

JANUARY 2025 EMIS WEBINAR



DATE: January 22, 2025

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

Agenda

- CRDC Items
- Count of Graduation Credits at Entry
- Exiting Student Follow Up Records (FW)
- FY25L Initial Window Closing
- Fully Numeric EMIS IDs
- Next EMIS Webinar [March 26, 2025 @ 10 a.m.](#)



CRDC ITEMS

- Civil Rights Reporting, csv output file, Column A formatting issue

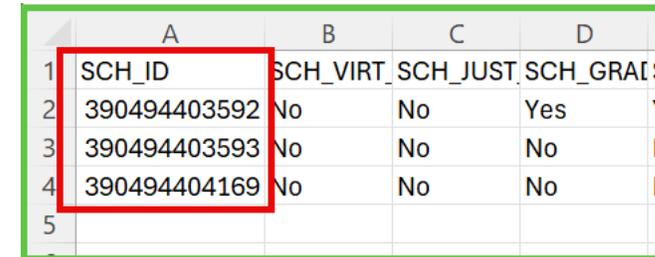
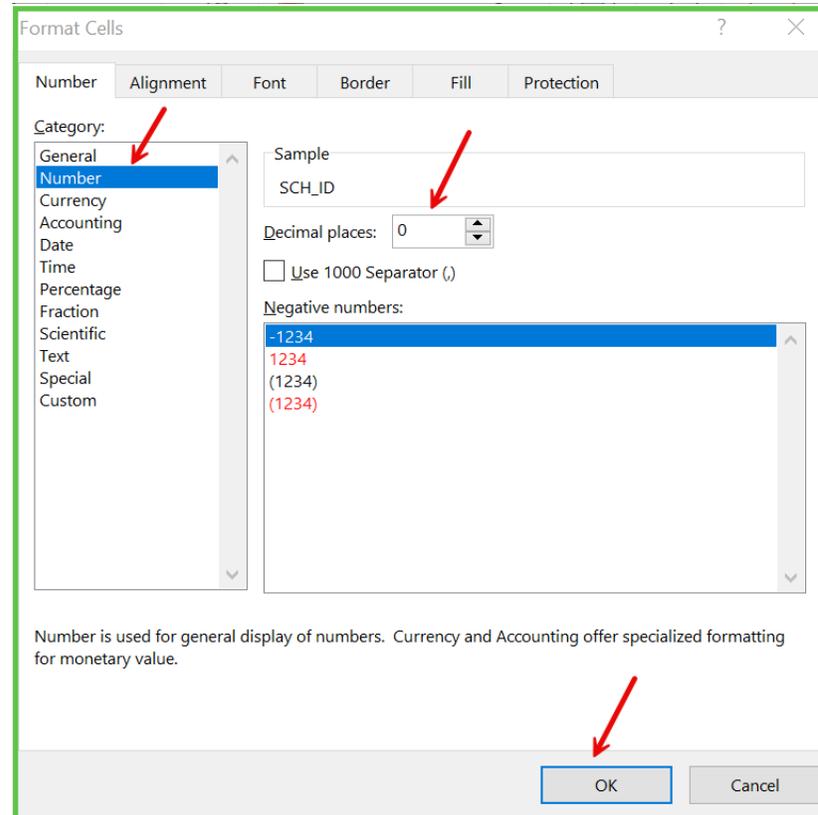
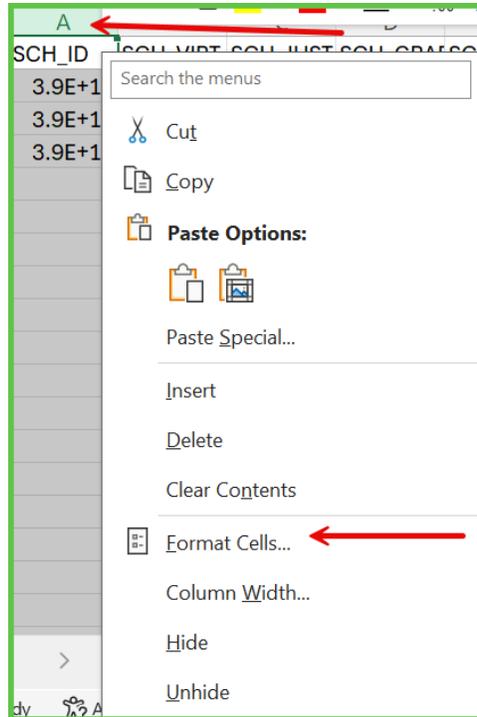
| SCH_ID | SCH_VIRT | SCH_JUST | SCH_GRAD |
|-------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| 3.90494E+11 | No | No | Yes |
| 3.90494E+11 | No |
| 3.90494E+11 | No |

- It has recently come to our attention that the NCES Code is not populating properly in Column A, SCH_ID, and does not import as expected into the CRDC
- This will be reported as an issue to be resolved, but the easy resolution for districts at this time is:
 - Open the report and right click on Column A
 - Select format cells, choose the number category and select 0 for the number of decimal places; then resave the file



CRDC ITEMS

- Civil Rights Reporting, csv output file, Column A formatting issue



A screenshot of an Excel spreadsheet with columns A, B, C, and D. The data is as follows:

	A	B	C	D
1	SCH_ID	SCH_VIRT	SCH_JUST	SCH_GRADES
2	390494403592	No	No	Yes
3	390494403593	No	No	No
4	390494404169	No	No	No
5				

The cells containing the long numbers in column A (rows 2, 3, and 4) are highlighted with a red box, indicating a formatting issue where they are not displayed as integers.



CRDC ITEMS

- Civil Rights Reporting
- December 19, 2024, a ProgressBlog was posted with regard to some issues with the Discipline Tables calculations in the Civil Rights Report – attached to the right
- As part of that ProgressBlog there was an attachment explaining what could be done to obtain correct information for reporting if a district was reporting prior to the release of v.24.2

Civil Rights Reporting – Discipline Tables Not Calculating as Expected



Created by [Janice Ditto](#)
Dec 11, 2024 • 1 min read • 15 people viewed

There are four discipline tables related to expulsion calculations in the Civil Rights Report that are not calculating as expected. See below:

DISC-14a: Students without disabilities who received Expulsions with Educational Services

DISC-16: Students without disabilities who received Expulsions without Educational Services

DISC-15a: Students with disabilities who received Expulsions with Educational Services

DISC-17: Students with disabilities who received Expulsions without Educational Services

Please see the attached document which provides additional information about v.24.2 and detailed information explaining what needs to be done to report these values for the 23/24 Civil Rights Reporting period (especially if your districts want to report prior to v.24.2 being released). [CRR Discipline Instructions.pdf](#)



CRDC ITEMS

- Civil Rights Reporting, Manual Civil Rights Data Entry
- When completing areas in the Manual Civil Rights Data Entry sections, any field that has a red asterisk next to it must have a value entered or you won't be able to save the data
- Example: STAFF section
 - If you only fill in some of the values where there are red asterisks and leave some of them blank, and then try to save, you will receive errors stating “Please enter a value.”
- The Release Training for v.24.2 ProgressBook updates is scheduled for Monday, January 27 at 1 p.m. and there will be Civil Rights updates included in that release



COUNT OF GRADUATION CREDITS AT ENTRY

- 95% of the time, the Count of Graduation Credits at Entry updates as expected
- We do have some issues with students who are coming into the school year who are new this year, but in a previous year they attended the district they are now returning to
- Previously the logic for this update was based off of the Core Summary Updates being processed
- In v.24.2 we will be hearing about this again, and also about the change in logic so that this item will update properly 100% of time
- Changes are listed on the next slide



COUNT OF GRADUATION CREDITS AT ENTRY

Go To 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: 03/6/2024 8:28 AM by User: jtupps

EMIS Grade Next Year: 11 - Eleventh 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/Promoted 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: 2024

CTE Program of Concentration: ** - Student is not a concentrator in any CTE Program

Count of Graduation Credits at Entry: 8.00

Value is generated after running the Update - Count of Graduation Credits at Entry process.



COUNT OF GRADUATION CREDITS AT ENTRY

- First, when entering manual course history for a student that is earned in the current year, the Date Completed field needs to be filled in for any credit earned in the current school year
- Second, the logic is being updated so that it looks at all the high school credits earned on the Student Course History
- Lastly, this value will no longer be dependent upon when or if the current or past years Core Summary has been run in update mode
- However, it is still important to run the Core Summary updates (Graduate and Non-Graduate) so that those values are properly reported for EMIS



EXITING STUDENT FOLLOW UP RECORDS

- Story PBSIS-34726 Duplicates in the Exiting Student Follow Up (FW) EMIS Transfer file if multiple people make updates to data highlighted in red on the Exiting Student Follow Up screen and save around the same time
- This item is one of the stories that is expected to be resolved in the upcoming 24.2 release
- In preparation for that resolution (as well as the remaining FLUP files to be released), districts need to verify whether or not they have duplicates in their transfer file to the Data Collector for the FW records
- If they do, please submit a ticket to us so that we can resolve the issues prior to the release



FY25L INITIAL WINDOW CLOSING

- The FY25L Initial Reporting Window for Traditional and SOES Districts closes 1/29/25
- The SOES and Traditional second reporting window opens on 2/6/25
- Districts want to be sure all of this data is updated and correct; the LRC will be based on the data obtained during the first window of Period L, and the second window of Period L will *not* update the data for the LRC
- Be sure CLISEMIS/CTRMEMIS is run both in verify and update so that all errors can be corrected and the data is reported accurately



FULLY NUMERIC EMIS IDs

- Districts are receiving Warnings for students who have fully numeric EMIS IDs
- Reason: These could be Social Security Numbers, and therefore ODEW will not publish those numbers in certain areas due to security concerns
- A couple years ago we discussed having districts update their EMIS IDs to have an alpha character at the beginning, A12312312
- Many districts did choose to make updates at that time, but many did not
- Updates can be made for an entire district at one time, however, it is best to wait until FY25S has closed (7/16/25)



FULLY NUMERIC EMIS IDs

- First steps:
- Submit a ticket to update the EMIS IDs and provide the following info:
- District Code (separate ticket for each school)
- Provide the 'EMIS Seed' that you would like to start with, ex. 1 alpha character with 8 numeric values, C00012345. Lora will begin with this number and all students in the current school year will be updated sequentially.
- My understanding is that once these students are reported in the SCR and Period S, ODE will have a crosswalk that updates their EMIS ID so that all the data remains with the appropriate student.
- Once Lora completes the updates, she will provide you with the last EMIS ID used for a student.



FULLY NUMERIC EMIS IDs

- After the Updates have been made by Lora:
- Navigate to StudentInformation > Management > School Administration > School Building Administration > School Demographics with the district in context.
- Click the Reset EMIS Seed radio button. This will blank out any values in the District EMIS Seed, Previous EMISId values and the EMIS Maximum Increment from Seed fields.
- Enter the last ID Lora assigned in the District EMIS Seed field and enter '1' in the EMIS Maximum Increment from Seed and click Save.
- Upon saving, the Previous EMIS Id field should populate with the last EMIS ID assigned by Lora.



FULLY NUMERIC EMIS IDs

- When a student who left the district previously, but re-enrolls after the EMIS IDs have been updated, their EMIS ID can be updated to utilize the same updated standard as follows after they return (This step is not required, but the district may want to utilize it):
- Using Registration Wizard, re-enroll this student at the district that he had previously been withdrawn from. Accept the non-strict match.
- Once registration is complete, pull up the student and navigate to his FS record. As expected, he retained the EMIS ID he previously had at the district.
- Update his EMIS ID to the next number in sequential order and save his record. (check the Previous EMIS ID on the School Demographics screen at the district level)
- When a new student is then enrolled, the EMIS ID assigned will skip the one manually assigned to the returning student, and the Previous EMIS ID on the School Demographics screen will automatically update.
- There are also some steps that need to be taken with ODEW, and I believe one of those is backloading EMIS IDs into the SCR. But you would need to check with them on that item.



Questions?

Next Webinar:

March 26, 2025, 10:00 a.m.

Registration is open