EMIS Cross Enrollment Report (Ohio)

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PATH : *OH State Reporting > EMIS Cross Enrollment*

The EMIS Cross Enrollment Report can be used to audit the data of other districts for students with resident district relationships that receive instruction or services outside the district they would normally attend.
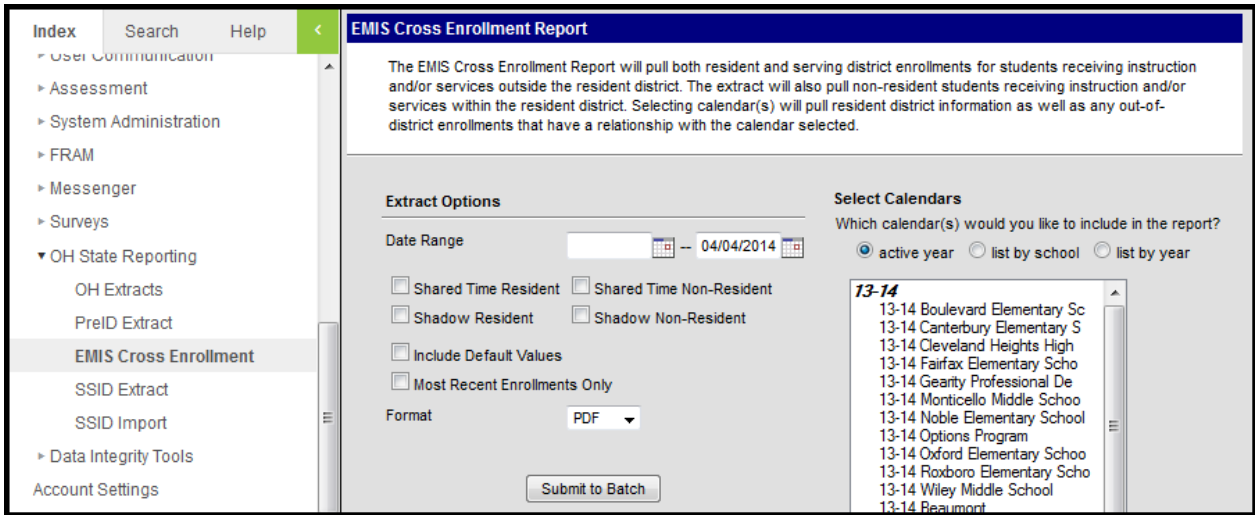

Image 1: EMIS Cross Enrollment Extract Editor

Report Logic

- Non-resident enrollments are reported after Resident District enrollment records.
- If **Most Recent Enrollments Only** is selected on the extract editor, the most recent enrollment prior to the End Date of the date range entered on the extract editor is reported.
  - One Record per calendar can be reported per student. A student can report multiple enrollments if enrolled in multiple calendars.
- If **Include Default Values** is selected, the following logic is used:
  - If NULL, the value found in the default column of the element is reported.
- Calendars, Students and Grade Levels marked Exclude are not reported.
- No Show enrollments are not reported.

Resident District Report Logic

- All resident district enrollments found within the Date Range of the extract editor where the service Type is P or N and the Percent of Time is less than 100 are reported.
- Resident District enrollments should be reported first and in bold.
- Resident enrollments that do not have a relationship with a non-resident district will not be reported.

Resident Student Reporting

- For Shared Time Residents, all enrollments where the Percent of Time is between 1 through 99 are reported.
- For Shadow Residents, all enrollments where the Percent of Time is 0 are reported.
- Non-resident district enrollments found within the Date Range entered on the extract editor where non-resident district enrollment's Legal District of Residence or How Received IRN equals the State District Number of the resident district are reported.
  - Only enrollments where Service Type is P or N are reported.
- Non-resident district enrollments found within the Date Range entered on the extract editor where resident district enrollment's Sent To IRN 1 or Sent To IRN 2 equal the State District Number of the non-resident district are reported.
  - Only enrollments where Service Type is P or N are reported.

Non-Resident Student Reporting

- For Shared Time Residents, all enrollments where the Percent of Time is between 1 through 99 are reported.
- For Shadow Residents, all enrollments where the Percent of Time is 0 are reported.
- Non-resident district enrollments found within the Date Range entered on the extract editor where non-resident district enrollment's Sent To IRN 1 or Sent To IRN 2 equals the State District Number of the resident district are reported.
  - Only enrollments where Service Type is P or N are reported.
- Non-resident district enrollments found within the Date Range entered on the extract editor where resident district enrollment's How Received IRN or Legal District of Residence equal the State District Number of the non-resident district is reported.
  - Only enrollments where Service Type is P or N are reported.

Extract Editor Options

Field	Description
Date Range	Enter the date range from which the data is to be reported. Dates may be entered in *mmddyy* format or by clicking the calendar icon and selecting a date. The Date Range end date defaults to the current day.
Shared Time Resident	Mark the checkbox to include students whose Percent of Time is between 1 through 99 due to receiving instruction and/or services from a district outside the resident district.
Shared Time Non-Resident	Mark the checkbox to include students whose Percent of Time is between 1 through 99 due to entering a district in which they do not reside to receive instruction and/or services.
Shadow Resident	Mark the checkbox to include students who leave the reporting district in which they reside to receive all educational instruction and/or services.
Shadow Non-Resident	Mark the checkbox to include students who enter the reporting district to receive all educational instruction and/or services.

Field	Description
Include Default Values	Mark the checkbox to report the default values for elements that are NULL.
Most Recent Enrollments Only	Mark the checkbox to include only the most recent enrollment prior to the End Date of the date range entered on the extract editor.
Format	Select a format in which the data is to be reported. Options include PDF, CSV and HTML.
Select Calendars	Select which Calendar(s) to include in the report by clicking the calendar icon. Multiple calendars may be selected.

Generating the Report

1. Enter a **Date Range** in the extract editor.
2. Mark at least one of the **Shared Time** or **Shadow** checkboxes to include in the report.
3. Mark the **Include Default Values** checkbox if default values are desired.
4. Mark the **Most Recent Enrollments Only** checkbox if desired.
5. Select the **Format** in which the data is to be reported.
6. Select which **calendar(s)** to include in the report.
7. Click **Submit to Batch**. The report will enter the batch queue to reduce system stress and may take a moment to generate.

To access batch reports from the State Edition, click on the Batch Report Complete message in the Process Alerts (formerly Process Inbox) to access the Batch Queue and click on the report to view it.

Image 2: EMIS Cross Enrollment Extract - PDF

Image 3: EMIS Cross Enrollment Extract - CSV

Image 4: EMIS Cross Enrollment Extract - HTML

Report Layout

Element	Description & Format	Campus Location
Last Name	Identifies the student's legal last name. *Alphanumeric, 50 characters*	Census > People > Person > Identifiers > Last Name Identity.lastName
First Name	Identifies the student's legal first name. *Alphanumeric, 30 characters*	Census > People > Person > Identifiers > First Name Identity.firstName
Middle Initial	Identifies the student's middle initial. *Alphanumeric, 20 character*	Census > People > Person > Identifiers > Middle Name Identity.middleName
SSID	Identifies the student's state identification number. *Numeric, 10 digits*	Census > People > Demographics > Person Identifiers > State ID Person.stateID
Birthdate	Identifies the student's date of birth. *Date Field, 8 characters, MM/DD/YYYY*	Census > People > Person Identifiers > Birth Date Identity.birthDate
Gender	Identifies the student's gender. *Alphanumeric, 2 characters*	Census > People > Person > Identifiers > Gender Identity.gender
Race	Indicates the student's state designated race/ethnicity. *Numeric, 1 character*	Census > People > Person Identifiers > Race/Ethnicity Identity.raceEthnicity

Element	Description & Format	Campus Location
District	Identifies the state district number. *Numeric, 6 characters*	System Administration > Resources > District Information > State District Number District.number
School	Identifies the school's building IRN override. If null, the state school number is reported. *Numeric, 6 characters*	Student Information > General > Enrollments > State Reporting > Building IRN Override EnrollmentOH.buildingIRNoverride
Year	Identifies the school year. *Date Field, 5 characters, YY-YY*	System Administration > Resources > Calendar > Calendar > School Year > Start Year AND System Administration > Resources > Calendar > Calendar > School Year > End Year Not Dynamically Stored
Grade	Indicates the student's state grade level. *Alphanumeric, 2 characters*	Student Information > General > Enrollments > Grade Level Enrollment.grade
Start Date	Identifies the student's enrollment start date. *Date Field, 8 characters, MM/DD/YYYY*	Student Information > General > Enrollments > Start Date Enrollment.startDate
End Date	Identifies the student's enrollment end date. *Date Field, 8 characters, MM/DD/YYYY*	Student Information > General > Enrollments > End Date Enrollment.endDate
End Status	Indicates the student's enrollment end status. *Alphanumeric, 2 characters*	Student Information > General > Enrollments > End Status Enrollment.endStatus

Element	Description & Format	Campus Location
Percent of Time	Indicates the average percent of time during the week the student participates in any instruction provided by a certified/licensed employee. If NULL, 000 is reported. *Alphanumeric, 3 characters*	Student Information > General > Enrollments > State Reporting Fields > Student Percent of Time Enrollment.percentEnrolled
Legal District of Residence	Identifies the IRN number of the city/municipal, local or exempted village school district in which the student's parents reside. If the Legal District of Residence field is null, the District Code for the student's primary address is reported. *Numeric, 6 digits*	Student Information > General > Enrollments > State Reporting Fields > Legal District of Residence OR Census > People > Households > Address Information > District Enrollment.resident District
How Received	Describes how the student arrived at the district. If the Student Status field is null, a value of ** is reported. *Alphanumeric, 1 character*	Student Information > General > Enrollments > State Reporting Fields > Student Status Enrollment.stateAid
How Received IRN	Identifies the district which received the student. If the How Received IRN field is null, a value of ****** is reported. *Numeric, 6 characters*	Student Information > General > Enrollments > State Reporting Fields > How Received IRN Enrollment.servingDistrict
Sent Percent 1	Indicates the average percent of time during the week the student participated in any instruction provided by an employee at a non-EMIS reporting entity. *Alphanumeric, 3 characters*	Student Information > General > Enrollments > State Reporting Fields > Sent to Percent of Time 1 EnrollmentOH.sentToPercentofTime1

Element	Description & Format	Campus Location
Sent IRN 1	Identifies the district to which the student was sent. *Alphanumeric, 6 characters*	Student Information > General > Enrollments > State Reporting Fields > Sent To IRN 1 EnrollmentOH.senttoIRN1
Sent Reason 1	Indicates the reason the student was sent to another district. *Alphanumeric, 2 characters*	Student Information > General > Enrollments > State Reporting Fields > Sent Reason 1 Enrollment.servingDistrictStatus
Sent Percent 2	Indicates the average percent of time for a week the student participated in any instruction provided by an employee at a non-EMIS reporting entity. *Alphanumeric, 3 characters*	Student Information > General > Enrollments > State Reporting Fields > Sent Reason 2 EnrollmentOH.sentReason2
Sent IRN 2	Identifies the district the student is sent if the student is simultaneously being sent to a second district *Alphanumeric, 6 characters*	Student Information > General > Enrollments > State Reporting Fields > Sent To IRN 2 EnrollmentOH.senttoIRN2
Sent Reason 2	Indicates the reason the student was sent to a second district. *Alphanumeric, 2 characters*	Student Information > General > Enrollments > State Reporting Fields > Sent Reason 2 EnrollmentOH.sentReason2
District Relationship	Identifies the educational relationship between the student at the district. Options include the following: • **1**: Student rec instrct from rept district • **2**: Student rec serv no instrct from rept district • **3**: Rpt district has obligation to submit data in EMIS *Alphanumeric, 1 character*	Student Information > General > Enrollments > State Reporting Fields > District Relationship EnrollmentOH.districtRelationship

Element	Description & Format	Campus Location
Disadvantage	Indicates whether the student is disadvantaged or comes from a disadvantaged home. Options include the following: • *****: Not Applicable • **1**: Economic Disadvantagement • **2**: Career Tech Academic Disadvantagement • **3**: Career Tech Both Econ/Academic Disadvantagement *Alphanumeric, 1 character*	Student Information > General > Enrollments > State Reporting Fields > Disadvantaged Enrollment.disadvantaged
Homeless	Indicates whether the student is homeless. Options include the following: • *****: Not Applicable • **A**: Homeless Shelter • **B**: Unsheltered • **C**: Doubled Up • **I**: Hotel/Motel *Alphanumeric, 1 character*	Student Information > General > Enrollments > State Reporting Fields > Homeless Enrollment.homeless