

ODE ITC Call – 11/14/2022

Notes provided by Naja Bailey (META) and Gretchen Martin (ACCESS)

FY23S Initial Exiting Student Follow-up Collection (FW) – The manifest for this collection opened at the end of last week. There were some issues with the initial release of the flat file format, but that has been updated. If districts are saying the file won't load into FFE, ask them to re-download the file from the Files tab of the Data Collector. The last update was from last Friday afternoon, November 11, 2022. This newer file should load into FFE just fine. The csv (level 2 report) version did not have issues.

When loading to the flat file editor, districts are not seeing names, which is correct. With the tools currently available, ODE is unable to put names into the flat file. SSDT is making an adjustment to the flat file editor to more easily allow names to be seen. These are in the file that districts are uploading, but are off to the right side of that file and not in the "first, middle, last name" fields. Exploring to see if there is a way to move it from the extra fields into the actual name columns...but at this point, they don't have the ability to do this.

Information about the collection was posted to the website, and a Newsflash highlighting this information is expected to be released in the near future. There is still some work to be done on the documentation, but expect the rest to be posted this week.

In early December, a Level 2 report will be released showing results of the follow up reporting. This will show the status for the CTE group, and will include data reported by other districts.

Districts will see that almost every student on the Level 2 Report (and every student in the flat file) are all original students. As we move through the fall, enrollment information can change (dropout students could return; student has a w/d override; etc.). The Level 2 Report will update students with enrollment changes to reflect a different result code, so districts can see students who are new, or students that have been dropped. These students will still appear on the report, but will have a different result code and severity level listed. Districts need to periodically review that Level 2 Report to see if students were added/removed. On the flat file, however, the district will get a new file indicating students who need to be added. Just those additional students will be uploaded to the Flat File Editor. Districts will also see flat files of students who have dropped from the list. If the district extracts those students from the flat file (they are already in FFE), the dropped students will fatal when districts submit, as they are no longer expected to be submitted as part of follow up.

Changes to the Level 2 Report should update daily as data processes. Flat file updates are once a week - but only created for those districts who have adds/drops. This will be clearly labeled and communicated to districts in the files. The Report explanation isn't posted, but will be coming very soon and spells out the students who have been added and dropped.

Thank you for your patience - there were a lot of moving parts and involved at least 5 different offices at ODE to get this all together and out to districts. This new collection will spread out over the next 10 months (through August 2023), and the Department wants to make this as easy as possible for districts. As ODE gets additional post-reports going and files rolled in from external sources (ex. National Student Clearinghouse), they will provide updates so districts know what to expect.

Q: Is the file districts will need to import into software the Level 2 report named FLUP-001?

A: Yes, if they are looking for the csv file - it's the file that has the same columns in the same order as the FW layout identifies. If districts are looking for the flat file, then need to go to the Files tab.

Q: If a district has a student that is part of multiple follow ups (CTE and Grad, or CTE and SWD), if they are just answering the CTE portion now, will that fatal out? It seems like some of those checks are taking place. So, if they put the "unknown" entry in for Employment Hours for CTE reporting, the district can update later during Grad follow up if they find that information out.

A: It depends on the element and if that question is required for a student. Using an example of a student who is both a graduate and a CTE concentrator, and looking at the chart in the EMIS manual to see what's required, Employment Status is required for both of those follow ups. Employment Career Field is required for CTE. Employment Typical Hours per Week is required for Graduate. As part of CTE follow up, the district will report the Employment Status (Y, N, or unknown), and Career Field. If they answered 'Yes' to Employment, but didn't ask about Typical Hours, they will need to report 'Unknown' for the Hours element - the '**' doesn't match with the response on the other Employment elements. If this student is also SPED, that doesn't mean they need to change all the other employment fields to 'Unknown'. So, the additional elements that need to be filled in depend on what categories that student may fit (CTE, Grad, SWD).

Q: There is a Level 2 report for Students With Disabilities, but when looking at the report that came out in Received Files, they noticed the number is different.

A: It's likely the numbers have dropped, especially on SWD for a number of reasons. #1 - when ODE issued preliminary files, BDDs hadn't reported enrollment information yet. So if a district has a student attending full time at BDD, they were probably on the preliminary file. Now that ODE has this information, these students will drop off the SWD list. This will continue to happen as BDDs and other districts report data. #2 - ODE is now incorporating W/D overrides and Summer W/D that may not have been included before. Both of these things will change the lists of students, especially SWD. There is still a known issue for the SWD list - students who had never enrolled in HS but were age 14. These students are still on the list, but ODE is working on excluding them. The list in the manifest is the most accurate.

Q: Will there be an extension on the CTE follow up reporting since information is coming out so late?

A: Unfortunately, we can't extend it - this is driven by requirements from USDOE needing data by January 31st. The initial window closes January 6th, and there will be a short appeal window after it closes.

Q: The students will be clearly marked and include result code and severity, but will the Active flag be an indicator?

A: The Active flag will be an indicator if the student actually drops, in which case it will go to "N".

Q: SWD list had students listed that should not have been. Will every student who was initially listed still remain on the list?

A: If a student drops off, they will remain in the list, but will have a result code indicating they are no longer on the list. Don't compare to the preliminary list - now that the window is open and manifest is open, ignore those preliminary lists and just use the updated files shared.

Q: Regarding the csv file - in the past, districts only saw 1 row per student. We are seeing multiple rows in the file now. Also, there is a column indicating the last reported building IRN - is this useful for districts or ITCs?

A: This field is just there as a reference point for districts who have multiple high schools, if they want to divide the list up based on building. In the file there should only be one row per student. We did see multiple rows in the initial version of the manifest, but this should have been fixed on Thursday evening. Please submit a helpdesk ticket if you're still seeing duplicates.

Q: Do you expect ODE to release a survey on the follow up to assist districts, and how soon?

A: Yes. That is at the top of the list now that files have been released. We are hoping to have it out this week.

Training – The last round of ITC trainings for this calendar year will start in two weeks. Information for these sessions is posted to the EMIS Training website.

Holiday Processing Schedule – Due to the Thanksgiving holiday, ODE will not process data next Wednesday or Thursday night. Districts will get new reports on Monday (11/21), Tuesday (11/22), and Wednesday (11/23). There will be no new reports on Thursday (11/24) or Friday (11/25). Any data submitted after 5pm on Tuesday (11/22) will be processed over the weekend and new reports will reflect that data on the following Monday (11/28).

CTE Funding – Chad sent out an email to ITCs about districts who haven't submitted Staff and Course Data yet. ODE is pulling CTE courses for funding by the end of this week. If districts have not submitted Staff/Course data yet, funding will go to zero if they don't get that Staff/Course data submitted by the end of this week.

Q&A

Q: Several districts are receiving a fatal error regarding preschool students. The error is 'PS students cannot be age 6 or older after 10/31 with a DD disability code.' In all cases, students are in preschool, are still age 5 and have a preschool LRE, and are enrolled in a preschool program. The majority of these students are not turning 6 until December.

A: This is a known issue in QA currently; expect a fix to be out soon. Once that fix is released, these issues should resolve themselves.

Q: Is there an error on the check that districts can't enroll a preschool student until they turn 3, after 10/31? We have several errors on preschool students who were enrolled on their birthday.

A: Yes, this is a known issue and should be resolved soon.

Q: We are still getting an error in the S collection indicating a student must be in at least 10th grade to w/d as graduate.

A: Please enter a ticket for ODE, and include the error code that is populating.

Upcoming Call Schedule

Monday, November 28, 2022 – ODE ITC Call

Monday, December 12, 2022 – ODE ITC Call

Wednesday, December 14, 2022 - EMIS Change call