

## Exiting Student Follow-Up Records (FW) Procedural Checklist

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### Change Log

Date	Section Number/Name	Change Description
12/22/22	Moved Task 4 to Task 5	Added new Task 4 - Create an FA Record for GW (CTE Industry Credential) Records in the FFE for Students who Earned a Credential within 6 Months of Leaving the District
12/22/22	Task 1 – Obtain Import file from Data Collector	Added data regarding additional imports into the Exiting Student Follow-up screen
12/22/22	Task 1 – Obtain Import file from Data Collector	Added data regarding EMIS ID
10/11/22		Document creation for FY23

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## Exiting Student Follow-up Records

Beginning in FY23, districts are required to gather data to report on exiting students from the prior school year. Previously, districts were required to report follow-up records on Concentrators in March of each year and the Flat File Editor was utilized for that reporting. Now that collection is included in the new Exiting Student Follow-up Records. There are two windows for reporting the data: (1) Initial Exiting Student (S) Follow-Up Collection, and (2) Final Exiting Student (S) Follow-up Collection. The updates and transfers to the Data Collector will be handled just as other records are within StudentInformation, and the Flat File Editor will not need to be utilized.

**Note:** The Concentrators need to be reported to ODE in the Initial Exiting Student Follow-up collection. Any data can be reported in the first window, and can be subsequently updated, but any and all data for Concentrators should be reported as early as possible.

There are three separate groups of students that districts must report follow-up data for:

1. All students who graduated during the prior school year, including summer graduates, and regardless of the year they were expected to graduate. The required data for those students is as follows:
  - a. Employment Status
  - b. Employment Typical Hours Per Week
  - c. Apprenticeship Status
  - d. Apprenticeship Type
  - e. Post-Secondary Education Status
  - f. Post-Secondary Education Type
  - g. Post-Secondary and Advanced Training
  - h. Military Enlistment Status
  - i. Service Program Status
  - j. Other Follow-up Status
2. All exiting students who were career-technical concentrators at any point in their Ohio public school career. The required data for those students is as follows:
  - a. Employment Status
  - b. Employment Career Field
  - c. Apprenticeship Status
  - d. Post-Secondary Education Status
  - e. Post-Secondary Education Type
  - f. Post-Secondary and Advanced Training
  - g. Military Enlistment Status
  - h. Service Program Status
  - i. Other Follow-up Status
3. Students – who at the time of exiting – were reported with a disability condition. The required data for those students is as follows:
  - a. Employment Status
  - b. Employment Typical Hours Per Week

- c. Employment Duration
- d. Employment Compensation Type
- e. Employment Setting
- f. Employment Advancement Opportunity
- g. Apprenticeship Status
- h. Post-Secondary Education Status
- i. Post-Secondary Education Type
- j. Post-Secondary Enrollment Duration
- k. Military Enlistment Status
- l. Service Program Status
- m. Other Follow-up Status

Any student may be in just one section or in multiple sections depending on their circumstances. ODE will be providing a file to the districts with a list of students they expect that district to report values for. Supplemental files may be provided by ODE at a later date that will contain additional students and/or students that should be removed from the reporting.

## ***Task 1 – Obtain Import File from Data Collector***

Files will be distributed to districts from ODE utilizing the Data Collector. Districts should download the file received in the .csv format to use within StudentInformation.

Once a .csv file has been obtained from ODE for this purpose, the district can do one of the following:

1. Districts can manually update the data contained in the file received and save it. (Once imported, additional updates may be made in the maintenance screen.)
2. Districts can import the file received into StudentInformation, and make the updates on the Maintenance screen.

Things to note about the file received from ODE:

1. Students may require data from more than one data group. Ex. if a student graduated in the prior year and also had a disability condition, the required data fields for Prior Year Graduate and Exiting Students with a Disability will need to be updated for them.
2. Different districts may be required to report data for the student., ex. student is enrolled at traditional district and at JVS. The traditional district may be expected to report graduation data, while the JVS may be expected to report data pertaining to whether the student is working in his area of study.
3. The file should have the student name and SSID.
4. If the file is missing the student name or the SSID, the district will want to update those fields prior to importing the file into StudentInformation.

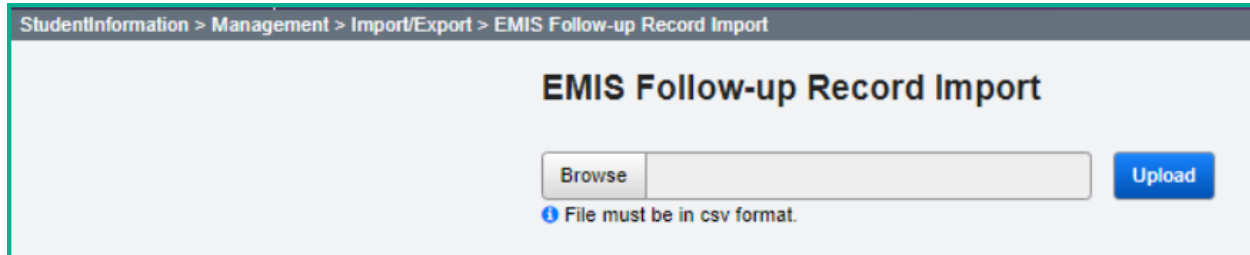
Once imported, the Maintenance screen will display the value of each column for the student. No column value for a student should be blank.

**Note:** ODE has indicated that they will accept the EMIS ID for a student if that is all the district has, BUT they ***strongly recommend*** districts report students with the SSID.

**Note:** Once the import file has been loaded into the Exiting Student Follow-up Screen, all updates for values need to be made in the Exiting Student Follow-up Screen. The one exception is that if you receive a file that has additional students to be reported, you can upload that file and the 'new' students will load as expected.

## Task 2 – Import the .csv File into StudentInformation

Once you are ready to load the file to StudentInformation, navigate to the import screen below. Files will be distributed to districts from ODE utilizing the Data Collector. Districts should navigate to the EMIS Follow-up Record Import. Note that the file must be in a .csv format.



StudentInformation > Management > Import/Export > EMIS Follow-up Record Import

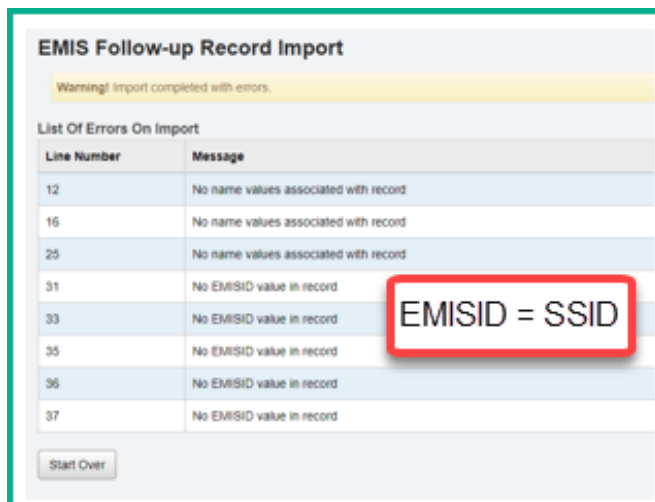
### EMIS Follow-up Record Import

Browse  Upload

File must be in csv format.

When the files are being imported, the records are checked to verify that identifying values exist on the records. Any record that is missing name values or the SSID will not be imported. Note that the Error Message 'No EMISID value in record' means that the SSID is missing.

Once the file is uploaded, if there are any errors, they will be listed on the screen. The errors will display with the Line Number of the record as well as a message indicating the issue. Users can immediately go to the import file, make the corrections and reimport the file.



### EMIS Follow-up Record Import

Warning! Import completed with errors.

List Of Errors On Import

Line Number	Message
12	No name values associated with record
16	No name values associated with record
25	No name values associated with record
31	No EMISID value in record
33	No EMISID value in record
35	No EMISID value in record
36	No EMISID value in record
37	No EMISID value in record

Start Over

EMISID = SSID

### Importing Tips:

1. The headers for the import files are not being read during the import, so no errors will appear about a header mismatch.
2. The data is being read from the column order as defined in the FW Record layout in the EMIS Manual.

3. ODE will be adding some additional indicators to the record to indicate students that were originally in the file but have since been removed (Update Date, Create Date, Result Code, Result Code Description, Active Flat, EMIS ID, Building IRN, Severity, Level 2 Record Type)
4. ODE may also add students to your file at a later date. If students are added, import the file containing the new students, and they will be added to the group of existing student records on the Maintenance screen. The students who are already imported will not be affected by reimporting a new file where they are still included. The data that has been updated for those students within StudentInformation will not be affected.

## Task 3 – Exiting Student Follow-up Maintenance

When navigating to the Exiting Student Follow-up Records maintenance screen, it will look as displayed below. You must have the district in context. The **Data Group to Display** will default to 'Prior Year Graduates'. In the Data Group to Display area you can choose one Data Group to work with or multiple Data Groups to work with by checking/unchecking the needed selections.

The alpha filters above the top of the table allow you to select groups of students based on the filtering of their last names. Students with the last name of Aaron through Babcock would be listed when clicking the Aa-Ba value and so forth. After choosing the alpha selection of students to work with, you can choose to work with all students in that group by checking the Select all button. To clear all students, you would just uncheck the select all button. If you wish to just update a smaller group of students, individually check their boxes, and after the updates have been made, uncheck them.

The Mass Update options listed in blue at the top of the screen can be used to mass update a value(s) for a group of students. For example, if there are multiple students in the current selection that should have an Employment Status of 'Y' and also a Compensation Type of Y, then you can update the selection in the Mass Update value to match those values after checking the students. Then click Save Records. The selected values for the selected students will be updated to the option you chose. Once complete, clear the values in the headers and uncheck the selected students, so that you can move on to updating others. The student Checkboxes and Mass Update dropdowns are not automatically cleared when records are saved.

If you have just a couple of updates to be made, you may want to update the student's record by clicking on the selections listed in the row with their name and updating them as needed, and then clicking Save Records.

The screenshot shows the 'Exiting Student Follow-up Records' maintenance screen. At the top, there is a 'Data Group to Display' section with three checkboxes: 'Prior Year Graduates' (checked), 'Exiting CTE Concentrators', and 'Exiting Students With A Disability'. Below this is a 'Save Records' button. A blue box highlights the 'Save Records' button with the text 'Using the alpha filters allows you to work with specific students grouped together by last name'. A red box highlights the 'Select or deselect all students' button. A blue box highlights the 'Select values in this area to mass update selected students' section. A red box highlights the 'Data Group to Display' section with the text 'Select type or types of student groups to work with'. The table below has columns for 'Employment', 'Apprenticeship', 'Post-secondary Education', 'Military', and 'Other'. The table has multiple rows of data with dropdown menus for various fields.

When a user is on this screen, if they are searching for a specific student who falls within the alphabetical parameters, they can use the Ctrl F functionality to locate that student.



Additionally, when on this screen, you can hover over the student's name on the left side, and it will provide additional information regarding the student.

**Exiting Student Follow-up Record**

Data Group to Display

- Prior Year Graduates
- Exiting CTE Concentrators
- Exiting Students With A Disability

		Employment	
<input type="checkbox"/> Student Name	EMS ID	Employment Status	Call File
<input type="checkbox"/> Abbott, Juan	259151485	*	
<input checked="" type="checkbox"/> Abbott, Mario			
<input checked="" type="checkbox"/> Abel, Amy			
<input type="checkbox"/> Abel, Chad			
<input type="checkbox"/> Abel, Geraldine			
<input type="checkbox"/> Abel, Randall			
<input type="checkbox"/> Abeyta, Dwight			
<input type="checkbox"/> Abeyta, Eduardo			

**Abbott, Mario**

**Data Groups**

CTE WFO Flag: N  
 Graduate Flag: Y  
 Exiting Special Ed Flag: N

**Responsible LEA IRNs**

CTE LEA IRN: \*\*\*\*\*  
 Graduate IRN: 043505  
 SWD LEA IRN: \*\*\*\*\*

**Student Data**

Program of Concentration: \*\*

## ***Task 4 – Create an FA Record for GW (CTE Industry Credential) Records in the FFE for Students who Earned a Credential within 6 Months of Leaving the District***

If your district has students to be reported for the CTE Exiting Student Follow-up who earned CTE Industry Credentials within 6 months of leaving the district, those CTE Industry Credentials should be reported for them.

To report FA Assessment Type GW records (CTE Industry Credentials), the records will need to be added to the Flat File Editor (FFE) as part of Period S. This will allow them to be properly uploaded to the Data Collector when submitting data for the Exiting Student Follow-up Collection.

# Task 5 – Transfer Exiting Student Follow-up Records to the Data Collector

The Exiting Student Follow-up transfer process is available on the Student Reporting (S) Transfer under EMIS.

Once you have completed the data updates, transfer your data to the Data Collector. Navigate to the Student Reporting Collection (S) menu and choose Select All Transfers. Individual file transfers for a specific record type may be performed as needed. You must have the district in context to transfer Exiting Student Follow-up (FW) records to the data collector.

StudentInformation > EMIS > Student Reporting Collection (S)

### EMIS - Create Flat Files - Select Files

From this screen, you can transfer Student Collection (S) records.

Request Type    Program Selection

- Select all transfers
- Transfer - District Testing (DT)
- Transfer - Exiting Student Follow-Up (FW) ←
- Transfer - Organization - General Information (DN)
- Transfer - Student Acceleration (FB)
- Transfer - Student Attributes - Effective Date (FD)
- Transfer - Student Attributes - No Date (FN)
- Transfer - Student Demographic (GI)
- Transfer - Student Demographic - Race Detail (GJ)
- Transfer - Student Discipline (GD)
- Transfer - Student Gifted Education (GG)
- Transfer - Student Non-graduate Core Summary (GC)
- Transfer - Student Program (GQ)
- Transfer - Student Special Ed. Graduation Requirement (FE)
- Transfer - Student Special Education (GE)
- Transfer - Student Standing (FS)
- Transfer - Student Summer Withdrawal (FL)
- Transfer - Student Truancy and Excessive Absence (FT)
- Transfer - Student Withdrawal Override (FC)

Transfer Type:\*

Flat file transfer

Flat file transfer for Data Collector

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