

APRIL 2026 EMIS WEBINAR



DATE: April 15, 2026

PRESENTED BY: Janice Ditto, Management Council
Student Information State Support Specialist

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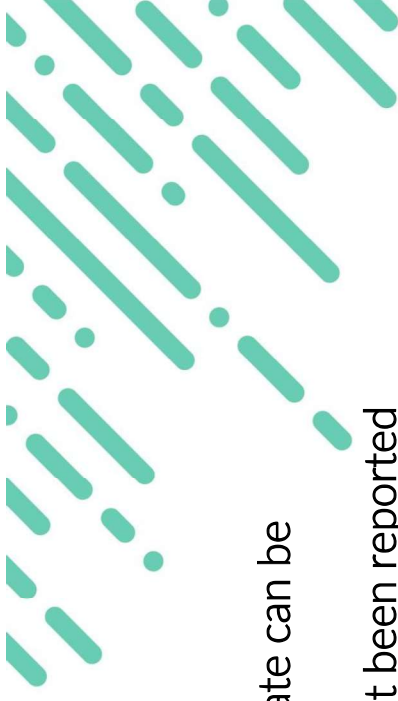
Agenda

- EXPUNGING A STUDENT
 - AP EXAM UPDATES
 - EMIS CHANGE 27.3 ADDS STAFF VACANCY RECORD (CR)
 - OHIO ED UPDATES FOR MAKE-UP HOURS 3/3/26
 - SPECIAL EDUCATION IMPORT (SPS) FOR FE RECORDS
 - ASSESSMENT EXTRACTS
 - ABSENCE REPORTING & CHRONIC ABSENTEEISM
 - ED CONNECTION & CLEP ASSESSMENT
-
- Next EMIS Webinar [June 3, 2026 @ 10 a.m.](#)




EXPUNGING A STUDENT, 1

- When to expunge a student
 - If the student has duplicate enrollment records in SI, the duplicate can be expunged
 - If a student was enrolled, and should not have been, but has not been reported in the SCR
- What to know about expunging a student
 - Once a student record is expunged any and all records tied to that student record are gone and not recoverable; in the case of a duplicate make sure that you have copied any student information that was incorrectly associated with the student to be expunged
 - To expunge a student, put the building and student in context
 - Navigate to [StudentInformation > SIS > Student > Admission History > Edit History Details](#)
 - Click the trash button to delete the most current record
 - A message asking if you want to delete the following admission event will appear



EXPUNGING A STUDENT, 2

- What to know about expunging a student, 2
 - If this is student you wish to expunge and there are no records to review, click the OK button
 - If the student has records in the system, those items will be displayed and you can review those items prior to expunging the student in the event that you need them to put in his 'other' record
 - Once you've verified any data you may not have, you can click the OK button to expunge the student
 - Once the student is expunged, they will appear on the Student Archive page with the details of who withdrew them and when; all students listed there are in alphabetical order



Student Information > SIS > Student > Admission History > Edit History Details

Admission/Calendar History Details

Click on the edit and delete icons to manage the student's admission events.

School Year Type: Regular

Year	Date	Event	School	Calendar Code
2024 - 2025	Aug 01, 2024	District Admission	Clear Fork	
2024 - 2025	Aug 01, 2024	Building Admission	Butler Elementary School	DFLT
2025 - 2026		Intrabuilding Progression	Butler Elementary School	DFLT

EXPUNGING A STUDENT, 3

Q Go To StudentInformation > SIS > Student > Admission History > Edit History Details

Admission/Calendar History Details

Click on the edit and delete icons to manage the student's admission events.

Deleting this admission record will completely remove the student for the selected school year. This includes all records associated with the student, course history, fees, grades, etc.

Are you sure you want to delete the following admission event?

- Intrabuilding Progression on 7/1/2025
 - Discipline
 - Discipline Incident: 1
 - Discipline Action: 2
 - Fees
 - Student Fees: 8
 - Marks
 - Student Marks: 1
 - GPA Honor Roll: 11
 - Scheduling
 - Course Requests: 1
 - Course Section Assignments: 1

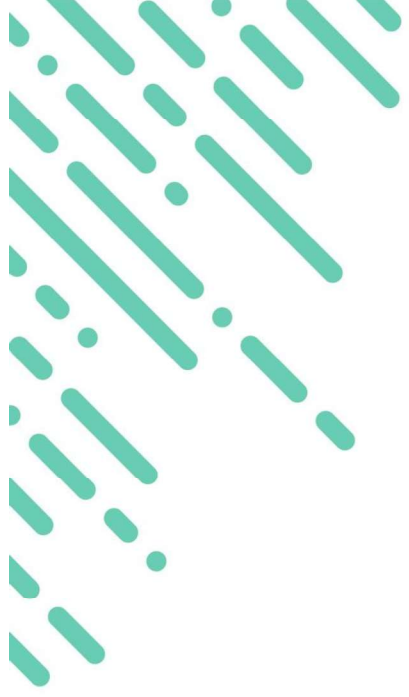
OK Cancel

Q Go To StudentInformation > SIS > School > Student Archive

View Archived Student Data

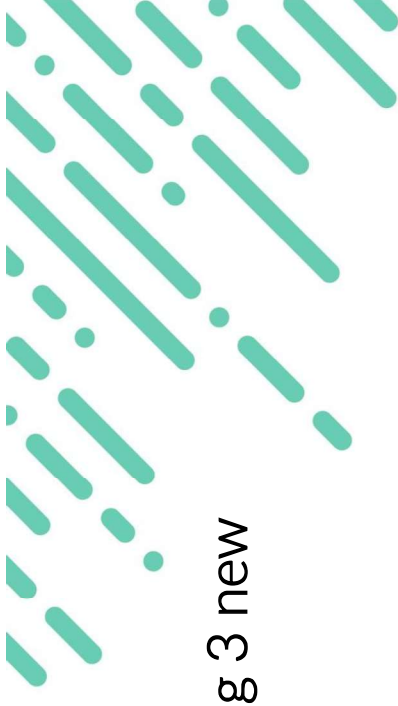
From this page users can view Student's deleted enrollment data.

Student	Type	By	Date
Q	Summer Withdraw		8/6/2025 6:55:00 AM
Q	Summer Withdraw		8/19/2025 7:44:00 AM
Q	Withdraw	Janice Ditto	4/13/2026 11:49:00 AM
Q	Summer Withdraw		8/14/2025 2:01:00 PM
Q	Withdraw		7/11/2025 8:21:00 AM



AP EXAM UPDATES

- ODEW EMIS Change 27-22 (future year) will be adding 3 new assessments areas. They are as follows:
 - AP42 – Business with Personal Finance
 - AP43 – Cybersecurity
 - AP44 – Networking





EMIS CHANGE 27-3 ADDS STAFF VACANCY RECORD (CR)

- This EMIS Change will be coming next year, however, it should be collected and reported as part of the fiscal services
- We have confirmed that both USPS and eRP Fiscal will be adding this change to their products
- It will not be added to StudentInformation

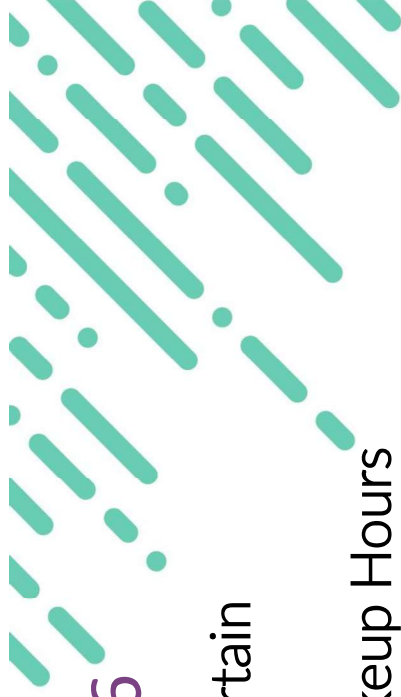
OHIO ED UPDATES FOR MAKE-UP HOURS 3/3/26

- Since this affects calendar reporting, I wanted to be certain everyone was aware of it
- The link inserted in this article takes you to Online Makeup Hours located on the DEW Website, [Online Makeup Hours | Ohio Department of Education and Workforce](#)

Online Make-Up Hours

Schools and districts must meet the minimum school year requirement regardless of whether they adopted an online day plan or not. Schools and districts that adopted an online day plan prior to August 1, 2025, and meet all the plan's requirements, can count time spent in online learning days toward the minimum school year requirement. Online day plans are authorized by ORC 3313.482. The allowable uses for online learning day plans can be found in the statute. The allowable uses and required components for an online day plan are available [here](#).

Schools and districts that did not adopt a plan prior to August 1 cannot count online learning days toward the minimum school year requirement. If there is a danger of falling below the minimum requirements, districts may need to add additional hours to their school year calendar to meet the minimum school year requirement in state law.



SPECIAL EDUCATION IMPORT (SPS) FOR FE RECORDS

- When importing the FE records from a third party provider, be sure to only import the records that are required to be reported
- Bringing in all FE records for every student creates unnecessary FE records, as it includes a record for every test type rather than those that are set forth in the IEP

The screenshot shows a web application interface for importing Special Education (SPS) records. At the top, the breadcrumb navigation reads: Student Information > Management > Import/Export > Special Education Import (Sps). The main heading is "Special Education Import (Sps)". Below this, a red warning message states: "Please select the Sps file to import." The form contains the following fields and options:

- District:** Apple Creek District
- School Year:** 2025-2026
- Import Method:** Physical File (dropdown menu)
- File name:** * (text input field with a "Browse" button)

A blue icon and text note indicate: "File must be in txt format."

The "Run Options:" section contains a list of checkboxes:

- Student Attributes (FD)
- Student Program (GQ)
- Student Special Education Events (GE)
- Student Special Education Graduation Requirement (FE)
- Student Achievement Test
- Student Ohio Graduation Test
- Student Kindergarten Readiness Assessment
- Student Next Generation Assessment (GN)
- Student End of Course Exam (GE)

An "Import" button is located at the bottom right of the form.



ASSESSMENT EXTRACTS, 1

- The Assessment Extract permits the transfer of assessment records from one district to another for the same student
- The testing school can extract assessment records which creates an import file that can be imported to the student's other district
- The extract is located at [StudentInformation > SIS > Assessment > Assessment Extract](#)
- The records can be created in bulk or for a single student
- Once the receiving district receives the import file, they can navigate to the [StudentInformation > SIS > Assessment > Assessment Imports](#).
- The receiving district must choose the option 'Assessment Extract' when loading the file, regardless of the test type.
- Not all listed assessments can be transferred



ASSESSMENT EXTRACTS, 2

Student Assessment Extract

Filter Students ⓘ

Student Numbers - Enter specific student numbers, separated by a comma, to include them in the extract.

Ad Hoc Memberships - Select one item from the drop-down list or enter text to search for a specific item to filter your results.

Public and Private

Filter Non-Specific Students ⓘ

Select one or more items from the drop-down list below or enter text to search for specific items to filter your results.

Student Statuses

Grade Levels

Schools

Assessment Filter

Select one or more items from the drop-down list or enter text to search for specific items to filter your results.

Assessments

Extract

Q, Go To Student Information > SIS > Assessment > Assessment Imports

Assessment Imports

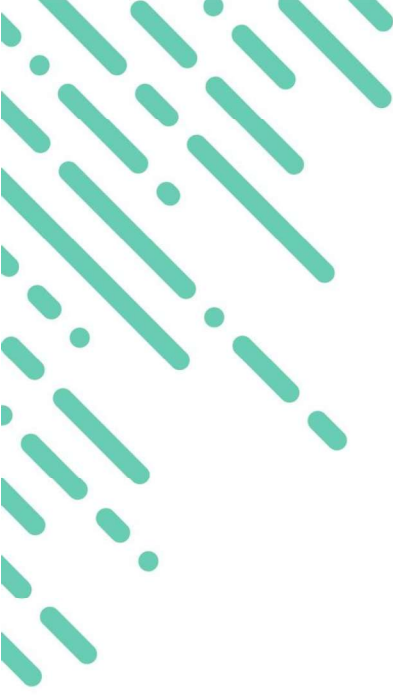
Assessment Type: * Assessment Extract

File Name: *

Browse

3 File must be in csv format.

Upload



ABSENCE REPORTING & CHRONIC ABSENTEEISM, 1

- Following recent questions concerning the Chronic Absenteeism report, we have followed up with ODEW. Items discussed include those listed below
 - All medical absences should be included in EMIS reporting, whether excused or unexcused.
 - All medical absences should be included in chronic absenteeism counts, and should not be excluded from absence counts
- For this reason, we have created a couple ER items to be update our absence policies
 - SOSCS-2032, ER: SIS remove absence group type medical from absence type maintenance
 - SOSCS-2033, ER: SIS remove Medical Excused Absences area from the Student Absence Intervention screen



ABSENCE REPORTING & CHRONIC ABSENTEEISM, 2

- The expectation for SOSCS-2032, ER: SIS remove absence group type medical from absence type maintenance is displayed here
- At the present time, when districts choose the Medical Absence Group for their absences, these absences are not being included in the absence totals on the Chronic Absenteeism report
- Our recommendation at this time, is that districts may want to modify any absences they have assigned to the Medical group, to be a non-medical absence in order that they are included in the chronic absenteeism reporting as well as in the EMIS attendance reporting

Absence Type Maintenance
From this screen, you can display, add, change and delete data pertaining to absence types.

Code:

Name:

Description:

Qualifier:

Is Excused:

Absence Group: None Medical Out of School Suspension

Use for Daily Attendance:

Use for Period Attendance:

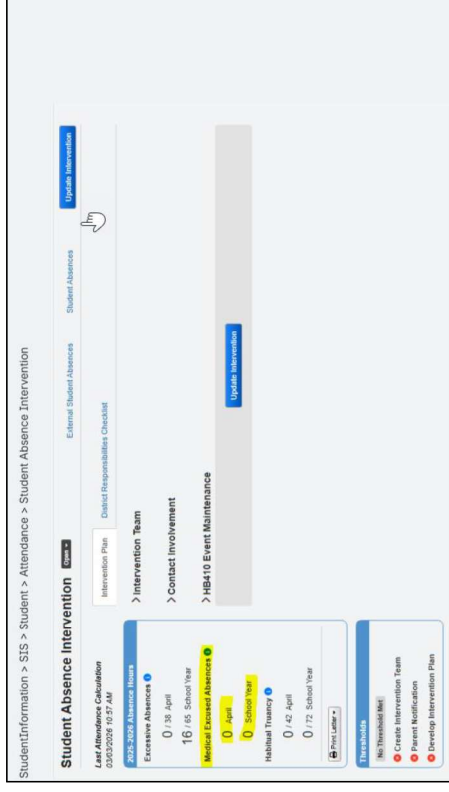
Report to EMIS:

Is Active:



ABSENCE REPORTING & CHRONIC ABSENTEEISM, 3

- The expectation for SOCS-2033, ER: SIS remove Medical Excused Absences area from the Student Absence Intervention screen is displayed below
- The Student Truancy records are no longer EMIS reportable, and the medical absences will no longer be calculated as part of the student truancy
- Districts are still required to report truancy to the truancy officers and/or the court system



ABSENCE REPORTING & CHRONIC ABSENTEEISM, 4

- Items discussed with Patrick Hickman included some of the following areas:
 - <https://codes.ohio.gov/ohio-administrative-code/rule-3301-69-02> - Includes rules about attendances and absences
 - <https://education.ohio.gov/Topics/Student-Supports/Attendance-and-Family-Engagement/Ohio-Attendance-Laws-FAQs#FAQ4885> - differences between chronic absenteeism and habitual truancy
 - <https://education.ohio.gov/Topics/Student-Supports/Attendance-and-Family-Engagement/Ohio-Attendance-Laws-FAQs#FAQ5301> – rules for excused and unexcused absences
 - <https://education.ohio.gov/Topics/Student-Supports/Attendance-and-Family-Engagement/Ohio-Attendance-Laws-FAQs> – In particular this item is listed here:

Do schools and districts need to define medical and nonmedical excused absences?

The definitions of medical and nonmedical excuses are within the discretion of schools and districts. Local board-adopted attendance policies may include definitions or examples of medical excuses, including a process and timeline for families to submit medical excuses. As of September 30, 2025, Ohio law no longer references the distinction between medical and nonmedical excused absences. Neither type factors into habitual truancy, but missing school for any reason contributes to chronic absenteeism.

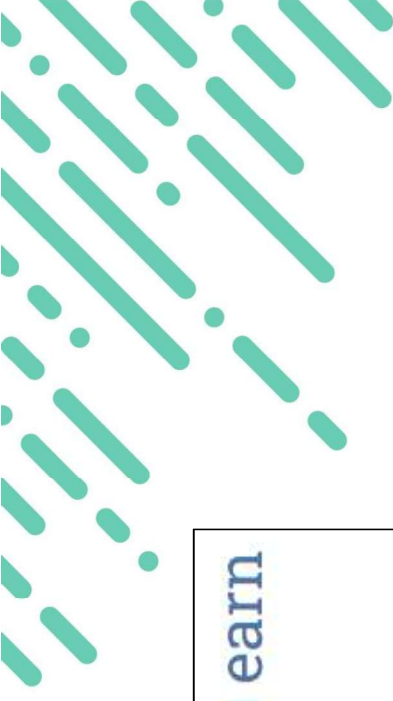


ABSENCE REPORTING & CHRONIC ABSENTEEISM, 5

- Districts have the option of determining what is a non-absence for their district. For questions on how to do that, they should seek legal advice from their attorneys and make it part of their policy that applies to all students.
- We are in the process of updating the HB410 documentation to make it more clear and user friendly as relates to absences, how they are being reported and chronic absenteeism



ED CONNECTION 4/14/26, 1



New opportunity for students to earn college credit, graduation seals

4/14/2026

College-Level Examination Program supports student workforce readiness

[Ohio House Bill 96](#), the most recent biennial budget, added the [College-Level Examination Program](#) or CLEP as an “advanced standing program” under [Ohio law](#). This credit-by-exam program offered by College Board allows students to earn college credit through a series of 34 subject-specific exams.

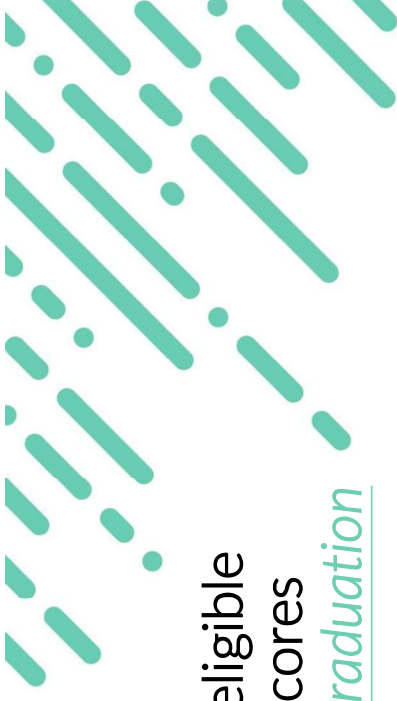
Additionally, House Bill 96 included CLEP as an option to earn four state-defined seals to meet the Demonstrating Readiness portion of [Ohio’s graduation requirements](#). Eligible seals include the College-Ready Seal, Citizenship Seal, Science Seal, and Technology Seal.

Schools and districts should refer to the [Demonstrating Readiness Graduation Seals](#) page for guidance and all options available to students to earn graduation seals.



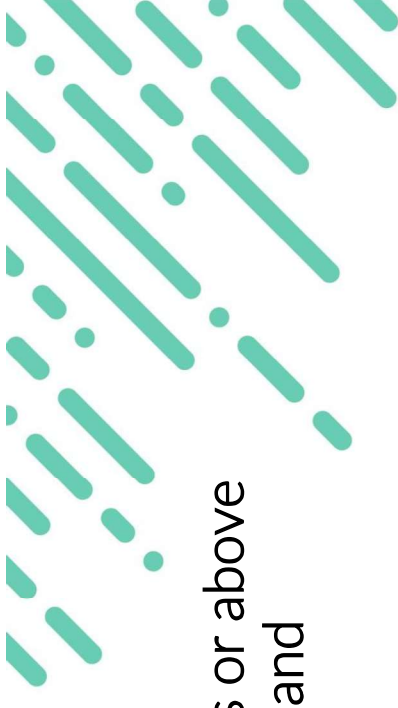
ED CONNECTION 4/14/26, 2

- This link will take you to information pertaining to the eligible CLEP Exams by Graduation Seal section and includes scores required to receive a Graduation Seal [Home > Ohio's Graduation Requirements > Ohio's Long-term Graduation Requirements > Demonstrating Readiness | Graduation Seals > CLEP Guidance for Graduation Seals](#)
- At this point in time, if districts have students who take the CLEP this year and earn a Graduation Seal, those seals will need to be updated following the current procedures for the area below. It is possible that a program code for the College Ready Seal may need to be entered as the current logic does not include automation for the CLEP scores [StudentInformation > SIS > Student > Graduation Tracking > Student Exemptions / Requirements](#)



ED CONNECTION 4/14/26, 3

- It is also noted that students who achieve these scores or above could also earn college credit at Ohio's public colleges and universities
- We will need more information from ODEW on whether that college credit is 'articulated' and whether it is to be reported in EMIS
- Once more information is available to us, we will begin the process of making any needed updates to accommodate required EMIS reporting
- Basically, we just need to hear more information on any reporting for this, and as we have more details, we will share more details!!



Questions?

Next Webinar:

June 3, 2026, 10:00 a.m.

Registration is open