



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 (ODE) on a biennial basis. For public schools, 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. For nonpublic schools, the data are extracted from the Department’s Report of a Nonpublic School (ADM-1) for students in grades 9, 10, 11 by gender. An ODE data manager presents the data to the OHSAA after the October EMIS period has closed. For example, the October 2021 data are aggregated in January/February 2022 and presented to the OHSAA to begin the process of determining divisional alignment and calculations for the 2022-23 and 2023-24 school years when combined with the competitive balance rostering system data collected independently from schools. The enrollment numbers obtained from ODE also assist in determining school classification for governance purposes.

It is important to note counts of students provided by ODE 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. School administrators must use caution in understanding the information presented by ODE to the OHSAA for this limited purpose. ODE is not required by law to provide this data, but rather does so as a courtesy.

EMIS Codes Used in Compiling the Data:

EMIS How Received Element (FS180)	Definition
*	Attending, resident student and resident district educating the student (district relationship = 1)
1	Attending, in-state, non-resident, tuition
3	Attending, in-state, non-resident, non-tuition, non-contract student (unauthorized student)
7	Attending, in-state, non-resident, grandparent
9	Attending, non-resident, open enrollment
A	Attending, non-resident, employee
C	Attending, foster care
D	Non-Foster Court Placed Student
J	Non-Foster Non-Court Placed Student
P ¹	Attending, court-placed, excluding foster care and facilities defined by ORC §2151.65 or §2152.41
R	Attending, Jon Peterson Scholarship Program Participant
S	Attending, non-resident, Superintendent agreement
T	Attending, students placed in institutions, non-court ordered
W	Attending, Title 1 School Choice



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EMIS Sent Reason Element (FS200 & FS230)	Definition
CT	Instructed elsewhere, Career Technical Education contract
JV	Instructed elsewhere, Joint Vocational School District Participant
PS	Instructed elsewhere, Post-Secondary Enrollment Options
SE	Instructed elsewhere, Public District Providing Special Education (other cooperative)

Data Fields used in aggregations:

- **ADM_STATUS** – student’s EMIS How Received Element or EMIS Sent Reason 2 Element 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 “un-graded”²
- **DISABILITY** - Disability code³
- **TUITION TYPE ELEMENT (FS130)** – D or N

Other Additional Business Rules:

1. A student assigned any of the above EMIS How Received Element or EMIS Sent Reason 2 Element codes and are in grade level 9, 10 or 11 are included in the OHSAA count. Students assigned a Sent Reason 2 code of CT (Career Technical contract) or JV (Joint Vocational School District Participant) was re-assigned as a voc ed student based on grade level.
2. If a student was not coded as CT or JV, student was counted as a regular student.
3. If a student was coded as CT or JV, student was counted as a voc ed student.
4. If a student was coded as being identified with a disability 02 (deaf-blind), 01 (multiple handicapped) or 13 (traumatic brain injury), then this student was excluded from the aggregation by ODE.
5. Students that receive a John Peterson, Autism or EdChoice scholarship are counted at the location where the student is in attendance.
6. Students who attend a STEM/STEAM school that is a member of the OHSAA are counted at the member STEM/STEAM school based on the information reported through EMIS by the STEM/STEAM school.
7. If the community school is a member of the OHSAA, then the students who attend a community school are counted at the community school based on the enrollment information reported through EMIS by the community school.⁴

² For schools that have “repeaters” at grade levels reported in EMIS, those students are aggregated to the grade level noted in the EMIS submission. For example, a 9th grade repeater is counted as a 9th grader.

³ See Other Additional Business Rules #4 for additional requirements for students with disabilities.

⁴ Currently, there are only 4 members of the OHSAA which are community schools, Horizon Science Academy (Columbus), Northeast Ohio College Preparatory Academy, Patriot Preparatory Academy and Sciotoville Community School.



8. Students who attend a STEM/STEAM school that is sponsored by a member school district, whose parent(s)/legal custodian resides in that school district, and who have a participation opportunity at a member school in that district, shall be counted in the enrollment of that member school.
9. Students who attend a non-traditional, specialty, digital, magnet, alternative, or career-oriented school that is sponsored by the board of education of that school district are counted at the member high school in that school district where the student's eligibility is vested.
10. Districts were included only if they were identified in OEDS as city, local, exempted village, conversion school (charter school) or community/charter school.
11. Nonpublic schools are included if they are reported in the Report of a Non-public school (ADM-1)
12. Schools were included only if they were identified in OEDS as a high school or JVS vocational.
13. Schools were included only if they had a total count greater than 0.
14. Eligibility requirement is based on individual school district's percent of time requirements.
15. When the information is transmitted to the OHSAA for public, nonpublic, STEM/STEAM, and community/charter schools, ODE provides only columns final enrollment. No additional information is provided to the OHSAA, including the number of students in each EMIS How Received Element or Sent Reason 2 category.
16. In instances where the number of students is less than 10, ODE provides only the statement "<10" on the enrollment report to the OHSAA, in accordance with ODE's interpretation of the Family Educational Rights and Privacy Act (FERPA).

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 2-1-3 for Board of Directors responsibility.

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

- The Department of Education includes the 1P students in the OHSAA counts, per the business rules.
- After the Department sends the count to the OHSAA, districts may petition the Association to remove the 1P students located in locked down facilities only.⁵ 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.⁶
- Once the reasonableness check is completed, the Association has the option to make the deduction from the original amounts sent by the Department.

⁵ 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 districts buildings or students which are not in locked down facilities.

⁶ The Department is not able to provide specific data on 1P 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. However, the Department does report to the Association if the school has 0, less than ten or the specific number of students if the number reported is 10 or greater. The Association uses this data to validate any adjustments requested by schools.



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Additionally, a local school district that contains a residential home, as defined in ORC 3313.64 (A)(4) 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 1P (court placed) students if certain criteria are met, as outlined below:

- 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.
- The local school district must pay all Federal, 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 Executive Director's Office and certify the students meet these criteria. The Executive Director's Office may verify 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 attending students from the residential home added to their enrollment counts for divisional and classification placement.

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