# Student Program (GQ) (Ohio)

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Tool Search: OH Extracts

The Ohio Student Program (GQ) extract reports all programs/services a student is participating in and/or receiving during the corresponding Reporting Period and Date Range. The extract includes programs for students with an active enrollment record during the selected calendar and a null program End Date and/or a program Start Date within the Date Range entered on the extract editor. Programs with an end date within the Date Range entered on the extract editor will report.

There is no limit to the amount of programs in which a student can participate. If a student withdraws from a program during the school year, the program code for the student will still report.
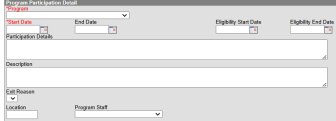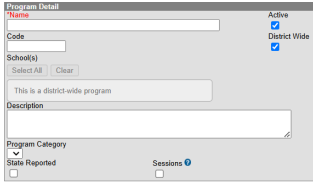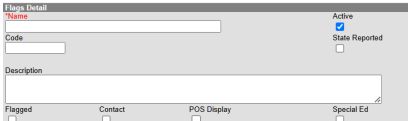


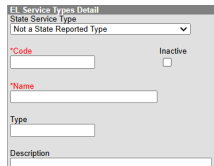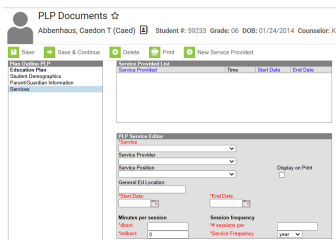*Student Program (GQ) Extract Editor*

# Reporting Population and Business Rules

The following report logic is true for each Program type. For all program types, data reports from the most recent Enrollment with a Service Type of P or N.
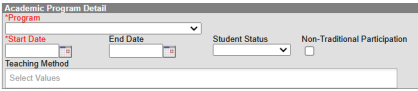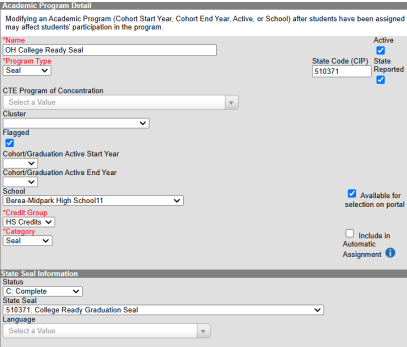
RequirementSpo

| # | Requirement |
|---|---|
| **R1** | Reports ONLY one record per UNIQUE reportable program **code** per student. |
| **R2** | Student MUST be enrolled on at least one date, in at least one calendar - on/between the Date Range selected on the Extract Editor to report. |
| R2.BR1 | To report, enrollment must not be flagged State Exclude or No Show; student's Mapped State Grade Level must not be State Excluded, and the Calendar of enrollment must not be State Excluded<br>i.e. Students flagged as No Show or State Excluded on all active Calendars/Enrollments and/or Grade Levels - do not report. |
| **R3** | Program (code) of record MUST be active on at least one date on/between the Date Range selected on the Extract Editor to report. |
| R3.BR1 | If the student is in the program and then withdraws from the district during the year, the program code for the student still reports. |
| R3.BR2 | Duplicate codes MUST not report. |
| R3.BR2.A | If the student has multiple enrollments during the school year (assumes Service Type meets program of record requirements), Report field data from most recent. Should multiple be active, report from enrollment with most recent start date,<br>  1. If multiple active have same enrollment start - report from last entered |
| R3.BR2.B | Post Processing to remove duplicates:<br>  1. Must be applied BOTH when 'Pull data from SPED product integration' is checked AND when 'Pull data from SPED product integration' is NOT checked<br>    1. ONLY 1 record per Student/UNIQUE Program Code combination may report.<br>      1. *No limit to the number of \*unique program records may report per student.* |
| **Requirements by Program Area** | |
| **R4** | **Student Information > State Programs > Extended School Year (ESY)** |
| R4.BR1 | Report all active and inactive programs found within the Date Range entered on the extract editor.<br><br>Program Information<br>Start Date: (Required)    End Date:<br>month/day/year    month/day/year<br>ESY Status:<br>Comments:<br>Maximum 255 characters<br><br>i.e. Programs with no End Date or an End Date within the Date Range MUST report. |
| R4.BR2 | At least one reportable calendar enrollment for this student must have **Service Type = P or N** to report. |

| # | Requirement |
|---|---|
| **R5** | **Student Information > General > Programs** |
| R5.BR1 | Report all active and inactive programs found within the Date Range entered on the extract editor.<br><br><br><br>i.e. Programs with no End Date or an End Date within the Date Range MUST report. |
| R5.BR2 | At least one reportable calendar enrollment for this student must have **Service Type = P or N** to report. |
| R5.BR3 | Student Information > Program Administration > **Program Setup**<br>To report, a Code MUST be entered AND State Reported MUST be selected.<br><br> |
| **R6** | **Student Information > General > Flags** |
| R6.BR1 | Report all active and inactive flags found within the Date Range entered on the extract editor.<br><br><br><br>i.e. Flags with no End Date or an End Date within the Date Range MUST report. |
| R6.BR2 | At least one reportable calendar enrollment for this student must have **Service Type = P or N** to report. |
| R6.BR3 | Student Information > Program Administration > **Program Setup**<br>To report, a **Code** MUST be entered AND **State Reported** MUST be selected.<br><br> |
| **R7** | **Student Information > English Learners > English Learners (EL) Services** |

| # | Requirement |
|---|---|
| R7.BR1 | Report all active and inactive EL Services **not flagged Parent Refused** found within the Date Range entered on the extract editor.<br><br>![EL Services Detail screenshot]<br><br>i.e. EL Services with no End Date or an End Date within the Date Range MUST report. |
| R7.BR2 | At least one reportable calendar enrollment for this student must have **Service Type = P or N** to report. |
| R7.BR3 | To report, the service must NOT be flagged Parent Refused |
| R7.BR4 | To report, Service Type MUST = 235014, 235015, 235017, 235019, 235021, 235099, 235023, or 235025 |
| R7.BR5 | Student Information > Program Administration > **English Learners (EL) Service Type Setup**<br><br>![EL Service Types Detail screenshot]<br><br>**State Service Type** selected must be a valid state code - *i.e. MUST NOT = Not a State Reported Service Type* |
| **R8** | **Student Information > PLP > PLP Documents:  Services** |
| R8.BR1 | Report all active and inactive PLP Services found within the Date Range entered on the extract editor.<br><br>1. PLP Document of record has Services available with Type & Start/End Dates entered:<br><br>![PLP Documents screenshot] |
| R8.BR2 | At least one reportable calendar enrollment for this student must have **Service Type = P or N** to report. |

| # | Requirement |
|---|---|
| R8.BR3 | Student Information > PLP Administration > **PLP Services Setup**  All of the following MUST be true:<br>• **Type** = Normal Service<br>• **State Code** is NOT NULL |
| **R9** | **Scheduling & Courses > Courses > Course Information:   State Defined > Program Code** |
| R9.BR1 | Report all students rostered in courses within the Date Range of the extract editor that have a Program Code = NOT NULL. |
| R9.BR2 | The student's Roster must be active on at least one date in the reporting range to report |
| R9.BR3 | If the student is Rostered in multiple courses where Program Code is the same value - only one record may report. |
| R9.BR4 | At least one reportable calendar enrollment for this student may have a **Service Type = P, N or S.** |
| R9.BR5 | **Exclude from State Reporting** on the Course Editor must NOT be checked |
| **R10** | **Student Information > General > Graduation:   State Seal Information** |
| R10.BR1 | At least one reportable calendar enrollment for this student must have **Service Type = P or N** to report |
| R10.BR2 | A record MUST NOT report if **Status** = NC (Not Completed) or BLANK |
| R10.BR3 | A record reports for **Status** = IP (In Progress) - the Student Plans to Earn Value Code |
| R10.BR4 | A record reports for Status = C (Completed) - the Seal Earned Code |
| R10.BR5 | A valid State Seal must be selected to report. |
| **R11** | **Student Information > Academic Planning > Programs:  State Seal Information** |
| R11.BR1 | At least one reportable calendar enrollment for this student must have **Service Type = P or N** to report |

| # | Requirement |
|---|---|
| R11.BR2 | Student has an Academic program that is active on at least one date in the reporting range:<br> |
| R11.BR3 | Student Information > Program Administration > **Academic Program Setup: State Seal Information**<br><br>• A record MUST NOT report if **Status** = NC (Not Completed) or BLANKR<br>• A record reports for **Status** = IP (In Progress) - the Student Plans to Earn Value Code<br>• A record reports for **Status** = C (Completed) - the Seal Earned Code<br>• A **State Seal** must be selected to report. |

| **Special Ed Services** | |
|---|---|
| **R12A** | **Special Ed Services** with **Pull data from SPED product integration =** NOT CHECKED |
| R12A.BR1 | Reports one record per reportable Related Service per student **AND** reports one record per student when "Does the child require special transportation" = Yes |
| R12A.BR2 | Student Information > Special Ed > Special Ed Documents:  Special Ed Services<br>1. Student has an **Related Service** that is active on at least one date in the reporting range:<br>    1. Related Services with no End Date or an End Date within the Date Range should report. |
| R12A.BR3 | Student Information > Special Ed Administration > **Special Ed Services Setup** |
| R12.B3.a | Service must be mapped to a State Code<br>1. Student Information > Special Ed > Documents > Related Services > Type of Service<br>2. System Administration > Special Ed > Services > State Code |

| # | Requirement |
|---|---|
| R12A.BR4 | 1. *Transportation as a Related Service*<br>    1. IEP > **Transportation as a Related Service**<br>    2. Reports a "215021" (in Program Code) record when "Does the child require special transportation" = Yes |
| R12A.BR5 | **FLAGS**<br>SPED Service Codes:  **211001** (Alternative Placement) & **220100** (Preschool Special Education Itinerant Services) may report via Programs (R5) or FLAGS (R6) with a code of 211001 or 220100 respectively. |
| **R12B** | **Special Ed Services** with **Pull data from SPED product integration = CHECKED** |
| R12B.BR1 | 1. If third party SPED integration is set up then:<br>    1. Make API call<br>    2. Set parameters<br>        1. When calendar is selected, the fiscal year associated with the calendar and the building number should be passed through API.<br>        2. When reporting period is selected, the reporting period should be passed through API.<br>        3. When start and/or end dates are entered, start and end dates should be passed through API.<br>        4. When ad hoc filter is selected, the EMIS Student ID numbers should be passed in the filter though API.<br>    3. Extract data<br>    4. Each record returned would create one record in the report.<br>    5. Records are matched with campus data on EMIS Student ID number<br><br>*If third party SPED integration is NOT set up then follows 12A requirements above* |

If the district has configured a vertical reporting connection with SameGoal and *Pull data from SPED product integration* is marked on the extract editor, data for Special Ed programs report from SameGoal rather than from documents created in Campus.

When generating a report, applicable data is reported from a single source: either Campus-managed special education documents or from SameGoal. Data cannot be reported from both sources in a single report. Best practice is to manage special education documents either all in Campus or all in SameGoal.

See the SameGoal FAQ article for answers to commonly-asked questions about SameGoal connections.

The Employee ID field is required for students reported with the following:
• 305003 Career Assessment program code
• 206xxx series of Gifted program codes

• 220100 Preschool Itinerant Services

In addition, if a district contracts with an EMIS reporting entity, such as an ESC, to provide any services or programs to students, the IRN of the entity providing the service should be reported in then Program Provider IRN element.

# Report Editor

The following table describes the options available in the extract editor.

| Editor Field | Description |
|---|---|
| **Extract Type** | The type of extract being generated. In this case, select **Student Program (GQ)**. |
| **Reporting Period** | Indicates when the report is being submitted. Options are:<br>• A: Assessment<br>• C: Calendar<br>• G: Graduate<br>• L: Staff/Course<br>• S: Student |
| **Pull data from SPED product integration** | If SPED third-party integration is set up, mark this option. SPED data is pulled through API, not Infinite Campus. If incorrect data is extracted, districts must work with their third-party system to correct the data. |
| **Date Range** | Use the Date Range fields to determine the student enrollments to include in the report based on the Start and End Dates of enrollments within the selected calendar(s). |
| **Staff ID** | This option allows users to determine the Staff ID number to include in the report: Local Staff Number (Default) or Staff State ID. The extract defaults to reporting the Local Staff Number. |
| **Format** | The Format option allows users to determine the format in which the report generates. Options are *State Format (Fixed width), HTML, and CSV*. Use HTML and CSV formats for data review and verification. Use State Format for submission to the State. |
| **Ad hoc Filter** | Select a previously created Ad hoc Filter to limit which students appear in the report. Filters are created in the Filter Designer. |
| **Calendar(s)** | Students enrolled in the selected calendar(s) will appear in the report. |

# Generating the Extract

1. Select the Student Program (GQ) **Extract Type**.
2. Select the **Reporting Period**.

3. Indicate if the extract should **Pull data from SPED product integration** if desired. See the [SameGoal Integration](#) article for more information.
4. Enter the **Date Range** in *mmddyy* format or by clicking the calendar icon and selecting a date.
5. Use the **State ID** drop-list to select the Staff Number to report: Local Staff Number (Default) or Staff State ID. The extract defaults to Local Staff Number.
6. Select the extract **Format**. For submission to the state, select the State Format (Fixed width) option. To review data prior to submitting to the state, select any of the other available options.
7. Select which **calendar(s)** to include within the extract.
8. Select an **Ad hoc Filter,** if applicable.
9. Click **Generate Extract** to generate the report in the indicated format or **Submit to Batch** to schedule when the report will generate. If generating multiple extracts at a time (after Campus.1921), requests can only be submitted to the Batch Queue.

Users have the option of submitting a Student Program report request to the batch queue by clicking **Submit to Batch** instead of Generate Extract. This process will allow larger reports to generate in the background, without disrupting the use of Campus. For more information about submitting a report to the batch queue, see the [Batch Queue](#) article.

# Extract Layout

If the district has [configured](#) a vertical reporting connection with [SameGoal](#) and *Pull data from SPED product integration* is marked on the extract editor, data for Special Ed programs report from SameGoal rather than from documents created in Campus.

| Element Name | Description | Campus Interface |
|---|---|---|
| Filler1 | *Report blank space* | |
| Filler2 | *Report blank space* | |
| **Sort Type** | This field will always report a value of GQ for the Student Program (GQ) Extract. | N/A<br><br>Not Dynamically Stored |
| Filler3 | *Report blank space* | |
| **Fiscal Year** | The Fiscal Year determined by the end year of the current school year (i.e., 2025 for the 2024-2025 school year). | System Administration > Calendar > School Year > End Year |

| Element Name | Description | Campus Interface |
|---|---|---|
| **Reporting Period** | The reporting period in which data is being pulled. | OH State Reporting > OH Extracts > Reporting Period<br><br>Not Dynamically Stored |
| **Building IRN** | The building of instruction's state assigned six-digit information retrieval number (IRN).<br><br>This field will report the Building IRN Override. If null, this field will report the State School Number. | Student Information > General > Enrollments > State Reporting Fields > Building IRN Override OR System Administration > Resources > School > School Detail > State School Number<br><br>Enrollment.buildingIRNOverride; enrollmentOH.smtIRNOverride |
| **EMIS Student ID Number** | Report Student Number.<br><br>Pad with leading zero(s)  when necessary.<br><br>**SAMEGOAL**  SPED integration passes student number so the temp table must allow 15 digits for studentID | Census > People > Demographics > Person Identifiers > Student Number<br><br>Person.studentNumber |

| Element Name | Description | Campus Interface |
|---|---|---|
| **Program Code** | The student's assigned Program Code.<br><br>**Programs Tab**<br>Report Code<br><br>**Flags Tab**<br>Report Code<br><br>**PLP Services**<br>Report State Code<br><br>**EL Services**<br>Report State Service Type code from EL Setup<br><br>**Course Rosters**<br>Report Program Code from course editor<br><br>**State Seal Information**<br>1. If State Seal = Biliteracy, report Language code<br>    1. Else, report State Seal code<br><br>**Special Ed - Related Services**<br>Report State Code<br><br>**Transportation as a Related Service**<br>IEP > Transportation as a Related Service<br>Reports "215021" when "Does the child require special transportation" = Checked<br><br>Pad with left leading zero(s) if necessary<br><br>Only programs designated as **State Reported** are included on the Student Program (GQ) extract. | Student Information > General > Flags<br><br>Student Information > PLP > General > Documents > PLP Services<br><br>Student Information > Program Participation > English Learners (EL) > EL Services > State Service Type Course > Program Code<br><br>Student Information > General > Graduation > State Seal<br><br>Course.programCode<br>ProgramParticipation.programID;<br>Program.stateReported;<br>Enrollment.specialEdSetting |
| **Employee ID** | The Program Staff member.<br><br>1. Reports based on the Staff ID | Census > People > Identity > Local Staff Number |

| Element Name | Description | Campus Interface |
| --- | --- | --- |
| | selection made on the extract editor: | Census > People > Identity > Staff State ID |
| | 1. Student Information > General > Programs > Program Participation Editor > Program Participation Detail > Program Staff<br>   1. If ProgramCode = 206XXX, report the EmployeeID based on the extract editor selection.<br>   2. Pad with left leading zero(s) if necessary.<br>   3. If Program Staff is null, report blank space<br>   4. Else, report blank space.<br>2. Extract editor selection:<br>   1. When Staff ID = Local Staff Number (Default):<br>     1. Reports the value in Census > people > identity > Local Staff Number<br>     2. Left-zero pads to 9 digits<br>   2. When Staff ID = Staff State ID:<br>     1. Reports the value in Census > people > identity > Staff State ID<br>     2. Left-zero pads to 9 digits<br><br>---<br> 1. If ProgramCode = 206XXX, report Staff Number.<br> 2. Pad with left leading zero(s) if necessary.<br> 3. If Program Staff is null, report blank space<br> 4. Else, report 9 blank spaces. | Person.staffNumber |
| Filler4 | *Report blank spaces* | |

| Element Name | Description | Campus Interface |
|---|---|---|
| **Program Provider IRN** | The district IRN of the of the entity in contract with the reporting school district.<br><br>**Programs Tab**<br>Report Location. If NULL, report ******.<br><br>**Flags Tab**<br>Report Location. If NULL, report ******.<br><br>**Course Tab**<br>Report Program Provider IRN. If NULL, report ******.<br><br>*Alphanumeric 6 characters* | Student Information > General > Programs > Program Participation Detail > Location **OR** System Administration > Resources > District Information > State District Number OR Scheduling > Courses > Course > Program Provider IRN<br><br>ProgramParticipation.location<br>Course.programProviderIRN |
| **Program Enrollment Start Date** | *Reporting student's program enrollment start date not required (default)*<br><br>Reports 00000000 (ALL RECORDS) | Student Information > General > Flags > Start Date<br><br>ProgramParticipation.startDate |
| **Program Enrollment End Date** | *Last day a student is enrolled in a program where dates are required.*<br><br>Reports 00000000 (ALL RECORDS) | Student Information > General > Flags > End Date<br><br>ProgramParticipation.endDate |
| Filler5 | *226 characters* | |