

JUNE TEST – EMIS Report Procedure

Overview

This procedure contains a variety of different reports to assist you in verifying your EMIS data prior to reporting to ODE. Each report is only produced if data is available, which matches the criteria for the report. At the end of the procedure, a listing for all reports created is displayed on the screen.

Some of the reports included in JUNE_TEST may be produced for an individual building. All data included on the reports comes from your EMIS database and does not use aggregation files so you may run these reports any time without having to process aggregations.

To generate the reports, select the EMIS database you wish to run them in. Until the June Snapshot is taken, run this in your LIVE EMIS database as this procedure applies to June and not October or December Data. Next, at the MENU> prompt, type JUNE_TEST. The following information will appear on the screen:

```
$ dat  
DEC DATATRIEVE V7.2  
Digital Query and Report System  
Type HELP for help  
DTR> @june_test
```

Beginning June EMIS test operation...

First, the procedure will prompt if you administered the 9th grade proficiency test to your eighth graders:

```
Did you administer the 9th grade proficiency test to your 8th graders?  
Enter Y or N: Y
```

Next, the procedure will prompt if you wish to generate the reports for a specific building. The following prompts will appear:

```
Do you wish to produce reports for a single building?  
Enter Y or N: y
```

If you answer "Y" to the single building prompt, then you'll be prompted for the IRN of the building you wish to generate reports for. If you respond "N", the building IRN prompt will not appear.

```
Enter the IRN of the building you are processing: 999999
```

Next you will be prompted whether to include Preschool and Ungraded students on the Retention report. Students are considered retained if their grade level matches their grade level next year.

```
Do you wish to include PS and UG students on the retention report?
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```
Enter Y or N:
```

The procedure begins to generate the reports. As the reports are created, the information will scroll on your screen on what reports it is creating at that time. As each report is generated, a flag is set to indicate that a particular report is available. When the procedure has completed, a listing of reports created, will appear

on your screen. If a report name isn't listed, no data was found which matched the criteria for that report and so that report wasn't created. The display will look something like this:

Report files created include:

*ALT_ASSESSED.TXT
COMMUNITY.TXT
COMPLETERS.TXT
CTA.TXT
CTA_CHECK.TXT
DIS_INFO.TXT
DROPOUTS.TXT
EXEMPT_PROF.TXT
EXPELLED.TXT
EXPELLED_ALL.TXT
FOSTER.TXT
GRAD_CHECK.TXT
GRADUATION.TXT
HOMELESS.TXT
INTERVENTION.TXT
LEP.TXT
MERIT.TXT
MIGRANT.TXT
MISSING_4TH_PROF.TXT
MISSING_6TH_PROF.TXT
MISSING_9th_PROF.TXT
NONPUBLIC.TXT
NOPASS_PROF.TXT
OE_LATE.TXT
PRIOR_DISAB.TXT
PROF_ONLY.TXT
RETENTION.TXT
SE_PROF.TXT
WAIVED_PROF.TXT*

June EMIS test operation completed

Use your PRT, PRINT or SPRINT print commands to print the reports depending on the type of printer set up you have. You may also use the VIEW command if you wish to just view the reports on the screen. When viewing reports using the VIEW command, pay close attention to the command keys displayed at the bottom of the screen.

The following is a description of each of the reports, which are created by the JUNE_TEST procedure and the criteria, which must be met, in order for each report to be created.

Report Name	Description	Per Building Option
ALT_ASSESSED.TXT	This report will print a listing of students with a test taking status of “N” or “O” on the proficiency test records. “O” status students were required to take the alternate assessment but did not. The student’s handicap condition is also listed for verification.	√
COMMUNITY.TXT	This report provides a listing of all students you are reporting as attending a community school. This includes students attending ECOT – the Classroom of Tomorrow, and Treca Digital Academy. Make sure Community school students are NOT reported with a withdraw code of ‘44 – transferred to a public Community school’. If they are still enrolled in your district, attend a community school and are withdrawn, they will not be counted in your Community school counts, which will result in a loss of funds.	√
COMPLETERS.TXT	This report provides a listing of students who are being reported as a completer. Students must have completed their twelfth year or its equivalent and completed either a college prep curriculum, as defined by their school district; OR a vocational job training program. The report is broken down by completer status, listing students under each completer status on a separate page. The fields printed on the report for each student include EMIS ID, name, student residency status, admission date, withdraw date and code, attending/home IRN and indicator, and grade level.	
CTA.TXT	This report will list any student that has something other than the defaults in the fields Completer Status, Concentrator, or Career Passport. It will also include JVS and Contract vocational students. The purpose is to provide you with a listing to check these three fields, which are important to CTA reporting and funding of some programs.	
CTA_CHECK.TXT	This report checks students with completer or concentrator information to ensure that they are being reported correctly. Students will be flagged if their completer status is ‘2’ or ‘3’ and their Concentrator field is “N” OR if their Concentrator field is “Y” but they have an “*” in the Completer status field.	
DIS_INFO.TXT	<p>This report was designed to list the information from the district building record, as well as the general district information. This data needs to be verified by one person in the district. This information is carried over from year to year so it does need to be checked to make sure that it is current. Changes may be made on the EMSMDR – District General Yearend Information screen in EMSGCN, and the EMSMBP – District Building Profile Information on EMSGCN. The following elements are included on the report:</p> <ul style="list-style-type: none"> • Days in Session (EMSMDR) • Half-day every day session (EMSMDR) 	

	<ul style="list-style-type: none"> Title I Eligible/Unserved Count (EMSMDR) Alt. Full-day days session (EMSMDR) All-day everyday days session (EMSMDR) Total kindergarten days session (EMSMDR) Percent busing per building (EMSDBP) Percent Lunchroom per building (EMSDBP) Square footage per building (EMSDBP) Building Title I options (EMSDBP) Parent Involvement questions (EMSDBP) <p>Please forward this report to the person responsible for maintaining these elements.</p>	
DROPOUTS.TXT	This report lists any student with a withdraw code that is considered a dropout reason. Withdraw codes that are considered dropout codes are '71', '72', '73', and '74'. The report only includes students in grades 09, 10, 11 and 12. Students in any other grade do not count against the district as a dropout.	√
EXEMPT_PROF.TXT	This report lists any student who has a test record in EMIS with an exempted test taking status for any part of the 4 th , 6 th , or 9 th grade proficiency test. This includes student with a test taking status code in any part of 'F', 'G', 'I', 'J', 'K', 'M' Refer to the heading at the top of the report for each test area. For each student, the report will list the student's ID, name, grade level, and test taking status for each part	√
EXPELLED.TXT	This report searches the discipline records and looks for any record that has a discipline action of '01 – Expelled' and the discipline reason code is either '06', '07', or '08'. The field values for “Discipline Modified on per exception basis” and “Referred for Alternate program” are also printed. Only students with those three discipline reason codes should have some other value in the “modified” and “referred” fields.	
EXPELLED_ALL.TXT	This report provides a listing of all students reported as expelled during the current year according to the discipline records in EMIS.	
FOSTER.TXT	This report will print a list of both resident students foster placed elsewhere, and foster students placed in your district. The report breaks on residency status. The student's EMIS ID, name, grade district of residence IRN, admission date, and FTE are printed.	√
GRAD_CHECK.TXT	This report lists all students who are in grade 12, their graduation date and diploma type. It will also flag any student who is grade 12, grade level next year of “GR”, but has no Graduation date or Diploma type. It will also flag any student who is attending elsewhere full time (excluding ESC and JVS students) and are being reported as graduating from the district. Use this report to verify your graduates to make sure they all are being reported correctly.	
GRADUATION.TXT	This report will list any student who has a grade level next year of “GR”, has a diploma date, and a diploma type of '1 – Regular Diploma', or '2 – Diploma with Honors'. Students will not be considered graduates on the	

	aggregations unless they have both a diploma date and type. For each student, the report will list the student's ID, name, diploma date, diploma type, residency status, and district of residence IRN. Also, use this report to check for contract vocational students where non-resident students need to be reported with graduating information from the educating district.	
HOMELESS.TXT	This report includes any student that has a homeless status code of something other than "*". Refer to section 2.1.1.15 of the EMIS manual for a list of homeless status codes. This report is sorted by homeless status code so refer to the Title at the top of the page to find what code each listing of students have. For each student, the fields EMIS ID, name, residency status, admission date, withdraw date and code, attending/home IRN and indicator and grade level are printed.	√
INTERVENTION.TXT	This report will list any student with a program record in EMIS for any of the new Intervention program codes. The report is sorted by Intervention Program Code. The program codes included on this report are 150001, 150003, and 150004.	√
LEP.TXT	The LEP report contains a listing of students who have a value of "Y" in their Limited English field on student demographics. Data from the fields related to LEP information are also included on the report.	√
MERIT.TXT	This report lists any student who is being reported as receiving an Award of Merit. The report is sorted according to the award codes. Valid codes are: 3 – Met criteria for the college prep curriculum Award of Merit 4 – Met criteria for the vocational curriculum Award of Merit For each student, the fields EMIS ID, name, residency status, admission date, withdraw date and code, attending/home IRN and indicator, and grade level are printed.	
MIGRANT.TXT	This report will list any student who has a migrant status of "Y" in EMIS. This indicates that this is a student who is or whose parent, spouse or guardian is a migrant worker. For each student, the student's ID, name, residency status, admission date, withdraw date and code, attending/home IRN and indicator, and grade level are printed. This report is sorted alphabetically by grade.	√
MISSING_4 TH _PROF.TXT	This report will list any student in grade 4 who is missing a 4 th grade proficiency test record. Also, students with zero percent of time who are attending an ESC or MR/DD will be included. All other students with zero percent of time will be excluded. The fields EMIS ID, name, student residency status, admission date, withdraw date, withdraw code, attending/home IRN and indicator, and handicap status are printed on the report for each student.	√
MISSING_6 TH _PROF.TXT	This report will list any student in grade 6 who is missing a 6 th grade proficiency test record. Also, students with zero percent of time who are attending an ESC or	√

	MR/DD will be included. All other students with zero percent of time will be excluded. The fields EMIS ID, name, student residency status, admission date, withdraw date, withdraw code, attending/home IRN and indicator, and handicap status are printed on the report for each student.	
MISSING_9 TH _PROF.TXT	This report will list any student who is missing a 9 th grade proficiency test record. Students selected for this report include any student in grades 9 through 12 without a test record. Also, students with zero percent of time that are attending an ESC, JVSD, MRDD or post-secondary school will be included. All other students with zero percent of time will be excluded. The fields EMIS ID, name, student residency status, admission date, withdraw date, withdraw code, attending/home IRN and indicator, and handicap status are printed on the report for each student.	√
NONPUBLIC.TXT	This report includes any student coded with a student residency status of '6 – In-state student attending a nonpublic school (receiving special education or Title I services Only)' from your district. Use this listing to determine what nonpublic students you are reporting and also those who you can give a "D" status on STUD to be deleted with the summer SIS cleanup. For each student, the report lists the student's ID, name, residency status, admission date, withdraw date, withdraw code, attending/home IRN and indicator, handicap code and grade level.	√
NOPASS_PROF.TXT	This report will list any graduating student who has yet to pass any part of the 9 th grade proficiency test. A graduating student is determined by a 'grade level next year' of 'GR' and a failing score on any part of the ninth grade proficiency test. For each student on the report, the EMIS ID, name, grade level next year, and the student's test score in each of the five areas is printed. A total is printed at the bottom of the report to indicate how many students there are who will not graduate.	√
OE_LATE.TXT	This report lists any student found in EMIS with a student residency status of "L". Only students who were counted in the district's ADM in October, moved from the district after the October count week, and then returned to the district as an open enrollment student, may be reported as late open enrolled. The student's ssn, grade level, district of residence, FTE, and admission date will be printed.	√

PRIOR_DISAB.TXT	<p>This report is used to list all students who have exited from special education during the current school year and who are still enrolled in the district. This report will include any student who has a prior handicap condition code in EMIS of any code other than “**”</p> <p>The report is sorted by prior disability, which means that all students with the same disability condition are listed together. The new Special Ed Exit date field is now printing on this report too. Any student with a special ed exit date must also have a prior handicap and vice versa.</p>	√
PROF_ONLY.TXT	<p>This report will list any student who has a test record in the ‘Proficiency Only’ file in EMIS. This will assist you in checking those students you are reporting as taking the proficiency test in your district for the current year, that weren’t enrolled or did not attend your district during the current year and has yet to graduate. This report includes the student’s ID, name, race, gender, course completion date, graduation date, and the test scores and scaled scores for each of the test areas.</p>	
RETENTION.TXT	<p>This report will list any student whose grade level next year is equal to his current grade level in EMIS. This report can be used to give the user a list of all students being retained in EMIS prior to aggregations. For each student listed on the report, the student’s ID, name, grade level, admission date, withdraw date and code, and gender are printed. This report is sorted alphabetically by grade level.</p>	√
SE_PROF.TXT	<p>This report prints the proficiency test records for any student who has a handicapped condition. It is important that these students are coded correctly because of the effect they could have on the local report cards. Make sure all students still enrolled in your district have a new test taking status code on each part of the test they have not passed. A separate page is printed for each proficiency test type.</p>	
WAIVED_PROF.TXT	<p>This report lists any student who has a proficiency record with a test score of ‘J’, ‘K’, ‘L’, ‘M’, ‘N’, ‘O’. For each student listed on the report, the student’s ID, name, grade level, test taking status code, and test date are printed for each part of the test.</p>	√