

# Enrollment Technical Documentation



Traditional District and School,  
Dropout Prevention and  
Recovery, and Career-Technical  
Planning District Report Cards

**2024-2025 School Year**



**Department of  
Education &  
Workforce**

## Revision History

The revision history section provides a means for readers to easily navigate to the places where updates have occurred from prior years. Significant changes and updates are indicated through RED underlined text for additions and ~~red text with strikethroughs~~ for deletions. Minor changes- such as typos, formatting and grammar corrections - are not marked.

Date	Effective	Description
		Updated for 2024-2025 school year

[Ohio Revised Code](#) and [Ohio Administrative Code](#) require districts to report data to EMIS and to verify and approve all EMIS data. Data should be reviewed and verified prior to the close of the [different data collections](#). This verification should include all relevant reports, including those in the Secure Data Center (SDC).

The Secure Data Center (SDC) is an interactive tool that allows districts to review data well before its final and the Report Cards are released. ***The SDC is the main resource districts should use to validate Report Card Data but not inclusive please verify all relevant reports from EMIS.*** The [EMIS Validation and Report Explanations](#) webpage lists current Level 1 and 2 report explanations as well as a list of [General Issues Reports](#) that should be used to validate data. Another resource to validate data for students that cross LEAs is the [Ohio District Data Exchange \(ODDEX\)](#).

## Secure Data Center Reports Breadcrumb Trails

### TRADITIONAL REPORT CARD

Report Portal>Secure Data Center>Local Report Card>District(or School) Local Report Card > **District Details**

### CTPD REPORT CARD

Report Portal > Secure Data Center > Local Report Card > CTPD Report Card > CTPD Details

### DPR REPORT CARD

Report Portal > Secure Data Center > Local Report Card > Dropout Prevention and Recovery Report Card > **School Details**

### ENROLLMENT

Report Portal > Secure Data Center > Local Report Card > Dropout Prevention and Recovery  
Report Portal > Secure Data Center > Enrollment > **District (or School) Enrollment> SSID Details**

## PARTICIPATING IN CTE

Report Portal > Secure Data Center > Career and Technical Education > **CTPD (or Member District) Headcount of Students Participating in Career-Technical Courses**

# Table of Contents

<i>Revision History</i> .....	1
<i>Secure Data Center Reports Breadcrumb Trails</i> .....	1
Traditional Report Card .....	1
CTPD Report Card .....	1
DPR Report Card .....	1
Enrollment.....	1
Participating in CTE.....	2
<b>TABLE OF CONTENTS</b> .....	<b>3</b>
<i>Introduction</i> .....	4
<i>Student Enrollment</i> .....	4
<i>School Choice Options: Place of Enrollment for Students Residing in a District</i>	
<i>Measures</i> .....	4
Count 1. Students enrolled in the district where they live .....	5
Count 2. Students enrolled in another public district through Open Enrollment .....	5
Count 3. Students enrolled in another public district by means other than Open Enrollment	5
Count 4. Students enrolled in an online community school.....	5
Count 5: Students enrolled in a site-based community school.....	5
Count 6. Students enrolled in a Dropout Prevention and Recovery Program (online or site-	
based) .....	5
Count 7. Students participating in the EdChoice Scholarship or Cleveland Scholarship	
Program .....	6
Count 8. Students participating in the EdChoice Expansion Program .....	6
Count 9. Students participating in the Ohio Autism Scholarship or Jon Peterson Special	
Needs Scholarship Program .....	6
<i>Headcount of Students Participating in Career-Technical Courses Measure</i> .....	6
<b>APPENDIX A INCLUSION CRITERIA (EMIS)</b> .....	<b>8</b>

## Introduction

The Ohio Report Cards provide a comprehensive overview of student enrollment across various educational settings, including **Traditional Districts**, **Dropout Prevention and Recovery (DPR) Schools**, and **Career Technical Planning Districts (CTPD)**. These measures capture the diverse educational choices, such as enrollment in community schools, participation in scholarship programs, and attendance in specialized programs. By examining these enrollment metrics, stakeholders can gain insights into student mobility, school choice options, and the effectiveness of different educational pathways in meeting the needs of Ohio's diverse student population.

## Student Enrollment

The Traditional Report Card and DPR Report Card include all students enrolled in the district or school in grades preschool-high school (including Grades 13 and 23). Each student who was enrolled in a school or district at any time in a school year contributes Full Time Equivalent's (FTE's) to the district or school's total enrollment. It is important to note that the FTE calculation used is different from a headcount calculation. A headcount calculation counts the total number of students enrolled in a school or district on a specific date or series of dates. When reporting headcount, each student who is enrolled on the date chosen will count as one student in the calculation. A student who withdraws prior to or enrolls after the chosen date is not included in the headcount.

For Student Enrollment, all students are included in the calculation if they have any enrollment reported in the school year. Instead of counting all students as one full student, a full-time equivalent (FTE) percent is calculated based on the length of time each student is enrolled. For example, a student who is enrolled for the entire school year equals 1.0 FTE in the calculation; a student who is enrolled for half the school year is 0.5 FTE; and a student who is enrolled for ten percent of the year is 0.1 FTE.

## School Choice Options: Place of Enrollment for Students Residing in a District Measures

The Traditional Report Card includes the School Choice Options report which is a series of nine counts that describe the places of enrollment for students residing in each school district. These figures are not required to be reported but Ohio Revised Code Section [3302.034 \(A\)](#) allows the state Board of Education to include additional information on the report card (at their discretion). The board has chosen to include the data for all traditional public districts.

The School Choice Options report provides readers with an understanding of the number of students who are partaking in enrollment options either at their district of residence or in a district other than their own. The data does not reflect the quantity or quality of options within each category. Knowledge of school locations, enrollment policies, and voucher qualifications would be required to achieve a full understanding of school choice.



## **COUNT 1. STUDENTS ENROLLED IN THE DISTRICT WHERE THEY LIVE**

This is the count of students receiving educational instruction from the public school district of residence.

## **COUNT 2. STUDENTS ENROLLED IN ANOTHER PUBLIC DISTRICT THROUGH OPEN ENROLLMENT**

Open Enrollment allows a student to attend a public-school, tuition-free, in a district other than the district of residence. A district may elect not to participate in open enrollment or create policies allowing students living in adjacent districts or statewide to enroll. For this count, independent STEM districts are treated as open-enrollment districts. For more information, refer to the Department webpage on [Open Enrollment](#).

## **COUNT 3. STUDENTS ENROLLED IN ANOTHER PUBLIC DISTRICT BY MEANS OTHER THAN OPEN ENROLLMENT**

For this count, reasons “other than open enrollment” by which a non-resident student can attend the district include foster placement, institutional placement, senior year exception, parent as district employee, superintendent agreement, and several other situations.

## **COUNT 4. STUDENTS ENROLLED IN AN ONLINE COMMUNITY SCHOOL**

An Ohio E-school is an online Ohio public school. This count includes enrollment in both statewide and district-sponsored online community schools. Enrollment may be limited to students residing in the sponsoring or surrounding districts. This count includes online Dropout Prevention and Recovery programs. For more information, see the Department webpage, [E-Schools](#). Note: These counts only include students attending a community school designated as an online school. Students attending an online school owned by a traditional district are included in Count 1.

## **COUNT 5: STUDENTS ENROLLED IN A SITE-BASED COMMUNITY SCHOOL**

Most community schools are site-based schools, also known as “brick and mortar” schools. Enrollment policies at these public schools vary by sponsoring entity, educational model, or other criteria. This count includes site-based Dropout Prevention and Recovery Programs. For more information see the Department webpage, [Community-Schools](#).

## **COUNT 6. STUDENTS ENROLLED IN A DROPOUT PREVENTION AND RECOVERY PROGRAM (ONLINE OR SITE-BASED)**

Dropout Prevention and Recovery Programs are community schools that primarily serve students 17 and older who have previously dropped out of school or at-risk for dropout. Dropout Prevention and Recovery Programs can be either site-based or E-schools.

## **COUNT 7. STUDENTS PARTICIPATING IN THE EDCHOICE SCHOLARSHIP OR CLEVELAND SCHOLARSHIP PROGRAM**

The EdChoice Scholarship Program provides state-funded scholarships to students in K-12 who attend or are assigned to attend a designated, low-performing public school. The voucher is used for participating in private school. For more information see the Department webpage, [EdChoice Scholarship Program](#).

A separate but similar program, the Cleveland Scholarship Program, gives students who reside in the Cleveland Municipal School District the opportunity to attend private schools in Cleveland. For more information see the Department webpage, [Cleveland Scholarship Program](#).

## **COUNT 8. STUDENTS PARTICIPATING IN THE EDCHOICE EXPANSION PROGRAM**

Students not assigned to an EdChoice-designated public school, can apply for a voucher through EdChoice Expansion. It is available to students whose family income was at or below 250% of the Federal Poverty Guidelines, or renewing an existing application, at or below 400% of Federal Poverty Guidelines.

## **COUNT 9. STUDENTS PARTICIPATING IN THE OHIO AUTISM SCHOLARSHIP OR JON PETERSON SPECIAL NEEDS SCHOLARSHIP PROGRAM**

Both the Autism Scholarship Program and the Jon Peterson Special Needs (JPSN) Scholarship Program give the parents of children with autism or disabilities the choice to send their child to a special education program. The program is not operated by their school district of residence that provides services outlined in the individualized education program (IEP). For more information, see the Department webpage, [Jon Peterson Special Needs Scholarship Program](#).

## **Headcount of Students Participating in Career-Technical Courses Measure**

The CTPD Report card includes the Headcount of Students Participating in Career-Technical Courses Measure. It provides a comprehensive overview of student participation in courses aligned to workforce development programs. These measures track the number of students enrolled in state-approved CTE courses, ensuring they receive the necessary technical skills and academic knowledge for future careers. By monitoring enrollment, schools can assess the effectiveness of programs and make data-driven decisions to enhance educational outcomes. The focus is on equitable access, opportunities for all students, and preparation for successful transitions into post-secondary education or workforce.

The Headcount of Students Participating in Career-Technical Courses measure reflects the number of students who were funded in a career-tech course aligned to a workforce development program with a curriculum code of VM, VN, VP, VT, or PS (Career-Tech College Credit Plus). The measure excludes the courses coded as Family & Consumer Science, Career-Based Intervention, Senior-Only Credential and V3 curriculum. Student counts are disaggregated by student group and the CTPD member district sending the student for career-tech coursework. Since the counts are based upon the district that sent the student for coursework, rather than educating district, Joint Vocational School Districts are not listed. In addition, any students who were sent by a district outside of the CTPD, would be counted as sent by an “Other” district.



# Appendix A Inclusion Criteria (EMIS)

Students will count at the **district or school** for the following Measures/Indicators:

- Student Enrollment

**IF** the students are reported in the Education Management Information System (EMIS) with the following:

*District Relationship Element (FS140) = 1 AND How Received Element (FS180) ≠ 6, F, I, or V*

**OR**

*District Relationship Element (FS140) = 1 AND How Received Element (FS180) ≠ 6, F, I, or V AND Sent Reason Element (FS200 or FS230) = EX or NP*

**OR**

*District Relationship Element (FS140) = 1 AND How Received Element (FS180) ≠ 6, F, I, or V AND Sent Reason Element (FS200 or FS230) = PI or PS*

**Note:** For preschool, only students with a disability condition generate FTE/are included in enrollment

Students will count at the **district** for the following Measures/Indicators:

- Students Enrolled in the District where they live

**IF** the students are reported in the Education Management Information System (EMIS) with the following:

*Legal District of Residence (FS150) = District of Enrollment AND How Received Element (FS180) = \* AND District Relationship Element (FS140) = 1*

Students will count at the **district** for the following Measures/Indicators:

- Students Enrolled in another Public District through Open Enrollment

**IF** the students are reported in the Education Management Information System (EMIS) with the following:

*Legal District of Residence (FS150) ≠ District of Enrollment (meaning students are **not** residing in the same district as the one in which they're enrolled) AND How Received Element (FS180) = 9 AND District Relationship Element (FS140) = 1*

**OR**

*Legal District of Residence (FS150) ≠ District of Enrollment* (meaning students are **not** residing in the same district as the one in which they're enrolled) **AND** How Received Element (FS180) = K **AND** District Relationship Element (FS140) = 1

Students will count at the **district** for the following Measures/Indicators:

- Students Enrolled in another Public District through means other than Open Enrollment

**IF** the students are reported in the Education Management Information System (EMIS) with the following:

*Legal District of Residence (FS150) ≠ District of Enrollment* (meaning students are **not** residing in the same district as the one in which they're enrolled) **AND** How Received Element (FS180) = 3 **AND** District Relationship Element (FS140) = 1

**OR**

*Legal District of Residence (FS150) ≠ District of Enrollment* (meaning students are **not** residing in the same district as the one in which they're enrolled) **AND** How Received Element (FS180) = 7 **AND** District Relationship Element (FS140) = 1

**OR**

*Legal District of Residence (FS150) ≠ District of Enrollment* (meaning students are **not** residing in the same district as the one in which they're enrolled) **AND** How Received Element (FS180) = 8 **AND** District Relationship Element (FS140) = 1

**OR**

*Legal District of Residence (FS150) ≠ District of Enrollment* (meaning students are **not** residing in the same district as the one in which they're enrolled) **AND** How Received Element (FS180) = A **AND** District Relationship Element (FS140) = 1

**OR**

*Legal District of Residence (FS150) ≠ District of Enrollment* (meaning students are **not** residing in the same district as the one in which they're enrolled) **AND** How Received Element (FS180) = B **AND** District Relationship Element (FS140) = 1

**OR**

*Legal District of Residence (FS150) ≠ District of Enrollment* (meaning students are **not** residing in the same district as the one in which they're enrolled) **AND** How Received Element (FS180) = C **AND** District Relationship Element (FS140) = 1

**OR**

*Legal District of Residence (FS150) ≠ District of Enrollment* (meaning students are **not** residing in the same district as the one in which they're enrolled) **AND** How Received Element (FS180) = D **AND** District Relationship Element (FS140) = 1

**OR**

*Legal District of Residence (FS150) ≠ District of Enrollment* (meaning students are **not** residing in the same district as the one in which they're enrolled) **AND** How Received Element (FS180) = P **AND** District Relationship Element (FS140) = 1

**OR**

*Legal District of Residence (FS150) ≠ District of Enrollment* (meaning students are **not** residing in the same district as the one in which they're enrolled) **AND** How Received Element (FS180) = QK **AND** District Relationship Element (FS140) = 1

**OR**

*Legal District of Residence (FS150) ≠ District of Enrollment* (meaning students are **not** residing in the same district as the one in which they're enrolled) **AND** How Received Element (FS180) = S **AND** District Relationship Element (FS140) = 1

**OR**

*Legal District of Residence (FS150) ≠ District of Enrollment* (meaning students are **not** residing in the same district as the one in which they're enrolled) **AND** How Received Element (FS180) = T **AND** District Relationship Element (FS140) = 1

**OR**

*Legal District of Residence (FS150) ≠ District of Enrollment* (meaning students are **not** residing in the same district as the one in which they're enrolled) **AND** How Received Element (FS180) = W **AND** District Relationship Element (FS140) = 1

Students will count at the **district** for the following Measures/Indicators:

- Students Enrolled in an Online Community School

**IF** the students are reported in the Education Management Information System (EMIS) with the following:

OEDS designation: District of Enrollment Organization Type = **Community School** (6) (meaning that the district the student enrolled in is a community school) **AND** OEDS designation: E-school Flag = **Yes** (meaning that this community school is considered an E-school or an online school) **AND** *District Relationship Element (FS140)* = 1

Students will count at the **district** for the following Measures/Indicators:

- Students Enrolled in a Site-Based Community School

**IF** the students are reported in the Education Management Information System (EMIS) with the following:

OEDS designation: District of Enrollment Organization Type = **Community School** (6) (meaning that the district the student enrolled in is a community school) **AND** OEDS

designation: E-school Flag = **No** (meaning that this community school is not considered an E-school or an online school) **AND** *District Relationship Element (FS140)* = **1**

Students will count at the **district** for the following Measures/Indicators:

- Students Enrolled in a Dropout Prevention and Recovery Program (Online or Site-Based)

**IF** the students are reported in the Education Management Information System (EMIS) with the following:

OEDS designation: District of Enrollment Organization Type = **Community School** (6) (meaning that the district the student enrolled in is a community school) **AND** OEDS designation: Dropout Prevention and Recovery Program Flag = **Yes** (meaning that this community school is considered a DORP school) **AND** *District Relationship Element (FS140)* = **1**

Students will count at the **district** for the following Measures/Indicators:

- Students Participating in the EdChoice Scholarship or Cleveland Scholarship Program

**IF** the students are reported in the Scholarship Portal with the following:

Application state = '**Accepted**' or '**Terminated**' status (meaning the scholarship was awarded, accepted, and optionally terminated by the student) **AND** Program period = **EdChoice FY20XX** or **Cleveland FY20XX** (meaning that program was either EdChoice or Cleveland Scholarship during the 20XX-20XX school year) **AND** Have an '**Active**' relationship with an approved provider with the 'Never Attend School' flag unchecked (meaning the student's application is properly linked to an authorized provider and the student attended the provider for at least one day)

**NOTE:** EdChoice and Cleveland Scholarships, students are assigned to only one district of residence. The chosen district is the last listed district with the 'Did Not Reside in District' flag unchecked before the start of the first provider (nonpublic school) enrollment date.

**NOTE:** All Cleveland Scholarship participants are assigned to the Cleveland Municipal School District. Please note that scholarship data for the prior school year is finalized after publication of that school year's report card; for the most up-to-date information reflecting data in the Scholarship Portal, please see the Report Portal in the OH|ID system.

Students will count at the **district** for the following Measures/Indicators:

- Students Participating in the EdChoice Expansion Program

**IF** the students are reported in the Scholarship Portal with the following:

Application state = '**Accepted**' or '**Terminated**' status (meaning the scholarship was awarded, accepted, and optionally terminated by the student) **AND** Program period = **EdChoice-Exp FY20XX** (meaning that program was EdChoice Expansion Scholarship during the 20XX-20XX

school year) **AND** Have an **'Active'** relationship with an approved provider with the 'Never Attend School' flag unchecked (meaning the student's application is properly linked to an authorized provider and the student attended the provider for at least one day)

**NOTE:** For EdChoice Expansion, students are assigned to only one district of residence. The chosen district is the last listed district with the 'Did Not Reside in District' flag unchecked before the start of the first provider (nonpublic school) enrollment date.

**NOTE:** Scholarship data for the prior school year is finalized after publication of that school year's report card; for the most up-to-date information reflecting data in the Scholarship Portal, please see the Report Portal in the OH|ID system.

Students will count at the **district** for the following Measures/Indicators:

- Students Participating in the Ohio Autism Scholarship or Jon Peterson Special Needs Scholarship Program

**IF** the students are reported in the Scholarship Portal with the following:

Application state = **'Accepted' or 'Terminated'** status (meaning the scholarship was awarded, accepted, and optionally terminated by the student) **AND** Program period = **Autism FY20XX or JPSN FY20XX** (meaning that the student was either in the Autism program or the JPSN program during the 20XX-20XX school year) **AND** Have an **'Active'** relationship with an approved provider with the 'Never Attend School' flag unchecked (meaning the student's application is properly linked to an authorized provider and the student attended the provider for at least one day)

**NOTE:** For JPSN and Autism, students may be assigned to multiple districts of residence. All districts listed on the application between the scholarship start and end dates with the 'Did Not Reside in District' flag unchecked are included. Note that scholarship data is finalized after publication of the report card; for the most up-to-date information reflecting data in the Scholarship Portal, please see the Report Portal in the OH|ID system.

Students will count in the **Career Technical Planning District** for the following Measures/Indicators:

- Student Participating in Career-Technical Course

**IF** reported in the Education Management Information System (EMIS) with the following:

Student generates CTE FTE- See EMIS Validation and Reports Explanation on [CTE FTE](#) for more detailed information **AND** They were funded in (**generated CTE FTE**) an approved CTE workforce development course (*Curriculum Code Element (CN310) = VN* (for JTC only), **VP, VT**, or **PS**) in the current year **AND** The student must have been enrolled for at least 90% of the course

**OR**

Student generates CTE FTE- See EMIS Validation and Reports Explanation on [CTE FTE](#) for more detailed information **AND** They were funded in (**generated CTE FTE**) an approved CTE workforce development course (*Curriculum Code Element (CN310) = VN* (for JTC only), **VP**, **VT**, or **PS**) in the current year **AND** *High School Credit Earned Element (GN150) = Y or P IF* partial credit *High School Credit Earned Element the Partial/Override Element (GN152) >0*