collection or Submit the collection to ODE
- Review the Level 2 Reports following a submission to ODE
 - All Collections
 - FTE Detail
 - FTE Adjustments
 - FTE Total by Fund Pattern
 - FTE Total by Student and Fund Pattern
 - FTE Total by Student
 - FTE Summary of Students with Adjustment
 - Beginning of Year Collection
 - Federal Child Count
 - Federal Child Count Statement of Assurance
 - Mid and Final Collections
 - Where Kids Count (Midyear/End of Year Collections for Traditional Districts and SOES End of Year Collection for Community Schools and STEM Districts)-**important to review this periodically while these collections are open as this report calculates district and building IRN's that students are accountable in during the current Fiscal Year for your Report Cards**
 - As Populated by ODE
 - Educating District Tuition - 1st Funding Window
 - Resident District Tuition - 1st Funding Window
 - Educating District Tuition - 2nd Funding Window
 - Educating District Tuition - 2nd Funding Window
 - Review any reports loaded by ODE into the Data Collector under Reports - Received Files. It is normally indicated through the EMIS Newsflash or an email from NWOCA that these reports are available for you to review in the Data Collector.
 - Gen Issues reports will begin to appear as Level 2 reports during the end of FY18. Each of the gen issues checks will have it's own report (from ODE/ITC conference call 6/4/18)
 - You can access ODE report explanations here:

<http://education.ohio.gov/Topics/Data/EMIS/EMIS-Documentation/FY16-EMIS-Validation-and-Report-Explanation-Docume>

or additional information on viewing and using the reports here:

<https://wiki.nwoca.org/display/sispub/EMIS+Alliance+Training>