

MARCH 2024 EMIS WEBINAR



DATE: March 20, 2024

PRESENTED BY: Janice Ditto, Management Council
StudentInformation State Support Team

Agenda

- Student Information Documentation
 - Retention/Promotion
 - Contact Reporting and NCES Codes
 - Courses, General Tab, Dual Credit
 - ODE EMIS Change 24-73, Literacy Instruction
 - Assessments
 - EMIS Change 24-101 CTE at Ohio Technical Centers (OTCs)
 - Update - Count of Graduation Points at Entry
 - Questions?
-
- Next EMIS Webinar [May 1, 2024 @ 10 a.m.](#)



STUDENT INFORMATION DOCUMENTATION 23.3

- Documentation updated and posted:
 - FY24 Period S EMIS Checklist
 - FY24 Period L EMIS Checklist
 - EMIS Situations, A Guide to Understanding EMIS Situations
- Document updates in progress:
 - FY24 Assessment Checklist
 - FY24 Calendar Documentation
 - FY25 Retention Reporting Checklist



RETENTION/PROMOTION

- ODE EMIS Change 25-24 Adds New Retained/Promoted Status Option
- FY25 Retention Reporting will occur over the summer – dates not yet released, typically short window
- If Fall Initialization has not been run at the district yet, districts will want to mark the FN Attributes tab for retained students to Exclude FN Records from Fall Initialization updates, so that the Retained/Promoted Status does not update to ‘*’ when Fall Initialization is run
- The new value Retained/Promoted Status has the new value as displayed below:
 - P Student was retained at the end of the previous school year due to the Third Grade Reading Guarantee, but was not retained because of parent/guardian request as outlined in Ohio law.
- The value of ‘P’ has been added to StudentInformation in both FY24 and FY25 so that it is available to select in FY24 for the FY25 EMIS reporting



RETENTION/PROMOTION

- ODE EMIS Change 25-24 Adds New Retained/Promoted Status Option

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: 03/19/2024 1:29 PM by User: Janice

EMIS Grade Next Year: 04 - Fourth Grade

Retained/Promoted Status: P - Retained at end of prev school year TGRG but not ret by parent req

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

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



CONTACT REPORTING & NCES CODES

- To report the Contact records (FF&FG) for traditional districts, those districts must set up the NCES codes up at the District Level on the Contact Type Codes Maintenance
- Additional information for the Contact Type Codes can be located in the *ProgressBook StudentInformation Student and Registration Guide, Contact Type Codes Maintenance section*

StudentInformation > Management > School Administration > Student Codes Administration > Contact Type Codes

Contact Type Codes Maintenance

From this screen, you can display, add, change and delete contact type codes.

[Add Contact Type Code](#) [Map Professional Contact Codes](#)

	Code	Name ▲	Description	Count	District Codes	Professional Contact	NCES Contact Type	Active
		DENT	Dentist	Dentist	0	-- Select a Professional Code --		
		DOCT	Doctor	Doctor	0	-- Select a Professional Code --		
		FATH	Father		91	-- Select a Professional Code --	1727 - Father, natural/adoptive	
		HOSP	Hospital	Hospital	0	-- Select a Professional Code --		
		GUA	LEGAL GUARDIAN		52	-- Select a Professional Code --	1753 - Court appointed guardian	
		MOT	Mother		474	-- Select a Professional Code --	1735 - Mother, natural/adoptive	
		SELF	OVER 18		96	-- Select a Professional Code --	SELF - SELF	
		PARO	Parole Officer	Parole Officer	0	-- Select a Professional Code --		
		PRBA	Probation Officer	Probation Officer	0	-- Select a Professional Code --		
		SOCI	Social Worker	Social Worker	1	-- Select a Professional Code --	1753 - Court appointed guardian	
		THER	Therapist	Therapist	0	-- Select a Professional Code --		

Show Active Only



CONTACT REPORTING & NCES CODES

- Create a 4 digit code for the type of contact you need
- Name field must also be completed – just use the description of the Code that best fits your needs
- In order for the codes to be reported, the NCES Contact Type Code must also be completed
- The NCES Contact Type Code contains all selections included in the EMIS Manual

Q Go To StudentInformation > Management > School Administration > Student Codes Administration > Contact Type Codes

Contact Type Codes Maintenance

From this screen, you can display, add, change and delete contact type codes.

Code:* AUNT

Name:* Aunt to student

Description:

Default Settings for Contacts of this type:

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

NCES Contact Type Code: 1720 - Aunt

Is Active:
Is Publicly Viewable:

Save Save and New Cancel



COURSES, GENERAL TAB, DUAL CREDIT

- The Dual Credit checkbox on the Courses General Tab was originally put in place due to the eTranscript that ODE planned to implement
- E-Transcript is no longer happening, but the Dual Credit checkbox is also used for college coursework calculations in the grad points section of StudentInformation and should be checked for courses earning dual credit

Go To StudentInformation > Management > School Administration > Scheduling Administration > Course Maintenance > Courses

From this screen you can display or change information regarding courses

General Marks Miscellaneous EMIS Pre/Co-requisites < Prev: 212 Next: 215 >

i While the Code can be up to 15 characters, 10 characters or less is recommended.

Code:* 213 Abbreviation:* CALC. II

Name:* CALCULUS II Short Name:* CALCULUS II

Description:

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 year: Core Course:

College Prep: Dual Credit:

Display on ParentAccess: NCAA Core Course:



ODE EMIS CHANGE 24-73 LITERACY INSTRUCTION

- This change reflects updates in HB 33 which require districts to report the following information:
 - The core curriculum and instructional materials being used for English language arts in grades preschool through five
 - The reading intervention programs being used grades preschool through twelve
- It will also require the reporting of the Status of each program as well as being reported for each grade level as required
- We received these proposed updates approximately 10 days ago; we are determining if a hotfix can be delivered that will include these DN Attributes so that districts may be able to have them prior to June 5 (not yet determined)
- Districts should be gathering this information now, so that it is quickly available to them once the reporting process is enabled



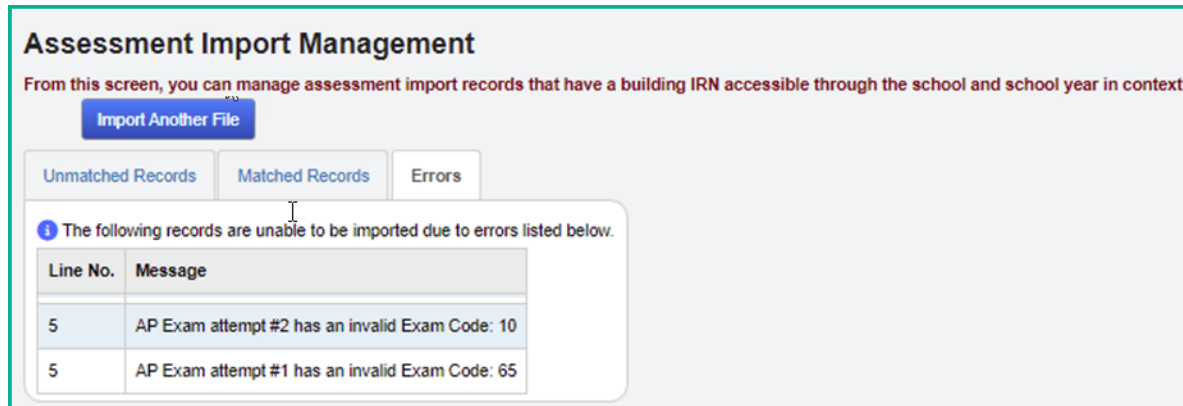
ASSESSMENTS

- FY23 Alternate OELPA
 - The FY23 Alternate OELPA is required to be reported with the FY24 Alternate OELPA results
 - Questions have arisen as to whether students who graduated in FY23 or students who withdrew in FY23 are required to be reported, and we were advised that it would not be an issue if they were not reported since they are no longer enrolled
- KRA
 - The KRA Reporting window has been extended to April 4



ASSESSMENTS

- Advanced Placement Exams
 - Two new AP exams were added for FY24
 - AP Precalculus (Code 65)
 - AP African American Studies (Code 10)
 - Both of these assessments can be added manually at the present time
 - The import for AP Exams will not import the new codes for these two assessments
 - PBSIS-31255 FY24 - Add new AP Exam Codes to AP Import process has been submitted to correct the import issue
 - If an AP Exam import file includes Code 65 or Code 10, an error will be received on the Error tab when importing. This should alert the district that they will need to manually enter those records when the error is received. The error includes the Line No. for the record in the import file, which makes it easier for the district to verify the student needing the update



Assessment Import Management

From this screen, you can manage assessment import records that have a building IRN accessible through the school and school year in context.

[Import Another File](#)

Unmatched Records | **Matched Records** | Errors

i The following records are unable to be imported due to errors listed below.

Line No.	Message
5	AP Exam attempt #2 has an invalid Exam Code: 10
5	AP Exam attempt #1 has an invalid Exam Code: 65



ASSESSMENTS

- Tier 1 Dyslexia Screener Results Upload and Reading Diagnostic Results Upload Templates have been added to the Analytics Hub – Assessment folder. Each template will generate a .csv file that can be edited and uploaded using the Assessment Imports.

★ **Dyslexia Screener Results Upload Template**

Creates the upload template of students who are eligible to take the Tier 1 Dyslexia Screener. The user will need to verify the data and add the assessment results to the template before uploading.

★ **Reading Diagnostic Results Upload Template**

Creates the upload template of students who are eligible to take the Reading Diagnostic. The user will need to verify the data and add the assessment results to the template before uploading.



ASSESSMENTS

- Reading Diagnostics Results Upload Template
- Dyslexia Screener Results Upload Template (Tier 1)
- Questions remaining with regard to which values/scores get reported for each of these assessments
- Concerns shared regarding reporting assessment types related to the I-Ready/possible changes regarding the following codes:
 - CAIR
 - CADF
 - CADI
 - CAML
 - CAPR



ASSESSMENTS

- Reading Diagnostics Results Upload Template
- Dyslexia Screener Results Upload Template (Tier 1)
- Each of these templates is utilized to import the expected assessment results for the Reading Diagnostics or the Tier 1 Dyslexia Screener
- The templates can be run by district or by building, and are downloadable into a .csv format which can be loaded into excel to view – be aware that formatting can change when you open a .csv file into excel for dates – so you may need to update the date format back to its original format
- The output in Column B of each of these templates is a guid. It is not required to import a student's test data



ASSESSMENTS

- **Reading Diagnostics Results Upload Template**
- **Dyslexia Screener Results Upload Template (Tier 1)**
- Students can be selected for the templates using their School Name, Status and State Equivalent Grade level, or a combination of any of these
- Students can be added to the template manually and removed from the template manually
- When manually adding student(s) to the template, you will not need to complete Column B, just leave it blank; all other values need to be completed



ASSESSMENTS

- Reading Diagnostics Results Upload Template

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	district_IRI	student_id	district_stud	state_student_id	school_IRI	student_fir	student_m	student_last_name	dob	Grade Lev	disability_code	ell_lep	Accommo	Assessme	Test Date (MM/DD/YYYY)	Score
2	049411	5ea3dc43-	111111111	XX1231231	004390	JOHN	B	DOE	10/02/2012	5	5	N	**	RD		
3	049411	e19eed18-	222222222	XX2342341	004390	JANE	J	DOE	10/02/2012	5		N	**	RD		

- Dyslexia Screener Results Upload Template (Tier 1)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	district_IRI	student_id	district_stud	state_student_id	school_IRI	student_fir	student_m	student_last_name	dob	Grade Lev	disability_code	ell_lep	Accommo	Assessme	Test Date (MM/DD/YYYY)	Score
2	049411	5ea3dc43-	111111111	XX1231231	004390	JOHN	B	DOE	10/02/2012	5	5	N	**	DS		
3	049411	e19eed18-	222222222	XX2342341	004390	JANE	J	DOE	10/02/2012	5		N	**	DS		



ASSESSMENTS

- Importing Reading Diagnostics Results Upload Template
- Importing Dyslexia Screener Results Upload Template (Tier 1)

Q Go To StudentInformation > SIS > Assessment > Assessment Imports

Assessment Imports

Assessment Type: * (Please select an assessment type...)

File Name: *

Upload

- ACT WorkKeys Vendor File
- ACT WorkKeys Import from Template
- AP Exam
- Assessment Extract
- DPR Growth (NWEA)
- DPR Growth (STAR)
- KRA
- OCTCA
- ODDEX File
- ALT OELPA
- OELPA
- OELPS
- OST
- PLAN
- PSAT/NMSQT
- PS COS
- PS ELA
- Reading Diagnostic
- SAT Import
- Tier 1 Dyslexia Screener

Q Go To StudentInformation > SIS > Assessment > Assessment Imports

Assessment Imports

Assessment Type: * Reading Diagnostic

Product Name: * (Please select a product...)

File Name: *

Upload

- (Please select a product...)
- AEDD - DIBELS Data System (DDS) with DIBELS 8th Edition
- AEMC - mCLASS DIBELS 8th Edition
- ALRE - Acadience Reading K-8
- CADF - Literacy Tasks for Pseudoword Decoding Fluency
- CADI - i-Ready Diagnostic for Reading
- CAIR - i-Ready® Assessment
- CAML - Literacy Tasks for Mixed Case Letter Naming Fluency
- CAPR - Literacy Tasks for Passage Reading Fluency
- DERD - Ohio Reading Diagnostic
- EDEP - Exact Path
- ISER - Istation's Indicators of Progress Early Reading (ISIP ER)
- LVRE - Acadience Reading K-8 (formerly DIBELS Next)
- NWVG - MAP Growth
- NWVR - MAP Reading Fluency
- OTH1 - As communicated by an EMIS Newsflash. In most years this code will not be valid
- OTH2 - As communicated by an EMIS Newsflash. In most years this code will not be valid
- OTH3 - As communicated by an EMIS Newsflash. In most years this code will not be valid
- PCAI - aimswebPlus
- RIIA - The Iowa Assessments™



ASSESSMENTS

- **Importing Reading Diagnostics Results Upload Template**
- **Importing Dyslexia Screener Results Upload Template (Tier 1)**
- After making your import selection, the following message will appear “DO NOT import vendor files, please use the template provided in the Analytics Hub.”
- After importing, any of these messages could appear on the Errors tab of the Assessment Import Management screen for either assessment type and may require updates to the import file:
 - Date is invalid
 - Incorrect format
 - Test score is in incorrect format
- Records that don't match the import criteria will appear on the Unmatched Records tab



ASSESSMENTS

- Importing Reading Diagnostics Results Upload Template
- Importing Dyslexia Screener Results Upload Template (Tier 1)
- Period A Transfers to the Data Collector:
 - The 'RD' or 'DS' will be included in the transfer file
 - The 4 digit Assessment Area Code will be included in the transfer file
 - The Test Grade Level is '**' in positions 34-35 of the transfer file
 - All other records for the FA transfer file will be included

Q, Go To StudentInformation > EMIS > Assessment Reporting Coll. (A)

EMIS - Create Flat Files - Select Files

From this screen, you can transfer Assessment Collection (A) records.

Request Type Program Selection

- Select all transfers
- Transfer - ACT (AC)
- Transfer - AP (AP)
- Transfer - CTE Industry Credential (GW)
- Transfer - CTE Student Assessment - OCTCA (GY)
- Transfer - DPR Growth Assessment (GD)
- Transfer - End of Course (GE)
- Transfer - HS Alternate Assessments (GX)
- Transfer - International Baccalaureate (IB)
- Transfer - KRA (GO)
- Transfer - Next Generation Assessment Grades 3-8 (GN)
- Transfer - OELPA (GF)
- Transfer - Preschool COS (GM)
- Transfer - Preschool ELA (GB)
- Transfer - Reading Diagnostic (RD)
- Transfer - SAT (SA)
- Transfer - Student Achievement OAA (GA)
- Transfer - Tier 1 Dyslexia Screener (DS)
- Transfer - WorkKeys (WK)

Transfer Type:^{*}

Flat file transfer

Flat file transfer for Data Collector

< Back Submit Cancel

ASSESSMENTS

- Reading Diagnostics Maintenance Screen

Actions	Test Administration	Product Name	Grade Level at Time of Test	Score Not Reported	Score
	03/04/2024	CADF - Literacy Tasks for Pseudoword Decoding Fluency	02	* - Option Not Applicable, Student took the test	BLW

- Tier 1 Dyslexia Screener Maintenance Screen

Q Go To StudentInformation > SIS > Student > Assessment > Tier 1 Dyslexia Screener Black River Local 2023-2024

Actions	Test Administration	Product Name	Grade Level at Time of Test	Score Not Reported	Accommodations	Score
	12/08/2023	CAPR - Literacy Tasks for Passage Reading Fluency	05	*	NO	7



EMIS CHANGE 24-101 CTE AT OHIO TECHNICAL CENTERS (OTC)

- FY24 – Add new Sent to Reason option of TC
- FY24 – Add new Delivery Method for courses
- Although these updates are ready to be utilized in StudentInformation, please **DO NOT** begin updating your data at this time
- ODE has not yet updated the Data Collector to accept the new values we will be discussing on the next several slides



EMIS CHANGE 24-101 CTE AT OHIO TECHNICAL CENTERS (OTC)

- FY24 – Add new Sent to Reason option of TC
- 4 new EMIS Situations have been added that will utilize the Sent to option 'TC'
 - Situation 644 - Resident Student also attends Ohio Technical Center (OTC) more than 100% of time (regular district)
 - Situations 645 - Non-Resident Student also attends Ohio Technical Center (OTC) more than 100% of time (regular district)
 - Situation 646 - JVS Student also attends Ohio Technical Center (OTC) more than 100% of time (JVSD district)
 - Situation 647 - Other JVS Student also attends Ohio Technical Center (OTC) more than 100% of time (JVSD district)



EMIS CHANGE 24-101 CTE AT OHIO TECHNICAL CENTERS (OTC)

- FY24 – Add new Sent to Reason option of TC

EMIS Situation: * 646 - JVS Student also attends Ohio Technical Center (OTC) more than 100% of time

District Relationship: 1 - Stud. rcvg instr. in whole/part from rep. dist

How Received: * - Not Applicable

Percent of Time: 100

Attending Building IRN: 030080 - Pioneer Career & Technology

County of Residence: * 17 - Crawford

District of Residence: 049478 - Ontario Local

How Received IRN: *****

Tuition Type: N - Non-tuition student (default)

Assigned Building IRN: *****

Sent To 1:

Reason: TC

IRN: 050773 - Apollo

Percent of Time: 20

Sent To 2:

Reason: NA - Not sent to another district (default)

IRN: *****

Percent of Time: 0



EMIS CHANGE 24-101 CTE AT OHIO TECHNICAL CENTERS (OTC)

- FY24 – Add new Sent to Reason option of TC
 - If a student's total percent of time including OTC courses is less than or equal to 100%, then the Sent to Reason of 'TC' would not be used
 - The Sent to Reason 1 or Sent to Reason 2 value of TC should only be utilized for the portion of time that a student is taking OTC courses over 100% of time; examples below
 - If a student is 50% of time at a traditional district, 30% of time at the JVS and 20% of time at the JVS taking OTC courses, that equals 100% of time and the Sent to Reason of TC would **NOT** be used; the student would be reported with 50% of time at the traditional district and 50% of time at the JVS
 - If a student is 50% of time at the traditional district, 50% of time at the JVS and is also taking OTC courses that puts them over and above the 100% of time, then they should be reported with the extra time using one of these EMIS Situations and the Sent to 1 Reason 'TC'



EMIS CHANGE 24-101 CTE AT OHIO TECHNICAL CENTERS (OTC)

- FY24 – Add new Sent to Reason option of TC and How to Report Attendance over 100% of time
 - Attupemis (nor the nightly calculation) have the ability to calculate attendance for students who have more than 100% of time
 - Attendance for the percent of time reported when the Sent to 1 (or Sent to 2) reason is 'TC' is **NOT** included in the attendance calculations
 - Attendance will need to be manually added for students taking OTC courses for the percent of time over 100%; anything under the 100% will be calculated and included in attendance reporting
 - This additional attendance should be added to the correct FS record on the FS Attendance tab of the student's profile under the Other Entity section. Districts will need to determine the attendance values to be reported and add them to the Other Entity section (screenshot next slide)



EMIS CHANGE 24-101 CTE AT OHIO TECHNICAL CENTERS (OTC)

- FY24 – Add new Sent to Reason option of TC and How to Report Attendance over 100% of time
 - When adding the amount of OTC attendance on the FS Attendance tab for a student, districts will want to be certain that the values are entered in the appropriate Current Entity fields for the appropriate FS records (If the student has more than one FS record)

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

		Start Date	Withdraw Date	Withdraw Reason	EMIS Situation	District Relationship	District Of Residence	How Received	How Received IRN	Percent Of Time	Attending Building IRN	Sent To Reason 1	Sent To IRN 1	Sent To % Of Time 1
		1/8/2024		**	646	1	049478	*	*****	100	030080	TC	000110	20
		7/1/2023		**	302	1	049478	*	*****	100	030080	NA	*****	0

Show Current Year Only



EMIS CHANGE 24-101 CTE AT OHIO TECHNICAL CENTERS (OTC)

- FY24 – Add new Sent to Reason option of TC and How to Report Attendance over 100% of time
 - Attendance for the Sent to Percent of Time when the Sent Reason is TC will need to be manually added to the Other Entity Attendance fields
 - Be certain to select the correct FS record when adding the attendance
 - The Other Entity Attendance values will remain in place even when the nightly attendance calculation is run or when Attupemis is run (not overwritten)
 - The Other Entity Attendance values will need to be updated periodically so that the values reflect the current amount of attendance and absences from the OTC
 - The FS record will report all attendance in the grid, so basically it will add the calculated attendance (for attendance at the JVS) and the Other Entity attendance together in the FS transfer file





EMIS CHANGE 24-101 CTE AT OHIO TECHNICAL CENTERS (OTC)

- FY24 – Add new Sent to Reason option of TC and How to Report Attendance over 100% of time

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
	1/8/2024		**	212.75	0.00	0.00	0.00	0.00	0.00
	7/1/2023		**	507.73	7.70	2.07	0.00	0.00	0.00

Show Current Year Only

Be sure to click the edit pencil for the record where attendance should be added

Last Modified: 02/29/2024 1:53 PM by User: Janice

Effective Start Date:

District Withdraw Date:

Add Attendance Hours here

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="37.00"/>	<input type="text" value="212.75"/>	<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"/>



EMIS CHANGE 24-101 CTE AT OHIO TECHNICAL CENTERS (OTC)

- FY24 – Add new Course Delivery Method Option ‘TC’
 - For students taking CTE courses through an Ohio Technical Center (OTC), those courses must be included and approved on the CTE-26
 - The Delivery Method should be updated for the courses taken through the OTC, even if these courses do not put the students over 100% of Time
 - The course must have one of the ‘V’ Curriculum codes

Q Go To StudentInformation > Management > School Administration > Scheduling Administration > Course Maintenance > Courses

General Marks Miscellaneous **EMIS** Pre/Co-requisites < Prev: 1650A Next: 1700A >

1650B - SR GRAPHIC ARTS -B

Curriculum:* VT - Career Technical Education Workforce Development Based Anchor

Delivery Method:* TC - Ohio Technical Center (OTC); CTE course delivered at an OTC

Educational Option:* NO - Not an Educational Option Course

Student Population:* RG - Regular/General Students K-12

UPDATE COUNT OF GRADUATION CREDITS AT ENTRY

- Student Profile, FN Attributes tab updated to include Count of Graduation Credits at Entry
- Count of Graduation Credits at Entry is a display only field
- Displays students' credits toward graduation earned prior to the current school year
- Is populated after the 'Update – Count of Graduation Credits at Entry' process is run (located under the Period S – Program Selection area)
- The value is the total amount of credits a student has earned towards graduation as of **one day prior to their admission date** for continuing students (typically 7/1/XX)



UPDATE COUNT OF GRADUATION CREDITS AT ENTRY

- The value is the total amount of credits a student has earned towards graduation as of **one day prior to their district admission date** for new enrollees
- Once this process is run, and the values are present, this data will be included in the Period S Transfer of Student Attributes – No Date (FN) in positions 160-163

Q Go To StudentInformation > EMIS > Student Reporting Coll. (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 - Exiting Student Follow-Up (FW)
- Transfer - Exiting Student Industry Credentials (GW)
- Transfer - Organization - General Information (DN)
- Transfer - Student Acceleration (FB)
- Transfer - Student Attributes - Effective Date (FD)
- Transfer - Student Attributes - No Date (FN)
- Transfer - Student Contact (FF)
- Transfer - Student Contact Address (FG)
- Transfer - Student Demographic (GI)
- Transfer - Student Demographic - Race Detail (GJ)



UPDATE COUNT OF GRADUATION CREDITS AT ENTRY

- For new students coming in after the school year has begun, if they have earned credit in the current school year that is completed prior to their entry date into your district, you must be certain to complete the 'Date Completed' field on the Manually Entered Courses screen must be filled in with a date prior to the student's start date

Q Go To StudentInformation > SIS > Student > Course History > Manually Entered Courses

Course Details Student Marks

Code:* 660M Subject Area: [v]
Abbreviation:* PHYS ED Area of Study: PE - P.E. [v]
Short Name:* PHYS ED Level of Difficulty: [v]
Name:* PHYSICAL EDUCATION Add On Category: [v]
Section: [] Hours of Instruction: 120
Transfer Code: [v] Attempted Credits:* 0.500000 [v]
Date Completed: [] [calendar icon] Mark Bump: [v]
Ratio Denominator: 100 Rank Weight: [v]
College Credits Earned: 0.000000 [v] ⓘ Only required if the course is for college credit
Grade Level:* 10 - 10 [v] ⓘ This is the student's grade level from the student profile for the selected school year
Teacher Name: []
Course Description: []
Credit Flex: N - The course is not a Credit Flexibility Course [v]



UPDATE COUNT OF GRADUATION CREDITS AT ENTRY

- When running this process, 'Update - Count of Graduation Credits at Entry', users will need to check the buildings which they wish to include. They will want to include any buildings where there are students who may have high school credit (or CCP credit) for their courses

Q Go To StudentInformation > EMIS > Student Reporting Coll. (S)

Student Verify/Update - Collection (S)

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

Request Type Program Selection

- Update - Count of Graduation Credits at Entry
- 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

Q Go To StudentInformation > EMIS > Update Count of Grad Credits at Entry

Update Count of Grad Credits at Entry - (S) Black River Local

From this screen, you can update the Graduation Credits at Entry for all students.

Include Buildings:

Select All Buildings Clear All Buildings

- BRES - BLACK RIVER ELEMENTARY SCHOOL
- BRHS - BLACK RIVER HIGH SCHOOL
- BRJH - BLACK RIVER MIDDLE SCHOOL
- BRVA - Black River Local Virtual Academy

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Questions?

Next Webinar:

May 1, 2024, 10:00 a.m.

Registration is open