DECEMBER 2023 EMIS WEBINAR



DATE: December 20, 2023
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Agenda

- Assessments/Assessment Imports
- Special Education Import (SPS)
- Membership/Program Codes
- Reporting Contact Records
- Preschool Calendars
- Exiting Student Follow-up Records
- Courses/College Prep
- Steps for V-Lookup, Excel
- DN Attributes for KG Survey
- Next EMIS Webinar February 7, 2024 @ 10 a.m.



December 20, 2023

- SAT has released a new file layout for the FY24 school year
 - The layout can be located in the ITC Portal in the 2023-2024 Assessment Layout Formats folder and is titled "<u>data-layout-sat-esr-2023-24.pdf</u>"
 - PBSIS-28836 'FY24 Update SAT import field index numbers' has been created to update the SAT import in StudentInformation
- Alternate OELPA
 - Both the FY23 and the FY24 Alternate OELPA results are to be reported in FY24
 - It was recently determined that the Alternate OELPA is using a different results file layout than the OELPA
 - PBSIS-29402 has been submitted to create an import process for the Alternate OELPA to import into StudentInformation
 - Steps for Work Around are listed on the next slide

- Alternate OELPA Steps for Work Around
 - Districts should download the ALT Oelpa results selecting the following options:
 - Report Type Student Data
 - Report Format TXT
 - Output Data File for Each Test (Subscores are not available in the Single Combined Data Layout)
 - Save the file to their computer, since it cannot be loaded into StudentInformation at this time.
 - They can manually enter their test results into StudentInformation if they so desire. They will want to remember to select the Test Type of ALT when doing so. They will also want to enter them into the appropriate school year depending on when they were taken.

- KRA Assessment/Import
 - On 12/14/23 we received the following message pertaining to the KRA results files: "KRA report has been set back to original format. Department of Children and Youth will email districts when the reports are ready for download."
 - As of today's date, that communication has not yet been sent to the districts.
 - When the KRA results files were first available for districts to download, it was determined that the results file layout had been substantially changed from the prior year. No notification had been provided to districts or vendors that changes were occurring
 - After that we received word that the Vendor was been working to adjust the results files to what they had been previously
 - Once available, districts will need to download the 'new' version of results to successfully import them
 - The assessment reporting window for the KRA results is February 16, 2024

- DPR Growth (STAR) Assessment/Import
 - Typically the STAR imports without issues
 - Sometimes a file is received by the district that does not meet the loading parameters; these issues were discussed in a prior EMIS Webinar a couple years back
 - We've decided to share them again so they are available easily and quickly, and those slides are the next 3 displayed

- Format Column AD (Activity Completed Date) to be Short Date instead of General
- To do this, select the AD Column, and where it indicates General, choose Short Date
- For some districts that has resolved the issue and the file is then imported
- Column AH is the Unified Scale value that should be reported for the score



- When the work around on the prior slide does not resolve the issue, check the following
 - If there are rows of data that do not have a value in the Column AD (Activity Completed Date), and they also do not have scores in Column AH (Unified Scale), note which students are listed in those records
 - Once you've noted those students, those empty rows can be removed from the import and the file re-saved
 - You will need to manually enter a STAR Renaissance record for those students who are removed, with a Score Not Reported Reason
 - The file can then be imported

- Some districts have received a file where Column AD has no dates in it for any student
- Some districts have received a file where Column AD has old dates in it, such as 6/1/1900
- In the event that your district receives this type of file, they need to check and see if there is an updated file in the vendor download. If there is not, they need to reach out to the Renaissance vendor and request assistance
 - At that time, the district should be provided with a new file with the corrected data in it
- In the event that the only issue the import file has, is the related to updating the Column AD, and the import does not work after doing so, the district will need to reach out to the vendor for assistance in correcting the file

- We did have one import file this year that was not fixed using any of these methods, and they were advised by the testing vendor that the file was in the correct format. They used the following steps to resolve their issue and imported the file
 - Removed any rows with no values in Column AH
 - Updated the date in Column AD to 10/31/2023 after it had been changed to 1/0/1900
 - Removed any rows that had duplicates in Column R (SSID) AND Column AH (unified scaled score)
 - Removed all data in Columns BF, BG, BI, BJ, BK, BL, BM, BN
 - Edited any value that had '>' or '<' symbols leaving the numbers only
 - Removed any rows where Column L had a student name rather than a guid



SPECIAL EDUCATION IMPORT (SPS)

- At the present time, the following program codes will be imported when using this process:
 - 210XXX
 - 211XXX
 - 215XXX
 - 217XXX
 - 221XXX
- The process is tentatively expected to be updated in 23.3 to also include the following program codes (PBSIS-28929):
 - 151XXX
 - 152XXX
 - 220XXX

		///
		_ /
Q Go To St	tudentInformation > Management > Import/Export > Special Education Import	(SpS)
Special Ec	ducation Import (SpS) • SpS file to import.	
District: School Year:	Madison 2023-2024	
mport Method:	Physical File	
ile name:*	Browse Sample.GQ.Import.txt	
-Run Ontio	File must be in txt format.	
Student Att	rributes (FD)	
Student Pro	ogram (GQ)	
Student Spe	ecial Education Events (GE)	
Student Spe	ecial Education Graduation Requirement (FE)	
Student Aci	hievement Test	
Student Kin	ndergarten Readiness Assessment	
Student Nex	xt Generation Assessment (GN)	
Student End	d of Course Exam (GE)	
Import		

MEMBERSHIP/PROGRAM (GQ) CODES

- ODE EMIS Change 25-25, Remove Staff ID Reporting from Work-Based Learning Program Codes
 - This change is to be effective in FY25, and removes the requirement to report Staff ID for Work-Based Learning Hours Program Codes (310040, 310099, 310249, 310499 and 310500)
 - We received a report of districts receiving the GQ.0017 warning error in FY24 if they included the Staff ID for these Work-Based Learning Hours Program Codes; if the district removed the Staff ID, no errors were received and the data was accepted as expected

REPORTING CONTACT RECORDS

- Prior to FY24, the only districts that reported the FF and FG (contact) records were community schools
- In FY24, an update was made to permit any district to report the FF and FG records to the Data Collector
- Some prep work is required to be completed by the districts for this to work as expected for districts other than Community Schools
- 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 StudentInformation Student and Registration Guide, Contact Type Codes Maintenance section. Only contacts with Legal Guardian checked will be reported to EMIS.
- The NCES Codes (FF070) are located in the EMIS Manual, Ch. 2.19.

PS CALENDAR EXAMPLES OF INSTRUCTION TIME

This table provides examples of activities that can be counted as instruction time. They apply to all preschool students reported to EMIS regardless of funding source.

Activity	Can count as instruction time*		
Nap time	No		
Breakfast	Yes		
Lunch	Yes		
Recess	Yes		
Parent Teacher Conference Time	2.5 hours can be counted twice per year		
	2.5 hours can be included twice per year		
Professional Development Time	if the program is closed for		
	professional development for teachers		

*Unless specified otherwise in the IEP

EXITING STUDENT FOLLOW-UP RECORDS

- When reporting the Exiting Student Follow-up Records (FW), those records go to ODE with the student's EMIS ID in position 23-31
- When reporting the Industry Credential (FA) records in the Exiting Student Follow-up Collection, those records can be reported with either the EMIS ID or the SSID. This is a change from the beginning of the reporting period. Previously an error was being received if the records were being reported with the SSID
- For Exiting Students who have Industry Credentials that were taken after 6/30/23 districts no longer need to use the FFE to report those FA Industry Credential (GW) records – steps on the next slide

EXITING STUDENT FOLLOW-UP RECORDS

- Use the following steps to report the FA Industry Credentials (GW) as part of the Exiting Student Follow Up Collection
- For students who took Industry Credentials during the FY23 school year and the results have been added to the Industry Credentials screen, nothing additional needs done
- For students who took Industry Credentials after 6/30/23, those records need to be added for the students who are in the Exiting Student Follow-up Collection
 - Put the 22/23 school year in context as well as the student that needs the assessment added
 - Navigate to <u>StudentInformation</u> > <u>SIS</u> > <u>Student</u> > <u>Assessment</u> > <u>CTE</u>
 <u>Industry Credential</u> and add the assessment using the test date after 6/30/23
 - Once complete, return to FY24 and transfer the FW and FA (GW) records; the assessments taken after 6/30/23 should be included in the transfer file

QUESTION ON COURSES/GENERAL TAB/COLLEGE PRER

 The highlighted College Prep box was added to this screen in anticipation of the E-transcript. E-transcript has been cancelled.
 We are trying to determine if any districts use this field, and if so, what for?

Q Go To StudentInformation > Management > School Administration > Scheduling Administration > Course Maintenance > Course From this screen you can display or change information regarding courses								
General Marks	Miscellaneous EMIS	Pre/Co-requisites < Prev: 110 Next: 111 >						
While the Code can be up to 15 characters, 10 characters or less is recommended.								
Code:*	110A	Abbreviation:* LANGART						
Name:*	LANGUAGE ARTS	Short Name:* LANG ARTS						
Description:	A+	4						
Hours of Instruction:*	150	Scheduling Priority: ^{*5}						
Display on Public Module: Is Active:								
Is High School Credit:		Is In Update History: 🗸						
Roll course to next yea	r: 🔽	Core Course: 🗹						
College Prep:		Dual Credit:						
Display on ParentAccess: NCAA Core Course								
Save								

- What is a purpose of V-Lookup, and how is it helpful to EMIS folks?
 - One use is that it allows a person to take a report received from ODE that does <u>not</u> include a student's name, and associate the data in that report with the student's name
- What do you need?
 - The report you want to use from ODE In this instance we are using a Reading Diagnostic Results report
 - My sample EZQuery list includes at the following fields (you can include any fields you want, but either the name fields and the EMIS ID or the SSID needs to be included):
 - First Name
 - Last Name
 - EMIS ID
 - Status
 - SSID

- What do you need, cont'd?
 - OR instead of running an EZQuery list, you can use a report in your possession that has the SSID numbers and the names of students. Examples include the FTE Detail, S Collection or Grad Cohort files
 - Then make certain that both files have the SSIDs listed in alphabetical order.
 You may need to use the sort functionality to update them to the alphabetical order
 - On the file that already has the SSIDs and the student names, move the SSID number to Column A
 - On the receiving file that does not have names yet, add a column for First Name and Last Name to the spreadsheet, I did this in Columns M and N
 - Put your cursor in Cell M2 and click the function symbol, then choose the VLOOKUP (if you don't see VLOOKUP, type VLOOKUP into the Search for a function box) and it should pop up and open the 'Function Arguments'
 - With your cursor in the cell M2 (because this is where you want the First Name to appear), you enter the Lookup_value of B2 by clicking the B2 cell

- What do you need, cont'd?
 - Then for the Table Array field, you go to the document that you will be pulling the data from, and in this case you would select columns A2 through C6, as the SSID is what you will be matching on, and the Names are the values you want to bring in
 - Then for the Col_index_num field, you go to the document that you will be pulling the data from, and choose the number of the cell you want included. In this case that number would be 2 for the first name, so you enter the number 2

Function Arguments								
VLOOKUP								
Lookup_value	B2		=	"FP6666666"				
Table_array	3-41f5-8f13-fd491ed'!\$A\$2:\$C\$6		=	{"FQ66666666", "Tony", "Barnes";" JS99999999", "Debbi				
Col_index_num	2		=	2				
Range_lookup	False		=	FALSE				
= Looks for a value in the leftmost column of a table, and then returns a value in the same row from a column you specify. By default, the table must be sorted in an ascending order. Range_lookup is a logical value: to find the closest match in the first column (sorted in ascending order) = TRUE or omitted; find an exact match = FALSE.								
Formula result =								
Help on this function OK Cance								

- What do you need, cont'd?
 - Since we also want the last name to come in also, we need to repeat these steps:
 - Put your cursor in Cell N2 and click the function symbol, then choose the VLOOKUP (if you don't see VLOOKUP, type VLOOKUP into the Search for a function box) and it should pop up and open the 'Function Arguments'
 - With your cursor in the cell N2 (because this is where you want the Last Name to appear), you enter the Lookup_value of B2 by clicking the B2 cell
 - Then for the Col_index_num field, you go to the document that you will be pulling the data from, and choose the number of the cell you want included. In this case that number would be 3 for the first name, so you enter the number 3
 - Then for the Range_lookup type in FALSE. This value is always FALSE.
 - At this point the name will be filled into the cell you select (N2), then use the corner square at the bottom to move down to the bottom of columns M and N, and all the student names will be populated



- What do you need, cont'd?
 - The last step here, and it's important, is that you need to select all the names you populated in these two columns, and copy them. Once copied, you need to paste them over the data that is there using the Paste Option 123 so that the 'function' is removed and the cells are formatted as text

Paste Options:



Questions?

Next Webinar: February 7, 2024, 10:00 a.m. Registration is open