

SEPTEMBER 2026 EMIS WEBINAR



DATE:

September 30, 2026

PRESENTED BY:

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Student Information State Support Specialist

Agenda

- DISADVANTAGEMENT/LUNCH STATUS
 - DISCIPLINE UPDATES
 - STAGGERED START CALENDAR EXCEPTION
 - PERIOD G CLOSES OCTOBER 9
 - EXITING STUDENT FOLLOW-UP OPENS 10/15/26
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- Next EMIS Webinar [November 18, 2026 @ 10 a.m.](#)



REVIEW DISADVANTAGEMENT CODES WHEN UPDATING AND/OR SAVING THE FD TAB

- SOSCS-3445 Remove logic that automatically updates FD Disadvantage to '1' when Free Lunch is Selected
 - This story is expected to be resolved in the upcoming v.26.1 release
 - In the interim districts need to frequently verify, and if needed, correct the disadvantage values for any student with a free lunch indicated
 - To update the disadvantage value to '*' with a free lunch, at this time the Student Profile Bulk Update must be used. Be certain to select the correct date of the FD tab to be updated when using the Student Profile Bulk Update
- Currently, if a student has a correct value of '*' with the free lunch, and any value is updated on the FD tab and saved, the '*' reverts to a '1'. This also occurs even if you don't make a change but if you just resave the FD tab
- EZ Query SIS Student Search can be used to get a list of students and their Disadvantage code as well as their Free/Reduced Lunch Status to verify correct reporting



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
- The updated Discipline Action Codes are available in StudentInformation
- The updated Discipline Infraction Codes are available in StudentInformation
- Districts need to pull these codes down for each building in their district

DISCIPLINE UPDATES, 2

- Discipline Action Code changes to be reviewed as descriptions have changed
- Districts will want to be certain that they have all of the discipline action codes available to them when creating the discipline incident
- Discipline Infraction Code changes are more detailed than the Action Codes – several new codes have been added, the discipline titles have changed, Truancy has been removed
- These can be reviewed in the EMIS Manual, Chapter 2.11 Student Discipline Record
- Additionally, the Victim of Student Violence data is no longer reported to EMIS; however, districts can continue to insert data in this section if they wish to see it associated with the incident

DISCIPLINE UPDATES, 3

- Steps to update the Discipline Infraction Codes in the buildings
 - Put the building in context, and navigate to [StudentInformation](#) > [Management](#) > [School Administration](#) > [Discipline Administration](#) > [Discipline Code Types](#), once there, select Discipline Code Type 'Infraction Type Code'

Q Go To StudentInformation > 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: Infraction Type Code

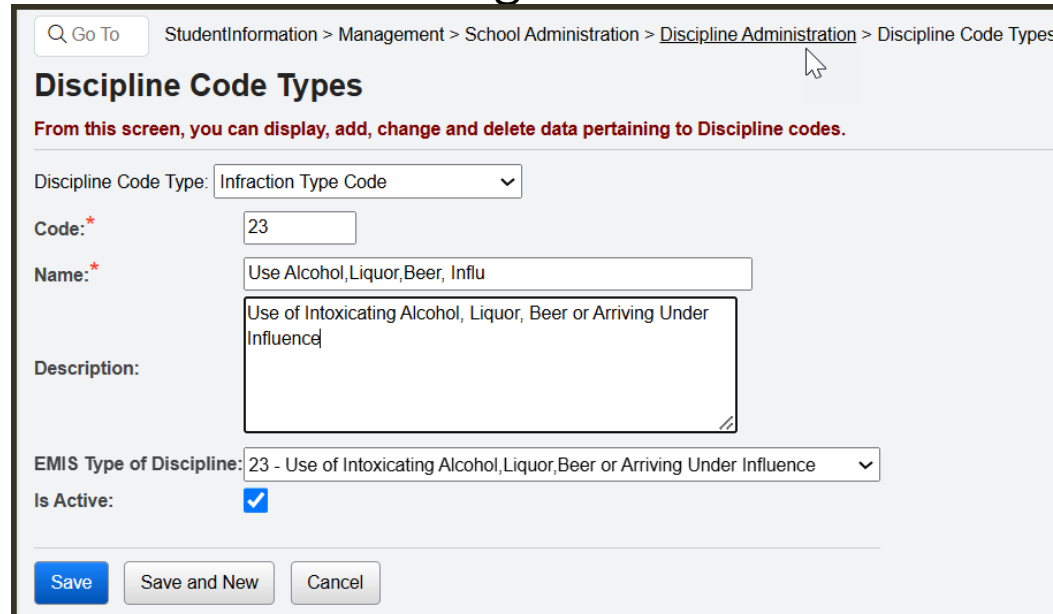
Add Discipline Code

	Code	Name ▲	Description	EMIS Code	Active
	14	MajBlue-False alarm/bomb threat	Major-Blue-False alarms/bomb threats	14	
	08	MajBlue-Use/pos explos/incindi	Major-Blue-Use/poss explos/incindiary	08	

- Click the Add Discipline Code button and then go to the EMIS Type of Discipline selection box near the bottom of the screen. Click in the box to add one of the new codes
- I chose code 23 EMIS Type of Discipline: 23 - Use of Intoxicating Alcohol,Liquor,Beer or Arriving Under Influence
- Next fill out the Code (23), Name field and Description, then Save

DISCIPLINE UPDATES, 4

- Example, and be sure to Save the Infraction Type Code; these need to be added in each building



The screenshot shows a web application interface for managing discipline codes. At the top, there is a breadcrumb trail: "Student Information > Management > School Administration > Discipline Administration > Discipline Code Types". Below this is a search bar labeled "Go To". The main heading is "Discipline Code Types". A red instruction line states: "From this screen, you can display, add, change and delete data pertaining to Discipline codes." The form contains several fields: "Discipline Code Type" is a dropdown menu set to "Infraction Type Code"; "Code:" is a text box with "23"; "Name:" is a text box with "Use Alcohol, Liquor, Beer, Infl"; "Description:" is a larger text box with "Use of Intoxicating Alcohol, Liquor, Beer or Arriving Under Influence"; "EMIS Type of Discipline:" is a dropdown menu set to "23 - Use of Intoxicating Alcohol, Liquor, Beer or Arriving Under Influence"; and "Is Active:" is a checkbox that is checked. At the bottom, there are three buttons: "Save", "Save and New", and "Cancel".

- Be sure to remove any infractions that are no longer valid and/or update the current codes to match any changes that have been made
- Only actions and infractions with the EMIS Code in the column can be reported to EMIS, and you must have an EMIS Reportable Action AND an EMIS Reportable Infraction for the incident to be reported

DISCIPLINE UPDATES, 5

- StudentInformation is currently using v.26.0, v. 26.1 is expected in the near future
- In the past years and at the present time, when entering a discipline incident, the date of the incident in the transfer file is the start date of the Disciplinary Action and not necessarily the date the infraction occurred.

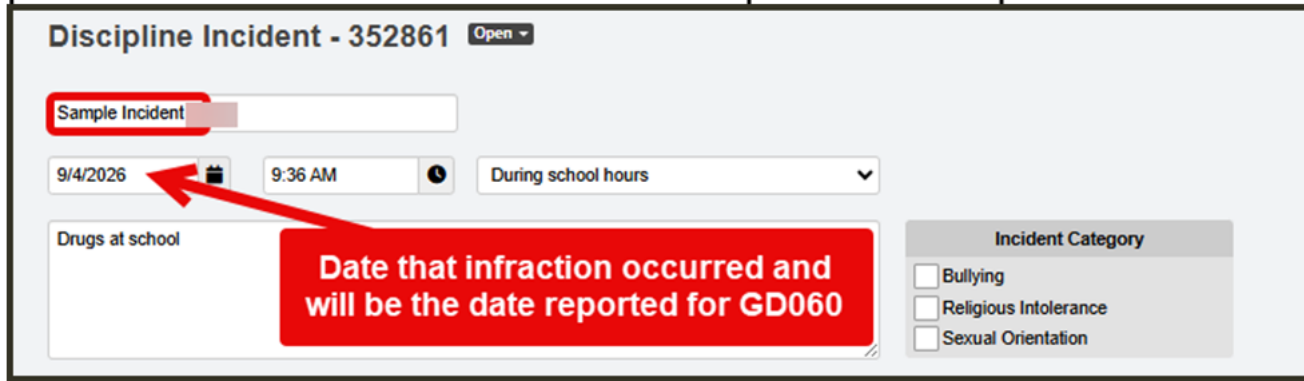
The screenshot displays the 'Disciplinary Actions' form in the Student Information System. On the left is a navigation menu with options: Schedule, Attendance, Contacts, Print Letter, Show History, and Past Incidents. The main form area is titled 'Disciplinary Actions' and contains the following fields:

- OUT OF SCHOOL SUSPENSION** (dropdown menu)
- Demerits** (text input field)
- 9/21/2026** (start date) **9/25/2026** (end date) (calendar icons)
- # of Days** **5** (text input field)
- Alt Education Assigned** *** - Not Applicable** (dropdown menu)
- Modified Expulsion** *** - Not Applicable** (dropdown menu)
- PS-3 Discipline Reason** *** - Not Applicable** (dropdown menu)

A red callout box with white text points to the start date field (9/21/2026) and contains the text: **Date that discipline action began - in v.26.0 this is the date that is reported for GD060**.

DISCIPLINE UPDATES, 6

- The date of the incident is located near the top of the Discipline Incident form
- Once v.26.1 is available and applied at your ITC, the value for GD060 will be pulled from the incident date as shown below



The screenshot shows a web form titled "Discipline Incident - 352861" with an "Open" button. Below the title is a text input field containing "Sample Incident". Underneath this are three fields: a date field showing "9/4/2026", a time field showing "9:36 AM", and a dropdown menu showing "During school hours". A red arrow points from a red callout box to the date field. The callout box contains the text: "Date that infraction occurred and will be the date reported for GD060". Below the date field is a section titled "Incident Category" with three checkboxes: "Bullying", "Religious Intolerance", and "Sexual Orientation".

- If the district has already reported discipline incidents, this will not cause any issues, as the prior reporting is removed each time you resubmit data, and the file is recreated using the new data in the data collector

DISCIPLINE UPDATES, 7

- Currently in v.26.0, only one type of discipline action is reported to EMIS
- Once v.26.1 is installed, there will be a separate record for each discipline action listed on the discipline incident
- It is important when adding the discipline actions that the start and end date of each action be listed correctly, as the number of days for each action needs to be reported accurately
- If a discipline action is assigned to a student, but the student does not serve the action, the discipline action should be removed; notes for staff can be made in the comment box to indicate what occurred and why the discipline action was not served
- If the number of days a discipline action was assigned and the student serves less than that number of days, that value needs to be updated



DISCIPLINE UPDATES, 8

- Example from previous page

The screenshot shows a software interface for managing discipline. At the top, there's a 'Policies / Infractions' section with a dropdown menu set to 'Fighting/Violence'. Below this is a 'Disciplinary Actions' section, which is highlighted with a red rounded rectangle. This section contains two entries. The first entry is for 'Out of School Suspension' with dates '8/26/2026' to '9/1/2026' and '# of Days' set to '5'. The second entry is for 'Expulsion' with dates '9/2/2026' to '9/11/2026' and '# of Days' set to '7'. Both entries have dropdown menus for 'Alt Education Assigned', 'Modified Expulsion', and 'PS-3 Discipline Reason', all of which are currently set to '* - Not Applicable'. To the right of the 'Disciplinary Actions' section, there are checkboxes for 'Weapons', 'Demerits', 'Received Services', and 'Served'. A large red callout box with white text is positioned to the right of the 'Disciplinary Actions' section, with an arrow pointing to the 'PS-3 Discipline Reason' dropdown. The callout text reads: 'The length of each Disciplinary Action will be reported in GD090, the dates need to be the dates served and the number of days for each action'.

Policies / Infractions

Select policy...
Fighting/Violence

Weapons

Policy/Infraction Comments

Disciplinary Actions

Out of School Suspension

8/26/2026 - 9/1/2026 # of Days 5

Alt Education Assigned * - Not Applicable

Modified Expulsion * - Not Applicable

PS-3 Discipline Reason * - Not Applicable

Expulsion

9/2/2026 - 9/11/2026 # of Days 7

Alt Education Assigned * - Not Applicable

Modified Expulsion * - Not Applicable

PS-3 Discipline Reason * - Not Applicable

Demerits

Action

Received Services

Served

The length of each Disciplinary Action will be reported in GD090, the dates need to be the dates served and the number of days for each action



DISCIPLINE UPDATES, 9

- Discipline Actions that Continue from the Prior Year to the Current Year – the work around shown here is only valid for the 2026/2027 school year
- Discipline Actions that Continue from the Prior Year to the Current Year
- Due to EMIS Change 27-11, these discipline incidents are now to be reported in both years when the discipline action carries over from one year to the next. So districts should now report the discipline incident in both years.
- Until EMIS Change 27-11 is implemented in v.26.1., districts can use the following workaround:
 - Create the disciplinary action record for the 2026–2027 school year.
 - In the Incident Date field at the top of the screen, enter a date within the 2026–2027 school year.
 - In the Start Date field under Disciplinary Actions, enter the original start date from the 2025–2026 disciplinary action. This ensures GD060 reports the same date value as it did in the prior school year.



DISCIPLINE UPDATES, 9

- Cont'd
 - Manually update the Number of Days field to include only the number of days the disciplinary action will be served during the school year.
 - Review the record before reporting it to confirm:
 - The Incident Date is within the 2026–2027 school year.
 - GD060 contains the original 2025–2026 disciplinary action start date.
 - Number of Days reflects only the days being served in 2026-27.
- If a district utilizes this work around, after v.26.1 is installed, they will need to go back to the student's discipline incident and update the following values:
 - Date incident occurred – update the incident date (top of screen) to the incident date reported last year
 - Under Disciplinary Actions – update to the start date the action began in the current school year, the # of Days should recalculate to the correct value for the current school year
 - Rerun the Period S Discipline Transfer and submit to the data collector with all other information. The corrected records will replace those previously reported.

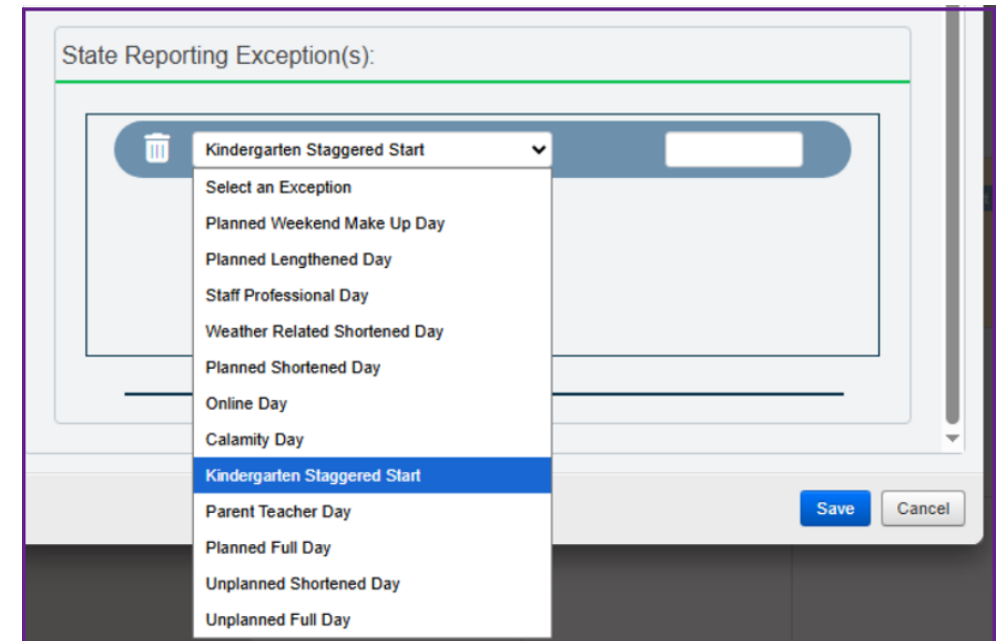


DISCIPLINE UPDATES, 10

- The other option is to hold off until v.26.1 is applied, and then add the discipline incidents that carried over from last year to the current year applying the values in the correct locations.
- At this point, you would be able to update the incident date at the top of the discipline incident to match the prior year incident date, and update your dates for the current school year for the discipline action start and end dates

KG STAGGERED START CALENDAR EXCEPTION

- Must have separate subcalendars for KG students utilizing the staggered start exceptions
- These KG calendars must have the same start date
- The Staggered Start Exception is utilized for the days that a particular calendar's students are not attending, the other calendar is an attending day
- The Staggered Start Exception can only be used during the first week of school for the KG students
- The Staggered Start EMIS Exception should reflect 0.0 hours in attendance



The screenshot shows a web-based form titled "State Reporting Exception(s)". It features a dropdown menu with a trash icon on the left and a search bar on the right. The dropdown is open, displaying a list of exceptions: "Select an Exception", "Planned Weekend Make Up Day", "Planned Lengthened Day", "Staff Professional Day", "Weather Related Shortened Day", "Planned Shortened Day", "Online Day", "Calamity Day", "Kindergarten Staggered Start" (highlighted in blue), "Parent Teacher Day", "Planned Full Day", "Unplanned Shortened Day", and "Unplanned Full Day". At the bottom right of the form are "Save" and "Cancel" buttons.

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



EXITING STUDENT FOLLOW-UP

- Changes for Exiting Student Follow-Up in FY27
 - The FLUP files are not expected to be released until 10/15/26
 - Graduate Core Summary records are expected to be reported along with the other records for the Exiting Student Follow-up in the **Initial Window**, EMIS Change 27-64
- How to report the Graduate Core Summary records for these students who are not enrolled in FY27
 - The Graduate Core Summary records are being added to the Exiting Student Follow-Up Collection Reporting in v.26.1
 - The purpose of this change is to allow districts to report data that is not yet available at the end of the Graduation Collection
 - Districts may need to be able to add items for dual credit once the FY26 Period G Core Summary Updates are complete. If the college credit amounts received are based on a course they took, they can enter those values on the College Credit Management screen for 25/26 – after those are all entered, they can then reprocess the update of the Graduate Core Summary in 25/26



EXITING STUDENT FOLLOW-UP, 2

- Once the update of the Graduate Core Summary in 25/26 is complete, if the district needs to add other values for college credit that were not received through specific courses (ex. AP Exam Test Scores), they can navigate to the student's Graduate Core Summary Maintenance screen and update the Dual Credit value by selecting the edit pencil for the appropriate Core Area Code and adding the credit to the value already present
- One item to note is that if the Graduate Core Summary is run in update mode after manual changes, the manual changes will be wiped out, and districts will need to go back and make the updates again

Q Go To StudentInformation > EMIS > Graduate Reporting Period (G) > Student Graduate CORE Summary Maint

Student Graduate CORE Summary Maintenance

From this screen, you can display, add, change and delete data pertaining to student Graduate CORE Summary records.

Add CORE Summary Record

		CORE Area Code	CORE Area	CORE Count	Dual Credit
		CTA	Career/Technical units	1.50	0.000000
		ELE	Elective Units not counting as elective credit for state grad requ.	1.00	0.000000
		ENG	English Language Arts Units	4.00	3.000000
		FAR	Fine Arts Units	4.00	0.000000
		FIN	Financial Literacy	0.50	0.000000
		FLR	Foreign Language Units	0.50	0.000000
		HTH	Health Education Units	0.50	0.000000
		MTA	Mathematics - Algebra II or Equivalent Units	1.00	0.000000
		MTO	Mathematics Units Other than Algebra II or Equivalent	3.00	0.000000
		PHE	Physical Education Units	0.50	0.000000
		SAL	Science Adv. Study-Adv. Biol or oth Life Science	2.00	0.000000



Questions?

Next Webinar:

November 18, 2026, 10:00 a.m.

Registration is open