

**ODE ITC EMIS Training Q & A
May/June 2022**

Below are some of the questions that were asked during the ODE ITC EMIS Training sessions held between May 31 and June 3, 2022. The questions are in order by topic and include the answer and, in many cases, a link to EMIS documentation where the information can be found. Questions received via Teams Chat and the phone have been included. These Q&A documents, as well as training schedules and presentations, are available on our [EMIS Training webpage](#). Note that the [EMIS Manual](#) continues to be the authoritative source for EMIS reporting guidance.

Remaining FY22 Reporting – Student

Q1 *If a special education student deferred their diploma in the previous year and has accepted this year, are they to be withdrawn using Withdrawal Reason 99?*

A1 Yes, Withdrawal Reason 99 should be reported to reflect that the student has met all graduation requirements. See [EMIS Manual Section 2.4](#).

Q2 *When should special education events be reported for a preschool student screened in the spring, but who will not enroll until the following school year?*

A2 All events would be reported with the Student Special Education (GE) Record when the student enrolls the following school year. See [EMIS Manual Section 2.13](#).

Q3 *Should the Student Special Education Graduation Requirement (FE) Record continue to be reported for grade level 23 students?*

A3 Yes, the district needs to continue to report the exemption until the student accepts their diploma. See [EMIS Manual Section 2.14](#).

Q4 *Should an IEP Test Type (GE160) of ALT continue to be reported for grade level 23 students who have completed all test requirements?*

A4 Yes. Everything with the IEP needs to remain the same for grade level 23 students. See [EMIS Manual Section 2.13](#).

Q5 *Suppose a student is withdrawn using either the Student Withdrawal Override (FC) or Student Summer Withdrawal (FL) Record. Would they also be reported using Withdrawal Reason 81 to remove the student from current year reporting?*

A5 No. Students being reported with either an FC Record or an FL Record in the current school year are students who were enrolled in the district in the prior year, are not enrolled in the current year, and have not yet been reported as withdrawn from that district. Withdrawal Reason 81 is not appropriate for such students. The appropriate Withdrawal Reason should be reported on the FC or FL Record; no FS, FD, or GI Records should be reported. See [EMIS Manual Sections 2.17 and 2.18](#) and [EMIS Change 23-77](#).

Q6 *Is there a way to correct a student's graduation cohort after the first year of the assignment?*

A6 Yes, corrections to cohort assignments after the first year can be made with the Graduate Cohort appeal. See the [EMIS Data Appeals webpage](#).

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- Q7** *Is the new (ENRL-001) Resident Students Educated Elsewhere Report based on the educating district or resident district's data?*
- A7** Students appear on the ENRL-001 report based on the District of Residence IRN reported by the educating district. See the [\(ENRL-001\) Resident Students Educated Elsewhere report explanation](#).
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- Q8** *Does the new Level 2 (ENRL-002) Student 81 Withdrawal Error Report look at students who were reported as enrolled in any prior year or just in the previous year?*
- A8** The ENRL-002 Report will include any student with an 81 Withdrawal Reason in the current school year who was not reported as withdrawn at the end of the *previous* year. See the [\(ENRL-002\) Student 81 Withdrawal Error Report report explanation](#).
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Remaining FY22 Reporting – Staff and Course

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- Q9** *Should a Student Course Grade (FR) Record be updated if the Grade (FR080) is initially reported with option U-Unknown?*
- A9** If the student earns an actual final grade, that value should be reported. See [EMIS Manual Section 4.8](#).
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- Q10** *Should a student who enrolls late in the year and does not earn a grade in a course be reported with an E-Excused?*
- A10** E-Excused is not a valid Grade (FR080) element option. Report the grade option that best represents the mark(s) earned by the student for the reported term. See [EMIS Manual Section 4.8](#).
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- Q11** *What Grade (FR080) should be reported for students who drop a course or withdraw before any grade or credit was earned?*
- A11** Option W-Withdrew before earning credit should be reported in this situation. See [EMIS Manual Section 4.8](#).
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- Q12** *Should a Student Course Grade (FR) Record be reported for elementary students?*
- A12** The Student Course Grade (FR) Record should be reported for all courses that award high school credit. It is optional reporting for students in courses that do not award high school credit. See [EMIS Manual Section 4.8](#).
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- Q13** *Why do students who received a final grade of F appear on the new Level 2 (MISS-001) Student Course Grade Missing Report?*
- A13** Students are included on the new Level 2 (MISS-001) Student Course Grade Missing Report if the course they were enrolled in ended more than 30 days ago and no grade has been reported with a Grade Status (FR090) of F-Final. See the [\(MISS-001\) Student Course Grade Missing report explanation](#).
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- Q14** *Do numeric grades need to be translated to a letter grade to be reported with the Student Course Grade (FR) Record?*
- A14** Yes. If districts do not assign letter grades, an appropriate conversion should be used to report one of the valid Grade (FR080) options. See [EMIS Manual Section 4.8](#).
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Remaining FY22 Reporting – Calendar, Assessments, and Financial

Q15 *What is the difference between the shortened day DN attributes for Calendar reporting?*

A15 There are three Calendar Group DN attributes that represent a shortened day.

- C_HSHRTWEA = Hours in session when a group's day was interrupted by weather
- C_HSHRTPLN = Hours in session when a group's day was shortened for a planned reason other than weather, including
 - Teacher professional days
 - Parent-teacher conference days
- C_HSHRTNOP = Hours in session when the group's day was shortened for an unplanned reason other than weather, such as a power outage.

See [EMIS Manual Section 5.3](#).

FY23 Retention – Grade 3 Only

Q16 *How are students in grade levels other than grade 3 reported as retained?*

A16 Non-grade 3 students are not reported as retained. Their retention is indicated by reporting the same grade level in the State Equivalent Grade Level (FD090) two or more years in a row. See [EMIS Manual Section 2.5](#).

FY23 EMIS Changes

Q17 *When will the Final Exiting Student Follow-up Collection close?*

A17 This new collection will close in the summer. For the exact date, watch for the FY23 EMIS Data Collection Calendar to be posted. There will be an item in the Newsflash alerting the field to the posting of the FY23 calendar. See the [EMIS Data Collection Calendars webpage](#).

Q18 *If the district procures no glucagon, inhalers, or epinephrine, should the attributes still be reported with a count of zero?*

A18 Districts can either report the attribute(s) with zero in the Attribute Number (DN090) element or not report the attribute(s). See [EMIS Manual Section 5.3](#).

Q19 *Will the Employee ID (GQ070) be required with the new Itinerant program codes?*

A19 No, an Employee ID will not be required with the new codes. See [EMIS Change 23-51](#).

ODDEX

Q20 *Is the reason for canceling a claim required in the Student Claiming Module (SCM)?*

A20 Yes. When canceling a claim, the Cancel Reason is a required field to be completed. A drop-down menu provides options to choose from – Incorrect Match, Never Attended, and Claimed in Error. There is also an optional Notes field that can be used. See [ODDEX Help](#).

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Q21 *Is there a way to search for students with a Student Special Education Graduation Requirement (FE) Record reported in ODDEX?*

A21 While there is currently no search option for the Student Special Education Graduation Requirement (FE) Record at the student level, there is a Special Education Grad Required Export. See [ODDEX Help](#).

Q22 *Are the new roles for the new Work-Based Learning Module available now in OEDS?*

A22 Yes, the new Data View-ODDEX WBL and Verifier-ODDEX WBL roles are available in OEDS.
