

# Ohio High School Athletic Association and Ohio Department of Education

## Business Rules For Obtaining Enrollment Data

### Background:

The Ohio High School Athletic Association (OHSAA) obtains enrollment numbers for member schools from the Ohio Department of Education on a biennial basis. The data are extracted from the Department's Education Management Information System (EMIS) for students in grades 9, 10 and 11 by gender using the information from the October count. An ODE data manager presents the data to the OHSAA after the EMIS period K period has closed (typically in the February preceding the year divisions and classifications are calculated by the association). For example, the October 2010 data are pulled in February 2011 and presented to the OHSAA for the determination of divisions and calculations for the 2011-2012 and 2012-2013 school years.

It is important to note counts of students provided by the Department do not represent eligible students but rather enrollment at a school district using one of the EMIS status codes found below. There is no correlation of the data of enrollment and those eligible to participate in athletic competition at a member school.

### Status Codes Used in Compiling the Data:

#### Status Code Definition

10	Attending, resident student
11	Attending, in state, non-resident tuition
17	Attending, non-resident, grandparent
19	Attending, non-resident, open enrollment
1A	Attending, non-resident, employee
1C	Attending, foster care
1D	Attending, direct pay tuition
1H	Attending, ESC providing tuition
1L	Attending, non-resident (open enrollment-oct)
1P	Attending, court placed—not foster
1S	Attending, non-resident (Supt)
1T	Attending, other institution enroll
1W	Attending, Title 1 School Choice
22	Instructed elsewhere, VE contract
23	Instructed elsewhere, JVS
24	Instructed elsewhere, ESC
25	Instructed elsewhere, Postsecondary
27	Instructed elsewhere, Other cooperative

### Data Fields used in aggregations:

ADM\_STATUS – student status code

GENDER – M or F

ADM\_EQUIV\_GRADE\_LEVEL – ODE calculation that assigns a grade level based on age **only** if the grade level field is blank or “ungraded”

DISABILITY – disability code

### Miscellaneous:

- A student assigned any of the above status codes are included in the OHSAA count.
- Students assigned a status code of 22 (VE contract) or 23 (JVS) were re-assigned as a voc ed student based on grade level.
- If a student was not coded as 22 or 23, student was counted as a regular student.
- If a student was coded as 22 or 23, student was counted as a voc ed student.
- If a student was coded as being identified with a disability 02 (deaf-blind), 01 (multi-handicapped) or 13 (traumatic brain injury) then this student was excluded from the aggregation.
- Districts were included only if they were identified in OEDS as city, local, exempted village or conversion school (charter school).
- Schools were included only if they were identified in OEDS as a high school or JVS vocational.
- Schools were included only if they had a total count greater than 0.
- Eligibility requirement is based on individual school district's percent of time requirements. For example, District A may require that a student receive instruction in their school for 50%. In the example, if the student has a percent of time less than 50%, that student would not be counted. This mostly occurs with students who attend a school district part of the day and JVS part of the day.
- When the information is transmitted to the OHSAA, ODE provides columns for (a) gross enrollment; (b) excluded students because of disability code; (c) net final enrollment.

### Special Treatment for Court Placed Students (1P)

Students may be court placed into a school, residential treatment facility, juvenile detention center or other facility as part of the order issued by a court under various Ohio Revised Code statutes. As a result, students may be in a facility where participation is limited because of locked down circumstances. This situation requires special treatment by the OHSAA to reconcile the number of students able to reasonably participate in the member school's activities. See OHSAA Bylaw 2-1-4 for Board of Directors responsibility.

To adjust the counts for court placed (1P) students, the following procedure shall be used

- The Department includes the 1P students in the OHSAA counts.

- After the Department sends the count to the OHSAA, districts may petition the association to remove the IP students located in locked down facilities only.<sup>1</sup> In addition, the school district would need to certify that a facility was located in the school district. Only districts with locked down facilities would be eligible to have students deducted from ODE submitted counts.
- The association will request a reasonableness check of the students certified by the school district to ensure the amounts requested to be deducted are reasonably complete and accurate.<sup>2</sup>
- Once the reasonableness check is completed, the association has the option to make the deduction from the original amounts sent by the Department.
- The local school district must pay all state and local funding claimed for these students, including, but not limited to, state aid, tuition and excess cost, to the city school district providing the services. The local school district may not retain any amount of these funds for administrative or other activities.
- The local school district must petition the Commissioner and certify the students meet these criteria. The Commissioner may verify the veracity of such statements and may take such steps as are necessary to ensure the students are receiving education at the city school district.
- The students attending the city school district under this arrangement shall have the students attending from the residential home added to their enrollment counts for divisional and classification placement.

#### **Districts with Residential Homes within its Boundaries (IP)**

A local school district that contains a residential home within its boundaries and which contracts with a city school district to provide educational services for those students within the residential home may have students deducted from its count of IP (court placed) students if certain criteria are met as follows:

- The entire educational program of the residential home must be contracted with the city school district. No students from the residential home may attend classes in any manner in the local school district where the residential home is located.
- The local school district and the city school district shall have a written document in place to outline the educational process used for students within the residential home.

<sup>1</sup>Students may be court placed into a district building based on EMIS requirements. A student would not be removed from the count of enrolled students in this instance because the student has the opportunity to participate in the athletic programs of the school district. Care must be taken to ensure the students reported to the association as in locked down facilities does not include students court placed into the district's buildings or students which are not in locked down facilities.

<sup>2</sup>The Department may not be able to provide data on IP students directly to the association because of FERPA and privacy regulations and laws and limitations based on the number of students present in these types of facilities.