

The Department of Education and Workforce funds development of EMIS training materials as part of the EMIS Alliance grant. There is an expectation that ITCs will utilize these materials in training provided to your districts. That said, there are restrictions on use of the EMIS Alliance materials as follows: Materials developed as part of the EMIS Alliance program must be provided <u>at no cost</u> to your training participants. If you utilize the EMIS Alliance training materials – in whole or in part – you must <u>not</u> charge participants a fee to attend the class where the materials are used. Likewise, you may <u>not</u> use the materials or any portion thereof in any event where a fee is charged to attend. Exceptions must be approved in writing by the Department of Education and Workforce in advance of scheduling/promoting any event which may violate these restrictions.

Questions regarding appropriate use of EMIS Alliance materials, or requests for exception to the restrictions noted above, should be directed to Melissa Hennon [Melissa.Hennon@education.ohio.gov].

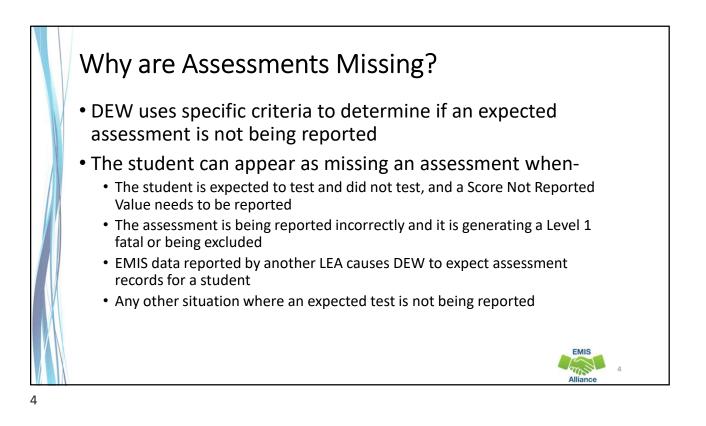


EMIS

Overview

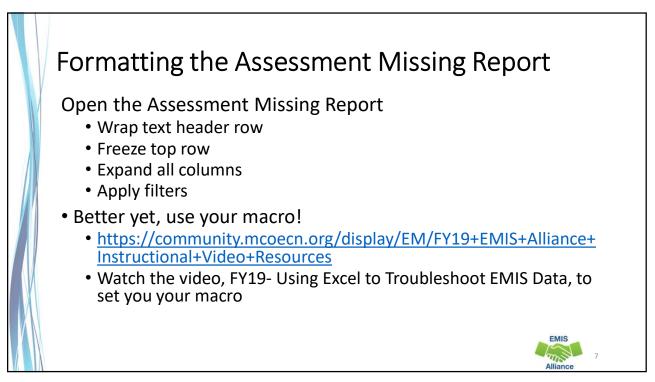
- Assessment missing reports can be used prior to and after receiving assessment results to review students for whom test results are expected and who do not have results reported
- This is not a comprehensive assessment training but rather a focused session on working with assessment missing reports
- EMIS Staff should work closely with testing staff to ensure student assessments are reported to EMIS correctly and completely

3

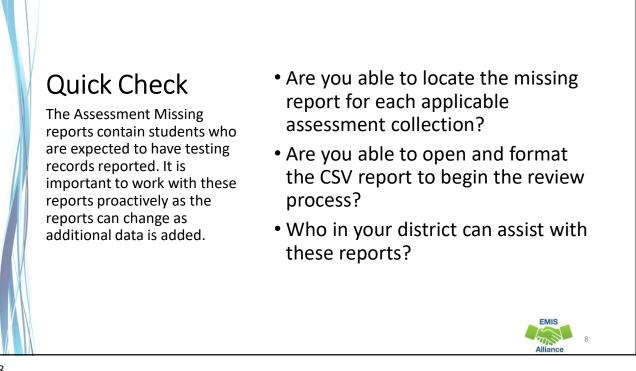


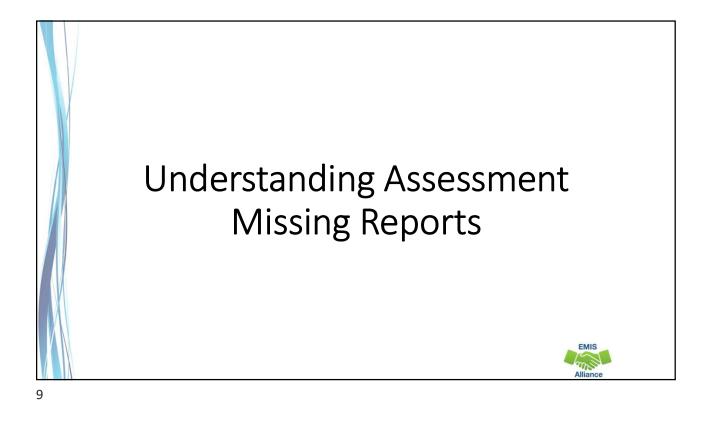
	Accessing Missing Assessme	nt Reports
	Assessment Collection Example	
	Child Outcome Summary Assessment Collection (FY24) FY24-A-Erly Lrng-COS: Required collection for Early Learning Childhood Outcome Summary Stat	te Assessments. Collection required for all Traditional Dist 🧐
	Submissions: October 19, 2023 - August 23, 2024 (158 days till close) Version: 1 Status: The collection was submitted October 20, 2023 at 01:51:36 PM by Submission Status: Processing Completed (October 20, 2023 at 01:51:40 PM)	From ODE: Level 2 Reports
	Submission Number: 1 (attempt 1) Actions: Start Collection Add New Scheduled Collection Set Default Collection properties	Prepare Output: View submission 1 Data
		Select the submission link
		EMIS 5 Alliance
5		

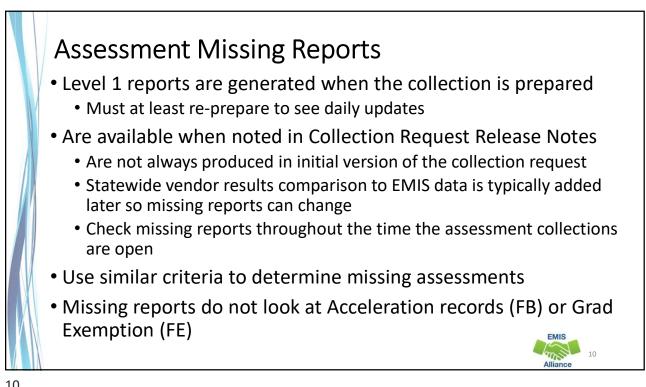
Use the Generate Review Data link to review the data previously submitted. Last Prepared: October 20, 2023 (150 days ago) at 11:54:27 AM Review Types Image: Contract Contract Contract of the contract of	Child Outcome Summary Assessment Collect Submission Number 1 (attempt 1), LEA:	tion (FY2	4)			
Review Types ^o Detail ^o Missing Data Report ^o Summary Output Options ^c Lip File: ^o Dota dile as a compressed .zip (for faster downloads) File Format: ^o Data and Fatal exceptions ^o Data and Atal exceptions	Use the Generate Review Data link to review the data previously submitted.					
Output Options Versill discuss Assessment Zip File: Download file as a compressed .zip (for faster downloads) File Format: HTML © CSV Include in CSV files: Data and Patal exceptions Oata and Patal exceptions Data and All exceptions This presentation Cenerate Review Data Submission 1 File Valid Invalid Total Valid Invalid Total Valid Invalid Total Counts_of Assessment_Records_Excluded.csy 5	Review Types C Detail K Missing Data Report					
Submission 1 I Submission 0 File Valid Invalid Total I Valid Invalid Total Counts_of_Assessment_Records_Excluded.csv 5 I 0	Output Options Zip File: Download file as a compressed .zip (for faster downloads) File Format: HTML © CSV Include in CSV files: Data only O Data and Fatal exceptions		Miss	sing R er the	epor othe	ts and will briefly er reports later in
File Valid Invalid Total I Valid Invalid Counts_of_Assessment_Records_Excluded.csv 5 I 0						
Counts_of_Assessment_Records_Excluded.csv 5 0			l I Va			
Excluded_Student_Assessment_Record/FA).csy 1406 1 0	0		1			
	Excluded_Student_Assessment_Record(EA).csv	140	6		0	1
	Missing Report - COS Assessment Collection FY24.csv	66				EMIS

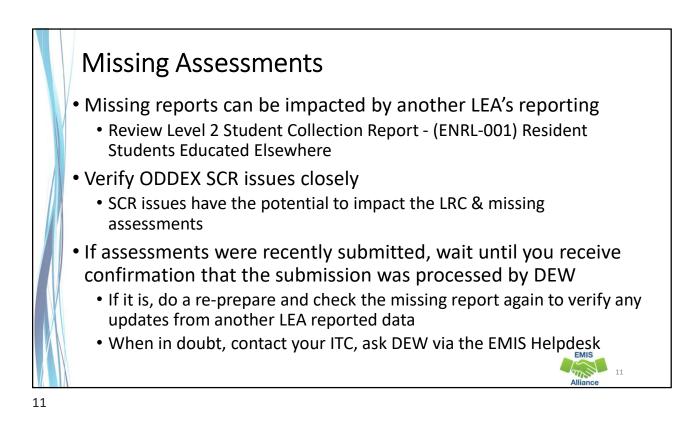


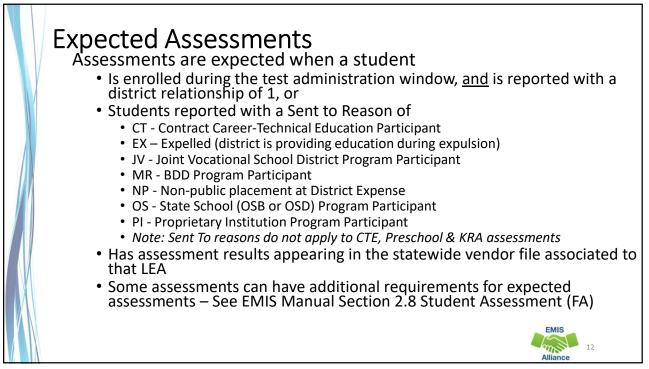


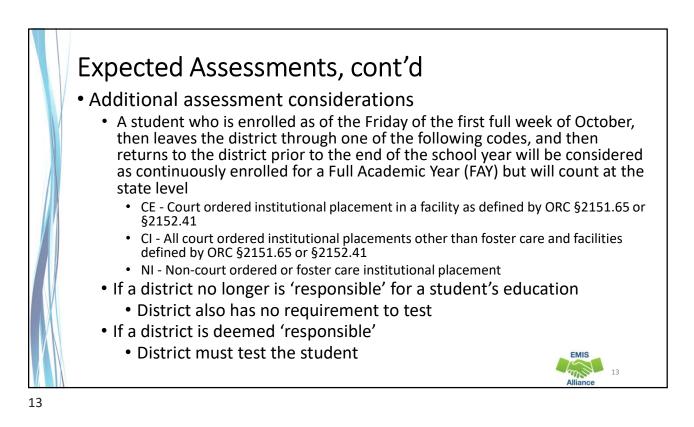


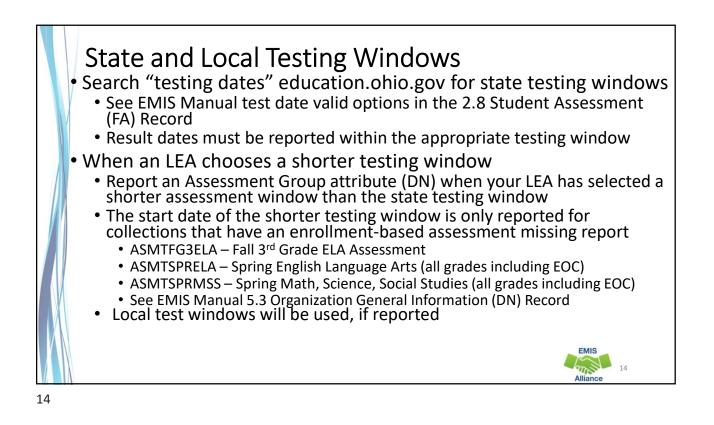


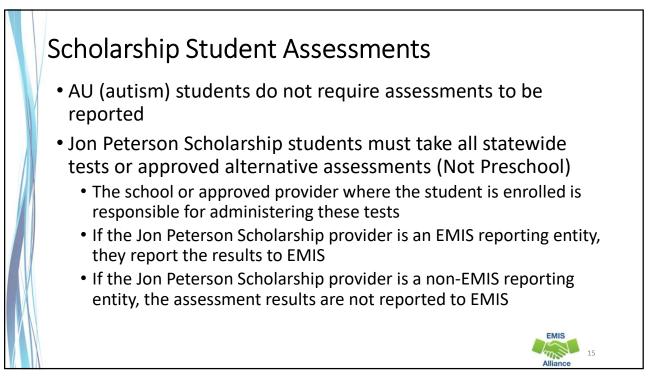


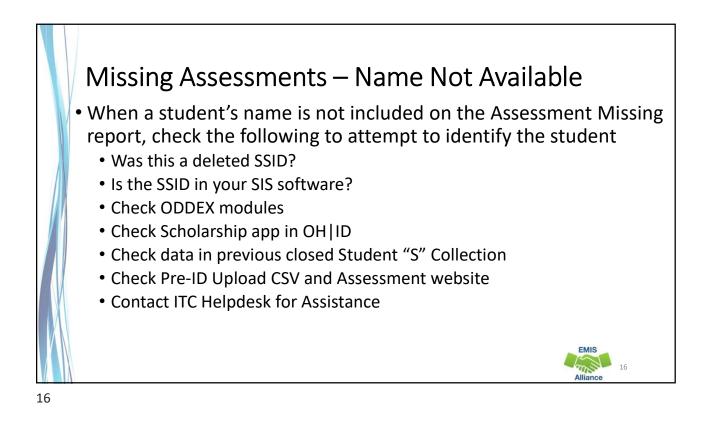


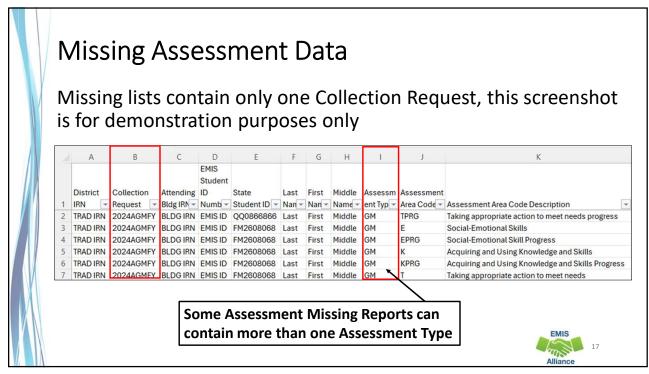


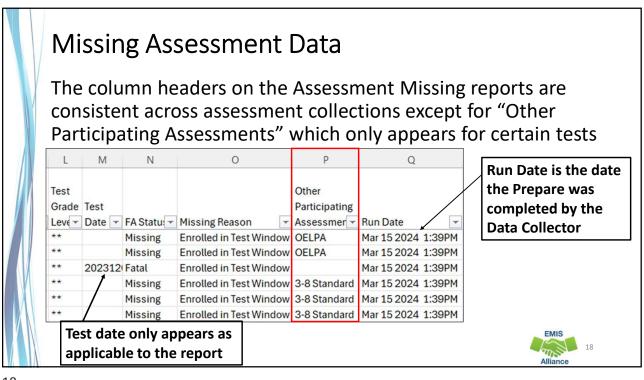


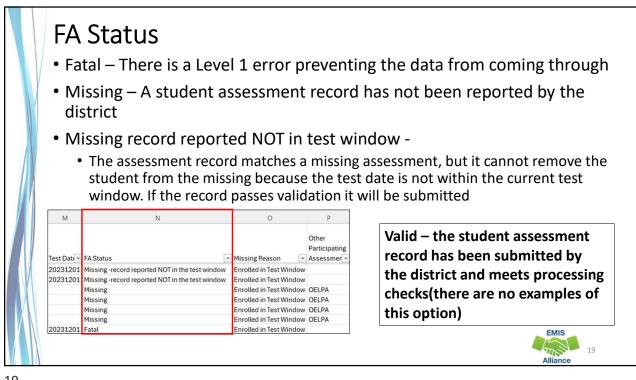




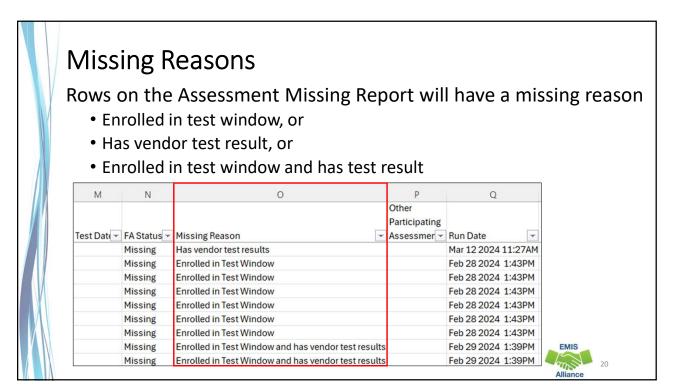


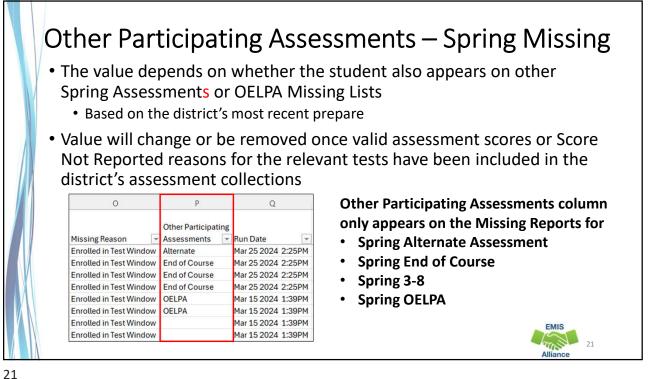




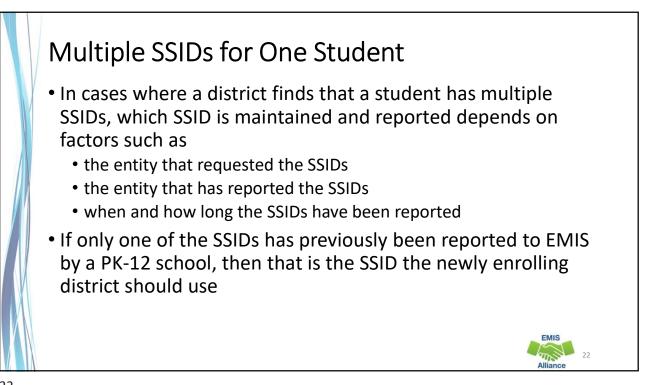


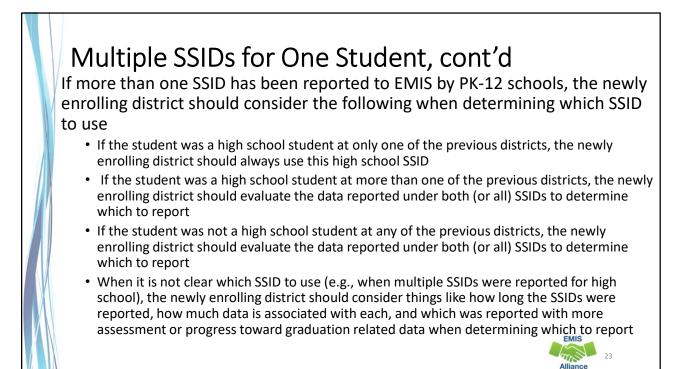


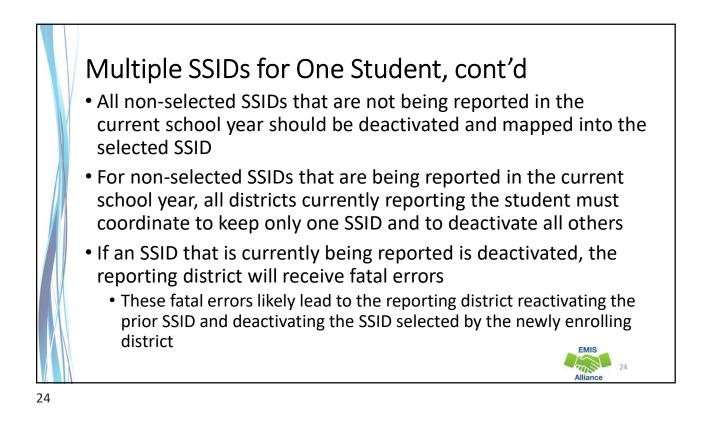


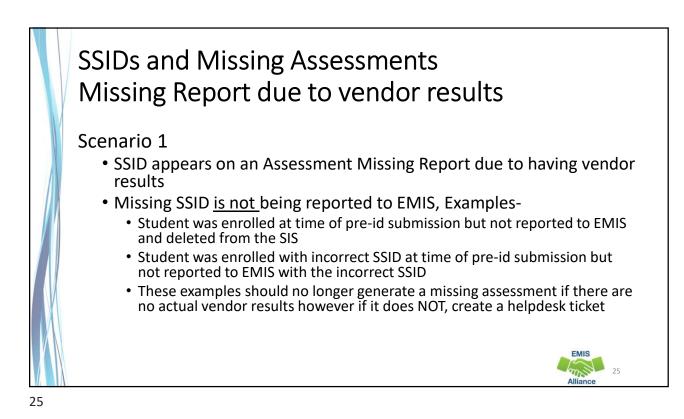




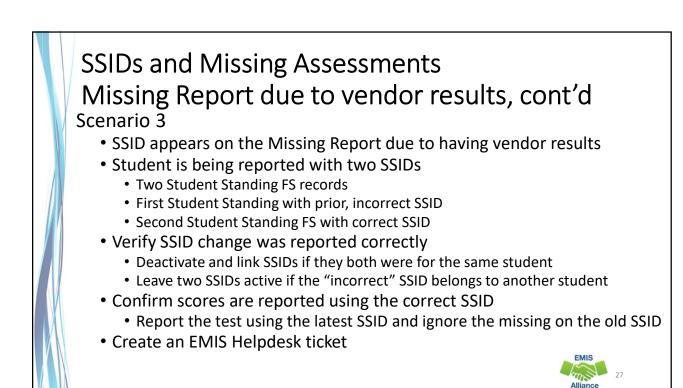


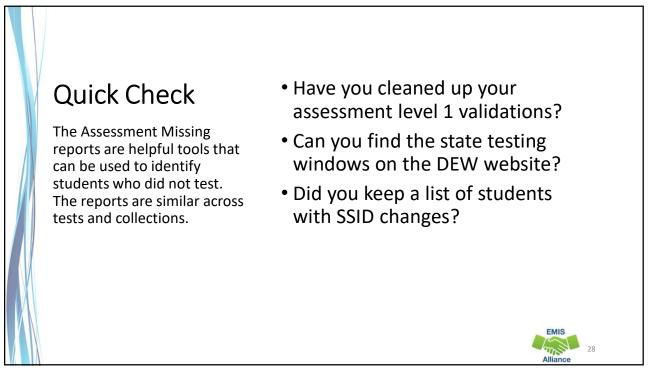




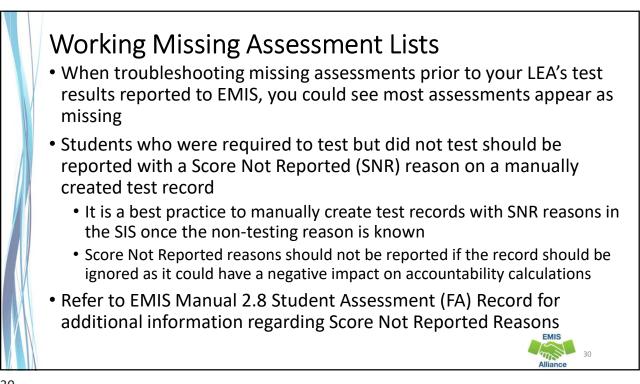


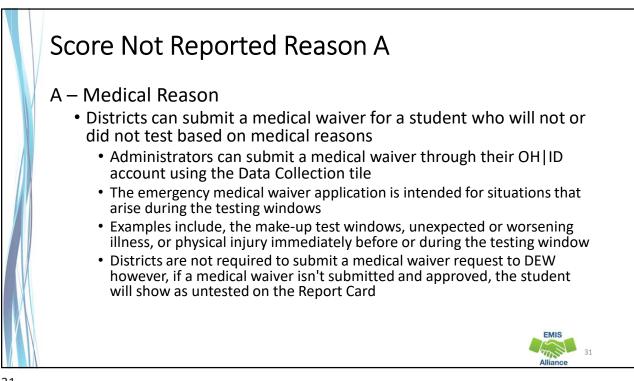
 SSIDs and Missing Assessments Missing Report due to vendor results...cont'd
 Scenario 2
 SSID appears on an Assessment Missing Report due to having vendor results
 SSID is currently being reported to EMIS, Example,
 SSID submitted to Pre ID but later withdrawn with a code of 81 – "Student reported in error"
 Report a test record with a Score Not Reported Reason of "H"
 H - SSID for this student appears on the assessment vendor file due to an error in the data provided to the assessment vendor; student with this SSID was not required to be assessed

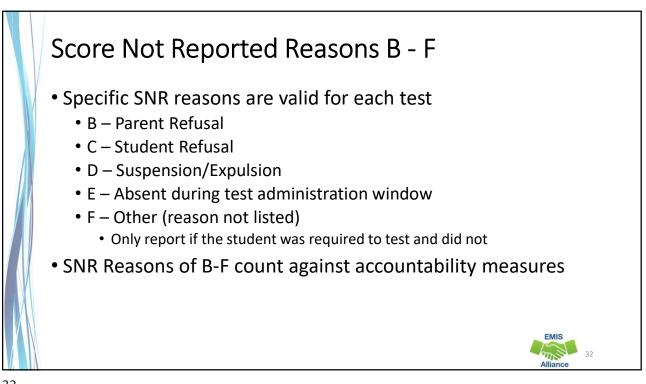


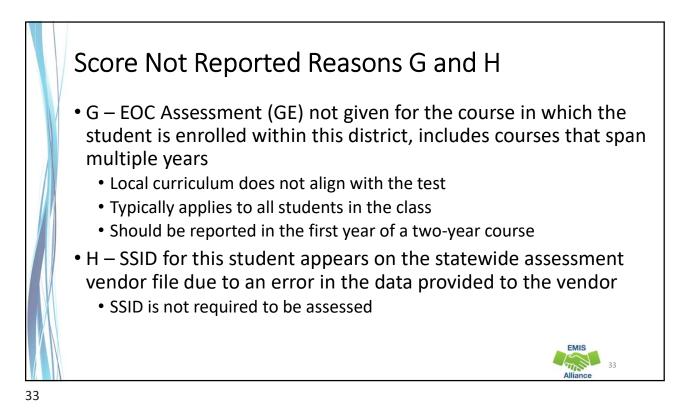


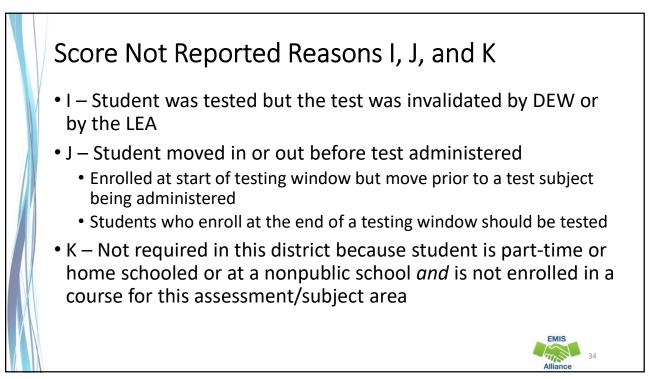


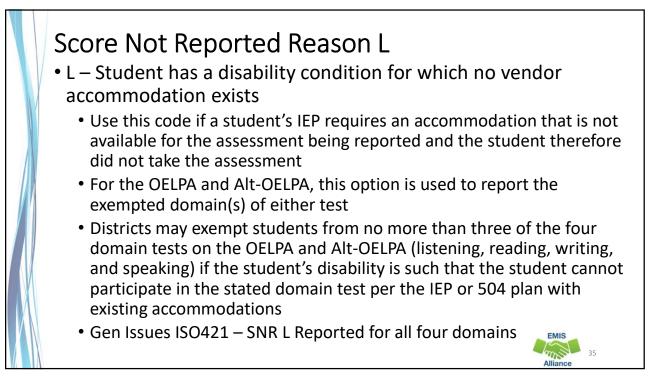




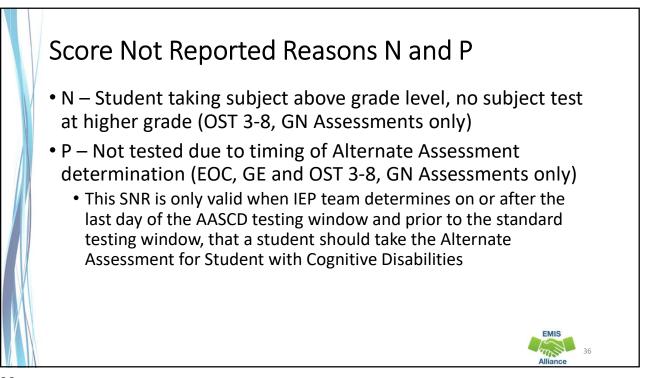


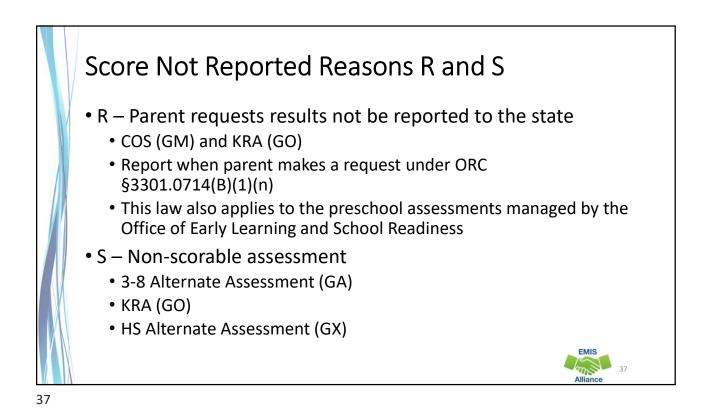


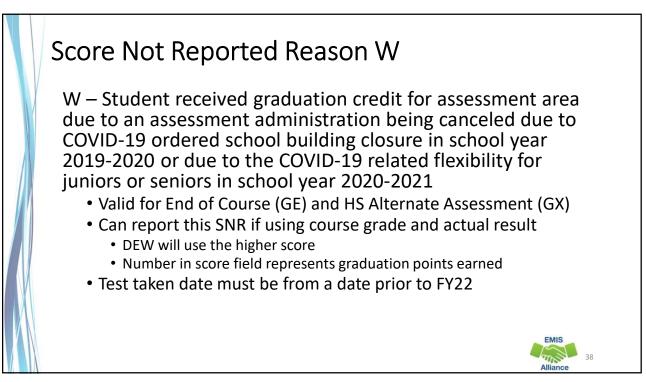


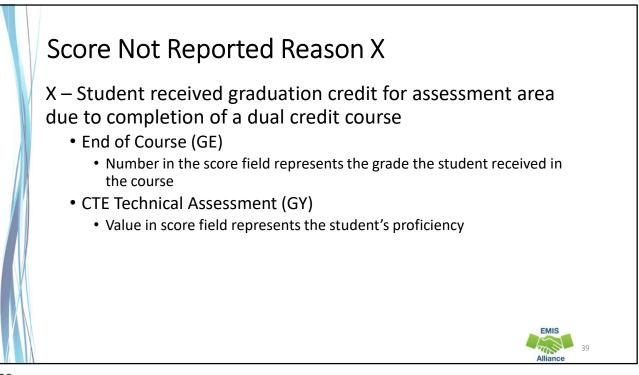


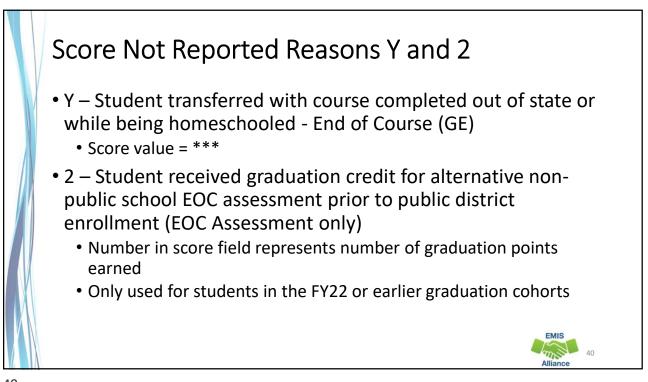


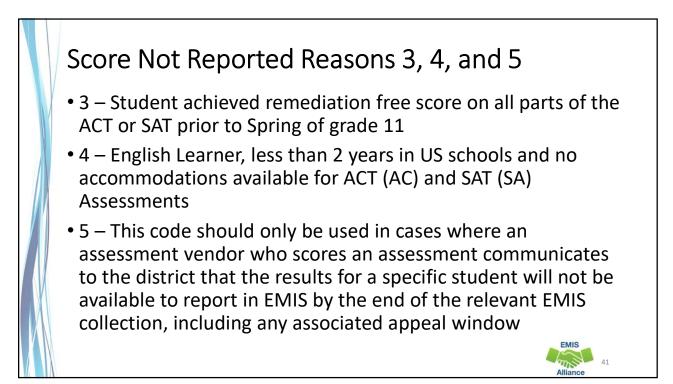












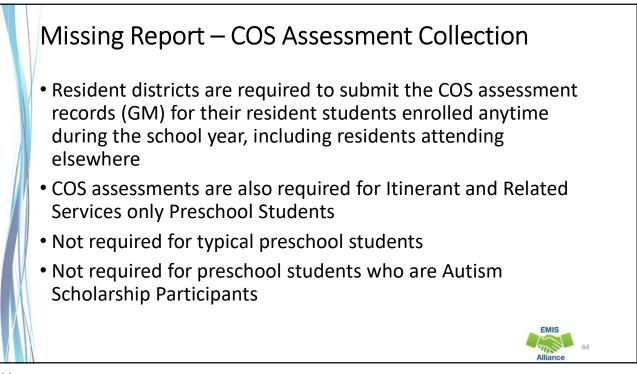


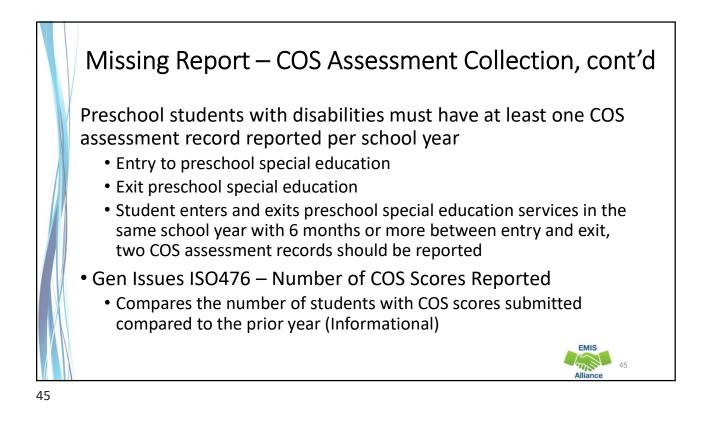
Score Not Reported reasons are used in manually created test records. Creating manual test records should only be done when it is appropriate as misreporting could have a negative impact on accountability.

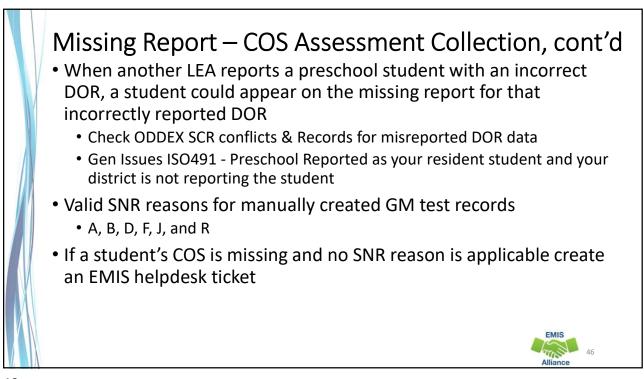
- Do you have a copy of the Student Assessment Record (FA) section of the EMIS Manual available?
- Are you working with staff members in your district to determine when a Score Not Reported reason is appropriate?
- Have you looked at the FY24 Change List and Collection Release Notes?

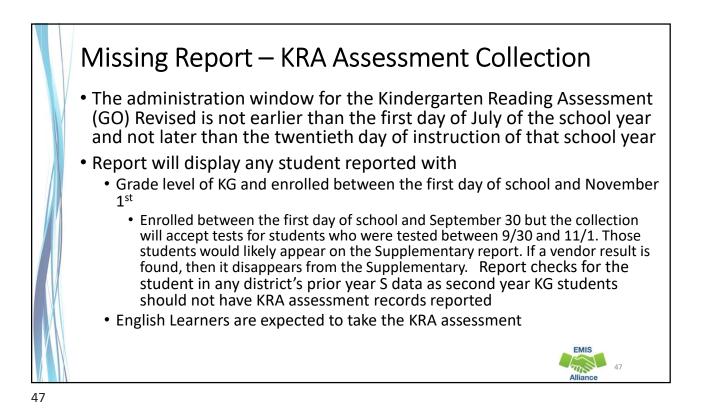




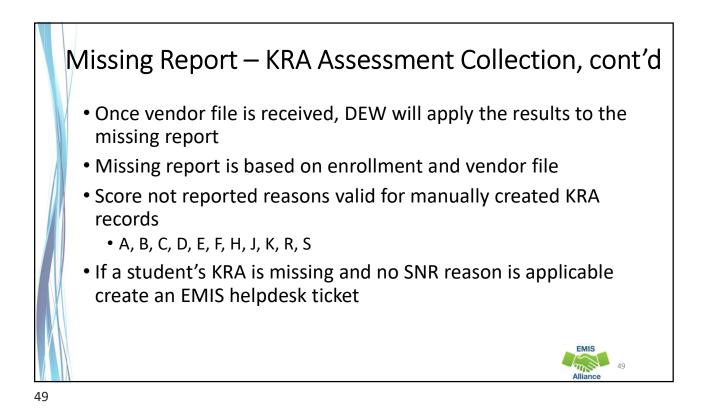


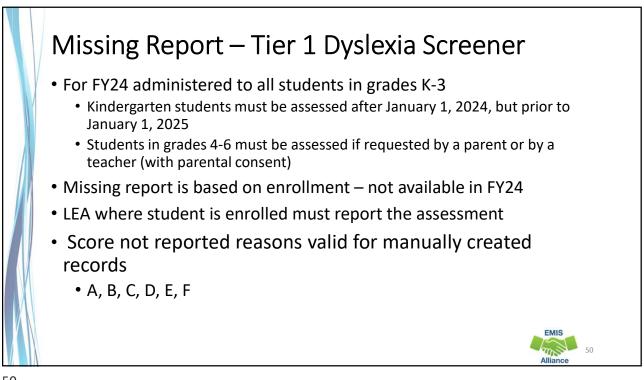


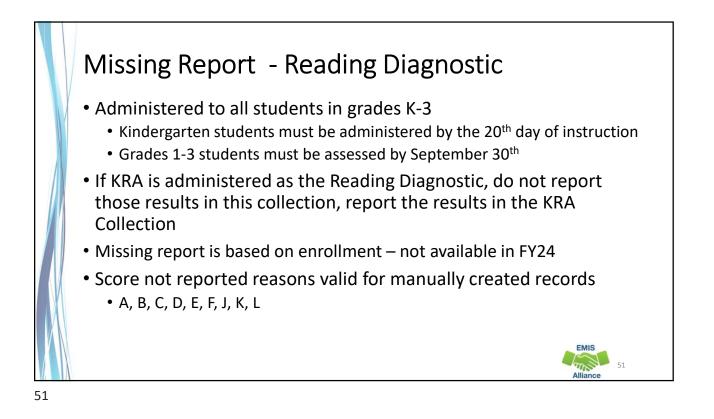


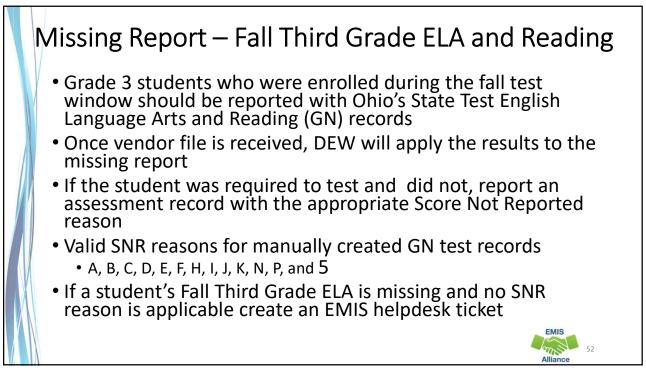


Missing Report – KRA Assessment Collection, cont'd
 When a kindergarten student withdraws to another district during the testing window, the district with the most recent enrollment should report the KRA results
 To facilitate this reporting, if a kindergarten student has a partial KRA assessment record in one district, and then moves to a different district, the first district is expected to share the results with the second district
 Student should not appear on the first district's assessment missing report
 Second district should report KRA test to EMIS



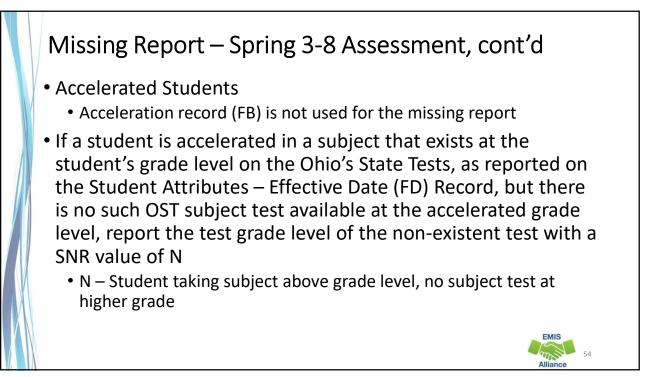


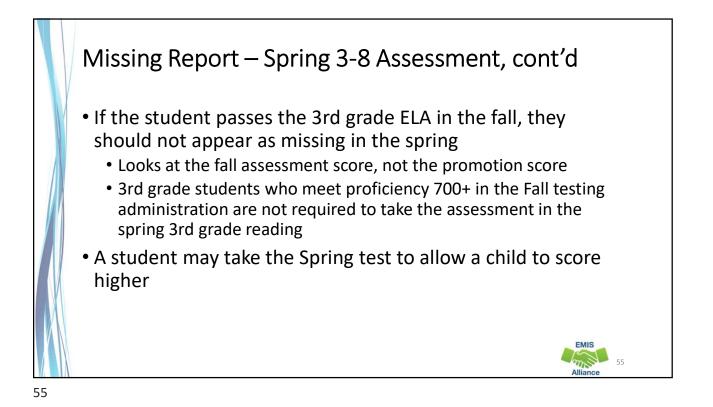


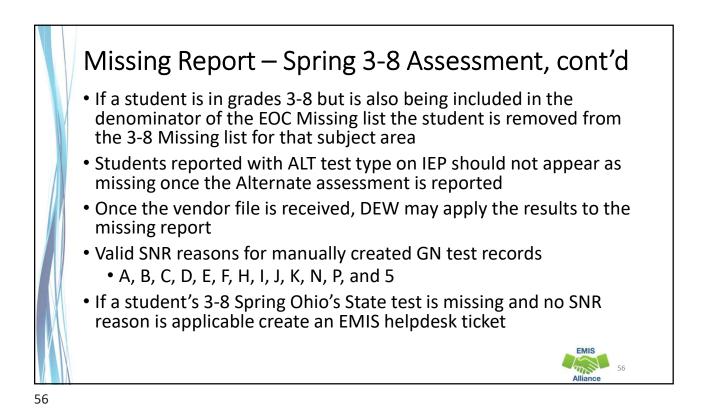


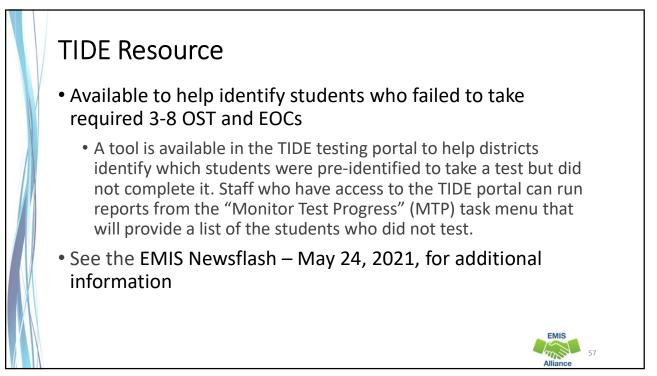
Missing Report – Spring 3-8 Assessment Collection

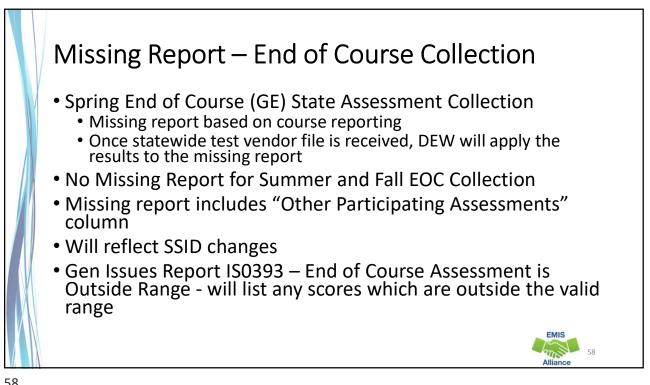
- Grades 3 8 students who are enrolled in the district's local test window or state test window should have results reported in the Spring State Assessment (GN) Grades 3-8 Collection
- Once vendor file is received, DEW may apply the results to the missing report
- Missing report includes "Other Participating Assessments" column
- Report will reflect SSID changes
- Gen Issues Report IS0392 Next Gen Outside Range will list any scores which are outside the valid range

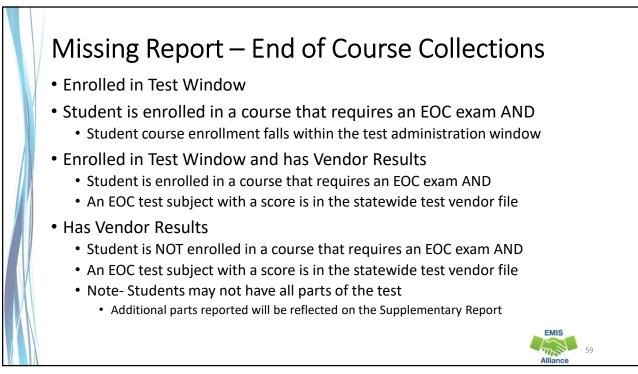








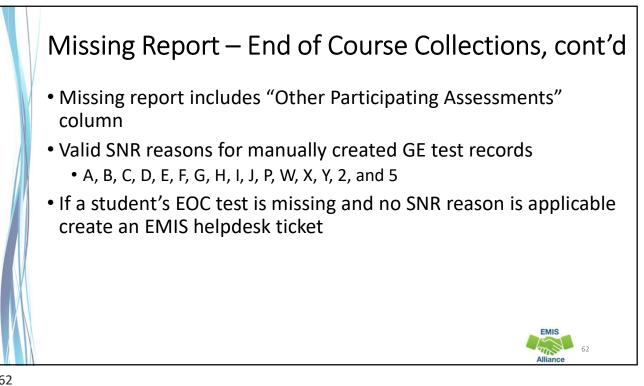


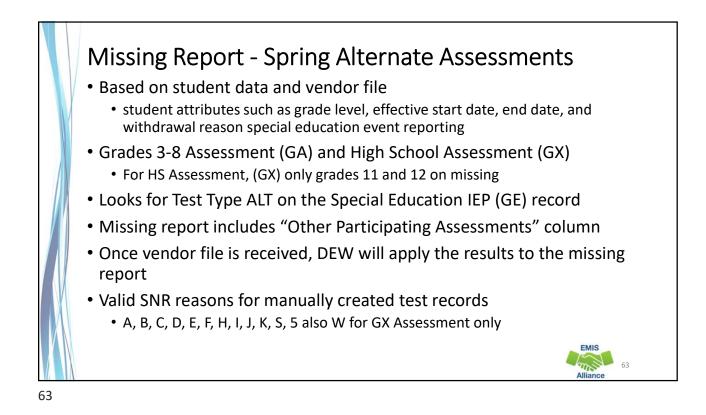


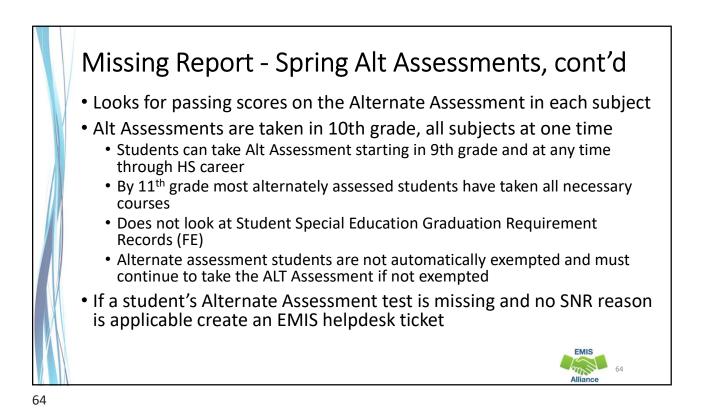
FOC	s al	nd Suhi	ect Codes	High School End- of-Course Test	Course Code	Course Title	Notes/Clarificat
				Geometry	111200	Applied Geometry or Applied Mathematics II	These students may not to of-Course test if used as fir two-year program.
High School End- of-Course Test	EMIS Course Code	ol Course(s) Expected to Ta Course Title	Notes/Clarification		110065	Advanced Mathematics 8	All students should be taki of-Course test, either Alge Integrated Math I.
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	Integrated Mathematics I	110010	Mathematics I (Integrated math course)	Students taking this test sh receiving instruction base content specified on the I website <u>Ohio's Learning St</u> document Appendix A fo Mathematics 1.
			after July 1, 2019, do not take the English language arts I test, regardless of their enrollment.		110480	Applied Algebra or Applied Mathematics I	These students may not to of-Course exam if used as a two-year program.
English Language Arts II	050170	Integrated English Language Arts II	District course titles may include: English 10, Sophomore English, Humanities 10		110020	Mathematics II (Integrated math	Students taking this test sh receiving instruction base content specified on the
	110065	Advanced Mathematics	All students should be taking an End-of- Course test, either Algebra I or	Integrated Mathematics II		course)	website <u>Ohio's Learning S</u> document Appendix A for Mathematics 2.
Algebra I	110301	Algebra I	Integrated Math I.		110490	Applied Geometry or Applied Mathematics II	These students may not to of-Course test if used as fin two-year program.
	110480	Applied Algebra or	These students may not take an End- of-Course test if used as first year of a	Biology	132230	Biology	
	110400	Applied Mathematics I	two-year program.	biology	132330	01	
					150300	Government/Economics	
This cha	rt ca	n be found ii	n the	American Government	159950	(American) Government & Politics (United States)	
Assessm	ent	Missing Repo	ort Explanation		159960	Government & Politics (Comparative)	
/ 1000000011		missing hep		American History	150810	History (American)	
				American History	152300	History (Integrated)	

Alliance

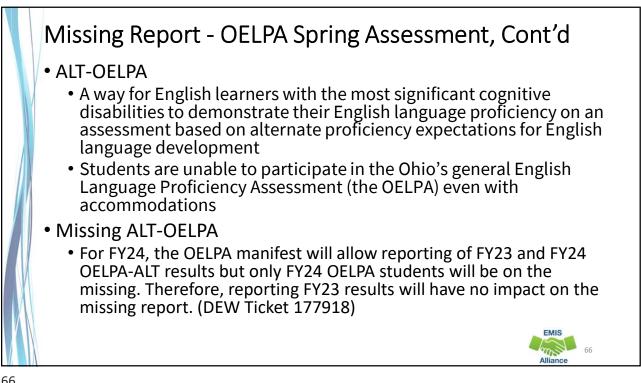
Missing Report – End of Course Collections • Checks to see if the student has previously taken the appropriate subject test or was reported with a substitute test record for that subject • Checks to see if the student was reported with an IEP with an ALT test type that is effective during the alternate assessment testing window Students that took the test at a JVSD/Contract Vocational District are assigned to the resident/sending district based on the JVSD reporting

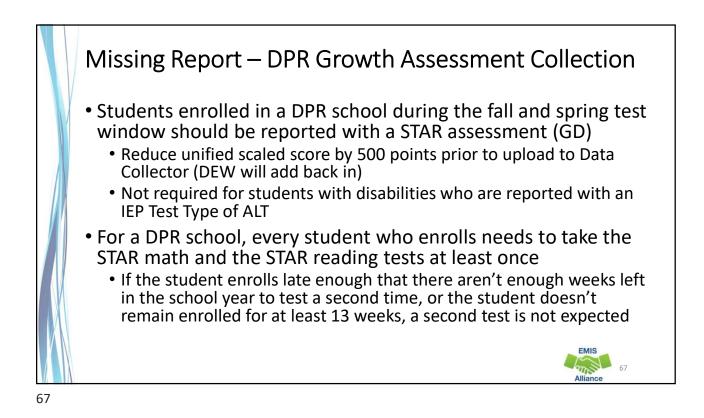


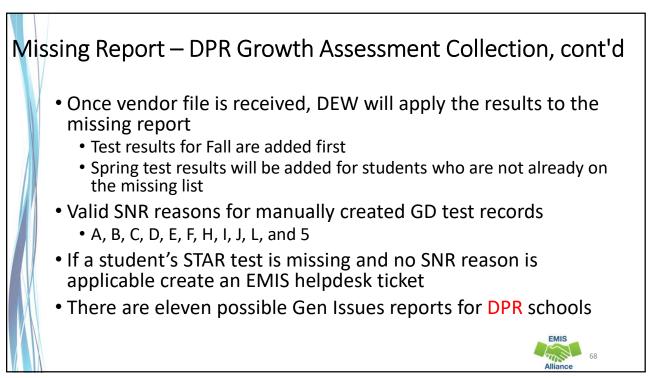




Missing Report - OELPA Spring Assessment Collection • Ohio English Language Proficiency(GF) Assessment - OELPA • Report will display students enrolled during the test window who are reported with an English Learner (EL) Status Element not equal to N • Gen Issues ISO394 – Score is outside valid range • Once vendor file is received, DEW will apply the results to the missing report • Missing report includes "Other Participating Assessments" column Valid SNR reasons for manually created test records • A, B, C, D, E, F, H, I, J, L, and 5 • If a student's OELPA test is missing and no SNR reason is applicable create an EMIS helpdesk ticket EMIS



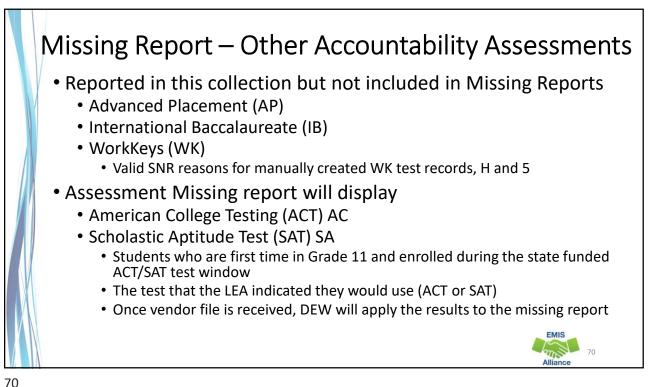


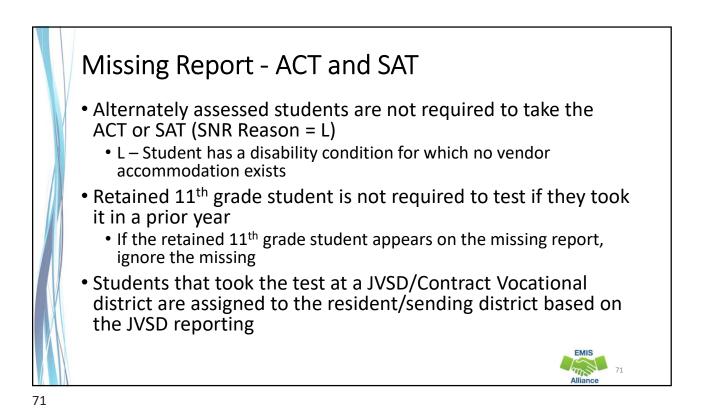


EMIS

Missing Report - Career Tech Assessment Collection

- CTE Technical Assessment (GY) aka OCTCA and WebXam
- Industry Credential (GW) Not included in Missing Report
- The WebXam vendor file will be used to generate the Missing Report
- Gen Issues ISO492 will identify students who are reported with a CTE Technical Assessment but who are not reported as being enrolled in an aligned course in the current or prior year
- Valid SNR reasons for manually created GY test records
 B, C, D, E, F, H, J, X
- If a student's CTE Technical Assessment test is missing and no SNR reason is applicable create an EMIS helpdesk ticket





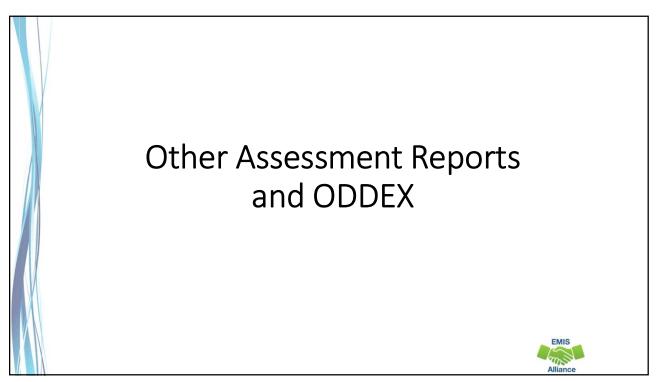
Missing Report - ACT and SAT, cont'd Valid SNR reasons for manually created AC and SA test records • A, B, C, D, E, F, H, I, J, K, L, 3, 4, and 5 • If a student's ACT or SAT test is missing and no SNR reason is applicable create an EMIS helpdesk ticket If a district indicated they were giving one test and instead gave the other test, create a helpdesk ticket to clean up the assessment missing 72

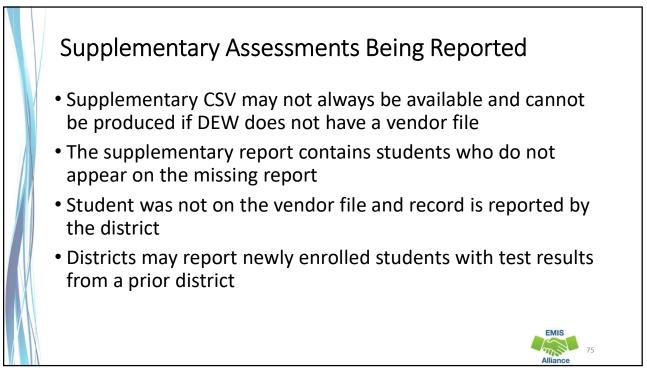
Quick Check

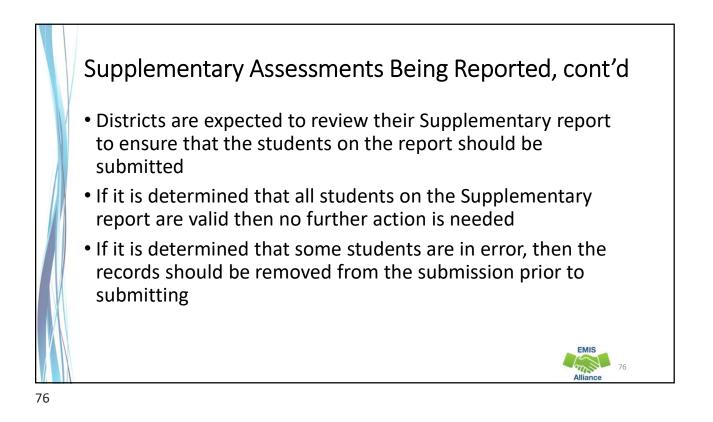
Assessment Missing reports are intended to be used as a tool to identify students who may be required to test and for which a reported assessment is not found.

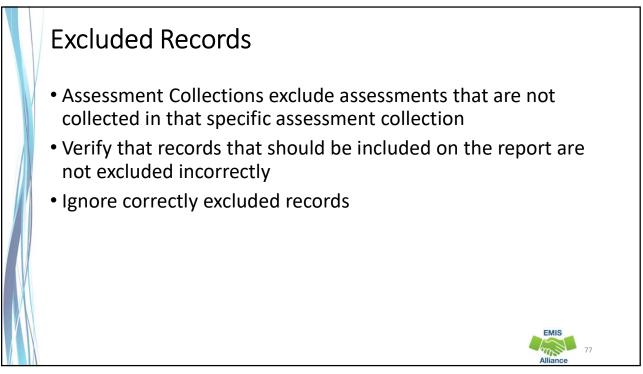
- Have all tested and non-tested students been accounted for?
- Are Assessment Missing Reports reviewed on a regular basis?
- Are others in your district involved in the review of assessment data?











Shio Education & Workforce	Ohio Distric	t Data Exchang	je (ODDEX)								Records Single St
Home SOES	- SCR-	SCM- Reco	rds - CCP -	Tuition	- Grad - S	SID Q					Setup - 😧 (
History Speci	ial Education	n Assessn	nents								
Return to Sur	mmary	_									
Assessment Type	v	Subject			÷		Find Clear File Output Format		Loca	I Student ID	
Assessment Group			n Between			-	Tab Delimited	~		cal Student ID is left bla be substituted on export	
Test Grade Level	v	Prom: In	mm/dd/yyyy [] 10:	mm/dd/yyyy	u	Export			Export	
Name							SSID			Birthdate	
Assessment Type	Subject	Date Taken	Test Grade	Score	Score Level	Required Test Type	Score Not Reported	Accom	Student Grade	Reported by LEA	Collection Reque
GB	AEE	04/01/2018	PS	D	Unknown	STR	2	NO	PS		2018AGBFY

Workforce	Data Exchange (ODDEX)	Records Bulk E
Home SOES - SCR - S	SCM+ Records + CCP + Tuition+ Grad+ SSID Q	Setup - 😧 (
A+ Children's Academy	/ (013232) ~	
Special Education Special I	Ed Grad Reg Assessments Grad Cohort	
Assessment E	xtract	
The bulk export option provides a	a means for an LEA to mass export data for any given number of students at one time.	
Usage of this option will require th	the user to create a comma separated value (CSV) file containing a listing of the student SSIDs one wishes to export da	
Usage of this option will require th		
Usage of this option will require th using an export from a summary li comma separating the two. Once the CSV file is created, the	the user to create a comma separated value (CSV) file containing a listing of the student SSIDs one wishes to export da	optional local ID as well. The local ID must be the second field with
Usage of this option will require th using an export from a summary li comma separating the two.	the user to create a comma separated value (CSV) file containing a listing of the student SSIDs one wishes to export da listing within ODDEX. The SSID must be the first field found within the CSV file. The assessment export allows for an o	optional local ID as well. The local ID must be the second field with
Usage of this option will require th using an export from a summary li comma separating the two. Once the CSV file is created, the	the user to create a comma separated value (CSV) file containing a listing of the student SSIDs one wishes to export da listing within ODDEX. The SSID must be the first field found within the CSV file. The assessment export allows for an o	optional local ID as well. The local ID must be the second field with
Usage of this option will require th using an export from a summary li comma separating the two. Once the CSV file is created, the download location.	the user to create a comma separated value (CSV) file containing a listing of the student SSIDs one wishes to export da listing within ODDEX. The SSID must be the first field found within the CSV file. The assessment export allows for an or a user will click the 'Choose File' / 'Browse' button and browse to locate the file they wish to use, then click on the upload Test Grade Level Assessment Group	optional local ID as well. The local ID must be the second field with
Usage of this option will require th using an export from a summary li comma separating the two. Once the CSV file is created, the download location.	the user to create a comma separated value (CSV) file containing a listing of the student SSIDs one wishes to export di listing within ODDEX. The SSID must be the first field found within the CSV file. The assessment export allows for an or a user will click the 'Choose File' / 'Browse' button and browse to locate the file they wish to use, then click on the upload Test Grade Level Assessment Group	sptional local ID as well. The local ID must be the second field with d. The resulting export will be found in their browser's defined
Usage of this option will require th using an export from a summary I comma separating the two. Once the CSV file is created, the download location. Assessment Type	the user to create a comma separated value (CSV) file containing a listing of the student SSIDs one wishes to export da Ilisting within ODDEX. The SSID must be the first field found within the CSV file. The assessment export allows for an or a user will click the 'Choose File' / 'Browse' button and browse to locate the file they wish to use, then click on the upload Test Grade Level Assessment Group	sptional local ID as well. The local ID must be the second field with d. The resulting export will be found in their browser's defined
Usage of this option will require th using an export from a summary I comma separating the two. Once the CSV file is created, the i download location. Assessment Type Subject	the user to create a comma separated value (CSV) file containing a listing of the student SSIDs one wishes to export da Ilisting within ODDEX. The SSID must be the first field found within the CSV file. The assessment export allows for an or a user will click the 'Choose File' / 'Browse' button and browse to locate the file they wish to use, then click on the upload Test Grade Level Assessment Group Test Taken Between From: mm/dd/yyyy Tor: mm/dd/yyyy Tor: mm/dd/yyyy	sptional local ID as well. The local ID must be the second field with d. The resulting export will be found in their browser's defined
Usage of this option will require th using an export from a summary I comma separating the two. Once the CSV file is created, the download location. Assessment Type	the user to create a comma separated value (CSV) file containing a listing of the student SSIDs one wishes to export da Ilisting within ODDEX. The SSID must be the first field found within the CSV file. The assessment export allows for an or a user will click the 'Choose File' / 'Browse' button and browse to locate the file they wish to use, then click on the upload Test Grade Level Assessment Group Test Taken Between From: mm/dd/yyyy Tor: mm/dd/yyyy Tor: mm/dd/yyyy	sptional local ID as well. The local ID must be the second field with d. The resulting export will be found in their browser's defined

