

Level 1 Report Explanation: Assessment Missing Reports

The purpose of this report explanation is to assist districts in reviewing the different Assessment Missing Reports.



Revised: May 2, 2024

REVISION HISTORY

The revisions to this document are listed in the table below.

Date	Description
5/02/2024	Added list of assessments and updated table in Other Participating Assessments section.
5/02/2024	Added Test Date table from EMIS Manual Section 2.8.
2/28/2022	Added table "High School Courses Associated with End-of-Course Tests."
1/20/2022	Added a new column: Other Participating Assessments and Test Date. Removed 'Fatal' from Missing Reason values.
5/18/2018	Report Explanation first posted.

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ASSESSMENT MISSING REPORTS

FUNCTION AND PURPOSE

Each entity running a Prepare for any Assessment Collection will receive the Assessment Missing Report for that collection. Assessment Missing Reports are Level 1 reports that can be found in the Data Collector.

Assessment results are expected for all students who fall into any one of the following four groups.

- The student is enrolled during a test administration window,
- The student is reported with a District Relationship of 1,
- The student has assessment result(s) appearing in a vendor file associated with the district, or
- A student is reported with a Sent to Reason of CT, JV, MR, OS, or PI

If a student falls into one of these four groups and does not have an assessment result being reported, then the student will appear on the relevant Assessment Missing Report. Each Assessment Missing Report is for a different assessment. For instance, there is a report for the Childhood Outcome Summary Assessment and a separate report for Other Accountability Assessments. Therefore, the same student can appear on multiple Assessment Missing Reports. See the next section for more information about each available Assessment Missing Report.

These reports can be used by districts to verify which students need assessment results and which students need a Score Not Reported reason. These reports can be used prior to receiving assessment results to troubleshoot students believed to be appearing on the Assessment Missing Report in error and to report Score Not Reported reasons for students you know have not tested and for whom you will not have results.

Assessment Missing Reports have companion Supplementary Reports. The Supplementary Reports contain students who are included in the submission *but do not appear* on the relevant Assessment Missing Report. Districts should review their Supplementary Reports to ensure that the students on the report should be submitted. If it is determined that all students on the Supplementary Report are valid, then no further action is needed. If it is determined that some students on the Supplementary Report should not be reported for the relevant assessment, then those students' records should be removed from the submission prior to submitting.

To determine whether a particular Assessment Collection is currently generating an Assessment Missing Report, refer to the Release Notes.

If this report explanation—in concert with the EMIS Manual—does not answer your questions or help you to resolve issues with the students who are appearing on your Assessment Missing Reports, then the normal path to getting help with EMIS reporting should be followed. The first point of contact should be the EMIS coordinator, followed by the Information Technology Center, then the EMIS Helpdesk, and finally the Department's EMIS office directly.

List of Level 1 Missing Reports

The following table lists each Assessment Collection that has a related Assessment Missing Report and companion Supplementary Report. The first column lists the name of the Assessment Collection and the second column describes the students included on the related Assessment Missing Report.

Assessment Collection	Students Included
Career Tech Accountability	Students with results on the WebEX vendor file.
Child Outcome Summary	Preschool students with a disability enrolled any time during the year.
DPR Growth	Students enrolled in a dropout prevention and recovery school during either the fall or spring test window. Initially, only students with fall test results are included; students with only spring results will be added later. Students with test results from the statewide vendor file may be added later.
Fall 3rd Gr ELA and Reading	Grade 03 students who are enrolled in the district's local test window or the state test window. Students with test results from the statewide vendor file may be added later.
Kindergarten Readiness	Kindergarten students enrolled in the district prior to the end of the Fall KRA test window. Students with test results from the statewide vendor file may be added later.
OELPA	Students with an English Learner Status (FD170) not equal to 'N' who are enrolled in the OELPA test window. Excludes students with a State Equivalent Grade Level (FD090) equal to 'PS', '13', or '23. Students with test results from the statewide vendor file may be added later.
Other Accountability	First-time grade 11 students who took the ACT/SAT during the state-funded ACT/SAT test window. Students with test results from the statewide vendor file may be added later.
Spring Alternate	Grade 3-8 students and grade 11 and 12 students with a disability who are enrolled during the state test window. Students with test results from the statewide vendor file may be added later. Note: Students must have special education events that are effective during the test window.
Spring End of Course State	All students enrolled in an End of Course subject associated with an EOC exam who are enrolled during the district's local test window or the state test window. Students with test results from the statewide vendor file may be added later. Note: Direct-enroll JVSD students appear on their resident district's Assessment Missing Report.
Spring State Assessment Grades 3-8	Grade 3-8 students who are enrolled in the district's local test window or the state test window. Students with test results from the statewide vendor file may be added later. Note: Students with a disability are removed from this missing report when the Alt Assessment Record is reported in the Spring Alternate Assessment Collection.
Tier 1 Dyslexia Screener	Grade KG-03 students. KG students are only added to the missing list if the student was enrolled on or after January 1 of the current year. This Assessment Missing Report does not have a companion Supplemental Report.

Test Administration Window

The following table lists the two-digit month value(s) valid for each assessment for each valid administration window. Report the month the assessment was actually administered. Note that the date ranges used to populate the Missing Lists may be more restrictive than the dates shown. For exact administration dates for each assessment for each year, see the Department's website. The final column indicates whether results from previous fiscal years can be reported for each Assessment Type.

Assessment	Fall	Spring	Year-round	Can results from previous FYs be reported?
ACT – ACT	—	—	01-12	Y
Advanced Placement – AP	—	—	01-12	Y
Alternate Assessments				
3-8 Alt Assess – GA	—	02-04	—	N
High School Alt – GX	—	02-04	—	Y
COS – GM	—	—	01-12	04-06 only
CTE Tech Assess – GY	—	—	09-06	Y

Assessment	Fall	Spring	Year-round	Can results from previous FYs be reported?
ELA – GB	08-11	02-05	—	N
End of Course – GE	11-01	03-05	—	Y
Industry Cred – GW	—	—	01-12	Y
International Bac – IB	—	—	01-12	Y
KRA – GO	07-10	—	—	N
OELPA – GF	—	01-03	—	N*
Ohio’s Tests – GN	10-11 (3 rd ELA only)	03-05	—	N
Reading Diagnostic – RD	—	—	01-12	N
SAT – SA	—	—	01-12	Y
Star – GD	—	—	08-06	N
Tier 1 Screener – DS	—	—	01-12	N
WorkKeys – WK	—	—	01-12	Y

*For the FY24 reporting year, districts will be able to report results from the field test given in the FY23 school year.

PROCESS DESCRIPTION

Each Assessment Missing Report lists the SSIDs (Statewide Student Identifiers) of students for whom a result is expected but is not being reported. For assessments with multiple subjects, the student appears on the missing list for each missing subject. This data is checked against the test vendor file and the district’s enrollment data in order to determine whether a result is being reported.

Data is sorted within the report first by Attending Building IRN and then by Last Name. Each row on the Assessment Missing Report represents a missing assessment subject or area.

REPORT

Collections and Records

In general, this report will include the most recently reported data. The records used include the Student Standing (FS), Student Attributes–Effective Date (FD), Course Master (CN), Student Course (GN), Organization–General Information (DN), and Grade Schedule (DL) Records. From these, the elements in *Table 1* are used.

Table 1. Submitted Data Used in Creating the Assessment Missing Reports

Element Name	Record Field #
District Relationship	FS140
Effective End Date	FS090, FD070
Effective Start Date	FS060, FD060
Withdrawal Reason	FS100
District IRN	
Building IRN	
State Equivalent Grade Level	FD090
Organization IRN	DN050
Calendar Group	DN
Course Enrollment Start Date	GN160
Course Enrollment End Date	GN170
Course Start Date	CN280
Course End Date	CN290
Subject Code	CN050

Layout and Fields

The Assessment Missing Report is a Level 1 Report found in the Data Collection within the Preview Prepared Data and on the Reports Tab (see the “Level 1” link near the top of the page). The report name format is *Missing_Report_<Assessment/Collection Name>_Assessment_Collection_FY18*, where “<Assessment/Collection Name>” is replaced by the name of the assessment collection. For example, *Missing_Report_-COS_Spring-Fall_Assessment_Collection_FY18*.

Collection Request / Report Name	LEA	Category	Data Set
▼ Child Outcome Summary Assessment Collection FY18 (2018AGMFY)			
 Missing Report -COS Spring-Fall Assessment Collection FY18	Hogwarts 123456	Missing Data Report	A

Given the number of fields appearing in this report, a complete picture is not provided in this report explanation. Only the first columns appear in the table below; however, all fields are listed below the table, with explanations or definitions provided as warranted.

DISTRICT IRN	COLLECTION REQUEST	ATTENDING BLDG IRN	EMIS STUDENT ID NUMBER	STATE STUDENT ID	LASTNAME	FIRSTNAME
043816	2018AGEFL	Not Available	Not Available	EJ2345678	Not Available	Not Available

DISTRICT IRN. The IRN of the district running the Prepare.

COLLECTION REQUEST. A different code exists for each collection.

ATTENDING BLDG IRN (Attending Building IRN).

EMIS STUDENT ID NUMBER. The student’s local ID.

STATE STUDENT ID (SSID).

LASTNAME.

FIRSTNAME.

MIDDLENAME.

ASSESSMENT TYPE. The assessment types can be found in the EMIS Manual Section 2.8 Student Assessment Record.

ASSESSMENT AREA CODE. The assessment area codes can be found in the EMIS Manual Section 2.8 Student Assessment Record.

ASSESSMENT AREA CODE DESCRIPTION. The assessment area code descriptions can be found in the EMIS Manual Section 2.8 Student Assessment Record.

TEST GRADE LEVEL.

TEST DATE. The date the test was administered.

FA STATUS. Student Assessment (FA) Record Status. Every row on the Assessment Missing Report will be assigned a Status. The statuses found on this report are as follows:

- Fatal – there is a Level 1 error preventing data to come through
- Missing – a student assessment record has not been reported by the district
- Missing record reported NOT in the test window. The assessment record matches a missing assessment, but it cannot remove the student from the missing because the test date is not within the current test window. If the record passes validation it will be submitted.
- Valid – the student assessment record has been submitted by the district and meets processing checks

MISSING REASON. Every row on the Assessment Missing Report will be assigned a Missing Reason. The reasons found on this report are as follows:

- Enrolled in test window
- Has vendor test result
- Enrolled in test window and has test result

OTHER PARTICIPATING ASSESSMENTS. This column only appears on the Spring Assessment Missing Lists in the table below. The table lists the possible values for this column along with an explanation of each value. The value depends on whether the student also appears on other Spring Assessment or OELPA Missing Lists. The End of Course Missing List is based on course reporting and vendor files; the Alternate Assessment and OELPA Standard 3-8 Missing Lists are based on student data (student attributes such as grade level, effective start date, end date, and withdrawal reason), special education event reporting, and vendor files.

The value in this column is based on the district’s most recent prepare. This value will change or be removed once valid assessment scores or Score Not Reported reasons for the relevant tests have been included in the district’s assessment collections. Note that a student could be appearing on the Missing List for multiple test subjects. For example, a student may be on the EOC missing for algebra and American history. “End of Course” will continue to appear in this column until test results or Score Not Reported reasons have been reported for both tests.

It’s likely that the Spring Alternate Assessment, which opens first, will contain references to other missing lists that open later, EOC Spring and Spring 3-8. In those cases, the references in the Other Participating Assessments column will not change until changes are made in those later collections.

Spring Alternate	
3-8 Standard	Student also appears on the district's 3-8 Standard Assessment Missing Report.
End of Course	Student also appears on the district's End of Course Assessment Missing Report.
3-8 Standard and End of Course	Student also appears on both the district's 3-8 Standard Assessment and End of Course Missing Lists.
OELPA	Student also appears on the Missing Report for OELPA.
OELPA and End of Course and 3-8 Standard	Student also appears on both the district's 3-8 Standard Assessment and End of Course Missing Lists and OELPA Missing List.
Spring EOC	
3-8 Standard	Student also appears on the district's 3-8 Standard Assessment Missing List.
Alternate	Student also appears on the district's Spring Alternate Assessment Missing List.
Alternate and 3-8 Standard	Student also appears on both the district's Spring Alternate and Spring 3-8 Standard Assessment missing lists.
OELPA	Student also appears on the Missing Report for OELPA.
Alternate and OELPA	Student also appears on both the district's Spring Alternate and OELPA Missing Report
Spring 3-8	
End of Course	Student also appears on the district's End of Course Assessment Missing Report.
Alternate	Student also appears on the district's Spring Alternate Assessment Missing List.
Alternate and End of Course	Student also appears on both the district's Spring Alternate and End of Course Assessment missing lists.
OELPA	Student also appears on the Missing Report for OELPA.
OELPA and Alternate	Student also appears on both the district's OELPA and Spring Alternate Missing Report.
Spring OELPA	
End of Course	Student also appears on the district's End of Course Assessment Missing Report.
3-8 Standard	Student also appears on the district's 3-8 Standard Assessment Missing Report.
Alternate	Student also appears on the district's Spring Alternate Assessment Missing List.
Alternate and End of Course	Student also appears on both the district's Spring Alternate and End of Course Assessment missing lists.
Alternate and 3-8 Standard	Student also appears on both the district's Spring Alternate and Spring 3-8 Standard Assessment missing lists.
3-8 Standard and End of Course	Student also appears on both the district's 3-8 Standard Assessment and End of Course Missing Lists.
End of Course and Alternate and 3-8 Standard	Student also appears on both the district's End of Course and Spring Alternate and 3-8 Standard Assessment missing lists.

RUN DATE. The date the Prepare is completed by the district in the Data Collector.

Table 2. High School Courses Associated with End-of-Course Tests

High School End-of-Course Test	EMIS Course Code	Course Title	Notes/Clarification
English Language Arts I*	050160	Integrated English Language Arts I	District course titles may include: English 9, Freshman English, Humanities 9 *Students who entered grade 9 on or after July 1, 2019, do not take the English language arts I test, regardless of their enrollment.
English Language	050170	Integrated English Language	District course titles may include: English

High School End-of-Course Test	EMIS Course Code	Course Title	Notes/Clarification
Arts II		Arts II	10, Sophomore English, Humanities 10
Algebra I	110065	Advanced Mathematics 8	All students should be taking an End-of-Course test, either Algebra I or Integrated Math I.
	110301	Algebra I	
	110480	Applied Algebra or Applied Mathematics I	These students may not take an End-of-Course test if used as first year of a two-year program.
Geometry	111200	Geometry	
	110490	Applied Geometry or Applied Mathematics II	These students may not take an End-of-Course test if used as first year of a two-year program.
Integrated Mathematics I	110065	Advanced Mathematics 8	All students should be taking an End-of-Course test, either Algebra I or Integrated Math I.
	110010	Mathematics I (Integrated math course)	Students taking this test should be receiving instruction based upon the content specified on the Department website Ohio's Learning Standards document Appendix A for Mathematics 1.
	110480	Applied Algebra or Applied Mathematics I	These students may not take an End-of-Course exam if used as first year of a two-year program.
Integrated Mathematics II	110020	Mathematics II (Integrated math course)	Students taking this test should be receiving instruction based upon the content specified on the Department website Ohio's Learning Standards document Appendix A for Mathematics 2.
	110490	Applied Geometry or Applied Mathematics II	These students may not take an End-of-Course test if used as first year of a two-year program.
Biology	132230	Biology	
	132330	Advanced Biology	
American Government	150300	Government (American)	
	150308	Government/Economics (American)	
	159950	Government & Politics (United States)	
American History	150810	History (American)	
	152300	History (Integrated)	