

JULY 2026 EMIS WEBINAR



DATE:

July 22, 2026

PRESENTED BY:

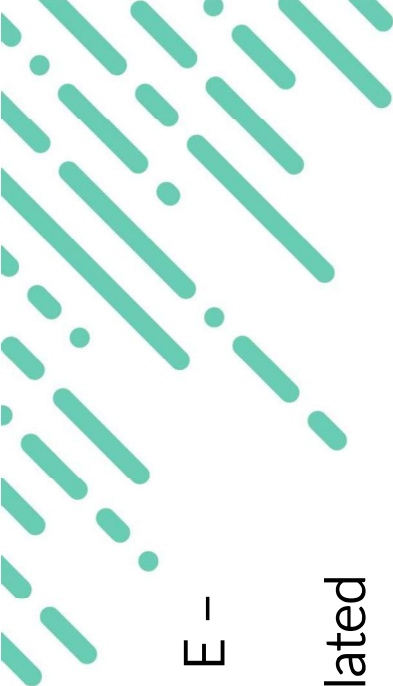
Janice Ditto, Management Council

Student Information State Support Specialist

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Agenda

- UPDATES TO EMIS SITUATIONS
 - DISCIPLINE UPDATES
 - EMIS UPDATES EXPECTED IN V.26.1
 - CALENDAR HOLIDAY EXCEPTIONS
 - PERIOD G REVIEW
-
- Next EMIS Webinar [September 30, 2026 @ 10 a.m.](#)



UPDATES TO EMIS SITUATIONS

- EMIS Change 27-7 removes the How Received Option E – Preschool ECE Early Childhood Education Grant
- And EMIS Change 27-5 ‘Removes special ECE grant related reporting’
- These changes together are meant to remove reporting that will identify ECE grant funding; it does not change the population of preschool students required to be reported to EMIS
- To accommodate these changes, we have updated all EMIS Situations that had a How Received value of ‘E’
- ITCs need to run DASL Syncer for EMIS Options 4 or 5 if they have not done so from July 17 forward to pick up the new EMIS Situations
- This affected 9 different EMIS Situations

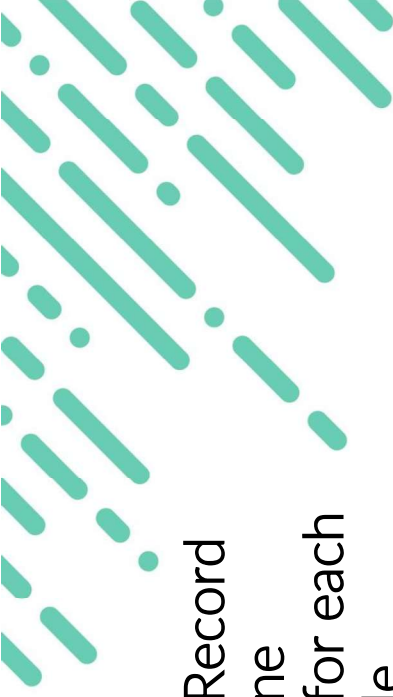
UPDATES TO EMIS SITUATIONS, 2

- Some of the EMIS Situations still have references to 'ECE' in the descriptions to allow districts to more easily know who their 'ECE' students are – that information is not included in the transfer files
- EMIS Situations updated for Regular Districts
 - 394 (ECE) Preschool Early Education Grant
 - 449 Non-resident student in ECE Preschool Early Education Grant
 - 469 PS Other funding resident placed in non-pub full time
- EMIS Situations updated for Community Schools
 - 502 PS Student attending Community School
- EMIS Situations updated for ESCs
 - 386 Preschool Early Childhood Education
 - 404 PS Court Placed in Sending District PS ECE Grant at ESC
 - 497 Foster PI in Sending District, attends ESC

UPDATES TO EMIS SITUATIONS, 3

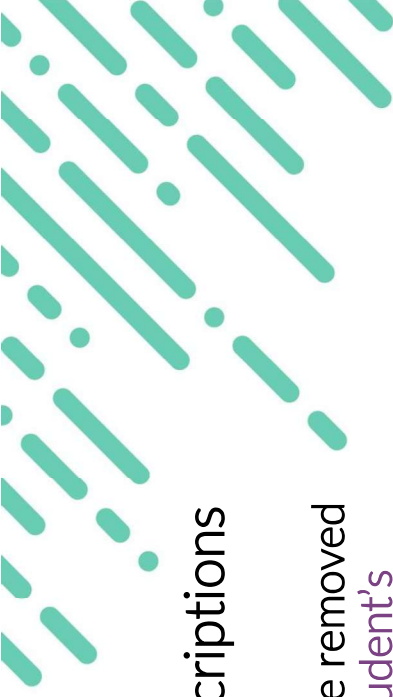
- EMIS Situations updated for JVSD Districts
 - 391 PS Head Start, ECE or Other Funding
 - 390 This situation had been labeled Preschool (PS) Early Childhood Education, and it was removed from the application. It had the same coding previously as Situation 391 with the exception of the How Received value, so we didn't feel a duplicate was necessary
- EMIS Situations Document
 - The EMIS Situations Document has been updated to reflect all of these changes, and can be found in the ITC Support Portal as displayed in the screenshot below

EMIS Procedural Checklists		
By Susan Martin 32 Add a reaction		
File		Modified
Adding Updating EMIS Course Terms (Satellite, ESC, OTC).docx		Nov 25, 2024 by Janice Ditto
Adding Updating EMIS Course Terms (Satellite, ESC, OTC).pdf		Nov 25, 2024 by Janice Ditto
Assigning Attendance Patterns Checklist.doc		May 02, 2023 by Kevin esparaz
Bulk Update Core Subject Area, Dual Credit or EMIS Subject Area for Credit Step by Step.pdf		Oct 15, 2025 by Janice Ditto
Bulk Update Manual Cohi CORE Subject Area, Dual Credit or EMIS Subject Area for Credit (2).pdf		Oct 15, 2025 by Janice Ditto
CTRMEMIS (Period L) Error Resolution.pdf		Aug 15, 2025 by Janice Ditto
Direct Certification Input File for Free and Reduced Procedural Checklist.pdf		May 02, 2023 by Kevin esparaz
EMIS Situations (A Guide to Understanding EMIS Situations).pdf		Jul 16, 2026 by Janice Ditto
Exiting Student Follow-up Records (FW).docx		Nov 17, 2025 by Janice Ditto
Exiting Student Follow-up Records (FW).pdf		Nov 17, 2025 by Janice Ditto



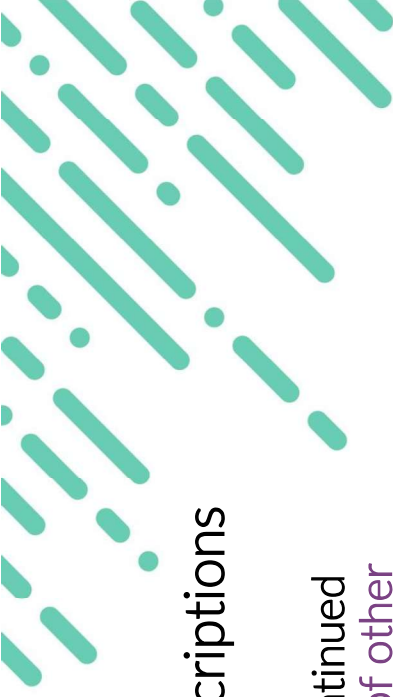
DISCIPLINE UPDATES

- EMIS Change 27-11 Updates Student Discipline (GD) Record requires updates to the discipline action codes, discipline infraction codes and a separate record to be reported for each Type of Discipline administered to a student for a single discipline incident
- Discipline Action Code changes to be reviewed as descriptions have changed
 - 1 Expulsion – language added: the previous expectation of no more than 80 days (or the number of days remaining in a school semester) has been updated to include the language “except for actions that pose imminent and severe endangerment to the health and safety of other students or school employees” which permits the expulsion to be longer.
 - 6 Emergency Removal by District Personnel
 - 9 Prior Expulsion Extended Under Board Policy to Extend



DISCIPLINE UPDATES, 2

- Discipline Action Code changes to be reviewed as descriptions have changed
 - 6 Emergency Removal by District Personnel – previous language removed and the new language in ORC section 3313.66(C) states “If a student’s presence poses an immediate danger to a person or property or is disruptive to the educational process, a superintendent, principal, or assistant principal may remove a student without notice or a hearing (as described in division (A) and (B) of ORC §3313.66). In the event of an emergency removal, a parent/guardian must be notified immediately. A student in grades pre-kindergarten through three may only be removed for the remainder of the school day. If a student is removed, written notice of a hearing and the reason for the removal shall be given to the pupil as soon as practicable prior to the hearing, which shall be held on the next school day after the initial removal is ordered.”
 - 9 Prior Expulsion Extended Under Board Policy to Extend – new language “This option permits a school district, community school, or STEM school to establish a policy that authorizes the district superintendent, or equivalent administrator, to expel a student for up to 180 school days, for actions that



DISCIPLINE UPDATES, 3

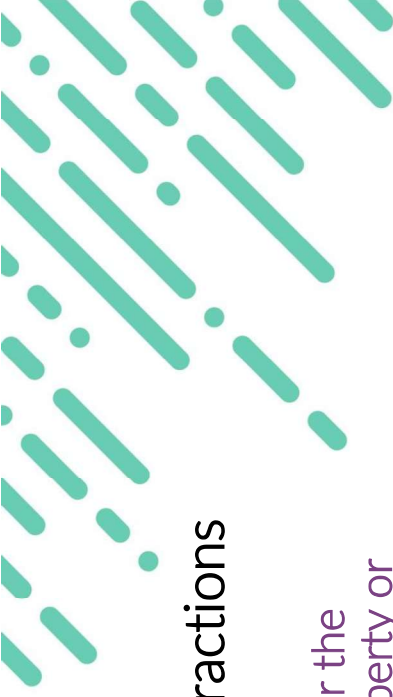
- Discipline Action Code changes to be reviewed as descriptions have changed
 - 9 Prior Expulsion Extended Under Board Policy to Extend – continued “imminent and severe endangerment” to the health and safety of other students or school employees. It requires the superintendent or administrator to establish conditions for the student's reinstatement, including a mental health assessment. This allows the expulsion to be extended for up to 90 days at a time. It expressly makes all decisions made by a superintendent or administrator regarding expulsion for imminent and severe endangerment subject to the same notification requirements and appeals process as other types of expulsions under current law.”
- Discipline Infraction Code changes - There are several wording updates for many of the infraction codes – be sure to review them, below are infraction codes that have been removed or added
 - 01 Truancy Removed

DISCIPLINE UPDATES, 4

- Discipline Infraction Code changes - There are several wording updates for many of the infraction codes – be sure to review them, below are infraction codes that have been removed or added

- ~~-01 Truancy~~ Removed
- 03 Fighting/Physical Aggression
- 04 Vandalism/~~Damage to School or Personal Property~~
- 10 ~~Use~~, Possession, Sale, or Distribution of Intoxicating Alcohol, Liquor, or Beer
- 11 ~~Use~~, Possession, Sale, or Distribution of Substances ~~Drugs~~ Other Than Tobacco or Alcohol
- 14 ~~False Alarms~~/Bomb Threat
- 18 ~~Disobedient~~/Disruptive and Behavioral Misconduct
- 19 Harassment, Intimidation, and Bullying
- 20 Firearm Look-a-Likes
- 21 ~~Unwelcome Sexual Conduct~~ Sexual Misconduct and Harassment





DISCIPLINE UPDATES, 5

- Discipline Infraction Code changes – The following infractions are new additions
 - 23 Use of Intoxicating Alcohol, Liquor, or Beer or Arriving Under the Influence of Intoxicating Alcohol, Liquor, or Beer on School Property or Grounds
 - 24 Use of Substances Other than Tobacco or Alcohol or Arriving Under the Influence of Substances Other than Tobacco or Alcohol on School Property or Grounds
 - 25 Violation of School Policy
 - 26 Swatting.”
- All discipline action codes and discipline infraction codes have been made available in the Student Information application
- Districts will need to make updates for each of their districts to include these items to be reportable in the discipline incidents as well as in the transfer files to the data collector

DISCIPLINE UPDATES, 6

- The updates to the Discipline Action and Infraction Codes, need to be made in 26/27. For the Discipline Action Codes, these should already be in place for districts to use even in 25/26 as updates were made late last year to include the Action Codes of 8 and 9 which both deal with Expulsions and extensions of same, but they will want to review the values in their 26/27 environment as well.
- Discipline Code Types should be set at the building level
- Districts will want to review these Discipline Action Types by putting a building in context, and navigating to [StudentInformation > Management > School Administration > Discipline Administration > Discipline Code Types](#) and then selection Discipline Code Type 'Action Code'

DISCIPLINE UPDATES, 7

- These are the action codes (or the discipline action taken)
- This example displays only 4 different discipline actions that can be reported from this building for their discipline incidents as only 4 Action codes are included
- Each action code that needs to be reported, needs to be included in the list, and 3, 4, 8 and 9 are not being included here
- The district can add those by clicking Add Discipline Code and enter the appropriate information

Student Information > Management > School Administration > Discipline Administration > Discipline Code Types

Discipline Code Types

From this screen, you can display, add, change and delete data pertaining to Discipline

Discipline Code Type: ▼

Add Discipline Code

Only actions with an EMIS Code will be reported

	Code	Name	Description	EMIS Code	Active
	01	Expulsion	Major-Expulsion	1	
	ISD	In-School Detention	Minor-In School Detention		
	10	Loss of Bus Privileges	Minor-Loss Bus Privileges		
	LUN	Lunch Detention	Minor-Lunch Detention		
	07	Major-Removal by hearing ofc	Major-Removal by hearing ofc	7	
	08	Minor-Closed lunch	Minor-Closed lunch		
	O	Other	Other		
	02	Out of School Suspension	Major-Out of School Suspension	2	
	06	Removal by District Personnel	Major-Removal by district personnel	6	
	AFT	Teacher Detention	Minor-After School Detention		
	09	Thursday school	Minor-Thursday school		
	W	Warning	Minor-Warning		

☒ Show Active Only

DISCIPLINE UPDATES, 8

- These are the infraction codes (or the discipline infraction by the student)

Q Go To Student Information > Management > School Administration > Discipline Administration > Discipline Code Types

Discipline Code Types

From this screen, you can display, add, change and delete data pertaining to Discipline codes.

Discipline Code Type: ▼

Add Discipline Code

Apple Cider High School

2026-2027

Only infractions with an EMIS Code will be reported

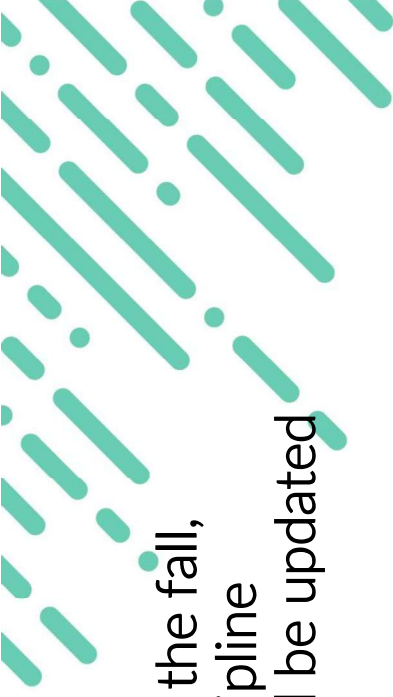
	Code	Name	Description	EMIS Code	Active
	23	Alcohol Use		23	
	18MA	Major-Disob/Disruptive Behavior	Major Disob/Disruptive Behavior	18	
	DSMA	Major-Disrespect	Major-Disrespect	18	
	14	Major-False alrms/bomb threats	Major-False alarms/bomb threats	14	
	03	Major-Fighting/Violence	Major-Fighting/Violence	03	
	20	Major-Firearm Look-a-likes	Major-Any item that resembles a firearm but does not have the explosive characteristics of a firearm...	20	
	19	Major-Harassment/Intimidation	Major-Repeatedly annoying or attacking using physical, verbal, written, or electronic action that creates fear of harm, an intimidating or hostile education or work environment...	19	
	INMA	Major-Insubordination	Major-Insubordination	18	
	RAMA	Major-Repeated Acts of Misconduct	Major-Repeated Acts of Misconduct	18	
	22	Major-Serious Bodily Injury	Major-An incident that results in serious bodily injury to oneself or others.	22	

DISCIPLINE UPDATES, 9

- When selecting the green Add Discipline Code box for the Infraction Type Code, the following information to be included is shown here
- It might be easiest when on this screen to select our EMIS Type of Discipline value first. This will help you complete the Name field with accurate info
- The description is whatever you want it to be
- Once you save this, it will appear in the list of infraction codes to be selected when entering a discipline incident

DISCIPLINE UPDATES, 10

- EMIS Change 27-11 also updates reporting requirements for the discipline records indicating that a separate record must be reported for each type of discipline administered to and served by a student for each discipline incident that occurs.
- An example would be if a student is suspended pending an expulsion for the same incident, one record is reported for the suspension and one record is reported for the expulsion. Currently in StudentInformation, one discipline record would be reported for the most severe discipline action, not both discipline actions
- At the beginning of FY27, the discipline incidents will be reported as they always have been previously. The updated transfer file will be released in v.26.1 which is expected in the fall of this year
- However, districts can still enter their discipline data as they always have. At this time, we do not believe the incidents will be fatal when being reported to the data collector



DISCIPLINE UPDATES, 11

- The really good news is that when v. 26.1 is applied in the fall, districts will not need to make any changes to the discipline incidents that have been entered. The transfer file will be updated to correctly report the data that has been entered
- This means that if there is more than one discipline action, they will automatically divide both of those actions into two separate records, ex. one record for the out of school suspension and one record for the expulsion and each will contain the total number of days for their respective discipline action
- At that time, the transfer record will also contain the incident date, not the discipline date, as well as the sequence numbers being updated
- The Victim of Violence data is no longer collected by the data collector. We will be keeping that data available to districts in case they wish to complete it

DISCIPLINE UPDATES, 12

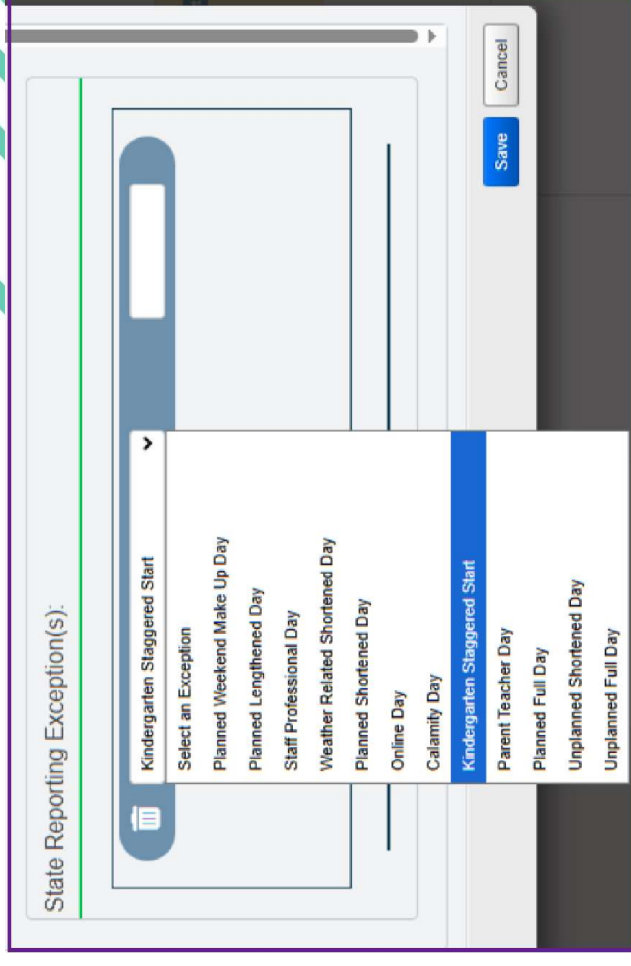
- Last but not least, in v. 26.1 DISCEMIS will be updated to correct/remove errors with any incidents entered, and the downloadable report will reflect each student's discipline reporting records

EMIS UPDATES EXPECTED IN V. 26.1

- EMIS Change 27-65 Remove Student Group STUKGBRDAY from District and Building screen – this is no longer required to be reported as the age rules for students entering kindergarten have changed
- EMIS Change 27-72 Remove FFE options for Primary Software Attributes on DN Page – this change is due to the Flat File Editor being discontinued, so specific options should not be selected at this time (to be removed in v.26.1)
 - SIS-FF
 - FIN-FF
 - HRP-FF
- EMIS Change 27-29 New CCP Attribute added to the District and Building screen - CCPPROINFO - used to report whether or not districts and schools that educate grade 9-12 students provide information about and promote the College Credit Plus program.

EMIS UPDATES EXPECTED IN V. 26.1, 2

- EMIS Change 27-29 Add new State Reporting Exception for the Calendar regarding KG staggered start calendars
 - Add new Kindergarten Staggered Start EMIS Exception - C_KGSTGSTR
 - This will be available later in the fall
 - Districts who have staggered start KG calendars will need to note which days students are not expected on the specific calendar, so that once the exception is available, they can add it at that time
 - This exception will assist in attendance being calculated correctly for the students on KG staggered calendars
 - The calendar collection will report updated values once the exception is available
 - Typically zero (0.0) should be entered in the hours field



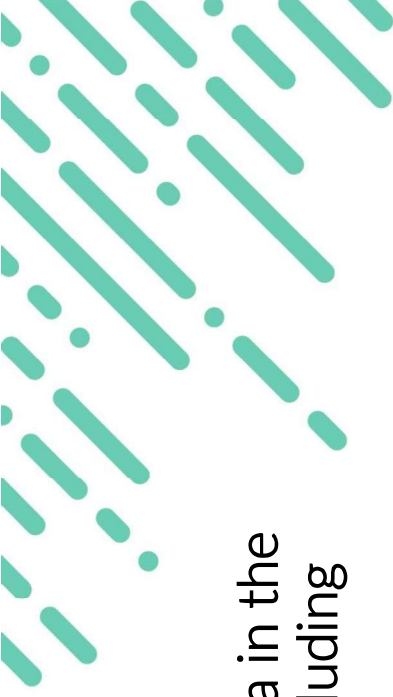
CALENDAR HOLIDAY EXCEPTIONS

- FY27 Initial Calendar Reporting is open through 9/24/26
- Calendars must have at least one EMIS Exception when reporting or they will fatal in the data collector
- EMIS Exceptions, ex. the holidays for the school year, can be added to ALL calendars at one time using the Bulk Calendar
 - District in context, school year 26/27 in context, navigate to [StudentInformation > Management > School Administration > Scheduling Administration > Calendar Bulk Exception Management](#)
 - In the Sub Calendar Day section, update the Sub Calendar Day Type to Holiday and check the Update field
 - In the State Reporting Exceptions section, click the plus sign, choose Planned Full Day and enter 0.0 hours. Click the Add/Update Exception button

CALENDAR HOLIDAY EXCEPTIONS, 2

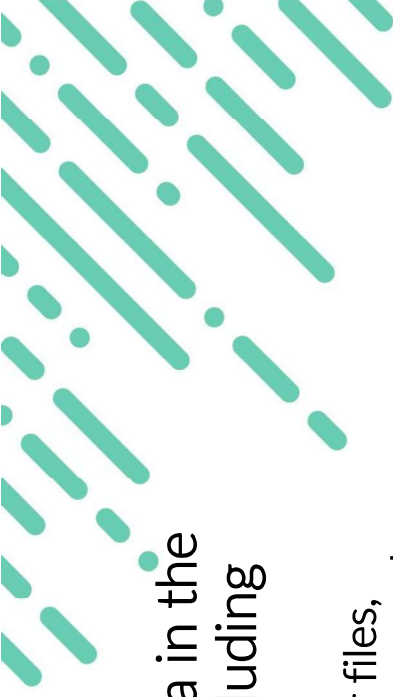
- EMIS Exceptions, ex. the holidays for the school year, can be added to ALL calendars at one time using the Bulk Calendar, cont'd
 - In the Days section, click on Add Days – go through the calendar and select each day that school will not be in session due to a holiday. The dates selected will appear under the Added Days section on the right of the screen. If you click an incorrect date, you can just 'x' it out of that section. When done, click the Use These Days button
 - In the Calendar section, you can choose every calendar in a building by checking the box next to the school, or you can choose the calendars based on whether or not they should be updated with this particular EMIS Exception by checking the box next to the calendars you want to update
 - Once complete, click Save. A message should appear that says – Success! Calendar exceptions were successfully saved!
 - Spot check some of the calendars and verify that the EMIS Exception updates were made





PERIOD G REVIEW

- FY26 Period G closes on October 9, 2026
- Make sure you are regularly updating any affected data in the 25/26 school year. This can include various items, including but not limited to the following:
 - The data window that may require updates is for those items that happened after the last day of school in 25/26 and prior to the first day of school in 26/27
 - Course history should be added for summer courses including typical courses as well as college credit plus courses
 - For students who earn college credit over the summer, the college credit maintenance screen needs to be updated to reflect that they received that credit so that it is reported on the Graduate Core Summary record
 - The Graduate Core Summary records also need to be run in update mode
 - Make sure the student has been withdrawn with the appropriate withdraw reason indicating they graduated



PERIOD G REVIEW, 2

- Make sure you are regularly updating any affected data in the 25/26 school year. This can include various items, including but not limited to the following; cont'd
 - If your district is not seeing any Period G records in the transfer files, verify that School Year Initialization has been run in the future year and that the calendar has a start date in 26/27
 - Make sure all Graduation Seals have been selected for the graduates
 - Add any assessments that have been taken over the summer so they are included in the Period G transfer
 - Make sure the Diploma Type is selected for each student
 - EMIS Graduation Options should be updated, and if you have several that have not yet been completed, they can be updated using the Student Profile Bulk Update
 - Make sure the data is updated for anyone graduating after the last day of school in 25/26 and before the first day of the 26/27 school year
 - If a student did not graduate as expected over the summer, they will need to be withdrawn – see the FY26 Period G checklist for additional details

Questions?

Next Webinar:

September 30, 2026, 10:00 a.m.

Registration is open