ODE EMIS MANUAL

Section 2.23:
Exiting Student Follow-Up (FW) Record

Ohio | Department of Education

EMiS
Education Management Information System

Version 1.1
September 6, 2023

REVISION HISTORY

The revision history sections of the EMIS Manual provide a means for readers to easily navigate to the places where updates have occurred. Significant changes and updates are indicated through underlined blue text for additions and red text with strikethroughs for deletions. Minor changes—such as typos, formatting, and grammar corrections or updates—are not marked.

Version	Date	Effective	Change #	Description
1.1	9/6/23	FY24	24-89	Clarified Apprenticeship Type option U.
1.0	8/26/22	FY23	23-94	Section first posted.

COMING CHANGES

The EMIS Manual is a living document, and each fiscal year's version is updated throughout the school year. For information regarding specific known changes that may impact the elements in this section, see the appropriate EMIS Changes webpage.

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2.23 EXITING STUDENT FOLLOW-UP (FW) RECORD

REQUIRED COLLECTIONS
The Exiting Student Follow-Up (FW) Record is to be reported during the Initial Exiting Student (S) Follow-Up Collection and the Final Exiting Student (S) Follow-Up Collection.

GENERAL GUIDELINES
This record is required reporting for all students who left secondary education before the current school year, including students who left during the prior year, at the end of the prior year, or during the summer. Students reported on the record fall within one or more of the following categories:

- All exiting students who were career-technical concentrators at any point in their Ohio public-school career,
- Students who graduated during the prior school year, including summer graduates, and regardless of the year they were expected to graduate, and
- Students who—at the time of exiting—were reported with a disability condition.

The Department will provide districts with a file that includes the students for whom the FW Record must be reported. This file will also indicate which category or categories the students fall into and which district or districts are responsible for reporting the information.

The FW Record is reported the year after a student exits secondary education. Information on students who were career-technical concentrators will be used for federal reporting based on the data submitted during the Initial Exiting Student (S) Follow-Up Collection. However, data for all students may be updated in both the Initial and Final Exiting Student (S) Follow-Up Collections.

Where possible, the Department will be supplementing the data reported by each entity with other available data sets. The combined information will be shared with reporting entities via a report during EMIS processing. The combined information will be used, as indicated in the report, as the final status of a student. This could allow a student that you report as status unknown to be included with a known status.

Reporting entities should *not* include information they learn from these reports in their own Exiting Student Follow-Up (FW) Record submissions. Only include in your submission information that you learn about a former student from contact with that student or with another adult (such as a parent or caregiver) who has direct knowledge of the student's follow-up status. The Department will, as appropriate, combine your data with data from other reporting entities and with sources beyond EMIS.

EXITING STUDENT FOLLOW-UP DATA ELEMENTS
The following portion of this section discusses each of the data elements within the Exiting Student Follow-Up (FW) Record. The elements are separated into five general categories: employment, apprenticeship, post-secondary education, military, and other. All five categories are required reporting for each of the three student groups (exiting career technical education concentrators, prior year graduates, and students who had a disability condition when they exited); however, all the questions in each category may not be required for each of the three student groups. The table below indicates which elements are required (R) and which are optional (O) for each student group.

Elements by Category	Exiting CTE Concentrators	Prior Year Graduates	Exiting Students With a Disability
Employment			
Employment Status	R	R	R
Employment Career Field	R	O	O
Employment Typical Hours Per Week	O	R	R
Employment Duration	O	O	R
Employment Compensation Type	O	O	R
Employment Setting	O	O	R
Employment Advancement Opportunity	O	O	R
Apprenticeship			
Apprenticeship Status	R	R	R
Apprenticeship Type	O	R	O
Post-Secondary Education			
Post-Secondary Education Status	R	R	R
Post-Secondary Education Type	R	R	R
Post-Secondary and Advanced Training	R	R	O
Post-Secondary Enrollment Duration	O	O	R
Military			
Military Enlistment Status	R	R	R
Other			
Service Program Status	R	R	R
Other Follow-up Status	R	R	R

For any former student whose follow-up status is completely unknown, the reporting district need only update the Other Follow-Up Status element to the "U" or unknown option. All other elements may then be reported with their default value of asterisk(s).

Each question category begins with a "status" element, with options of "Y", "N", and "*". If the answer to a status element is "N" or "*", the remaining elements in that category may be reported with their default values. If the answer to a status element is "Y", then any of the other elements that are required in that section must be updated with a non-default value.

If the information related to an optional element is known, the optional element for the student may be updated with the known information. This may benefit other entities who are required to report that element for the student.

GENERAL INFORMATION

The following general elements will be included in the file provided by the Department and in the submitted data file but are not to be updated by the reporting entity. The information is provided to indicate which group or groups a student falls into and which reporting entities are responsible for reporting.

☼ *Data Group Flags*

Career-Technical Education Workforce Development Follow-Up Flag

Record Field Number	FW090
Definition	This former student is part of the exiting career tech concentrator group.

Graduate Follow-Up Flag

Record Field Number	FW100
Definition	This former student is part of the prior year graduates group.

Students with Disabilities Post-School Engagement Follow-Up Flag

Record Field Number	FW110
Definition	This former student is part of the exiting students with disabilities group.

Valid Options

Y   Yes

N   No

Reporting Instructions. The option in this element is provided by the Department and is for reference only. It cannot be updated through the reporting of this record.

☼ *Career-Technical Education Program of Concentration*

Record Field Number	FW120
Definition	The workforce development program of concentration for this former student.

Valid Options

Valid 2-character code from prior year lists of the options for the FN290 CTE Program of Concentration element

Reporting Instructions. The option in this element is provided by the Department and is for reference only. It cannot be updated through the reporting of this record. If the information provided by the Department in this element is not correct, it should be updated in the appeal window preceding the collection of this record.

☼ *Responsible LEA IRN*

Career-Technical Follow-Up LEA IRN

Record Field Number	FW130
Definition	The IRN of the district responsible for reporting CTE follow-up information for this former student.

Graduate Follow-Up LEA IRN

Record Field Number	FW140
Definition	The IRN of the district responsible for reporting graduate follow-up information for this former student.

Students with Disabilities Follow-Up LEA IRN

Record Field Number	FW150
Definition	The IRN of the district responsible for reporting students with disabilities follow-up information for this former student.

Valid Options
> Six-digit code   Valid IRN

Reporting instructions. The IRN in this element is provided by the Department and is for reference only. It cannot be updated through the reporting of this record. The IRN indicates the entity who has primary responsibility for the follow-up status of the student for each follow-up category.

☼ *Student Name Elements*

First Name

Record Field Number	FW060
Definition	The first name of the individual being reported.

Middle Name

Record Field Number	FW070
Definition	The middle name of the individual being reported.

Last Name

Record Field Number	FW080
Definition	The last name of the individual being reported.

Valid Options
> 30 characters

Reporting Instructions. The Student Name Elements are for local use only. The Department does not receive this information. Please refer to the SSID instructions with questions about the format of this element.

EMPLOYMENT ELEMENTS

☼ *Employment Status*

Record Field Number	FW160
Definition	The employment status of this former student in the year after the student left secondary education.

Valid Options
> *   Unknown (default)
> Y   Yes, known to be employed
> N   No, known to not be employed

Reporting instructions. Report "Y" if the former student has worked for pay or has been self-employed at any time in the year since leaving high school. This includes working in a family business (e.g., farm, store, fishing, ranching, catering services, etc.).

☼ *Employment Career Field*

Record Field Number	FW170
Definition	The career field in which this former student is working.

Valid Options

**	Not known to be employed or the employment career field is not required to be reported (default)
01	Agricultural and Environmental Systems
02	Arts and Communication
03	Business and Administrative Services
04	Construction Technologies
05	Education and Training
06	Engineering and Science Technologies
07	Finance
08	Government and Public Administration
09	Health Science
10	Hospitality and Tourism
11	Human Services
12	Information Technology
13	Law and Public Safety
14	Manufacturing Technologies
15	Marketing
16	Transportation Systems
OT	Other career field that cannot be described by one of the other listed options
UN	Known to be employed and reporting career field required, but career field is unknown

Reporting instructions. Choose the career field that best describes the area of employment. For more information on the types of careers in each field, see the options for the CTE program of concentration (POC) on the Student Attributes—No Date Record (FN) Record. The career field options match the groupings of the POC options on the FN Record. If the former student had more than one job in the year, choose the career field based on the job with the most hours and/or compensation (e.g., main job).

☼ *Employment Typical Hours Per Week*

Record Field Number	FW180
Definition	The typical number of hours this former student works in a week.

Valid Options

**	Not known to be employed or the typical hours per week is not required to be reported (default)
01	Typically works less than 10 hours per week

10	Typically works at least 10 but less than 20 hours per week
20	Typically works at least 20 but less than 28 hours per week
28	Typically works at least 28 but less than 35 hours per week
35	Typically works 35 or more hours per week
UN	Known to be employed and reporting typical hours required, but typical hours are unknown

Reporting Instructions. Report the option for the hour ranges listed. If the former student had different jobs at different times during the year, report the option that represents a position held for 90 days or more. If multiple positions were held for 90 days or more, report the position with the most hours. If the former student is working multiple jobs simultaneously, the hours for those jobs may be combined for this element.

☼ *Employment Duration*

Record Field Number	FW190
Definition	Indicates if this former student has worked at least 90 days since leaving school.

Valid Options

*	Not known to be employed or reporting this element is not required (default)
Y	Yes, has worked at least 90 days since leaving school
N	No, has not worked at least 90 days since leaving school
U	Known to be employed and reporting this element is required, but duration of employment since leaving school is unknown

Reporting instructions. When evaluating if the former student was employed at least 90 days, the days of employment do not have to be continuous or in the same position.

☼ *Employment Compensation Type*

Record Field Number	FW200
Definition	This former student performed work that was compensated at a rate that meets the requirements for competitive integrated employment.

Valid Options

*	Not known to be employed or reporting this element is not required (default)
Y	Yes, the rate of compensation meets the requirements for competitive integrated employment
N	No, the rate of compensation does not meet the requirements for competitive integrated employment
U	Known to be employed and reporting this element is required, but it is unknown if the rate of compensation meets the definition for competitive integrated employment

Reporting instructions. Per the federal Workforce Innovation and Opportunity Act [34 CFR §361.5(c)(9)], for employment to meet the definition of competitive integrated employment, the former

student must perform work on a full-time or part-time basis (including self-employment) and be compensated at a rate that

(A) Is not less than the higher of the rate specified in section 6(a)(1) of the Fair Labor Standards Act of 1938 (29 U.S.C. 206(a)(1)) or the rate required under the applicable State or local minimum wage law for the place of employment;

(B) Is not less than the customary rate paid by the employer for the same or similar work performed by other employees who are not individuals with disabilities and who are similarly situated in similar occupations by the same employer and who have similar training, experience, and skills; and

(C) In the case of an individual who is self-employed, yields an income that is comparable to the income received by other individuals who are not individuals with disabilities and who are self-employed in similar occupations or on similar tasks and who have similar training, experience, and skills; and

(D) Is eligible for the level of benefits provided to other employees.

☼ *Employment Setting*

Record Field Number	FW210
Definition	This former student performed work at a location that meets the requirements for competitive integrated employment.

Valid Options

*	Not known to be employed or reporting this element is not required (default)
Y	Yes, the location of employment meets the requirements for competitive integrated employment
N	No, the location of employment does not meet the requirements for competitive integrated employment
U	Known to be employed and reporting this element is required, but it is unknown if the location of employment meets the definition for competitive integrated employment

Reporting instructions. Per the federal Workforce Innovation and Opportunity Act [34 CFR §361.5(c)(9)], for employment to meet the definition of competitive integrated employment, the former student must perform work at a location that is

(A) Typically found in the community; and

(B) Where the employee with a disability interacts for the purpose of performing the duties of the position with other employees within the particular work unit and the entire work site, and, as appropriate to the work performed, other persons (e.g., customers and vendors), who are not individuals with disabilities (not including supervisory personnel or individuals who are providing services to such employee) to the same extent that employees who are not individuals with disabilities and who are in comparable positions interact with these persons.

☼ *Employment Advancement Opportunity*

Record Field Number	FW220
Definition	This former student performed work that provides advancement opportunities that meet the requirements for competitive integrated employment.

Valid Options

*	Not known to be employed or reporting this element is not required (default)
Y	Yes, the advancement opportunities meet the requirements for competitive integrated employment
N	No, the advancement opportunities do not meet the requirements for competitive integrated employment
U	Known to be employed and reporting this element is required, but it is unknown if the advancement opportunities meet the definition for competitive integrated employment

Reporting instructions. Per the federal Workforce Innovation and Opportunity Act [34 CFR §361.5(c)(9)], for employment to meet the definition of competitive integrated employment, the former student must perform work that presents, as appropriate, opportunities for advancement that are similar to those for other employees who are not individuals with disabilities and who have similar positions.

APPRENTICESHIP ELEMENTS

☼ *Apprenticeship Status*

Record Field Number	FW230
Definition	The apprenticeship status of this former student in the year after the student left secondary education.

Valid Options

*	Unknown (default)
Y	Yes, known to be in an apprenticeship program
N	No, known to not be in an apprenticeship program

Reporting instructions. Report the appropriate option.

☼ *Apprenticeship Type*

Record Field Number	FW240
Definition	The type of apprenticeship in which this former student is enrolled.

Valid Options

*	Student is not known to have enrolled in an apprenticeship or reporting this element is not required (default)
A	Apprenticeship program registered with the apprenticeship council established under Ohio Revised Code Chapter 4139 (ApprenticeOhio, apprentice.ohio.gov)

U	Known to have enrolled in an apprenticeship and reporting this element is required, but it is unknown if the apprenticeship was approved by ApprenticeOhio or the apprenticeship was not approved by ApprenticeOhio

Reporting Instructions. See https://ohiomeansjobs.ohio.gov/job-seekers/practice-your-skills/occupation-search for a list of registered apprenticeships.

POST-SECONDARY EDUCATION ELEMENTS

☼ *Postsecondary Education Status*

Record Field Number	FW250
Definition	The postsecondary or advanced training status of the former student in the year after the student left secondary education.

Valid Options

*	Unknown (default)
Y	Yes, known to have been enrolled in postsecondary education or advanced training in the year since leaving school
N	No, not known to have been enrolled in postsecondary education or advanced training in the year since leaving school

Reporting instructions. Postsecondary education or advanced training includes a wide range of opportunities for a former student to increase their knowledge, skills, and abilities.

☼ *Postsecondary Education Type*

Record Field Number	FW260
Definition	The type of postsecondary education or advanced training in which this former student has enrolled.

Valid Options

**	Student is not known to have enrolled in postsecondary education (default)
4Y	4-year college/university and/or bachelor's degree program
2Y	2-year community college and/or associate's degree program
CR	Any type of program to earn a career-based certification
TC	An Ohio technical center
OT	Advanced or other training at some other type of postsecondary educational institution or educational opportunity not described by one of the other listed options
UN	Student enrolled in postsecondary education, but the type of institution/program is not known

Reporting instructions. Indicate the type of postsecondary education in which the student has enrolled. If more than one option could apply, report the first option from the list above that applies to the student (e.g., if 4Y could apply, always report 4Y; if 4Y does not apply but 2Y does, report 2Y, etc.).

For the 4Y and 2Y options, if the type of degree/certification being pursued by the student is known (bachelor's, associate's, or certification), then report the student based on the type of degree/certification being pursued (e.g., report a bachelor's degree at a community college as 4Y; report an associate's degree-

only program at a 4-year university as 2Y; report certification without an associate's or bachelor's degree from any institution type as CR).

Other Advanced training means youth who have been enrolled any time in the year since leaving high school in an education or training program (e.g., Job Corps, adult education, workforce development program, vocational technical school other than an Ohio technical center).

☼ *Postsecondary and Advanced Training*

Record Field Number	FW270
Definition	Indicates that this former student has enrolled in multiple options in the year after leaving school.

Valid Options

*	Not known to be enrolled in more than 1 type of post-secondary education or advanced training option or reporting this element is not required (default)
A	Enrolled in an Ohio technical center or other advanced training program in addition to pursuing a 4 year degree, 2 year degree, or certification through enrollment at a 2- or 4-year community college, college/university, or Ohio technical center

Reporting instructions. Report as appropriate for former students who indicate enrollment in more than one postsecondary enrollment type.

☼ *Postsecondary Enrollment Duration*

Record Field Number	FW280
Definition	The postsecondary enrollment term completion status for this former student.

Valid Options

*	Not known to be enrolled in a post-secondary institution or reporting this element is not required (default)
Y	Yes, student had completed 1 or more terms of enrollment at a postsecondary institution in the year after leaving school
N	No, student has some post-secondary enrollment at a post-secondary institution, but has not completed 1 or more terms in the year after leaving school
U	Student is known to be enrolled in a post-secondary institution and reporting this element is required, but the duration of that enrollment is unknown

Reporting instructions. Term is defined by each postsecondary location where a student enrolls. Possible terms include quarters and semesters and other options that may vary by location.

MILITARY ELEMENTS

☼ *Military Enlistment Status*

Record Field Number	FW290
Definition	The military status of this former student in the year after the student left secondary education.

Valid Options

*	Unknown (default)
Y	Yes, known to be in the military
N	No, known to not be in the military

Reporting instructions. The enlistment status of the student in any of the armed forces as defined in section 5910.01 of the Ohio Revised Code.

OTHER ELEMENTS

☼ *Service Program Status*

Record Field Number	FW300
Definition	The service program status of this former student in the year after the student left secondary education.

Valid Options

*	Unknown (default)
Y	Yes, known to be in a service program
N	No, known to not be in a service program

Reporting Instructions. Qualifying Service Programs are defined in The Strengthening Career and Technical Education for the 21st Century Act (Perkins V) as "a service program that receives assistance under title I of the National and Community Service Act of 1990 (42 U.S.C. 12511 et seq.)" (i.e., Ameri-Corps) or "volunteers as described in section 5(a) of the Peace Corps Act (22 U.S.C. 2504(a))". Only students participating in service programs meeting the definition outlined above should be reported with "Y" in this element.

☼ *Other Follow-Up Status Element*

Record Field Number	FW310
Definition	Status not reported in any of the other follow-up status elements.

Valid Options

*	Not applicable (default)
U	Status unknown
D	Deceased

Reporting Instructions. Report an "*" if any of these elements—Apprenticeship Status, Employment Status, Military Enlistment Status, Postsecondary Education Status, or Service Program Status—are reported with a value other than their default (* - Unknown).

If a student has died since leaving school, no follow-up is required and the student should be reported with option "D".

DEFINING A UNIQUE RECORD

Each EMIS record has specific fields that must be unique on each row of data reported to the Department. For the Exiting Student Follow-Up (FW) Record, the following field must be unique.

Required Fields	Number
EMIS Student ID	FW050

2.23 EXITING STUDENT FOLLOW-UP (FW) RECORD FILE LAYOUT

Number	Position	Name	PIC/Size
	1-8	Filler	PIC X(8)
FW010	9-10	Sort Type	PIC X(2)
		Always "FW"	
	11	Filler	PIC X
FW020	12-15	Fiscal Year, e.g., 2023 (CCYY)	PIC 9(4)
FW030	16	Data Set	PIC X
		Always "S"	
FW040	17-22	Reporting District IRN	PIC X(6)
FW050	23-31	EMIS Student ID Number	PIC X(9)
FW060	32-61	First Name	PIC X(30)
FW070	62-91	Middle Name	PIC X(30)
FW080	92-121	Last Name	PIC X(30)
FW090	122	Career-Technical Education Workforce Development Follow-Up Flag	PIC X
FW100	123	Graduate Follow-Up Flag	PIC X
FW110	124	Students with Disabilities Post-School Engagement Follow-Up Flag	PIC X
FW120	125-126	Career-Technical Education Program of Concentration	PIC X(2)
FW130	127-132	Career-Technical Follow-Up LEA IRN	PIC X(6)
FW140	133-138	Graduate Follow-Up LEA IRN	PIC X(6)
FW150	139-144	Students with Disabilities Follow-Up LEA IRN	PIC X(6)
FW160	145	Employment Status	PIC X
FW170	146-147	Employment Career Field	PIC X(2)
FW180	148-149	Employment Typical Hours Per Week	PIC X(2)
FW190	150	Employment Duration	PIC X
FW200	151	Employment Compensation Type	PIC X
FW210	152	Employment Setting	PIC X
FW220	153	Employment Advancement Opportunity	PIC X
FW230	154	Apprenticeship Status	PIC X
FW240	155	Apprenticeship Type	PIC X
FW250	156	Postsecondary Education Status	PIC X
FW260	157-158	Postsecondary Education Type	PIC X(2)
FW270	159	Postsecondary and Advanced Training	PIC X
FW280	160	Postsecondary Enrollment Duration	PIC X
FW290	161	Military Enlistment Status	PIC X
FW300	162	Service Program Status	PIC X
FW310	163	Other Follow-Up Status	PIC X