

# Reporting & StudentInformation v. 25.2.0 Release Training



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DATE:

February 10, 2026

PRESENTED BY:

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Management Council

StudentInformation State Support Specialist

# Reporting – Attendance

## District-Wide Membership in Hours report

- The columns Hours OSS and Hours MED have been added to the District-Wide Membership in Hours report.

District-Wide Membershi...

Export PDF

1 / 8 Find...

**District-Wide Membership in Hours**  
Last Attendance Calculation: 01/27/2026 01:01 PM

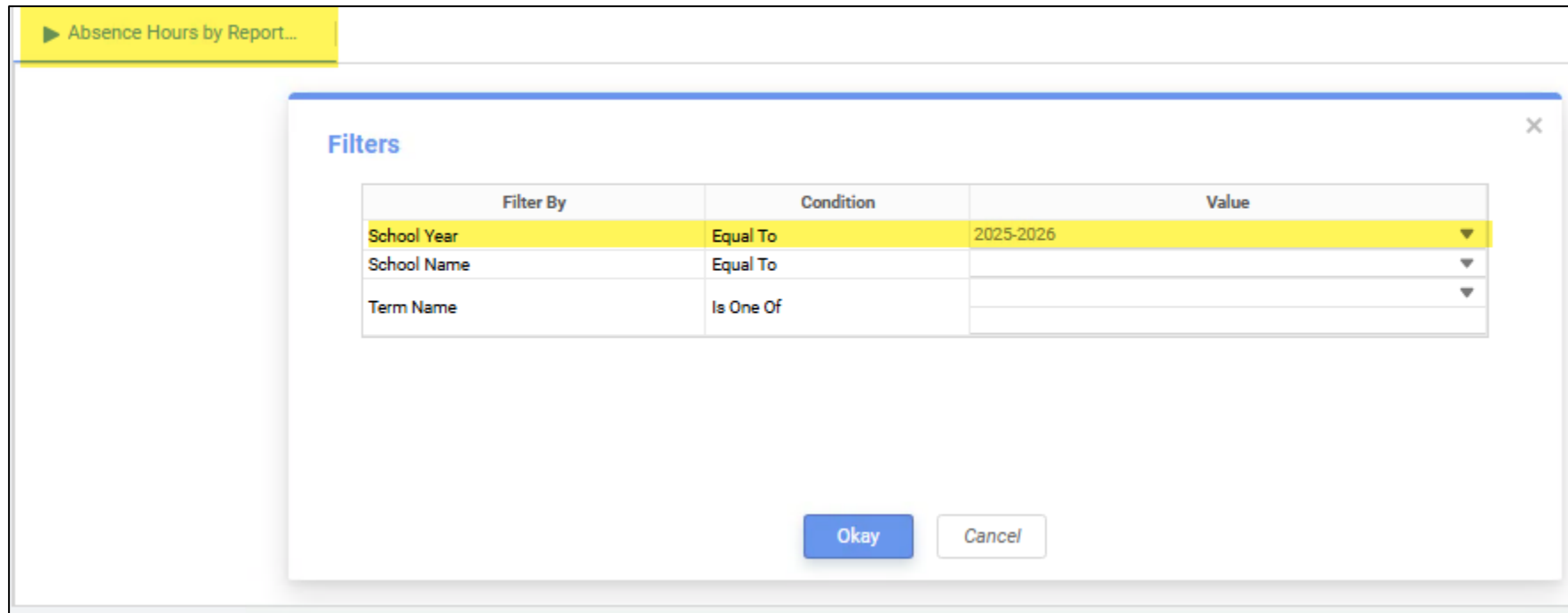
Student Number	Last Name	First Name	Grade	Status	Gender	Prgm	Dist of Res	Calendar	Hm Rm	Admission Date	Withdrawal Date	Code	FTE	Hours Total	Hours Present	Hours Excused	Hours Unexcused	Hours OSS	Hours Med	Days Tardy
340761			9	A	M	13							100	1,077.40	1,070.73	6.67	0.00	25.68	19.26	0
800422			9	A	F								86	1,077.40	1,076.76	0.59	0.05	0.00	13.65	1
700409			9	A	F								100	1,077.40	1,037.22	38.13	2.05	0.00	36.80	2
800436			9	A	F								100	1,077.40	995.06	78.99	3.35	0.00	46.75	2
700497			9	A	M								100	1,077.40	1,049.74	27.66	0.00	0.00	0.00	1
700371			9	A	M								100	1,077.40	1,042.96	33.47	0.97	19.26	0.00	1



# Reporting – Attendance – HB410

## Absence Hours by Reporting Period report, PBSIS-41683

- The School Year filter was added to the Absence Hours by Reporting Period report and defaults to the current school year.



► Absence Hours by Report...

**Filters** [X]

Filter By	Condition	Value
School Year	Equal To	2025-2026 ▼
School Name	Equal To	▼
Term Name	Is One Of	▼

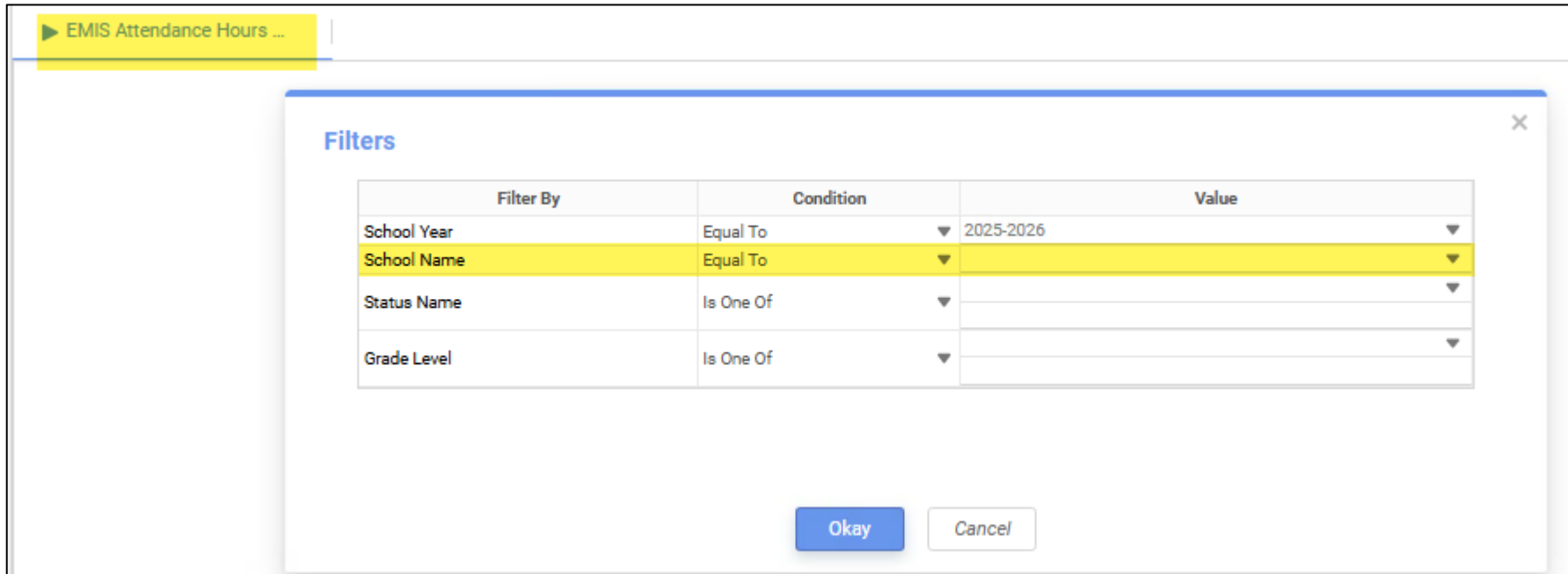
Okay Cancel



# Reporting – EMIS – EMIS Demographics

## EMIS Attendance Hours Summary report, PBSIS-36978

- The School Name filter on the EMIS Attendance Hours Summary report was not loading properly for some districts. This has been corrected.

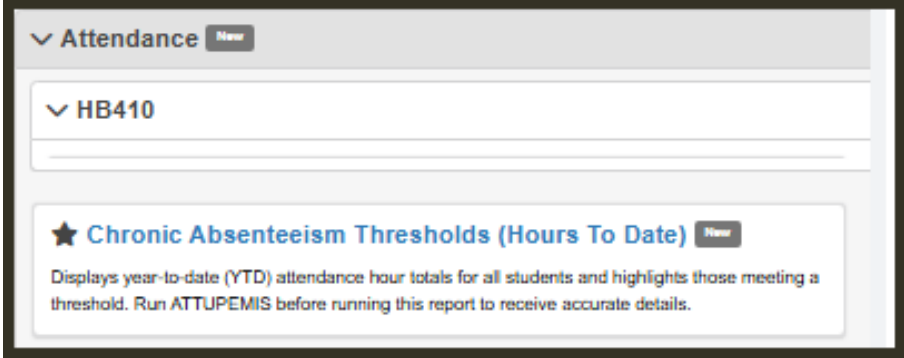


The screenshot shows a dialog box titled "EMIS Attendance Hours ..." with a "Filters" section. The filters are displayed in a table with columns for "Filter By", "Condition", and "Value". The "School Name" filter is highlighted in yellow. Below the table are "Okay" and "Cancel" buttons.

Filter By	Condition	Value
School Year	Equal To	2025-2026
School Name	Equal To	
Status Name	Is One Of	
Grade Level	Is One Of	



# Reporting – Attendance – Chronic Absenteeism Report/Highlighted Absence Thresholds, PBSIS-42049, RDAC Priority A



- Values are year to date
- Absence percentage 5.0 or more highlighted in yellow
- Absence percentage 10.0 or more highlighted in red


Chronic Absenteeism Thresholds (To Date Hour/s Possible)															
School	Last Name	First Name	Student Number	Status	Grade	Gender	Adm Date	WD Date	School Year Hours Attended	Total Absence Hours	Total Enrollment Hours	Percent of Attendance	Percent of Absence	Percent of Time	Satellite Student
				A	12	F	02/22/2022		648.00	0.00	648	100.00%	0.00%	100	No
				A	12	M	03/15/2014		648.00	0.00	648	100.00%	0.00%	100	No
				A	12	M	08/01/2013		648.00	0.00	648	100.00%	0.00%	42	No
				A	12	M	08/23/2011		648.00	0.00	648	100.00%	0.00%	100	No
				A	12	M	08/01/2013		648.00	0.00	648	100.00%	0.00%	100	No
				A	12	M	08/01/2014		648.00	0.00	648	100.00%	0.00%	100	No
				A	12	M	03/03/2023		648.00	0.00	648	100.00%	0.00%	100	No
				A	12	M	07/01/2013		648.00	0.00	648	100.00%	0.00%	100	No
				A	12	M	08/01/2018		648.00	0.00	648	100.00%	0.00%	100	No
				A	12	M	02/26/2018		648.00	0.00	648	100.00%	0.00%	100	No
				A	12	M	08/01/2013		648.00	0.00	648	100.00%	0.00%	86	No
				A	12	F	08/01/2013		648.00	0.00	648	100.00%	0.00%	100	No
				A	12	M	08/01/2024		648.00	0.00	648	100.00%	0.00%	100	No
				A	12	M	08/01/2013		640.00	8.00	648	98.77%	1.23%	75	Yes
				A	12	F	08/01/2013		648.00	0.00	648	100.00%	0.00%	100	No
				A	12	F	08/01/2013		557.28	0.00	557.28	100.00%	0.00%	42	No
				A	12	M	07/01/2022		648.00	0.00	648	100.00%	0.00%	100	No



# Reporting – Attendance – Chronic Absenteeism Report/Highlighted Absence Thresholds, 2

- This report was created to provide users the absence percentage for any enrolled student through the *current date*
- The Chronic Absenteeism Thresholds (Hours to Date) report is located in the Analytics Hub, under the Attendance folder
- The report has up-to-date values based on the last time the nightly attendance calculation or Attupemis was run
- Note that Column S is the Percent of Absence and Column U notates whether the student is marked as a Satellite Student on the FS Standing tab of the Student Profile
- Unless the Satellite Student box is checked on the FS Standing tab, values displayed for hours attended and hours absent on this report reflect the Percent of Time (FS Standing tab) the student was attending courses provided by the 'home' district

# Reporting – Attendance – Chronic Absenteeism Report/Highlighted Absence Thresholds, 3

- Satellite students are calculated differently depending on whether the Satellite Student value is checked on the FS Standing tab
- Students with Satellite Student box checked: 
  - Attendance on the FS Attendance tab (EMIS Reportable) is based on the Percent of Time field on the FS Standing tab
  - When a student has a partial absence for a day, the FS Attendance tab applies that Percent of Time to that absence
  - If the student is a Satellite Student, “Yes” is displayed in the “Satellite Student” column, and the attendance is shown on this report as if they were attending the ‘home district’ 100% of the time
  - Partial absences calculated for satellite students with the Satellite Student box checked on the FS Standing tab, are calculated with the percentage applied to the partial absence. In other words, if a student misses 2 hours of education, and the student is 75% at the district and 25% satellite courses, 75% of the absence is applied to the home school and 25% to the satellite attendance

# Reporting – Attendance – Chronic Absenteeism Report/Highlighted Absence Thresholds, 4

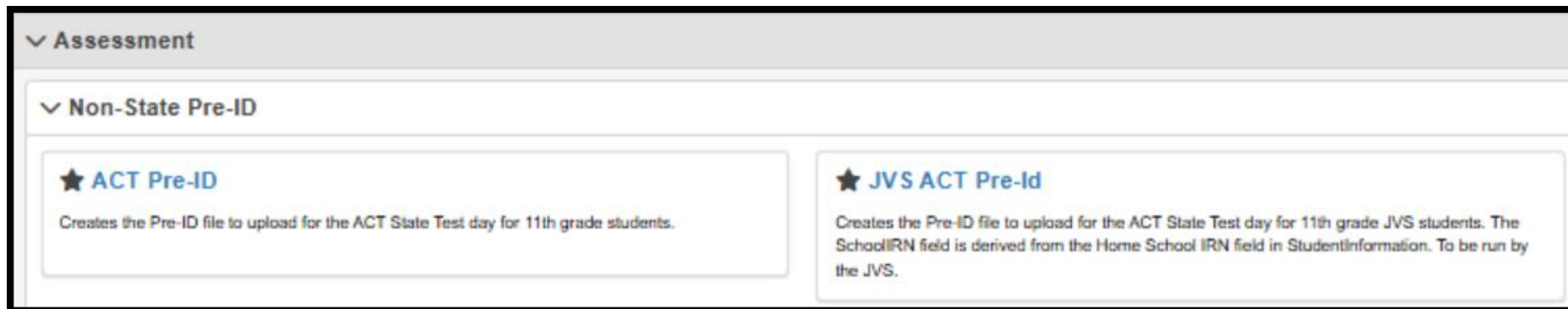
- Students without Satellite Student box checked:

 Satellite Student

- Attendance on the FS Attendance tab (EMIS Reportable) is based on the Percent of Time field on the FS Standing tab
- When a student has a partial absence for a day, the FS Attendance calculates the full amount of that absence as an absence
- The Chronic Absenteeism Report will display the full amount of attendance for the student excluding their time as a satellite student
- Partial absences calculated for satellite students with no checkmark on the FS Standing tab, are calculated with no percentage applied to the partial absence. In other words, if a student misses 2 hours of education, the full amount of the absence applies to the 'home' school attendance

# Reporting – Assessment – ACT Pre-ID & JVS ACT Pre-ID

- Note that these Pre-ID reports were previously released in the application
- Including them in this release allows them to remain in place when future releases are applied
- The updates to them were required as the testing vendor had made some changes in the Pre-ID layouts



# New School Year Script – Summer Year Range & Inactive Buildings no longer displaying

- New Summer Year Range
  - May 15<sup>th</sup> – August 15<sup>th</sup>

## Inactive Buildings no longer display

- Edit Student Profile FN-Attributes
  - Majority of Attendance IRN
  - Accountability IRN



# Set Default School Year

- Functionality added to StudentInformation
- Manage School Status is now Manage School Settings
- ITC wide or by district
- Old Exago Standard Analytics Hub reports school year dropdown will default to the ITC level Default School Year



# Set Default School Year, 2

Q Go To StudentInformation > ITC > Manage School Settings

## Manage School Settings

School Year: 2024-2025 ▾

Status Default School Year

From this tab you can edit school status settings.

School/District	Active (per selected year)	Default School Year
ITC	<input checked="" type="checkbox"/>	2025-2026
All Buildings	<input checked="" type="checkbox"/>	2025-2026
Christian School District	<input checked="" type="checkbox"/>	2026 Summer
CHRISTIAN SCHOOL	<input checked="" type="checkbox"/>	
City Schools	<input checked="" type="checkbox"/>	2025-2026
ALTERNATIVE SCHOOL	<input type="checkbox"/>	



# Set Default School Year, 3

Go To StudentInformation > ITC > Manage School Settings

## Manage School Settings

School Year: 2024-2025

Status **Default School Year**

From this tab you can edit the default school year.

ITC/District	Default School Year
ITC	2025-2026
All Buildings	2025-2026
Christian School District	2026 Summer
CHRISTIAN SCHOOL	
City Schools	2025-2026
High School	

Go To StudentInformation > ITC > Manage School Settings

## Manage School Settings

School Year: 2025-2026

Status **Default School Year**

From this tab you can edit the default school year.

ITC/District	Default School Year
ITC	2026-2027
All Buildings	2025-2026

Please Confirm this Update

Are you sure you want to set the default school year for all districts?

Cancel Confirm



# Gifted Area Students Report updated to include students with no values in the Local Ethnicity Field, PBSIS-5513

Report: Gifted Area Students  
Printed Wed, Jan 28, 2026, 4:13 PM

2025-2026  
**Gifted Area Students**

School: [REDACTED] SCHOOL

Grade: 06 School: [REDACTED]

Student Name	Student Number	Gender	Ethnicity				FTE	Grade	
[REDACTED]	[REDACTED]	F					100	06	
			Superior Cognitive	Math	Science	Reading/Writing	Social Studies	Creative Thinking	Visual/Performing Arts
Identified Date	1/28/2022								
Served	N	N	N	N	N	N	N	N	
[REDACTED]	[REDACTED]	F	White				100	06	
			Superior Cognitive	Math	Science	Reading/Writing	Social Studies	Creative Thinking	Visual/Performing Arts
Identified Date	11/15/2023	5/8/2023	9/20/2021					3/22/2023	
Served	N	N	N	N	N	N	N	N	

- Some years back, DEW quit using the 'Local Ethnicity' field which was replaced by the Summative Race field
- Some older reports still collect the Ethnicity field using the Local Ethnicity, which many districts don't fill in - it isn't needed
- The Gifted Area Students Report has been updated to include students regardless of whether the Local Ethnicity field is populated



# UNCLEMIS Error FS34E Updated, PBSIS-41923

- EMIS Situation 659 – Parent placement into home/facility upon OhioRISE Program Recommendation was recently added (Due to new Sent to Reason of OR)
- This EMIS Situation should only be reported by the district designated as responsible for the cost of educating the student
- The resident/sending district cannot withdraw any student with this EMIS Situation with Code 35
- The accepted District Relationships for this EMIS Situation are 2 and 3
- UNCLEMIS Error FS34E is updated to add the Sent to Value of OR to the warning message



# Period L Check\_EMIS, PBSIS-20501

- When running Check\_EMIS Period L to see what processes had been run, an error message was thrown indicating that the verification process had not been run for Reportable Course or INVSUBJ when they had been run
- These error messages have been corrected in v.25.2

EMIS Run Requests (CHECK\_EMIS)

From this screen, you can verify which EMIS programs have or have not been run.

Reporting Collection: \* L

District: \* Clear Fork

Select All Buildings  Clear All Buildings

School  School

Not Run  Already Run  History

Include the Following Potential Problems:

- Verification Not Run
- Transfer Not Run
- Update Not Run
- Transfer Not Run After Update

Required:

- Staff/Course Collection Transfer - Course Master (CN)
- Staff/Course Collection Transfer - CTE Correlated Class Record (CV)
- Staff/Course Collection Transfer - Mapped Local Classroom Code (CM)
- Staff/Course Collection Transfer - Staff Course (CU)
- Staff/Course Collection Transfer - Student Course (GN)
- Staff/Course Collection Update - Course and Class List (CLISEMIS/CTRMEMIS)
- Staff/Course Collection Verify - Course and Class List (CLISEMIS/CTRMEMIS)
- Staff/Course Collection Verify - Reportable Courses
- Staff/Course Collection Verify - Subject Codes (INVSUBJ)

Exclude Runs Prior To: 01/01/2026

Building	Module	Program	Run Date	Issue
School	Staff/Course Collection	Reportable Courses		Verify not run
School	Staff/Course Collection	Subject Codes (INVSUBJ)		Verify not run



# Social Security Number field removed

- The Social Security Number field has been removed from the following screens:
  - Ad Hoc Membership – General Info tab
  - Advanced Student Search – General Info tab and Search All Years tab
  - EZ Query – SIS Student Search Filter Criteria and Field Selection tabs
  - R201-A Administrative Homeroom List Detail report Printable Columns
  - R101-A Student Roster Detail report Include SSN In Demographic Data checkbox



# Building Withdraw Screen/Edit Calendar

## Percentages, PBSIS-37499, SIAC Priority A

- Districts utilize the Edit Calendar Percentages screen for students who are enrolled in multiple buildings within the district
- This permits attendance to be calculated based on the time the student is each building
- If the student is withdrawn from one building only, the Edit Calendar Percentages immediately updates to 100% attendance at the remaining building
- BUT, the prior Attendance Percentages for when the student was enrolled in two buildings defaults to 50/50 and will need to be updated to the correct values
- Sample student is enrolled at MS and HS – Calendar Percentages are 20% at HS and 80% at MS

Start Date	Stop Date	School	Calendar	Attendance Percentage (%)
Jul 01, 2025	Aug 25, 2025	BLACK RIVER HIGH SCHOOL	Default calendar	100
Aug 26, 2025	May 28, 2026	BLACK RIVER HIGH SCHOOL	Default calendar	20
		BLACK RIVER MIDDLE SCHOOL	DFLT	80



# Building Withdraw Screen/Edit Calendar Percentages, 2, PBSIS-37499, SIAC Priority A

- Once the withdraw is completed, user needs to go to the Calendar Percentage screen and update the values to reflect the values utilized when the student was enrolled in multiple buildings

**Withdraw Student**  
From this screen, you can withdraw a student from the working school.

**Warning:** This student is enrolled in multiple buildings within the district. District withdrawal is not allowed while the student remains enrolled in multiple buildings. To perform a district withdrawal, withdraw the student from the additional buildings and then perform a district withdrawal from the last building.

Building | District

Admission Date: 8/26/2025  
Withdraw Date: 01/14/2026  
Withdraw Reason: \*\* - Not Applicable, Did not withdraw/was not truant  
Withdraw to School IRN: \*\*\*\*\*  
Withdraw to School Comments:  
Student Status:  
Remove Locker Assignment:   
Remove Homeroom Assignment:

**WARNING:** When withdrawing a student from a building, the calendar percentages reset to 50/50. Please review the Calendar Percentages and after withdrawing the student, set them to the accurate values if necessary.

Current Calendar Percentages:

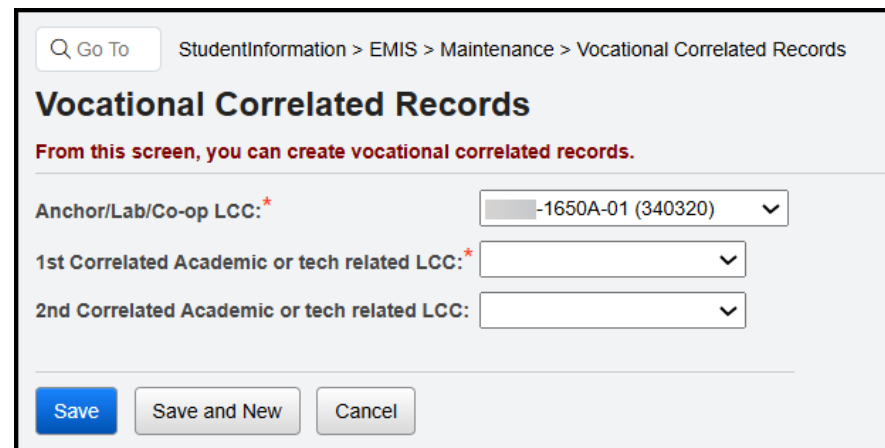
Start Date	Stop Date	School	Calendar	Attendance Percentage (%)
Jul 01, 2025	Aug 25, 2025	BLACK RIVER HIGH SCHOOL	Default calendar	100
Aug 26, 2025	May 28, 2026	BLACK RIVER HIGH SCHOOL	Default calendar	20
		BLACK RIVER MIDDLE SCHOOL	DFLT	80

Submit | Cancel | Return To Previous Screen



# Updates to values included in Vocational Correlated Records, SIAC Priority A

- EMIS Change 26-47 added the Curriculum Code PS – College Credit Plus to be accepted in the Vocational Correlated Records.
- The prior Curriculum Codes of VN, VP and VT are also still used for the Vocational Correlated Records
- After a district selects a course in the Anchor/Lab/Co-op LCC dropdown, any matching courses will be available to choose from in the 1st and 2<sup>nd</sup> correlated areas



The screenshot shows a web interface for 'Vocational Correlated Records'. At the top, there is a search bar with 'Go To' and a breadcrumb trail: 'StudentInformation > EMIS > Maintenance > Vocational Correlated Records'. Below the breadcrumb is the title 'Vocational Correlated Records' and a red instruction: 'From this screen, you can create vocational correlated records.' The form contains three dropdown menus: 'Anchor/Lab/Co-op LCC:\*' with the value '-1650A-01 (340320)', '1st Correlated Academic or tech related LCC:\*', and '2nd Correlated Academic or tech related LCC:'. At the bottom, there are three buttons: 'Save' (blue), 'Save and New', and 'Cancel'.



# CLEP Assessment Added, Transfer of CLEP Added to Period A & G

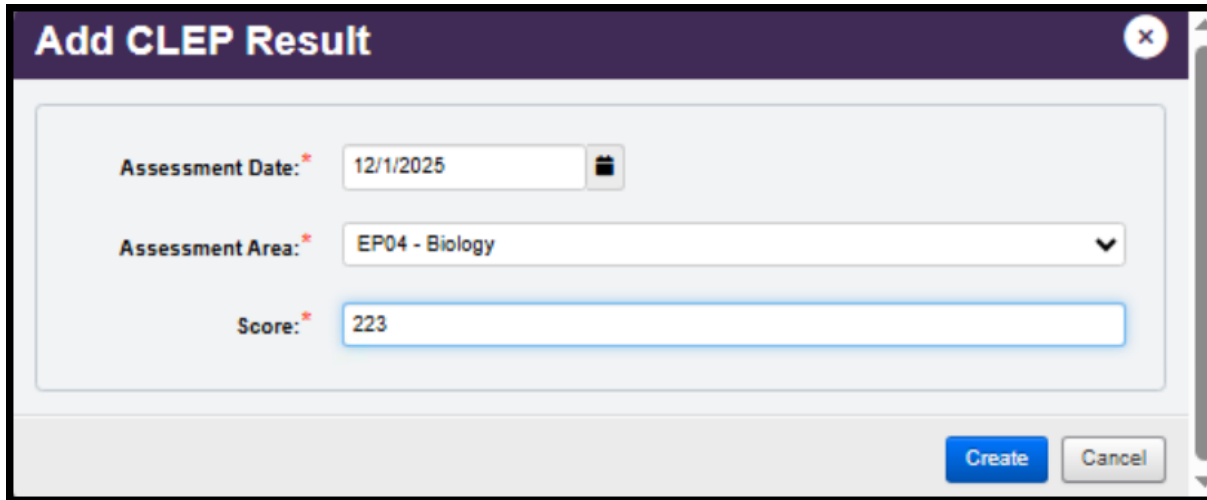
- The CLEP Assessment has been added at [StudentInformation](#) > [SIS](#) > [Student](#) > [Assessment](#) > [CLEP](#)
- These assessments are not taken by every student, typically only taken by some of the students who are going on to college
- There is no 'results' file provided by the College Board; these assessments must be manually entered
- The records can be modified or deleted on the CLEP screen

The screenshot shows a web application interface for managing CLEP assessments. At the top, there is a breadcrumb trail: "StudentInformation > SIS > Student > Assessment > CLEP". On the right, there are dropdown menus for "Black River Local" and "2025-2026". Below the breadcrumb is a user profile section with a blurred name and a close button (X). To the right of the profile are several icons: a lock, a plus sign, and navigation arrows. The main heading is "College-Level Examination Program (CLEP)", followed by a green "Add Assessment Result" button with a plus icon. Below this is a table with the following data:

Actions	Testing Date	Assessment Area	Score
	12/01/2025	EP04 - Biology	223

# CLEP Assessment Added, Transfer of CLEP Added to Period A & G, 2

- The CLEP Assessment entry screen has 3 fields that must be completed when entering results
- The Assessment Area field contains the EMIS reportable options



The screenshot shows a web form titled "Add CLEP Result" with a close button in the top right corner. The form contains three required fields, each marked with an asterisk:

- Assessment Date:** A date input field containing "12/1/2025" and a calendar icon.
- Assessment Area:** A dropdown menu with "EP04 - Biology" selected.
- Score:** A text input field containing "223".

At the bottom right of the form are two buttons: "Create" (in blue) and "Cancel" (in grey).



# CLEP Assessment Added, Transfer of CLEP Added to Period A & G, 3

- The CLEP assessment has been added to both Period A transfer files as well as Period G transfer files

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

### EMIS - Create Transfer 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 - CLEP (CL) ←

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 - Reading Diagnostic (RD)

Transfer - SAT (SA)

Transfer - Student Achievement OAA (GA)

Transfer - Tier 1 Dyslexia Screener (DS)

Transfer - WorkKeys (WK)

Transfer Type:<sup>\*</sup>

File transfer

File transfer for Data Collector

< Back Submit Cancel

Q Go To StudentInformation > EMIS > Graduate Reporting Period (G) > Verify Update/Transfer Period (G)

### EMIS - Create Transfer Files - Select Files

From this screen, you can verify, update, and transfer Period (G) EMIS records using a step-by-step wizard approach.

Request Type Program Selection

Select all transfers

Transfer - ACT (AC)

Transfer - AP (AP)

Transfer - CLEP (CL) ←

Transfer - CTE Industry Credential (GW)

Transfer - CTE Student Assessment - OCTCA (GY)

Transfer - End of Course (GE)

Transfer - HS Alternate Assessments (GX)

Transfer - International Baccalaureate (IB)

Transfer - SAT (SA)

Transfer - Student Graduate CORE Summary (GC)

Transfer - Student Graduate Demographic/Attributes (GL, FN)

Transfer - Student Program (GQ)

Transfer - Student Special Ed. Graduation Requirement (FE)

Transfer - Student Withdrawal Override (FC)

Transfer - WorkKeys (WK)

Transfer Type:<sup>\*</sup>

File transfer

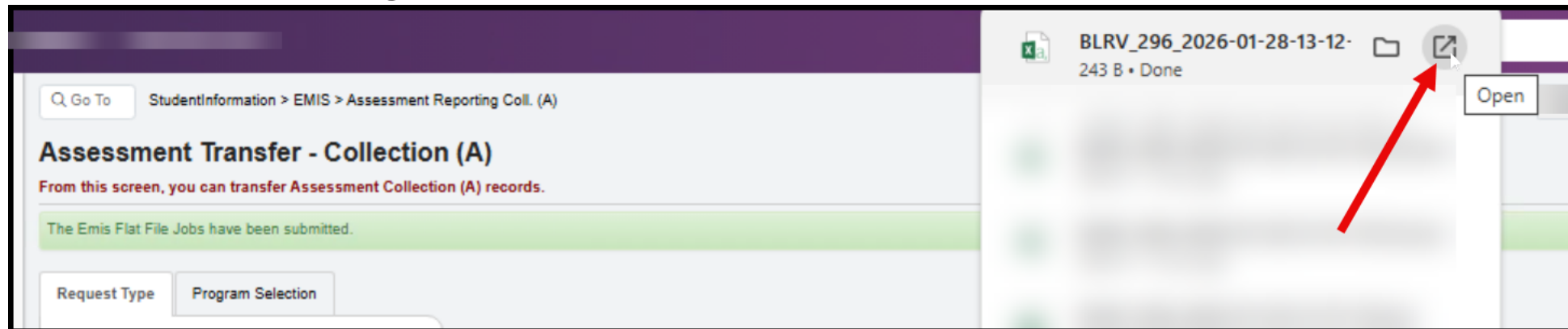
File transfer for Data Collector

< Back Submit Cancel



# CLEP Assessment Added, Transfer of CLEP Added to Period A & G, 4

- The CLEP assessment transfer file is in .csv format
- When you choose the Flat Transfer to be able to see what is in the file, it will create files in the format they are set up in, whether it is a flat file format or a .csv format
- The results can be viewed by going to the Batch/Report Management Screen and clicking the blue link for the transfer file



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Sort Type	Fiscal Year	Data Sets	District IRI	EMIS Student ID Number	Assessme	Test Grade	Assessme	Test Date	Required	Grade Lev	Type of Accommodation	Score Not Reported	Score	
2	FA	2026	A			CL	**	EP04	12/1/2025	STR	**	**	*	223	
3	FA	2026	A			CL	**	EP01	10/1/2025	STR	**	**	*	50	



# FY25 Industry Credential Codes not copied up to FY26 Added to FY26 forward, PBSIS-41327

- When Student Information rolled over from FY25 to FY26, a portion of the Industry Credential codes (GW) did not move forward as they should
- A script was run at each of the ITCs that placed the missing Industry Credential codes into the application
- With v.25.2 the codes will remain in the application for future releases

FY25 Industry Credentials Restored	
<b>CS61</b>	American Meat Science Association (AMSA)–Culinary Meat Selection
<b>CS62</b>	Benz School of Floral Design–Principles of Floral Design Certification
<b>CS63</b>	Electrical Workplace Safety Training Program–Low Voltage Qualified based on NFPA 70E
<b>CS64</b>	Foundations of Hydroponics (Skill Certificate)
<b>CS65</b>	Ohio Veterinary Medical Association–Vet Assistant Level 1
<b>CS66</b>	Final Cut Pro–Post-ProductionPro Certification
<b>CS67</b>	Final Cut Pro–SocialPro Certification
<b>CS68</b>	Final Cut Pro–VideoPro Certification
<b>CS69</b>	American Society of Professional Estimators–Basic Estimating Math
<b>CS70</b>	American Society of Professional Estimators–Certificate in Construction Estimating
<b>CS71</b>	American Society of Professional Estimators–Construction Materials and Processes I



# FY25 Industry Credential Codes not copied up to FY26 Added to FY26 forward, 2, PBSIS-41327

FY25 Industry Credentials Restored	
CS72	American Society of Professional Estimators–Estimating and Bidding
CS73	American Society of Professional Estimators–Introduction to Construction Estimating I
CS74	American Society of Professional Estimators–Introduction to Construction Estimating II
CS75	American Society of Professional Estimators–Plan Reading for Estimating
CS76	C-Tech Associates, INC.–Broadband Technician
CS77	Ohio Concrete–ACI Concrete Field Testing Technician Grade I
CS78	Tooling-U SME Robotics in Manufacturing Fundamentals
CS79	Google Certified Educator Level 1
CS80	Google Certified Educator Level 2
CS81	SME Electric Vehicle Fundamentals (EVF)
CS82	American Medical Technologists (AMT)–Patient Care Technician (PCT)
CS83	Ohio Board of Pharmacy–Pharmacy Technician Trainee
CS84	Ohio Department of Health – Dining Assistant Program
CS85	Acer Chromebook Repair Techspert
CS86	Cisco Certified DevNet Associate
CS87	Cisco Certified Support Technician (CCST) Cybersecurity
CS88	Cisco Certified Support Technician (CCST) Networking
CS89	FASTech Mastercam Certified for 3D Milling CNC
CS90	FASTech Mastercam Certified for Lathe Turning CNC
CS91	FASTech Mastercam Certified for Multiaxis Milling CNC
CS92	FASTechMastercam Certified for 2.5 Axis Milling CNC
CS93	National Institute for Metalworking Skills (NIMS) – 4.0 Smart Production Specialist
CS94	AVIXA, Inc. - Certified Technology Specialist (CTS)
CS95	NFHS Coach Level 1, 2, & 3



# Industry Credentials

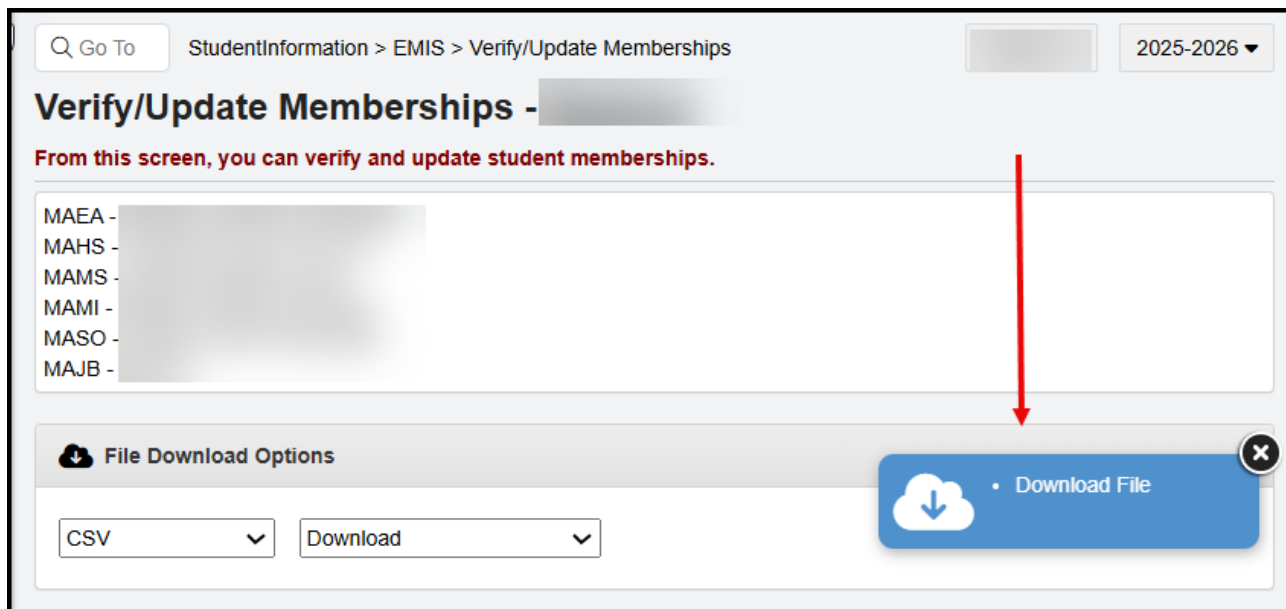
- CA82, CA83, CJ65, CJ66, CJ77, CL29, CL30, CQ25 – points updated
- CJ77 – added to Agriculture career field
- StudentInformation > SIS > Student > Assessment > CTE Industry Credential
- StudentInformation > SIS > Student > Graduation Tracking > Graduation Summary



# MEMBEMIS Report Updated, PBSIS-40411, SIAC

## Priority A

- When running the Verify/Updates Memberships process in Period S, a downloadable report is created that lists all students with memberships/program codes that include their identifying information, program codes and start and end dates
- Missing program codes in the 52XXXX and the 80XXXX groups have been added



# Add Discipline Action Code 9 to DISCEMIS and Transfer File

- EMIS Change 26-115 Provided a new Discipline Action code of '9 – Prior Expulsion Extended Under Board Policy to Extend' (3313.66)
- This action code has now been added into DISCEMIS and the DISCEMIS Verify report as well as the Period S Discipline Transfer (GD)
- Districts must have board policy in place that permits them to utilize the discipline action code of 9
- ODEW has advised that the following values are to be reported when this code is used
  - Create a new discipline record
  - Date of Discipline – Date the extension of the expulsion becomes effective (the first day of the extended window), not the date the decision is made
  - Type of Discipline - 9
  - Discipline Reasons - repeat the values reported for the original expulsion
  - Discipline Sequence Number- 1
  - Total Discipline Days- number of days of extension



# Add Discipline Action Code 9 to DISCEMIS and Transfer File, 2

- ODEW has advised that the following values are to be reported when this code is used, cont'd
  - Discipline Modified- repeat value reported for the original expulsion
  - Alt Ed Service- repeat value reported for the original expulsion
  - Building IRN- repeat value reported for the original expulsion
  - Victim- repeat value reported for the original expulsion
  - PS-3 Detail- repeat value reported for the original expulsion



# Student Truancy and Excessive Absence (FT) Transfer Record Removed

- EMIS Change 26-119 Removes the FT records from being reported to the Data Collector

EMIS - Create Flat Files v. 25.1.1

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)
- Transfer - Student Discipline (GD)
- Transfer - Student Gifted Education (GG)
- Transfer - Student Non-graduate Core Summary (GC)
- Transfer - Student Program (GQ)
- Transfer - Student Reported in Error (FX)
- 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
- File transfer for Data Collector

< Back Submit Cancel

EMIS - Create Flat Files v. 25.2

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)
- Transfer - Student Discipline (GD)
- Transfer - Student Gifted Education (GG)
- Transfer - Student Non-graduate Core Summary (GC)
- Transfer - Student Program (GQ)
- Transfer - Student Reported in Error (FX)
- Transfer - Student Special Ed. Graduation Requirement (FE)
- Transfer - Student Special Education (GE)
- Transfer - Student Standing (FS)
- Transfer - Student Summer Withdrawal (FL)
- Transfer - Student Withdrawal Override (FC)

Transfer Type: \*

- File transfer
- File transfer for Data Collector
- Flat file transfer for Data Collector

< Back Submit Cancel



# District and Building DN Attributes – Overdose Reversal Drug Administration

- EMIS Change 26-155 Added the Overdose Reversal Drug Administration
- DN Attribute is OVRDSRVRSL - Number of times during the current fiscal year that an overdose reversal drug maintained by the district under ORC §3313.7119 was used
- ESCs and State Support Schools not required to report

StudentInformation > EMIS > Maintenance > District and Building Information

**Medical Group (Final Collection)**

Date	Glucagon Attribute	Number of Doses
There are no records to display		

**Glucagon Collection**

**Epinephrine Collection**

Date	Epinephrine Attribute	Number of Doses
There are no records to display		

**Epinephrine Collection**

Date	Inhaler Attribute	Number of Inhalers
There are no records to display		

**Inhaler Collection**

Diabetes Care Attribute	Number of Students or Number of Errors
There are no records to display	

**Diabetes Care Collection**

**Overdose Reversal Drug Collection**

Number of times during the current fiscal year that an overdose reversal drug maintained by the district was used

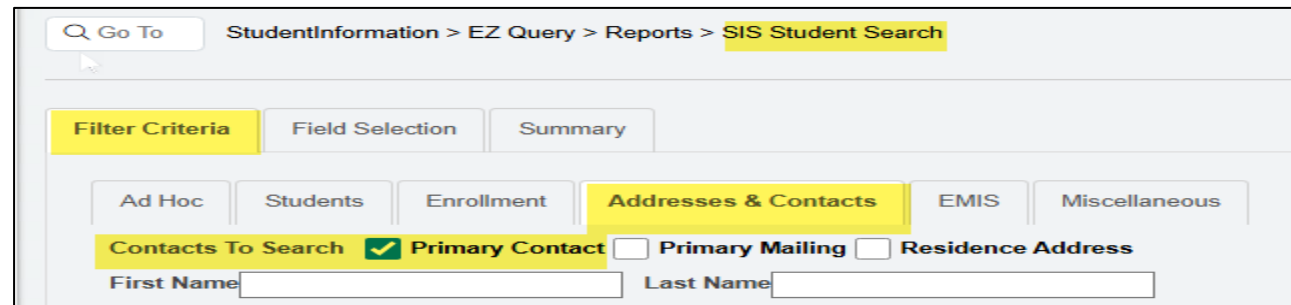
**Save** **Cancel**



# EZ Query - SIS Student Search

PBSIS-37179 (SIAC Priority A)

- On the EZ Query SIS Student Search and filter on Primary Contact from the Addresses & Contacts tab, no information for the primary contact was included in the output if the Primary Contact did not have a Home Address. This has been corrected so even if the Primary Contact does not have a Home Address, the output will include all existing information from the primary contact that was requested.



The screenshot shows the 'SIS Student Search' interface. At the top, there is a search bar with a magnifying glass icon and the text 'Go To'. Below it is a breadcrumb trail: 'StudentInformation > EZ Query > Reports > SIS Student Search'. The main interface has three tabs: 'Filter Criteria' (highlighted in yellow), 'Field Selection', and 'Summary'. Below these tabs is a row of sub-tabs: 'Ad Hoc', 'Students', 'Enrollment', 'Addresses & Contacts' (highlighted in yellow), 'EMIS', and 'Miscellaneous'. Under the 'Addresses & Contacts' tab, there is a section titled 'Contacts To Search' with three checkboxes: 'Primary Contact' (checked with a green checkmark), 'Primary Mailing', and 'Residence Address'. Below this section are two input fields: 'First Name' and 'Last Name'.



# EZ Query - SIS Student Search

PBSIS-7414 (SIAC Priority A)

- On EZ Query SIS Student Search, with a building in context, if a user filtered on a public Ad Hoc Membership created by a different user, no results were returned. If the district was in context, then the user would get results. This has been corrected so regardless if a user has a building or district in context, if the user filters on a public Ad Hoc Membership that was created by a different user, this user will get results as expected.



# Public Course Requests , 1

PBSIS-37045 (SIAC Priority A) PBSIS-38086 (SIAC Priority A)

- In the Public Course Requests module, the Status column was removed from the Course Requests page.

Course Requests | My Account | Log Out | Print Logged In As: k.dale.33DE

### Course Requests

After finalizing your requests, remember to "Review Requests" and submit them.

	Course	Course Name	Teacher	Period	Credits	Alt Course	Status
	0074	MODERN HISTORICAL CONFLICTS			0.50		Student Pending
	0076	SOCIOLOGY			0.50		Student Pending

[Review Requests](#) ←

Course Requests | My Account | Log Out | Print Logged In As: d.dana.1B8F

### Course Requests

After finalizing your requests, remember to "Review Requests".

	Course	Course Name	Teacher	Period	Credits	Alt Course
	1129	GREEK MYTHOLOGY			0.50	
	2095 A	QUANTITATIVE REASONING			0.50	

[Review Requests](#) ←

↓



# Public Course Requests , 2

PBSIS-37045 (SIAC Priority A)    PBSIS-38086 (SIAC Priority A)

- Also, the Submit Requests button was removed from the Request Review page.

Course Requests | My Account | Log Out | Print Logged In As: k.dale.33D

### Request Review

Your requests have not been submitted. Click "Submit Requests" to confirm that you want these courses.

Course	Course Name	Teacher	Period	Credits	Alt Course	Status
0074	MODERN HISTORICAL CONFLICTS			0.50		Student Pending
0076	SOCIOLOGY			0.50		Student Pending

Credit Total: 1.00


Course Requests | My Account | Log Out | Print Logged In As: d.dana.1B8

### Request Review

Your requests are listed below, select 'Cancel' to go back and make changes.

Course	Course Name	Teacher	Period	Credits	Alt Course
1129	GREEK MYTHOLOGY			0.50	
2095 A	QUANTITATIVE REASONING			0.50	

Credit Total: 1.00



# Public Course Requests , 3

PBSIS-37045 (SIAC Priority A)    PBSIS-38086 (SIAC Priority A)

- The requests from the Public Course Requests module are automatically set to Approved.

### Student Requests

From this screen, you can display, add, change and delete data pertaining to course/group requests.

Default Schedule ▾ Default Schedule Result ▾  Display Assignments

2 Records Displayed of 2

		Prim. Req.	Alt. Req.	Priority	Req. Status	Active
		1129 - GREEK MYTHOLOGY		5	Approved	
		2095 A - QUANTITATIVE REASONING		5	Approved	

Show Active Only



# Public Course Requests , 4

PBSIS-37045 (SIAC Priority A) PBSIS-38086 (SIAC Priority A)

- The Informational legend for Guardian Approval Required was updated on the Student Course Request Application Configuration. For the None value, the part about after the student submits the requests was removed.

**i Guardian approval required:**

**None** = All requests will be marked as approved status after the student submits the requests.

**i Guardian approval required:**

**NONE** = All requests will be set to approved status.



# Graduation Exemptions Import

PBSIS-21867 (SIAC Priority A)

- An error occurred when using the value “R” to Remove in the import file for the College-Ready Seal and the Honors Diploma Seal. The error said that read-only seals require a value of P or blank.
- This has been corrected so now when using the value “R” to Remove for either of these seals, both the Plans to Earn and Earned checkboxes will be cleared.
- If the system-generated Earned checkbox was supposed to still be checked, the next time the Check for Updated Information is ran, the Earned checkbox will be updated accordingly.



# District Options Page

- Graduation Points Service updated to Graduation Summary Service

**Graduation Summary Service**

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**Recalculate Student Graduation Summary daily**

- Special Education Program area no longer displays



# Graduation Summary – Required State Assessments

- From the Office of Graduate Success, “Students can use AP, IB or CCP in place of the **American government or history** assessments but still need to be administered the biology EOC even if they take AP, IB or CCP work.”





# New Graduation Pathway Program Code – Financial Literacy exemption

- 520215 - Exempt from financial literacy requirement per board policy

**Edit Student Memberships**


From this screen, you can edit and delete student memberships for the working school and school year.

*i* Graduation Seal Program Codes are now maintained on the [Student Exemptions/Requirements](#) Screen.

	Membership Code	Membership Name	Start Date	Stop Date	Staff Member	Prog Prov IRN
 	520215	Exempt from financial literacy requirement per board policy	Aug 20, 2025			*****

> Credit Requirement *i* 🕒 In Progress

English	🕒 In Progress	<a href="#">View</a>	Science	🕒 In Progress	<a href="#">View</a>
Physical Education	✅ Completed	<a href="#">View</a>	Health	❌ Not Started	<a href="#">View</a>
Math	🕒 In Progress	<a href="#">View</a>	Electives	❌ Not Started	<a href="#">View</a>
Social Studies	🕒 In Progress	<a href="#">View</a>	Fine Arts	🕒 In Progress	<a href="#">View</a>
EMIS Economics and Financial Literacy	❌ Incomplete	<a href="#">View</a>	Financial Literacy	✅ Exempt	<a href="#">View</a>



# Home School Export/Import – GPA Add-on Level, Is Honors, SIAC Priority A

Q 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

**MED2S1 - Med Asst Human Anatomy/Physio**

Course Weight:	<input type="text" value="10.0000"/>	In Honor Roll:	<input checked="" type="checkbox"/>	<b>Is Honors Course:</b>	<input checked="" type="checkbox"/>
Level of Difficulty:	<input type="text" value="v"/>	Include in Total Credits:	<input checked="" type="checkbox"/>	Include on Permanent Record:	<input checked="" type="checkbox"/>
<b>GPA Add-on Level:</b>	<input type="text" value="CRNT - Current Test v"/>	Include in GPA:	<input checked="" type="checkbox"/>	Print on Report Card:	<input checked="" type="checkbox"/>
Credit Units: <sup>*</sup>	<input type="text" value="1.875000"/>				



# Questions?

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