

# **ODE EMIS MANUAL**

## **Section 5.3: Organization General Information (DN) Record**



**Version 13.3**  
January 18, 2024

## 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
<a href="#">13.3</a>	<a href="#">1/18/24</a>	<a href="#">FY24</a>	<a href="#">24-97</a>	<a href="#">Replaced blizzard bags with online days.</a>
<a href="#">13.2</a>	<a href="#">9/6/23</a>	<a href="#">FY24</a>	<a href="#">24-19</a>	<a href="#">Corrected conflicting Student Group attribute guidance.</a>
<a href="#">13.1</a>	<a href="#">8/9/23</a>	<a href="#">FY24</a>	<a href="#">24-83</a>	<a href="#">Updated reporting by org type table.</a>
<a href="#">13.1</a>	<a href="#">8/9/23</a>	<a href="#">FY24</a>	<a href="#">24-62</a>	<a href="#">Added KG survey data.</a>
<a href="#">13.1</a>	<a href="#">8/9/23</a>	<a href="#">FY24</a>	<a href="#">24-53</a>	<a href="#">Added attribute to collect student information systems.</a>
<a href="#">13.0</a>	<a href="#">7/13/23</a>	<a href="#">FY24</a>	<a href="#">24-79</a>	<a href="#">Clarified reporting of Assessment Group attributes.</a>
12.1	7/28/22	FY23	23-116	Correction: C_STUEEPOL was incorrectly marked to be reported by traditional districts in the reporting by org table that was added per 21-59.
12.1	7/28/22	FY23	23-111	Correction: Removed reporting instruction for EYENRCCNT2–EYENRCCNT8, which were deleted per 22-24.
12.1	7/28/22	FY23	23-96	Updated community school reporting of medical group.
12.0	7/1/22	FY23	23-11	Collect epinephrine autoinjector information.
12.0	7/1/22	FY23	23-10	Collect diabetes care information.
12.0	7/1/22	FY23	23-9	Collect inhaler information.
11.2	9/13/21	FY22	22-40	Deleted CLOSED option from EDUMODELDB.
11.1	9/10/21	FY22	22-60	Assessment group now required reporting.
11.1	9/10/21	FY22	22-33	Added Medical Group and glucagon-related attributes.
11.1	9/10/21	FY22	22-17	Homeschool attribute now required reporting.
11.0	7/1/21	FY22	22-24	Deleted EYENRCCNT2 – EYENRCCNT8.
10.6	6/8/21	FY21	21-59(b)	Marked test window as optional reporting.
10.5	4/23/21	FY21	21-169	MGMTCOMPYS, MGMTCOMPNO, and C_CLDRTYPE deleted.
10.5	4/23/21	FY21	21-59	Added table showing attribute reporting by org type.
10.4	1/15/21	FY21	21-135	Education Learning Model updated to Education Delivery Model.
10.3	1/4/21	FY21	21-123	Added attribute to collect information regarding district-provided Wi-Fi.
10.3	1/4/21	FY21	21-121	Added attribute to collect information regarding district-provided hardware.
10.3	1/4/21	FY21	21-120	Added attribute to collect district Learning Model.
10.3	1/4/21	FY21	NA	Reorganized/reformatted section.
10.2	12/17/20	FY21	21-116	Updates to the descriptions for STUNPNTSRV and STUNPNTLG for added clarity.
10.2	12/17/20	FY21	21-76	Standardized number ranges for Calendar attributes.
10.2	12/17/20	FY21	21-75	INFOTECIRN deleted.
10.1	8/13/20	FY21	21-67	Further clarification for reporting PBIS.
10.0	7/1/20	FY21	NA	Posted for FY21.

Version	Date	Effective	Change #	Description
9.4	3/26/20	FY20	20-135	Updated Required Collection Requests table.
9.3	2/20/20	FY20	20-94	Added Assessment Group of attributes.
9.2	2/18/20	FY20	20-169	Expand max value for PBISIMPSTG.
9.1	2/10/20	FY20	20-144	Updated instructions regarding blizzard bags.
9.0	11/25/19	FY20	20-128	Added to reporting instructions for PBIS.
8.1	6/10/19	FY19	76727	Deleted SIG Extended Time Attribute Group.
8.1	6/10/19	FY19	75984	Added new attribute to collect PBIS Implementation Status information.
8.0	7/2/18	FY19	NA	Posted for FY19.
7.0	6/13/18	FY18	50245	STUELGEXAC deleted.
7.0	6/13/18	FY18	48867	Delete feeder school attribute.
7.0	6/13/18	FY18	42478	Delete school lunch attributes.
6.0	6/2/17	FY17	41750	Added new group of attributes: College Credit Plus.
6.0	6/2/17	FY17	48382	Deleted two transportation attributes.
5.0	5/4/17	FY16	38157	Added new DN Attributes for Operator IRN.
5.0	5/4/17	FY16	33895	Added new DN Attribute, C_CLDRSPEC.
5.0	5/4/17	FY16	29840	Added new DN Attribute, PHYSEDPLOT.
5.0	5/4/17	FY16	25281	Added new DN Attribute under the Student Group for buildings that do not serve lunch.
5.0	5/4/17	FY16		Added Coming Changes section.
4.0	9/15/15	FY14N	985	Added attribute names and reporting instructions for comprehensive eye exam.
4.0	9/15/15	FY14H	1014	Changed references from July reporting period to Financial reporting period due to earlier start.
4.0	9/15/15	FY15C	914	Calendar change, restructuring of record and removal of groups no longer needed.
4.0	9/15/15	FY15		Updated language to reflect shift from reporting periods to FY15 reporting.
3.0	10/16/13	FY14K	1010	Updates for the new funding system in regards to ESCs. <i>District Group</i> added and two attribute names added: TFRPSESCYS and TFRPSESCNO.
3.0	10/16/13	FY14K	1037	Added Attribute Names and reporting instructions to collect transportation funding data.
3.0	10/16/13	FY14K	963	Added Attribute Names and reporting instructions for count of students eligible for free lunches and count of students eligible for reduced price lunches.
2.0	6/7/13	FY13N	881	Added PE Evaluation language in General Guidelines; added PE language and reporting instructions to Attribute Text Element.
2.0	6/7/13	FY13N	909	Added Local Wellness Policy language in General Guidelines; added language and reporting instructions to Attribute Text Element.

## **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 Change webpage.

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## 5.3 ORGANIZATION GENERAL INFORMATION

### Required Collections

The Organization General Information (DN) Record and the relevant attributes are to be reported as follows.

Attribute Group	Collection(s) in Which Attribute Reported							As of Date, Where Applicable
	C	H	S Traditional			S CS/STEM		
			Initial	Midyear	Final	Initial	Final	
Assessment Group			x	x	x	x	x	First Day of District Test Window
Calendar Group	x							—
College Credit Plus Group					x		x	Cumulative Count for School Year
District Group								
<a href="#">DSTRCTSFTW</a>			<a href="#">x</a>	<a href="#">x</a>	<a href="#">x</a>	<a href="#">x</a>	<a href="#">x</a>	<a href="#">—</a>
EDUMODELDB				x	x		x	First Day of Delivery Model
LEAPRVHARD				x	x		x	Spring Snapshot
LEAPRVWIFI				x	x		x	Spring Snapshot
LCLWELLPOL					x		x	Last Day of School
PBISIMPSTG				x	x		x	Last Day of School
TFRPSESCYS			x	x	x			—
TFRPSESCNO			x	x	x			—
Financial Group		x						—
Initial Eye Examination Group					x		x	Cumulative Count for School Year
Medical Group								
DIBTSENRLD					x		x	—
DIBTSError					x		x	—
EPNPHRCMT					x		x	Each Procurement Date in FY
EPNPHUSAGE					x		x	Each Date Used in FY
GLCGNPRCMT					x		x	Each Procurement Date in FY
GLCGNUSAGE					x		x	Each Date Used in FY
INHLRPRCMT					x		x	Each Procurement Date in FY
INHLRUSAGE					x		x	Each Date Used in FY
Physical Education Evaluation Group					x		x	Cumulative Count for School Year
Student Group								
C_STUEEPOL						x	x	First Day of School
STUKGBRDAY			x	x	x	x	x	First Day of School
<a href="#">STUKGLFREE</a>			<a href="#">x</a>			<a href="#">x</a>		<a href="#">Cumulative Count for School Year</a>
<a href="#">STUKGLRCED</a>			<a href="#">x</a>			<a href="#">x</a>		<a href="#">Cumulative Count for School Year</a>
<a href="#">STUKGNFEES</a>			<a href="#">x</a>			<a href="#">x</a>		<a href="#">Cumulative Count for School Year</a>
<a href="#">STUKGTUITN</a>			<a href="#">x</a>			<a href="#">x</a>		<a href="#">Cumulative Count for School Year</a>
STUHOMESCL			x	x	x			Cumulative Count for School Year
STUNPNTSRV			x	x	x			Cumulative Count for School Year
STUNPNTTELG					x			Cumulative Count for School Year

Attribute Group	Collection(s) in Which Attribute Reported						As of Date, Where Applicable	
	C	H	S Traditional			S CS/STEM		
			Initial	Midyear	Final	Initial		Final
STUPSTCBTR					x		Cumulative Count for School Year	
STUPSTCATR					x		Cumulative Count for School Year	

**Reporting by Organization Type**

The table below indicates which attributes are to be reported by which organization types. [When referencing the table, please note the following:](#)

-- [the organization type does not report the attribute.](#)

R [the attribute is required reporting for the organization type.](#)

O [the attribute is optional if it does not apply to the organization type; however, if the attribute does apply, then it is required reporting for the organization type.](#)

Attribute Group	Range Checked	Trad. Districts	JVSDs	ESCs	State Supported Schools	Community Schools	STEM Districts	ITCs
Assessment Group	Date	<u>R</u> <u>O</u>	--	--	<u>R</u> <u>O</u>	<u>R</u> <u>O</u>	<u>R</u> <u>O</u>	--
Calendar Group								
Calendar, <a href="#">General</a>	Date	<u>R</u> <u>O</u>	<u>R</u> <u>O</u>	--	<u>R</u> <u>O</u>	<u>R</u> <u>O</u>	<u>R</u> <u>O</u>	--
Calendar, <a href="#">Students</a>	Date	R	R	--	R	R	R	--
Calendar, <a href="#">Teachers</a>	Date	O	O	--	O	O	O	--
College Credit Plus Group	Number	O	O	--	--	O	O	--
District Group								
<a href="#">DSTRCTSFTW</a>	Text	<u>R</u>	<u>R</u>	<u>R</u>	<u>R</u>	<u>R</u>	<u>R</u>	--
EDUMODELDB	Date & Text	R	R	R	R	R	R	--
LEAPRVHARD	Text	O	O	O	O	O	O	--
LEAPRWIFI	Text	O	O	O	O	O	O	--
LCLWELLPOL	Text	R	--	--	--	R	R	--
PBSIMPSTG	Number & Text	R	--	--	--	R	R	--
TFRPSESCYS	Text	O	--	O	--	--	--	--
TFRPSESCNO	Text	O	--	O	--	--	--	--
Financial Group	Number	R	R	R	--	R	R	R
Initial Eye Examination Group	Number	R	--	--	--	R	R	--
Medical Group								
DIBTSENRLD	Number	R	R	--	--	R	--	--
DIBTSError	Number	R	R	--	--	R	--	--
EPNPHPRCMT	Date & Number	O	O	--	--	O	--	--
EPNPHUSAGE	Date & Number	O	O	--	--	O	--	--
GLCGNPRCMT	Date & Number	O	O	--	--	O	--	--

Attribute Group	Range Checked	Trad. Districts	JVSDs	ESCs	State Supported Schools	Community Schools	STEM Districts	ITCs
GLCGNUUSAGE	Date & Number	O	O	--	--	O	--	--
INHLRPRCMT	Date & Number	O	O	--	--	O	--	--
INHLRUSAGE	Date & Number	O	O	--	--	O	--	--
<i>Physical Education Evaluation Group</i>	Number	R	--	--	R	R	R	--
<i>Student Group</i>								
C_STUEEPOL	Text	--	--	--	--	R	--	--
STUKGBRDAY	Text	R	--	--	--	R	--	--
<a href="#">STUKGLFREE</a>	<a href="#">Number</a>	<a href="#">O</a>	<a href="#">--</a>	<a href="#">--</a>	<a href="#">--</a>	<a href="#">O</a>	<a href="#">O</a>	<a href="#">--</a>
<a href="#">STUKGLRCED</a>	<a href="#">Number</a>	<a href="#">O</a>	<a href="#">--</a>	<a href="#">--</a>	<a href="#">--</a>	<a href="#">O</a>	<a href="#">O</a>	<a href="#">--</a>
<a href="#">STUKGNFEES</a>	<a href="#">Number</a>	<a href="#">O</a>	<a href="#">--</a>	<a href="#">--</a>	<a href="#">--</a>	<a href="#">O</a>	<a href="#">O</a>	<a href="#">--</a>
<a href="#">STUKGTUITN</a>	<a href="#">Number</a>	<a href="#">O</a>	<a href="#">--</a>	<a href="#">--</a>	<a href="#">--</a>	<a href="#">O</a>	<a href="#">O</a>	<a href="#">--</a>
STUHOMESCL	Number	R	--	--	--	--	--	--
STUNPNTSRV	Number	R	--	--	--	--	--	--
STUNPNTELG	Number	R	--	--	--	--	--	--
STUPSTCBTR	Number	R	--	--	--	--	--	--
STUPSTCATR	Number	R	--	--	--	--	--	--

**Key:** —O— Optional: if attribute applies, org type must report the record  
 R— Required to be reported for the org type  
 -- Not reported for the org type



**General Guidelines**

An Organization General Information (DN) Record is required reporting during multiple collections. Not all attributes are reported by all district types. See the tables above and the reporting instructions below to determine which districts report which elements during which collections.

**☀ Attribute Date Element**

Record Field Number	DN070
Definition	A date that is appropriate for this attribute name.

**☀ Attribute Name Element**

Record Field Number	DN060
Definition	Code that defines the data for which a date, number, or text description must be reported.

**☀ Attribute Number Element**

Record Field Number	DN090
Definition	Number that provides a value for an attribute name.

**Reporting Instructions.** For any C\_ Attribute Name records requiring a number (other than all zeroes) to be reported, this element should be reported with an implied four-place decimal. For example, 3 hours would be reported as 0000030000 (3.0000 hours), and 2.25 hours would be reported as 0000022500 (2.2500 hours).

**☀ Attribute Text Element**

Record Field Number	DN080
Definition	Code that further describes the attribute name.

**Reporting Instructions.** Reporting instructions for each attribute group can be found below, after the Organization IRN Element reporting instructions. The attribute groups appear in alphabetical order; valid options and reporting instructions are included for each group.

**☀ District IRN Element**

Record Field Number	DN040
Definition	The state assigned six-digit information retrieval number (IRN) of the district.

**Valid Options**

Six-digit IRN    Valid district IRN

For those attribute names followed by an “\*” in the attribute group tables, the district reports only records in which the Organization IRN (DN050) is the same as the District IRN (DN040). These attributes are not applicable at the building level. For example, when reporting **EYENRCCNT1\***, the Organization IRN should match the District IRN.

**☀ Organization IRN Element**

Record Field Number	DN050
Definition	The state assigned six-digit information retrieval number (IRN) of the district or building.

**Valid Options**

Six-digit IRN    Valid building IRN within the reporting district or Valid district IRN

**Reporting Instructions.** In some instances, students may be counted at the district rather than at the building level. If there are students in the district whose Attending Building IRN Element (FS160) on the Student Standing (FS) Record is the IRN of the district and the Student Percent of Time (FS120) is greater than zero, the district should report a record using the district IRN as the building IRN.

**ATTRIBUTE GROUP REPORTING INSTRUCTIONS**

**Assessment Group**

Attributes in this group are used to report the [local assessment window start date](#) ~~if it is later than the state’s start date for each listed assessment on which the LEA is starting the local assessment window for each listed assessment~~. Attributes are included in the development of enrollment-based missing reports in the assessment collections. There are currently three assessment collections that meet these criteria.

Attribute Name	Attribute Text	Attribute Number	Attribute Date
ASMTFG3ELA	spaces	0000000000	CCYYMMDD
ASMTSPRELA	spaces	0000000000	CCYYMMDD
ASMTSPRMSS	spaces	0000000000	CCYYMMDD

- ASMTFG3ELA**    Fall 3rd Grade ELA assessment
- ASMTSPRELA**    Spring English Language Arts (all grades, including EOC)
- ASMTSPRMSS**    Spring Math, Science, Social Studies (all grades, including EOC)

**Reporting Instructions.** For each attribute, the LEA reports the start date of the *local* window in the Attribute Date field. [No reporting is required when a district follows the state assessment window](#). Each attribute is only reported once for each LEA, with the organization IRN the same as the district IRN on each attribute.

**Calendar Group**

The calendar group includes three different sets of attributes: General, Teachers, and Students. These attributes together with matching School Grade Schedule (DL) Records comprise a complete calendar. The calendar group attributes are required to be reported for all city, local, and exempted village school districts, community schools, STEM districts, educational service centers (ESCs), and joint vocational school districts (JVSDs) that educate students.

For the Calendar Group, report grade level and attendance pattern as follows:

- \*\*            if it applies to all students in the organization IRN (DN050)
- GL\*\*        if it applies to all groups in a specific grade within the district where GL represents the grade level

GLAP if it applies to a select group of students in a grade, where AP represents the attendance pattern of the specific group in this grade

A specific group (GLAP) cannot be used for students in more than one grade. If there is a group in a building that has students from more than one grade, each of those grades must have its own calendar.

**Calendar Group, General**

Attribute Name	Attribute Text	Attribute Number	Attribute Date
C_CLDRSPEC	** or GL** or GLAP	0000000000	00000000

C\_CLDRSPEC is used to report a special calendar case for the total number of required hours. This attribute is not required to be reported if there are no special case calendars for the district.

**Calendar Group, Teachers**

Attribute Name	Attribute Text	Attribute Number	Attribute Date
C_PRFLMEET	** or GL** or GLAP	Professional meeting hours this day	CCYYMMDD
C_PTCONFRC	** or GL** or GLAP	Parent-teacher conference hours this day	CCYYMMDD

C\_PRFLMEET is used to report both full and partial day professional meetings for teachers. All EMIS-reporting entities are required to report this attribute. For professional meetings that occur between the first and last days of school, only include hours when school will not be in session. This includes hours for meetings held when students are released early or arrive late, after school hours, and on days when students are scheduled off (whether they are off for the meeting or another reason, such as a holiday or weekend). Include professional meeting time that occurs before the first day of the school year for students or after the last day of the school year for students if staff members are required to be in attendance.

**Valid Options**

**Attribute Number:** 0000000100–0000120000

**Attribute Date:** CCYYMMDD of the day on which the professional meeting occurred

C\_PTCONFRC is used to report both full and partial day parent-teacher conferences. All EMIS-reporting entities are required to report this attribute. For parent teacher conferences that occur between the first and last days of school, only include hours when school will not be in session. This includes hours for meetings held when students are released early or arrive late, after school hours, and on days when students are scheduled off (whether they are off for the meeting or another reason, such as a holiday or weekend).

**Valid Options**

**Attribute Number:** 0000000100–0000120000

**Attribute Date:** CCYYMMDD of the day on which the parent-teacher conferences occurred

**Calendar Group, Students**

Attribute Name	Attribute Text	Attribute Number	Attribute Date
C_DCMTYTKN	** or GL** or GLAP	0000000000	CCYYMMDD
C_DPLANNED	** or GL** or GLAP	0000000000	CCYYMMDD
C_DNOTPLAN	** or GL** or GLAP	0000000000	CCYYMMDD
C_DBLZZARD	** or GL** or GLAP	Number of hours made up by <a href="#">online day</a> <del>blizzard bag</del>	CCYYMMDD
C_YWKENDSA	** or GL** or GLAP	0000000000	00000000
C_YWKENDSU	** or GL** or GLAP	0000000000	00000000
C_YWKDAYMN	** or GL** or GLAP	0000000000	00000000
C_YWKDAYTU	** or GL** or GLAP	0000000000	00000000
C_YWKDAYWD	** or GL** or GLAP	0000000000	00000000
C_YWKDAYTH	** or GL** or GLAP	0000000000	00000000
C_YWKDAYFR	** or GL** or GLAP	0000000000	00000000
C_HRSWKEND	** or GL** or GLAP	Must be reported for each day as hours	CCYYMMDD
C_HSHRTWEA	** or GL** or GLAP	Actual hours in session on this day; should always be less than the scheduled hours	CCYYMMDD
C_HSHRTPLN	** or GL** or GLAP	Actual hours in session on this day; should always be less than the scheduled hours	CCYYMMDD
C_HSHRTNOP	** or GL** or GLAP	Actual hours in session on this day; should always be less than the scheduled hours	CCYYMMDD
C_HRSLNGTH	** or GL** or GLAP	Actual hours in session on this day; should always be more than scheduled hours	CCYYMMDD

- C\_DCMTYTKN** Full day taken for calamity situations on specified date
- C\_DPLANNED** Full planned day when group is not in session; these days will include holidays, breaks, professional days, and parent-teacher conference days
- C\_DNOTPLAN** Full unplanned day when group was expected to be in session but was not, excluding calamity days
- C\_DBLZZARD** Number of hours made up by ~~“Blizzard Bag”~~ [online day plans](#) for which the district is in compliance with ORC §3313.482~~88~~. This can only be used at the district and/or building level
- C\_YWKENDSA** For students who are to be in attendance on every Saturday between the first and last day of school
- C\_YWKENDSU** For students who are to be in attendance on every Sunday between the first and last day of school
- C\_YWKDAYMN** For students who are not expected to be in attendance on every Monday between the first and last day of school
- C\_YWKDAYTU** For students who are not expected to be in attendance on every Tuesday between the first and last day of school
- C\_YWKDAYWD** For students who are not expected to be in attendance on every Wednesday between the first and last day of school
- C\_YWKDAYTH** For students who are not expected to be in attendance on every Thursday between the first and last day of school
- C\_YWKDAYFR** For students who are not expected to be in attendance on every Friday between the first and last day of school

<b>C_HRSWKEND</b>	For a group that attends on a Saturday or Sunday that is not in the regular schedule and not reported via C_YWKENDxx (i.e., C_YWKENDSA or C_YWKENDSU); can be make up days
<b>C_HSHRTWEA</b>	Hours in session when group’s day was interrupted by weather
<b>C_HSHRTPLN</b>	Hours in session when group’s day was shortened for a planned reason other than weather; this would include teacher professional days and days for parent-teacher conferences; report hours where both staff and students are expected to attend; if only staff, include hours in Teacher Days code above
<b>C_HSHRTNOP</b>	Hours in session when group’s day was shortened for an unplanned reason other than weather such as early dismissals, late starts, mid-day interruptions
<b>C_HRSLNGTH</b>	May be for calamity makeup added to a scheduled day or other reasons

***Day-Based Attributes***

The attributes described in this section apply to situations in which an entire day is missed or made up. For situations in which a partial day is missed or made up, refer to the hour-based attributes. For districts that are still on days, any day shortened by more than 2 hours is considered an entire day off and should be reported with a day-based attribute. For districts now on hours, only report day-based attributes when an entire day is missed.

**C\_DCMTYTKN** is used to report a calamity day for the current school year. Whether the calamity occurs on a single day or over several contiguous or discrete days, the district reports each day as a separate row with the applicable value in the Attribute Date element.

***Valid Options***

**Attribute Number:** 0000000000

**Attribute Date:** CCYYMMDD of the day on which the calamity occurred

***Reporting Instructions.*** Include every day that the building was originally scheduled to be open for instruction but, due to unforeseen circumstances, had to be closed either all day or for more than 2 hours. These are days on which the school was closed for reason of disease epidemic, hazardous weather conditions, law enforcement emergencies, inoperability of school buses or other equipment necessary to the school’s operation, damage to a school building, or other temporary circumstances due to utility failure rendering the school building unfit for school use. If the building has an unplanned closure for some other reason, that event should be submitted using the attribute name of **C\_DNOTPLAN**.

Count days even if they were made up prior to the original instructional closing date. If an instructional day was rescheduled and cancelled again, count it as only one day.

**C\_DPLANNED** is used to report specific planned, day-long nonattendance events taken between the first day and last day of school. One attribute name record is submitted for each individual day taken, whether it is a distinct day or one in a sequence of days.

**Valid Options**

**Attribute Number:** 0000000000

**Attribute Date:** CCYYMMDD of one of the days of planned nonattendance

**Reporting Instructions.** The day may be a single, stand-alone day, such as Memorial Day or a Parent-Teacher Conference day, or it may be one of a series of days, such as spring break or Thanksgiving and associated days.

Districts submit one record for every day taken between the scheduled first and last days of school as defined on the Grade Schedule (DL) Record. If the district has no students attending over a number of days, only the days in the ordinary course of instruction are reported. If, throughout the year, students do not attend the building on weekends, neither a Saturday nor a Sunday record is submitted when a break includes a weekend. For schools that submit a **C\_YWKENDSA** or a **C\_YWKENDSU** record showing that they are regularly in session on either weekend day, the district submits **C\_DPLANNED** records for those weekend days if they also fall within the holiday span.

If, for example, the district has no school on Martin Luther King Day in FY20, the record submitted has **ORG\_IRN** = District IRN, indicating a district-wide day off; attribute name = **C\_DPLANNED**; Attribute Text = spaces; Attribute Number = 0000000000; and Attribute Date = 20200120.

If a building is on spring break for the entire second week of March 2015, the last day the students are in attendance is Friday, March 6. The day on which the students return from break is Monday, March 16. The district reports holiday records for Monday, March 9, through Friday, March 13, if students do not ordinarily attend on the weekend. If not all buildings in the district have the same spring break, then the **ORG\_IRN** = Building IRN and each building IRN has its own set of records.

<b>Attribute Name</b>	<b>Attribute Text</b>	<b>Attribute Number</b>	<b>Attribute Date</b>
C_DPLANNED	null	0000000000	20150309
C_DPLANNED	null	0000000000	20150310
C_DPLANNED	null	0000000000	20150311
C_DPLANNED	null	0000000000	20150312
C_DPLANNED	null	0000000000	20150313

If school is regularly in session on both Saturday and Sunday, as defined in **C\_YWKENDSA** and **C\_YWKENDSU** records, then **C\_DPLANNED** records for March 7, March 8, March 14, and March 15 must also be reported.

**C\_DNOTPLAN** is used to report full days in which the students are not in attendance for a reason not specified for the **C\_DCMTYTKN** or **C\_DPLANNED** records.

**Valid Options**

**Attribute Number:** 0000000000

**Attribute Date:** CCYYMMDD of the day on which the event occurred

**Reporting Instructions.** This attribute name should only be used if students do not attend for an entire day for some reason other than a calamity or a planned calendar event. Examples of such instances

would be an early dismissal because of building maintenance problems or a late start because of vehicle malfunctions.

**C\_DBLZZARD** is the attribute name used for [online day plans, which are an alternative to making up hours due to school closure under several circumstances. Schools or districts may use an online day plan to make up the equivalent of up to three school days via online delivery under allowable scenarios \(ORC §3313.482\).](#) ~~days when an authorized alternative educational experience is made available to all students in the district in lieu of their physical presence at school on a calamity day.~~ [Note that a change in delivery model is not necessary when reporting this attribute. Use of the attribute will allow the Department to know that the delivery method was remote for the time reported.](#)

#### **Valid Options**

**Attribute Number:** 0000010000–0000999000

**Attribute Date:** CCYYMMDD of the day on which the event occurred

**Reporting Instructions.** This attribute name is used [when a school or district uses online day plans to make up hours due to closures for disease epidemic, hazardous weather conditions, law enforcement emergencies, inoperability of school buses or other equipment necessary to the school’s operation, damage to a school building, or other temporary circumstances due to utility failure rendering the school building unfit for use \(ORC §3313.482\(B\)\(1\)\).](#) ~~if students do not attend for an entire day for a reason specified under C\_DCMTYTKN when such a day is in excess of the number of days authorized by law. Students are provided learning opportunities under a plan submitted to the Ohio Department of Education by August 1 of each year.~~

~~When the assigned work is turned in, the student can be counted as in attendance. Students who do not turn in the assigned work are counted as absent.~~ Although this situation neither adds to nor subtracts from the days in session, it needs to be reported as an alteration in the school calendar.

**C\_YWKENDSA** and **C\_YWKENDSU** are the attribute names used when reporting year-long Saturdays or Sundays of student attendance that are between the building’s scheduled first and last days of school as reported on the Building Grade Schedule Record.

#### **Valid Options**

**Attribute Number:** 0000000100–0000120000

**Attribute Date:** CCYYMMDD of the first weekend SAT or SUN of student attendance

**Reporting Instructions.** This attribute identifies a regular pattern of student attendance on every Saturday or Sunday of the educational calendar. Districts that have only a single occurrence or a few occurrences of weekend attendance do not use this option. For reporting occasional weekend attendance, see **C\_HRSWKEND**.

If a **C\_YWKENDSA** or **C\_YWKENDSU** record has been submitted and any Saturdays or Sundays between the first and last day of school are planned to be days in which the school is not in session, a **C\_DPLANNED** record must be submitted. For example, if a district’s spring break is Sunday, March 8, 2015, through Sunday, March 15, 2015, a school that has regular Saturday classes would submit a **C\_DPLANNED** record for Saturday, March 14.



**C\_YWKDAYMN** is used to report students who are not expected to be in attendance on Mondays for the entire school year.

**Valid Options**

**Attribute Number:** 0000000100–0000120000

**Attribute Date:** CCYYMMDD of the first Monday students will not be in attendance

**Reporting Instructions.** This attribute identifies a regular pattern of non-attendance on every Monday of the educational calendar. This is only used for a regular pattern. For the occasional Monday off, districts should instead report one of the other attribute names. For reporting a regular pattern of non-attendance for other days of the week, districts should report **C\_YWKDAYTU**, **C\_YWKDAYWD**, **C\_YWKDAYTH**, or **C\_YWKDAYFR**.

**Hour-Based Attributes**

The attributes described in this section apply to situations in which a partial day is missed or made up. When reporting entire days missed or made up, report a Day-Based Attribute. For districts still on days, any day shortened by more than 2 hours is not reported with an hour-based attributes. In those situations, districts should report the day-based attribute that is the most appropriate for the situation.

The Attribute Number is always the hours in session on that date. Therefore the district may report hours that are equal to, more than, or less than the scheduled school day, depending on the attribute name chosen. Times are reported to the nearest hundredth of an hour. The decimal point is assumed and is not explicitly submitted. If the students are in attendance for 5.5 hours, the district would submit 0000055000. If the students are in attendance for 5 hours, the district would submit 0000050000.

As is true for **C\_Dxxxxxxx** attributes, if the situation applies to all students within the school, the Attribute Text is null. Otherwise, the district reports the two-character grade code. The district reports the two-character attendance pattern immediately after the grade when the exception applies only to students with that specific attendance pattern. If the hours apply to a group of students within the grade/attendance pattern, the district reports a sub-schedule code after the grade and attendance pattern codes that identifies those students.

A record is reported for each single day. The Attribute Date is submitted with the date in CCYYMMDD format. The date must be that of a day between the first and last day of school on the DL record. If this is a day outside of that date range, the Building Grade Schedule Record for the building should be changed to reflect an alteration of either the first or last day of school or both.

**C\_HRSWKEND** is used to report Saturdays or Sundays as days in session. Districts should not use this attribute name to report a regular pattern of weekend attendance. **C\_YWKENDSA** or **C\_YWKENDSU** should be used in those instances.

**Valid Options**

**Attribute Number:** 0000000100–0000120000

**Attribute Date:** CCYYMMDD of the day students attended on a weekend day

**Attribute Text:** null or grade/attendance pattern/sub-schedule



**Reporting Instructions.** This attribute name is used when a day in session is on a Saturday or Sunday, but there is no regular pattern of days in session on the weekend. If there is more than one day, the district submits a record for each date.

This may be used when districts are making up snow days on a weekend, enriching student education in a School Improvement Grant, or a variety of other reasons. The number of hours may be equal to, less than, or more than the usual school day hours.

If not all students are expected to attend the weekend day for the same length of time, the district would submit separate records for each combination within a building. Apply the hierarchical rules for ORG\_IRN and attribute name as described in the general reporting instructions.

**C\_HSHRTWEA** is used to report the days on which the length of the school day was shortened due to hazardous weather conditions.

**Valid Options**

**Attribute Number:** 0000000100–0000120000

**Attribute Date:** CCYYMMDD of the day students attended on weather-shortened day

**Attribute Text:** null or grade/attendance pattern/sub-schedule

**Reporting Instructions.** If weather conditions cause a school to start late, dismiss early, or have a mid-day interruption, a district submits this record for the district or for each building affected.

Each occurrence is reported in a separate record with the date reported in CCYYMMDD format.

The Attribute Number is the number of hours of that day that students were in attendance, such as 3.5 hours of a scheduled 5-hour day. For example, a building that is grades 04-06 with a scheduled 5.5-hour day has a 2-hour delay on February 14. That event would be reported as follows.

<i>Attribute Name</i>	<i>Attribute Text</i>	<i>Attribute Number</i>	<i>Attribute Date</i>
C_HSHRTWEA	null	0000035000	20150214

**C\_HSHRTPLN** is used to report specific planned days on which students attend for fewer hours than are regularly scheduled. Each occurrence is reported in a separate record with the appropriate date.

**Valid Options**

**Attribute Number:** 0000000100–0000120000

**Attribute Date:** CCYYMMDD of the day students attended for a shorter period of time

**Attribute Text:** null or grade/attendance pattern/sub-schedule

**Reporting Instructions.** This attribute name is used to report planned days in which the students are required to attend for fewer hours than are reported via Hours Per Day (DL100) on the Building Grade Schedule (DL) Record for the same ORG\_IRN. This includes early dismissals for events such as parent-teacher conferences, professional days, late starts, or mid-day interruptions that are included in the school calendar.

For example, a district has a parent-teacher conference day that is in the afternoon and students are required to attend school only in the morning. The district submits a record that shows the hours that the students were in attendance.

<i>Attribute Name</i>	<i>Attribute Text</i>	<i>Attribute Number</i>	<i>Attribute Date</i>
C_HSHRTPLN	null	0000035000	20141027

The district would submit a **C\_PTCONFRC** record as well for the hours of staff participation in these conferences.

**C\_HSHRTNOP** is used to report days when the length of the school day was shortened for unplanned reasons other than hazardous weather conditions. Each occurrence is reported in a separate record with the appropriate date.

**Valid Options**

**Attribute Number:** 0000000100–0000120000

**Attribute Date:** CCYYMMDD of the day students attended for a shorter period of time

**Attribute Text:** null or grade/attendance pattern/sub-schedule

**Reporting Instructions.** This attribute name is used when reporting school days shortened for unplanned reasons that are not weather related. Examples of such instances would be an early dismissal because of building maintenance problems or a late start because of vehicle malfunctions. The situation might apply to the entire school or to a single grade or subset of that grade; if the latter, the record is reported with the student grade/attendance pattern/sub-schedule in Attribute Text.

**C\_HRSLNGTH** is used to report days when students attend for more than the scheduled hours per day.

**Valid Options**

**Attribute Number:** 0000000100–0000120000

**Attribute Date:** CCYYMMDD of the day students attended for a longer period of time

**Attribute Text:** null or grade/attendance pattern/sub-schedule

**Reporting Instructions.** This attribute name is used whenever a school day is extended beyond the Hours Per Day (DL100) in the Building Grade Schedule Record. These might be days extended to make up for a calamity day, School Improvement day extensions, or other cases in which the school day is longer than the usual school day.

A separate record must be reported for each such day between the scheduled first and last days of school as defined on the Grade Schedule Record. If this is a Saturday or Sunday, the district should use **C\_HRSWKEND** if the school does not usually require students to attend on those days.

Districts report the number of hours that the students are in attendance for the designated day in the Attribute Number element. The number should always be more than the DL100 number of hours and equal to the time of required attendance and the additional time added to the school day. This number is expressed in hundredths of hours with an implied decimal point. For example, 6.5 hours is expressed as 0000065000 and 6 hours is expressed as 0000060000.

If only a subset of students in the building are affected by the changed hours, the Attribute Text is reported with the grade/attendance pattern/sub-schedule codes applicable to the situation. If the building adds 1 hour every day for a week for all students in a building and the hours per day is ordinarily 5.5, the district reports the following records using the ORG\_IRN = building IRN.

<i>Attribute Name</i>	<i>Attribute Text</i>	<i>Attribute Number</i>	<i>Attribute Date</i>
C_HRLENGTH	null	0000065000	20160328
C_HRLENGTH	null	0000065000	20160329
C_HRLENGTH	null	0000065000	20160330
C_HRLENGTH	null	0000065000	20160331
C_HRLENGTH	null	0000065000	20160401

### College Credit Plus Group

Attribute Name	Attribute Text	Attribute Number	Attribute Date
CCPDENIALS	spaces	000000000 – 999999999	00000000
CCPREIMBCT	spaces	000000000 – 999999999	00000000
CCPRESTITU	spaces	000000000 – 999999999	00000000

- CCPDENIALS** Count of CCP students denied participation because they did not give notice of CCP participation by the deadline
- CCPREIMBCT** Count of students who failed or dropped a course and districts sought reimbursement from the student for the cost of the course
- CCPRESTITU** Total dollar amount a district is seeking for CCP reimbursement due to a dropped or failed course for all students (rounded to the nearest dollar)

**Reporting Instructions.** For the College Credit Plus attributes, the Attribute Text is always the default value, spaces, and the Attribute Date is always the default value, 00000000.

### District Group

Attribute Name	Attribute Text	Attribute Number	Attribute Date
<a href="#">DSTRCTSFTW</a>	<a href="#">See list below</a>	<a href="#">000000000</a>	<a href="#">00000000</a>
EDUMODELDB	See list below	0000000000	CCYMMDD
LEAPRVHARD	Grade level(s)	0000000000	00000000
LEAPRVWIFI	Spaces	0000000000	00000000
LCLWELLPOL	'Y' or 'N'	0000000000	00000000
TFRPSESCYS	Valid IRN	0000000000	00000000
TFRPSESCNO	Valid IRN	0000000000	00000000
PBISIMPSTG	'A', 'B', 'C', 'D', 'E', or 'F'	Number of months in reported stage	00000000

[DSTRCTSFTW](#) is used to report the primary software used by the district for organizing and maintaining EMIS submission data.

#### Valid Options

- [SIS-ES](#)    [PowerSchool eSchoolPlus](#)
- [SIS-EV](#)    [Evolve SIS](#)

<a href="#">SIS-FF</a>	<a href="#">EMIS Flat File Editor</a>
<a href="#">SIS-IC</a>	<a href="#">Infinite Campus</a>
<a href="#">SIS-PS</a>	<a href="#">PowerSchool SIS</a>
<a href="#">SIS-SI</a>	<a href="#">ProgressBook StudentInformation</a>
<a href="#">SIS-OT</a>	<a href="#">Other Student Information System</a>
<a href="#">FIN-EF</a>	<a href="#">eFinancePlus</a>
<a href="#">FIN-FF</a>	<a href="#">EMIS Flat File Editor</a>
<a href="#">FIN-TM</a>	<a href="#">Tyler Munis</a>
<a href="#">FIN-US</a>	<a href="#">USAS (Uniform School Accounting System)</a>
<a href="#">FIN-OT</a>	<a href="#">Other Financial System</a>
<a href="#">HRP-EF</a>	<a href="#">eFinancePlus</a>
<a href="#">HRP-FF</a>	<a href="#">EMIS Flat File Editor</a>
<a href="#">HRP-TM</a>	<a href="#">Tyler Munis</a>
<a href="#">HRP-US</a>	<a href="#">USPS (Uniform Staff Payroll System)</a>
<a href="#">HRP-OT</a>	<a href="#">Other HR/Payroll System</a>

**Reporting Instructions.** For this attribute, report the product currently being used. If multiple products are used (e.g., different products for student data and financial data), then report a record for each product. If there is a change in product during the school year, it is only necessary to report the latest product.

**EDUMODELDB** is used to report the initial delivery model used in the district at the start of the school year, and each date when the delivery model changes. In general, this information can be reported at the district level only. However, if buildings in a district are following different delivery models, any building that is in a different model than the reported district model should be reported with an additional record. If different grade levels within the same building are following different delivery models, report the model used by the majority of students in that building.

The model reported is the default education model for the general school population. Individual student exceptions are reported via program codes (see EMIS Manual Section 2.9 for more information).

***Valid Options***

**Attribute Number:** 0000000000

**Attribute Date:** CCYYMMDD of the first day of the delivery model being reported

***Attribute Text Valid Options***

**5DAYIN** All students have the option of in-person instruction each school day, even if schedules are somewhat adjusted

**REMOTE** All students receive only remote education, which may include teacher-led instruction or student-paced learning

**HYBRID** A mix of in-person and remote education, which may involve different groups of students in the building each day (i.e., students are in the building every day, but not all students, and students complete remote work on days they are not in the building)

**Reporting Instructions.** All districts should have a record for the first day of school in the district, noting the starting delivery model for the district. Each time the delivery model changes, the district should add an additional record with a start date of the change and the new model.

For the default district model record, report the district IRN in the Organization IRN field. If one or more buildings are using a model that is different from the district model, report an additional DN Record for each building that indicates the model used by that building and has the building IRN in the Organization IRN field.

**LEAPRVHARD** is reported if the district provides computer hardware (including desktops, laptops, or tablets) to all students in one or more grade levels for use in completing schoolwork at their primary residence.

**Valid Options**

**Attribute Number:** Default value (0000000000)

**Attribute Date:** Default value (00000000)

**Attribute Text:** “P”, “K”, “1–12”, “23”

**Reporting Instructions.** In the Attribute Text field, provide the grade or grade range of students for whom hardware is provided. If a district provides hardware to students in a single grade or in a contiguous grade range, then only one record needs to be reported. For example, a district providing hardware to students in grades 3 through 7 should report a single record with “3–7”.

If a district provides hardware to students in multiple non-contiguous grades or grade ranges, then multiple records must be reported. For example, a district providing hardware to students in grade 3 and students in grade 7 through grade 12 should report two records: one with “3” and one with “7–12”.

**LEAPRVWIFI** is reported if the district provides Wi-Fi access to students outside the building, such as from the school parking lot, or by parking a bus with a Wi-Fi hotspot in a student-accessible location.

**Valid Options**

**Attribute Number:** Default value (0000000000)

**Attribute Date:** Default value (00000000)

**Attribute Text:** Default value (spaces)

**Local Wellness Policy. LCLWELLPOL** is required during the Traditional Districts Final Student (S) Collection and the Community/STEM Schools Final Student (S) Collection. The Attribute Text for every record reported will either have a “Y” for the presence of a Local Wellness Policy or an “N” for the absence of a Local Wellness Policy. The Attribute Number is always the default value, 0000000000, and the Attribute Date is also always the default value, 00000000.

**Preschool Special Education Agreements.** The following attribute names are to be collected in the Traditional Districts Initial Student (S) Collection:

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

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

City, local, and exempted village school districts and ESCs must report the **TFRPSESCYS** attribute name if an ESC is providing preschool special education services for resident children and the district has authorized the Department to transfer funds for preschool special education students, calculated by the formula in ORC §3317.0213, to the ESC providing those services. City, local, and exempted village school districts and ESCs must report the **TFRPSESCNO** attribute name if an educational service center (ESC) is providing preschool special education services for resident children and the district has not authorized the Department to transfer funds for preschool special education students to the ESC providing those services. For traditional districts, the Attribute Text contains the IRN of the ESC providing preschool special education services to resident children; for ESCs, the Attribute Text contains the IRN of the traditional district whose resident children are receiving preschool special education services from the ESC.

For every **TFRPSESCYS** and **TFRPSESCNO** record submitted, the Attribute Number is the default, 0000000000, and the Attribute Date is the default, 00000000.

**District Transportation.** These elements are to be reported in the Traditional Districts Initial Student (S) Collection by districts that file data for T-1 reports: city, local, and exempted village school districts.

These elements are reported with both the district IRN (DN040) and the Org IRN (DN050) as the six-digit valid district IRN. The Attribute Date (DN070) is always 00000000 and the Attribute Text (DN080) is always spaces.

**Positive Behavior Intervention Support (PBIS) Implementation Stage (PBISIMPSTG).** This attribute is to be reported in the Midyear Student (S) and End of Year Student (S) Collections by traditional districts and the SOES End of Year Student (S) Collection by community schools. Public schools, community schools, and STEM schools are required to report this attribute. This applies to every building IRN, regardless of the grade span, including building IRNs that are Preschool only.

**Valid Options**

- A** Work on implementing PBIS has not yet begun
- B** **Exploration and Adoption**  
Researching PBIS, exploring readiness, and securing staff and administration agreement to implement the PBIS.
- C** **Installation**  
Creating the PBIS team, completing PBIS team training, and establishing initial systems, data-decisions, policies, and practices that will be required to implement PBIS.
- D** **Initial Implementation**  
Rolling out and implementing PBIS schoolwide with a focus on Tier I supports.
- E** **Full Implementation**  
Implementing PBIS with all systemic components and a range of interventions (Tier I, II, and III supports).

**F Innovation and Sustainability**

Implementing PBIS with all systemic components and a range of interventions (Tier I, II, and III supports) beyond 1 year *and* demonstrating routine annual reviews for implementation with fidelity using the Tiered Fidelity Inventory, using results to update and modify practices as needed.

**Financial Group**

Each city, local, and exempted village school district, community school, and STEM school is required to report every attribute name in this group in the Financial (H) Collection.

Attribute Name	Attribute Text	Attribute Number	Attribute Date
BLDGSQFEET	spaces	Building Square Feet, 000000000 – 999999999 (report zeroes if no positive value applies)	00000000
LUNCHRMPT	spaces	Lunchroom Percentage, 000.00 – 100.00 (report zeroes if no positive value applies)	00000000
TRANSPCT	spaces	Transportation Percentage, 000.00 – 100.00 (report zeroes if no positive value applies)	00000000
CENOFFSQFT*	spaces	Central Office Square Feet, 000000000 – 999999999 (report zeroes if no positive value applies)	00000000

*Note.* Attribute names marked with an asterisk should be reported with the organization IRN equal to the district IRN.

**BLDGSQFEET** is used to report the square footage of a building.

**Valid Options**

**Attribute Number:** 000000000–999999999

**Attribute Text:** Default value (spaces)

**Reporting Instructions.** This attribute is required for each joint vocational school (JVS) within a joint vocational school district (JVSD).

**LUNCHRMPT** is used to report the percentage of meals served for the building.

**Valid Options**

**Attribute Number:** 000.00–100.00

**Attribute Text:** Default value (spaces)

**Reporting Instructions.** Report the total number of meals served for this building divided by the total number of meals served in the district. Report zeroes if no positive value applies. The CN-7 report prepared monthly will be helpful in providing the number of meals served.

Joint vocational school districts (JVSDs), the Ohio Department of Youth Services (DYS), the Ohio School for the Blind (OSB), and the Ohio School for the Deaf (OSD) are not required to report this element.

Report as required by the Expenditure Flow Model (EFM), ORC §3301.12.

**TRANSPCT** is used to report the percent of students, in the district, bused for the building.



**Valid Options**

**Attribute Number:** 000.00–100.00

**Attribute Text:** Default value (spaces)

**Reporting Instructions.** Report the total number of students bused for this building divided by the total number of students bused in the district. Include the number of auxiliary service students bused. If the district is required to report this attribute name, report zeroes if no positive value applies. The annual T1 report provides helpful information regarding the number of students who ride the school bus and/or alternate sources of transportation to the school site.

Joint vocational school districts (JVSDs), the Ohio Department of Youth Services (ODYS), the Ohio School for the Blind (OSB), and the Ohio School for the Deaf (OSD) are not required to report this element.

**CENOFFSQFT** is used to report the square footage of the central office.

**Valid Options**

**Attribute Number:** 000000000–999999999

**Attribute Text:** Default value (spaces)

**Reporting Instructions.** Include the square footage of the central office space and the square footage of any other facilities directed by the central office not already reported under a separate IRN.

Educational Service Centers (ESCs) should report 000000000 as the default value for this element.

**Initial IEP Eye Examination Group**

Ohio Revised Code §3323.19 requires that within three months of beginning to receive services for the first time under an IEP, a student must undergo a comprehensive eye examination. This is reported through the Initial IEP Eye Examination attribute group and is reported during the Traditional Districts Final Student (S) Collection and the Community/STEM School Final Student (S) Collection by traditional districts and community schools that are legally responsible for writing an IIEP during the timeframe for reporting Special Ed Events for the current school year. It is always reported with at least two records: one record for attribute name **EYEREQCNT** and another record for attribute name **EYERECNT**.

The Office for Exceptional Children provides a data collection tool by which this information can be collected throughout the year. Please refer to Data Collection Tools for Students with Disabilities and the Eye Exam Data Collection Tool.

Attribute Name	Attribute Text	Attribute Number	Attribute Date
EYEREQCNTA*	spaces	Number of students in this group	00000000
EYERECNTB*	spaces	Number of students in this group	00000000
EYENRCCNT1*	spaces	Number of students in this group	00000000

**Note.** Attribute names marked with an asterisk should be reported with the organization IRN equal to the district IRN.

**EYEREQCNTA** Number of students with an IIEP written within the stated timeframe.



- EYERECNTB** Number of students with an IIEP written within the stated timeframe who received an eye exam within three months of beginning services.
- EYENRCCNT1** Number of students with an IIEP written within the stated timeframe who received an eye exam more than three months after beginning services.

**Valid Options**

0000000000 – 9999999999

**Medical Group**

Several sections of Ohio Revised Code require city, local, exempted village, and joint vocational school districts to report information to the Department related to medications procured and used by the district. All reporting for this group is for the current school year.

Ohio Revised Code §3313.7112 lists the requirements related to diabetes care in schools, with ORC §3313.7112(K) requiring districts to report the number of students with diabetes enrolled and the number of errors associated with the administration of diabetes medication to the Department. (See ORC §3314.03 for community schools.)

Ohio Revised Code §3313.7110 lists the requirements related to epinephrine autoinjectors, with ORC §3313.7110(F) requiring any district procuring epinephrine autoinjectors to report each procurement and usage to the Department. (See ORC §3314.143 for community schools.)

Ohio Revised Code §3313.7115 lists the requirements related to glucagon, with ORC §3313.7115 (G) requiring any district procuring glucagon to report each procurement and usage to the Department. (See ORC §3314.147 for community schools.)

Ohio Revised Code §3313.7113 lists the requirements related to inhalers, with ORC §3313.7113(G) requiring any district procuring inhalers to report each procurement and usage to the Department. (See ORC §3314.144 for community schools.)

Attribute Name	Attribute Text	Attribute Number	Attribute Date
DIBTSENRLD*	spaces	Number of students with diabetes enrolled in district	00000000
DIBTSERROR*	spaces	Number of diabetes medication administration errors	00000000
EPNPHPRCMT*	spaces	Number of epinephrine autoinjectors procured on this date	CCYYMMDD
EPNPHUSAGE*	spaces	Number of epinephrine autoinjectors used on this date	CCYYMMDD
GLCGNPRCMT*	spaces	Number of doses procured on this date	CCYYMMDD
GLCGNUSAGE*	spaces	Number of doses used on this date	CCYYMMDD
INHLRPRCMT*	spaces	Number of inhalers procured on this date	CCYYMMDD
INHLRUSAGE*	spaces	Number of inhalers used on this date	CCYYMMDD

**Note.** Attribute names marked with an asterisk should be reported with the organization IRN equal to the district IRN.

- EPNPHPRCMT** Number of epinephrine autoinjectors procured on the reported date; report a separate record for each date when epinephrine autoinjectors are procured during the current fiscal year

- EPNPHUSAGE**      Number of epinephrine autoinjectors used on the reported date from the supply procured by the district; report a separate record for each date when an epinephrine autoinjector is used in the current fiscal year
- GLCGNPRCMT**      Number of doses of glucagon procured on the reported date; report a separate record for each date when glucagon is procured during the current fiscal year
- GLCGNUSAGE**      Number of glucagon doses used on the reported date from the supply procured by the district; report a separate record for each date when a dose is used in the current fiscal year
- INHLRPRCMT**      Number of inhalers procured on the reported date; report a separate record for each date when inhalers are procured during the current fiscal year
- INHLRUSAGE**      Number of inhalers used on the reported date from the supply procured by the district; report a separate record for each date when an inhaler is used in the current fiscal year

*Valid Options*

**Attribute Number:** 000000000–999999999

**Attribute Text:** Default value (spaces)

- DIBTSENRLD**      Number of students with diabetes enrolled in the district during the current school year
- DIBTSEERROR**      Number of errors associated with the administration of diabetes medication to students with diabetes during the current school year

*Valid Options*

**Attribute Number:** 000000000–999999999

**Attribute Text:** Default value (spaces)

**Attribute Date:** Default value (00000000)

***Physical Education Evaluation Group***

These elements are required during the Traditional Districts End of Year Student (S) Collection and the SOES End of Year Student (S) Collection. The number of records submitted depends upon the grades at each building that are assessed.

This set of attribute names indicates the count of students by ability level at each grade band.

Attribute Name	Attribute Text	Attribute Number	Attribute Date
PHYSEDLMKG	spaces	Number of students in this group	00000000
PHYSEDPFKG	spaces	Number of students in this group	00000000
PHYSEDADKG	spaces	Number of students in this group	00000000
PHYSEDNEKG	spaces	Number of students in this group	00000000
PHYSED**KG	spaces	0000000000	00000000
PHYSEDLM03	spaces	Number of students in this group	00000000
PHYSEDPF03	spaces	Number of students in this group	00000000
PHYSEDAD03	spaces	Number of students in this group	00000000
PHYSEDNE03	spaces	Number of students in this group	00000000

Attribute Name	Attribute Text	Attribute Number	Attribute Date
PHYSED**03	spaces	0000000000	00000000
PHYSEDLM06	spaces	Number of students in this group	00000000
PHYSEDPF06	spaces	Number of students in this group	00000000
PHYSEDAD06	spaces	Number of students in this group	00000000
PHYSEDNE06	spaces	Number of students in this group	00000000
PHYSED**06	spaces	0000000000	00000000
PHYSEDLM09	spaces	Number of students in this group	00000000
PHYSEDPF09	spaces	Number of students in this group	00000000
PHYSEDAD09	spaces	Number of students in this group	00000000
PHYSEDNE09	spaces	Number of students in this group	00000000
PHYSED**09	spaces	0000000000	00000000
PHYSEDPLOT	Valid IRN	Number of students in this group	00000000

### Grade Band KG-2

PHYSEDLMKG	Count of students at the limited level in the KG-02 grade band
PHYSEDPFKG	Count of students at the proficient level in the KG-02 grade band
PHYSEDADKG	Count of students at the advanced level in the KG-02 grade band
PHYSEDNEKG	Count of students not evaluated in the KG-02 grade band
PHYSED**KG	Evaluation not conducted at this grade band for the building

### Grade Band 3-5

PHYSEDLM03	Count of students at the limited level in the 03-05 grade band
PHYSEDPF03	Count of students at the proficient level in the 03-05 grade band
PHYSEDAD03	Count of students at the advanced level in the 03-05 grade band
PHYSEDNE03	Count of students not evaluated in the 03-05 grade band
PHYSED**03	Evaluation not conducted at this grade band for the building

### Grade Band 6-8

PHYSEDLM06	Count of students at the limited level in the 06-08 grade band
PHYSEDPF06	Count of students at the proficient level in the 06-08 grade band
PHYSEDAD06	Count of students at the advanced level in the 06-08 grade band
PHYSEDNE06	Count of students not evaluated in the 06-08 grade band
PHYSED**06	Evaluation not conducted at this grade band for the building

### Grade Band 9-12

PHYSEDLM09	Count of students at the limited level in the 09-12 grade band
PHYSEDPF09	Count of students at the proficient level in the 09-12 grade band
PHYSEDAD09	Count of students at the advanced level in the 09-12 grade band
PHYSEDNE09	Count of students not evaluated in the 09-12 grade band
PHYSED**09	Evaluation not conducted at this grade band for the building

**Valid Options**

- Attribute Number:** 00000000–00009999
- Attribute Date:** Default value (00000000)
- Attribute Text:** Default value (spaces)

**Reporting Instructions.** Report zeroes if no value applies for the attributes in the building. For example, if a building only has proficient students in a grade band, then zeroes must be reported for the limited and the advanced levels in that same grade band.

The options with asterisks—PHYSED\*\*KG, PHYSED\*\*03, PHYSED\*\*06, and PHYSED\*\*09—should only be reported if a building in the district includes one or more of the grades in the grade band, but the students at that building are not evaluated. For example, if a district has a Kindergarten only building and the district elects to evaluate only 2nd grade students, then the Kindergarten only building should report the PHYSED\*\*KG option.

If a specific school building’s grade levels served, as reported in the Department’s OEDS system, overlap a grade band, then the building should either have the first four options reported or the ‘\*\*’ option reported; it cannot be both.

**PHYSEDPLOT** is used to report buildings that are participating in the Physical Education Pilot Program.

**Valid Options**

- Attribute Number:** 00000000–00009999
- Attribute Date:** Default value (00000000)
- Attribute Text:** IRN of the participating building

**Student Group**

Attribute Name	Attribute Text	Attribute Number	Attribute Date
C_STUEEPOL	Y or N	000000000	00000000
STUKGBRDAY*	‘A’ or ‘B’	000000000	00000000
<a href="#">STUKGLFREE</a>	<a href="#">spaces</a>	<a href="#">Number of students in this group</a>	<a href="#">00000000</a>
<a href="#">STUKGLRCED</a>	<a href="#">spaces</a>	<a href="#">Number of students in this group</a>	<a href="#">00000000</a>
<a href="#">STUKGNFEES</a>	<a href="#">spaces</a>	<a href="#">Whole dollar amounts</a>	<a href="#">00000000</a>
<a href="#">STUKGTUITN</a>	<a href="#">spaces</a>	<a href="#">Whole dollar amounts</a>	<a href="#">00000000</a>
STUHOMESCL*	spaces	Number of students in this group	00000000
STUNPNTSRV*	spaces	Number of students in this group	00000000
STUNPNTELG*	spaces	Number of students in this group	00000000
STUPSTCBTR*	spaces	Number of students in this group	00000000
STUPSTCATR*	spaces	Number of students in this group	00000000

**Note.** Attribute names marked with an asterisk should be reported with the organization IRN equal to the district IRN.

The following attribute ~~names are~~is to be collected during the [SOES Beginning of Year Student \(S\) Collection](#) and the [SOES Beginning-End of Year Student \(S\) Collection](#):

**C\_STUEEPOL** Student early entrance policy flag, reported by community schools only

The following attribute ~~names are~~is to be collected during [all student collections \(Beginning of Year, Midyear, End of Year, and SOES Beginning of Year and SOES End of Year\)](#)~~the End of Year Student (S) Collection and the SOES End of Year Student (S) Collection:~~

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

[The following attributes are to be collected during the Beginning of Year Student \(S\) Collection and the SOES Beginning of Year Student \(S\) Collection:](#)

[STUKGLFREE](#) [Count of all-day kindergarten students who pay tuition and are eligible for free lunch](#)

[STUKGLRCED](#) [Count of all-day kindergarten students who pay tuition and are eligible for reduced price lunch](#)

[STUKGNFEES](#) [Maximum amount charged to all-day kindergarten students for fees](#)

[STUKGTUITN](#) [Maximum amount charged to all-day kindergarten students for tuition](#)

[The following attributes are to be collected during the Beginning of Year, Midyear, and End of Year Student \(S\) Collections:](#)

**STUHOMESCL** Count of homeschooled resident students

**STUNPNTSRV** 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

[The following attributes are to be collected during the End of Year Student \(S\) Collection:](#)

**STUNPNTLGL** Count of resident and non-resident nonpublic students who are in grades K-12 within district boundaries evaluated and determined ineligible for special education services

**STUPSTCBTR** Count of preschool transition conferences held by 3rd birthday, no disability suspected, no additional evaluation

**STUPSTCATR** Count of preschool transition conferences held after 3rd birthday, no disability suspected, no additional evaluation

**C\_STUEEPOL** is reported by community schools only. This attribute name is used when reporting whether or not the school has an adopted and Department-approved Early Entrance Student Acceleration Policy for Advanced Learners.

**Valid Options**

Y Yes  
N No

**STUKGBRDAY** is the attribute name used when indicating the date that students are required to be five years old to be admitted to kindergarten. This is the only attribute name in the Student Group that has valid options collected as Attribute Text.

**Valid Options**

A September 30  
B August 1

**Reporting Instructions.** Districts do not need to report this attribute name if they have no kindergarten students: community schools that do not have a kindergarten grade level, ESCs, STEM Districts, JVSs, OSB, OSD, and DYS.

H.B. 383 indicates that the school district may choose one of two dates by which a student must be five years old in order to be admitted to kindergarten.

School district boards must choose to adopt either the first day of August or the thirtieth day of September as the date by which a student must be five years of age to be admitted into kindergarten and six years of age to be admitted to first grade.

A parent may request early admission to kindergarten if the child turns five years of age after the district’s kindergarten entrance date (August 1 or September 30). The local board of education shall determine entrance through a standardized testing program.

[STUKGLFREE is the attribute used to report the total number of kindergarten students enrolled in all-day kindergarten who are charged tuition and are eligible for free lunch under the National School Lunch Act. This information should be reported at the district level. All-day kindergarten is defined as kindergarten that is in session for not less than the same number of hours each week as students in grades 1 through 6 \(ORC 3321.05\), but no less than 910 hours per academic year.](#)

[Valid Options](#)

[0000000000 – 0000009999](#)

[Reporting Instructions. This is a headcount and does not include implied decimals.](#)

[STUKGLRCED is the attribute used to report the total number of kindergarten students enrolled in all-day kindergarten who are charged tuition and are eligible for reduced price lunch under the National School Lunch Act. This information should be reported at the district level. All-day kindergarten is defined as kindergarten that is in session for not less than the same number of hours each week as students in grades 1 through 6 \(ORC 3321.05\), but no less than 910 hours per academic year.](#)

[Valid Options](#)

[0000000000 – 0000009999](#)

[Reporting Instructions. This is a headcount and does not include implied decimals.](#)

STUKGNFEES is the attribute used to report the maximum amount of fees charged per year to kindergarten students enrolled in all-day kindergarten. Only report this attribute if you serve students in all-day kindergarten. Report \$0 if you serve students in all-day kindergarten but do not charge fees. All-day kindergarten is defined as kindergarten that is in session for not less than the same number of hours each week as students in grades 1 through 6 (ORC 3321.05), but no less than 910 hours per academic year.

Valid Options

0000000000 – 0000009999

Reporting Instructions. There are no implied decimals; report whole dollar amounts. Examples of “fees” include extra money collected from every student for school supplies, art supplies, workbooks, books and materials, or instructional, general, or district fees. Do not include fees if they are optional or only apply to certain situations. For example, do not include a transportation fee that applies only to students who live within a certain distance from their school, an optional technology protection fee, or optional insurance fees.

If a fee is required but can be reduced or waived for certain student populations (such as students with disabilities or students who qualify for free or reduced lunch), report the maximum amount that can be charged when the fees are not reduced or waived.

In general, this information can be reported at the district level. However, if a building(s) in a district charges a significantly different amount than that reported for the district, then the building(s) that is different than the reported district amount should be reported with an additional record.

STUKGTUITN is the attribute used to report the maximum amount of tuition charged per year to kindergarten students enrolled in all-day kindergarten. This includes tuition charged to either resident or non-resident students. Only report this attribute if you serve students in all-day kindergarten. Report \$0 if you serve students in all-day kindergarten but do not charge tuition for any students. All-day kindergarten is defined as kindergarten that is in session for not less than the same number of hours each week as students in grades 1 through 6 (ORC 3321.05), but no less than 910 hours per academic year.

Valid Options

0000000000 – 0000009999

Reporting Instructions. There are no implied decimals; report whole dollar amounts. If tuition is required but can be reduced or waived for certain student populations (such as students with disabilities or students who qualify for free or reduced lunch), report the maximum amount that can be charged when tuition is not reduced or waived.

In general, this information can be reported at the district level. However, if a building(s) in a district charges a significantly different amount than that reported for the district, then the building(s) that is different than the reported district amount should be reported with an additional record.

All remaining Attributes in this group—**STUHOMESCL**, **STUPNTRSRV**, **STUNPNTELG**, **STUPSTCBTR**, and **STUPSTCATR**—are collected as an Attribute Number.

The Attribute Text is always spaces. The Attribute Date is always 00000000.

***Valid Options***

0000000000 – 9999999999

Report zeroes if no positive value applies.

***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 Organization General Information Record, each combination of values in the following fields must be unique.

Record Name	Record	Required Fields	Number
Organization General Information Record	DN	Organization IRN Attribute Name Attribute Date Attribute Text	DN050 DN060 DN070 DN080



## 5.3 ORGANIZATION GENERAL INFORMATION (DN) RECORD FILE LAYOUT

Number	Position	Name	Type/Size
	1-8	Filler	PIC X(8)
DN010	9-10	Sort Type Code	PIC X(2)
		Always "DN"	
	11	Filler	PIC X(1)
DN020	12-15	Fiscal Year (format CCYY)	PIC X(4)
DN030	16	Data Sets	PIC X(1)
		C – Calendar S – Student H – Financial	
DN040	17-22	District IRN	PIC X(6)
DN050	23-28	Organization IRN	PIC X(6)
DN060	29-38	Attribute Name	PIC X(10)
DN070	39-46	Attribute Date	PIC 9(8)
DN080	47-52	Attribute Text	PIC X(6)
DN090	53-62	Attribute Number	PIC 9(10)