

## FY22 Period S Reporting Checklist

### All Districts, All 'S' Windows

### Change Log

| Date     | Section Number/Name   | Change Description   |
|----------|---|--|
|          |   |  |
| 4/18/22  | Task 44 – Attupemis Update                                      | Information added regarding cloned JVS buildings   |
| 4/4/22   | Task 36 – Update Seniors not Graduating from your District      | Updates to reflect changes to entry location of graduation data  |
| 4/4/22   | Task 34 – Update Graduation Date and Diploma Type               | Updates to reflect changes to entry location of graduation data  |
| 4/4/22   | Reminders   | Updates to reflect changes to entry location of graduation data  |
| 4/4/22   | Task 47 – Run MAJOREMIS to calculate Majority of Attendance IRN | Added the table from the EMIS Manual into the task   |
| 4/4/22   | Task 48 – Reporting the Non-Graduate CORE Summary Records       | Updated to reflect this includes any students earning high school credit   |
| 4/4/22   | Task 39 – Add/Update Student Membership (Programs)              | Updated to include Graduation Seals  |
| 4/4/22   | Task 37 – Update the District and Building Records: DN & DT     | Added screenshots under the Medical Group  |
| 4/4/22   | Task 32 – Create FE Student Graduation Requirement Record       | Updated screenshot to display updated options  |
| 4/4/22   | Task 31 – Create Student Special Education Records              | Updated the NIEP section to include mention of valid Outcome IDs for NIEP  |
| 4/4/22   | Task 29 – Update Student Gifted Records                         | Updated to indicate that gifted reporting is reported in all S Collection Windows, and that it can affect gifted funding |
| 4/4/22   | Task 13 – Update to title                                       | Update October 31 IEP Outcome field  |
| 4/4/22   | Task 2 – Reporting Preschool Students                           | Added clarification to How Received value of E   |
| 10/18/21 | Task 44 – Attupemis Update                                      | Updated the attendance example   |
| 10/1/21  | Overall Document  | Updated with changes for FY22  |

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# Introduction

## ***FY22 Period S Checklist***

The Period S Checklist includes all reporting windows for Period S for the Traditional districts (first window, second window and final window) as well as all reporting windows for Period S for the Community/STEM districts (first window and final window). We believe this assists districts in having all needed information quickly updated and located in one place for the Period S reporting.

Please note there are **three** tasks that Community/STEM districts must complete that Traditional districts do not complete and those are noted and labeled in a separate section. Traditional users can ignore those three tasks, and do not need to print those sections.

The checklist also includes a list of Ad Hoc reports that will assist in data verification for reporting.

## **Collection Requests**

Each collection request will include transactions from July 1 through the end of the Collection Request. Reporting is on-going meaning there is no cut-off date. As students are enrolled in your district, their data will be included in the next transfer regardless of enrollment date. Below is a chart of the fields that must be reported for each window for both collections.

| Trad. 1st Window   | Trad. 2nd Window  | Trad. Final Window                                   | CS/Stem 1st Window                                     | CS/Stem Final Window   |
|--|---|--|--|--|
| Sept. – Dec.   | Jan. – April  | May - July   | July - January   | February - July  |
| GI   | GI  | GI   | GI   | GI   |
| GJ   | GJ  | GJ   | GJ   | GJ   |
| FS   | FS  | FS   | FS   | FS   |
| FD, exc. FD150, FD160, FD190, FD200, FD180, FD120, FD140 | FD  | FD   | FD, exc. FD120, FD140, FD160, FD180, FD190, FD200      | FD   |
| FN270, FN110, FN240, FN250, FN300, FN260, FN290          | 1 <sup>st</sup> window plus FN140, FN220, FN310, FN120, FN370 | 1 <sup>st</sup> two windows plus FN080, FN430, FN390 | FN270, FN110, FN240, FN250, FN300, FN260, FN290, FN400 | 1 <sup>st</sup> window plus FN140, FN220, FN310, FN120, FN370, FN080, FN430, FN390 |
| GE   | GE  | GE   | GE   | GE   |
| FE   | FE  | FE   | FE   | FE   |
| FC   | FC  | FC   | FC   | FC   |
| FL   | FL  | FL   | FL   | FL   |
| DN Include: STUKGBRDAY STUHOMESCL                        | DN Include: STUKGBRDAY STUHOMESCL                             | DN Include: STUKGBRDAY STUHOMESCL                    | DN Include: C_STUEEPOL STUKGBRDAY ASMTFG3ELA           | DN Include: C_STUEEPOL STUKGBRDAY LCLWELLPOL                                       |

| Trad. 1st Window   | Trad. 2nd Window   | Trad. Final Window  | CS/Stem 1st Window       | CS/Stem Final Window   |
|--|--|---|--------------------------|--|
| STUNPNTSRV<br>TFRPSESCYS<br>TFRPSESCNO<br>ASMTFG3ELA<br>ASMTSPRELA<br>ASMTSPRMSS | STUNPNTSRV<br>TFRPSESCYS<br>TFRPSESCNO<br>PBISIMPSTG<br>ASMTFG3ELA<br>ASMTSPRELA<br>ASMTSPRMSS | STUNPNTSRV<br>STUNPNTELG<br>STUPSTCBTR<br>STUPSTCATR<br>LCLWELLPOL<br>TFRPSESCYS<br>TFRPSESCNO<br>CCPDENIALS<br>CCPREIMBCT<br>CCPRESTITU<br><u>PHYSEDPLOT</u><br>Phys Ed<br>Evaluation<br>Group<br>EYEREQCNTA<br>EYERECCNTB<br>EYENRCCNT1<br>PBISIMPSTG<br>ASMTFG3ELA<br>ASMTSPRELA<br>ASMTSPRMSS<br>GLCGNPRCMT<br>GLCGNUSAGE | ASMTSPRELA<br>ASMTSPRMSS | CCPDENIALS<br>CCPREIMBCT<br>CCPRESTITU<br><u>PHYSEDPLOT</u><br>Physical Education<br>Eval Group<br>EYEREQCNTA<br>EYERECCNTB<br>EYENRCCNT1<br><u>Group Elements</u><br>PBISIMPSTG<br>ASMTFG3ELA<br>ASMTSPRELA<br>ASMTSPRMSS |
| GQ   | GQ   | GQ  | GQ                       | GQ   |
|  |  | DT  |                          | DT   |
|  | FB   | FB  |                          | FB   |
|  | GG   | GG  |                          | GG   |
| GD   | GD   | GD  | GD                       | GD   |
|  | FT   | FT  |                          | FT   |
|  |  |   | FP                       | FP   |
|  |  |   | FF                       | FF   |
|  |  |   | FG                       | FG   |

## Ad-Hoc Reports

Each of the reports listed below can be run in an excel format allowing the user to easily isolate the data they need. Examples include but are not limited to, hiding columns or rows, filtering columns on specific items, sorting, custom sorting, and all other excel functionality. Please view the Analytics Hub for all available reports; they are now in separate categories according to subject matter. Documentation for all reports is available in Reporting Report List document.

### FS Tab Data Verification

1. **SSID Search** - Allows a user to search for an SSID within their district and report will provide information for any school year the student has been registered.
2. **Sub-Calendar Hours Analysis** – Lists all calendars for a building and their actual days, calculated hours per day, and any sub-calendar day exceptions.
3. **SSID Missing Fields** - Provides a list of students who will not receive an SSID automatically due to missing information.
4. **EMIS FS Standing Attendance Detail** – Displays all fields for each student on the FS Standing tab, including the FS Standing Attendance tab.

### FS Attendance Tab Data Verification (HB410 Absence Data)

1. **Attendance Process Warnings Detail** – Identifies absences that are skipped during the calculations and displays messages to indicate the issues.
2. **Attendance Skipped Student Detail** – Identifies students that are skipped during the calculations and displays messages to indicate the issues.
3. **Absence Thresholds Detail** – Lists the type of threshold each student has exceeded and the trigger date(s). If a trigger date is within the last 7 days of running the report, it is highlighted in blue.
4. **Consecutive Absence Detail** – Identifies if any students have met or exceeded at least 15 hours of consecutive unexcused absences. If there are no consecutive absences for a student, you receive the message 'No Data qualified for this Report.'

### FD Tab Data Verification

1. **EMIS FD Detail** - Displays all fields for each student on the FD Attributes tab.

### FN Tab Data Verification

1. **Third Grade Testing Diagnostic Detail** – Report will show diagnostic results for students in grades KG-3.
2. **Non-Report to EMIS** – Provides a list of each student not marked Report to EMIS along with their EMIS Situation.
3. **MOA Summary** – Report to be run after MOA EMIS process has been run. Pulls Effective FS and FN Data along with District Withdraw Date to verify Non-MOA students. Default Filter to Non-MOA only.
4. **EMIS FN Attributes Detail** – Provides EMIS FN Attribute Tab information on students.
5. **EMIS FN Graduate Detail** – Provides a report showing the fields required on the FN Graduate Tab.

6. **CTE Concentrator Detail** - Displays the CTE Program Area of Concentration for each student.

#### **Other**

1. **5 Credit Rule Check** - Report for EMIS Coordinators to run against grades 9-12 students and see who has met the 5-credit attempted rule for the year and who has not according to their schedule. Best viewed in Excel.
2. **EMIS Admission Calendar Comparison** – Compares the Assigned Calendar field on the General tab to the Reporting Calendar on the FD tab for each student to locate discrepancies.
3. **EMIS Gifted Detail** – Lists the gifted data for each student by assessed areas.

**NOTE:** The EZ Query SIS Student Search can be used to generate a report with data from multiple EMIS tabs.

## Reminders



### Wipe and New from the Period L Checklist

The Wipe and New process in the Period L Checklist should be run at the beginning of the school year. This is especially important to be run prior to running the assessment pre-identification exports. Refer to the Period L EMIS Checklist for a review of this item.

### Community Eligibility Provision

Any district/building that participates in the Community Eligibility Provision (CEP) of the school lunch program needs to verify they have reviewed every student they are reporting as economically disadvantaged.

### Services Only Services-Only Students

Students who attend non-public school but receive special education services from your public school need to be reported. They should have a zero Percent of Time since they are not being instructed and are only receiving services.

### Home-schooled and Non-public Students

Districts are not required to report home-schooled and non-public students who are participating in extra-curricular activities only.

### Autism Scholarship Students

Autism Scholarship Program students (ASP) are required to be reported to EMIS and are included in the Federal October Child count. They should not be withdrawn from the resident district. See EMIS Manual section 2.1 for details.

### Jon Peterson Scholarship Students

If you are the resident district sending a student out on a JPS, use EMIS situation 473, even if the JPS program is housed at a non-pub. If your district is not the resident district of a JPS student at a non-pub, use a services-only EMIS situation.

### Preschool students found to be ineligible for service

PS students found ineligible for services must be admitted and withdrawn on the same day. Remember to put these students on a non-attending calendar so they aren't reported with any attendance hours when ATTUPEMIS runs.

**NOTE:** If the PS student doesn't have an SSID, register the student and wait for an SSID to be returned before withdrawing the student. The SSID Locator does not process withdrawn students.

### College Credit Plus Students

Students attending elsewhere as College Credit Plus students must be reported as attending elsewhere for the Percent of Time they are taking college credit courses – even if



they are taking courses after school hours. Schools will still be funded 100% for the time at their district and the time at the CCP Institution.



Students who have a Sent to Percent of Time for 'PS' that is greater than zero, must have a District Relationship of '1'. If the district reporting the student is responsible for the cost of the College Credit Plus course, then they must report the PS sent to percent of time, and since CCP counts as providing instruction (even if it is via the college), they are a relationship 1.

## STEM School Students

There are two different types of STEM schools

1. District STEM School: STEM school that *is not* considered a building in a regular district
2. Building STEM School: STEM school that *is* part of a regular district.
  - Students who attend a District STEM School are withdrawn from their resident district using the normal withdrawal procedures using a withdraw code of "41".
  - District STEM Schools report students as non-residents attending using a "How Received" value of "K". The How Received IRN is the IRN of the student's resident district.
  - Students from other districts who attend a Building STEM School do so through Open Enrollment and are not withdrawn from their resident district.
  - If a resident student attends a Building STEM School, the STEM building IRN is used for the Accountability IRN and the Attending Building Area IRN.

## FD & FN Tabs/Student Profile

Remember there are additional fields on the FD Attributes tab and the FN Attributes Tabs that need to be completed and reported in addition to the fields listed within this checklist. Some of those values are as follows:

### FD Attributes

- Migrant Status
- Disability Condition
- Free/reduced Lunch Status
- Homeless Status
- Unaccompanied Youth
- Migrant Status
- Immigrant Status
- Foreign Exchange Graduation Plan

### FN Attributes

- Accountability IRN
- Attending Building IRN Next Year

### FN Graduate

- Non-Attending Graduate Data
- FN Graduate now displays 'grayed out' FN Graduate elements





**FN Graduate Elements entered on Student Exemptions/Requirements  
Under EMIS Graduation Elements section, display on FN Graduate tab**

- CORE Economics and Financial Literacy Requirement Met
- CORE Fine Arts Requirement Met
- CORE Graduation Requirement Exemption
- Exempted from Physical Education Graduation Requirement
- Graduation Date
- Diploma Type
- OGT Graduation Alternative
- Military Compact Graduation Alternative
- Proficient Foreign Languages (for Transcripts only)

# Student Record Updates

## Task 1 – Verify Student Admission and Withdrawals

| Trad 1st | Trad 2nd | Trad Final |  | CS/Stem 1st | CS/Stem Final |
|----------|----------|------------|--|-------------|---------------|
| ✓        | ✓        | ✓          |  | ✓           | ✓             |



EMIS FS Standing Attendance Detail Report - verifies students who have been withdrawn, the withdraw reason and the date of withdraw.

Verify student admissions and withdraws. Due to the Student Cross Reference system reporting, **it is no longer appropriate to expunge no-shows**. Once a student is reported in the SCR collection for the school year, you must continue to report them all year long.

### Withdrawal Codes to Note

81 - Student reported in error- never should have been reported

#### A. Verify the following types of students are withdrawn from 21/22:

- i. **No shows** - Students who are new to the district in 21/22 but NEVER show up. These students must be reported in SCR.
  - Scenario # 11 from the **21/22 Withdrawal Scenarios** doc
- ii. **Prior Year Withdrawals** – Students who withdrew from the district on or before the last day in 20/21 but were already promoted to 21/22 should be expunged from 21/22 unless they have already been submitted to the SCR.
  - Scenario #5 from the **21/22 Withdrawal Scenarios** doc
- iii. **Summer Withdrawals**- Students who were enrolled in 20/21 but withdrew over the summer and will not be attending in 21/22.
  - Scenario #2 from the **21/22 Withdrawal Scenarios** doc
- iv. **Summer Graduates** – Students who were enrolled in 20/21 but withdrew from the district after June 30 and prior to the first day of the new school year and who have a Summer diploma date and diploma type. The student's graduate information is reported in 21G, but their withdrawal information is reported in 22S.
  - Scenario #33 from the **21/22 Withdrawal Scenarios** doc
- v. **Newly Enrolled – Late Start** - A new student enrolls and is supposed to start the first day of school but doesn't show until the third day.
  - Scenario #17 from the **21/22 Withdrawal Scenarios** doc

#### B. Process Students who were supposed to graduate last year but did not

Students who have met all their course requirements and were supposed to graduate in 20/21, but did not because they didn't pass the testing requirements should be handled as follows:

- i. *Enrolled in courses* - If the student is enrolled in courses in 21/22, report the student with Grade Level 13 on the FD tab. Do *not withdraw the student*. Report summer test results in 21A, Assessment Collection Request.
- ii. *Dropout* - If the student drops out in the 21/22 school year, report the student as Grade Level 13 on the FD tab – State Equivalent Grade Level and a withdrawal date and withdraw reason of **75 – Student Completed course requirements but did NOT pass the appropriate statewide assessments required for Graduation** on the student’s latest FS record. Change the EMIS Grade Next Year on the FN tab to “DR”.
- iii. *Dropout who becomes a Graduate during the 21/22 school year* – If the student was a dropout as indicated in (ii) above and takes and passes the required assessments during the school year, the following steps need to be taken to report the student in both S and G reporting.
  - A. Expunge the student from 21/22.
  - B. Add a Student Summer Withdrawal Record (FL) with the original withdraw date and reason.
  - C. Re-enroll the student in 21/22 as a Grad Only student.

**C. Register students who were previously withdrawn and have returned to the district, including expelled students**

- i. Previously withdrawn in 20/21 but returning to the district in 21/22
  - Scenario #3 from the **21/22 Withdrawal Scenarios** doc
- ii. Expelled in 20/21 and is not receiving instructional services but returned to the district in 21/22
  - Scenarios #14 and #15 from the **21/22 Withdrawal Scenarios** doc

Refer to the Admissions and Withdrawals section of the EMIS Manual (2.1.1) and the FY22 Admission & Withdrawal Scenarios document for more additional scenarios.



## Task 2 – Reporting Preschool Students

| Trad 1st | Trad 2nd | Trad Final |  | CS/Stem 1st | CS/Stem Final |
|----------|----------|------------|--|-------------|---------------|
| ✓        | ✓        | ✓          |  | ✓           | ✓             |



[EMIS Preschool Student Coding Report](#) – lists the EMIS Situation and situation values for each student.

Students in ECE, regardless of the resident district are to have ‘E’ reported for their How Received Element. A student cannot be enrolled in more than one program at a time. In addition, a student can have a How Received value of ‘E’ and receive special education services.

If a resident preschool student is enrolled in Federal Head Start, then ‘\*\*’ is reported for the How Received Element.

Non-resident preschool students enrolled in a traditional district who are not ECE, should be reported with the appropriate How Received value for their situation as well as the How Received IRN. Any of the EMIS Situations contained in the EMIS Situations document for traditional districts can be used for preschool students.

Students enrolled in an ESC who are not in an ECE program are to have ‘H’ reported for the How Received element. Students who are not in an ECE program and are enrolled in a traditional district that is not their resident district are to be reported with a How Received code that accurately reflects how they arrived at the district (i.e., through open enrollment, court placement, etc.). If the student is enrolled in special education and ECE, then ‘E’ is reported for the How Received element.

Options ‘E’ and ‘H’ are only valid for Preschool students. A How Received IRN value is also required to be reported. These options take precedence over reporting the type of entity.

How Received Values exclusively for PS students:

E – Preschool ECE Early Childhood Education Grant (Takes precedence over any other option)

H – ESC Providing Instruction and Related Services (ESC Only)

I – Student receiving non-instructional, supplementary or related services

In the student’s district of residence, How Received options used currently for school aged students are also now available to be reported.

### Task 3 – Obtain and Verify SSIDs

| Trad 1st | Trad 2nd | Trad Final |  | CS/Stem 1st | CS/Stem Final |
|----------|----------|------------|--|-------------|---------------|
| ✓        | ✓        | ✓          |  | ✓           | ✓             |



Use the Student SSID Missing Fields Report under Ad Hoc Reports to view students who are missing fields required to obtain an SSID.

#### Obtain:

If all the following required fields are filled in during registration, an SSID will automatically be assigned as part of the registration process by the SSID Locator.

*First Name or Legal Name if first name is not the legal name.*

*Middle Name or Legal Name if middle name is not the legal name*

*Last Name or Legal Name if last name is not the legal name*

*Date of Birth*

*Gender*

*Native Language*

*Ethnicity*

*Birthplace City*

*Admission Reason*

**JVSs and ESCs** must collect all required fields to obtain an SSID during the registration process. If students are sent to the JVS from the home school using the Student Transfer process in StudentInformation the SSID, if available, will come over with the student.

**Community and STEM** schools must collect all required fields to obtain an SSID during the registration process unless they obtain the SSID from the student's prior district.

For exceptions, the StudentInformation SSID extract may be used.

- Perform a sweep of students missing an SSID. IBM will bulk assign the SSIDs.

[StudentInformation > Management > Import/Export > State Student ID Export](#)

- Log into the IBM site to obtain the SSIDs manually for individual students

All students must have the mandatory fields filled in to get an ID.

#### A. Verify:

Run the SSID report to verify all students have an SSID. The report will list students missing elements which would prevent them from receiving an SSID. Prior to school beginning, 'sweeps' can be run using the State Student ID Export to obtain SSIDs for newly registered students, and the State Student ID Import will import the SSIDs received from IBM. Once school has begun, the SSID Locator will send out newly registered student data to obtain an SSID that is automatically inserted on the latest FS record. The SSID Locator will only request an SSID for a student one time, so if all the required values to obtain an SSID are not present, the State Student ID Export can be used to obtain SSIDs for students once the remaining required data is entered.

## **B. How to Add/Update an SSID:**

- i. Records returned by the Locator: If an SSID is returned for a student by the locator, only the current FS record will be updated. Manually enter the SSID by editing the remaining FS records for the student where no SSID is specified.
- ii. Students previously assigned an SSID now assigned a new SSID: If the student was previously assigned an SSID and now has a different SSID, add a new FS record recording the new SSID to indicate a change in the value. Do not change the SSID value on prior records. This permits the old SSID associated with the student to still be reported. Invalid SSIDs should be deactivated manually in the IBM system.

## Task 4 - Verify Non-reportable Students

| Trad 1st | Trad 2nd | Trad Final |  | CS/Stem 1st | CS/Stem Final |
|----------|----------|------------|--|-------------|---------------|
| ✓        | ✓        | ✓          |  | ✓           | ✓             |



EMIS Non-Report to EMIS - provides a list of each student that has “Report to EMIS” unchecked.

The Verify Non-reportable Students page lists each student who is enrolled in the current school year but their **Report To EMIS:** checkbox on the **FN-Attributes** tab is unchecked. This process should be run multiple times throughout the year to make certain all reportable students are being reported in a timely manner. Failure to report in a timely manner can affect funding.

Any student listed that needs to be reported to ODE may be updated by marking the **Report To EMIS:** checkbox next to their name and clicking Save.

StudentInformation > EMIS > Student Reporting Collection (S)

### Student Verify/Update - Collection (S)

From this screen, you can transfer Student Collection (S) records.

Request Type    Program Selection

- ☐ Verify - Discipline (DISCEMIS)
- ☐ Verify - EMIS Run Requests (CHECK\_EMIS)
- ☐ Verify - Membership Programs (MEMBEMIS)
- ☒ Verify - Non-reportable Students
- ☐ Verify - Student Demographic (UNCLEMIS)
- ☐ Verify - Student Gifted Records
- ☐ Verify - Student Special Education
- ☐ Verify/Update - Majority of Attendance IRN (MAJOREMIS)
- ☐ Verify/Update - Non-graduate CORE Summary
- ☐ Verify/Update - Student Attendance (ATTUPEMIS)

< Back    Next >    Cancel

StudentInformation > EMIS > Verify Non-Reportable Students

### Verify Non-Reportable Students - Barberton

From this screen, you can verify students not marked reportable to EMIS.

Include Buildings: \*

☒ Select All Buildings    ☐ Clear All Buildings

☒ [REDACTED] ELEMENTARY EAST ☒ [REDACTED] SCHOOL

Verify    Cancel

5 Records Displayed

| Report to EMIS           | Building | Student Number | Student Name | How Received | Percent of Time | EMIS Situation                                  | Admission Date | Withdrawal Date | Status       |
|--------------------------|----------|----------------|--------------|--------------|-----------------|---|----------------|-----------------|--------------|
| <input type="checkbox"/> | BADE     | [REDACTED]     | [REDACTED]   | *            | 50              | 395 - Resident PS Head Start or Other Funded PS | 04/29/2020     |                 | Q-OTH RESIDE |
| <input type="checkbox"/> | BADE     | [REDACTED]     | [REDACTED]   | *            | 50              | 395 - Resident PS Head Start or Other Funded PS | 08/11/2020     |                 | Q-OTH RESIDE |
| <input type="checkbox"/> | BAME     | [REDACTED]     | [REDACTED]   | *            | 50              | 395 - Resident PS Head Start or Other Funded PS | 03/04/2020     |                 | A-ACTIVE     |

☐ Select all students

Save Report to EMIS



***Task 5 – Run the EMIS FS Standing Attendance Detail Report to verify students’ EMIS situation assignments***

| Trad 1st | Trad 2nd | Trad Final |  | CS/Stem 1st | CS/Stem Final |
|----------|----------|------------|--|-------------|---------------|
| ✓        | ✓        | ✓          |  | ✓           | ✓             |



EMIS FS Standing Attendance Detail Report – Displays the EMIS Situation and situation values for each student.

This report can be downloaded in various formats and provides a list of students along with each of the values contained for those students on their FS Standing tab and FS Attendance tabs. The report may be used to verify that each student has the proper EMIS situation assigned as well as their Percent of Time and any other values that should be checked on the FS records.

## Task 6 – Verify the Percent of Time Field for students who don’t attend 100% of time

| Trad 1st | Trad 2nd | Trad Final |  | CS/Stem 1st | CS/Stem Final |
|----------|----------|------------|--|-------------|---------------|
| ✓        | ✓        | ✓          |  | ✓           | ✓             |



EMIS FS Standing Attendance Detail Report – Displays the Percent of Time values for each student.

Refer to ODE’s definition of Percent of Time in section 2.4 Student Standing FS Record chapter of the EMIS manual on ODE’s Website.

The percent of time field indicates the percent of time the student is instructed by *your* district’s employees. The **Percent of Time:** field is **shared by all buildings in the district**. If a student is enrolled in more than one building within the district at the same time, the **Percent of Time:** should reflect the total time he is receiving instruction in **both** buildings.

Preschool students, including itinerant students, should now be reported with the actual Percent of Time that they attend. ODE has advised that the ‘true’ percent of time should be calculated for these students, and that 50% and 100% of time is no longer the standard.

Please view the calendar set up for these students with the Percent of Time in the **Master and Sub-calendar Maintenance including EMIS Exceptions** documentation.

### UNIQUE SITUATIONS:

- Non-preschool ESC students: The **Percent of Time:** at the resident district should include the time spent receiving instruction from ESC staff.
- Resident students who attend College Credit Plus and the JVS:  
The resident district must report the percent of time the student spends at the College Credit Plus institution in the **Percent of Time:** field. The **Sent To 2:** **IRN:** **Sent To 1:** would point to the JVS but since the JVS is an EMIS reporting entity, the **Percent of Time:** would be zero.
- Students who attend multiple buildings within the same district:  
The **Percent of Time:** field should reflect the total time spent receiving instruction by all buildings in the district – not just the building the student spends the majority of time in. Additionally, students who attend multiple buildings within the district will need to review and update the Edit Calendar Percentages page ([StudentInformation](#) > [SIS](#) > [Student](#) > [Admission History](#) > [Edit Calendar Percentages](#)) to enter the appropriate Attendance Percentage for each building the student is enrolled in.

StudentInformation > SIS > Student > Admission History > Edit Calendar Percentages

### Edit Calendar Percentages

Edit the attendance percentages of calendars for date ranges in which the student attends more than one school building.

| Start Date   | Stop Date    | School                  | Calendar | Attendance Percentage (%)        |
|--------------|--------------|-------------------------|----------|----------------------------------|
| Jul 01, 2020 | Aug 19, 2020 | BARBERTON HIGH SCHOOL   | Default  | <input type="text" value="100"/> |
| Aug 20, 2020 | Jun 02, 2021 | BARBERTON HIGH SCHOOL   | Default  | <input type="text" value="50"/>  |
|              |              | BARBERTON MIDDLE SCHOOL | Default  | <input type="text" value="50"/>  |

Defaults to 50/50; district must update to correct value

Note

If your district changes the start date or end date of the calendars after the Attendance Percentages have been updated, they will need to review the Edit Calendar Percentages page for any students enrolled in multiple buildings. Changing the start and/or end dates, will revert the Attendance Percentages to 50/50, and they will need to be updated to the correct values.

4. The amount of time spent at the following entities is NOT included in the student's percent of time.
  - a) BDDs (formerly known as MRDD)
  - b) Entities providing contracted career technical instruction
  - c) Pilot program site

## Task 7 – Verify/Update County of Residence on FS tab

| Trad 1st | Trad 2nd | Trad Final |  | CS/Stem 1st | CS/Stem Final |
|----------|----------|------------|--|-------------|---------------|
| ✓        | ✓        | ✓          |  | ✓           | ✓             |



EMIS FS Standing Attendance Detail Report – Displays the County of Residence value for each student.

**Note: Casino Counts are taken the Friday of the first full week in October and the Friday of the first full week in May. Funding can be affected if the students do not have the correct County of Residence populated at these times.**

The County of Residence code reported should be the code for the county in which the student is living.

- If the student is living with parents, report the county of the parents' home address. If the parents are not living together, report the county of the parent who has primary custody of the student.
- For a student who is not living with parents, report the county in which the student is domiciled. If foster placed, for example, it would be the county of the home of the foster parent(s).
- If a student is homeless and has an established residence, such as a homeless shelter or is in a doubled-up situation, the county of that residence should be reported. Otherwise report the county code where the student spends the night.
- If the domicile of the student is out of state, use "\*\*\*".

DYS does not need to report this element. For students with a Sent Reason (FS200 or FS230) = "FP", the value in this element will not be used.

If the County of Residence Code changes during the duration of the student's enrollment in the district, the existing Student Standing record should be closed and a new one opened using the new Effective Start Date as the day the student began to live at the new address.

|                         |  |                        |                                     |
|-------------------------|--|------------------------|-------------------------------------|
| District Relationship:  | 1 - Stud. rcvg instr. in whole/part from rep. dist ▼ | District of Residence: | 043539 - Barberton City SD 🔍        |
| How Received:           | * - Not Applicable ▼                                 | How Received IRN:      | ***** - 🔍                           |
| Percent of Time:        | 100  | Tuition Type:          | N - Non-tuition student (default) ▼ |
| Attending Building IRN: | 020503 - BMS Middle School ▼                         | Assigned Building IRN: | ***** ▼                             |
| County of Residence:    | 77 - Summit ▼  |                        |                                     |





## Task 8 – Update Fiscal Year Began 9<sup>th</sup> for all incoming Freshmen

| Trad 1st | Trad 2nd | Trad Final |  | CS/Stem 1st | CS/Stem Final |
|----------|----------|------------|--|-------------|---------------|
| ✓        | ✓        | ✓          |  | ✓           | ✓             |



EMIS FN Attributes Detail Report – Displays the Fiscal Year Began 9<sup>th</sup> values for each student.

This field is required to be reported in all Period S reporting windows. Use the Student Profile Bulk Update process to mass update the field value for all 9<sup>th</sup> grade students entering 9<sup>th</sup> grade this school year.

1. Navigate to **StudentInformation** > **Management** > **Ad-Hoc Updates** > **Student Profile Bulk Update**.
2. Create an ad-hoc of all 9<sup>th</sup> graders in 21/22 and select the ad-hoc membership from the **Ad Hoc:** dropdown.
3. Click  until the **FN-Attributes-No Date** tab displays.
4. Place a check in the box below **Fiscal Year Began 9<sup>th</sup>:** and enter 2022.
5. Click  until the **Review updates** tab displays.
6. Click .
7. The following message will display  

8. Finally put a 9<sup>th</sup> grader in context and go to the **FN-Attributes** tab and verify the **Fiscal Year Began 9<sup>th</sup>:** field was populated with 2022.

Be sure you do NOT include any **retained** 9<sup>th</sup> graders from 20/21 in your ad-hoc file. You don't want to change the year they began 9<sup>th</sup> as it should remain 2021 for retained 9<sup>th</sup> graders.

**Note:** Grad Points does not calculate for students if the Fiscal Year began 9<sup>th</sup> field is not populated.

**Note:** When registering students in grades 9-12 using registration wizard, the Fiscal Year Began 9<sup>th</sup> is automatically entered for those students. Be sure to review it for accuracy.

### ***Task 9 – Update Disadvantage Values on the FD Tab***

| Trad 1st | Trad 2nd | Trad Final |  | CS/Stem 1st | CS/Stem Final |
|----------|----------|------------|--|-------------|---------------|
| ✓        | ✓        | ✓          |  | ✓           | ✓             |



[EMIS FD Detail Report](#) – Displays the Disadvantage values for each student.

There are codes for students that have been verified as economically disadvantaged. Validation of the disadvantage value is mandatory for these students. If your school is a Community Eligibility Provision (CEP) district, verification for each student is required to ensure you have documentation proving students have an economic disadvantage. These codes are:

4 – Economic Disadvantage in a CEP building or LEA where the student has not been determined to meet one of the 4 conditions listed in the Economic Disadvantage reporting instructions

5 – Both Economic and Academic Disadvantage in a CEP building or LEA where the student has not been determined to meet one of the 4 conditions listed in the Economic Disadvantage reporting instructions

6 – Economic Disadvantage in a CEP building or LEA where the student has been determined to meet one of the 4 conditions listed in the Economic Disadvantage Reporting Instructions.

7 – Both Economic and Academic Disadvantage in a CEP building or LEA where the student has been determined to meet one of the 4 conditions listed in the Economic Disadvantage Reporting Instructions.

Students who meet any of the following conditions must be reported as Economically Disadvantaged:

- Eligibility for Free or Reduced-Price Lunch
- Resident of a household in which a member is eligible for Free or Reduced Price lunch
- Student who is a known recipient of Public Assistance
- Title I Application student

Academic Disadvantage is only to be reported for Career-Technical students and refers to a student who is having an academic problem that is not due to an identified disability condition. A career-technical student should only be reported as academically disadvantaged if he/she:

- Lacks knowledge in one or more of the academic areas of Mathematics, English/Language Arts, Science or Social Studies, and
- Performs two or more years below grade level on standardized tests.

## Task 10 – Verify Race/Ethnicity for newly enrolled students

| Trad 1st | Trad 2nd | Trad Final | CS/Stem 1st | CS/Stem Final |
|----------|----------|------------|-------------|---------------|
| ✓        | ✓        | ✓          | ✓           | ✓             |

Any newly enrolled student or a student whose District of Residence changes must have their Race/Ethnicity recollected.

The Local Ethnic Category field is not used for EMIS purposes but is the value used on most StudentInformation (RXXX) reports.

### Recollected:

|                        |  |                  |                 |      |   |
|------------------------|--|------------------|-----------------|------|---|
| Gender:*               | M  | Birthdate:*      | 06/03/2014      | Age: | 6 |
| Local Ethnic Category: | W - WHITE  | Verified With:   | B - BIRTH CERT. |      |   |
| Hispanic/Latino:*      | N - No, the student is not Hispanic/Latino   | Birthplace City: | Akron           |      |   |
| Racial Group(s):       | <input type="checkbox"/> A-Asian <input type="checkbox"/> B-Black or African American <input type="checkbox"/> I-American Indian or Alaska Native <input type="checkbox"/> P-Native Hawaiian or Other Pacific Islander <input checked="" type="checkbox"/> W-White * |                  |                 |      |   |
| Summative Race:*       | W - White, Non-Hispanic  |                  |                 |      |   |
| Native Language:       | ENG - English (Default)  | Home Language:   | ENG - English   |      |   |

### Not recollected:

|                        |   |                  |                      |      |    |
|------------------------|---|------------------|----------------------|------|----|
| Gender:*               | M   | Birthdate:*      | 02/06/2003           | Age: | 17 |
| Local Ethnic Category: | W - WHITE   | Verified With:   | B - BIRTH CERT.      |      |    |
| Hispanic/Latino:*      | * - Not Re-Collected  | Birthplace City: | HOUMA                |      |    |
| Racial Group(s):       | <input type="checkbox"/> A-Asian <input type="checkbox"/> B-Black or African American <input type="checkbox"/> I-American Indian or Alaska Native <input type="checkbox"/> P-Native Hawaiian or Other Pacific Islander <input type="checkbox"/> W-White |                  |                      |      |    |
| Summative Race:*       | W - White, Non-Hispanic   |                  |                      |      |    |
| Native Language:       | ARA - Arabic  | Home Language:   | *** - Neither LEP no |      |    |

### Race/Ethnicity Coding:

| Student Situation  | Hispanic/Latino Element Value (GI580) | Summative Race Element Value (GI090)                   | Race Detail Value (GJ record – one per response)   |
|--|---------------------------------------|--|--|
| Information Not Recollected  | *                                     | Same as FY10 Yearend – W, B, H, A, I, P, M             | No GJ Record Reported                              |
| Recollected – Student is of Hispanic/Latino Heritage                                       | Y                                     | H  | All Races Chosen from the Following: W, B, A, I, P |
| Recollected – Student is not of Hispanic/Latino Heritage – only one race being chosen      | N                                     | Race Chosen – Only one of the following: W, B, A, I, P | No GJ Record Reported                              |
| Recollected – Student is not of Hispanic/Latino Heritage – more than one race being chosen | N                                     | M  | All Races Chosen from the Following: W, B, A, I, P |

## Task 11 - Verify Home Language and Native Language Fields

| Trad 1st | Trad 2nd | Trad Final |  | CS/Stem 1st | CS/Stem Final |
|----------|----------|------------|--|-------------|---------------|
| ✓        | ✓        | ✓          |  | ✓           | ✓             |

The **Home Language:** field is the language spoken at home. This field is required for English Learners and immigrant students. All other students will have \*\*\*\*.

The **Native Language:** field is the language spoken at the onset of speech.

Both the **Home Language:** and **Native Language:** fields may be updated using the Student Profile Bulk Update.

StudentInformation > SIS > Student > Edit Profile

| General   | Additional | Custom | Private | FS-Standing   | FS-Attendance | FD-Attributes | FN-Attributes | FN-Graduate | Transportation |
|---|------------|--------|---------|---|---------------|---------------|---------------|-------------|----------------|
| <div> <div>Save</div> <div>Cancel</div> </div> <div>Last Modified: 09/1/2020 2:33 PM by User: janice</div>  |            |        |         |   |               |               |               |             |                |
| Student Number: <input type="text" value="12345678"/> Auto-Assign   |            |        |         | Student Status: <input type="text" value="N - NONRES"/>                                 |               |               |               |             |                |
| First Name: <input type="text" value="CLAYTON"/>  |            |        |         | Middle Name: <input type="text"/>   |               |               |               |             |                |
| Last Name: <input type="text" value="ABBOTT"/>  |            |        |         | Called Name: <input type="text"/>   |               |               |               |             |                |
| Last Name Suffix: <input type="text"/>  |            |        |         |   |               |               |               |             |                |
| Gender: <input type="text" value="M"/>  |            |        |         | Birthdate: <input type="text" value="06/03/2003"/> Age: <input type="text" value="17"/> |               |               |               |             |                |
| Local Ethnic Category: <input type="text" value="W - WHITE"/>   |            |        |         | Verified With: <input type="text" value="B - BIRTH CERT."/>                             |               |               |               |             |                |
| Hispanic/Latino: <input type="text" value="Y - Yes, the student is Hispanic/Latino"/>   |            |        |         | Birthplace City: <input type="text" value="Akron"/>                                     |               |               |               |             |                |
| Racial Group(s): <input type="checkbox"/> A-Asian <input type="checkbox"/> B-Black or African American <input type="checkbox"/> I-American Indian or Alaska Native <input type="checkbox"/> P-Native Hawaiian or Other Pacific Islander <input checked="" type="checkbox"/> W-White |            |        |         |   |               |               |               |             |                |
| Summative Race: <input type="text" value="H - Hispanic/Latino"/>  |            |        |         |   |               |               |               |             |                |
| Native Language: <input type="text" value="ENG - English (Default)"/>   |            |        |         | Home Language: <input type="text" value="ENG - English"/>                               |               |               |               |             |                |



## Task 12 - Verify and Update CTE Program of Concentration

| Trad 1st | Trad 2nd | Trad Final |  | CS/Stem 1st | CS/Stem Final |
|----------|----------|------------|--|-------------|---------------|
| ✓        | ✓        | ✓          |  | ✓           | ✓             |



EMIS CTE Concentrator Detail Report - Displays the CTE Program of Concentration area for each student.

CRITICAL

The Program Area of Concentration values will affect the CTE Report Card as well as next year's Period D reporting. Check the EMIS manual for a complete list of Program of Concentration Codes.

The Program of Concentration is used when creating WebXam files, so it is best to update students as soon as their program of concentration is known. The CTE Program of Concentration field is required to be reported with the FN record. The CTE Program of Concentration Element designates the CTE Workforce Development Program for which a student has met the requirements to be considered a concentrator.

The CTE Program of Concentration Element designates the program area of concentration for a CTE Concentrator. A 'CTE Concentrator' is a secondary student who has completed at least two approved Workforce Development courses in a single career technical education program. The CTE Program of concentration is reported in the year student achieves concentrator status **and** any subsequent year the student takes aligned course(s).

The Office of Career-Technical Education has developed additional documentation to clarify business rules, which can be found by searching for 'Career-Technical Education Data and Accountability' on the Ohio Department of Education website. The link to access this information is as follows and will bring you to the screen located below,

<http://education.ohio.gov/Topics/Career-Tech/CTE-Performance-Data-and-Accountability>

### Career-Technical Education Data and Accountability

Select a Career-Technical Education data and accountability resources below for more information.

| CAREER-TECHNICAL EDUCATION DATA AND ACCOUNTABILITY RESOURCES |  |   |
|--|--|---|
| Career-Technical Education Data and Accountability Guidebook | Concentrator Reporting Examples Matrix       | CTE Teacher Licensure Override Instructions     |
| Ohio School Report Cards                                     | 2018-2019 Approved CTE Courses   (2017-2018) | CTE Teacher Licensure Override Request Template |

Perkins Resources

The Concentrator Reporting Examples Matrix provides several examples of when students should be reported as Concentrators.

The district that employs the workforce development teacher is responsible for identifying and reporting CTE concentrators and the CTE Program of Concentration. Only the code for

one area of concentration may be reported for a student within a collection. The program of concentration element should be reported in the year a student achieves concentrator status and in any subsequent year in which the student is taking courses aligned to their program of concentration. Current grade level has no relationship to whether or not a student is identified as a concentrator; i.e., a student can be a freshman and be identified as a concentrator.

Update the CTE Program of Concentration field on the FN Attributes tab for applicable CTE students. First, select the area of Concentration from the CTE Program Area dropdown and then select the specific code from the CTE Program of Concentration dropdown.

The CTE Program of Concentration field may be updated using the Student Profile Bulk Update.

Students with a CTE Program of Concentration in the prior year will have that same CTE Program of Concentration on the FN Attributes tab in the current year if Fall Initialization was processed for your district.

StudentInformation > SIS > Student > Edit Profile

### Edit Student Profile

From this screen, you can display and change information regarding a students profile.

General Additional Custom Private FS-Standing FS-Absence FD-Attributes **FN-Attributes** FN-Graduate Transportation

Save Cancel

Last Modified: 01/15/2020 11:40 AM by User: CL\_Conley

EMIS Grade Next Year: 12 - Twelfth Grade

Changing the EMIS Grade Next Year does not change the District Grade Next Year. The General tab can be used to change the District Grade Next Year.

Retained Status: \* - Student was not retained at the end of the previous school year

Oct Childcount IEP Outcome: \*\*\*\* - No Change from latest IEP reported to ODE

Military Student: \* - Not Applicable (Not a Military Student)

CTE Program Area: 2 - Arts and Communications

CTE Program of Concentration: B1 - Performing Arts

Fiscal Year Began 9th: 2019

Tech Prep Completer: N

The CTE Program of Concentration may also be updated via the CTE Management page.

StudentInformation > SIS > Scheduling > CTE Management

### CTE Management

From this screen, you can view student vocation course section assignments based on the teacher of the vocational course.

Teacher: \* (7142) PEM JL 1 TRANSPORT MAINTENANCE - 1

Section: \* (7142) PEM JL 1 TRANSPORT MAINTENANCE - 1

CTE Program Area: 16 - Transportation Systems

CTE Program Of Concentration: T9 - Ground Transportation

Update

| Check All                           | Student Number | First Name | Last Name | CTE Program Of Concentration                          |
|-------------------------------------|----------------|------------|-----------|---|
| <input checked="" type="checkbox"/> |                |            |           | ** - Student is not a concentrator in any CTE Program |
| <input checked="" type="checkbox"/> |                |            |           | ** - Student is not a concentrator in any CTE Program |
| <input checked="" type="checkbox"/> |                |            |           | ** - Student is not a concentrator in any CTE Program |

### Task 13 - Update October 31 IEP Outcome field

| Trad 1st | Trad 2nd | Trad Final |  | CS/Stem 1st | CS/Stem Final |
|----------|----------|------------|--|-------------|---------------|
| ✓        | ✓        | ✓          |  | ✓           | ✓             |



EMIS FN Attributes Detail Report - Displays values contained in the October IEP Outcome field.

This element is reported for those students with a change in their Least Restrictive Environment (LRE) since their most recent IEP as of October 31. In general, the LRE will not change without a new IEP being completed and reported, but there are some cases, especially with IEPs reported in the prior year that are still in effect as of the end of October, where the LRE could change. Examples include but are not limited to a student whose parent originally consented to services but pulled the student from services prior to October 31<sup>st</sup> and situations where an expelled student is given an alternative placement that will be in effect on October 31<sup>st</sup>. In addition, for a preschool student (especially for those who are part time,) a parental placement in a private preschool program could change the LRE for that student.

When completing the Federal Child Count, ODE will review the LRE on the latest reported IEP event effective (including IEPs reported in the prior yearend and IEP events reported in the current 'S' reporting period) and the value of this element. The value of this element will take precedence.

For this element to be valid for the Federal Child Count, the student must already have an IEP reported to ODE that is valid on October 31<sup>st</sup> (e.g., October 31<sup>st</sup> is between the reported Outcome Beginning and End dates on a IEP that was reported to ODE in the prior yearend or in the current reporting period.) If no reported IEP is valid on October 31<sup>st</sup>, the value in this element will be ignored.

StudentInformation > SIS > Student > Edit Profile

### Edit Student Profile

From this screen, you can display and change information regarding a students profile.

General Additional Custom Private FS-Standing FS-Attendance FD-Attributes **FN-Attributes** FN-Graduate Transportation

Save Cancel

Last Modified: 09/1/2020 3:38 PM by User: janice

EMIS Grade Next Year: 02 - Second Grade

*Changing the EMIS Grade Next Year does not change the District Grade Next Year. The General tab can be used to change the District Grade Next Year.*

Retained Status: \* - Student was not retained at the end of the previous school year

Oct Childcount IEP Outcome: IE13 - Special Education outside the regular class < 21% of the day

Military Student: \* - Not Applicable (Not a Military Student)

## Task 14 – Update English Learner Option for students

| Trad 1st | Trad 2nd | Trad Final |  | CS/Stem 1st | CS/Stem Final |
|----------|----------|------------|--|-------------|---------------|
| ✓        | ✓        | ✓          |  | ✓           | ✓             |



[EMIS FD Detail Report](#) - Displays the English Learner status for each student.

The LEP Reclassification Date is no longer reported. The value is derived at ODE from other reported records. If you have a value in this field, it will be ignored when submitted to ODE.

For students who are English Learners, the English Learner value on the Student Profile, FD Attributes tab, needs to be updated to the correct value.

|   |  |
|---|--|
| Effective Start Date: <input type="text" value="7/1/2021"/>   |  |
| District Withdraw Date: <input type="text"/>  |  |
| Withdraw Reason: <input type="text" value="** - Not Applicable, Did not withdraw/was not truant"/>  |  |
| State Equivalent Grade: <input type="text" value="12 - Twelfth Grade"/>   |  |
| <p><small>Changing the State Equivalent Grade does not change the Building Grade. The General tab can be used to change the Building Grade.</small></p> |  |
| Disability Condition: <input type="text" value="** - Not Applicable"/>  | Section 504 Plan: <input type="text" value="N"/>             |
| Disadvantage: <input type="text" value="* - Not Applicable"/>   | Free/Reduced Lunch Status: <input type="text" value="None"/> |
| English Learner: <input type="text" value="M - LEP Trial Mainstream, student is LEP &amp; in trial mainstream"/>  | LEP Reclass Date: <input type="text"/>                       |
| Homeless Status: <input type="text" value="* - Not Applicable"/>  | Unaccompanied Youth: <input type="text" value="N"/>          |

The Valid codes for English Learner Status are:

**N – No** – Student is not classified as or is no longer classified as an English learner (a student with limited English proficiency)

**Y – Yes**- The student is classified as an English learner who has been enrolled in U.S. Schools for more than 360 school days where English is the main language of instruction for more than 360 school days (two school years)

**L – English Learner – Enrolled in U.S. Schools** where English is the main language of instruction for 1<sup>st</sup> year. A student who has been enrolled in U.S. schools for **no** more than 180 school days (one school year)

**M – English Learner** – Trial Mainstream – An English learner classified in a Trial-Mainstream period. The Trial-Mainstream period is defined by the Department.

**S – English Learner - Enrolled in U.S. Schools** where English is the main language of instruction for 2<sup>nd</sup> year. A recently arrived student identified as an English learner who has been enrolled in U.S. schools for more than 180 school days and no more than 360 days.

### ***Task 15 – Update Retained students***

| Trad 1st | Trad 2nd | Trad Final |  | CS/Stem 1st | CS/Stem Final |
|----------|----------|------------|--|-------------|---------------|
|          |          | ✓          |  |             | ✓             |

The Retained Status element is only reported for students in grade 03.

In the current school year, all students who will be retained in their current grade level for the future school year need to be reported in the final period S window of the current year with the appropriate Grade Level Next year and next building IRN value.

The following elements need to be updated on the student profile page to indicate the student is retained:

- **General Tab – Grade Level Next Year** – update to the correct grade for next school year
- **FN Attributes Tab – Update EMIS Grade Level Next Year** to the correct grade for next school year
- **FN Attributes Tab – Attending Building IRN Next Year** if the student will be in the same grade level in a different building or if the value was already updated to a different building due to promotion
- If the student has already been promoted to another building for the future school year, withdraw the student from the building and then enroll him in the correct building for the next school year (Scenario 8 of the 21/22 Admissions/Withdrawals documentation)

**NOTE:** Grade 3 students also need to be reported in the FY22 Retention collection with the retained status element reported for them at that time. See FY22 Period S Retention Reporting Checklist. The Collection window for the retained students has been closed for FY22.

## Task 16 - Update Military Student Identifier

| Trad 1st | Trad 2nd | Trad Final |  | CS/Stem 1st | CS/Stem Final |
|----------|----------|------------|--|-------------|---------------|
|          |          | ✓          |  |             | ✓             |



**EMIS FN Attributes Detail Report** - Displays the values contained in the Military Student Identifier field.

Districts, including JVSDs, are required to identify students whose parents or legal guardians have been an active member of the Armed Forces or National Guard at any time throughout the current school year. Report the option that best describes the student's Military Student identifier status at any point during the school year. If the student is reported with a value other than '\*', and the parent/legal guardian becomes discharged at any point during the school year, continue to report the established value for the entire school year. If a parent or legal guardian's status changes from 'B' to 'A' or vice-versa, report the latest occurring option.

The valid options for this field are:

- \* – Not applicable (Not a Military Student)
- A** – Active Duty – Student is a dependent of a member of the Active Duty Forces (Army, Navy, Air Force, Marines Corp or Coast Guard)
- B** – National Guard – Student is a dependent of a member of the National Guard (Army or Air)
- C** – Reserves

General
Additional
Custom
Private
FS-Standing
FS-Attendance
FD-Attributes
**FN-Attributes**
FN-Graduate
Transportation

Save
Cancel

Last Modified: 09/1/2020 3:38 PM by User: janice

EMIS Grade Next Year: 02 - Second Grade

Changing the EMIS Grade Next Year does not change the District Grade Next Year. The General tab can be used to change the District Grade Next Year.

Retained Status: \* - Student was not retained at the end of the previous school year

Oct Childcount IEP Outcome: \*\*\*\* - No Change from latest IEP reported to ODE

**Military Student:** B - National Guard - Student is a dependent of a member of the National Guard (Army National Guard or Air National Guard)

### Task 17 - Update Admitted From IRN and Withdrawn To IRN

| Trad 1st | Trad 2nd | Trad Final |  | CS/Stem 1st | CS/Stem Final |
|----------|----------|------------|--|-------------|---------------|
| ✓        | ✓        | ✓          |  | ✓           | ✓             |



EMIS FS Standing Attendance Detail Report – Displays the Admitted from IRN and Withdrawn to IRN for students who have values other than ‘\*\*\*\*\*’.

Districts are required to report the IRN of the district a student comes from when registering into your district for the first time. If the student is newly enrolled in the current school year and the student’s admission reason is ‘3’, ‘6’, or ‘7’, the admitted from IRN will need to be reported.

This IRN value must be a district IRN. If the student is not new to the district in this school year or had a change in District Relationship, the field value will default to “\*\*\*\*\*”. The Admitted from IRN field can be found on the following pages in StudentInformation:

- Student Profile Edit – FS Tab
- Registration Wizard
- Student Registration
- EZQuery Student Demographics
- EZQuery SIS Student Search
- Home School Import – Students tab

#### Student Profile Edit – FS Tab:

|                                   |   |
|-----------------------------------|---|
| District Admission Date: 8/1/2018 | Admission Reason: 7 - Not newly enrolled in this school district      |
| District Withdraw Date:           | Admitted From IRN: 142950 - Ohio Virtual Academy                      |
| Withdraw                          | Withdraw Reason: ** - Not Applicable, Did not withdraw/was not truant |
|                                   | Withdrawn To IRN: *****   |

When the student is admitted from a non-public school, use the IRN of the non-public school for the Admitted from IRN value and not the IRN of the Diocese.

If the admission reason is ‘7’ and the Admission Date is on or after the first day of school in 21/22, this means the student was previously in the district, left the district and has now returned to the district. Since the student is returning to the district after school has started, you must indicate the IRN of the district the student was in previously. Admission reason ‘6’ could be used for this student because he did go to another district in between enrollments in the current district.

If the student attended your district through the end of the prior school year but withdrew from the district prior to June 30<sup>th</sup> and was reported in June as withdrawn, but has returned to the district again this year, the student would be re-admitted to your district, admission reason ‘7’ would be used, and you will need to report your own District IRN in the Admitted from IRN field.

If the student attended your district last year, dropped out of school and is now returning to your district, admission reason '7' would be reported for the student and the Admitted from IRN would be the IRN of your district.

Districts are required to report the IRN of the district a student is going to upon withdrawing from their own district, when the withdraw reason is reason '41', '42', or '45' and must have a value in the Withdraw to IRN field.

StudentInformation > SIS > Student > Withdraw Student

### Withdraw Student

From this screen, you can withdraw a student from the working school.

**i** In order to withdraw a student from the working school for the current school year, please enter a withdraw date and select a valid withdraw code. If you are **sure** you want to withdraw the student, please select the submit button from below.

Building

District

The Admission Date is the start date on the Master Calendar; to perform a summer withdraw, select a Withdraw Date prior to the Admission Date.

Admission Date: 8/20/2020

Withdraw Date: 9/4/2020

Withdraw Reason: 41 - Tr. to another Ohio SD, local/exem vill/city, tr.

Withdraw to District IRN: 044222 - Lima City SD

Withdraw to District Comments: Moved

Student Status: I - INACTIVE

Remove Locker Assignment: ☒

Remove Homeroom Assignment: ☒

Submit Cancel Return To Previous Screen

If the student is withdrawing to attend a non-public school, use the non-public school building IRN for the withdraw to IRN value. If the non-public school does not have a valid IRN, report 999999.

The Withdraw to IRN value is stored on the student's latest FS record at the time of the district withdrawal.

District Admission Date: 10/27/2008

District Withdraw Date: 9/20/2021 Withdraw

Admission Reason: 4 - Student enroll. first time in Ohio pub sch/comm sch age (PS or KG)

Admitted From IRN: \*\*\*\*\*

Withdraw Reason: 41 - Tr. to another Ohio SD, local/exem vill/city, tr. req on file

Withdrawn To IRN: 044222 - Lima City SD



**Task 18 – Run the Student Roster Detail (R101A) to verify student demographic and disability information is correct**

| Trad 1st | Trad 2nd | Trad Final |  | CS/Stem 1st | CS/Stem Final |
|----------|----------|------------|--|-------------|---------------|
| ✓        | ✓        | ✓          |  | ✓           | ✓             |

StudentInformation > SIS > School > Student Reports > Student Roster Detail (R101-A)

Use R101A to verify the details of the student's demographic records and disability condition as well as rosters of students – both active and inactive in each grade level.

Verify that all students who have withdrawn from the district are no longer actively enrolled and have the appropriate student status. Also check the accuracy of the student's Birth Date, Ethnicity, Disability Condition, and EMIS Situation. The Ethnicity value listed on this report is the **Local Ethnicity** field and not the Summative Race ethnicity which is reported to ODE.

Report: R101A

Printed Thu, Aug 12, . 8:15 AM

HIGH SCHOOL

Student Roster Detail

AGE RANGE: ALL AGES

| ID        | STUDENT NAME               | STATUS                                     | GR  | GN         | HMRM           | HOME SCHOOL     | PARENT/GUARDIAN NAME |
|-----------|----------------------------|--|-----|------------|----------------|-----------------|----------------------|
| SCH CD    | STUDENT ADDRESS            | DISAB                                      | AGE | BIRTHDATE  | TELEPHONE      | ETHNICITY       | - ETHNICITY CODE     |
|           | HOME SCHOOL NAME           | EMIS SITUATION                             |     |            |                | PROGRAM         | - PROGRAM CODE       |
| 200800073 | Student1003, Morgan        | ROE  | 12  | F          |                |                 |                      |
| ELHS      | 645 S Main St              | **   | 17  | 04/03/1993 | (555) 555-5555 | WHITE           | - W                  |
|           | Lima, OH 45804-1241        |  |     |            |                |                 |                      |
|           |                            | 151 - Resident open enrolled elsewhere F/T |     |            |                |                 | -                    |
| 200800070 | Student1005, JAMES (JAMES) | ROE  | 09  | M          |                |                 |                      |
| ELHS      | 645 S Main St              | **   | 14  | 03/22/1996 | (555) 555-5555 | WHITE           | - W                  |
|           | Lima, OH 45804-1241        |  |     |            |                |                 |                      |
|           |                            | 151 - Resident open enrolled elsewhere F/T |     |            |                |                 | -                    |
| 200800048 | Student1027, JAMIIL        | ROE  | 12  | M          |                |                 |                      |
| ELHS      | 645 S Main St              | **   | 17  | 09/18/1992 | (555) 555-5555 | BLACK, NON-HISP | - B                  |
|           | Lima, OH 45804-1241        |  |     |            |                |                 |                      |
|           |                            | 151 - Resident open enrolled elsewhere F/T |     |            |                |                 | -                    |

## Task 19 – Run Student Verification (UNCLEMIS) and correct errors

| Trad 1st | Trad 2nd | Trad Final |  | CS/Stem 1st | CS/Stem Final |
|----------|----------|------------|--|-------------|---------------|
| ✓        | ✓        | ✓          |  | ✓           | ✓             |

UNCLEMIS checks are not EMIS Reporting Period specific.

1. Change your context to the district level and the current year.
2. Navigate to **StudentInformation > EMIS > Student Reporting Collection (S)**.
3. On the **Request Type** tab choose the **Verify Student Data** option.
4. Click **Next >**.
5. On the **Program Selection** tab select **Verify - Student Demographic (UNCLEMIS)**.
6. Click **Next >**.
7. Next, choose the buildings in the district you would like to run Student Verification for.
8. Choose how many students you would like to see per page in the **Number of Students Per Page:** dropdown.
9. Click **Verify**.
10. Once the process is complete the Student Verification errors will display on the page.

Depending on your StudentInformation security role, you may have access to run UNCLEMIS only at a specific building. Contact the Security Administrator at your district or ITC if you have questions concerning your StudentInformation security role.

### How to run Student Verification at the building level

1. Change your context to the building level and the current year.
2. Navigate to **StudentInformation > EMIS > Student Verification**.
3. Choose how many students you would like to see per page in the **Number of Students Per Page:** dropdown.
4. Click **Verify**.
5. Once the process is complete the Student Verification errors will display at the bottom of the page.

Unclemis errors are interactive links which allow you to navigate to the profile of the student with the error and correct the error without leaving the Unclemis page.



Please review the **UNCLEMIS Error Resolution** document for detailed explanations on how to correct each Student Verification error.

## Community School **Only** Tasks (Tasks 20, 21 & 22)

### Task 20 – Update Previous Year District IRN (FLICS IRN)

| Trad 1st | Trad 2nd | Trad Final | CS/Stem 1st | CS/Stem Final |
|----------|----------|------------|-------------|---------------|
|          |          |            | ✓           | ✓             |



EMIS FN Attributes Detail Report – Displays the Previous Year District IRN values.

Indicates the IRN of the Ohio school district where the student resided during October count week of the prior school year. This element is only to be completed by community schools/STEM schools for students who were not enrolled in an Ohio EMIS reporting entity the prior year or for situations where the current school determines that the IRN assigned by ODE for the prior year is incorrect. This element resides on the FN – Attributes tab of the Edit Student Profile page.

1. Navigate to **StudentInformation** > **SIS** > **Student** > **Edit Student Profile**.
2. With the student in context, select the **FN-Attributes** tab.
3. Enter the IRN of the non-public district or the IRN of the district the student resided in last year if the student was home-schooled.

Previous Year District IRN:  -

General
Additional
Custom
Private
FS-Standing
FS-Arrivance
FD-Attributes
**FN-Attributes**
FN-Graduate
Transportation

Save
Cancel

Last Modified: 08/5/2020 3:22 PM by User: Tiffany.Colvin

EMIS Grade Next Year:

*Changing the EMIS Grade Next Year does not change the District Grade Next Year. The General tab can be used to change the District Grade Next Year.*

Majority Of Attendance IRN:

Accountability IRN:

Attending Building IRN Next Year:

Admission to Current High School Date:

Previous Year District IRN:  -

# Student Transportation Records

## Task 21 – Update Transportation Records for Students who were transported any day of Count Week

### Community School Only Task

| Trad 1st | Trad 2nd | Trad Final | CS/Stem 1st | CS/Stem Final |
|----------|----------|------------|-------------|---------------|
|          |          |            | ✓           | ✓             |

Use the transportation tab of the Edit Student Profile Page to collect the values for Count Week Transportation days for each student who was transported any day during count week. Select a value from the dropdown for Distance student was transported from residence to School Building and set the appropriate checkbox for each day of the week the student was transported by the Community School. Use Student Profile Bulk Update to mass update the flag. Only students who were transported must have a record reported. Reporting records for students not transported is optional. Leaving the boxes unchecked indicates the student was not transported.

StudentInformation > SIS > Student > Edit Profile

### Edit Student Profile

From this screen, you can display and change information regarding a students profile.

General Additional Custom Private FS-Standing FS-Attendance FD-Attributes FN-Attributes FN-Graduate **Transportation**

Save Cancel

Last Modified: by User:

Parking Permit:

Assigned Space:

Vehicle Description:  License Plate:

Vehicle 2 Description:  License Plate 2:

Vehicle 3 Description:  License Plate 3:

Driver's License Number:  State: OH

Comments:

Distance To School:

Transportation: ☐ Student Drives ☐ Student is Bussed ☐ Student Walks

Distance student was transported from residence to school building:

Countweek Transportation Days

☒ Monday ☒ Tuesday ☒ Wednesday ☒ Thursday ☒ Friday

1. Create an ad-hoc membership group of students whose transportation pattern would be the same.
2. Navigate to **StudentInformation** > **Management** > **Ad-Hoc Updates** > **Student Profile Bulk Update**.
3. Select the ad-hoc membership from the **Ad Hoc:** dropdown.
4. Click **Next >** until the **Annual record** tab displays.

5. Choose a value in the 'Distance student was transported from residence to school building' element, select the appropriate value from the dropdown and check the box beside the field to include in the update.

Distance student was transported from residence to school building:

☒ M2 - More than two miles

6. Place a check in the first checkbox in the Count Week Transportation Days block and check any of the weekday checkboxes that apply to the group of students you're updating.

Countweek Transportation Days:

☒ ☒ Monday ☒ Tuesday ☒ Wednesday ☒ Thursday ☒ Friday

7. Click **Next >** until the **Review updates** tab displays. Depending on your selections for updating, the review tab will display the values you've chosen to update.

**Please review all of the profile selections before finalizing.**

| Profile Item  | New Values               |
|---|--------------------------|
| Distance student was transported from residence to school building: | M2 - More than two miles |
| Countweek Transportation Monday:                                    | True                     |
| Countweek Transportation Tuesday:                                   | True                     |
| Countweek Transportation Wednesday:                                 | True                     |
| Countweek Transportation Thursday:                                  | True                     |
| Countweek Transportation Friday:                                    | True                     |

**Submit**

8. Click **Submit**.

9. The following message will display

Student Profile Bulk Update was completed successfully.

**Note:** Student Data Tasks ([StudentInformation](#) > [Management](#) > [School Administration](#) > [Student Promotion](#) > [Student Data Tasks](#)) 'Copy Transportation Assignments' can be used to copy the Transportation Assignments from prior year to current year if this was not completed in Promotion/Bulk Enroll. This task copies the transportation data forward when the student is in the **same building** as last year.

**Note:** A Transportation Import is available to use at the building level. See the StudentInformation Import Export Guide for instructions as well as the actual Transportation Import Template.

## Student Contact Records

### Task 22 – Reporting FF – Student Contact Records & FG – Student Contact Address Records

#### Community School Only Task

| Trad 1st | Trad 2nd | Trad Final |  | CS/Stem 1st | CS/Stem Final |
|----------|----------|------------|--|-------------|---------------|
|          |          |            |  | ✓           | ✓             |

Community schools are required to report a contact record for the Parent or Guardian of each student attending the community school. This record is used to determine the residency of the parent/guardian. Each contact reported must have at least one address record reported to indicate residency. Each student is required to have at least one FF and one FG record reported. These fields must be reported before a student in the SOES collection is funded.

Each contact type code to be reported must be mapped to an NCES Contact Type code at the district level on Contact Type Codes Maintenance. If additional information is needed to set up the Contact Type Codes, refer to the **ProgressBook Student Information Student and Registration Guide, Contact Type Codes Maintenance section**. Only contacts with Legal Guardian checked will be reported to EMIS.

Verify the contact types as well as verifying an address is included on the contact record(s) that will be reported for a student. In the FF – Student Contact Record transfer file, there will be a record for the student containing any additional record(s) for any contact that is flagged as the Guardian. The contact type of 'SELF' should only be reported for students who are their own legal guardian. In that situation, a contact record must be defined indicating the student's information.

FG address records should be reported in the event of an address change for the guardian as well as the date of the change. If a guardian had an address change, the prior address will be reported on one record including the date of the address change. A second address record with the same sequence number will be reported indicating the date of the new address. If the date field is reported as all zeroes, the data collector will automatically change the date to the date the collection is prepared.

***In the event the address has changed after school has ended, no update would be made. However, if the address changed during the school year, but the change isn't being made in Student Information until after school has ended, additional steps need to be taken to report the correct date the address changed.***

The FG – Student Contact Address records are reported for each of the contacts included in the FF – Student Contact record file. Each contact record must have an address reported. If the address has changed, make sure to indicate a Date of Residency Change. The FG Transfer will use the following values from the contacts specified as Guardian:

| FG Contact Record Element | Student Contact Record Element                 |
|---------------------------|--|
| Sequence                  | Sequence will correspond to the sequence value |


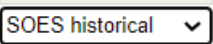


|                          |   |
|--------------------------|---|
|                          | for the contact used in the FF file (Starting in FY17, there may be multiple address records with the same sequence number for a contact)   |
| Address Line 1           | Address 1 on Contact record   |
| Address Line 2           | Address 2 on Contact record   |
| Address Type Code        | Will be determined based on the address type on contact:<br>Home = 0765 – Physical Location Address<br>Mailing = 0123 – Mailing address<br>If a contact has multiple addresses, the first address listed will be reported |
| City                     | City  |
| State                    | State   |
| Postal Code              | Zip Code  |
| Country Code             | Always 'US'   |
| Date of Residency Change | Date of residency change from the contact record. <b>If '00000000', the date of the prepare will be used by ODE unless the school year has ended.</b>   |


### Reporting Historical Addresses to SOES





When a contact changes residency, it is necessary to report multiple FG contact address records to indicate the date of change for the prior address as well as report the new address of residency.

#### To submit an address change during the school year:

1. With the building and student in context, navigate to **StudentInformation > SIS > Student > Contacts Summary**.
2. Click the Edit Pencil for the contact which needs to be updated.
3. Click  Address and choose  from the dropdown. Complete the address fields for the SOES Historical address with the 'old' home address information.

#### Legal District of Residence Change Date

09/24/2021 

4. Then navigate to the  and fill it in with a date that is during the period of time that the address was valid for this student.
5. Return to the  Address selection and update the  address section with the new address information.
6. .

#### To submit an address change that occurred during the school year but is not being reported until after the school year ends:

1. With the building and student in context, navigate to **StudentInformation > SIS > Student > Contacts Summary**.
2. Click the Edit Pencil for the contact which needs to be updated.



- Click **+ Address** and choose **SOES historical** from the dropdown. Complete the address fields for the SOES Historical address with the 'old' home address information.

**Legal District of Residence Change Date**

09/24/2021

- Then navigate to the **Legal District of Residence Change Date** and fill it in with the date during the school year that this address became valid for the student.
- Return to the **+ Address** selection and update the **Home** address section with the new address information.

**Save**

The **Legal District of Residency Change date** recorded on the contact record should be one day before the date the address changed from the old value in the SOES historical address to the new residency. Two FG record will be reported for the student, one for the SOES historical address and a second record with the new Home address for the contact.

**Edit Student Contact -**

D-MOTHER

PRINCESS Middle ELIZABETH \* Suffix

**+ Phone Number**

Home (419) 555-1234 Ext Unlisted Available: --:-- to --:--

**+ Address** ☐ Same As Student Address

|                 |               |           |      |    |       |                  |
|-----------------|---------------|-----------|------|----|-------|------------------|
| Home            | 123 S Main St | Address 2 | Lima | OT | 45804 | Select County... |
| SOES historical | 645 S Main St | Address 2 | Lima | OT | 45801 | Allen            |

**+ Email Address**

Place of Employment Occupation Custody Code

**Legal District of Residence Change Date**

Change Date

**Home address indicates the current address. SOES Historical Address indicates the contact's prior address**

**Legal District of Residence Change date applies to the SOES address**

Contact Comments Relationship Comments

**Contact Flags**

|  |   |   |   |
|--|---|---|---|
| <input checked="" type="checkbox"/> Legal Guardian | <input checked="" type="checkbox"/> Emergency Contact | <input checked="" type="checkbox"/> Living with Student | <input type="checkbox"/> Copied on Correspondence |
| <input type="checkbox"/> Willing to Volunteer      | <input type="checkbox"/> Medical Contact              | <input type="checkbox"/> Available at Work              | <input type="checkbox"/> Migrant Worker           |
| <input type="checkbox"/> Authorized to Pick up     | <input type="checkbox"/> Publicly Viewable            |   |   |

**Save** **Cancel**

## Transferring FF & FG Contact Records

- With the district in context, navigate to **StudentInformation > EMIS > Student Reporting Collection (S)**
- Select the **Transfer Student Data** and click Next.
- From the Program Selection menu, Select the Student Contact (FF) and Student Contact Address (FG) options.



4. Select ☒ Flat file transfer for Data Collector from the Transfer Type options.
5. Click Submit. Upon completion, the Contact records will be transferred to the data collector.

### **Reminder**

If you're changing a contact's address and the change results in a district of residence change for the student, make sure to add a new FS record reflecting the change, as well as updating the County of Residence if needed.

## Calendars, Exception Days and Attendance Patterns

### *Task 23 – Verify Sub-calendars and EMIS Exceptions are set up correctly*

| Trad 1st | Trad 2nd | Trad Final |  | CS/Stem 1st | CS/Stem Final |
|----------|----------|------------|--|-------------|---------------|
|          |          |            |  |             |               |



[EMIS Sub-Calendar Analysis Report](#) - Assists to verify the accuracy of your calendars. The report includes all exceptions on each calendar.

Sub-Calendars will be used to calculate a student's hourly attendance values. It is important that all sub-calendars correctly reflect the days in session as well as any exception types, which will be reported in the Calendar reporting period. Sub-Calendars and the EMIS Exceptions are reported in Period C, however, it is imperative that they be set up correctly at the beginning of the school year so that each student's attendance is calculated correctly.

Please consult the ***Master and Sub-calendar Maintenance including EMIS Exceptions*** document for step-by-step directions on setting up sub-calendars.

## Task 24 – Verify students are assigned to the correct attendance calendar

| Trad 1st | Trad 2nd | Trad Final |  | CS/Stem 1st | CS/Stem Final |
|----------|----------|------------|--|-------------|---------------|
| ✓        | ✓        | ✓          |  | ✓           | ✓             |



EMIS Admission Calendar Comparison Report - Verify the accuracy of student calendar assignments. If a student is assigned to a calendar from the wrong building, the student will be highlighted in red on the report.

### A. Verify:

Use the EMIS Admission Calendar Comparison report to verify students are assigned to the correct calendar based on their % of time. Additionally, verify the Admission Calendar and the Reporting Calendar match.

| EMIS Admission Calendar Comparison |           |            |        |       |                   |              |  |                   |                    |                      |                                |                             |                                |
|------------------------------------|-----------|------------|--------|-------|-------------------|--------------|--|-------------------|--------------------|----------------------|--------------------------------|-----------------------------|--------------------------------|
| Student Number                     | Last Name | First Name | Status | Grade | FS Effective Date | Attendance % | EMIS Situation   | FD Effective Date | Attendance Pattern | FD Calendar Building | FD Calendar                    | Admission Calendar Building | Admission Calendar             |
|                                    |           |            | A      | 12    | 07/01/2020        | 100          | 5 - Resident attending Full Time                                     | 07/01/2020        | SR                 | BAHS                 | Senior Calendar                | BAHS                        | Senior Calendar                |
|                                    |           |            | I      | 9     | 07/01/2020        | 0            | 123 - non-res non-public   | 07/01/2020        | **                 | BAHS                 | Default Non-attending Calendar | BAHS                        | Default Non-attending Calendar |
|                                    |           |            | A      | 11    | 07/01/2020        | 72           | 18 - Resident attending elsewhere as contract vocational student P/T | 08/11/2020        | **                 | BAHS                 | Default                        | BAHS                        | Default                        |
|                                    |           |            | N      | 12    | 07/01/2020        | 57           | 90 - non-res attends your dist. and another                          | 08/11/2020        | SR                 | BAHS                 | Senior Calendar                | BAHS                        | Senior Calendar                |

### B. Update:

If a calendar change is required because of a change in the student's EMIS situation or % of Time in the current EMIS situation, a new FS record and a new FD record would be added. If the attendance pattern value is incorrect, the calendar would need to be corrected on the existing FD record to point to the correct calendar/attendance pattern.

When a student has a calendar change, the calendar needs to be updated both on the General tab (Attendance Calendar) and the FD tab (Reporting Calendar) of the Student Profile.

Follow these steps to make a calendar change for a student.

1. With the building in context, navigate to: **StudentInformation** > **SIS** > **Student** > **Edit Profile.**
2. Find the student you wish to perform a calendar change for.
3. On the General Tab, select the appropriate calendar from the **Attendance Calendar:** dropdown.
4. Click Save.
5. A new screen will appear indicating the student's previous calendar assignment, their new calendar assignment and a Calendar Change Effective Date field.
6. Enter the Effective Date of the calendar Change. The date selected must be a day within the school year.
7. Click Save.
8. Next, select the FD – Attributes Tab.
9. You will need to add a new Attributes record with the updated attendance calendar if this is a true calendar change and not a correction to existing calendar

- assignment.
10. Enter the Effective Start Date. Use the same date that was used on the General Tab for the Calendar Change Date.
  11. Select the appropriate calendar from the Reporting Calendar Dropdown. When a calendar is selected, the Attendance Pattern value will change to show the attendance pattern associated with that calendar.
  12. Click Save to save the record.

|                     |                          |                          |                               |
|---------------------|--------------------------|--------------------------|-------------------------------|
| Attendance Pattern: | SR - Senior attendance ▼ | Preschool Poverty Level: | N - Not a Preschool student ▼ |
| Reporting Calendar: | SR - Senior Calendar ▼   |                          |                               |

The Student Profile Bulk Update may also be used to update the calendar on both the General Tab and the FD tab of the student profile.

# Student Acceleration Records & Third Grade Guarantee

## Task 25 – Add Student Acceleration Records

| Trad 1st | Trad 2nd | Trad Final |  | CS/Stem 1st | CS/Stem Final |
|----------|----------|------------|--|-------------|---------------|
|          | ✓        | ✓          |  |             | ✓             |



**EMIS/EMIS Assessment – FB Acceleration Detail**, lists all FB records for students reported to EMIS when running FB Transfer.

ODE requires some students, in any grade level, to be tested at their accelerated subject level for the Next Generation Assessments. Records are reported only for students who have a referral from the district's Acceleration Evaluation Committee and were placed on a Written Acceleration Plan (WAP).

Acceleration stops being reported if the student is no longer subject or whole grade accelerated. If the student was subject accelerated in Math and Reading, but is no longer subject accelerated in Reading, the acceleration for Reading is no longer reported.



For a student accelerated (subject or whole grade) at one district who then transfers to a different district after the transition period, the new district should report acceleration records for the student. For students who transfer during the transition period, the new district should report acceleration records if the accelerated placement is honored and implementation of the WAP continues as intended.

For additional guidance, please see the document 'Testing Rules for Subject-Accelerated Students' by visiting [www.ode.state.oh.us](http://www.ode.state.oh.us) and search for *academic acceleration*.

## General Guidelines

The Student Acceleration Record (FB) is reported for one or more of the following reasons:

- Student was accelerated in the current school year in one or more of the valid subjects for acceleration collected via this record, or
- Student took a state assessment at an accelerated grade level, regardless of whether the acceleration first occurred this year or in a prior year

“Accelerated in the current school year” means that the student received instruction at the accelerated grade level in the current year. If the decision to accelerate a student is made this year but will be implemented next year, then the acceleration record would be reported next year. A separate record is required for each subject area in which the student is accelerated.

## Task 26 – Update Third Grade Reading Guarantee Values

| Trad 1st | Trad 2nd | Trad Final |  | CS/Stem 1st | CS/Stem Final |
|----------|----------|------------|--|-------------|---------------|
|          | ✓        | ✓          |  |             | ✓             |



Use the EMIS Third Grade Testing Diagnostic Detail report under Ad Hoc Reports to view the values for Math, Reading and Writing Diagnostics for students in Grades K-3.

The Third-Grade Reading Guarantee options are reportable in the 2nd & Final ‘S’ Collection Requests; however, it is best to update these values as the information is received.

General
Additional
Custom
Private
FS-Standing
FS-Attendance
FD-Attributes
FN-Attributes
FN-Graduate
Transportation

Save
Cancel

Last Modified: 10/13/2020 10:07 AM by User: mckillip.nancy

EMIS Grade Next Year: 04 - Fourth Grade

Changing the EMIS Grade Next Year does not change the District Grade Next Year. The General tab can be used to change the District Grade Next Year.

Retained Status: \* - Student was not retained at the end of the previous school year

Oct Childcount IEP Outcome: \*\*\*\* - No Change from latest IEP reported to ODE

Military Student: \* - Not Applicable (Not a Military Student)

CTE Program Area: Fiscal Year Began 9th:

CTE Program of Concentration: \*\* - Student is not a concentrator in any CTE Program Tech Prep Completer: N

Majority Of Attendance IRN: \*\*\*\*\*

Accountability IRN: \*\*\*\*\*

Attending Building IRN Next Year: 021709 - Lucas Elementary School

Admission to Current High School Date: 8/23/2017

Previous Year District IRN: \*\*\*\*\* -

**Third Grade Reading Guarantee**

Math Diagnostic Result Code: \*\* - Not Required

Reading Diagnostic Result Code: AO - Assessed, On Track

Writing Diagnostic Result Code: \*\* - Not Required

Latest Third Grade Reading Promotion Status: This student has not taken the 3rd Grade Reading Promotion Assessment

Report To EMIS: ☒

☐ Exclude FN Records from Fall Initialization Updates

This check box is not school-year specific and should not be selected until the student has been promoted.

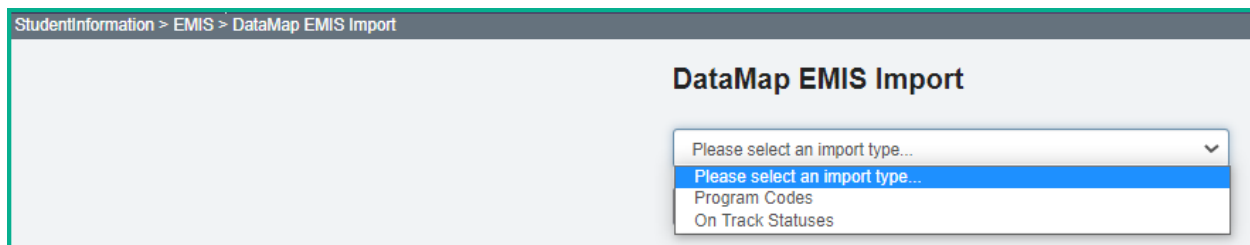
Based on the Third Grade Reading Guarantee, districts/schools must administer a reading diagnostic assessment to all students in kindergarten through grade three. Districts must administer a reading diagnostic assessment to students in grades 1 through grade 3 by Sept. 30 and to students in kindergarten by Nov. 1 of each school year to meet the requirements of the Third Grade Reading Guarantee. Districts are no longer required to administer the mathematics diagnostic test to students in grades 1-2 nor the writing diagnostic to students in grades 1-3 but may do so at the discretion of the district board per ORC 3301.079 (D)(3).

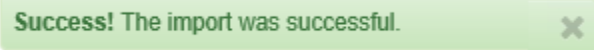
The Reading Diagnostic Result Code can be updated either on the Student Profile, FN Attributes tab or utilizing the **Student Profile Bulk Update**.

Valid Values are:

- \*\* - Not Required
- RN – Required, not assessed
- AO – Assessed, on Track
- NO – Assessed, Not on Track
- EX – Exempt from Diagnostic Assessment

If your district utilizes DataMap, they can export the On Track Statuses on the RIMPs from DataMap to StudentInformation. Once exported, utilize the steps below to import the On-Track Statuses.



1. With the building in context, navigate to: **StudentInformation** > **EMIS** > **DataMap EMIS Import**.
2. Select 'On Track Statuses' from the dropdown.
3. Click **Preview Import**.
4. Select the students you wish to update or check the Select All button if you wish to update all of them. Once your selection has been made, choose **Import Selected**.
5. Once complete, the following message will be received:  

6. Reminder: RIMPS are created with the values of 'AO' and 'NO', so students who have other values will need to be utilizing a different method than the DataMap EMIS Import.

The Latest Third Grade Reading Promotion Status now displays on the FN record below the Third-Grade Reading Results. This value comes from the Next Generation Assessment Record under Student Assessment. Currently this value populates with the **most recent** assessment value.

# Student Withdrawal Override and Summer Withdrawal Records

## Task 27 – Add Student Withdrawal Override Records (FC)

| Trad 1st | Trad 2nd | Trad Final |  | CS/Stem 1st | CS/Stem Final |
|----------|----------|------------|--|-------------|---------------|
| ✓        | ✓        | ✓          |  | ✓           | ✓             |

ODE has indicated this record also will be used to update an incorrectly reported withdraw reason and/or withdraw date from prior years. This is to assist in eliminating appeals as well as positioning the student into the correct graduation cohort. A Student Withdrawal Override (FC) Record should be reported for:

- SSIDs appearing on the Missing Student Report and where an override is warranted,
- SSIDs where the district failed to report a withdrawal that occurred in a prior school year,
- SSIDs whose withdrawal was reported with an incorrect date or reason in a prior school year, and
- SSIDs for whom the EMIS reporting entity has received new information since the withdrawal was reported which indicates that the withdrawal reason should be updated for the student to properly count within the longitudinal graduation rate.

This record is now reportable in Period S or Period G. The Reporting Period defaults to Period S when opening this page; however, if the record is to be reported in Period G, the user will need to select 'G' in the dropdown. There are a limited number of withdraw codes that the user can report in Period G, they include: 40, 42, 43, 45, 46, 48, 51, 52 and 81.

Once reported, the FC record should continue to be reported for the remainder of the S collections for the fiscal year.

The SSIDs entered into this record are not checked against prior year data. These records are school year specific. The comments section of the record is not reported to ODE but is only for user reference.

See Section 2.17 of the ODE EMIS Manual for additional information regarding the Student Missing Override Record.

The screenshot shows the 'Student Withdrawal Override (FC)' form within the 'StudentInformation > EMIS > Maintenance > Student Withdrawal Override (FC)' navigation path. The form includes the following fields and options:

- Reporting Period:** A dropdown menu currently set to 'S'.
- State Student ID Previous Reporting Year:** A text field containing 'XX1234567'.
- Student Last Name:** A text field containing 'Jones'.
- Student First Name:** A text field containing 'John'.
- Withdrawal Date:** A date picker field showing '04/21/2018'.
- Withdrawal Reason:** A dropdown menu showing '40 - Transferred to another school district outside Ohio'.
- Comment:** A text area containing the text 'Student moved to another state and the documentation has been received'.

At the bottom of the form are three buttons: 'Save', 'Save And New', and 'Cancel'.



## Summer Withdrawal Record

### Task 28 – Add Summer Withdrawal record (FL) optional

| Trad 1st | Trad 2nd | Trad Final |  | CS/Stem 1st | CS/Stem Final |
|----------|----------|------------|--|-------------|---------------|
| ✓        | ✓        | ✓          |  | ✓           | ✓             |

A Student Summer Withdrawal Record (FL) may be reported for any student who was enrolled in the district at the end of the prior school year but withdrew from the district prior to the start of the current school year. If a student attends even a single day of the current school year in the district, the FL record may not be used to report the student's withdrawal.

A student who withdraws over the summer may be reported with a Student Attributes – Effective Date Record (FD), a Student Standing Record (FS), and a Student Demographic Record (GI), OR the student may be reported with a single FL record.

**NOTE:** If FD/FS/GI records are reported, all elements on those records must have values that are valid for the current school year. If a district reports an FL record, that student cannot also be reported with FD/FS/GI records during the current school year.

StudentInformation > EMIS > Maintenance > Student Summer Withdrawal Record

### Student Summer Withdrawal Record

From this screen, you can display, add, edit and delete data pertaining to student missing summer withdrawal records.

SSID:\*

Student Last Name:

Student First Name:

Withdrawal Date:\*

Withdrawal Reason:\*

Withdrawn to IRN:
 -

Student moved to another state

Comment:

# Gifted Record Reporting

## Task 29 - Update Student Gifted Records

| Trad 1st | Trad 2nd | Trad Final |  | CS/Stem 1st | CS/Stem Final |
|----------|----------|------------|--|-------------|---------------|
| ✓        | ✓        | ✓          |  | ✓           | ✓             |



[EMIS Gifted Detail and Gifted Summary - Displays gifted data for each student.](#)

**NOTE: Gifted data is now reported during all reporting periods noted above. Gifted funding is based upon the gifted data that is reported.**

The Gifted record is used for the reporting of screening, assessed, identified, and served gifted data. All enrolled students, whether gifted or not, must have a gifted record.

Districts are required to administer either the SAT or the ACT to their juniors each year. The SAT and the ACT should be considered as a gifted screening. For this reason, a building level screening rule should be put in place for the juniors taking either of these assessments. In the event a junior does not test on the test date, the screening record would need to be removed from his gifted record.

Juniors taking the SAT are automatically considered screened for gifted in the subjects of Math and Reading/Writing.

Juniors taking the ACT are automatically considered screened for gifted in the subjects of Math, Reading/Writing and Science. To verify whether the student has met an identified score value, questions should be directed to your Area Gifted Coordinator.

Resident districts do not need to report students attending elsewhere full-time if that entity is required to report the record, but they do need to report the gifted record for students going full-time to a JVSD, ESC, or College Credit Plus institution. Community schools are also required to report the Gifted Record. JVSDs and ESCs are not. Refer to the Gifted Step by Step Checklist for instructions on maintaining your gifted records.

Screening, Assessment, and Served values on the gifted record should only reflect screening, assessments, and services performed during the current school year.

Identified values carry over from year to year. If a student was identified as gifted in a prior year, they are still considered gifted, and the original Identified Date must be reported. If any updates are needed for students who have been Assessed or Identified, or for those who have been Identified and are being Served, you will need to manually update those individuals. Manually update any students who are exceptions to the mass screening defaults.

## Task 30 – Run Gifted Students Missing Records Report

| Trad 1st | Trad 2nd | Trad Final |  | CS/Stem 1st | CS/Stem Final |
|----------|----------|------------|--|-------------|---------------|
|          | ✓        | ✓          |  |             | ✓             |

To verify which students do not have a gifted record, the Gifted Students Missing Record report can be used.

For any student found to have a missing gifted record do either of the following:

- Run the gifted mass update for the default blank rule with the Overwrite Existing unchecked

- Manually update gifted records for individual students by clicking on Save.

# Student Special Education Reporting

## Task 31 – Create Student Special Education Records

| Trad 1st | Trad 2nd | Trad Final |  | CS/Stem 1st | CS/Stem Final |
|----------|----------|------------|--|-------------|---------------|
| ✓        | ✓        | ✓          |  | ✓           | ✓             |



Special Education Student Verification Detail - Displays student IEPs and ETRs.

StudentInformation > SIS > Student > Special Education

### Items to note:

1. **SEMD** Special Education Manifestation Determination Date Type is used for students with a disability who have accumulated more than 10 days of suspensions or expulsions. The actual manifestation determination meeting is required to be held within 10 days of the date the district decided to suspend or expel the student that causes the number of suspension/expulsion days for the student for the school year to exceed 10.
2. **NIEP** No IEP is used for students who continue to receive services even though they have no active IEP. Outcome Begin Date would be the same as Event Date. The Outcome End Date is usually left blank.

Non-Compliance IDs to be used with NIEP:

- 10 – Student newly transferred in – IEP adoption determination not complete, service being provided based on prior IEP
- 11 – IEP expired, new IEP not in place – service being provided based on prior IEP
- 12 – IEP current but not reported in EMIS in prior reporting period, services provided based on current IEP

Student Outcome IDs to be used with NIEP:

- IE13 – IE72 LRE Range

### Returning students:

- Any student with a disability or suspected of having a disability who was enrolled in 20/21 and continues to be enrolled in 21/22 should have a Special Education event record reported for all events that occur from July 1, 2021, through June 30, 2022. Not every student with a disability will have a Special Education record reported in the first or second 'S' traditional Collection Request.

### Newly enrolled students:

- Students with a disability or suspected of having a disability that were newly enrolled in 21/22 should have at least one Special Education record reported by the end of the Final Collection Request for the school year
- Since the student is new to the district, it is possible to have a record with a date prior to July 1, 2021.

AIEPs may be reported when any of the following have occurred:

- Change to an existing Outcome ID Element
- Change in IEP Test Type Element
- Change to the Secondary Planning Element
- Change in the exemption from consequences of End of Course or AASCD

### **CIEP – Parent withdrawals consent**

A CIEP event is reported when a parent/guardian of a special education student with an IEP withdraws consent to the current IEP. CIEP cannot be reported unless a TIEP, RIEP, or IIEP is already in effect. Once a CIEP Date Type is reported, the student immediately becomes a non-special education student. Accordingly, if a parent changes their mind after withdrawing IEP consent, the student will go through the same process as a student entering special education for the first time. Once a CIEP Date Type is reported, modifications to the FD record and/or the Accommodations Elements on all applicable tests may be needed. When a CIEP Date Type is reported, the only other Student Special Education Record data element reported with a value other than “Not Applicable” is the Outcome ID and Date Elements.

The **Secondary Planning:** element on the Special Education record is used for students age 14 and above and determines when a student will have completed coursework and will graduate or will have completed coursework but needs additional education services in preparation for employment or enrollment in college.

**IMPORTANT: Make sure all events that take place on or before 6/30/22 are entered in StudentInformation and reported in FY22S or these students will appear on your FTE Adjustments report, and you will not receive the Special Ed weighted funding for these students.**

In addition, if you had students in 21S that were not funded because their spring IEP event was not reported in 21S, make sure you code this year’s IEP event for those students with the ‘09 out-of-compliance code’. This will let ODE know you were not out of compliance - you only failed to report the data correctly in EMIS last year.

***ESCs do not report Special Education records for Preschool students. The resident district is responsible for reporting the Special Education records.***

## Task 32 – Create FE Student Graduation Requirement Record

| Trad 1st | Trad 2nd | Trad Final |  | CS/Stem 1st | CS/Stem Final |
|----------|----------|------------|--|-------------|---------------|
| ✓        | ✓        | ✓          |  | ✓           | ✓             |

End of Course exams and OGT AASCD Subject Areas are available in the Assessment Area options for the Special Education Graduation Requirement Records.

An FE record is to be reported for **any** student who is exempt from the Graduation Requirement. This includes students who are taking Alternate Assessments.

This record is reported whenever an IEP determination is made to add, confirm, or cancel an exemption from the consequences of any graduation assessment and/or individual graduation assessment areas.

If the record is being used to report a granting of an exemption in a particular Assessment Type/Area combination, it is reported in the first school year of the IEP determination and every year thereafter, thereby confirming the IEP team has continued the exemption on the IEP. This is true even if there is no change in the granted exemptions from one IEP to the next.

If the record is being used to report removing or cancelling an exemption in a particular Assessment Type/Area combination, removal of the exemption is reported in the initial year of the IEP change and optionally thereafter.

If a student is never exempted from a particular Assessment Type/Area combination, then it is not necessary to report a Student Special Education Graduation Requirement Record for that combination.

Separate records are submitted per graduation Assessment Type/Area. For example, if the student no longer needs to meet the passing requirements of three of the EOC subjects, then three records must be reported.

**NOTE:** When this record is reported, a matching Student Special Education Record (GE), matching on Date and Date Type, **MUST** be reported for the IEP that reflects the determination of the exemption(s).

**NOTE:** Graduation Eligibility and Transcripts still look at the Required for Graduation checkbox on the test record.

The screenshot shows a web application interface for managing Special Education records. At the top, a breadcrumb trail reads 'StudentInformation > SIS > Student > Special Education'. Below this is a header 'Special Education' with a sub-header 'From this screen, you can display, add, change and delete Special Education records.' There are three tabs: 'Events', 'Grad Requirement', and 'Services'. The 'Events' tab is active. Below the tabs is a green 'Add Requirement' button. A table displays a single record with the following columns: IEP Date, Date Type, Assessment Area, Exemption Flag, Event Match, Last Modified, and Active. The record shows 'Sep 15, 2020' for IEP Date, 'IIEP' for Date Type, 'GOVM' for Assessment Area, 'Y' for Exemption Flag, a blue dot for Event Match, '09/10/2020 4:26 PM By User: janice' for Last Modified, and a green dot for Active. At the bottom, there is a checkbox 'Show Active Requirements Only' which is checked, and a legend indicating that a blue dot means 'Record has a matching IEP for date on Events tab.'

| IEP Date     | Date Type | Assessment Area | Exemption Flag | Event Match | Last Modified                         | Active |
|--------------|-----------|-----------------|----------------|-------------|---------------------------------------|--------|
| Sep 15, 2020 | IIEP      | GOVM            | Y              | ●           | 09/10/2020 4:26 PM<br>By User: janice | ●      |

☒ Show Active Requirements Only    ● = Record has a matching IEP for date on Events tab.

**NOTE:** ODE has indicated that the FE record should continue to be reported for students who have the FE record, even if they score enough points on the assessment attempted to allow them to graduate utilizing their actual EOC scores.

### Task 33 – Verify Special Education Records

| Trad 1st | Trad 2nd | Trad Final |  | CS/Stem 1st | CS/Stem Final |
|----------|----------|------------|--|-------------|---------------|
| ✓        | ✓        | ✓          |  | ✓           | ✓             |



Special Ed Events – A listing of special education events per student.

Once Special Ed Event records have been entered, run the Special Education Verification at the district level to check for errors.

Each error listed when choosing Download File – Verification messages is an interactive link which brings you to the student's Special Education record. Correct any of the students who have missing events or have errors on any events for the 21/22 school year and rerun the verification to ensure the errors have been corrected.

When running Verify Special Education for a specific S Collection Request, populate the Run Date with the last reportable date for the period

- Traditional First S Window – 6/30/22
- Traditional Middle S Window – 6/30/22
- Traditional Final S Window – 6/30/22

To view a report of missing Special Ed events, choose the following:

StudentInformation > EMIS > Verify Special Education

#### Verify Special Education - Black River Local

From this screen, you can verify and update special education information.

Include Buildings:\*

☒ Select All Buildings ☐ Clear All Buildings

☒ BRES - BLACK RIVER ELEMENTARY SCHOOL (Update not run yet)

☒ BRHS - BLACK RIVER HIGH SCHOOL (Update not run yet)

☒ BRJH - BLACK RIVER MIDDLE SCHOOL (Update not run yet)

Run Date: 06/30/2022

Screen output:

Number of students per page: All

File output:

Download File: ☒ Verification messages ☐ Student Special Ed. Events ☐ Student Special Ed. Grad. Req.

File Download Options

CSV Download

Submit Cancel



To receive a report of all special education events, not just the students with errors, choose Download File – Student Special Ed. Events.

The screenshot shows a web form titled "Verify Special Education - Black River Local". At the top, it says "From this screen, you can verify and update special education information." Below this, there are sections for "Include Buildings:" with radio buttons for "Select All Buildings" (selected) and "Clear All Buildings". There are three checked checkboxes for schools: "BRES - BLACK RIVER ELEMENTARY SCHOOL (Update not run yet)", "BRHS - BLACK RIVER HIGH SCHOOL (Update not run yet)", and "BRJH - BLACK RIVER MIDDLE SCHOOL (Update not run yet)". The "Run Date:" is set to "06/30/2022". Under "Screen output:", "Number of students per page:" is set to "All". The "File output:" section has three radio buttons: "Verification messages", "Student Special Ed. Events" (selected and highlighted in green), and "Student Special Ed. Grad. Req.". The "Event range:" is from "07/01/2019" to "06/30/2022". A "File Download Options" section has a "CSV" dropdown and a "Download" button. At the bottom are "Submit" and "Cancel" buttons.

To receive a report listing all of the Student Special Education Graduation Requirements, choose Download File – Student Special Ed. Grad. Req.

This screenshot is identical to the one above, but the "Student Special Ed. Grad. Req." radio button under "File output:" is selected and highlighted in green, while "Student Special Ed. Events" is unselected.

# Graduate End-of-Year Updates

## *Task 34 – Update Graduation Date and Diploma Type*

| Trad 1st | Trad 2nd | Trad Final |  | CS/Stem 1st | CS/Stem Final |
|----------|----------|------------|--|-------------|---------------|
|          |          |            |  |             |               |



[EMIS FN Graduate Detail Report – Verifies values to be reported for graduates.](#)

The Graduation Date and Diploma Type fields may be updated during the school year so the information will be available for final transcripts. The actual Graduation Date and Diploma Type will not be reported until period G data is submitted.

### **JVS Students**

The JVS does not need to fill in a Graduation Date and Diploma Type. Only the resident district reports the Graduation Date and Diploma Type for students attending the JVS. However, the JVS does need to withdraw the graduation students with a withdraw code of '41'.

### **Contract Vocational Students**

For students who are non-residents attending a contract vocational school district,

- The contract vocational district should report the withdraw date and code of 41 if the student will be graduating from the resident district.
- If the student isn't graduating and is returning to the resident district, the contract vocational school withdraws the student with a withdraw reason of '41'.

### **Graduating Underclassmen**

Any non-senior who will be graduating needs to have his/her graduation date manually entered. If your district considers an 11<sup>th</sup> grade graduate to be a 12<sup>th</sup> grader upon graduation, the following steps need to be completed:

- Update the State Equivalent Grade Level on the latest FD record to grade 12
- Update the Grade Level Next Year on the FN Attributes tab to 'GR'
- On the general tab, update the student's grade level if you wish to show them as a 12<sup>th</sup> grade student at that point.

### **Early Graduates**

Students who graduated after the first day of school but before the end of the school year should already be withdrawn using withdraw reason '99'. Make sure their Graduation Date and Diploma type values have been filled in to reflect the actual date of graduation from your district.

Create a student status code named EG: Early Graduate with an overall status of Active. Assign this status code to all early graduates so the students will still be included in GPA calculations, honor roll and ranking even though they are withdrawn.

### Summer Graduates (after 21/22 ends and before 22/23 begins)

Students who have not finished their course work by the district's graduation date, but who do finish their coursework and graduate before the 1<sup>st</sup> day of the 22/23 school year are reported in period 22G. Students who graduate after the last day of the school year but before June 30<sup>th</sup> are reported as withdrawn in the period S Final Window and are also reported in period 22G as graduates.

Students who graduate after June 30<sup>th</sup> may have already been promoted to the 22/23 school year. Upon graduating, these students should be withdrawn in the 22/23 school year as summer graduates with a withdraw date prior to the first day of the new school year. Update the EMIS Graduation Elements (Student Exemptions/Requirements) with their graduation date and diploma type.

### Grad Only students

Students who are not enrolled in your district but graduate by completing their graduation requirements at your district, are Grad Only students. They should be entered as a Grad Only student following the steps in the **Registering Grad Only Students** documentation. **The graduation date reported for a Grad Only student may be a date from the current school year or a prior school year.**

### Continuing Special Education Students

If all the following are true, use grade level '23' as the EMIS grade next year for the student and do not report a graduation date:

- Student has a disability condition
- Student Completes educational requirements
- Student elects to remain in the district for further training
- Student is under age 22
- Student has not graduated

### On-time Graduating Students


Use the bulk updates available to update Diploma Date and Diploma Type. Best practice would indicate that this option should be applied ***no more than 10 days prior to the end of the school year.***



### Updating Diploma Date

Student Diploma dates may be updated individually by student on the EMIS Graduation Elements (Student Exemptions/Requirements) or using the bulk updates.

### Manually update the Graduation Date and Diploma Type Fields:

1. Change your context to the building level and the current school year.
2. Navigate to **StudentInformation** > **SIS** > **Student** > **Graduation Points** > **Student Exemptions/Requirements**.
3. Open the **EMIS Graduation Elements** section and fill in the student's graduation date in the **Graduation Date:** field.
4. Next, select the appropriate diploma type from the **Diploma Type:** dropdown.
5. Click .

## Bulk Update Student Graduation Date:

1. Change your context to the building level and the current school year.
2. Navigate to **StudentInformation > Management > Ad-Hoc Updates > Update Graduation Date**.
3. By default, only students with an EMIS Grade Level of 12 are updated. All other grade levels will need to be updated manually.
4. Select the applicable status codes in the **Select the Student Statuses to be included:** dual select.
5. In the **File Download Options** section select  

CSV

Download
6. Enter the graduation date in the **Graduation Date:** field.
7. If **Override Existing:** ☒ is marked, any student who is a 12<sup>th</sup> grader and matches the status codes selected above will have their graduation date updated.
8. Next select ☐ **Verify** in the **Run Type:** section.
9. Click **Submit**. View the output file and verify the students who will be updated with the correct date.

| Building | StudentID | Display Name           | StudentID | EMIS Grade | Previous Graduation Date | Previous Graduation Address | Address2   | City | State | Zip |
|----------|-----------|------------------------|-----------|------------|--------------------------|-----------------------------|------------|------|-------|-----|
| 1        | 12345     | Student102947, DAVID L | 12345     | 12         | 6/2/2011 0:00            | 2011 645 S Main St          | Lima       | OH   | 45804 |     |
| 3        | 11002     | Student103816, JESSICA | 11002     | 12         | 6/2/2011 0:00            | 2011 645 West 4th           | Youngstown | OH   | 44512 |     |
| 4        | 10886     | Student103492, JAYLEEN | 10886     | 12         | 6/2/2011 0:00            | 2011 645 S Main St          | Lima       | OH   | 45804 |     |
| 5        | 10808     | Student103544, AARON   | 10808     | 12         | 6/2/2011 0:00            | 2011 645 S Main St          | Lima       | OH   | 45804 |     |
| 6        | 11160     | Student103132, ASHLEY  | 11160     | 12         | 6/2/2011 0:00            | 2011 645 S Main St          | Lima       | OH   | 45804 |     |
| 7        | 11001     | Student103271, KAYLA   | 11001     | 12         | 6/2/2011 0:00            | 2011 645 S Main St          | Lima       | OH   | 45804 |     |
| 8        | 11003     | Student103235, THOMP   | 11003     | 12         | 6/2/2011 0:00            | 2011 645 S Main St          | Lima       | OH   | 45804 |     |

10. Once you have verified the output, choose **Run Type:** ☒ **Update**.
11. Once the process is complete the following message will be displayed:  

There were 4 EMIS graduation dates and 4 SIS graduation years updated
12. Now navigate to a student's profile.
13. Verify the student's **Graduation Date:** has been updated on the **FN-Graduate** tab or on the **EMIS Graduation Elements** section of **Student Exemptions/Requirements** and the **Graduation Year** field on the **Additional** tab of the student has also been updated.



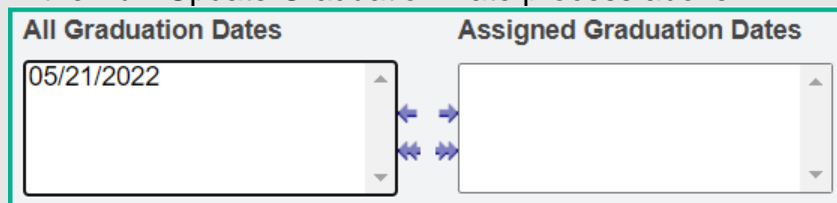
**Students included on the output file who aren't going to graduate will need to have the Graduation Date and diploma type manually removed from their FN-Graduate tab.**

### Bulk update Diploma Type:

Students included on the output file who aren't going to graduate will need to have the Graduation Date and Diploma Type manually removed from their EMIS Graduation Elements section found under the Student Exemptions/Requirements screen.

1. Navigate to **StudentInformation** » **Management** » **Ad-Hoc Updates** » **Update Diploma Type**.

2. In the **Assigned Graduation Dates** dual select pull over the graduation date you used in the Bulk Update Graduation Date process above.



3. Choose a diploma type from the **Set diploma type to:** dropdown.
4. If you would like to use Graduation Verification rules to further narrow down students who will be updated with the selected diploma type, fill in the **for students passing rule:** and **Mark Type:** fields.

**Submit**

5. Click **Submit**.
6. The following message will be

displayed:

The update student diploma type job has been successfully submitted

7. Verify the **Diploma Type:** field has been updated on the **FN-Graduate** tab or on the **EMIS Graduation Element section of Student Exemptions/Requirements**.

**Note:** When the Bulk Update process for Diploma Type is used, select the Diploma Type that reflects the type earned by the majority of students included in the update. Once completed, manually update the Diploma Type on the **EMIS Graduation Elements section of Student Exemptions/Requirements** screentab for any student whose Diploma Type differs from what was selected in the bulk update. The **Student Profile Bulk Update** can also be used to update a group of students with either the Diploma Date or Diploma Type value.

## Task 35 – Power Withdraw graduating Seniors from your district

| Trad 1st | Trad 2nd | Trad Final |  | CS/Stem 1st | CS/Stem Final |
|----------|----------|------------|--|-------------|---------------|
|          |          | ✓          |  |             | ✓             |



**Power Withdraw is a very powerful tool. Verify the list of students to withdraw before executing the bulk withdrawal**



### THIS TASK IS NOT RUN UNTIL NEAR THE END OF THE SCHOOL YEAR!

Power Withdraw has the ability to select students by ad-hoc membership, Grade Level Next Year, or Home School IRN.



**Seniors should be withdrawn using the last day of student attendance, not the last day of school.**

The Power Withdraw process doesn't perform a complete withdrawal. Power Withdraw only enters a withdraw date and code. Power Withdraw doesn't drop course section assignments, apply fee waivers, or change the student's status. If seniors are Power Withdrawn prior to running their final transcripts, their transcripts will include their withdrawal date.



If you fail to withdraw graduating students in 21/22, they will show on the Missing Student Report for FY23 Period S – First Window.

The Honor Roll Report is one of the few reports in StudentInformation that honors the homeroom date on the submission screen. If attempting to generate an Honor Roll for seniors that have already been power withdrawn, make sure you use their withdrawal date as the homeroom date on the Honor Roll Report submission screen.

1. At the building level navigate to **Home** » **Management** » **Power Withdraw**.
2. The **School:** dropdown will default to the building in context.
3. In the **Withdraw Reason:** dropdown select **99 - Completed High School Graduation Requirements**.
4. The **Withdraw Date:** will default to the last day of school and can be changed if desired.
5. The **Withdrawn to IRN:** will default to \*\*\*\*\*.
6. In the **Search Mode:** section select the **Search Criteria** radio button.
7. Use the filters to narrow down your search criteria.
8. Ensure ☒ **Students Selected by Default** is checked.
9. Click **Search**.
10. Verify the students on the list are correct.
11. Uncheck the students who won't be graduating and don't need withdrawn.
12. Double check the list to make sure it is correct before continuing.
13. Click **Withdraw**.

14. The following message will display when the process is complete

All selected students were successfully withdrawn

15. If errors occur the following message will be displayed

Errors occurred while withdrawing students. Students with errors were not withdrawn unless otherwise noted.

16. The students will be listed below the Search Mode: section.

17. View the students and correct the errors.

18. Rerun the Power Withdraw if needed.

### ***Task 36 – Update Seniors not graduating from your district***

| Trad 1st | Trad 2nd | Trad Final |  | CS/Stem 1st | CS/Stem Final |
|----------|----------|------------|--|-------------|---------------|
|          |          | ✓          |  |             | ✓             |

**UNLESS YOU HAVE EARLY GRADS, THIS TASK IS NOT COMPLETED UNTIL NEAR THE END OF THE SCHOOL YEAR!**

#### **Students Graduating Elsewhere**

For those seniors who are residents of your district attending elsewhere and graduating from another district (such as open enrollment students), do NOT report a graduation date or diploma type. These students will need to be withdrawn with a withdraw reason of '41' or '45' and the Withdrawn to IRN should be the district they are graduating from. This applies to any senior attending elsewhere as open enrollment, special education cooperative, tuition students and proprietary school students. The resident district should either use their own senior withdrawal date or their own last day of school and not the attending school's withdrawal date.

#### **Students who pass course requirements, but not the Graduation Requirements in 21/22**

For yearend reporting, if a student has completed their course requirements but not their Graduation Requirements, they should be withdrawn with a '75'. If they pass the test in the summer prior to the first day of school, the Graduation Date and Diploma type should be added to the **EMIS Graduation Elements section of Student Exemptions/Requirements** in the 21/22 school year. This student will then be picked up on the FY22G reporting period.



#### **If the student doesn't take or pass the test and doesn't enroll in courses in 22/23**

Report the student as a summer withdrawal (withdrawing the student in the 21/22 school year prior to July 1) with a withdrawal reason code of '75'.

#### **If the student doesn't take or pass the test but enrolls in courses in 22/23**

Do not withdraw the student. Report the student in 21/22 with Grade Level '12' on the FD Attributes Tab.



## District & Building Records

### Task 37 – Update the District and Building Records: DN & DT

| Trad 1st | Trad 2nd | Trad Final |  | CS/Stem 1st | CS/Stem Final |
|----------|----------|------------|--|-------------|---------------|
| ✓        | ✓        | ✓          |  | ✓           | ✓             |

StudentInformation > EMIS > Maintenance > District and Building Information

#### District Organization Info (DN) tab

Each of the items on the District Organization Info (DN) tab has been reorganized to flow better, and also each section indicates when the attributes in that section need to be reported. The Attributes on this tab are categorized as follows:

#### Delivery Models, Hardware and Connectivity (All Collections)

- **EDUMODELDB** – Initial delivery model used by the district/school at the start of the school year, and updated at any time the delivery model changes
- **LEAPRVHARD** – Reported if the district provides computer hardware to all students in one or more grade levels for completing schoolwork at their primary residence
- **LEAPRVWIFI** – reported if the district provides Wi-Fi access to the students outside the building

#### District and Building Information

From this screen, you can update your District and Building Information.

District Testing - Year End (DT)
District Organization Info (DN)
Building Organization Info (DN)

#### Delivery Models, Hardware and Connectivity (All Collections)

##### Education Delivery Models

|  | District/School IRN                    | Delivery Model | Delivery Model Start Date |
|--|--|----------------|---------------------------|
|  | 036384 - BLACK RIVER ELEMENTARY SCHOOL | SDAYIN         | 9/23/2021                 |
|  | 035311 - BLACK RIVER MIDDLE SCHOOL     | HYBRID         | 9/23/2021                 |

[Add New](#)

##### LEA Provides Hardware

|  | Grade From | Grade To |
|--|------------|----------|
|  | 01         | 05       |
|  | 09         |          |

[Add New](#)

##### Connectivity

District provides Wi-Fi access outside the building ☒

#### Student Group

- **STUKGBRDY (As of First Day of School)** – Date Student is required to be five years old to be admitted into kindergarten
- **STUHOMESCL (Cumulative Count for School Year)** – Count of home-schooled resident students (**Effective FY22, this is required for traditional districts**)
- **STUNPNTSRV (Cumulative Count for School Year)** – Count of resident and non-resident nonpublic students within district boundaries eligible for special education services but not being served by the district

- **STUNPNTELG (Cumulative Count for School Year)** – Count of resident and non-resident nonpublic students within district boundaries evaluated and determined ineligible for special education services
- **STUPSTCBTR (Cumulative Count for School Year)** – Count of preschool transition conferences held by 3rd birthday, no disability suspected, no additional evaluation
- **STUPSTCATR (Cumulative Count for School Year)** – Count of preschool transition conferences held after 3rd birthday, no disability suspected, no additional evaluation

| Student Group (All Collections)  |                |
|--|----------------|
| Date student is required to be five years old to be admitted into kindergarten.*   | B - August 1st |
| Count of home schooled resident students:  | 21             |
| Count of resident and non-resident nonpublic students within district boundaries eligible for special education services but not being served by the district: | 3              |
| Count of resident and non-resident nonpublic students within district boundaries evaluated and determined ineligible for special education services:           | 2              |
| Count of preschool transition conferences held by 3rd birthday, no disability suspected, no additional evaluation:   | 6              |
| Count of preschool transition conferences held after 3rd birthday, no disability suspected, no additional evaluation:  | 4              |

### Local Wellness Policy

- **LCLWELLPOL (Last Day of School)** – Local wellness policy

| Local Wellness Policy (Final Collection) |     |
|--|-----|
| Local Wellness Policy.*                  | Yes |

### Preschool Special Education Agreements

- **TFRPSESCYS** – Valid IRN of a traditional district or ESC if an ESC is providing preschool special education services for resident children and the district has authorized ODE to transfer funds for preschool special education students to the ESC providing those services
- **TFRPSESCNO** – Valid IRN of a traditional district or ESC if an educational service center (ESC) is providing preschool special education services for resident children and the district has not authorized ODE to transfer funds for preschool special education students to the ESC providing those services

| Preschool Special Education Agreements (All Collections) |               |            |           |
|--|---------------|------------|-----------|
| District IRN   | District Name | Authorized | Attribute |
| There are no records to display                          |               |            |           |
| <a href="#">Add New</a>                                  |               |            |           |

### Comprehensive Eye Exams

- **EYEREQCNTA** Number of students with an IIEP written within the stated timeframe.
- **EYERECCNTB** Number of students with an IIEP written within the stated timeframe who received an eye exam within three months of beginning services.
- **EYENRCCNT1** Number of students with an IIEP written within the stated timeframe who received an eye exam more than three months after beginning services.

| Comprehensive Eye Exams (Final Collection)  |    |
|---|----|
| Number of students with an IIEP written within the stated timeframe:  | 6  |
| Number of students with an IIEP written within the stated timeframe who received an eye exam within three months of beginning services:       | 15 |
| Number of students with an IIEP written within the stated timeframe who received an eye exam more than three months after beginning services: | 3  |

### SOES Only

- **C\_STUEEPOL** Student early entrance policy flag, reported by community schools only

| SOES Only (All Collections) |  |
|-----------------------------|--|
| Early Entrance for KG.*     |  |

### College Credit Plus Student Denied Participation/Student Billed

- **CCPDENIALS (Cumulative Count for School Year)** – the count of CCP students denied participation because they did not give notice of CCP participation by the deadline date; it is possible that the value should be zero for some districts, if not applicable, then leave the field blank
- **CCPREIMBCT (Cumulative Count for School Year)** – the count of students who failed or dropped a course where districts sought reimbursement from the student for the cost of the course; it is possible that the value should be zero for some districts, if not applicable, then leave the field blank
- **CCPRESTITU (Cumulative Count for School Year)** – the total dollar amount a district is seeking for CCP reimbursement due to a dropped or failed course for all students; it is possible that the value should be zero for some districts, if not applicable, then leave the field blank

| College Credit Plus Student Denied Participation/Student Billed (Final Collection)   |      |
|--|------|
| Enter the count of CCP students denied participation because they did not give notice of CCP participation by the deadline date.             | 5    |
| Enter the count of students who failed or dropped a course where districts sought reimbursement from the student for the cost of the course. | 3    |
| Enter the total dollar amount a district is seeking for CCP reimbursement due to a dropped or failed course for all students.                | 1400 |

### Assessment Group (required)

- **ASMTFG3ELA (First Day of District Test Window)** – Fall 3<sup>rd</sup> Grade ELA Assessment
- **ASMTSPRELA (First Day of District Test Window)** – Spring English Language Arts (all grades, including EOC)
- **ASMTSPRMSS (First Day of District Test Window)** – Spring Math, Science, Social Studies (all grades including EOC)

| Assessment Group (All Collections)  |            |
|---|------------|
| Starting date of the district assessment window for Fall 3rd Grade ELA Assessment   | 11/04/2020 |
| Starting date of the district assessment window for Spring English Language Arts (all grade levels including end-of-course exams)         | 03/15/2021 |
| Starting date of the district assessment window for Spring Math, Science, Social Studies (all grade levels including end-of-course exams) | 04/01/2021 |

### Medical Group - Available in v.21.3 forward Reported by Traditional Districts and JVSDs



- **GLCGNPRCMT** – Reported in Trad S Final – Number of doses of glucagon procured on the reported date; report a separate record for each date when glucagon is procured during the current fiscal year
- **GLCGNUSAGE** – Reported in Trad S Final – Number of glucagon doses used on the reported date from the supply procured by the district; report a separate record for each date when a dose is used in the current fiscal year

| Medical Group (Final Collection) |          |                                       |                 |
|----------------------------------|----------|---------------------------------------|-----------------|
| Glucagon Collection              |          |                                       |                 |
|                                  | Date     | Glucagon Attribute                    | Number of Doses |
|                                  | 2/7/2022 | Number of doses used on this date     | 16.00           |
|                                  | 2/3/2022 | Number of doses procured on this date | 100.00          |
| <a href="#">Add New</a>          |          |                                       |                 |

**Building Organization Info (DN) tab**

Each of the items on the Building Organization Info (DN) tab has been reorganized to flow better, and also each section indicates when the attributes in that section need to be reported. This tab should be completed for each building in the district. The Attributes on this tab are categorized as follows:

Physical Education Performance Measures

On the Building Organization Info (DN) tab, when reporting the values for each grade band, note the following:

The four bands of grade ranges to be reported are as follows:

- Grades KG-2
- Grades 3-5
- Grades 6-8
- Grades 9-12

Each Grade Band will have 5 different options to be reported. These values indicate the count of students by ability level at each grade band. They are as follows:

- Total students scoring Limited
  - Total students scoring Proficient
  - Total students scoring Advanced
  - Total students Not Evaluated
  - Total students not Applicable
1. Only report a value for Grade Bands that are in the building being reported in the Building Organization Info record. Example, if you are completing the high school building DN record, and only have grades 9-12 in that building, you would only fill in values for the 09-12 grade bands. The other grade bands would be left blank.
  2. **Evaluation not conducted at this grade band for the building** should only be completed for a grade band if a building in the district includes one or more of the grades in the grade band, but the students are not evaluated at that building. For example, if a district has a Kindergarten only building, but the district elects to evaluate students in 2<sup>nd</sup> grade only, then at the Kindergarten only building, you would complete the number of students not being evaluated and insert that on the **Evaluation not conducted at this grade band for the building** field for the KG-02 grade band.
  3. If a specific school building's grade levels served as reported in ODE's OEDS system overlap a grade band, the building should either have the first options reported (Limited, Proficient, Advanced, Not Evaluated) or report only the \*\* (Not Applicable); it cannot be both.
  4. Report zeroes if no value applies to an attribute (Limited, Proficient, or Advanced) in the building. For example, if a building only has proficient students in a grade band, enter zeros for the limited and advanced levels in that same grade band.

Student Information > EMIS > Maintenance > District and Building Information

### District and Building Information

From this screen, you can update your District and Building Information.

District Testing - Year End (DT)    District Organization Info (DNI)    Building Organization Info (BNI)

School:

Physical Education Performance Measures (Final Collection)

Enter counts for grade bands that are needed. Enter zeroes for the remaining items in the grade band if no values apply. If the building being reported does not have any students in a specific grade band, leave all fields for that grade band blank. Only enter a value for "Evaluation not conducted at this grade band for the building" if a building in the district includes one or more of the grades in a band, but the students are not evaluated at that building.

| Buildings with grades KG-K2   |                      | KG-K2 Total students scoring proficient: |                      |
|---|----------------------|--|----------------------|
| KG-K2 Total students scoring limited:                               | <input type="text"/> | KG-K2 Total students scoring proficient: | <input type="text"/> |
| KG-K2 Total students scoring advanced:                              | <input type="text"/> | KG-K2 Total students not evaluated:      | <input type="text"/> |
| KG-K2 Evaluation not conducted at this grade band for the building: | <input type="text"/> |  |                      |

| Buildings with grades 03-05   |                      | 03-05 Total students scoring proficient: |                      |
|---|----------------------|--|----------------------|
| 03-05 Total students scoring limited:                               | <input type="text"/> | 03-05 Total students scoring proficient: | <input type="text"/> |
| 03-05 Total students scoring advanced:                              | <input type="text"/> | 03-05 Total students not evaluated:      | <input type="text"/> |
| 03-05 Evaluation not conducted at this grade band for the building: | <input type="text"/> |  |                      |

| Buildings with grades 06-08   |                      | 06-08 Total students scoring proficient: |                      |
|---|----------------------|--|----------------------|
| 06-08 Total students scoring limited:                               | <input type="text"/> | 06-08 Total students scoring proficient: | <input type="text"/> |
| 06-08 Total students scoring advanced:                              | <input type="text"/> | 06-08 Total students not evaluated:      | <input type="text"/> |
| 06-08 Evaluation not conducted at this grade band for the building: | <input type="text"/> |  |                      |

| Buildings with grades 09-12   |                      | 09-12 Total students scoring proficient: |                      |
|---|----------------------|--|----------------------|
| 09-12 Total students scoring limited:                               | <input type="text"/> | 09-12 Total students scoring proficient: | <input type="text"/> |
| 09-12 Total students scoring advanced:                              | <input type="text"/> | 09-12 Total students not evaluated:      | <input type="text"/> |
| 09-12 Evaluation not conducted at this grade band for the building: | <input type="text"/> |  |                      |

## Physical Education Pilot Program

- PHYSEDPLOT** – Reported by buildings participating in the Physical Education Pilot Program

Participating in Physical Education Pilot Program: ☐

## Positive Behavior Implementation Status

- PBISIMPSTG (Status as of Last Day of School for Building)** – Positive Behavior Intervention Support, includes number of months

Positive Behavior Implementation Status (Midyear and Final Collections)

Stage of Implementation:

Number of months the building has been in the reported stage of PBIS Implementation:

### District Testing – Year End (DT) tab

Create a record for each off-year assessment test administered for each grade level. If a district does not have any test records to be reported, a single record must be reported with the 'NT' None Tested value.

State Required Third Grade Reading Guarantee Assessments are not included in the DT records. If your district administers the Writing or Math Third Grade Reading Guarantee Diagnostics, which are no longer state required, to an entire grade level, then those assessments should be reported on the DT record.

StudentInformation > EMIS > Maintenance > District and Building Information

### District and Building Information

From this screen, you can update your District and Building Information.

District Testing - Year End (DT)

District Organization Info (DN)

Building Organization Info (DN)

Grade Level Assessed: \* Second Grade ▾

Local Assessment Number: \* 452 ▴ ▾

Number Of Students Taking Assessment: \* 290 ▴ ▾

Assessed Students With Disabilities Headcount: \* 42 ▴ ▾

Administered with Accommodations/Modifications: \* No, Accomodations were not available ▾

Accommodations/Modifications Headcount: \* 25 ▴ ▾

Alternate Assessments Provided: \* No, Alternate Assessments Were not Available ▾

Alternate Assessment Headcount: \* 0 ▴ ▾

Save Cancel

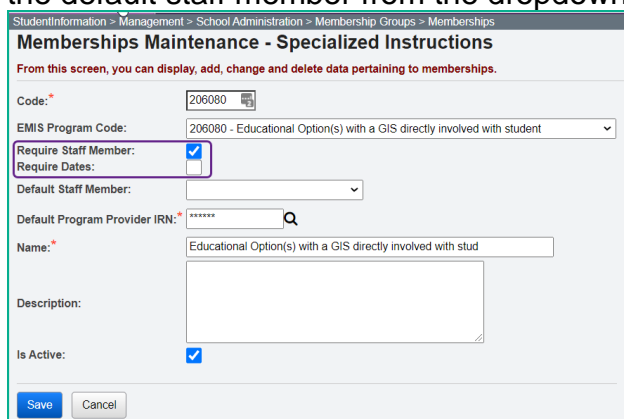
# Membership/Program Reporting

## Task 38 – Verify and Update Membership Codes with Staff or Program Provider

| Trad 1st | Trad 2nd | Trad Final |  | CS/Stem 1st | CS/Stem Final |
|----------|----------|------------|--|-------------|---------------|
| ✓        | ✓        | ✓          |  | ✓           | ✓             |

All buildings must report student programs from the EMIS Manual, Section 2.9 Student Program Record for any student participating in the program during the current school year.

Certain program codes require that a staff member be reported. With the building level in context, navigate to **StudentInformation** > **Management** > **School Administration** > **Membership Groups** and click interactive blue link for the area where the membership you need to update is stored, ex. Specialized Instructions. Then click the edit pencil for the code which needs to be updated, ex. 206080. Check the **Require Staff Member:** checkbox and select the default staff member from the dropdown. Save.



The following EMIS program codes require a staff member to be reported:

- 305003 – Career Assessment program code
- 206XXX – Gifted program codes
- 310XXX – Work based learning codes
- 220100 – Preschool Itinerant Services program code (requires staff member and dates)

StudentInformation requires start dates on all memberships, but not stop dates. Preschool Itinerant 220100 is the only program code which requires **effective start and end dates to be reported**. Edit the program code through the breadcrumb trail above and check the **Require Dates:** checkbox. If Preschool Itinerant services are given through the ESC, the resident district does not report the program code.

### **Memberships with Contracted Staff:**

Fill out the following default values on the membership:

- Credential ID (aka State Staff ID on Staff record in StudentInformation)
- Program Provider element

## **Memberships with Non-Contracted Staff**

EMIS ID

Program Provider should be \*\*\*\*\*

**NOTE:** Any student assigned to the membership will show the default staff member and Program Provider IRN. If the staff member or Program Provider IRN differs from the default value assigned, edit the student's membership record and change the value of the credential id or program provider IRN element.



### ***Task 39 – Add/Update Student Memberships (Programs)***

| Trad 1st | Trad 2nd | Trad Final |  | CS/Stem 1st | CS/Stem Final |
|----------|----------|------------|--|-------------|---------------|
| ✓        | ✓        | ✓          |  | ✓           | ✓             |

#### **New Program Codes for FY22:**

##### **Graduation Pathways Program Codes (52XXXX)**

The following 2 Program Codes were added:

**520101** – Alternative Competency College Credit Plus Requirement Met – English CCP Course Only

**520102** - Alternative Competency College Credit Plus Requirement Met – Math CCP Course Only

##### **All other Program/Memberships**

Student memberships may be entered in multiple places in StudentInformation.

**StudentInformation > SIS > Student > Edit Memberships**  
**StudentInformation > SIS > School > Membership Members**

Add all program/membership records as soon as they are available to you.

StudentInformation will transfer all program codes that are entered, while ODE will exclude any program codes not applicable for a specific reporting window.

Use the Program Provider IRN field to indicate the service being reported is provided by a contracted entity. Blank values in the Program Provider IRN are not valid.

StudentInformation will default a blank value to \*\*\*\*\*.

##### **Reading Improvement and Monitoring Plan Intervention Programs.**

Reading Improvement and Monitoring Plan Intervention – Regular School Year and the Reading Improvement and Monitoring Plan Intervention – Summer have been updated for 2022.

Reading Improvement and Monitoring Plans are required for K-3 students identified by the reading diagnostic assessment as not reading at grade level. Districts and community schools are required to report reading improvement interventions/programs provided during the school year in EMIS during the 'S' data collection. One or more interventions (RIMP) must be reported for any K-3 student identified who is not on track for reading.

Districts can now import the Program Codes on the RIMPs from DataMap to StudentInformation. Once exported utilize the steps below to import the Program Codes.



StudentInformation > EMIS > DataMap EMIS Import

### DataMap EMIS Import

Please select an import type...

Please select an import type...
Program Codes
On Track Statuses

1. With the building or in context, navigate to: **StudentInformation** > **EMIS** > **DataMap EMIS Import**.
2. Select 'Program Codes' from the dropdown.
3. Click **Preview Import**.
4. Select the students you wish to update or check the Select All button if you wish to update all of them. Once your selection has been made choose **Import Selected**.
5. Once complete, the following message will be received:  

Success! The import was successful.
6. You can then verify that the values were updated as expected.



### **Graduation Seal Membership Codes**

Once the StudentInformation V.21.3 is applied, the State System of Diploma Seals program codes for Plans to Earn and Earned will be reported as described below. set forth below.

StudentInformation > SIS > Student > Graduation Points > Student Exemptions / Requirements

At this time, the College-Ready Seal (remediation-free scores on the ACT or SAT) and the Honors Diploma Seal (updated on the FN Graduate Tab diploma type) are the only two seals that automatically have 'Earned' checked when the requirements have been met.


Once v.21.3 has been applied, tThe graduation seal membership codes will no longer be available to be added to the student's Edit Membership screen, with the exception of the language codes for the Seal of Biliteracy (60XXXX). **Districts must add the language membership codes to the student's Edit Membership screen in order for the appropriate language code to be reported when they have planned to earn/earned a Seal of Biliteracy.**

As long as the Earned and Plans to Earn seals remain checked for the students, they will be reported for the current and for each subsequent school year.

### **Plans to Earn is checked**

Once the 'Plans to Earn' checkbox has been selected for any of the Graduation Seals underneath the State System of Diploma Seals located at the above breadcrumb trail, the Plans to Earn membership code associated with the selected option will automatically be included in the **Transfer - Student Program (GQ)** selection.

## Earned is checked

Once the 'Earned' checkbox has been selected for any of the Graduation Seals underneath the State System of Diploma Seals located at the above breadcrumb trail, the Earned membership code associated with the selected option will automatically be included in the Period S and the Period G transfers under the  **Transfer - Student Program (GQ)** selection.

## Both Plans to Earn and Earned is checked

When both the Plans to Earn and Earned are checked for the same Graduation Seal, only the Earned will be reported. For the College-Ready Seal, Honors Diploma Seal and Industry-Recognized Credential Seal that don't have an Earned code, Plans to Earn will be reported unless the student has earned the seal. If earned, then no code is reported.

| Graduation Seal                            | Plans to Earn Program Code | Earned Program Code       |
|--|----------------------------|---------------------------|
| Citizenship Seal (Ohio)                    | 510251                     | 510260                    |
| College-Ready Seal (Ohio)                  | 510371                     | No program code available |
| Community Service Seal (Local)             | 510491                     | 510500                    |
| Fine and Performing Arts Seal (Local)      | 510571                     | 510580                    |
| Honors Diploma Seal (Ohio)                 | 510451                     | No program code available |
| Industry-Recognized Credential Seal (Ohio) | 510211                     | No program code available |
| Military Enlistment Seal (Ohio)            | 510131                     | 510140                    |
| OhioMeansJobs Seal (Ohio)                  | 510000                     | 510001                    |
| Science Seal (Ohio)                        | 510411                     | 510420                    |
| State Seal of Biliteracy (Ohio)            | 510331                     | No program code available |
| Student Engagement Seal (Local)            | 510531                     | 510540                    |
| Technology Seal (Ohio)                     | 510171                     | 510180                    |

Student Exemptions / Requirements

Update Exemptions

Options

Options

Options

Options

State System of Diploma Seals

Plans to Earn

☒
☐
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| Plans to Earn                       | Earned                              | Seal                                       | Description  |
|-------------------------------------|-------------------------------------|--|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Citizenship Seal (Ohio)                    | Earn a proficient score or higher on both American History and American Government end-of-course exams; earn a proficient score on appropriate AP or IB exams; or earn at least a B or higher in appropriate College Credit Plus courses |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | College-Ready Seal (Ohio)                  | Earn remediation-free scores on the ACT or SAT   |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Community Service Seal (Local)             | Complete a community service project aligned with school guidelines  |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Fine and Performing Arts Seal (Local)      | Demonstrate skill in Fine or Performing Arts according to local guidelines   |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Honors Diploma Seal (Ohio)                 | Earn 1 of 6 honors diplomas (Academic, International Baccalaureate, Career-Tech, STEM, Arts, or Social Science and Civic Engagement)   |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Industry-Recognized Credential Seal (Ohio) | Earn an approved industry-recognized credential that is aligned to a job considered in-demand in this state and its regions  |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Military Enlistment Seal (Ohio)            | Provide evidence that a student has enlisted in a branch of the U.S. Armed Forces; or participate in an approved JROTC Program   |
| <input type="checkbox"/>            | <input type="checkbox"/>            | OhioMeansJobs Seal (Ohio)                  | Meet the requirements and criteria established for the readiness seal, including demonstration of work-readiness and professional competencies   |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Science Seal (Ohio)                        | Earn a score of proficient or higher on the Biology end-of-course exam, AP, or IB exams; or earn at least a B or higher in an appropriate College Credit Plus course   |
| <input type="checkbox"/>            | <input type="checkbox"/>            | State Seal of Biliteracy (Ohio)            | Meet the requirements and criteria, including proficiency requirements on assessments in a world language and English  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Student Engagement Seal (Local)            | Participate in extracurricular activities as determined by local guidelines  |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Technology Seal (Ohio)                     | Earn a proficient score or higher on an appropriate AP or IB exam; earn a B or higher in an appropriate College Credit Plus course; or complete a course offered through the district or school that meets guidelines                    |

## Copy Membership functionality

- Allows selected student membership assignments to be copied from the previous year to the current year
- Will not copy memberships from one building to another if student changed buildings this year
- If the membership code has already been added to the student's memberships for the current year, the student will not appear on the list of students available to copy up for that membership.

StudentInformation > Management > Ad-Hoc Updates > Student Membership Copy

### Student Membership Copy

From this screen, you can promote Student Memberships.

Search Criteria    Select Student Memberships

**i** The dual select boxes work independently of one another. To choose only one program code from a membership group, make selection in only the Membership dual select box.

Membership Group

|  |  |
|--|--|
| 11 - Intervention                              |  |
| 15 - Academic Intervention                     |  |
| 12 - Post-secondary Enrollment Options Program |  |
| 16 - 16  |  |

Membership

|                                    |  |
|------------------------------------|--|
| 115002 - Educational travel        |  |
| 115004 - Mentor program            |  |
| 115005 - Tutorial program          |  |
| 120010 - Early College high School |  |

☐ Include Student Memberships with Stop Dates

**Search**

**Task 40 – Run Student Roster by Membership (R102) to verify student memberships**

| Trad 1st | Trad 2nd | Trad Final |  | CS/Stem 1st | CS/Stem Final |
|----------|----------|------------|--|-------------|---------------|
| ✓        | ✓        | ✓          |  | ✓           | ✓             |

For each Collection Request, run Student Roster by Membership and verify the student memberships to ensure that the proper students are appearing with the correct membership records. This can be run for all Memberships, specific memberships, membership groups, grade level and student status. The report includes Student Number, name and address, Telephone, Age, Status, Grade Level, Gender, Homeroom, Student Membership Code and the Effective Date for same.

| StudentInformation > SIS > School > Student Reports > Student Roster By Membership (R102) |                          |                            |  |           |     |                        |    |    |      |   |
|---|--------------------------|----------------------------|--|-----------|-----|------------------------|----|----|------|---|
| Report: R102  |                          |                            |  |           |     |                        |    |    |      | SCHOOL                                    |
| Printed   |                          |                            |  |           |     |                        |    |    |      |   |
| Student Roster By Membership  |                          |                            |  |           |     |                        |    |    |      |   |
| STUDENT CONTROL GROUP:  |                          | Special Education Services |  |           |     | Membership Date Range: |    |    |      | ALL DATES                                 |
| ID  | STUDENT NAME AND ADDRESS |                            |  | TELEPHONE | AGE | ST                     | GR | CD | HMRM | EFFECTIVE DATE                            |
| 966502713   |                          |                            |  |           | 17  | JP                     | 11 | M  |      | 215013<br>Speech and Language<br>Services |
|   |                          |                            |  |           |     |                        |    |    |      | Start Date:<br>8/29/2011                  |
|   |                          |                            |  |           |     |                        |    |    |      | Stop Date:<br>6/4/2012                    |

## Task 41 – Run MEMBEMIS to verify student memberships

| Trad 1st | Trad 2nd | Trad Final |  | CS/Stem 1st | CS/Stem Final |
|----------|----------|------------|--|-------------|---------------|
| ✓        | ✓        | ✓          |  | ✓           | ✓             |

Process MEMBEMIS to determine if there are any issues with existing student memberships and services that will be reported. If errors are encountered, make the corrections and then rerun MEMBEMIS to verify that the issue has been taken care of.

MEMBEMIS runs in verify mode only. Any EMIS reportable membership added for a student will be included in the transfer file regardless of which window ODE requires them to be reported. ODE will ignore any membership code that is not to be reported in the window of a collection.

### Running MEMBEMIS

StudentInformation > EMIS > Verify/Update Memberships

#### Verify/Update Memberships - Buckeye Local Schools

From this screen, you can verify and update student memberships.

BLHS - BUCKEYE LOCAL HIGH SCHOOL  
 BLJH - BUCKEYE LOCAL JUNIOR HIGH SCHOOL  
 BLNE - BUCKEYE LOCAL NORTH ELEMENTARY  
 BLSE - BUCKEYE LOCAL SOUTH ELEMENTARY  
 BLWE - BUCKEYE LOCAL WEST ELEMENTARY

Run Type: ☒ Verify Memberships ☐ Verify Special Education Services

File Download Options

CSV

MEMBEMIS has an option to verify Special Education Services separately from all other memberships. The verification process for Special Education Services can still be used to verify any service codes that you may have entered.

How to correct **Student Membership outside the range of the fiscal year** MEMBEMIS errors:

1. Navigate to **StudentInformation** » **Management** » **School Administration** » **Membership Groups**.
2. Click on the blue link of the membership code in the **Name** column.
3. The page will refresh, and you will be brought to the Memberships page where a listing of all memberships for the two-digit code will display.
4. Click on the corresponding blue link of the membership.
5. The page will refresh and the **StudentInformation** » **SIS** » **School** » **Membership Members** will display.
6. Choose the membership group from the **Membership Group:** dropdown.
7. Select **Membership:** from the dropdown.
8. Click **Go**.
9. Verify each student has a start or end date within the school year.

## Membership Members

From this screen, you can maintain the students associated with the selected membership.

### Membership

Group: 20 - Specialized Instructions

Membership: 205040 - Guidance Services

☒ Show Active Members

☐ Show Members From: 10/2/2014

To: 10/2/2014

Go

Add Students to Membership

Bulk Addition of Students

|   | ID       | Name ^                | Homeroom | Staff Member | Start        | End | Grade | Prog Prov IRN |
|---|----------|-----------------------|----------|--------------|--------------|-----|-------|---------------|
| ✗ | 00001111 | Banter, Susan         | 217      |              | Sep 01, 2014 |     |       | *****         |
| ✗ | 00002222 | Banters, Lucy         | 217      |              | May 31, 2014 |     |       | *****         |
| ✗ | 00003333 | Bantersmith, Bobo     |          |              | Sep 01, 2014 |     |       | *****         |
| ✗ | 00004444 | Bantersmithly, Donald |          |              | Sep 01, 2014 |     |       | *****         |

# Discipline Reporting

## Task 42 – Verify Discipline Data and Rbegin reporting Discipline Data

| Trad 1st | Trad 2nd | Trad Final |  | CS/Stem 1st | CS/Stem Final |
|----------|----------|------------|--|-------------|---------------|
| ✓        | ✓        | ✓          |  | ✓           | ✓             |

 Use the Discipline Detail Report and/or the Students without Discipline Report - Assists in accurate discipline reporting.

Discipline (GD) data is collected year round. ESCs are required to report discipline data for their PS students.

ESCs will want to verify that they have updated the values for Action Code and Infraction Type Code in the Discipline Code Types. The EMIS values for these fields are located in the EMIS Manual, Student Discipline, Chapter 2.11.

StudentInformation > Management > School Administration > Discipline Administration > Discipline Code Types

### Discipline Code Types

From this screen, you can display, add, change and delete data pertaining to Discipline codes.

Discipline Code Type: -- Select a Discipline Code Type --

- Select a Discipline Code Type --
- Action Code
- Adjudication Code
- Arrest Code
- Contact Type Code
- DisciplineIncidentCategory
- Incident Place Code
- Incident Time Frame Code
- Infraction Type Code
- Injury Severity Code
- Offender Code
- Parent Involvement Code
- Policy Code
- Victim Type Code
- Weapon Code
- Weapon Detected Method Code

## GD130 – Victim of Student Violence

If multiple victims are involved, each victim should have a separate victim record added. The EMIS Discipline Transfer (GD) will calculate the appropriate victim type code to report based on all victims associated with the incident.

Student ▼ Search... ➕ Add Victim

Grade Level: 12 Age: 18 Gender: M

**NO PHOTO AVAILABLE**

Victim Comments

Select victim type...

- Select victim type...
- \*\* - Behavior not violent
- \*\* - School/School Facility
- NT - Non-teaching Staff
- OT - Adult Visitor/Intruder
- OT - Other or Unknown
- OT - Parent
- ST - Student
- ST - Student from another district
- ST - Student with IEP
- TC - Teaching Staff

🔔 Schedule  
👤 Contacts  
+\$



| SIS Victim Code | Update to Victim Code Label Name                         | EMIS Code Column Value | IsActive |
|-----------------|--|------------------------|----------|
| 1               | ST - Student   | ST                     | Y        |
| 2               | ST - Student with IEP                                    | ST                     | Y        |
| 3               | ST - Student from another district                       | ST                     | Y        |
| 4               | OT - Parent  | OT                     | Y        |
| 5               | OT - Adult Visitor/Intruder                              | OT                     | Y        |
| 6               | TC-District Employee (Teaching)                          | TC                     | Y        |
| 7               | OT - Other or Unknown                                    | OT                     | Y        |
| 8               | ** - School/School Facility                              | **                     | Y        |
| ST              | ST - Student   | ST                     | Y        |
| TC              | TC - Teacher   | TC                     | Y        |
| NT              | NT - Non Teaching Staff                                  | NT                     | Y        |
| OT              | OT - Other (Not Student, Teacher or Non-Teaching Staff)  | OT                     | Y        |
| **              | ** - Behavior not violent/not directed at another person | **                     | Y        |

### **GD140 – Additional PS-3 Discipline Reason Detail**

Students in grades Preschool through 3, who receive either an Out-of-School Suspension or an Expulsion, must also include a Discipline Reason Detail value. The selections for this element are available in the 'PS-3 Discipline Reason' dropdown. For any Discipline Incident not resulting in an Out-of-School Suspension or Expulsion, the default value of '\* - Not Applicable' will be reported.

The reporting of discipline data is on-going. Districts may verify their discipline information and report any records that exist. The DISCEMIS process is a verify process, there is no 'update'. Districts should run DISCEMIS periodically to clear up any errors on any existing discipline incidents.



Every discipline incident with an EMIS reportable action is required to be reported to EMIS. For an EMIS reportable action to be included in the transfer files, it must also have an EMIS reportable infraction. If a discipline incident has an EMIS reportable action, but no EMIS reportable infraction was listed, the infraction should be updated to the closest EMIS reportable infraction that applies. This will allow the incident to be reported as required.

All EMIS reportable discipline incidents must be entered in the Discipline Module in order to be included in the Discipline Record Transfer file. Refer to the Discipline Step-by-Step checklist for complete instructions on maintaining discipline incident data.

To run DISCEMIS in Verify mode, with the district in context, navigate to StudentInformation > EMIS > Student Reporting Collection (S) and select Verify Student Data.

From the DISCEMIS Verify page, select the schools you wish to verify and the output method. Errors will display in the lower portion of the page with interactive links to assist in correcting the records.

Error messages with “W” at the end of the code are warning messages. Corrective action may or may not be necessary. Error messages ending with “E” must be corrected.

Once you have corrected your errors, include the GD – Student Discipline records in your next ‘S’ Collection Request Transfer.

# Attendance Reporting

## ***Task 43 – Run and save a copy of the EMIS Attendance Hours Summary Report***



EMIS Attendance Hours Summary report - Provides an up-to-date listing of each student with their Attendance Hours including excused and unexcused absence hours. The student's percent of time is taken into consideration when these attendance hours are calculated.

### **EMIS Attendance Hours Summary**

This report provides you with a list of each student based on the selected filters, along with their Total Enrollment Hours, Excused and Unexcused Hours, and their attendance percentage. This report is similar to the R500.

You may wish to run a copy of any of these reports the first day of school, at the end of each 'S' Collection Request and again the last day of school. Since there is no longer a count week for attendance, you may use this report for your own purposes. All attendance updates for the school year should be completed prior to running the 'final' report for the end of the year.

Some additional reports that are available to assist in verifying student attendance are listed below.

### **EMIS FS Standing Attendance Detail Report**

This report provides you with details of the hours present and the excused and unexcused absences for a specified time period for each student. Each FS field is included in this report, and if you opt to use it, you may want to remove some of the columns to see just the information you wish to retain.

### **Yearly Absence Detail with Perfect Attendance**

This report provides you with a list of the students who have perfect attendance for the current school year.

### **Yearly Absence Detail**

This report provides you with a list of each student based on the selected filters, along with their Percent of Time, EMIS Situation, Excused/Unexcused Hours, Total possible School Hours and total Attending Hours.

### **Sub-Calendar Hours Analysis**

This report provides you with the Calculated Hours, Actual Days and EMIS Exceptions for each of the sub-calendars for the entire school year.

## Task 44 – ATTUPEMIS Update

| Trad 1st | Trad 2nd | Trad Final |  | CS/Stem 1st | CS/Stem Final |
|----------|----------|------------|--|-------------|---------------|
| ✓        | ✓        | ✓          |  | ✓           | ✓             |



EMIS Attendance Hours report – Contains up-to-date attendance values for students.



Absence Thresholds Detail and Absence Thresholds Summary reports – Provides up-to-date excessive absences and habitual truancy trigger dates.



Attendance Skipped Student Detail and Attendance Process Warnings Detail reports – Displays issues that needing correction that may adversely affect the students' attendance calculations.



Attendance is reported on all records in main S reporting windows.

**Satellite Students:** The FS Standing tab of the Student Profile now includes a

☒ **Satellite Student** flag to identify satellite students for the attendance calculator. This flag should only be checked at the **home district**, not the JVSD. When checked, students attending satellite courses in their **home district** will have attendance calculated for HB410 attendance as if they attended 100% of time in the district. However, for EMIS reporting, their attendance will be calculated according to the Percent of Time on their FS record.

The ☒ **Satellite Student** flag does not copy forward to future school years, and should be updated as needed.

### CTE – Using the Home school calendar for CTE Satellite Students

Career Centers have the option of having ODE use the student's home district calendar for enrollment rather than maintaining and reporting a calendar at the Career Center. The key to accomplishing this is to assign the satellite students to a sub-calendar that is NOT reported to EMIS and has a unique attendance pattern. ODE will look for a matching calendar by attendance pattern in the JVS at the building level. If no match is found, they will check the district level calendars. If no match is found, they will use the student's district of residence and SSID to go back to the home district and see what calendar they are assigned to in their home district. When the match is found, ODE uses the home district calendar to calculate enrollment.

A calendar will still need to be maintained in the JVS building if attendance is to be calculated at the career center for Satellite students. See the example below:

1. Johnny is at his home school 89% of time. Johnny is a JVS Satellite student (at his home school) 11% of time. Johnny's FS at the home school shows that he is 89% of time and 11% of time to the JVS as a satellite student.
2. Johnny is enrolled at the JVS as a satellite student with 11% of time.
3. At the home school, Johnny is on the default calendar. It will be calculated with 89% of time. That calendar is on his FD Attributes tab as the reporting calendar and is

marked Include in Attendance Calculation and is marked Report to EMIS. This way his home school attendance is reported to ODE as expected on the FS record and the calendar is associated with Johnny.

4. At the JVS, Johnny is on a sub-calendar called Satellite ABC School. It will be calculated with 11% of time. That calendar is on his FD Attributes tab as the reporting calendar and is marked Include in Attendance Calculation and Report to EMIS is **UNCHECKED**. This way the attendance for this student is reported to ODE by the JVS as expected on the FS record.
5. The calendar at the JVS needs to be kept current for the EMIS Exceptions, and they should also be adding in any days the student is absent so that the attendance at the JVS is correct.
6. ODE will look at the home school calendar for this student based on the Location IRN the JVS is reporting for his courses because there wasn't a calendar Attendance Pattern at the JVS that matches the attendance pattern reported for him there.

**Note:** This example does not apply to students in 'cloned buildings'; their attendance is derived through another method which may include utilization of Jitterbit.

**CCP Students.** Attendance is calculated for both HB410 and EMIS reporting as if the student is present for the time the student is attending CCP classes.

***Students attending CCP part time will have attendance calculated for the time they are attending the district and attending CCP. The Percent of Time and the Sent to Percent of Time for the CCP will be added together in the attendance calculation for total attendance.***

1. **Student attends CCP at the School District.** Both FS Attendance and HB410 attendance will include all absences reported for the student based on the total Percent of Time.
2. **Student attends CCP online or at the College.** Both FS Attendance and HB410 attendance will include all absences reported for the student based on the total Percent of Time. When a student attends the school district part time (ex. 60%) and leaves early each day to go to the CCP courses, and the student is absent from the school district, an absence should be entered for the student with a partial qualifier indicating the time in and out that was missed at the school district. Utilizing this method, the remaining Percent of Time (ex. 40%) for CCP time at the college will not be included in the HB410 calculations for attendance/absences.
3. Students who are attending CCP 100% of the time on a DNAC sub-calendar will not have their attendance automatically calculated for them and will need to be calculated manually. However, if these students are placed on an attending calendar, their attendance will be calculated according to the days set forth on that calendar when running Attupemis.

When running the nightly Attendance Calculation OR when running Attupemis, the Attendance Calculation completes and the updates to FS Attendance values as well as the HB410 reports will be seen immediately. The nightly Attendance Calculation still runs at the ITC level, however, districts that need to view more immediate results for their changes can do so by running Attupemis.

Attupemis calculates attendance in hours. The 'days' field displays on the FS Attending tab as a reasonableness check. Due to the attendance reporting requirements, Attupemis should be run in update mode **prior to every submission** so that it contains the most up to date attendance information available.

StudentInformation > EMIS > Student Reporting Collection (S)

**Student Verify/Update - Collection (S)**

From this screen, you can transfer Student Collection (S) records.

Request Type    Program Selection

- ☐ Verify - Discipline (DISCEMIS)
- ☐ Verify - EMIS Run Requests (CHECK\_EMIS)
- ☐ Verify - Membership Programs (MEMBEMIS)
- ☐ Verify - Non-reportable Students
- ☐ Verify - Student Demographic (UNCLEMIS)
- ☐ Verify - Student Gifted Records
- ☐ Verify - Student Special Education
- ☐ Verify/Update - CORE Summary
- ☐ Verify/Update - Majority of Attendance IRN (MAJOREMIS)
- ☒ Verify/Update - Student Attendance (ATTUPEMIS)

< Back    Next >    Cancel

Attupemis calculates the attendance for each student using the attributes of the Reporting Calendar the student is assigned to on the FD Attributes tab of the Student Profile. For a Reporting Calendar to be included in the Attupemis process, the

**Include in Attendance Calculation:**



must be checked on the Sub-calendar.



Students who are on a sub-calendar that has the **Include in Attendance Calculation:** ☐ field unchecked, will not be included in the Attendance Calculations, and the Student Truancy records will **NOT** be created nor included in the Transfer file.

**Student Attendance Calculation:** The student's School Year Attendance Hours are calculated based on the number of hours of expected attendance for each day they are in session according to their calendar assignment minus the School Year Excused Absence Hours and the School Year Unexcused Absence Hours. The student's Percent of Time is applied to both the number of hours in attendance and the number of absence hours. Any student EMIS exceptions on the Reporting Calendar are included in the calculation.

For examples of how the attendance is calculated, refer to the HB410 District Task List documentation found under the Procedural Checklists, subsection Students.

Attupemis Update populates the Current Entity fields highlighted in the screenshot below.

StudentInformation > SIS > Student > Edit Profile

### Edit Student Profile

From this screen, you can display and change information regarding a students profile.

General Additional Custom Private FS-Standing FS Attendance FD-Attributes FN-Attributes FN-Graduate Transportation

Absence Alerts & Interventions

|  | Start Date | Withdraw Date | Withdraw Reason | School Year Attendance Hours | School Year Excused Absence Hours | School Year Unexcused Absence Hours | Other SY Attendance Hours | Other SY Excused Absence Hours | Other SY Unexcused Absence Hours |
|--|------------|---------------|-----------------|------------------------------|-----------------------------------|-------------------------------------|---------------------------|--------------------------------|----------------------------------|
|  | 7/1/2020   |               | --              | 117.00                       | 0.00                              | 0.00                                | 0.00                      | 0.00                           | 0.00                             |

☒ Show Current Year Only

**Save** **Cancel**

Last Modified: 01/17/2020 12:50 PM by User: amy.mccutcheon

Effective Start Date:

District Withdraw Date:

The relation between Days and Hours may not be equal due to the accuracy of the calculations and values entered on the calendars. Days are for reference only, hours will be reported.

|                   | Current Entity                     |                                     | Other Entity                      |                                   |
|-------------------|------------------------------------|-------------------------------------|-----------------------------------|-----------------------------------|
|                   | Days                               | Hours                               | Days                              | Hours                             |
| Attendance        | <input type="text" value="18.00"/> | <input type="text" value="117.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> |
| Excused Absence   | <input type="text" value="0.00"/>  | <input type="text" value="0.00"/>   | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> |
| Unexcused Absence | <input type="text" value="0.00"/>  | <input type="text" value="0.00"/>   | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> |

If any additional hours are specified in the 'Other Entity' attendance fields, the values are added to the Current Entity values and reported as a combined total in the FS Transfer file. See the next task for details on manually entered attendance.

**Task 45 – Manually enter attendance on the FS Attendance Tab for non-preschool students who attend the ESC, Board of DD Students, JVS Satellite Students and non-public students who are placed at district expense**

| Trad 1st | Trad 2nd | Trad Final |  | CS/Stem 1st | CS/Stem Final |
|----------|----------|------------|--|-------------|---------------|
| ✓        | ✓        | ✓          |  | ✓           | ✓             |



EMIS Attendance Hours report - Displays up to date attendance values for students.

Attupemis calculates attendance in hours, although the 'days' field displays too. The values in the Other Entity field are manually entered and are not updated by Attupemis. These can be used for reporting attendance for students that are on a calendar within your district that **does not** calculate attendance.

Examples of students who may need to have their attendance calculated manually:

1. JVS Satellite Students (reported by JVS)
2. Non-Preschool Students attending the ESC
3. Students at the Board of DD
4. Non-public Students placed at District Expense

Attendance is calculated for the time students attend the CCP as if they have perfect attendance. If the student is part time at the educating district and part time CCP student and has an absence, the absence should be entered only for the time they miss from the educating district, not for the CCP that is away from the educating district, ex. at the college or online.

During the transfer process, the FS EMIS record transfer adds together the values in the current entity hours of attendance fields to the other entity attendance and reports the total on the FS records.

StudentInformation > SIS > Student > Edit Profile

### Edit Student Profile

From this screen, you can display and change information regarding a students profile.

General Additional Custom Private FS-Standing FS-Attendance FD-Attributes FN-Attributes FN-Graduate Transportation

Absence Alerts & Interventions

| Start Date | Withdraw Date | Withdraw Reason | School Year Attendance Hours | School Year Excused Absence Hours | School Year Unexcused Absence Hours | Other SY Attendance Hours | Other SY Excused Absence Hours | Other SY Unexcused Absence Hours |
|------------|---------------|-----------------|------------------------------|-----------------------------------|-------------------------------------|---------------------------|--------------------------------|----------------------------------|
| 7/1/2020   |               |                 | 117.00                       | 0.00                              | 0.00                                | 0.00                      | 0.00                           | 0.00                             |

☒ Show Current Year Only

Last Modified: 01/17/2020 12:50 PM by User: amy.mccutcheon

Effective Start Date: 7/1/2020

District Withdraw Date:

The relation between Days and Hours may not be equal due to the accuracy of the calculations and values entered on the calendars. Days are for reference only, hours will be reported.

|                   | Current Entity |        | Other Entity |       |
|-------------------|----------------|--------|--------------|-------|
|                   | Days           | Hours  | Days         | Hours |
| Attendance        | 18.00          | 117.00 | 0.00         | 0.00  |
| Excused Absence   | 0.00           | 0.00   | 0.00         | 0.00  |
| Unexcused Absence | 0.00           | 0.00   | 0.00         | 0.00  |



## Task 46 – Student Truancy and Excessive Absence (FT) Record (HB 410)

| Trad 1st | Trad 2nd | Trad Final |  | CS/Stem 1st | CS/Stem Final |
|----------|----------|------------|--|-------------|---------------|
|          | ✓        | ✓          |  |             | ✓             |



Absence Thresholds Detail and Absence Thresholds Summary reports - Display up-to-date excessive absences and habitual truancy trigger dates.



Absence Thresholds Detail and Absence Thresholds Summary reports – Provides up-to-date excessive absences and habitual truancy trigger dates.



Attendance Skipped Student Detail and Attendance Process Warnings Detail reports – Displays issues that needing correction that may adversely affect the students' attendance calculations.

**Note:** FT records for Preschool students are not reportable and are not included in the FT Transfer file.

The Student Absence Intervention page is a tool that districts can use to assist in tracking the activities that are required for students with excessive absences or habitual absences. This page is also the location where the required data to create transfer records for the FT records are maintained.

This record is reported by all EMIS reporting entities who provide education to students in grades kindergarten and above. An event element is to be reported for students when the events outlined in House Bill 410 occur.

The four Event elements to be reported are as follows:

- A – Parent Notified of Excessive Absences
- B – Student becomes Habitually Truant
- C – Habitual Truant Violates Court Order
- D – Absence Intervention Plan Implemented

All Event Types are reported only once for each student with the exception of the 'C' event code. All incidents of a student violating a court order for Habitual Truancy need to be reported.

**NOTE:** A student must have reached a Habitual Truancy Threshold to have the Absence Event element 'D – Absence Intervention Plan Implemented' reported.

- **External Student Absences** – Student’s External Absences page to view any external absences previously entered for a student
- **Student Absences** – Student’s School Absences page to view school absences entered for the student
- **Intervention Plan Tab** – Entry screen and details for Intervention Plan
- **District Responsibilities Checklist Tab** – Tool for district staff to track what actions have been taken for each student who has excessive absences or habitual truancy
- **Trusted District Attendance Tab** – View absence data for a student who is enrolled in multiple districts simultaneously and both districts have the District Trust set for HB410
- **Last Attendance Calculation** – Provides the date and time the Attendance Calculation was run

Create FT Transfer records for students who only have absences in your district utilizing the Student Absence Intervention page to enter truancy events.

### **Creating Student Truancy Records for students that have been or currently are in multiple districts:**

Truancy data needs to be manually combined for students who moved from one district to another within the same school year and for students who attend multiple districts at the same time during the same school year. Districts can use the following items to assist with these calculations:

1. External Absences – absences imported with the student
2. Trusted District Attendance – utilized under the Shared District Trust, and displays absences at both districts
3. Communication with the other district

An example of students who are shared between districts is a student attending his resident district 60% of time and going to the JVS 40% of time.

Districts and joint vocational school districts should work to create collaborative policies and processes to ensure all HB 410 requirements are met. Unless the district and the joint vocational school district have policies and processes outlining different procedures, they should implement the following:

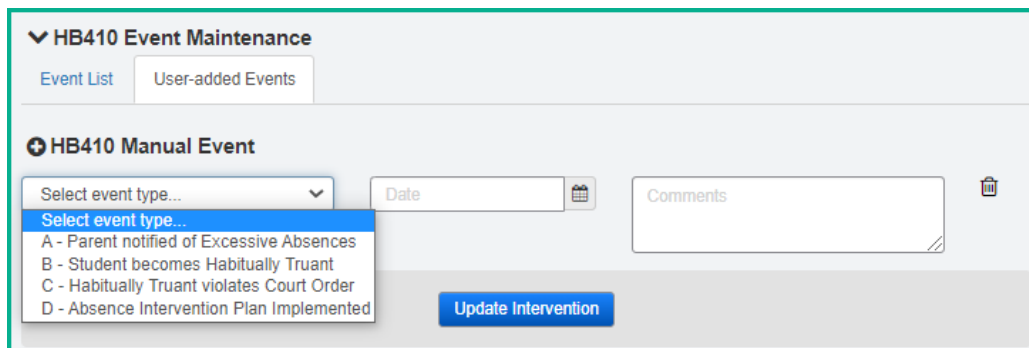
- If a student attends the joint vocational school district full time, the joint vocational school district is responsible for ensuring it meets all requirements for this student, including tracking and reporting attendance by the hour.
- If a student attends both a joint vocational school district and a home school, the entity in which the student spends the majority of his or her time is responsible for ensuring all HB 410 requirements are met for that student. Similarly, the entity where the student spends the majority of his or her time is responsible for reporting the four required EMIS reporting elements for that student.
- If a student splits time evenly between the home district and the joint vocational school district, the home district and the joint vocational school district should work

together to determine which entity will fulfill the HB 410 requirements for the student, including EMIS reporting.

**Students who left a district and moved to another district:**

Each district is responsible for reporting the events that occurred while the student was enrolled at their district. When a student withdraws from a district and enrolls to a different district, the absence information should be sent to the new district, and be included in all truancy calculations for the student. The new district is then responsible for reporting any events that after the student is enrolled with them.

**Adding FT Records to be included in the Transfer files for students with combined attendance:**

The screenshot shows a web application interface for 'HB410 Event Maintenance'. At the top, there are two tabs: 'Event List' and 'User-added Events'. Below the tabs is a section titled 'HB410 Manual Event' with a plus icon. This section contains a form with three main fields: a dropdown menu for 'Select event type...', a date input field labeled 'Date', and a text area for 'Comments'. The dropdown menu is open, showing four options: 'A - Parent notified of Excessive Absences', 'B - Student becomes Habitually Truant', 'C - Habitually Truant violates Court Order', and 'D - Absence Intervention Plan Implemented'. Below the form fields is a blue button labeled 'Update Intervention'.

After the events for a student are determined, navigate to the HB410 Event Maintenance on the Intervention Plan tab, and click the User Added Events. Then click the

**➕ HB410 Manual Event** and select the appropriate event from the event type dropdown, fill in the date and click Update Intervention to save the record. This record will then be included in the FT transfer file during Period S reporting. To see a complete listing of all records to be reported for a student, with the student in context, click on the Event List tab and it will display all records that are on record for the student.

## Majority of Attendance Reporting

### Task 47 – Run MAJOREMIS to calculate Majority of Attendance IRN

| Trad 1st | Trad 2nd | Trad Final |  | CS/Stem 1st | CS/Stem Final |
|----------|----------|------------|--|-------------|---------------|
|          | ✓        | ✓          |  |             | ✓             |



EMIS MOA Summary report - Displays majority of attendance data for students.

The Majority of Attendance was simplified in FY21 to consolidate/simplify the dates of MOA that are listed in the EMIS Manual. The MOA IRN end date will be March 31 for all students.

| Grade  | Test  | MOA End Date | Participation Date |
|--|---|--------------|--------------------|
| <b>Students in grades K-8 and untested students</b>                        |   |              |                    |
| Any  | Untested  | March 31     | NA                 |
|  | Alternate Assessment: ELA, Math   | March 31     | March 19           |
| 3-8  | <del>Next Gen</del> Ohio's State Tests Spring: all subjects   | March 31     | April 13           |
| <b>Students who were first time ninth graders on or after July 1, 2014</b> |   |              |                    |
| 9-12   | <del>Next Gen</del> Ohio's State Tests Fall: taking ELA or Math and not taking any spring assessments | March 31     | December 15        |
|  | <del>Next Gen</del> Ohio's State Tests Spring: all spring assessments                                 | March 31     | April 13           |

Majority of Attendance is the IRN of the building or district where a student is continuously enrolled from the end of October Count Week through the spring test administration date.

Majority of attendance will never be an IRN outside of the district boundary. When the determination is made, the following rules are applied:

- If the student was continuously enrolled in the building for the designated time period, the student's majority of attendance IRN will be equal to the building IRN
- If the student is continuously enrolled in the district but has changed buildings in the district during the designated time period, the student's majority of attendance IRN will be equal to the district IRN
- If the student was not continuously enrolled within the building or district during the designated time period, the student's majority of attendance IRN will be equal to

\*\*\*\*\*

The resident district is responsible for reporting the Majority of Attendance IRN using the above rules for the following students:

- CCP, Post-Secondary Institution – Sent Reason PS
- MRDD – Sent Reason MR
- JVS – Sent Reason JV
- Contract Career-Technical – Sent Reason CT
- Non-public at District Expense – Sent Reason NP
- Attending a State School – Sent Reason - OS
- School age ESC



The ESC is responsible for reporting the Majority of Attendance element for preschool students. **Majority of Attendance fields are used for the Local Report Card, so you will want to be certain the data is as accurate as possible.**

**NOTE:** For students with a District Relationship of '3' who are Autism Scholarship, English Learners (LEP students) or JDC students who are at the district for the entire year, ODE will change it regardless of what you report. ODE updates the MOA IRN to '\*\*\*\*\*', and these students are counted at the State Level. See "*Technical Documentation Ohio's Where Kids Count Business Rules*" on ODE's website for additional information.

## MAJOREMIS

MAJOREMIS is located on the Period S Menu of options. When selecting the period S Student Reporting Collection option from the menu, select 'Verify Student Data'. Next, select Verify/Update – Majority of Attendance IRN (MAJOREMIS) from the program selection menu.

MAJOREMIS will be run from one screen. The MOA IRN can be calculated for all students at one time. The Verify mode must be run prior to running the process in Update Mode.

The screenshot shows a web application window titled "StudentInformation > EMIS > Verify/Update Majority of Attendance IRN". The main heading is "Verify/Update Majority of Attendance IRN - Black River Local". Below this, a sub-header states: "From this screen, you can verify and update the Majority of Attendance IRN for all students in the district." The interface includes a "Run Type:" section with radio buttons for "Verify" (selected) and "Update". Under "Include Buildings:", there are four checked checkboxes: "Select all buildings", "BRES - BLACK RIVER ELEMENTARY SCHOOL", "BRHS - BLACK RIVER HIGH SCHOOL", and "BRJH - BLACK RIVER MIDDLE SCHOOL". A blue information icon with a text box explains: "The verify process provides a list of students in the selected building(s) and their calculated Majority of Attendance IRN value." Below this, a status bar indicates "Update not run yet". The "File Download Options" section contains two dropdown menus, one set to "CSV" and the other to "Download". At the bottom are "Submit" and "Cancel" buttons.

When running the process in Verify Mode, a downloadable file is provided to assist in verifying the data. The following fields are included on this verification:

- Student Number
- EMIS ID
- Name
- Building IRN
- State Equivalent Grade Level
- MOA IRN
- Match Type
- Student Status
- Withdraw Date

Once the verification has been completed, the Update process can be run. At that time the MOA IRN will be populated on the students FN Attributes tab of the Student Profile. Any updates required for individual students will then need to be made manually. If MAJOREMIS is run in Update mode after manual updates, the manual updates will be overwritten.

# Non-Graduate Core Summary

## *Task 48 – Reporting the Non-Graduate CORE Summary Records*

The Non-Graduate Core Summary records are reported in a separate Period S Collection Window called '**Current Graduation Credit Progress Collection (FY22)**'. For FY22, the collection window begins **9/20/21** and ends **9/14/22**. This means that when transferring the FY22 records, you need to be sure you are transferring the records while the **2021/2022** school year is in context.

Prior to running the Non-Graduate Core Summary, you will want to verify that any current final or earned student marks have been entered as well as confirming that the **StudentInformation>Management>Ad-Hoc Updates>College Credit Management** screen has been updated for completed CCP courses (regular courses & manually entered courses) to include the college credit the student has earned.

CORE Summary Verify/Update looks at students enrolled at any time in the school year who have earned high school credit. Run the CORE Summary Verify/Update process in Verify mode to make sure that no courses or manual course history records have been missed. The verification process may be run for a single building or multiple buildings in the same run. You will want to be sure to include any buildings where students may have earned high school credit. This process creates an interactive list of courses or course history records that do not have a CORE Subject Area specified.

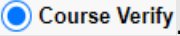

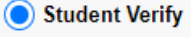

When processed for "Course Verify", only the Course records will be included in the verification. When processed for "Student Verify", manually entered course history records will be verified.

Calculating the credits earned for CORE will be based on courses the student took where high school credit was earned that counts towards graduation. This may or may not include courses taken in the district. If the student earned credit towards graduation from another entity and the school district accepts it as credit towards their graduation requirements, it needs to be used in the calculation of credits for CORE. This could include courses taken from the following entities:

- Courses taken at the district that will award the diploma
- Courses taken at the JVSD/Contract Vocational School
- Courses taken at a Post-Secondary Institution
- Courses taken at another school district
- Correspondence Courses
- Any other experiences for which the district that will award the diploma has awarded credits toward graduation for the student, subject to any relevant local and state policies.

Records for these types of courses would have been created manually on the Course History module. Courses taken in middle school where a student earns high school credit would also count.

The Period S CORE Summary Verify/Update only needs run in buildings where students may have earned high school credit regardless of grade level.

1. Navigate to **StudentInformation » EMIS » Student Reporting Collection (S) » Non-graduate CORE Summary Verify / Update.**
2. Run the Non-Graduate CORE Summary Verify/Update in verify mode first. Choose  **Course Verify**. It automatically verifies the school year you are in, and you can select to choose any or all previous school years as well by pulling them over to the **School Years To Verify** box.
3. Click  and you will receive an interactive list of courses that require updates. By choosing the blue link under Course Code, you can go to the screen required, make the updates and save. You will then return to this page to continue making updates.
4. Once you've made all the corrections, you can proceed to check  **Student Verify** and click . This page will list any students with Manually Entered Courses that require updates. By choosing the interactive blue link, you will be taken to the Manually Entered Course page to update the CORE Subject Area for each course. Once the updates have been made and saved, you will return to this page to continue making updates.
5. Once all corrections have been made, be certain to run the process in Update mode so that the records are created.



























Once the data has all been corrected and you have run the **Update** process, when navigating to the Student Non-Graduate CORE Summary, the students' records will appear with both the CORE count for high school credit courses and the Dual Credit for the CCP courses.

StudentInformation > EMIS > Maintenance > Student Non-graduate CORE Summary

**Student Non-graduate CORE Summary**

From this screen, you can display, add, change and delete data pertaining to student CORE Summary records.

[Add CORE Summary Record](#)

|   | CORE Area Code | CORE Area  | CORE Count   | Dual Credit     |
|---|----------------|--|--------------|-----------------|
|   | CTA            | Career/Technical units                                       | 2.00         | 0.000000        |
|   | ENG            | English Language Arts Units                                  | 3.00         | 3.000000        |
|   | FAR            | Fine Arts Units  | 1.00         | 0.000000        |
|   | FLR            | Foreign Language Units                                       | 1.00         | 0.000000        |
|   | HTH            | Health Education Units                                       | 0.50         | 0.000000        |
|   | MTA            | Mathematics - Algebra II or Equivalent Units                 | 1.00         | 0.000000        |
|   | MTO            | Mathematics Units Other than Algebra II or Equivalent        | 2.00         | 0.000000        |
|   | PHE            | Physical Education Units                                     | 0.50         | 0.000000        |
|   | SCA            | Science - Adv. Sci. units Not valid after FY22               | 1.00         | 0.000000        |
|   | SCO            | Science units Other than Physical, Life, or Advanced Science | 1.00         | 0.000000        |
|   | SCP            | Science - Phys. Sci. Units Not Adv. earned after FY22        | 1.00         | 0.000000        |
|   | SOG            | Social Studies - American Government Units                   | 1.00         | 0.000000        |
|   | SOO            | Social Studies units Othe than Am. Hist & Government         | 1.00         | 0.000000        |
| <b>Totals:</b>  |                |  | <b>16.00</b> | <b>3.000000</b> |



## Data Submission

### Task 49 – Run CHECK\_EMIS for Period S

| Trad 1st | Trad 2nd | Trad Final |  | CS/Stem 1st | CS/Stem Final |
|----------|----------|------------|--|-------------|---------------|
| ✓        | ✓        | ✓          |  | ✓           | ✓             |

CHECK\_EMIS is available on each reporting period menu. The version under each menu will check only those processes specific to that particular reporting period.

Run CHECK\_EMIS to get an audit trail of what processes have been performed for each building in your district. The CHECK\_EMIS page lists which EMIS Verify, Update, and Transfer processes have been run. The CHECK\_EMIS report will provide you with a listing of when each process was run, what time, and which user completed the process for each building in the district.

At this point in the checklist, it is important to verify the following has been completed:

1. Make sure all processes have been run in Verify mode where applicable for each building.
2. Make sure all update processes have been run in Update mode where applicable at least one time for the district.
3. Make sure all the necessary transfers were performed after the update processes were run.
4. If any processes were run too early, make sure they are rerun during the appropriate timeframe.

CHECK\_EMIS may be processed at any time during the reporting period for a status report.

StudentInformation > EMIS > Student Reporting Collection (S)

### Student Verify/Update - Collection (S)

From this screen, you can transfer Student Collection (S) records.

Request Type    Program Selection

- ☐ Verify - Discipline (DISCEMIS)
- ☒ Verify - EMIS Run Requests (CHECK\_EMIS)
- ☐ Verify - Membership Programs (MEMBEMIS)
- ☐ Verify - Non-reportable Students
- ☐ Verify - Student Demographic (UNCLEMIS)
- ☐ Verify - Student Gifted Records
- ☐ Verify - Student Special Education
- ☐ Verify/Update - Majority of Attendance IRN (MAJOREMIS)
- ☐ Verify/Update - Non-graduate CORE Summary
- ☐ Verify/Update - Student Attendance (ATTUPEMIS)

< Back    Next >    Cancel

## Task 50 - Period S Transfer

| Trad 1st | Trad 2nd | Trad Final |  | CS/Stem 1st | CS/Stem Final |
|----------|----------|------------|--|-------------|---------------|
| ✓        | ✓        | ✓          |  | ✓           | ✓             |

Once you have completed the data updates, transfer your data to the Data Collector. Navigate to the Student Reporting Collection (S) menu and choose Select All Transfers. Individual file transfers for a specific record type may be performed as needed.

### Traditional

#### Remember:

The Non-Graduate Core Summary Transfer is in the separate S Collection Window called **Current Graduation Credit Progress Collection (FY22)**.

This window is currently scheduled to close on 9/14/22 which is two months after the End of Year Student Collection. As the Non-Graduate Core Summary Records may be updated through the summer due to manual Course History or CCP Credit received being updated, the GC records should be submitted separately through the **Current Graduation Credit Progress Collection (FY22)**.

StudentInformation > EMIS > Student Reporting Collection (S)

### EMIS - Create Flat Files - Select Files

From this screen, you can transfer Student Collection (S) records.

Request Type    Program Selection

- ☒ Select all transfers
- ☒ Transfer - District Testing (DT)
- ☒ Transfer - Organization - General Information (DN)
- ☒ Transfer - Student Acceleration (FB)
- ☒ Transfer - Student Attributes - Effective Date (FD)
- ☒ Transfer - Student Attributes - No Date (FN)
- ☒ Transfer - Student Demographic (GI)
- ☒ Transfer - Student Demographic - Race Detail (GJ)
- ☒ Transfer - Student Discipline (GD)
- ☒ Transfer - Student Gifted Education (GG)
- ☒ Transfer - Student Non-graduate Core Summary (GC)
- ☒ Transfer - Student Program (GQ)
- ☒ Transfer - Student Special Ed. Graduation Requirement (FE)
- ☒ Transfer - Student Special Education (GE)
- ☒ Transfer - Student Standing (FS)
- ☒ Transfer - Student Summer Withdrawal (FL)
- ☒ Transfer - Student Truancy and Excessive Absence (FT)
- ☒ Transfer - Student Withdrawal Override (FC)

Transfer Type: \*

☐ Flat file transfer

☒ Flat file transfer for Data Collector

< Back    Submit    Cancel

## CS/STEM

### Remember:

The Non-Graduate Core Summary Transfer is in the separate S Collection Window called **Current Graduation Credit Progress Collection (FY22)**. This window is currently scheduled to close on 9/14/22 which is two months after the End of Year Student Collection. As the Non-Graduate Core Summary Records may be updated through the summer due to manual Course History or CCP Credit received being updated, the GC records should be submitted separately through the **Current Graduation Credit Progress Collection (FY22)**.

StudentInformation > EMIS > Student Reporting Collection (S)

### EMIS - Create Flat Files - Select Files

From this screen, you can transfer Student Collection (S) records.

Request Type    Program Selection

- ☒ Select all transfers
- ☒ Transfer - District Testing (DT)
- ☒ Transfer - Organization - General Information (DN)
- ☒ Transfer - Student Acceleration (FB)
- ☒ Transfer - Student Attributes - Effective Date (FD)
- ☒ Transfer - Student Attributes - No Date (FN)
- ☒ Transfer - Student Contact (FF)
- ☒ Transfer - Student Contact Address (FG)
- ☒ Transfer - Student Demographic (GI)
- ☒ Transfer - Student Demographic - Race Detail (GJ)
- ☒ Transfer - Student Discipline (GD)
- ☒ Transfer - Student Gifted Education (GG)
- ☒ Transfer - Student Non-graduate Core Summary (GC)
- ☒ Transfer - Student Program (GQ)
- ☒ Transfer - Student Special Ed. Graduation Requirement (FE)
- ☒ Transfer - Student Special Education (GE)
- ☒ Transfer - Student Standing (FS)
- ☒ Transfer - Student Summer Withdrawal (FL)
- ☒ Transfer - Student Transportation (FP)
- ☒ Transfer - Student Truancy and Excessive Absence (FT)
- ☒ Transfer - Student Withdrawal Override (FC)

Transfer Type:\*

☐ Flat file transfer

☒ Flat file transfer for Data Collector

< Back    Submit    Cancel

## Task 51 – Run the Collection

| Trad 1st | Trad 2nd | Trad Final |  | CS/Stem 1st | CS/Stem Final |
|----------|----------|------------|--|-------------|---------------|
| ✓        | ✓        | ✓          |  | ✓           | ✓             |

1. While logged into the Data Collector, click on the **Collection Requests** tab.
2. Begin the collection.
3. Mark the Data Sources section.

| All Files data sources                       |              |                   |
|--|--------------|-------------------|
| Data Sources                                 | Availability | Collection Status |
| <input checked="" type="checkbox"/> BA-Files | ✓ Ready      | Not Started       |

4. District can choose the Collect Only option and then do the Prepare later, or they can choose the Collect and Prepare so both are completed at the same time.

| Data Sources   | Availability | Collection Status |
|--|--------------|-------------------|
| <input type="checkbox"/> ML-Files  | ✓ Ready      | Not Started       |
| Scope of execution   |              |                   |
| Perform: <input type="radio"/> Collect Only <input checked="" type="radio"/> Collect and Prepare |              |                   |

5. Once the Prepare has completed, review the Level 1 Validation errors.
6. Return to StudentInformation to make corrections and updates resolving the Level 1 Validation errors.
7. After creating a new transfer file in StudentInformation and submitting it to the Data Collector, begin a new collection.
8. If satisfied with the results, go ahead and submit the collection to ODE for processing.
9. Once the collection has been processed by ODE, you should receive Level 2 Reports. Review the Level 2 Reports for accuracy and make corrections in StudentInformation.



It's **important** that once you correct errors and rerun any required updates in StudentInformation, a new transfer to the Data Collector must be performed. Once the transfer is complete rerun your collection.