MAY 2025 EMIS WEBINAR

DATE: May 21, 2025

PRESENTED BY: Janice Ditto, Management Council

StudentInformation State Support Team

Agenda

- Updated EMIS Documentation
- EMIS In-Person Training
- EMIS Change 25-166 Expulsion Reporting
- Preschool ELA – Cancellation of Story
- Alternate OELPA
- WebXam (OCTCA)
- Setting Default School Year
- FY25 Period G Reporting
- Fully Numeric EMIS IDs
- Exiting Student Follow-Up Records
- Removal of SSNs from StudentInformation
- EMIS Change 26-67
- Next EMIS Webinar July 23, 2025 @ 10 a.m.

Updated EMIS Documentation

- EMIS Situations (A Guide to Understanding EMIS Situations)
  - Situation 658 Added to the JVSD situations
  - Court/Foster placed student full time at sending district, only taking OTC courses at JVS
- FY26 Period S Retained/Promoted EMIS Checklist
- Coming Soon – FY26 EMIS Calendar Checklist

May 21, 2025

EMIS In-Person Training for new EMIS Coordinators and/or new to EMIS ITC Staff Members

- **When**: Wednesday, August 20, 2025, from 9 a.m. to 3:30 p.m., lunch on your own

- **Where**: BASA, 8050 N. High St., Columbus, Ohio

- **Who**: New EMIS Coordinators as well as ITC Staff Members who are new to EMIS (Less than 3 years in an EMIS position)

- **Registration:** ITCs will need to register any district staff that will be attending (and any ITC staff) at ProgressBook — Classes List with the security code of OHSIS; be sure to register district staff with their district email address

- Waiting List will be implemented once the available space is filled

EMIS Change 25-166 – Updates to Expulsion Reporting

- New Type of Discipline added – Option 8 Expulsion Under Board Policy to Extend (ORC §3313.66)
  - Districts will want to add this value to each building for both the FY25 Period S reporting & the FY26 S reporting at the location shown below

EMIS CHANGE 25-166 – UPDATES TO EXPULSION REPORTING, CONT'D

- When can this new value be used in FY25?
  - The district must have a policy in place to utilize the Expulsion Under Board Policy to Extend
  - Anytime after April 8, 2025, and after the board policy has been put in place, Code '8' may be used to report an expulsion that includes requirements students must meet by a certain date to return to the district; if the provisions have not been made, then the expulsion may be extended to a later date
  - Districts cannot change an expulsion that was issued prior to April 8, 2025, and issued prior to the school board having a policy in place to utilize this option in place
  - The Data Collector will not be ready to accept this code until sometime in June once comments have been responded to and the 30 days has lapsed for public review

EMIS CHANGE 25-166 – UPDATES TO EXPULSION REPORTING, CONT'D

- ## What districts can do at this time with option '8'
  - – Code '8' can be entered as a Disciplinary Action under the Discipline Incident

EMIS CHANGE 25-166 – UPDATES TO EXPULSION REPORTING, CONT'D

- Will Option 8 be reported to the Data Collector at this time?
  - Updates are expected to be in the upcoming v.25.0 to allow the value of '8' to be included in the GD transfer file that goes to the Data Collector
  - The Order of Severity for Types of Discipline was updated in this change; due to this change/addition, the logic needs to be updated for the transfer file and for the DISCEMIS report to allow an incident to be reported properly when it contains the new value of '8' as it is the second highest type of discipline
  - If a district uses the action type '8', they will need to re-report their discipline data after v.25.0 is applied at their site so that the incident is reported as expected

Table 1. Type of Discipline – Order of Severity

Severity Order	Type of Discipline
1	Emergency Removal by District Personnel
8	Expulsion Under Board Policy to Extend
2	Expulsion
3	Removal by a Hearing Officer
4	Out-of-school Suspension
5	In-school Alternate Discipline Class/Program/Building
6	In-school Suspension

PRESCHOOL ELA

- Story PBSIS-17786 - ODDEX Import for PS ELA imports Score Not Reported value as N/A instead of what is contained in position 55 of the ODDEX Import File
  - This story has been cancelled due to the PS ELA records no longer being reported to EMIS
  - At this point in time, prior years PS ELA records should not need to be transferred into StudentInformation from ODDEX

ALT OELPA

- In April, a ProgressBlog was posted to advise of an issue with manually entering the results for the Alt OELPA, part 1

Manually entering ALT OELPA results into StudentInformation causes a NULL value to be saved for the Accommodations value which creates errors when submitting to the Data Collector
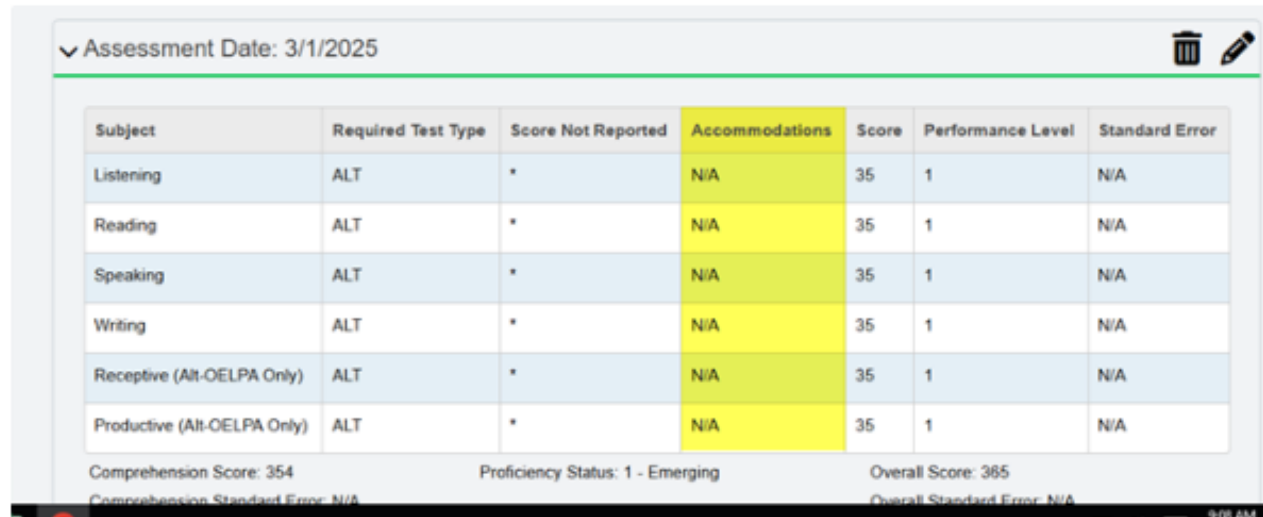
AR Created by Amy Recker
Apr 24, 2025 • 1 min read • 📈 13 people viewed

Story PBSIS-38730 (Alternate OELPA records that are manually entered save the Accommodations with a NULL value) has been submitted for this issue. Basically, what is occurring is when you manually enter an ALT OELPA record into StudentInformation, the Accommodations value displays as N/A, which is incorrect. The only valid value for Accommodations on the ALT OELPA is NO. Then when the transfer file is run to move the data to the Data Collector, positions 53-54 are blank instead of containing the 'NO' value.

ALT OELPA, CONT'D

- In late April, an ProgressBlog was posted to advise of an issue with manually entering the results for the Alt OELPA, part 1.5

∨ Assessment Date: 3/1/2025

Subject	Required Test Type	Score Not Reported	Accommodations	Score	Performance Level	Standard Error
Listening	ALT	*	N/A	35	1	N/A
Reading	ALT	*	N/A	35	1	N/A
Speaking	ALT	*	N/A	35	1	N/A
Writing	ALT	*	N/A	35	1	N/A
Receptive (Alt-OELPA Only)	ALT	*	N/A	35	1	N/A
Productive (Alt-OELPA Only)	ALT	*	N/A	35	1	N/A

Comprehension Score: 354   Proficiency Status: 1 - Emerging   Overall Score: 365
Comprehension Standard Error: N/A   Overall Standard Error: N/A

Two work arounds are available at this time.

1. Use the Assessment Import for the ALT OELPA to import the records. They are working as expected. If you already manually entered a record, it can be deleted and you can then import the record; OR

2. You will need to run a flat file transfer of the GF records, locate all the Alternate records that do not have a value of NO in positions 53-54 and update those positions. Then you will need to save the flat file and upload it into the Data Collector instead of transferring it to the Data Collector. This will need to be done each time the results are reported.

ALT OELPA

- Subsequently in May, a second ProgressBlog was posted to advise of an issue with entering the Score Not Reported results for the Alt OELPA, part 2

Alt OELPA Import Issue with Records Requiring Score Not Reported Values

JD Created by Janice Ditto
May 13, 2025 • 2 min read • 📈 13 people viewed

As you know, we currently have defect PBSIS-38730 - Alternate OELPA records that are manually entered save the Accommodations with a NULL value. This occurs when the Alt OELPA records are manually entered instead of being imported. The work around is to import the records.

This brings up another issue for the Alt OELPA. If a student needs to have a Score Not Reported submitted for one or more of the areas of the Alt OELPA, those must be manually entered. As soon as the imported record is updated to include the SNR reasons, it immediately converts to having a null value in the Accommodations area. This issue has been added to PBSIS-38730, which is currently being addressed by the development team and is expected to be included in the upcoming v. 25.0 release.

ALT OELPA

- Subsequently in May, a second ProgressBlog was posted to advise of an issue with entering the Score Not Reported results for the Alt OELPA, part 2.5

There is a work around for including the SNR records, but it can be a bit tedious. The steps are included below.

1. Import the Alt OELPA records.

2. Make updates to the all records for students who have areas of the Alt OELPA that require a Score Not Reported value.

3. Run a flat file transfer for the OELPA Records. Download the file and save it to your laptop.

4. Open the file on your laptop, and in viewing the records you will see that positions 53-54 are blank for some students' records. This is where the accommodations value should be. In the saved file, update the blank values in 53-54 to NO and resave the file.

5. Then the file can be uploaded to the Data Collector and the errors should resolve.

6. If the district re-reports this data at a later date, the updates will need to be made again.

Please submit a helpdesk ticket if you have any questions on this item. Thanks!!

ALT OELPA

- Resolution – Story PBSIS-38730 Alternate OELPA records that are manually entered/updated save the Accommodations with a NULL value, is resolved in the upcoming v.25.0 release

- Both issues discussed in the ProgressBlogs shared will be resolved in this release

- The last day for reporting this record type ends on August 6, 2025; so districts can use the work around OR they can wait until the release is applied at their site (so long as it is prior to the reporting end date)

- When v.25.0 is applied, a script will be included to update all of the existing N/A values to NO so the user will not have to manually update those values

WEBXAM (OCTCA)

- In early May, a ProgressBlog was posted with information on loading both the preliminary and final WebXam (OCTCA) results

Release of WebXam (OCTCA) Results

JD Created by Janice Ditto
May 07, 2025 • 📈 13 people viewed

With the release of the **preliminary** WebXam (OCTCA) results expected this week, please remember that districts should go ahead and import the preliminary results, noting the date they used when they import these records into StudentInformation. Then when the final results are received in June, they should use the **same import date** when loading the final results. This will assist the district in not having duplicates records, and should also help to minimize any clean-up work.

DEFAULT SCHOOL YEAR 25/26

- FY26 Fall Initialization training scheduled for Wednesday, May 28, 2025 at 1 p.m.

- One of the steps contained in the Fall Initialization documentation is 'Setting the New School Year'. This must be performed whether or not your ITC does fall initialization

- A ticket should be sent to SSST with a date that your ITC would like to set the default school year for all districts at your ITC

- When this occurs, all districts will be in the newest school year when opening StudentInformation

- To transfer any EMIS data in the prior school year or make any updates in the prior school year, they will just need to put the prior school year in context, perform the actions needed, and then put the newest school year back in context.

FY25 PERIOD G REPORTING

- The logic for Period G looks at the first day of the school year in the future school year to determine all students who have graduated during that time frame; If there is no calendar set up in 25/26, Period G will not calculate

- What to do if the high school building in the future school year is being closed for FY26? SYI must still be run in that building and the default calendar must be set up

- Discussion on closed/deactivated buildings

FY25 Period G Reporting, Cont'd

- Resident districts that are graduating students who are attending elsewhere (JVS), need to be certain to report any graduation requirements that were earned at the educating district – example is that a student has earned graduation seals at the JVS. The JVS district does not report graduation, so the resident district will want to be sure to include this data in their Period G reporting for grads

- Make sure that any 12th graders who do not graduate with their class at the end of the school year, but do complete their missing requirements prior to the first day of school in FY26 are enrolled in FY26 with all appropriate data so they are included in the FY25G reporting

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)

- Best option is to update EMIS IDs for current and past years, but it can be done for current year forward if requested

Fully Numeric EMIS IDs

- First steps:

- Submit one ticket per ITC that includes ALL districts requesting this update for the EMIS IDs and provide the following info:

- District Code

- 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 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.

May 21, 2025
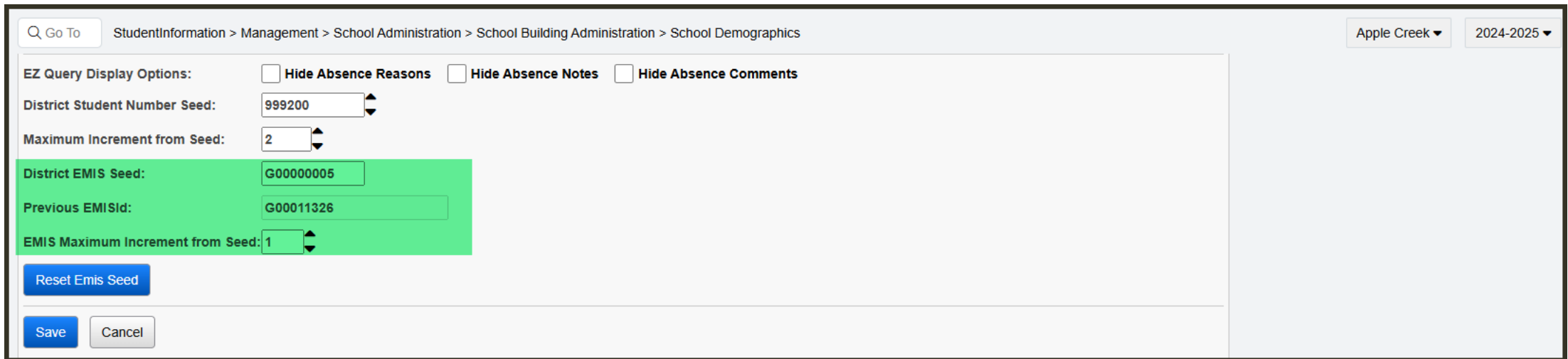
Fully Numeric EMIS IDs

- 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

- The screenshot below shows all of the items described on the previous slide

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.

EXITING STUDENT FOLLOW UP RECORDS

- This issue is resolved in the upcoming v. 25.0, PBSIS-39226

** Exiting Student Follow-Up Records **

JD Created by Janice Ditto
May 16, 2025 • 1 min read • 📈 13 people viewed

An issue has been discovered whereby loading new FLUP files without having previously 'saved' the existing records can cause updates to data on the Exiting Student Follow-up screen. If the original imported file is not saved, we are seeing an issue where changes are being made on the screen from newly loaded files, and that should not be occurring.

It is **imperative** that any district that has already loaded FLUP files and is reloading a FLUP file, they need to make certain that they have 'saved' the existing records using the Save feature below prior to uploading new records and after any new uploads or changes are made. A story will be submitted for this issue today.

REMOVAL OF SSNS FROM STUDENTINFORMATION

- This update will be in the v.25.0 release expected next month

- It will remove SSNs associated with students including the current year and past years

- Currently, these SSNs can be displayed on the Private tab of the Edit Student Profile screens by staff with those security privileges

- Both the Private tab of the Edit Student Profile as well as Registration Wizard, will be updated so that future SSNs cannot be added for students

- Screenshots of updated locations seen on next slide

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REMOVAL OF SSNS FROM STUDENTINFORMATION

- Private Tab of Edit Student Profile

REMOVAL OF SSNS FROM STUDENTINFORMATION

- Update to Registration Wizard

EMIS CHANGE 26-67 CREATES NEW DETAILED ATTENDANCE RECORD

- This change creates a new attendance record whereby the FM record will report a student's attendance instead of the attendance being part of the FS record

- As yet, we do not have all of the details as we are waiting on the Ohio legislators to finish the budget bill to see whether or not they are adding a provision to the budget bill which adds various new absence reasons that will be required to be collected

- In the event that it is not added to the budget bill that is passed, it will be optional reporting for FY26

- If it is optional for FY26, we will be working on the updates that will include not only a separate record but also the use of a .csv file to report the FM records

Questions?

Next Webinar:

July 23, 2025, 10:00 a.m.

Registration is open