

# Superintendent's Guide to Submitting a Data Appeal Form

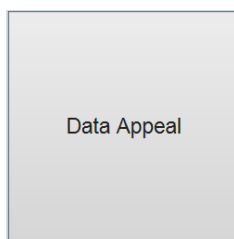
## Step-by-Step Instructions

To complete the EMIS data appeal, use the following steps:

1. Log into SAFE account and click on "Forms".

Web Systems	Description
<a href="#">ARRA 1512</a>	ARRA 1512 Reporting
<a href="#">AYP 2012</a>	AYP 2012
<a href="#">Career Technical Education Plan</a>	Career Technical Education Plan Template
<a href="#">CCIP</a>	Comprehensive Continuous Improvement Planning Application
<a href="#">Cleveland Scholarship</a>	Cleveland Scholarship Application
<a href="#">Collaboration Center</a>	Collaboration Center
<a href="#">Comparability</a>	Comparability Report
<a href="#">Compliance</a>	Compliance Tracking System - Self Evaluation
<a href="#">CSADM_FLI</a>	View Reports for Federal Allocation of Economically Disadvantaged
<a href="#">CTE 26</a>	Career Technical Education 26
<a href="#">Decision Framework</a>	Decision Framework Application Suite
<a href="#">EdChoice</a>	Educational Choice Scholarship Application
<a href="#">ELI Teacher Credentials Application</a>	ELI Teacher Credentials Application
<a href="#">ELISA</a>	Early Learning Integrated Suite Application
<a href="#">Exceptional Children</a>	Gifted, Monitoring, Autism, Procedural Safeguards
<a href="#">FLICS</a>	Federal Low Income Count System
<a href="#">Forms</a>	Electronic Forms and Waiver Submission
<a href="#">FSL</a>	FSL - Forms and Surveys List
<a href="#">GED</a>	GED
<a href="#">MOE</a>	Maintenance of Effort
<a href="#">NPDS</a>	NonPublic Data System
<a href="#">NS3</a>	Nonpublic School Services System
<a href="#">ODE.CORE</a>	Online Licensure System
<a href="#">OhioMeansJobs K-12 Reporting Tools</a>	OhioMeansJobs K-12 Reporting Tools
<a href="#">Preschool Special Education State Unit Funding</a>	Preschool Special Education State Unit Funding
<a href="#">SAFE District Reports</a>	SAFE District Reports

2. Click on "Data Appeals" box.



3. Use the dropdown menu for "Program Period" to select the appropriate data appeal. For example, to find the FY15 Report Card data appeal, choose "Data Appeal FY2015".

**COMPLIANCE SEARCH PAGE**

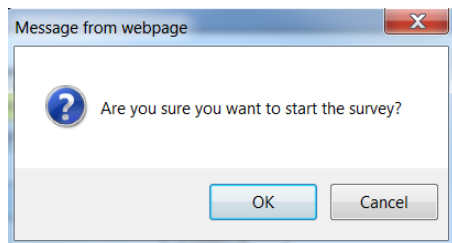
**PROGRAM PERIOD:** Data Appeal FY 2015 ▾  
**ORG IRN:**   
**ORG NAME:**

**SURVEY:** All ▾  
**MANDATORY PARTICIPANT:** All ▾  
**COMPLETION STATUS:** All ▾  
**COMPLIANCE STATUS:** All ▾

4. After selecting a program period, click "Search".
5. In the search results at the bottom of the page, find "Data Appeal 2015". Click the magnifying glass for "Details".
6. Select the "Questions" tab.




7. To start a new survey, click the "Start" button in the "Details" column of the "Survey Plan" you have selected to complete.
8. Click "OK" when prompted to start survey.






9. If you are returning to complete a survey that is already in progress at your district, click the magnifying glass in the details column next to the survey plan.
10. In the Description section, complete questions 1 through 4. Questions 1 and 4 are required. When finished, click "Save" and then "Next" at the bottom to proceed.
11. If presented with a table to complete, use the pencil icon to edit the table.

**Question 3**

Please indicate the number of records being appealed and a brief description of the issue.

 - Click to Edit the Table

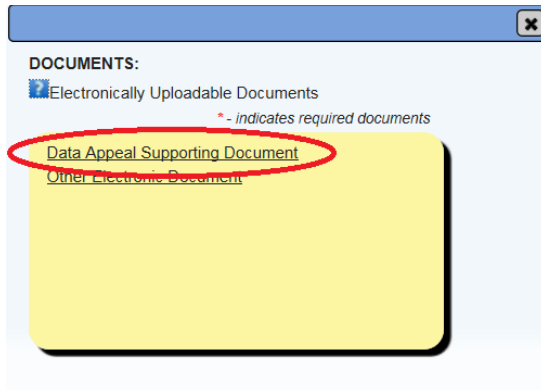
EMIS Data Element	Number of Records Being Appealed	Brief Description Issue	Action
---	<input type="text"/>		  

After clicking the pencil, fill out the appropriate information in the pop up box. If a new row is needed, click the “Add New Row” button. If an error is made, click the trash can icon to delete the row. When finished, click “Save” and exit out of the pop up box.

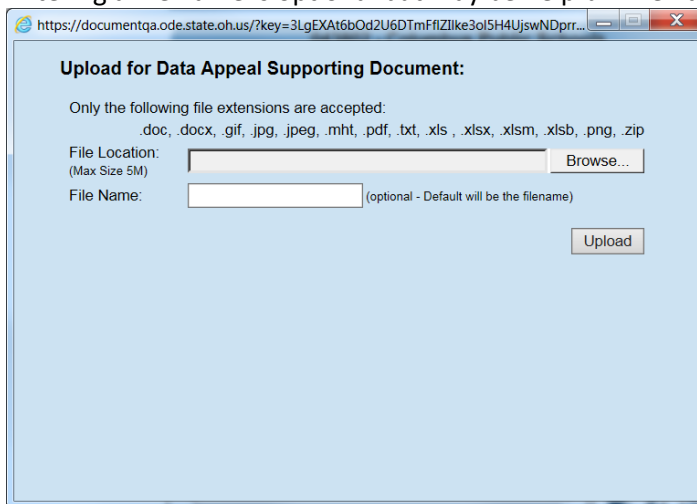
12. During any time, you may jump back to prior pages by clicking the gray box next to the desired section.

13. In the Impact Evaluation section, complete questions 1 through 3. All questions are required. When finished, click “Save” and then “Next” at the bottom to proceed.
14. In the Corrective Action Plan section, complete questions 1 through 4. All questions are required. When finished, click “Save” and then “Next” at the bottom to proceed.
15. In the Upload Student Data section, click the “Add Document” icon to upload an excel file(s) that includes the impacted SSIDs, the data that was misreported, and the corrected data. Do not include student names or social security numbers. Providing this information is required.

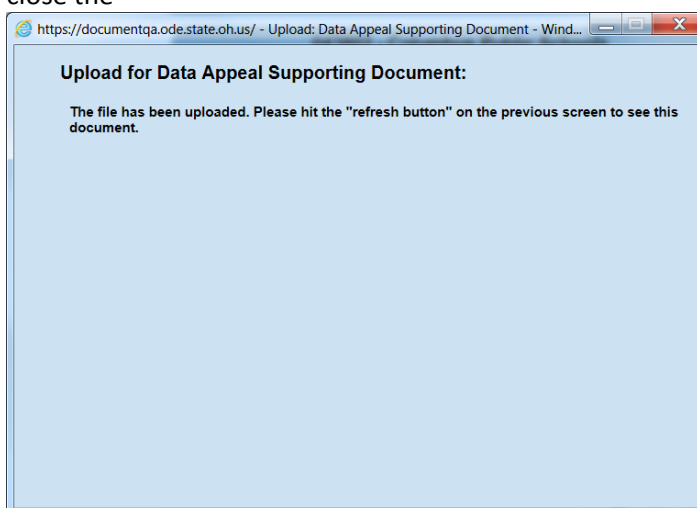
16. Choose “Data Appeal Supporting Documentation”



17. Select the file(s) to upload by clicking “Browse”, selecting the file then clicking “Upload”. Entering a file name is optional but may be helpful when attaching multiple files.



18. After the file is successfully uploaded, you will receive a confirmation screen. Hit the red “X” to close the







19. Click the “Refresh Doc List” to verify that files were loaded.

Section : Upload Student Data Question Count : 1


**Question 1**

**\*\* Upload an excel file(s) that includes the impacted SSIDs, the data that was misreported, and the corrected data. Do NOT include student names or social security numbers. This information will be used to evaluate the appeal, only. If approved, the district may need to provide further information regarding the corrected data in accordance within the timeline determined by the Office of Data Quality.**

☐ Uploaded Student data

**Documents:**

NAME	TYPE	DATE	V
test_File.xlsx	Data Appeal Supporting Document	8/31/2015	

Prev Save Reset Next





20. After the file(s) are successfully uploaded, check the “Uploaded Student Data” box. Click “Save” then “Next”.

Section : Upload Student Data Question Count : 1


**Question 1**

**\*\* Upload an excel file(s) that includes the impacted SSIDs, the data that was misreported, and the corrected data. Do NOT include student names or social security numbers. This information will be used to evaluate the appeal, only. If approved, the district may need to provide further information regarding the corrected data in accordance within the timeline determined by the Office of Data Quality.**

☒ Uploaded Student data

**Documents:**

NAME	TYPE	DATE	V
test_File.xlsx	Data Appeal Supporting Document	8/31/2015	

Prev Save Reset Next

21. In the Acknowledgement” section, if all requirements are satisfied, certify by checking each corresponding box. Include the name of the EMIS Coordinator(s) consulted. All boxes must be checked in order to proceed. When finished, click “Save”.
22. After clicking “Save”, you will see a “Superintendent Approved” box appear on the left side of the screen.

Description	4/4	
Impact Evaluation	3/3	
Corrective Action Plan	4/4	
Upload Student Data	1/1	
Acknowledgement	1/1	
<b>Superintendent Approved</b>		

23. In order to certify, the “Superintendent Approved” box. After clicking this box, you will get the following pop up box.

Message from webpage

Are you sure you want to mark this survey as Superintendent Approved?

OK

Cancel

24. Click “OK”. You will receive a final message acknowledging your status.

Message from webpage

Survey is now in Superintendent Approved status

OK

25. The survey will reflect “Superintendent Approved” after the superintendent approves.

26. Once the form is status “Superintendent Approved”, your district is finished.

#### To ask a question

Contact the Office of Data Quality at [dataquality@education.ohio.gov](mailto:dataquality@education.ohio.gov) or use the comment function in the application.