

### EMIS Change 24-63

This change updates the reporting guidance for Percent of Time for preschoolers and kindergartners in EMIS Manual Section 2.4. The additional guidance regards part-time vs full-time students. This change also updates Section 5.1.1 (see change 24-18) to assist with reporting preschool calendars. Finally, this change corrects the valid options range for the Hours Per Day Element in Section 5.2.

## SECTION 2.4: STUDENT STANDING (FS) RECORD

### Percent of Time Element

Record Field Number	FS120
Definition	The average percent of time, for the week, that the student participates in any instruction provided by a certified/licensed employee.

#### **Valid Options**

000-100

**Reporting Instructions.** Percent of time for students in grades 8 and below is determined based on the reporting instructions below. The percent of time for high school students is determined based on the reporting instructions below that were in effect prior to March 23, 2015. However, in those cases where a high school student is enrolled in courses that would generate a higher percent of time using the credit method, the percent of time may still be determined based on the rule that five credits is equivalent to full-time enrollment.

The following are general guidelines to follow when reporting the Student Percent of Time Element. Calculate the percent of time based upon the time that the student was actually enrolled in the district during the timeframe of the Student Standing (FS) Record.

Include the following in the student percent of time:

- The amount of time the student is educated by employees of the reporting district.
- The amount of time the student is educated by contracted employees of the reporting district (with the exception of time spent receiving instruction through contract career-technical instruction).
- The amount of time in which the student, enrolled in the reporting district, is educated by staff employed by an ESC. This does not apply to preschool students.

Additionally, student percent of time includes the time the student is educated at entities other than the reporting district in the following situation.

- The reporting district is providing instructional services to students placed in a “Home” (i.e., institution, Juvenile Detention Center, etc.) within the reporting school district’s boundaries.

Do *not* include the Percent of Time in the following situations. Instead, report the percentage in the Sent To Percent of Time Element together with the Sent Reason and Sent to IRN fields.

- Instructional services for students with disabilities provided at chartered nonpublic schools, when placed in the nonpublic entity by the district as the most appropriate placement per the students IEP. The Sent To IRN is the IRN of the non-public entity or “999999”.
- Services for students participating in the Autism Scholarship Program. These students are reported with the “AU” Sent Reason. The Sent To IRN is the appropriate IRN or “999999” if that IRN is not known.
- Post-secondary institutions

Do *not* include in the Student Percent of Time Element or the Sent To Percent of Time Element the amount of time the student spent/is educated by the following entities.

- County Boards of Developmental Disabilities (BDDs)
- Entities providing contracted career-technical instruction
- A Pilot Program site
- Court Ordered Institutional Placement into a Facility as defined by ORC §2151.65 or §2152.41

As stated in law, schools offering full-time kindergarten through grade 6 are required to be open for instruction for a minimum of 910 hours in the school’s calendar year. This should be reflected in the EMIS calendar reported for these grades. Although a minimum school year for preschool students is not in law, districts should use this same 910-hour requirement when reporting preschool calendars and calculating the percent of time to report to EMIS for preschool students.

## SECTION 5.1.1: REPORTING CALENDARS FOR STUDENTS OVERVIEW

### FREQUENTLY ASKED QUESTIONS

Question 10. My district has a part-time preschool program. This program operates 455 hours a year. Should the students in this program be reported as 100% of time on a calendar that includes 455 hours?

Answer 10. No, these are part-time students and should be reported as such. Full-time preschool is a minimum of 910 hours. Students attending a program that is 455 hours should be reported as 50% of time. For some preschool students, this could result in fairly small percentages of time being reported. That is fine, as long as that percentage represents the correct number of hours of attendance for the students.

## SECTION 5.2: GRADE SCHEDULE (DL) RECORD

### Hours Per Day Element

Record Field Number	DL100
Definition	The number of hours per day in which scheduled classes, supervised activities or approved educational options were provided to students in this building/grade/attendance pattern.

**Valid Options**

~~0.00~~2.50 – 9.99

**Reporting Instructions.** This element is required to be reported by all EMIS reporting entities. Do not include lunch.

Report the actual hours per day that the building/grade/attendance pattern combination of the record was in session on a normal school day. Do not add additional time for unplanned time off~~emergency days~~ made up or subtract any time for any school delays or early releases; that information will be reported by Organization General Information (DN) Records with matching building/grade/attendance pattern combinations.