

# EMIS TRAINING

## STATUS CODES/ATT CODES (STUD SCREEN)

The purpose of the Status Codes and the Attend Codes is to simplify EMIS and require less reasons to modify the EMIS screens. With the proper coding of the Status, ATT field and SPED field, the majority of the EMIS fields will be coded properly.

### **STATUS CODES:**

- A - Resident attending your district part/full time
- D - Marked for Delete - used only for no-shows and duplicates
- I - Inactive - Withdrawn, graduate, intra-district transfer
- J - Resident attending JVS
- N - Non-Resident attending your district - internally active
- O - Non-Resident attending your district - internally inactive
- Q - Resident attending your district - internally inactive
- R - Resident attending elsewhere full-time - internally inactive
- U - Resident attending elsewhere - internally active

### **SPED FIELD:**

Percent of time student spends in your district - whole number

### **ATT CODES:**

- A - Attending resident district full/part time
- B - Business Proprietary
- C - County unit
- D - Direct pay tuition - parent pays
- F - Foster child (court placed)
- G - Grandparent
- I - Supplemental services only
- J - JVS
- K - Court Place in local/county institution for delinquent youth
- L - Vocational Evaluation only
- M - MR/DD or State School
- N - Non-Public attending for special ed. purposes
- O - Open enrollment
- P - Post-secondary
- R - Non-resident returning senior
- S - Special ed. unit - not county board
- T - Tuition - Board paid (not court placed, not special ed.)
- U - Unauthorized

- V - Contract Vocational
- W - Out of state tuition
- X - Out of state non-tuition
- Y - Youth services/rehabilitation
- Z - Student following a teaching parent
- 2 - Non-resident attending under open enrollment (June only)
- 3 - 3 Districts involved
- 4 - Superintendent's agreement
- 5 - Court Place in local/county institution for neglected youth

**ENTERING STUDENTS**

1. Determine if student is resident or non-resident.
2. Is your district educating the student?
3. What percent of time does student spend in your district?

The answers to these three questions determine the Status, SPED field, and ATT field.

**SAMPLE SITUATIONS:**

Student is resident attending your district:

STATUS	= A
Sped	= 100
Att	= A

EMIS: No Changes

Student is resident and part-time Post Secondary:

STATUS	= A
Sped	= % of time in district
Att	= P

EMIS: Attend/Home IRN of Post Secondary School

Student is resident and part-time non-public special education:

STATUS	= Q
Sped	= 0
Att	= N

EMIS: No Changes

Student is resident and receives only non-instructional support, supplemental or related services:

STATUS = Q  
Sped = 0  
Att = I

EMIS: No Changes

Student is resident and home tutored by district:

STATUS = Q  
Sped = 100  
Att = A

EMIS: No Changes

Student is resident and attending County Unit:

STATUS = R  
Sped = 0  
Att = C  
Program = Handicap code  
Withdraw Date = Date student was no longer instructed by district  
Withdraw Code = \*\*

EMIS: Attend/Home IRN = County Board

Student is resident and Parents are paying tuition to attend elsewhere:

STATUS = R  
Sped = 0  
Att = D  
Withdraw Date = Date student was no longer instructed by district  
Withdraw Code = \*\*

EMIS: Attend/Home IRN = District student attends

Student is resident and Court placed in another district:

STATUS = R  
Sped = 0  
Att = F  
Withdraw Date = Date student was no longer instructed by district  
Withdraw Code = \*\*  
  
EMIS: Attend/Home IRN = District student attends

Student is resident and attending MR/DD or state school:

STATUS = R  
Sped = 0  
Att = M  
Program = Handicap code  
Withdraw Date = Date student was no longer instructed by district  
Withdraw Code = \*\*  
  
EMIS: Attend/Home IRN = IRN of MR/DD

Student is resident and attending another district through Open Enrollment:

STATUS = R  
Sped = 0  
Att = O  
Withdraw Date = Date student was no longer instructed by district  
Withdraw Code = \*\*  
  
EMIS: Attend/Home IRN = District student attends

Student is resident and attending Post-Secondary full time:

STATUS = R or U  
Sped = 0  
Att = P  
Withdraw Date = Date student was no longer instructed by district  
Withdraw Code = \*\*  
  
EMIS: Attend/Home IRN = Post Secondary School

Student is resident and attending another district for special education services:

STATUS = R  
Sped = 0  
Att = S  
Program = Handicap code  
Withdraw Date = Date student was no longer instructed by district  
Withdraw Code = \*\*

EMIS: Attend/Home IRN = District student attends

Student is resident and Board is paying tuition for student to attend another district:

STATUS = R  
Sped = 0  
Att = T  
Withdraw Date = Date student was no longer instructed by district  
Withdraw Code = \*\*

EMIS: Attend/Home IRN = District student attends

Student is resident and attends Contract Vocational unit:

STATUS = R  
Sped = 0  
Att = V  
Withdraw Date = Date student was no longer instructed by district  
Withdraw Code = \*\*

EMIS: Attend/Home IRN = District student attends

Student is resident and placed in a Youth Services:

STATUS = R  
Sped = 0  
Att = Y  
Withdraw Date = Date student was no longer instructed by district  
Withdraw Code = \*\*

EMIS: Attend/Home IRN = IRN of Youth Services

Student is resident and elsewhere under Superintendent's agreement:

STATUS = R  
Sped = 0  
Att = 4  
Withdraw Date = Date student was no longer instructed by district  
Withdraw Code = \*\*

EMIS: Attend/Home IRN = IRN of Educating District

Student is Non-resident and attends your district through Open Enrollment or Court Placed and goes to JVS :

STATUS = N or O  
Sped = 0  
Att = 3  
Transfer To code = JVS school code (JVHS or MPCC)  
Data flag 3 = J

EMIS: District of Residence = District student lives in  
Student Status = 9 (open enrollment)  
C (court placed)  
Attend/Home IRN = IRN of JVS  
Attend/Home Indicator = 3

Student is Non-resident and attends your district through Open Enrollment or Court Placed and goes to County Board:

STATUS = N or O  
Sped = 0  
Att = 3

EMIS: District of Residence = District student lives in  
Student Status = 9 (open enrollment)  
C (court placed)  
Attend/Home IRN = IRN of County Board  
Attend/Home Indicator = 4

Student is Non-resident and parents pay tuition for student to attend your district:

STATUS = N  
Sped = 100  
Att = D

EMIS: District of Residence = District student lives in  
Attending/Home IRN = District student lives in

Student is Non-resident and court placed in your district:

STATUS = N  
Sped = 100  
Att = F

EMIS: District of Residence = District parent lives in  
Attending/Home IRN = District parent lives in

Student is Non-resident and living with grandparent:

STATUS = N  
Sped = 100  
Att = G

EMIS: District of Residence = District parent lives in  
Attending/Home IRN = District parent lives in

Student is Non-resident and court placed in local/county institution for delinquent youth (Title I only):

STATUS = N  
Sped = 100  
Att = K

EMIS: District of Residence = District parent lives in  
Attending/Home IRN = District parent lives in

Student is Non-resident and receives Vocational Evaluation only:

STATUS = N  
Sped = % of time in district  
Att = L  
Program = Handicap code

EMIS: District of Residence = District student lives  
Attending/Home IRN = District student lives in

Student is Non-resident attending a non-public school but receiving special ed services:

STATUS = N  
Sped = % of time in district  
Att = N  
Program = Handicap code

EMIS: District of Residence = District student lives  
Attending/Home IRN = District student lives in

Student is Non-resident and attending your district through Open Enrollment:

STATUS = N  
Sped = 100  
Att = O

EMIS: District of Residence = District student lives in  
Attending/Home IRN = District student lives in

Student is Non-resident and returning for senior year:

STATUS = N  
Sped = 100  
Att = R

EMIS: District of Residence = District student lives in  
Attending/Home IRN = District student lives in

Student is Non-resident and attending your district for special education services:

STATUS = N  
Sped = 100  
Att = S  
Program = Handicap code

EMIS: District of Residence = District student lives in  
Attending/Home IRN = District student lives in

Student is a Non-resident and Resident Board is paying tuition for student to attend your district:

STATUS = N  
Sped = 100  
Att = T

EMIS: District of Residence = District student lives in  
Attending/Home IRN = District student lives in

Student is a Non-resident and attending a Contract Vocational unit at your district:

STATUS = N  
Sped = % of time in your district  
Att = V

EMIS: District of Residence = District student lives in  
Attending/Home IRN = District student lives in

Student is a Non-resident and parent teaches in your district (entered tuition free):

STATUS = N  
Sped = 100  
Att = Z

EMIS: District of Residence = District student lives in  
Attending/Home IRN = District student lives in

Student is Non-resident and attending under open enrollment, resident in October (June only):

STATUS = N  
Sped = 100  
Att = 2

EMIS: District of Residence = District student lives in  
Attending/Home IRN = District student lives in

Student is Non-resident and attending under Superintendent's agreement:

STATUS = N  
Sped = 100  
Att = 4

EMIS: District of Residence = District parent lives in  
Attending/Home IRN = District parent lives in

Student is Non-resident and court placed in local/county institution for neglected youth (Title 1):

STATUS = N  
Sped = 100  
Att = 5

EMIS: District of Residence = District parent lives in  
Attending/Home IRN = District parent lives in

Student is a resident attending the JVS:

STATUS = J  
Sped = 0  
Att = J  
Transfer To code = JVS school code (JVHS or MPCC)  
Data flag 3 = J

EMIS: No Change

## **CODING FOR JVS**

Student is resident of home school attending JVS:

STATUS = A  
Sped = 100  
Att = A  
Previous School = Home School code

EMIS: No Change

Student is going to JVS from non-public school:

STATUS = A  
Sped = 100  
Att = A  
Previous School = Home School code

EMIS: District of Residence = District student lives in

Student is open enrollment and attending JVS:

STATUS = A  
Sped = 100  
Att = O  
Previous School = Home School code

EMIS: District of Residence = District student lives in

Student is court placed and attending JVS:

STATUS = A  
Sped = 100  
Att = F  
Previous School = Home School code

EMIS: District of Residence = District parent lives in

## ***WITHDRAWING STUDENTS***

1. Why did student withdraw?
2. If to another district, did that student move or were they court placed, open enrollment, etc.?

The answers to these questions determine what status to use to withdraw the student.

## ***STEPS FOR WITHDRAWING STUDENTS***

1. Withdraw all students through SCHE screen.
2. Use FIRST DAY OF NON-ATTENDANCE for withdraw date.
3. Determine if your district still needs to keep track of student for EMIS.  
If yes, withdraw code should be \*\*. If not, use appropriate withdraw code.
4. If district is responsible for student, use proper student status.  
If district is no longer responsible for student, use I for status.