

FY23 Period S Reporting Checklist

All Districts, All 'S' Windows

Change Log

Date	Section Number/Name	Change Description
9/27/22	Overall Document	Updated with changes for FY23

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Introduction

FY23 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.

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
FN110, FN240, FN250, FN300, FN260, FN290	1 st window plus FN140, FN220, FN310, FN120, FN370	1 st two windows plus FN080, FN430, FN390	FN110, FN240, FN250, FN300, FN260, FN290, FN400	1 st window plus FN140, FN220, FN310, 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 STUNPNTSRV TFRPSESCYS TFRPSESCNO ASMTFG3ELA ASMTSPRELA	DN Include: STUKGBRDAY STUHOMESCL STUNPNTSRV TFRPSESCYS TFRPSESCNO PBISIMPSTG ASMTFG3ELA	DN Include: STUKGBRDAY STUHOMESCL STUNPNTSRV STUNPNTSLG STUPSTCBTR STUPSTCATR LCLWELLPOL	DN Include: C_STUEEPOL STUKGBRDAY ASMTFG3ELA ASMTSPRELA ASMTSPRMSS	DN Include: C_STUEEPOL STUKGBRDAY LCLWELLPOL CCPDENIALS CCPREIMBCT CCPRESTITU PHYSEDPL0T

Trad. 1st Window	Trad. 2nd Window	Trad. Final Window		CS/Stem 1st Window	CS/Stem Final Window
ASMTSPRMSS	ASMTSPRELA ASMTSPRMSS EDUMODELDB LEAPRVHARD LEAPRVWIFI	TFRPSESCYS TFRPSESCNO CCPDENIALS CCPREIMBCT CCPRESTITU PHYSEDPLOT Phys Ed Evaluation Group EYEREQCNTA EYERECCNTB EYENRCCNT1 PBISIMPSTG ASMTFG3ELA ASMTSPRELA ASMTSPRMSS GLCGNPRCMT GLCGNUSAGE EDUMODELDB LEAPRVHARD LEAPRVWIFI DIBTSENRLD DIBTSError EPNPHPRCMT EPNPHUSAGE GLCGNPRCMT GLCGNUSAGE INHLRPRCMT INHLRUSAGE			Physical Education Eval Group EYEREQCNTA EYERECCNTB EYENRCCNT1 PBISIMPSTG ASMTFG3ELA ASMTSPRELA ASMTSPRMSS EDUMODELDB LEAPRVHARD LEAPRVWIFI DIBTSENRLD DIBTSError EPNPHPRCMT EPNPHUSAGE GLCGNPRCMT GLCGNUSAGE INHLRPRCMT INHLRUSAGE
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.
2. **EMIS Admission Calendar Comparison** – Compares the Attending Calendar on the Profile General tab with the Reporting Calendar on the FD Attributes tab and highlights non-matching calendars in red.

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 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.

Note

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 – *displays in the application, but not a required field*
- 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 in current school year - never should have been reported; updated via ODE EMIS Change 23-77 (EMIS Manual, Section 2.4)

- If a student is reported with an 81 withdraw code in the current school year and later enrolls and attends the district in the same school year, the 81 record should no longer be reported
- If the student was reported as enrolled in the district on the last day of school in the previous school year and was not reported as withdrawn, then Withdraw Reason 81 cannot be reported in the current year.
- If the student withdrew prior to the last day of the previous school year but was not reported as withdrawn, then a Student Withdrawal Override (FC) Record should be reported for the student in the current year
- If the student was previously enrolled in the district in the current year and reported with any Withdraw Reason other than 81, then the student cannot be reported with Withdraw Reason 81 on any subsequent Student Standing (FS) Record in the current year

47 – Use for students who have completed at least the 8th grade (updated from Only use for 8th grade students)

A. Verify the following types of students are withdrawn from 22/23:

- No shows** - Students who are new to the district in 22/23 but NEVER show up. These students must be reported in SCR.
 - *Scenario # 11* from the **22/23 Withdrawal Scenarios** doc
- Prior Year Withdrawals** – Students who withdrew from the district on or before the last day in 21/22 but were already promoted to 22/23 should be expunged from 22/23 unless they have already been submitted to the SCR.
 - *Scenario #5* from the **22/23 Withdrawal Scenarios** doc

- iii. **Summer Withdrawals**- Students who were enrolled in 21/22 but withdrew over the summer and will not be attending in 22/23.
 - Scenario #2 from the **22/23 Withdrawal Scenarios** doc
- iv. **Summer Graduates** – Students who were enrolled in 21/22 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 22G, but their withdrawal information is reported in 23S.
 - Scenario #33 from the **22/23 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 **22/23 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 21/22, 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 22/23, report the student with Grade Level 13 on the FD tab. Do *not withdraw the student*. Report summer test results in 22A, Assessment Collection Request.
- ii. *Dropout* - If the student drops out in the 22/23 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 22/23 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 22/23.
 - B. Add a Student Summer Withdrawal Record (FL) with the original withdraw date and reason.
 - C. Re-enroll the student in 22/23 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 21/22 but returning to the district in 22/23
 - Scenario #3 from the **22/23 Withdrawal Scenarios** doc
- ii. Expelled in 21/22 and is not receiving instructional services but returned to the district in 22/23

- Scenarios #14 and #15 from the **22/23 Withdrawal Scenarios** doc

Refer to the Admissions and Withdrawals section of the EMIS Manual (2.1.1) and the FY23 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.

All Preschool students being educated including, funded, non-funded, or private pay students, should be reported. Students with disabilities must be reported by the educating district AND the resident district. Typical students are only required to be reported by the educating district.



If a preschool student is receiving services as directed by their IEP and no public district implementing those services has the student enrolled in a preschool course (with a Student Percent of Time greater than zero and a District Relationship of “1”), then the district implementing those non-center-based services may report the student with a District Relationship of “1” instead of “2”. The district reporting the relationship of “1” should report an appropriate Student Percent of Time based on the amount of time the district is providing IEP-directed services.

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 - Northmor

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

Include Buildings:*

☒ Select All Buildings ☐ Clear All Buildings

☒ Elementary School ☒ High School

Verify Cancel

2 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"/>				*	100	5 - Resident attending Full Time	08/31/2021		A-ACTIVE RES
<input type="checkbox"/>				*	50	5 - Resident attending Full Time	03/28/2022		A-ACTIVE RES

☐ 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:** **Percent of Time:** field. The **Sent To 1:** **IRN:** would point to the JVS but since the JVS is an EMIS reporting entity, the **Sent To 1:** **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



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 9th 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 9th 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 9th grade students entering 9th grade this school year.

1. Navigate to **StudentInformation** > **Management** > **Ad-Hoc Updates** > **Student Profile Bulk Update**.
2. Create an ad-hoc of all 9th graders in 22/23 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 9th:** and enter 2023.
5. Click  until the **Review updates** tab displays.
6. Click .
7. The following message will display

8. Finally put a 9th grader in context and go to the **FN-Attributes** tab and verify the **Fiscal Year Began 9th:** field was populated with 2023.

Be sure you do NOT include any **retained** 9th graders from 21/22 in your ad-hoc file. You don't want to change the year they began 9th as it should remain 2022 for retained 9th graders.

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

Note: When registering students in grades 9-12 using registration wizard, the Fiscal Year Began 9th 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-Absence	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 Exiting Student Follow-up reporting. Check the EMIS manual for a complete list of Program of Concentration Codes.

The following Program of Concentration codes will be added in the v.22.1 release.

3 – Business and Administration Services	C5 – Logistics and Supply Change Management
6 – Engineering	F7 – Robotics
9 – Health Science	JN – Therapeutic Services
14 – Manufacturing Technologies	R8 – Metallurgy

NEW

The Program of Concentration is used when creating WebXam export files ([StudentInformation](#) > [Management](#) > [Import/Export](#) > [WebXam Export](#)), 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

Perkins V requires Ohio to set state performance measures for a required set of indicators of performance for career-technical education concentrators. The data reported by schools and districts provides standards to evaluate whether learners are on track for and progressing through their career pathways.

Accountability

- » Career-Technical Education Data and Accountability Guidebook
- » 2020-21 Approved CTE Courses
 - 2019-20
 - 2018-19
 - 2017-18
- » State-Determined Performance Levels Summary
- » Ohio School Report Cards
- » Concentrator Reporting Examples Matrix
- » CTE Program and Assessment Matrix

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-Attendance 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: 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 who have a change in their Least Restrictive Environment (LRE) following their most recent IEP but on or before 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 31st and situations where an expelled student is given an alternative placement that will be in effect on October 31st. Additionally, a change could occur for a preschool student (especially for those who are part time,) a parental placement in a private preschool program occurs and the LRE is changed 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 31st (e.g., October 31st is between the reported Outcome Beginning and End dates on a IEP that was reported to ODE in the prior year end or in the current reporting period.) If no reported IEP is valid on October 31st, 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-Arrival 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 not reported. The value is derived at ODE from other reported records. Any value in this field 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: 7/1/2022

District Withdraw Date:

Withdraw Reason: ** - Not Applicable, Did not withdraw/was not truant

State Equivalent Grade: 08 - Eighth Grade

Changing the State Equivalent Grade does not change the Building Grade.
The General tab can be used to change the Building Grade.

Disability Condition: ** - Not Applicable

Section 504 Plan: N

Disadvantage: * - Not Applicable

Free/Reduced Lunch Status: None

English Learner: N - No, the student is not of Limited English Proficiency

LEP Reclass Date: Not reportable

Homeless Status: * - Not Applicable

Unaccompanied Youth: 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 1st 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 2nd 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 and is reported separately in the Retention/Promotion – Grade 3 Only Collection window.

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 22/23 Admissions/Withdrawals documentation)

NOTE: Grade 3 students also need to be reported in the FY23 Retention collection with the retained status element reported for them at that time. See FY23 Period S Retention Reporting Checklist. The Collection window for the retained students has been closed for FY23.

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 22/23, 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 30th 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	
	HOME SCHOOL NAME					ETHNICITY	- ETHNICITY CODE
		EMIS SITUATION				PROGRAM	- PROGRAM CODE
200800073	Student1003, Morgan	ROE	12	F			
ELHS	645 S Main St	**		17	04/03/1993	(555) 555-5555	
	Lima, OH 45804-1241					WHITE	- W
		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	
	Lima, OH 45804-1241					WHITE	- W
		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	
	Lima, OH 45804-1241					BLACK, NON-HISP	- B
		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: 09 - Ninth 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.

Majority Of Attendance IRN: *****

Accountability IRN: *****

Attending Building IRN Next Year: 000241 - QDA

Admission to Current High School Date: 10/21/2019

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:
M2 - More than two miles

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 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

8. Click .

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.



Once v.22.1 is released, the 'Copy Transportation Assignments' will copy from the prior year to the current year at any time you choose to run it.

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: Home = 0765 – Physical Location Address Mailing = 0123 – Mailing address 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. If '00000000', the date of the prepare will be used by ODE unless the school year has ended.

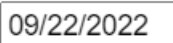




Reporting Historical Addresses to SOES

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

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

- Then navigate to the **09/22/2022** 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 OH 45804 Select County...

SOES historical 645 S Main St Address 2 Lima OH 45801 Allen

+ Email Address

Place of Employment Occupation Custody Code

Legal District of Residence Change Date

Change Date

Contact Comments Relationship Comments

Contact Flags

☒ Legal Guardian ☒ Emergency Contact ☒ Living with Student ☐ Copied on Correspondence

☐ Willing to Volunteer ☐ Medical Contact ☐ Available at Work ☐ Migrant Worker

☐ Authorized to Pick up ☐ Publicly Viewable

Save **Cancel**

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

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.

The Student Acceleration (FB) Record is 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.

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 and search for *academic acceleration*.



The Accelerated Assessment Flag is no longer reported and effective in v. 22.1, it is removed from StudentInformation. The Accelerated Status Flag has been added (also in v. 22.1) for FY23 forward as displayed in the screenshot below.

StudentInformation > SIS > Student > Assessment > Student Acceleration (FB)

Student Acceleration (FB)

From this page, you can display, add, change and delete student acceleration records.

Assessment Area:*

Accelerated Level Count:*

Accelerated Status Flag:*

Accelerated Status Flag

- Y – The student is accelerated
- N – The student is no longer accelerated

If a student is no longer considered to be accelerated, report 'N' in this element. A record with an 'N' should be reported for each subject in which the student is no longer accelerated. 'N' records only need to be reported the first year the student is no longer accelerated.

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-Arrival
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: 9

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 (Any K-3 student in the district for 30 or more days who have not been assessed and do not meet the other exceptions contained in Chapter 2.6 of the EMIS Manual)
- AO – Assessed, on Track
- NO – Assessed, Not on Track
- EX – Exempt from Diagnostic Assessment (Also used for home-schooled students in grades K-3 who attend the public district on a part-time basis and are not taking English language arts or reading at the district)

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.

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 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:
Success! The import was successful.
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.

StudentInformation > EMIS > Maintenance > Student Withdrawal Override (FC)

Student Withdrawal Override (FC)

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

Reporting Period:

State Student ID Previous Reporting Year:

Student Last Name:

Student First Name:

Withdrawal Date:

Withdrawal Reason:

Comment:

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.



Extended School Year (ESY) Services is a new field added to the Special Education (GE) record in FY23 forward. It is defined as ‘Student qualifies for extended school year services per IEP’. Valid values are:

- * - Not applicable (default value)
- N – No
- Y – Yes

This item becomes available in v.22.1

StudentInformation > SIS > Student > Special Education

Special Education

From this screen, you can display, add, change and delete Special Education records.

Events | Grad Requirement | Services

Event Date:

Date Type:

Outcome Id:

Outcome Begin Date:

Outcome End Date:

IEP Test Type:

Secondary Planning:

Non-Compliance Id:

Extended School Year Services: * - Not applicable

Event:

Save Cancel

Special Ed Imports of the GE Record

Both the [StudentInformation > Management > Special Education Import \(SpS\)](#) and [StudentInformation > Management > Import/Export > Special Education Import \(SpS\)](#) and the [StudentInformation > EMIS > SpecialServices EMIS Extract](#) will continue to import the GE records from the submitted source. If the import source does not have a value for the Extended School Year Services in the import file, the value will be set to the default value of ‘* - Not Applicable’. If a different value is needed, the district will need to make manual updates to the Special Education Record.

Returning students:

- Any student with a disability or suspected of having a disability who was enrolled in 21/22 and continues to be enrolled in 22/23 should have a Special Education event record reported for all events that occur from July 1, 2022, through June 30, 2023.

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 22/23 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, 2022.

Date Type events 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

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 aged 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 6/30/23 are entered in StudentInformation and reported in FY23S 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 22S that were not funded because their spring IEP event was not reported in 22S, 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 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.

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 22/23 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 – 6/30/23
- Traditional Middle S Window – 6/30/23
- Traditional Final S Window – 6/30/23

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

StudentInformation > EMIS > Verify Special Education

Verify Special Education - Caldwell Ex. Village Schools

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

Include Buildings:*

☒ Select All Buildings ☐ Clear All Buildings

☒ CALA - CALDWELL ACADEMY (Update not run yet)

☒ CALE - CALDWELL ELEMENTARY (Update not run yet)

☒ CALH - CALDWELL HIGH SCHOOL (Update not run yet)

Run Date: 06/30/2023

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.

StudentInformation > EMIS > Verify Special Education

Verify Special Education - Caldwell Ex. Village Schools

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

Include Buildings:*

☒ Select All Buildings ☐ Clear All Buildings

☒ CALA - CALDWELL ACADEMY (Update not run yet)

☒ CALE - CALDWELL ELEMENTARY (Update not run yet)

☒ CALH - CALDWELL HIGH SCHOOL (Update not run yet)

Run Date: 06/30/2023

Screen output:

Number of students per page: All

File output:

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

Event range: 07/01/2020 to 06/30/2023

File Download Options

CSV Download

Submit Cancel

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

StudentInformation > EMIS > Verify Special Education

Verify Special Education - Caldwell Ex. Village Schools

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

Include Buildings:*

☒ Select All Buildings ☐ Clear All Buildings

☒ CALA - CALDWELL ACADEMY (Update not run yet)

☒ CALE - CALDWELL ELEMENTARY (Update not run yet)

☒ CALH - CALDWELL HIGH SCHOOL (Update not run yet)

Run Date: 06/30/2023

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

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 11th grade graduate to be a 12th 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 12th 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 22/23 ends and before 23/24 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 1st day of the 23/24 school year are reported in period 23G. Students who graduate after the last day of the school year but before June 30th are reported as withdrawn in the period S Final Window and are also reported in period 23G as graduates.

Students who graduate after June 30th may have already been promoted to the 23/24 school year. Upon graduating, these students should be withdrawn in the 23/24 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 12th 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.

D:\AS_04\A.1 - Microsoft Excel										
<div>File Home Insert Page Layout Formulas Data Review View Add-Ins</div> <div>Clipboard Font Paragraph Alignment Number Styles Cells Editing</div>										
A1 Building										
	A	B	C	D	E	F	G	H	I	J
1	Building	StudentID	StudentName		StudentStatus	EMISGrade	PreviousGraduationDate	PreviousGraduationAddress	Address2	City
2	FLHS	12141	Student102947, DAVID L	ACTIVE RE	12	6/2/2011 0:00	2011 645 S Main St	Lima	OH	45804
3	FLHS	11002	Student103316, JESSICA	ACTIVE RE	12	6/2/2011 0:00	2011 645 West 4th	Youngstown	OH	44512
4	FLHS	10886	Student103432, JAYLEN	ACTIVE RE	12	6/2/2011 0:00	2011 645 S Main St	Lima	OH	45804
5	FLHS	10808	Student103544, AARON	ACTIVE RE	12	6/2/2011 0:00	2011 645 S Main St	Lima	OH	45804
6	FLHS	11160	Student103132, ASHLEY	ACTIVE RE	12	6/2/2011 0:00	2011 645 S Main St	Lima	OH	45804
7	FLHS	11001	Student103271, KAYLA	ACTIVE RE	12	6/2/2011 0:00	2011 645 S Main St	Lima	OH	45804
8	FLHS	11053	Student103235, PHILIP	ACTIVE RE	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:

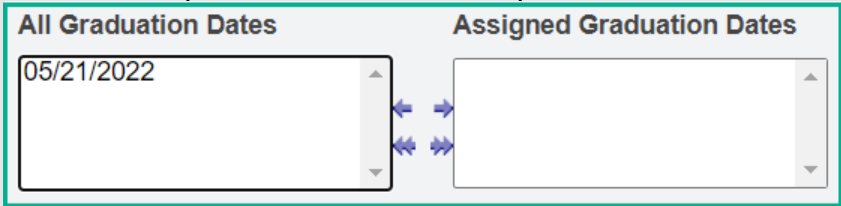

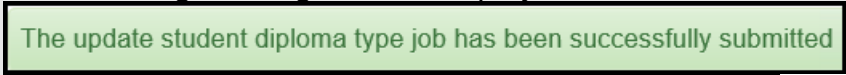
There were 4 EMIS graduation dates and 4 SIS graduation years updated
12. Now navigate to a student's profile.
13. Verify the student's **Graduation Date:** has been updated on the **FN-Graduate** tab or on the **EMIS Graduation Elements** section of **Student Exemptions/Requirements** and the **Graduation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

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.

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

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 22/23, they will show on the Missing Student Report for FY24 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 22/23

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 22/23 school year. This student will then be picked up on the FY23G reporting period.

If the student doesn't take or pass the test and doesn't enroll in courses in 23/24

Report the student as a summer withdrawal (withdrawing the student in the 22/23 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 23/24

Do not withdraw the student. Report the student in 22/23 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

- **STUKGBRDAY (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 (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			
Add New			

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 3rd 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

Reported by Traditional Districts/JVSDs/Community Districts; Must report if the attributes apply

- **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

Available in v.22.1 forward



- **EPNPHPRCMT** – Reported in Final S – Number of epinephrine autoinjectors procured on the reported date; report a separate record for each date when epinephrine autoinjectors are procured during the current fiscal year
- **EPNPHUSAGE** – Reported in Final S – Number of epinephrine autoinjectors used on the reported date from the supply procured by the district; report a separate record for each date when an epinephrine autoinjector is used in the current fiscal year

Medical Group (Final Collection)			
Epinephrine Collection ⓘ			
	Date	Epinephrine Attribute	Number of Doses
	9/14/2022	Number of epinephrine autoinjectors used on date	13
	9/14/2022	Number of epinephrine autoinjectors procured	13
Add New			

Available in v.22.1 forward



- **INHLRPRCMT** – Reported in Final S – Number of inhalers procured on the reported date; report a separate record for each date when inhalers are procured during the current fiscal year
- **INHLRUSAGE** – Reported in Final S – Number of inhalers used on the reported date from the supply procured by the district; report a separate record for each date when an inhaler is used in the current fiscal year

Medical Group (Final Collection)			
Inhaler Collection ⓘ			
	Date	Inhaler Attribute	Number of Inhalers
	10/4/2022	Number of inhalers used on date	3
	10/4/2022	Number of inhalers procured on date	3
Add New			

Available in v.22.1 forward



- **DIBTSENRLD** – Reported in Trad S Final – Number of students with diabetes enrolled in the district during the current school year
- **DIBTSError** – Reported in Trad S Final – Number of errors associated with the administration of diabetes medication to students with diabetes during the current school year

Medical Group (Final Collection)		
Diabetes Care Collection ⓘ		
	Diabetes Care Attribute	Number of Students or Number of Errors
	Number of errors administering diabetes medication	5
	Number of enrolled students with diabetes	32
Add New		

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 2nd 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:*

Local Assessment Number:*

Number Of Students Taking Assessment:*

Assessed Students With Disabilities Headcount:*

Administered with Accommodations/Modifications:*

Accommodations/Modifications Headcount:*

Alternate Assessments Provided:*

Alternate Assessment Headcount:*

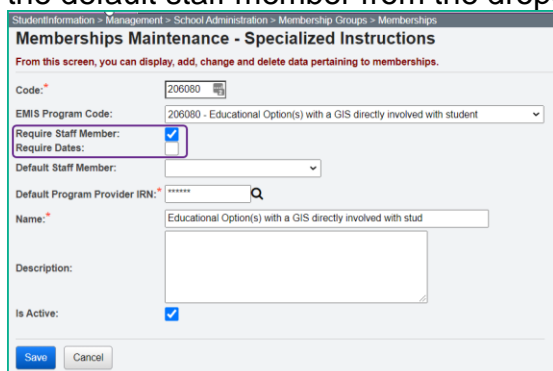
Membership/Program Reporting

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:

- 206XXX – Gifted program codes
- 310XXX – Work based learning codes



StudentInformation requires start dates on all memberships but not stop dates. ODE does not use the start dates or stop dates for anything.

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
✓	✓	✓		✓	✓

Membership Codes Added this Year

220205 – Preschool Special Education Itinerant
220210 – Preschool Special Education Itinerant Services Received at a Nonpublic School
220215 – Preschool Special Education Itinerant Services Received in Another Setting
220300 – Special Education Preschool Student Paying Tuition
211010 – Extended School Year Services Provided
211015 – Extended School Year Services Not Provided, Parent Refusal
211020 – Extended School Year Services Not Provided, Other than Parent Refusal
305016 – Apprenticeship Acceptance
305018 – Apprenticeship Completion
520200 – Student enrolled in an Ohio public school for senior year after enrollment the prior year in a non-tax, non-public school, homeschooling or an out of state school

Membership Codes Removed this Year

220100 – Preschool Itinerant Services
305003 – Career Assessment
211001 – Alternative Placement for Students with Disability Condition

Membership Codes Title Updated This Year

520110 – Military–Intent to Enlist

NOTE: The entity providing the itinerant education is responsible for reporting the itinerant services program code for preschool special education itinerant services.

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.

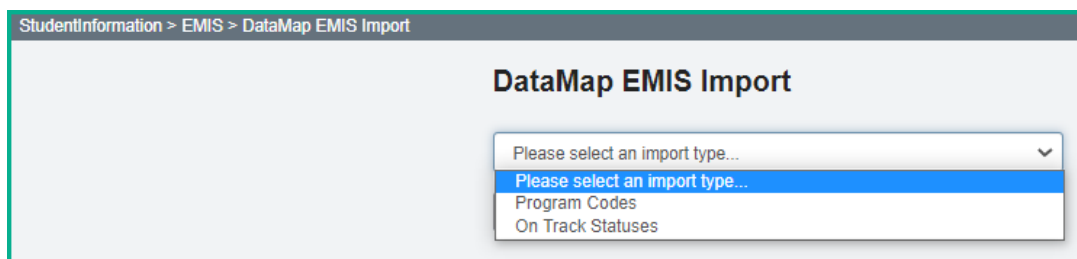
Use the Program Provider IRN field to indicate the service being reported is provided by a contracted entity. Blank values in the Program Provider IRN are not valid. StudentInformation will default a blank value to *****.

Reading Improvement and Monitoring Plan Intervention Programs.

Reading Improvement and Monitoring 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.

Importing Program Codes

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



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.

NOTE: Program codes can also be imported utilizing the [StudentInformation](#) > [Management](#) > [Import/Export](#) > [Special Education Import \(SpS\)](#) for the Student Program (GQ) records.

Graduation Seal Membership Codes


[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.


For the Earned seals and the Plans to Earn seals, are updated on the Student Exemptions/Requirements Screen under the State System of Diploma Seals area. The graduation seal membership codes are no longer 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 year 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
<ul style="list-style-type: none"> Optional Graduation Exemptions Optional Graduation Requirements Optional Career-Technical Requirements State System of Diploma Seals 				
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 type="checkbox"/>	<input type="checkbox"/>	College-Ready Seal (Ohio)	Earn remediation-free scores on the ACT or SAT	
<input type="checkbox"/>	<input type="checkbox"/>	Community Service Seal (Local)	Complete a community service project aligned with school guidelines	
<input checked="" 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 type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input checked="" 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 checked="" 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 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	



A Graduation Exemptions Import screen has been added to the sitemap to enable you to import a .csv file of student exemptions and diploma seals. It is located at [StudentInformation > Management > Import/Export > Graduation Exemptions Import](#). Additional information is located in the StudentInformation Import/Export Guide.

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

Printed

SCHOOL

Student Roster By Membership

STUDENT CONTROL GROUP:	Special Education Services	Membership Date Range:	ALL DATES						
ID	STUDENT NAME AND ADDRESS	TELEPHONE	AGE	ST	GR	GD	HMRM	STUDENT MEMBERSHIP CODE	EFFECTIVE DATE
966502713			17	JP	11	M		215013 Speech and Language Services	Start Date: 8/29/ Stop Date: 6/4/

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 Download

Submit Cancel

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 a district may have entered (The Service codes are not EMIS reportable).

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 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

NO PHOTO AVAILABLE

Grade Level: 12 Age: 18 Gender: M

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.

Note: Discipline Incidents that are entered into StudentInformation cannot be deleted; however, if you update the status of the event to Cancelled, it will not be included in the transfer file to the Data Collector.

Discipline Incident - 232861 Cancelled ▾

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="1117.00"/>	<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: amymccutcheon

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 move 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.

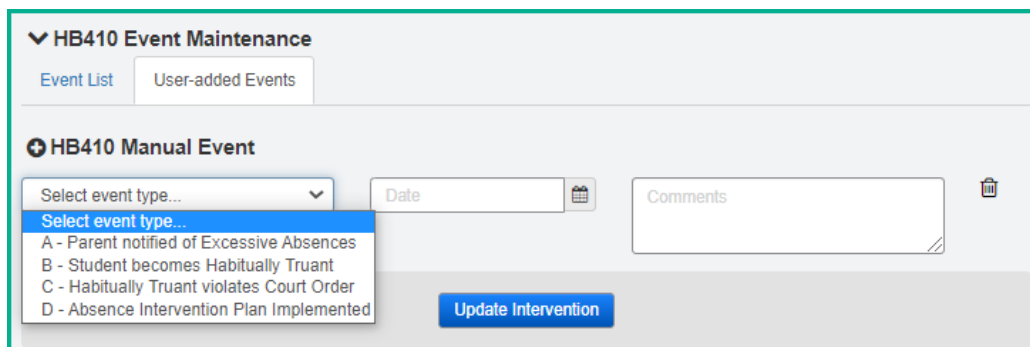
Districts and joint vocational school districts should work to create collaborative policies and processes to ensure all HB 410 requirements are met. Unless the district and the joint vocational school district have policies and processes outlining different procedures, they should implement the following:

- 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 the 'HB410 Event Maintenance' interface. At the top, there are two tabs: 'Event List' and 'User-added Events'. Below the tabs is a section titled 'HB410 Manual Event'. This section contains a dropdown menu for 'Select event type...', a 'Date' field with a calendar icon, a 'Comments' text area, and an 'Update Intervention' button. 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'.

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 truancy reportable 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
Students in grades K-8 and untested students			
Any	Untested	March 31	NA
	Alternate Assessment: ELA, Math	March 31	March 19
3-8	Ohio's State Tests Spring: all subjects	March 31	April 13
Students who were first time ninth graders on or after July 1, 2014			
9-12	Ohio's State Tests Fall: taking ELA or Math and not taking any spring assessments	March 31	December 15
	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 students having the situations below. These situations may need to be manually updated by the district.

- 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
- Student sent to non-jointure JVSD – Sent Reason - OE



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 red text line states: "From this screen, you can verify and update the Majority of Attendance IRN for all students in the district." The form 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 text says: "The verify process provides a list of students in the selected building(s) and their calculated Majority of Attendance IRN value." Below this, a grey box says "Update not run yet". The "File Download Options" section has a dropdown menu set to "CSV" and a "Download" button. 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 (FY23)**'. For FY23, the collection window begins **9/22/22** and ends **9/13/23**. This means that when transferring the FY23 records, you need to be sure you are transferring the records while the **2022/2023** 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.

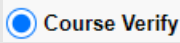

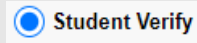

When processed for "Course Verify", only the Course records will be included in the verification. When processed for "Student Verify", manually entered course history records will be verified.

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
Totals:			16.00	3.000000

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 (FY23)**.

This window is currently scheduled to close on 9/13/23 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 (FY23)**.

The Initial Exiting Student Follow-up is scheduled from **10/19/22 through 1/6/23** while the **Final Exiting Follow-up** is scheduled from **2/9/23 through 8/4/23**.

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 - Exiting Student Follow-Up (FW)
- ☒ 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

CS/STEM

Remember:

The Non-Graduate Core Summary Transfer is in the separate S Collection Window called **Current Graduation Credit Progress Collection (FY23)**.

This window is currently scheduled to close on 9/13/23 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 (FY23)**.

The Initial Existing Student Follow-up is scheduled from 10/19/22 through 1/6/23 while the Final Exiting Follow-up is scheduled from 2/9/23 through 8/4/23.

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
<input checked="" type="checkbox"/>	Select all transfers
<input checked="" type="checkbox"/>	Transfer - District Testing (DT)
<input checked="" type="checkbox"/>	Transfer - Exiting Student Follow-Up (FW)
<input checked="" type="checkbox"/>	Transfer - Organization - General Information (DN)
<input checked="" type="checkbox"/>	Transfer - Student Acceleration (FB)
<input checked="" type="checkbox"/>	Transfer - Student Attributes - Effective Date (FD)
<input checked="" type="checkbox"/>	Transfer - Student Attributes - No Date (FN)
<input checked="" type="checkbox"/>	Transfer - Student Contact (FF)
<input checked="" type="checkbox"/>	Transfer - Student Contact Address (FG)
<input checked="" type="checkbox"/>	Transfer - Student Demographic (GI)
<input checked="" type="checkbox"/>	Transfer - Student Demographic - Race Detail (GJ)
<input checked="" type="checkbox"/>	Transfer - Student Discipline (GD)
<input checked="" type="checkbox"/>	Transfer - Student Gifted Education (GG)
<input checked="" type="checkbox"/>	Transfer - Student Non-graduate Core Summary (GC)
<input checked="" type="checkbox"/>	Transfer - Student Program (GQ)
<input checked="" type="checkbox"/>	Transfer - Student Special Ed. Graduation Requirement (FE)
<input checked="" type="checkbox"/>	Transfer - Student Special Education (GE)
<input checked="" type="checkbox"/>	Transfer - Student Standing (FS)
<input checked="" type="checkbox"/>	Transfer - Student Summer Withdrawal (FL)
<input checked="" type="checkbox"/>	Transfer - Student Transportation (FP)
<input checked="" type="checkbox"/>	Transfer - Student Truancy and Excessive Absence (FT)
<input checked="" type="checkbox"/>	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.