Instructions for Reviewing Economically Disadvantaged Community School Student Data in EMIS
Updated March 2026

The Federal Low-Income Counting System (FLICS) Report is a Level 2 EMIS Report that allows both community schools and traditional public districts to review economically disadvantaged community school student data from the School Options Enrollment System (SOES) module. This report lists which community school students have met the criteria necessary to be allocated funding from Title I-A, Title II-A, and IDEA-B. Title I funding follows the student's movement. The student's count is deducted from the prior year district of residence and counted toward the community school.

The students who show up as allocated on the FLICS Report meet the following criteria:

1. *They must have an established Ohio residency from the prior year.* In this case, it would be where the student was a resident during the 2024-2025 school year. If the student was not reported as a resident anywhere in EMIS in 2024-2025, the student is not eligible to be allocated funding in FLICS this reporting period. The last attended IRN field and district of residence field from the prior year must contain data in order to be allocated.
2. *For Title I/Title II, the student must fall within the Title I age group of 5 to 17 by September 1, 2025.* If they are younger than 5 or older than 17 on September 1, 2025, they would not be eligible.
3. *For IDEA, the student must fall within the IDEA age group of 6 to 21 by September 1, 2025.* If they are younger than 6 or older than 21 on September 1, 2025, they would not be eligible.
4. *There can be no flags placed on the student in SOES by the resident districts that are unresolved by 11:59 PM on 4/30/26.*

Any error flags not resolved in the SOES module by **Thursday, April 30, 2026** will result in affected community schools not being allocated federal funding for those flagged students. All resolved error flags in SOES should be visible on the FLICS Report on the next business day.

The FLICS Report can be accessed in the Data Collector as a Level 2 Report. A community school will see students enrolled as of October 1, 2025 who are coded as economically disadvantaged. Public districts will see students enrolled in community schools across the state who are identified as residing in their district during the previous school year, 2024-2025.

The Level 2 Report Explanation can be found in the Help link next to the report in the Data Collector. This Report Explanation explains the columns, headings, and what data field is pulled in EMIS to inform those columns.

<u>Isolating Students by Allocation Status</u>
To isolate students by their allocation status, download the report into an Excel spreadsheet. Apply a filter to column headings. Filter by the Result Code column to see students who are eligible for Title I/II allocation, eligible for IDEA allocation, eligible for both, or ineligible for both.

Result Code	Description
FL0001	Eligible for Title I allocation
FL0002	Eligible for IDEA allocation

FL0003	Eligible for both Title I and IDEA allocation
FL0004	Not eligible for allocation

Economic Disadvantagement Code

As part of the student reporting in the FD record, an economic disadvantagement code is entered for each student along with an effective start and end date. **If the disadvantagement code reported by the community school is 1, 3, 6, or 7, then the student has been identified as economically disadvantaged.** Please remember that the Economic Disadvantagement status should be supported by documentation on file (household income verification forms, direct certification documentation, etc.) and may be requested during an audit.

Students with a disadvantagement code of 2, 4, or 5 have either been identified as academically disadvantaged only or identified as economically disadvantaged in a CEP building where the student was not determined to meet one of the 4 conditions listed in the EMIS Economic Disadvantagement Report Instructions. This column has replaced the requirement for a CEP-participating community school to enter a CEP Reason for their students. **CEP-participating community schools no longer need to manually provide a CEP Reason for their students.**

Resolving Outstanding Error Flags

Any outstanding error flags must be resolved within the SOES module. The Level 2 Report will update nightly to receive any updates from the SOES module. Any corrections or changes made in SOES should be reflected in the Report on the following business day.

Spring FLICS EMIS Timeline

1. **April 2026** - Community schools and resident public districts should view their economically disadvantaged student data on the FLICS Report. The data is refreshed nightly and public districts are still allowed to place error flags on community school students at this point.
2. **April 21 to April 30, 2026** –Community schools and districts will still be able to view their economically disadvantaged student data; **however, any new error flags being placed on community school students will be ignored at this point**. Any error flags placed before **April 21, 2026** that are not resolved by the end of the day on **April 30, 2026** will result in a student not being counted in allocation funding.
3. **May 1, 2026** – the finalized student data for the Preliminary Allocations will be extracted from EMIS. No further changes entered after this date will be used in the determination of the Preliminary Allocations.
4. **June**– Title allocations are calculated and published in the CCIP shortly thereafter.

Questions about the EMIS Report should follow the typical path for getting help with EMIS reporting. The first point of contact should be the EMIS coordinator, followed by the Information Technology Center, then the EMIS Helpdesk, and finally DEW EMIS directly.

For questions regarding the FLICS allocation process, please contact DEW's Office of Federal Programs at federalprograms@education.ohio.gov or 614-466-4161.