



FY17 Period S SOES Reporting Period Checklist for Community & STEM Districts - First Window

Change Log

Date	Section Number/Name	Change Description
9/14/16	Entire Document	FY17 Updates

Contents

Period S Checklist for Community & STEM Districts for the Final SOES Window..	4
Student Record Updates	5
Task 1 – Verify Student Admission and Withdrawals	7
Task 2 – Reporting Preschool Students	9
Task 3 – Obtain and Verify Student SSIDs	10
Task 4 – Verify Non-reportable Students.....	11
Task 5 – Run the STAT report to verify students' EMIS situation assignments	12
Task 6 – Verify the Percent of Time field for students who don't attend 100% of time ..	13
Task 7 – Verify/Update County of Residence on FS tab	14
Task 8 – Update Fiscal Year Began 9 th for all incoming Freshmen	15
Task 9 – Update Disadvantage values on the FD Tab	16
Task 10 – Verify Race/Ethnicity for newly enrolled students	17
Task 11 – Verify Home Language and Native Language Fields	18
Task 12 – Verify and Update CTE Program of Concentration	19
Task 13 - Update October IEP Outcome field	21
Task 14 – Update LEP Option for students	22
Task 15 - Update Admitted From IRN and Withdrawn To IRN	23
Task 16 – Update Third Grade Reading Guarantee Values	25
Task 17 – Update FLICS IRN – Attending District IRN Last October	26
Task 18 – Run Student Verification (UNCLEMIS) and correct errors	27
Task 19 – Run the Student Roster Detail (R101A) to verify student demographic and disability information is correct	28
Student Transportation Records	29
Task 20 – Update Transportation Records for Students who were transported any day of Count Week	29
Student Contact Records	31
Task 21 – Reporting FF – Student Contact Records & FG – Student Contact Address Records	31
Calendars, Exception Days and Attendance Patterns	35
Task 22 – Verify Sub-calendars and EMIS Exceptions are set up correctly.....	35
Task 23 – Verify that students are assigned to the proper attendance pattern and attendance calendar	37
Student Missing Override and Summer Withdrawal Records	39
Task 24 – Add Student Missing Override Records (FC)	39
Task 25 – Add Summer Withdrawal record (FL) optional.....	40
Student Special Education Records	41
Task 26 – Create Student Special Education Records	41
Task 27 – Create FE Student Graduation Requirement Record.....	43
Task 28 – Verify Special Education Records.....	45
District & Building Records.....	47
Task 29 – Update the DN District and Building Records: DN & DT	47
Membership/Program Reporting.....	52
Task 30 – Verify and Update Membership Codes with Staff or Program Provider	52
Task 31 – Add/Update Student Memberships (Programs)	53
Task 32 – Run Student Roster by Membership (R102) to verify student memberships.....	55

Task 33 – Run MEMBEMIS to verify student memberships	55
Attendance Reporting	58
Task 34 – Run and save a copy of the District Wide Membership Report (Optional)	58
Task 35 - Run ATTUPEMIS in Update mode	59
Task 36 – Manually enter attendance on the FS Attendance Tab for special situation ..	63
Data Submission	64
Task 37 – Run CHECK_EMIS for Period S	64
Task 38 - Period S Transfer	65
Task 39 – Run the Collection	66

Period S Checklist for Community & STEM Districts for the Final SOES Window

Collection Requests (tentative) –

	SOES First Window	SOES Final Window
Collection Request Record Types to Include	July- January	February - July
Each Collection Request will include transactions from July 1 through the end of the Collection Request. Reporting is on-going meaning there is no cut-off date. As students are enrolled in your district, their data will be included in the next transfer regardless of enrollment date.	GI	GI
	GJ	GJ
	FS	FS
	FD100, FD130, FD110, FD070, FD060, FD170, FD090	FD
	FN270, FN400 only	FN – FN140, FN290, FN110, FN080, FN210, FN220, FN360, FN310, FN390, FN120, FN400, FN370, FN270, FN380
	GE	GE
	FE	FE
	FC	FC
	FL	FL
	DN (Select attributes by period) Include: <ul style="list-style-type: none"> • C_STUEEPOL • INFOTECIRN • STUKGBRDAY • STULNCHFRE • STULNCHRDC • STULNCHNOT • STUELGEXAC 	DN (Select attributes by period) Include: <ul style="list-style-type: none"> • SIG Time Extended Group Elements • C_STUEEPOL • INFOTECIRN • STUKGBRDAY • STUELGEXAC • STULNCHFRE • STULNCHRDC • STULNCHNOT • LCLWELLPOL • Physical Education Eval Group Elements • Initial IEP Eye Exam Group Elements
		DT
	GQ (limited codes)	GQ
		FB
		GG
		GD
	FP - Transportation Records	New Transportation Records
	FF	FF
	FG	FG

Student Record Updates

Community Eligibility Provision

Beginning in FY16, any district/building that participates in the Community Eligibility Provision (CEP) of the school lunch program do not have to code all students in that building/district as 1-Economic Disadvantage on the FD tab, however, the option is there to do so in preparation for FY17. FY16 was a transition year into FY17 where districts will need to verify they have reviewed every student they are reporting as economically disadvantaged. Please see the new codes in task 9 – Update Disadvantage Values.

Autism Scholarship Students

Autism Scholarship Program students (ASP) are required to be reported to EMIS, and are included in the Federal October Child count. They should not be withdrawn from the resident district. See EMIS Manual section 2.1 for details.

Jon Peterson Scholarship Students

If you are the resident district sending a student out on a JPS, use EMIS situation 473, even if the JPS program is housed at a non-pub. If your district is not the resident district of a JPS student at a non-pub, use a services only EMIS situation.

Preschool students found to be ineligible for service

PS students found ineligible for services must be admitted and withdrawn on the same day. Remember to put these students on a non-attending calendar so they aren't reported with any attendance hours when ATTUPEMIS runs.

NOTE: If the PS student doesn't have an SSID, register the student and wait for an SSID to be returned before withdrawing the student. The SSID Locator does not process withdrawn students.

College Credit Plus Students

Students attending elsewhere as College Credit Plus students (formerly PSEO) must be reported as attending elsewhere for the percent of time they are taking college credit courses – even if they are taking courses after school hours. Schools will still be funded 100% for the time at their district and the time at the CCP Institution.

STEM School Students

There are two different types of STEM schools

1. District STEM School: STEM school that *is not* considered a building in a regular district
2. Building STEM School: STEM school that *is* part of a regular district.

- Students who attend a District STEM School are withdrawn from their resident district using the normal withdrawal procedures using a withdraw code of “41”.
- District STEM Schools report students as non-residents attending using a “How Received” value of “K”. The How Received IRN is the IRN of the student’s resident district.
- Students from other districts who attend a Building STEM School do so through Open Enrollment and are not withdrawn from their resident district.
- If a resident student attends a Building STEM School, the STEM building IRN is used for the Accountability IRN and the Attending Building Area IRN.

Task 1 – Verify Student Admission and Withdrawals

Collection Request	All 'S' Collections
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Verify student admissions and withdraws. Because of the addition of the new Student Cross Reference system reporting, **it is no longer appropriate to whack no-shows**. Once a student is reported for the school year, you must continue to report them all year long.

Last year, the new Withdraw reason '76 – Non-Attendance according to the 105-hour rule' withdraw reason was added for students who were withdrawn due to truancy/non-attendance. This withdraw reason is still valid for FY17 for community schools only.

Withdrawal Reasons to Note

- 77 – Withdrew due to 3314.26 (non-tested 2-year e-school)
- 38 – Student promoted beyond max grade/entity closing
- 81 – Student reported in error – never should have been reported
- 39 – Non-enrolled student no longer receiving services
- 79 – Reason for enrollment (received reason) no longer valid

A. Verify the following types of students are withdrawn from 16/17:

- i. **No shows** - Students who are new to the district in 16/17 but NEVER show up. These students must be reported in SCR.
 - Scenario # 11 from the **16/17 Withdrawal Scenarios** doc
- ii. **Prior Year Withdrawals** – Students who withdrew from the district on or before the last day in 15/16 but were already promoted to 16/17 should be whacked from 16/17 unless they have already been included in SCR.
 - Scenario #5 from the **16/17 Withdrawal Scenarios** doc
- iii. Summer **Withdrawals**- Students who were enrolled in 15/16 but withdrew over the summer and will not be attending in 16/17.
 - Scenario #2 from the **16/17 Withdrawal Scenarios** doc
- iv. **Summer Graduates** – Are handled the same as summer withdrawals except a Diploma Type, Diploma Date, Withdraw Date prior to the first day of the new school year and a Withdrawal Reason code of 99 are entered. The student's graduate information is reported in 16G but their withdrawal information is reported in 16S.
 - Scenario #34 from the **16/17 Withdrawal Scenarios** doc
- v. **Newly Enrolled – Late Start** - A new student enrolls and is supposed to start the first day of school but doesn't show until the third day.
 - Scenario #17 from the **16/17 Withdrawal Scenarios** doc

B. Process Students who were supposed to graduate last year but didn't

Students who have met all the course requirements and were supposed to graduate in 15/16, but didn't because they didn't pass the testing requirements should be handled as follows:

- i. *Enrolled in courses* - If the student enrolls in courses in the 16/17, report the student with Grade Level 13 on the FD tab. Do *not withdraw the student*. Report summer test results in 16A, Assessment Collection Request
- ii. *Dropout* - If the student drops out in the 16/17 school year, report the student as Grade Level 13 on the FD tab – State Equivalent Grade Level, on the student's latest FS record, and a withdrawal date and reason of **75 – Student Completed course requirements but did NOT pass the appropriate statewide assessments required for Graduation**. Change the EMIS Grade Next Year on the FN tab to "DR".

C. Register students who were previously withdrawn and have returned to the district, including expelled students

- i. Previously withdrawn in 15/16 but returning to the district in 16/17
 - o Scenario #3 from the **16/17 Withdrawal Scenarios** doc
- ii. Expelled in 15/16 and is not receiving instructional services but returns to the district in 16/17
 - o Scenarios #14 and #15 from the **16/17 Withdrawal Scenarios** doc

Refer to the New Admission and Withdrawals section of the EMIS Manual (2.1.1) and the 16/17 Withdrawal Scenarios document for more admission and withdrawal scenarios.

Task 2 – Reporting Preschool Students

Collection Request	All 'S' Collections
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New Reporting Instructions for Preschool Students beginning in FY17

New 'How Received' codes for reporting PS students in Early Childhood Education have been introduced this year.

Students in ECE, regardless of the resident district are to have 'E' reported for their How Received Element. A student cannot be enrolled in more than one program at a time. In addition, a student can be in 'E' and also be receiving special education services. For students reported with a How Received of 'E', a valid How Received IRN is also required to be reported.

If a resident is enrolled in Federal Head Start, then either '*' may be reported for the How Received Element. Starting in FY17, if a resident student is not enrolled in an ECE program and is not enrolled in Federal Head Start, then '*' may be reported for the How Received element.

How Received Values exclusively for PS students:

- E – Preschool ECE Early Childhood Education Grant
- H – ESC Providing Instruction and Related Services (ESC Only)
- I – Student receiving non-instructional, supplementary or related services

In the student's district of residence or in a community school, How Received options used currently for school aged students are also now available to be reported.

Task 3 – Obtain and Verify Student SSIDs

Collection Request	All 'S' Collections
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Obtain:

If all the following required fields are filled in during registration, an SSID will automatically be assigned as part of the registration process by the SSID Locator.

First Name or Legal Name if first name is not the legal name.

Middle Name or Legal Name if middle name is not the legal name

Last Name or Legal Name if last name is not the legal name

Date of Birth

Gender

Native Language

Ethnicity

Birthplace City

Admission Reason

Community and STEM schools must collect all required fields to obtain an SSID during the registration process unless they obtain the SSID from the student's prior district. For exceptions the StudentInformation SSID extract may be used. If students are sent to the community school electronically from another district using the Student Transfer process in StudentInformation the SSID, if available, will come over with the student.

- a. Perform a sweep of students missing an SSID. IBM will bulk assign the SSIDs.

[StudentInformation > Management > Import/Export > State Student ID Export](#)

- b. Log into the IBM site to obtain the SSIDs manually for individual students. All students must have the mandatory fields filled in to get an ID.

A. Verify:

Run the SSID report to verify all students have an SSID. The report will list students missing elements which would prevent them from receiving an SSID. Once the missing elements are filled in, the SSID Locator system will automatically obtain an SSID and write it to the latest FS record.

B. How to Add/Update an SSID:

- i. Records returned by the Locator: If an SSID is returned for a student by the locator, only the current FS record will be updated. Manually enter the SSID by editing the remaining FS records for the student where no SSID is specified.
- ii. Students previously assigned an SSID now assigned a new SSID: If the student was previously assigned an SSID and now has a different SSID, add a new FS record recording the new SSID to indicate a change in the value. Do not change the SSID value on prior records so that the old SSID associated with the student may still be reported. Invalid SSIDs should be deactivated manually in the IBM system.

Task 4 – Verify Non-reportable Students

Collection Request All 'S' Collections

The Verify Non-reportable Students page lists each student who is enrolled in the current school year but their **Report To EMIS:** checkbox on the **FN-Attributes** tab is unchecked.

Any student listed that needs to be reported to ODE may be updated by marking the **Report To EMIS:** checkbox next to their name and clicking Save.

StudentInformation > EMIS > Student Reporting Collection (S)

Student Verify/Update - Collection (S)

From this screen, you can transfer Student Collection (S) records.

Request Type **Program Selection**

- ☐ Verify - Discipline (DISCEMIS)
- ☐ Verify - EMIS Run Requests (CHECK_EMIS)
- ☐ Verify - Membership Programs (MEMBEMIS)
- ☒ Verify - Non-reportable Students
- ☐ Verify - Student Demographic (UNCLEMIS)
- ☐ Verify - Student Gifted Records
- ☐ Verify - Student Special Education
- ☐ Verify/Update - Majority of Attendance IRN (MAJOREMIS)
- ☐ Verify/Update - Student Attendance (ATTUPEMIS)

< Back Next > Cancel

StudentInformation > EMIS > Verify Non-Reportable Students

Verify Non-Reportable Students - SD

From this screen, you can verify students not marked reportable to EMIS.

☒ Select All Buildings ☐ Clear All Buildings

☒ AVEL - ADA ELEMENTARY ☒ AVHS - ADA HIGH SCHOOL

Verify Cancel

2 Records Displayed

Report to EMIS	Building	Student Number	Student Name	How Received	Percent of Time	EMIS Situation	Admission Date	Withdrawal Date	Status
<input type="checkbox"/>	AVEL		Spade, Kevin	*	100	S - Resident attending Full Time	08/27/2008		A-ACTIVE RES
<input type="checkbox"/>	AVHS		Elliott, Sam	*	0	88 - Resident attending JVS F/T	10/07/2013		V-APOLLO VOCATIONAL

☐ Select all students

Save Report to EMIS

Task 5 – Run the STAT report to verify students’ EMIS situation assignments

Collection Request	All ‘S’ Collections
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The STAT report provides a list of students and their EMIS situation. The report may be used to verify that each student has the proper EMIS situation assigned. The report will include the EMIS situation from the latest FS record for the current school year.

Any student missing an EMIS Situation will have a blank value in the EMIS Situation Description column. Students missing FS records will also have a blank value in the EMIS Situation Description column.

StudentInformation > SIS > School > Student Reports > Student Status/Attendance Code (STAT)

REPORT: DASL - REPO STAT				HIGH SCHOOL		RUN AT 7:52 AM 3/29	
				STUDENT STATUS / ATTENDANCE CODE		PAGE	1 OF 43
ID	STUDENT NAME	GN	GR	EMIS SITUATION DESCRIPTION	DISABILITY CONDITION		
889091629	Aab, Anthony (Kyle)	M	11	5 - Resident attending Full Time	**		
889091628	Student22988, JOSHUA	M	09	151 - Resident open enrolled elsewhere F/T	**		
889091627	Student22989, KENZIE	F	09	151 - Resident open enrolled elsewhere F/T	**		
889091619	Student22990, JOSEPH	M	10	151 - Resident open enrolled elsewhere F/T	**		
889091611	Student22991, James	M	11	151 - Resident open enrolled elsewhere F/T	**		
889091610	Student22992, Salvatore	M	10	151 - Resident open enrolled elsewhere F/T	**		
889091579	Student23004, Mychalela	F	10	151 - Resident open enrolled elsewhere F/T	**		
889091575	Aabb, Jinkyung (Kristina)	F	09	5 - Resident attending Full Time	05		
889091561	Student23014, Kevin	M	12	151 - Resident open enrolled elsewhere F/T	**		
889091558	Student23016, Alicia	F	10	151 - Resident open enrolled elsewhere F/T	09		
889091554	Student23019, Kayla	F	09	151 - Resident open enrolled elsewhere F/T	**		

Task 6 – Verify the Percent of Time field for students who don’t attend 100% of time

Collection Request	All ‘S’ Collections
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The percent of time (FTE) field indicates the percent of time the student is instructed by *your* district’s employees.

Beginning March 23, 2015, high school students (Grades 9 and above) were considered to be full-time (100% of time) students if they attempted to earn 5 credits during that school year. Beginning February 1, 2016, the percent of time for high school students is determined based on the same reporting instructions that were in effect prior to March 23, 2015. However, in those cases where a high school student is enrolled in courses that would generate a higher percent of time using the credit method, the percent of time may still be determined based on the rule that five credits is equivalent to full-time enrollment. Refer to chapter 2.4 Student Standing (FS) Record Chapter of the EMIS manual for more details.

The Percent of time field is shared by all buildings in the district. If a student is enrolled in more than one building within the district at the same time, the Percent of time should reflect the total time he is receiving instruction in both buildings.

UNIQUE SITUATIONS:

1. Non-preschool ESC students: The **Percent of Time:** at the resident district should include the time spent at the ESC.
2. Students who attend College Credit Plus and also the JVS:
The Community or STEM school must report the percent of time the student spends at the College Credit Plus Institution in the **Sent To 2: Percent of Time:** field. The **Sent To 1: IRN:** would indicate the JVS but since the JVS is an EMIS reporting entity the **Sent To 1: Percent of Time:** would be zero.
3. Students who attend multiple buildings within the same district:
The **Percent of Time:** field should reflect the total time spent receiving instruction by all buildings in the district – not just the building the student spends the majority of time in.
4. The amount of time spent at the following entities is NOT included in the student's percent of time.
 - a) BDDs (formerly known as MRDD)
 - b) Entities providing contracted career technical instruction
 - c) Pilot program site

Task 7 – Verify/Update County of Residence on FS tab

Collection Request	All 'S' Collections
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The code reported should be the code for the county in which the student is actually living.

- If the student is living with parents, report the county of the parents' home address. If the parents are not living together, report the county of the parent who has primary custody of the student.
- For a student who is not living with parents, report the county in which the student is domiciled. If foster placed, for example, it would be the county of the home of the foster parent(s).
- If a student is homeless and has an established residence, such as a homeless shelter or is in a doubled-up situation, the county of that residence should be reported. Otherwise report the county code where the student spends the night.
- If the domicile of the student is out of state, use "***".

DYS does not need to report this element. For students with a Sent Reason (FS200 or FS230) = "FP", the value in this element will not be used.

If the County of Residence Code changes during the duration of the student's enrollment in the district, the existing Student Standing record should be closed and a new one opened using the new Effective Start Date as the day the student began to live at the new address.

Task 8 – Update Fiscal Year Began 9th for all incoming Freshmen

Collection Request	Final S Collection
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Use the Student Profile Bulk Update process to mass update the field value for all 9th grade students entering 9th grade this school year.

1. Navigate to **StudentInformation** > **Management** > **Ad-Hoc Updates** > **Student Profile Bulk Update**.
2. Create an ad-hoc of all 9th graders in 16/17 and select the ad-hoc membership from the **Ad Hoc:** dropdown.
3. Click **Next >** until the **FN-Attributes-No Date** tab displays.
4. Place a check in the box below **Fiscal Year Began 9th:** and enter 2017.
5. Click **Next >** until the **Review updates** tab displays.
6. Click **Submit**.
7. The following message will display

Student Profile Bulk Update was completed successfully.
8. Finally, put a 9th grader in context and go to the **FN-Attributes** tab and verify the **Fiscal Year Began 9th:** field has been populated with 2017.

Be sure you do NOT include any retained 9th graders from 15/16 in your ad-hoc file. You don't want to change the year they began 9th as it should remain 2016 for retained 9th graders.

Task 9 – Update Disadvantage values on the FD Tab

Collection Request	All Collections
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Beginning FY17, new disadvantage codes have been added to report that students have been verified as economically disadvantaged. Validation was optional for FY16 but mandatory for FY17. If your school is a CEP district, verification for each student is required to ensure students you have documentation proving students have an economic disadvantage. The new codes are:

4 – Economic Disadvantage in a CEP building or LEA where the student has not been determined to meet one of the 4 conditions listed in the Economic Disadvantage reporting instructions

5 – Both Economic and Academic Disadvantage in a CEP building or LEA where the student has not been determined to meet one of the 4 conditions listed in the Economic Disadvantage reporting instructions

6 – Economic Disadvantage in a CEP building or LEA where the student has been determined to meet one of the 4 conditions listed in the Economic Disadvantage Reporting Instructions.

7 – Both Economic and Academic Disadvantage in a CEP building or LEA where the student has been determined to meet one of the 4 conditions listed in the Economic Disadvantage Reporting Instructions.

Students who meet any of the following conditions must be reported as Economically Disadvantaged:

- Eligibility for Free or Reduced-Price Lunch
- Resident of a household in which a member is eligible for Free or Reduced Price lunch
- Student who is a known recipient of Public Assistance
- Title I Application student

Academic Disadvantage is only to be reported for Career-Technical students and refers to a student who is having an academic problem that is not due to an identified disability condition. A career-technical student should only be reported as academically disadvantaged if he/she:

- Lacks knowledge in one or more of the academic areas of Mathematics, English/Language Arts, Science or Social Studies, and
- Performs two or more years below grade level on standardized tests.

Task 10 – Verify Race/Ethnicity for newly enrolled students

Collection Request	All 'S' Collections
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Any newly enrolled student or a student whose District of Residence changes must have their Race/Ethnicity recollected.

The Local Ethnic Category field is not used for EMIS purposes but is the value used on most StudentInformation reports.

Recollected:

Gender:	F	Birthdate:	1/19/1993	Age:	17
Local Ethnic Category:	W - WHITE	Verified With:	B - BIRTH CERT		
Hispanic/Latino:	Y - Yes, the student is Hispanic/Latino	Birthplace City:			
Racial Group(s):	<input checked="" type="checkbox"/> A-Asian <input type="checkbox"/> B-Black or African American <input type="checkbox"/> I-American Indian or Alaska Native <input type="checkbox"/> P-Native Hawaiian or Other Pacific Islander <input type="checkbox"/> W-White				
Summative Race:	H - Hispanic/Latino				
Native Language:	ENG - English (Default)	Home Language:	*** - Neither LEP nor		

Not recollected:

Gender:	F	Birthdate:	10/20/1992	Age:	17
Local Ethnic Category:	W - WHITE	Verified With:	B - BIRTH CERT		
Hispanic/Latino:	* - Not Re-Collected	Birthplace City:			
Racial Group(s):	<input type="checkbox"/> A-Asian <input type="checkbox"/> B-Black or African American <input type="checkbox"/> I-American Indian or Alaska Native <input type="checkbox"/> P-Native Hawaiian or Other Pacific Islander <input type="checkbox"/> W-White				
Summative Race:	W - White, Non-Hispanic				
Native Language:	ENG - English (Default)	Home Language:	*** - Neither LEP nor		

Race/Ethnicity Coding:

Student Situation	Hispanic/Latino Element Value (GI580)	Summative Race Element Value (GI090)	Race Detail Value (GJ record – one per response)
Information Not Recollected	*	Same as FY10 Yearend – W, B, H, A, I, P, M	No GJ Record Reported
Recollected – Student is of Hispanic/Latino Heritage	Y	H	All Races Chosen from the Following: W, B, A, I, P
Recollected – Student is not of Hispanic/Latino Heritage – only one race being chosen	N	Race Chosen – Only one of the following: W, B, A, I, P	No GJ Record Reported
Recollected – Student is not of Hispanic/Latino Heritage – more than one race being chosen	N	M	All Races Chosen from the Following: W, B, A, I, P

Task 11 – Verify Home Language and Native Language Fields

Collection Request	All 'S' Collections
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The **Home Language:** field is the language spoken at home. This field is required for LEP and immigrant students. All other students will have ****.

The **Native Language:** field is the language spoken at the onset of speech.

Both the **Home Language:** and **Native Language:** fields can be updated using the Student Profile Bulk Update.

StudentInformation > SIS > Student > Edit Profile

General	Additional	Custom	Private	FS-Standing	FS-Attendance	FD-Attributes	FN-Attributes	FN-Graduate	Transportation
<div> <div>Save</div> <div>Cancel</div> </div> <div>Last Modified: 04/28/2015 10:09 AM by User: bataswart</div>									
Student Number: <input type="text" value="701010772"/> <input type="checkbox"/> Auto-Assign				Student Status: * <input type="text" value="A - BLSD active resident student"/>					
First Name: * <input type="text" value="James"/>				Middle Name: <input type="text" value="David"/>					
Last Name: * <input type="text" value="Fallon"/>				Called Name: <input type="text"/>					
Last Name Suffix: <input type="text"/>									
Gender: * <input type="text" value="M"/>				Birthdate: * <input type="text" value="11/23/2000"/> <input type="text" value="Age: 15"/>					
Local Ethnic Category: <input type="text" value="W - WHITE/NONHISPAN"/>				Verified With: <input type="text" value="B - BIRTH CERT."/>					
Hispanic/Latino: * <input type="text" value="N - No, the student is not Hispanic/Latino"/>				Birthplace City: <input type="text" value="Covington"/>					
Racial Group(s): <input type="checkbox"/> A-Asian <input type="checkbox"/> B-Black or African American <input type="checkbox"/> I-American Indian or Alaska Native <input type="checkbox"/> P-Native Hawaiian or Other Pacific Islander <input checked="" type="checkbox"/> W-White *									
Summative Race: * <input type="text" value="W - White, Non-Hispanic"/>									
Native Language: <input type="text" value="ENG - English (Default)"/>				Home Language: <input type="text" value="*** - Neither LEP no"/>					

Task 12 – Verify and Update CTE Program of Concentration

Collection Request

Second and Final



CRITICAL

While this value isn't reported until a later Collection, it is used when creating Webxam files so it is best to update students as soon as their program of concentration is known. The Program Area of Concentration values will affect the CTE Report Card as well as next year's Period D reporting.

The CTE Program of Concentration field is required to be reported with the FN record. The CTE Program of Concentration Element designates the program area of concentration for a CTE concentrator

A "CTE Concentrator" is a secondary student who has completed a minimum of 50% of the high school credits allowed for a single career and technical education (CTE) workforce development program (e.g., health sciences or marketing), and has enrolled for additional credit at the secondary level. For guidance (and examples) in identifying when a secondary student becomes a CTE Concentrator, see *Career-Technical Education Programming and EMIS Reporting* on the Ohio Department of Education Website (Career-Technical Education section).

The Office of Career-Technical Education will develop guidance to help districts determine how to identify the correct CTE Workforce Development Program Code to report for each CTE Concentrator.

The district that employs the workforce development teacher is responsible for identifying and reporting CTE concentrators and the CTE Program of Concentration. Only the code for one area of concentration may be reported for a student within a reporting period. Once a student is identified as a CTE concentrator, the student is a CTE concentrator for the rest of his/her schooling. Current grade level has no relationship to whether or not a student is identified as a concentrator; i.e., a student can be a junior and be identified as a concentrator.

Update the CTE Program of Concentration field on the FN Attributes tab for applicable CTE students. First, select the area of Concentration from the CTE Program Area dropdown and then select the specific code from the CTE Program of Concentration dropdown.

The CTE Program of Concentration field may be updated using the Student Profile Bulk Update.

StudentInformation > Management > Ad-Hoc Updates > Student Profile Bulk Update [Find Students]

Student Profile Bulk Update

Make bulk updates to students' profiles

Number of Students in selected Ad Hoc: 0

Select Ad-Hoc: Student record Annual record FS-Standing & FD-Attributes-Effective Date FN-Attributes-No Date FN-Graduate Review updates

☒ Mark the check box next to field(s) wish to edit.
If the value is left blank and the check box is checked any value in the field(s) will be cleared, unless otherwise noted as required.

[< Back](#) [Next >](#)

Grade Next Year:

Fiscal Year Began 9th:

CTE Program

CTE Program Area: ☒ 1 - Agricultural and Environmental Systems ☐ 2 - Animal Science and Management

Tech Prep Completion:

Accountability IRN:

Admission to Current High School Date:

Attending Building IRN Next Year:

Attending District IRN Last October:

Third Grade Reading Guarantee

Math Diagnostic Result Code:

Reading Diagnostic Result Code:

Writing Diagnostic Result Code:

The CTE Program of Concentration may also be updated via the CTE Management page.

StudentInformation > SIS > Scheduling > CTE Management

CTE Management

From this screen, you can view student vocation course section assignments based on the teacher of the vocational course.

Teacher: Teacher1503, PHIL Section: (23005) CONSTRUCTION 1C LAB - 1

CTE Program Area:

CTE Program Of Concentration: ** - Student is not a concentrator in any CTE Program

Check All	Student Number	First Name ^	Last Name	CTE Program Of Concentration
<input type="checkbox"/>	747	ALAN	Student83314	** - Student is not a concentrator in any CTE Program
<input type="checkbox"/>	367	BRADY	Student83702	** - Student is not a concentrator in any CTE Program
<input type="checkbox"/>	5014	CHANNING	Student78168	** - Student is not a concentrator in any CTE Program
<input type="checkbox"/>	704	Colin	Student83377	** - Student is not a concentrator in any CTE Program
<input type="checkbox"/>	361	KYLE	Student83709	** - Student is not a concentrator in any CTE Program
<input type="checkbox"/>	4949	NICHOLAS	Student78268	** - Student is not a concentrator in any CTE Program
<input type="checkbox"/>	4163	ROBERT	Student79301	** - Student is not a concentrator in any CTE Program
<input type="checkbox"/>	4245	RONALD (PAUL)	Student79206	** - Student is not a concentrator in any CTE Program
<input type="checkbox"/>	703	Tanner	Student83379	** - Student is not a concentrator in any CTE Program
<input type="checkbox"/>	4942	TIMOTHY	Student78279	** - Student is not a concentrator in any CTE Program
<input type="checkbox"/>	4936	TOBY	Student78291	** - Student is not a concentrator in any CTE Program
<input type="checkbox"/>	4080	TRAVIS	Student79404	** - Student is not a concentrator in any CTE Program

Task 13 - Update October IEP Outcome field

Collection Request

All 'S' Collections

This element is reported for those students with a change in their Least Restrictive Environment (LRE) since their most recent IEP as of October. In general, the LRE will not change without a new IEP being completed and reported, but there are some cases, especially with IEPs reported in the prior year that are still in effect as of the end of October, where the LRE could change. Examples include but are not limited to a student whose parent originally consented to services but pulled the student from services prior to October 31st and situations where an expelled student is given an alternative placement that will be in effect on October 31st. In addition, for a preschool student (especially for those who are part time,) a parental placement in a private preschool program could change the LRE for that student.

When completing the Federal Child Count, ODE will review the LRE on the latest reported IEP event effective (including IEPs reported in the prior yearend and IEP events reported in the current 'S' reporting period) and the value of this element. The value of this element will take precedence.

For this element to be valid for the Federal Child Count, the student must already have an IEP reported to ODE that is valid on October 31st (e.g., October 31st is between the reported Outcome Beginning and End dates on a IEP that was reported to ODE in the prior yearend or in the current reporting period.) If no reported IEP is valid on October 31st, the value in this element will be ignored.

Edit Student Profile

From this screen, you can display and change information regarding a students profile.

General
Additional
Custom
Private
FS-Standing
FS-Arrival
FD-Attributes
FN-Attributes
FN-Graduate
Transportation

Save
Cancel

Last Modified: 04/21/2016 10:47 AM by User: bataswart

EMIS Grade Next Year: 11 - Eleventh Grade

Changing the EMIS Grade Next Year does not change the District Grade Next Year. The General tab can be used to change the District Grade Next Year.

Retained Status: * - Student was not retained at the end of the previous school year

Oct Childcount IEP Outcome: **** - No Change from latest IEP reported to ODE

CTE Program Area:
Fiscal Year Began 9th: 2016

CTE Program of Concentration: ** - Student is not a concentrator in any CTE Program
Tech Prep Completer: N

Majority Of Attendance IRN:

Accountability IRN:

Task 14 – Update LEP Option for students

Collection Request	All 'S' Collections
--------------------	---------------------

For students who are Limited English Proficient, a new code has been added to indicate a student is in his 2nd year of LEP Status. This new code was optional for FY16 but is required for FY17. It is required to be reported in FY17. The new code is 'S – LEP – Enrolled in U.S. Schools for 2nd Year.

The screenshot shows the 'New Student Attributes' form. The 'Effective Start Date' is 7/1/2015. The 'District Withdraw Date' is empty. The 'Withdraw Reason' is '** - Not Applicable, Did not withdraw/was not truant'. The 'State Equivalent Grade' is '10 - Tenth Grade'. A note states: 'Changing the State Equivalent Grade does not change the Building Grade. The General tab can be used to change the Building Grade.' The 'Disability Condition' is '** - Not Applicable'. The 'Section 504 Plan' is 'N'. The 'Disadvantage' is '1 - Economic Disadvantage'. The 'Free/Reduced Lunch Status' is 'None'. The 'Limited English Proficiency' dropdown is highlighted with a green oval, showing the option 'S - Enrolled in U.S. Schools for 2nd Year'. The 'LEP Reclass Date' is empty. The 'Homeless Status' is '** - Not Applicable'. The 'Homeless Unaccompanied Youth' is '*'. The 'Migrant Status' is 'N'. The 'Immigrant Status' is 'N'.

The Valid codes for LEP Status are:

N – No – Student is not Limited English Proficient

Y – Yes – Limited English Proficient student who has been enrolled in U.S. Schools for more than 360 school days (or the equivalent of two school years) OR Previously exempted from taking the spring administration of either of the State' English Language arts assessments (reading or writing)

L – LEP – Enrolled in U.S. Schools for First Time – A recently arrived Limited English Proficient student who has been enrolled in US schools for **no** more than 180 school days

M – LEP – Trial Mainstream

S – LEP Enrolled in U.S. Schools for 2nd Year – A recently arrived Limited English Proficient student who has been enrolled in US schools for more than 180 school days and less than 360 days (or the equivalent of two school years).

Task 15 - Update Admitted From IRN and Withdrawn To IRN

Collection Request	All 'S' Collections
--------------------	---------------------

Districts are required to report the IRN of the district a student comes from when registering into your district for the first time. If the student is newly enrolled in the current school year and the student's admission reason is '3', '6', or '7', the admitted from IRN will need to be reported.

New starting in FY17: The Admitted From IRN will also be reported when the District Relationship of a student changes to a value of '1', from a '2' or '3'. All restrictions for updating this field on the Edit Student Profile page have been removed.

This IRN value must be a district IRN. If the student is not new to the district in this school year or had a change in District Relationship, the field value will default to "*****". The Admitted from IRN field can be found on the following pages in StudentInformation:

- Student Profile Edit – FS Tab
- Registration Wizard
- Student Registration
- EZQuery Student Demographics
- EZQuery SIS Student Search
- Home School Import – Students tab

Student Profile Edit – FS Tab:

The screenshot shows the 'Student Profile Edit – FS Tab' form. The 'Admitted From IRN' field is highlighted with a red oval. The form includes the following fields:

- District Admission Date: 5/10/2011
- Admission Reason: 7 - Not newly enrolled in this school district
- Admitted From IRN: *****
- District Withdraw Date: [Empty]
- Withdraw Reason: ** - Not Applicable, Did not withdraw/was not truant
- Withdrawn To IRN: *****

When the student is admitted from a non-public school, use the IRN of the non-public school for the Admitted from IRN value and not the IRN of the Diocese.

If the admission reason is '7' and the Admission Date is on or after the first day of school in 16/17, this means the student was previously in the district, left the district and has now returned to the district. Since the student is returning to the district after school has started, you must indicate the IRN of the district the student was in previously. Admission reason '6' could be used for this student because he did go to another district in between enrollments in the current district.

If the student attended your district through the end of the prior school year but withdrew from the district prior to June 30th and was reported in June as withdrawn, but has returned to the district again this year, the student would be re-admitted to your district,

admission reason '7' would be used, and you will need to report your own District IRN in the Admitted from IRN field.

If the student attended your district last year, dropped out of school and is now returning to your district, admission reason '7' would be reported for the student and the Admitted from IRN would be the IRN of your district.

Districts are required to report the IRN of the district a student is going to upon withdrawing from their own district. The Withdraw to IRN value must be reported any time a student withdraws from your district to attend another district. Students with withdraw reason '41', '42', and '45' must have a value in the Withdraw to IRN field.

StudentInformation > SIS > Student > Withdraw Student

Withdraw Student

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

i In order to withdraw a student from the working school for the current school year, please enter a withdraw date and select a valid withdraw code. If you are **sure** you want to withdraw the student, please select the submit button from below.

Building **District**

Admission Date: 8/17/2016

Withdraw Date: 8/30/2016

Withdraw Reason: 41 - Tr. to another Ohio SD, local/exem vill/city, tr.

Withdraw to District IRN: 044222 - Lima City SD

Withdraw to District Comments:

Student Status: I - Inactive

Remove Locker Assignment: ☒

Remove Homeroom Assignment: ☒

Submit **Cancel**

If the student is withdrawing to attend a non-public school, use the non-public school building IRN for the withdraw to IRN value. If the non-public school does not have a valid IRN, report 999999.

The Withdraw to IRN value is stored on the student's latest FS record at the time of the district withdrawal.

District Admission Date: 8/23/2006

Admission Reason: 4 - Student enroll. first time in Ohio pub sch/comm sch age (PS or KG)

Admitted From IRN: ***** -

District Withdraw Date: 8/30/2016 **Withdraw**

Withdraw Reason: 41 - Tr. to another Ohio SD, local/exem vill/city, tr. req on file

Withdrawn To IRN: 044222 - Lima City SD

Task 16 – Update Third Grade Reading Guarantee Values

Collection Request	Second and Final Collection
--------------------	-----------------------------

The Third Grade Reading Guarantee options are reportable in the second and final ‘S’ reporting Collections, however, it is best to update these values as the information is received.

General Additional Custom Private FS-Standing FS-Absence FD-Attributes FN-Attributes FN-Graduate Transportation

Save Cancel

Last Modified: / /

EMIS Grade Next Year: 04 - Fourth Grade

Changing the EMIS Grade Next Year does not change the District Grade Next Year. The General tab can be used to change the District Grade Next Year.

Retained Status: * - Student was not retained at the end of the previous school year

Oct Childcount IEP Outcome: **** - No Change from latest IEP reported to ODE

CTE Program Area: Fiscal Year Began 9th: / /

CTE Program of Concentration: ** - Student is not a concentrator in any CTE Program Tech Prep Completer: N

Majority Of Attendance IRN: 001693 - Batavia Elementary School

Accountability IRN: *****

Attending Building IRN Next Year: 001693 - Batavia Elementary School

Admission to Current High School Date: 8/31/2011

Attending District IRN Last October: *****

Third Grade Reading Guarantee

Math Diagnostic Result Code: ** - Not Required

Reading Diagnostic Result Code: NO - Assessed, Not On Track

Writing Diagnostic Result Code: NO - Assessed, Not On Track

Latest Third Grade Reading Promotion Status: No - Student does not meet reading promotion score Report To EMIS: ☒

☐ Exclude FN Records from Fall Initialization Updates

The values for each of these Diagnostic Results can be updated either on the Student Profile, FN Attributes tab or utilizing the **Student Profile Bulk Update**.

Valid Values are:

- ** - Not Required
- RN – Required, not assessed
- AO – Assessed, on Track
- NO – Assessed, Not on Track
- EX – Exempt from Diagnostic Assessment


If a student is assessed more than once for math and more than once during the school year, report only the initial assessment results. Students not on track per the initial assessment will remain not on track until scoring on track on the following school year’s math diagnostic assessment.



Task 17 – Update FLICS IRN – Attending District IRN Last October

Collection Request	All Collections
--------------------	-----------------

Students who are new to the community school this school year who attended a non-public district or were home schooled last year must have the 'Attending District IRN Last October' value reported to indicate the district in which they resided last school year. For students who came from another public district or attended the community school last year, report '*****' for the IRN. This element resides on the FN – Attributes tab of the Edit Student Profile page.

1. Navigate to **StudentInformation** > **SIS** > **Student** > **Edit Student Profile**.
2. With the student in context, select the **FN-Attributes** tab.
3. Enter the IRN of the non-public district or the IRN of the district the student resided in last year if the student was home schooled.

Attending District IRN Last October:		*****	-		
---	--	-------	---	--	---

Attending Building IRN Next Year:	001693 - Batavia Elementary School ▼
Admission to Current High School Date:	8/14/2014 
Attending District IRN Last October:	***** - 

Third Grade Reading Guarantee

Math Diagnostic Result Code:	** - Not Required ▼
Reading Diagnostic Result Code:	** - Not Required ▼
Writing Diagnostic Result Code:	** - Not Required ▼

Latest Third Grade Reading Promotion Status: This student has not taken the 3rd Grade Reading Promotion Assessment Report To EMIS: ☒

Task 18 – Run Student Verification (UNCLEMIS) and correct errors

Collection Request	All 'S' Collections
--------------------	---------------------

UNCLEMIS checks are no longer EMIS Reporting Period specific.

1. Change your context to the district level and the current year.
2. Navigate to **StudentInformation > EMIS > Student Reporting Collection (S)**.
3. On the **Request Type** tab choose the ☒ **Verify Student Data** option.
4. Click **Next >**.
5. On the **Program Selection** tab select ☒ **Verify - Student Demographic (UNCLEMIS)**.
6. Click **Next >**.
7. Next, choose the buildings in the district you would like to run Student Verification for.
8. Choose how many students you would like to see per page in the **Number of Students Per Page:** dropdown.
9. Click **Verify**.
10. Once the process is complete the Student Verification errors will display on the page.

Depending on your StudentInformation security role, you may have access to run UNCLEMIS only at a specific building. Contact the Security Administrator at your district or ITC if you have questions concerning your StudentInformation security role.

How to run Student Verification at the building level

1. Change your context to the building level and the current year.
2. Navigate to **StudentInformation > EMIS > Student Verification**.
3. Choose how many students you would like to see per page in the **Number of Students Per Page:** dropdown.
4. Click **Verify**.
5. Once the process is complete the Student Verification errors will display at the bottom of the page.

Unclemis errors are interactive links which allow you to navigate to the profile of the student with the error and correct the error without leaving the Unclemis page.

Please review the ***UNCLEMIS Error Resolution*** document for detailed explanations on how to correct each Student Verification error.

Task 19 – Run the Student Roster Detail (R101A) to verify student demographic and disability information is correct

Collection Request	All 'S' Collections
--------------------	---------------------

Use R101A to verify the details of the student's demographic records and disability condition as well as rosters of students – both active and inactive in each grade level.

Verify that all students who have withdrawn from the district are no longer actively enrolled and have the appropriate student status. Also check the accuracy of the student's Birth Date, Ethnicity, Disability Condition, and EMIS Situation.

StudentInformation > SIS > School > Student Reports > Student Roster Detail (R101-A)

Report: R101A

Printed Thu, Aug 12, . 8:15 AM

HIGH SCHOOL

Student Roster Detail

AGE RANGE: ALL AGES

ID	STUDENT NAME	STATUS	GR	GN	HMRM	HOME SCHOOL	PARENT/GUARDIAN NAME
SCH CD	STUDENT ADDRESS	DISAB	AGE	BIRTHDATE	TELEPHONE	ETHNICITY	- ETHNICITY CODE
HOME SCHOOL NAME	EMIS SITUATION	PROGRAM	- PROGRAM CODE				
200800073	Student1003, Morgan	ROE	12	F			
ELHS	645 S Main St	**	17	04/03/1993	(555) 555-5555	WHITE	- W
	Lima, OH 45804-1241						-
	151 - Resident open enrolled elsewhere F/T						
200800070	Student1005, JAMES (JAMES)	ROE	09	M			
ELHS	645 S Main St	**	14	03/22/1996	(555) 555-5555	WHITE	- W
	Lima, OH 45804-1241						-
	151 - Resident open enrolled elsewhere F/T						
200800048	Student1027, JAMIL	ROE	12	M			
ELHS	645 S Main St	**	17	09/18/1992	(555) 555-5555	BLACK, NON-HISP	- B
	Lima, OH 45804-1241						-
	151 - Resident open enrolled elsewhere F/T						

Student Transportation Records

Task 20 – Update Transportation Records for Students who were transported any day of Count Week

Collection Request	All Collections
--------------------	-----------------

Use the transportation tab of the Edit Student Profile Page to collect the values for Count Week Transportation days for each student who was transported any day during count week. Select a value from the dropdown for **Distance student was transported from residence to School Building** and set the appropriate checkbox for each day of the week the student was transported by the Community School. Use Student Profile Bulk Update to mass update the flag. Only students who were transported must have a record reported. Reporting records for students not transported is optional. Leaving the boxes unchecked indicates the student was not transported.

StudentInformation > SIS > Student > Edit Profile

Edit Student Profile

From this screen, you can display and change information regarding a students profile.

General Additional Custom Private FS-Standing FS-Attendance FD-Attributes FN-Attributes FN-Graduate **Transportation**

Save Cancel

Last Modified: 07/6/2015 10:03 AM by User: cgaadillingham

Parking Permit:

Assigned Space:

Vehicle Description:

License Plate:

Driver's License Number: **State:**

Bus Number 1:

Bus Number 2:

Comments:

Distance To School:

Transportation: ☐ Student Drives ☐ Student is Bussed ☐ Student Walks

Distance student was transported from residence to school building:
M1 - More than one mile but less than one and a half miles

Countweek Transportation Days
☒ Monday ☒ Tuesday ☒ Wednesday ☒ Thursday ☒ Friday

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1. Create an ad-hoc membership group of students whose transportation pattern would be the same.
2. Navigate to **StudentInformation** > **Management** > **Ad-Hoc Updates** > **Student Profile Bulk Update**.
3. Select the ad-hoc membership from the **Ad Hoc:** dropdown.

4. Click **Next >** until the **Annual record** tab displays.
5. If updating the 'Distance student was transported from residence to school building' element, select the appropriate value from the dropdown and check the box beside the field to include in the update.

Distance student was transported from residence to school building:

☒ **M1 - More than one mile but less than one and a half miles** ▼

6. Place a check in the first checkbox in the Count Week Transportation Days block and check any of the weekday checkboxes that apply to the group of students you're updating.

Countweek Transportation Days:

☒ ☒ Monday ☒ Tuesday ☒ Wednesday ☒ Thursday ☒ Friday

7. Click **Next >** until the **Review updates** tab displays. Depending on your selections for updating, the review tab will display the values you've chosen to update.

Please review all of the profile selections before finalizing.

Profile Item	New Values
Distance student was transported from residence to school building:	M1 - More than one mile but less than one and a half miles
Countweek Transportation Monday:	True
Countweek Transportation Tuesday:	True
Countweek Transportation Wednesday:	True
Countweek Transportation Thursday:	True
Countweek Transportation Friday:	True

Submit

8. Click **Submit**.
9. The following message will display

Student Profile Bulk Update was completed successfully.

Student Contact Records

Task 21 – Reporting FF – Student Contact Records & FG – Student Contact Address Records

Collection Request	All Collections
--------------------	-----------------

Starting in FY15, Community schools were required to report a contact record for the Parent or Guardian of each student attending the community school. This record is used to determine the residency of the parent/guardian in the same manner as was used in the SOES system previously. Each contact reported must have at least one address record reported to indicate residency. Each student is required to have at least one FF and one FG record reported.

Beginning in FY16, additional FG address records should be reported indicated in the event of an address change for the guardian as well as the date of the change. If a guardian had an address change, the prior address will be reported on one record including the date of the address change. A second address record with the same sequence number will be reported indicating the date of the new address. If the date field is reported as all zeroes, the data collector will automatically change the date to the date the collection is prepared. In SOES, this will become the effective date for the new address. In the transfer file, you would see records a follows:

- Record one, Sequence 001, old address, date of address change
- Record two, Sequence 001, new address, date of 00000000

Before contacts may be reported, each contact type code to be reported must be mapped to an NCES Contact Type code at the district level on Contact Type Codes Maintenance. If your contacts are defined at the building level, you'll need to take the following steps to define contact types at the district level and perform the mapping to NCES in preparation for reporting:

Setting up District Level Contacts:

1. With the district in context, navigate to **StudentInformation** > **Management** > **School Administration** > **Student Codes Administration** > **Contact Type Codes**.
2. Use existing contact type codes or define new contact type codes with types in mind that correspond to the types in section 2.19 Student Contact Records in the EMIS manual. These types are how ODE expects contacts to be categorized. Additional contact types may be used, however any contact that is reported to EMIS must be mapped to one of ODE's contact type codes.
3. Add the Contact type code, Name, and Description.
4. Check any of the options for Default Settings for Contacts of this type which apply. Only contacts with Legal Guardian checked will be reported to EMIS.

5. Make sure the IsActive box is checked.
6. From the NCES Contact Type code dropdown, select the corresponding NCES contact type that most closely represents this contact type.
7. Save the record.
8. Change context back to the building level.
9. Navigate to **StudentInformation** > **Management** > **School Administration** > **Student Codes Administration** > **Contact Type Codes**
10. Map each applicable building level contact type to a district level contact by selecting a district code value from the **District Codes** dropdown. (Note: Only contacts that have a count > 0 may be mapped.)
11. Once the district codes have been selected, click on **Map Contact Codes** above the grid. Once the mapping is complete, the contact type will no longer appear on the list. This building level contact is now mapped to a district level contact.

Mapping District Level Contacts:

If contact types are already defined at the district level but haven't been mapped to an NCES Contact Type:

1. With the district in context, navigate to **StudentInformation** > **Management** > **School Administration** > **Student Codes Administration** > **Contact Type Codes**.
2. Edit each applicable code and select a value from the **NCES Contact Type Code:** dropdown. Save the record.

In addition to updating contact types, it will be necessary to make sure an address is included on the contact record(s) that will be reported for a student. Every student must have at least one record reported. In the FF – Student Contact Record transfer file, there will be a record for the student containing any additional record(s) for any contact that is flagged as the Guardian. The contact type of 'SELF' should only be reported for students who are their own legal guardian. In that situation, a contact record must be defined indicating the student's information.

The FG – Student Contact Address records are reported for each of the contacts included in the FF – Student Contact record file. Each contact record must have an address reported. If the address has changed, make sure to indicate a Date of Residency Change. The FG Transfer will use the following values from the contacts specified as Guardian:

FG Contact Record Element	Student Contact Record Element
Sequence	Sequence will correspond to the sequence value for the contact used in the FF file (Starting in FY17, there may be multiple address records with the same sequence number for a contact)
Address Line 1	Address 1 on Contact record
Address Line 2	Address 2 on Contact record
Address Type Code	Will be determined based on the address type

	on contact: Home = 0765 – Physical Location Address Mailing = 0123 – Mailing address If a contact has multiple addresses, the first address listed will be reported
City	City
State	State
Postal Code	Zip Code
Country Code	Always 'US'
Date of Residency Change	Date of residency change from the contact record. If '00000000', the date of the prepare will be used by ODE.

Reporting Historical Addresses to SOES

When a contact changes residency, it is necessary to report multiple FG contact address records to indicate the date of change for the prior address as well as report the new address of residency. The address portion of the contact record has a new Address type called SOES Historical address. This address is to be reported with the value of the contact's prior address when a legal guardian contact has a change of residency. The **Legal District of Residency Change date** recorded on the contact record should be the date the address changed from the old value in the SOES historical address to the new residency. Two FG record will be reported for the student, one for the SOES historical address and a second record with the new Home address for the contact.

Edit Student Contact - Qwyntona Arnold

Mother - Natural/Adoptive

Anthony Middle Jason Suffix

Phone Number

Home (937) 555-1212 Unlisted Available: Start Time to End Time

Address ☐ Same As Student Address

Home 123 Mockingbird Lane Address 2 Anytown OH 45225-1518 Hamilton

SOES historical 645 S. Main St Address 2 Lima OH 45804 Allen

Email Address

Place of Employment **Occupation** **Custody Code** **Language**

Legal District of Residence Change Date

Change Date

Contact Comments

Contact Flags

☒ Legal Guardian ☒ Emergency Contact ☒ Living with Student

☐ Copied on Correspondence ☐ Willing to Volunteer ☐ Medical Contact

Home address indicates the current address. SOES Historical Address indicates the contact's prior address

Legal District of Residence Change date applies to the SOES address

Transferring FF & FG Contact Records

1. With the district in context, navigate to **StudentInformation** > **EMIS** > **Student Reporting Collection (S)**
2. Select the ☒ Transfer Student Data and click Next.
3. From the Program Selection menu, Select the Student Contact (FF) and Student Contact Address (FG) options.
4. Select ☐ Flat file transfer for Data Collector from the Transfer Type options.
5. Click Submit. Upon completion, the Contact records will be transferred to the data collector.

Reminder

If you're changing a contact's address and the change results in a district of residence for the student, make sure to add a new FS record reflecting the change.

Calendars, Exception Days and Attendance Patterns

Task 22 – Verify Sub-calendars and EMIS Exceptions are set up correctly

Collection Request	All 'S' Collections
--------------------	---------------------

Sub-Calendars will be used to calculate a student's hourly attendance values. It is important that all sub-calendars correctly reflect the days in session as well as any exception types, which will be reported in the Calendar reporting period.

StudentInformation > Management > School Administration > Scheduling Administration > Sub-Calendars

Sub-Calendar Maintenance

From this screen, you can display, add, change and delete data pertaining to Sub-Calendars.

Add Sub-Calendar

				Code	Name ▲	Max Absence Level	Active
				1	Full Day every Day All Grades	1.00	
				KDG1	KDG 1	1.00	
				KDG2	KDG 2	1.00	
				Non	Non Attending	0.00	

☒ Show Active Only

Hints for setting up new calendars:

- Define a sub-calendar for each group of students that have a different start and/or end date than the general population of the building
- Define a sub-calendar for seniors if their last day of school falls before the rest of the building population
- Define a sub-calendar for groups of students who you are responsible for reporting course information and attendance but the students are educated elsewhere (ex: ESC students)
- Use the Attendance pattern of '***' ONLY for the calendar that will have the majority of students assigned to it.
- Assign an attendance pattern to only one calendar

The following elements must be set up to ensure attendance will be calculated correctly for students:

- **Sub-Calendar Start Date** – The first day of school for students on this sub-calendar
- **Sub-Calendar End Date** – The last day of school for students on this sub-calendar

- **Attendance pattern** – indicates the student attendance pattern associated with this calendar
- **Grade Levels** – the grade level(s) for students this calendar applies to
- **To Be Reported: Days or Hours** – indicates whether the attendance for this calendar is collected in Days or Hours
- **Hours Per Day:** indicate the average hours per day students attend who are assigned to this calendar
 - Exception – For KG students, the number of hours per day to be reported should be a full day even if they only attend a half day. Ex., KG students who attend 3 hours per day should still report the full day hours of 6
- **Exempt from Minimum Total Hours and/or Days** – this new field indicates whether the calendar is a special calendar and is exempt from meeting the minimum hours or days students are required to attend because of special circumstances. ODE has not yet provided the field values to report for this element.
- **Ignore Percent of Time in Attendance Calculation** – check only if you do not want FTE taken into consideration when calculating attendance
- **Include in Attendance Calculation** – Check the box if students assigned to this calendar should have attendance calculated for them.
- **Not Expected to be in attendance between the first and last day of school on every (Mon, Tue, Wed, Thur, Fri)** – should only be checked if school is not in session on any Mon, Tue, etc. for this calendar.
- **Expected to be in Attendance between the first and last day of school on every (Sat, Sun)** – should only be checked if school _is_ in session on every Saturday or Sunday during the school year
- **Report to EMIS** – should be checked if the school is using this calendar for EMIS attendance reporting.

Please consult the ***Editing the Master Calendar and Sub-calendars Step by Step Checklist with EMIS Exceptions*** document for step by step directions on setting up sub calendars. The ***Calendar and Exception Days Quick Reference*** will also be helpful for verifying specific exception attributes required with each calendar.

Task 23 – Verify that students are assigned to the proper attendance pattern and attendance calendar

Collection Request	All 'S' Collections
--------------------	---------------------

General Rule:

Any student who is enrolled in the district should be assigned to a sub-calendar.

If 50% of time or less use a ½ day calendar for attendance purposes or use default full day calendar

If over 50% = full day calendar

0% of time = Non-Attending Calendar (will be reported to EMIS as default calendar)

While FTE is used in the calculation for EMIS attendance, it is not used for daily attendance. The calendar Max Absence level determines the maximum amount of a day a student can be absent for non-EMIS attendance.

A. Verify:

Run R500 to verify students are assigned to the correct calendar based on their % of time.

StudentInformation > SIS > Attendance > Attendance Reports > District-wide Membership Report (R500)

Bldg:	ELHS										Admission - Withdraw		Membership Days					
Grade:	09																	
Id	Student Name	Stat	Prgm	Sex	Grd	Dist of Res.	Cal	Hm Rm	Date	Cde	FTE (%)	All	Pres.	Exc	Tardy	Unexc		
200800009	Student49200, SHELBY	R		F	09	045773	DNAC		09/01/09	-	0	0.0	0.0	0.0	0.0	0.0		
00241865	Student49219, HAYLIE	R		F	09	045773	DNAC		09/01/09	-	0	0.0	0.0	0.0	0.0	0.0		
00241405	Student49230, ARYANNA	R		F	09	045773	DNAC		09/01/09	-	0	0.0	0.0	0.0	0.0	0.0		
00240347	Student49267, ERICK	R		M	09	045773	DNAC		09/01/09	-	0	0.0	0.0	0.0	0.0	0.0		
00239910	Student49271, JASMINE	R	**	F	09	045773	DNAC		09/01/09	-	0	0.0	0.0	0.0	0.0	0.0		
00239680	Student49274, MARCUS	A	**	M	09	045773	1		09/01/09	-	100	170.0	170.0	0.0	0.0	0.0		

B. Update:

If a calendar change is required because of a change in the student's EMIS situation or % of Time in the current EMIS situation, a new FS record and a new FD record would be added. If the attendance pattern value is incorrect, the calendar would need to be corrected on the existing FD record to point to the correct calendar/attendance pattern.

When a student has a calendar change, the calendar needs to be updated both on the General tab and the FD tab of the Student Profile.

Follow these steps to make a calendar change for a student on the FD tab.

1. With the building in context, navigate to: **StudentInformation** > **SIS** > **Student** > **Edit Profile**.
2. Find the student you wish to perform a calendar change for.

3. On the General Tab, select the appropriate calendar from the **Attendance Calendar:** dropdown.
4. Click Save.
5. A new screen will appear indicating the student's previous calendar assignment, their new calendar assignment and a Calendar Change Effective Date field.
6. Enter the Effective Date of the calendar Change. The date selected must be a day within the school year.
7. Click Save.
8. Next, select the FD – Attributes Tab.
9. You will need to add a new Attributes record with the updated attendance calendar if this is a true calendar change and not a correction to existing calendar assignment.
10. Enter the Effective Start Date. Use the same date that was used on the General Tab for the Calendar Change Date.
11. Select the appropriate Calendar from the Reporting Calendar Dropdown. When a calendar is selected, the Attendance Pattern value will change to show the attendance pattern associated with that calendar.
12. Click Save to save the record.

Attendance Pattern:	AS - Alternative Schedule ▼
Reporting Calendar:	GR - Graduates/Early release ▼

☐ Exclude FD Records from Fall Initialization Updates

The Student Profile Bulk Update may also be used for this step if updating multiple student calendars. The Student Profile Bulk Update may be used to update the calendar on the general tab as well as the calendar on the FD tab.

Student Missing Override and Summer Withdrawal Records

Task 24 – Add Student Missing Override Records (FC)

Collection Request	All 'S' Collections
--------------------	---------------------

Student Missing Override Records (FC) records are to be reported for SSIDs appearing on the Missing Student Override report where an override is warranted.

If a student withdrew from school prior to the last day of the prior school year, and was not reported as withdrawn in the prior school year or as a summer withdrawal, the SSID would be reported for this record.

The SSIDs entered into this record are not checked against prior year data. These records are school year specific. The comments section of the record is not reported to ODE, but is only for user reference.

See Section 2.17 of the ODE EMIS Manual for additional information regarding the Student Missing Override Record.

The screenshot shows a web application interface for adding a Student Missing Override Record. The breadcrumb trail at the top reads: StudentInformation > EMIS > Maintenance > Student Missing Override Record. There is a search bar labeled '[Find Students]' with a magnifying glass icon. The main heading is 'Student Missing Override Record' in blue. Below the heading is a red instruction line: 'From this screen, you can display, add, edit and delete data pertaining to student missing override records.' The form contains several fields: 'SSID:' with the value 'XX2223333' and a lightning bolt icon; 'Student Last Name:' with the value 'Smith'; 'Student First Name:' with the value 'John'; 'Withdrawal Date:' with the value '05/15/2014' and a calendar icon; 'Withdrawal Reason:' with a dropdown menu showing '41 - Transferred to another Ohio School District' and a lightning bolt icon. Below the dropdown is a text area containing the text 'Student Not reported as withdrawn last year'. At the bottom left is a 'Comment:' label. At the bottom of the form are three buttons: 'Save', 'Save And New', and 'Cancel'.

Task 25 – Add Summer Withdrawal record (FL) optional

Collection Request	All 'S' Collections
--------------------	------------------------

A Student Summer Withdrawal Record (FL) may be reported for any student who was enrolled in the district at the end of the prior school year but withdrew from the district prior to the start of the current school year. If a student attends even a single day of the current school year in the district, the FL record may not be used to report the student's withdrawal.

A student who withdraws over the summer may be reported with a Student Attributes – Effective Date Record (FD), a Student Standing Record (FS), and a Student Demographic Record (GI), or the student may be reported with a single FL record. Note that if FD/FS/GI records are reported, all elements on those records must have values that are valid for the current school year. If a district reports an FL record, then that student cannot also be reported with FD/FS/GI records during the current school year.

StudentInformation > EMIS > Maintenance > Student Summer Withdrawal Record

Student Summer Withdrawal Record

From this screen, you can display, add, edit and delete data pertaining to student missing summer withdrawal records.

SSID: XX9999999 ⚡

Student Last Name: Smith

Student First Name: Sally Jo

Withdrawal Date: 07/08/2015 📅 ⚡

Withdrawal Reason: 41 - Transferred to another Ohio school district ▼ ⚡

Withdrawn to IRN: 044222 - Lima City SD 🔍 ⚡

Comment: Parents transferred her out of the district

Save

Save And New

Cancel

Student Special Education Records

Task 26 – Create Student Special Education Records

Collection Request	All 'S' Collections
--------------------	---------------------

StudentInformation > SIS > Student > Special Education

Items to note:

1. **SEMD** Special Education Manifestation Determination Date Type is used for students with a disability who have accumulated more than 10 days of suspensions or expulsions. The actual manifestation determination meeting is required to be held within 10 days of the date the district decided to suspend or expel the student that causes the number of suspension/expulsion days for the student for the school year to exceed 10.
2. **NIEP** No IEP is used for students who continue to receive services even though they have no active IEP. Outcome Begin Date would be the same as Event Date. The Outcome End Date is usually left blank.

Non-Compliance IDs to be used with NIEP:

- 10 – Student newly transferred in – IEP adoption determination not complete, service being provided based on prior IEP
- 11 – IEP expired, new IEP not in place – service being provided based on prior IEP
- 12 – IEP current but not reported in EMIS in prior reporting period, services provided based on current IEP

Returning students:

- Any student with a disability or suspected of having a disability who was enrolled in 15/16 and continues to be enrolled in 16/17 should have a Special Education record reported for all events that occur from July 1, 2016 through June 30, 2017. Not every student with a disability will have a Special Education record reported in the first 'S' Collection Request.

Newly enrolled students:

- Students with a disability or suspected of having a disability that were newly enrolled in 16/17 should have at least one Special Education record reported by the end of the Final Collection Request for the school year
- Since the student is new to the district, it is possible to have a record with a date prior to July 1, 2016.

AIEPs may be reported when any of the following have occurred:

- Change to an existing Outcome ID Element
- Change in IEP Test Type Element
- Change to the Secondary Planning Element
- Change in the exemption from consequences of OGT or EOC

CIEP – Parent withdrawals consent

A CIEP event is reported when a parent/guardian of a special education student with an IEP withdraws consent to the current IEP. CIEP cannot be reported unless a TIEP, RIEP, or IIEP is already in effect. Once a CIEP Date Type is reported, the student immediately becomes a non-special education student. Accordingly, if a parent changes their mind after withdrawing IEP consent, the student will go through the same process as a student entering special education for the first time. Once a CIEP Date Type is reported, modifications to the FD record and/or the Accommodations Elements on all applicable tests may be needed. When a CIEP Date Type is reported, the only other Student Special Education Record data element reported with a value other than “Not Applicable” is the Outcome ID and Date Elements.

The **Secondary Planning:** element on the Special Education record is used for students age 14 and above and determines when a student will have completed coursework and will graduate, or will have completed coursework but needs additional education services in preparation for employment or enrollment in college.

IMPORTANT: Make sure all events that take place on or before 6/30/17 are entered in StudentInformation and reported in FY17S or these students will appear on your 17S DISAB_NOT_FUNDED report and you will not receive the special education weighted funding for these students.

In addition, if you had students in 16S that you were not funded for because their spring IEP event was not reported in 15S, make sure you code this year’s IEP event for those students with the 09 out-of-compliance code. This will let ODE know you were not out of compliance - you only failed to report the data correctly in EMIS last year.

Task 27 – Create FE Student Graduation Requirement Record

Collection Request	All 'S' Collections
--------------------	---------------------

End of Course exams and OGT Subject Areas are available in the Assessment Area options for the Special Education Graduation Requirement Records.

StudentInformation > SIS > Student > Special Education

Special Education

From this screen, you can display, add, change and delete Special Education records.

Events | Grad Requirement | Services

IEP Date: _____

Date Type: *

Assessment Area: * **End of Course - ALG1 - Algebra 1**

Exemption Flag: *

Save Cancel

- OGT - C - Social Studies/Citizenship
- OGT - M - Math
- OGT - R - Reading
- OGT - S - Science
- OGT - W - Writing
- End of Course - ALG1 - Algebra 1**
- End of Course - BIOL - Biology
- End of Course - ELA1 - English Language Arts 1
- End of Course - ELA2 - English Language Arts 2
- End of Course - GEOM - Geometry
- End of Course - GOVM - American / United States Government
- End of Course - HIST - American / United States History
- End of Course - MTH1 - Mathematics 1
- End of Course - MTH2 - Mathematics 2
- End of Course - PHYS - Physical Sciences

gradua v

An FE record is to be reported for **any** student who is exempt from the Graduation Requirement. This includes students who are taking Alternate Assessments.

This record is reported whenever an IEP determination is made to add, confirm, or cancel an exemption from the consequences of any graduation assessment and/or individual graduation assessment areas. FE records are reported in all Period S Collections.

If the record is being used to report a granting of an exemption in a particular Assessment Type/Area combination, it is reported in the first school year of the IEP determination and every year thereafter, thereby confirming the IEP team has continued the exemption on the IEP. This is true even if there is no change in the granted exemptions from one IEP to the next.

If the record is being used to report removing or cancelling an exemption in a particular Assessment Type/Area combination, removal of the exemption is reported in the initial year of the IEP change and optionally thereafter.

If a student is never exempted from a particular Assessment Type/Area combination, then it is not necessary to report a Student Special Education Graduation Requirement Record for that combination.

Separate records are submitted per graduation Assessment Type/Area. For example, if the student no longer needs to meet the passing requirements of three of the five OGT subjects, then three records must be reported.

NOTE: When this record is reported, a matching Student Special Education Record (GE), matching on Date and Date Type, MUST be reported for the IEP that reflects the determination of the exemption(s).

NOTE: Who Needs It, Graduation Eligibility, and Transcripts still look at the 'Required for Graduation' checkbox on the test record.

StudentInformation > SIS > Student > Special Education





Special Education


From this screen, you can display, add, change and delete Special Education records.

The grad requirement was successfully saved

Events | Grad Requirement | Services

Add Requirement

	IEP Date	Date Type	Assessment Area	Exemption Flag	Event Match	Last Modified	Active
	 Sep 16, 2015	IIEP	M	N		10/5/2015 1:11 PM By User: DEBBIE	

☒ Show Active Requirements Only  = Record has a matching IEP for date on Events tab.

Task 28 – Verify Special Education Records

Collection Request	All 'S' Collections
--------------------	---------------------

Once Special Ed Event records have been entered, run the Special Education Verification at the district level to check for errors.

Each error listed when choosing Download File – Verification messages is an interactive link which brings you to the student's Special Education record. Correct any of the students who have missing events or have errors on any events for the 16/17 school year and rerun the verification to ensure the errors have been corrected.

If you are running Verify Special Education for a specific S Collection Request, populate the Run Date with the last reportable date for that period

- SOES First S Window – 1/31/17
- SOES Final S Window – 06/30/17

To view a report of missing Special Ed events, choose the following

StudentInformation > EMIS > Verify Special Education

Verify Special Education - Batavia Local SD

From this screen, you can verify and update special education information.

Include Buildings: *

☒ Select All Buildings ☐ Clear All Buildings

☒ E128 - Batavia Elementary (Update not run yet)

☒ E127 - Batavia High School (Update not run yet)

☒ E129 - Batavia Middle School (Update not run yet)

Run Date: * 10/31/2016

Screen output:

Number of students per page: 50

File output:

Download File: ☒ Verification messages ☐ Student Special Ed. Events ☐ Student Special Ed. Grad. Req.

File Download Options

CSV Download

Submit Cancel

To receive a report of all special education events, not just the students with errors, choose Download File – Student Special Ed. Events.

StudentInformation > EMIS > Verify Special Education

Verify Special Education - Batavia Local SD

From this screen, you can verify and update special education information.


Include Buildings:*

☒ Select All Buildings ☐ Clear All Buildings


☒ E128 - Batavia Elementary (Update not run yet)

☒ E127 - Batavia High School (Update not run yet)

☒ E129 - Batavia Middle School (Update not run yet)



Run Date: * 10/30/2016 


Screen output:



Number of students per page: 50 

File output:

Download File: ☐ Verification messages ☒ Student Special Ed. Events ☐ Student Special Ed. Grad. Req.

Event range: 07/01/2016  to 06/30/2017 

 File Download Options

CSV  Download 

To receive a report listing all of the Student Special Education Graduation Requirements choose Download File – Student Special Ed. Grad. Req.

StudentInformation > EMIS > Verify Special Education

Verify Special Education - Batavia Local SD

From this screen, you can verify and update special education information.


Include Buildings:*

☒ Select All Buildings ☐ Clear All Buildings


☒ E128 - Batavia Elementary (Update not run yet)

☒ E127 - Batavia High School (Update not run yet)

☒ E129 - Batavia Middle School (Update not run yet)



Run Date: * 10/30/2016 


Screen output:



Number of students per page: 50 

File output:

Download File: ☐ Verification messages ☒ Student Special Ed. Events ☐ Student Special Ed. Grad. Req.

Event range: 07/01/2016  to 06/30/2017 

 File Download Options

CSV  Download 

District & Building Records

Task 29 – Update the DN District and Building Records: DN & DT

DN District Records

Collection Request	All 'S' Collections
--------------------	---------------------

If an attribute on the Maintenance page contains a value, a record for that attribute will be included in the transfer file. All calendar related attributes will be reported in period C.

If you submit data through a different ITC, the **Reporting ITC IRN:** field will need updated. Use the following table to determine when to report each attribute.

1 st	Final	Attribute	Description
✓	✓	C_STUEEPOL	Early Entrance to Kindergarten Policy
✓	✓	INFOTECIRN	Reporting ITC IRN
✓	✓	STUKGBRDAY	Date student is required to be 5 years old to be admitted to kindergarten
✓	✓	STULNCHFRE	Count of students attending this building who are eligible to receive free lunches
✓	✓	STULNCHRDC	Count of students attending this building who are eligible to received reduced price lunch
✓	✓	STULNCHNOT	School does not participate in free/reduced Lunch
✓	✓	STUELGEXAC	Amount of time a student is required to attend district to be eligible for extracurricular activities
	✓	SIG Time Extended Group, all Attributes	Required only for districts with a School Improvement Grant
	✓	Phyzed Evaluation Group	All attributes
	✓	LCLWELLPOL	Local Wellness Policy
	✓	Initial Eye Examination Group	All Attributes (see below)
	✓	STUNPNTELG	Count of resident and non-resident public students within the district boundaries evaluated and determined ineligible for special ed services
	✓	STUPSTCBTR	Count of Preschool transition conferences held by 3 rd birthday, no disability suspected, no add'l eval
	✓	STUPSTCATR	Count of Presch.Transition conferences held after 3 rd birthday, no disability suspected, no add'l eval
✓	✓	MGMTCOMPYS	Report the date your community school if your community school had change in their

1 st	Final	Attribute	Description
			management company or had a management company and now does not
✓	✓	MGMTCOMPNO	IRN of the Management company for the community school, if one exists

Comprehensive Eye Exam values are required to be reported at the district level. These values are a summative count which apply to special education students only.

StudentInformation > EMIS > Maintenance > District and Building Information

District and Building Information
From this screen, you can update your District and Building Information.

District Testing - Year End (DT) District Organization Info (DN) Building Organization Info (DN)

Information Technology Center Group

Reporting ITC IRN: 085639 - NOACSC

Student Group

Date student is required to be five years old to be admitted into kindergarten: A - September 30th

Count of home schooled resident students: 9

Amount of time a student is required to attend district to be eligible for extracurricular activities:

Count of resident and non-resident nonpublic students within district boundaries eligible for special education services but not being served by the district: 3

Count of resident and non-resident nonpublic students within district boundaries evaluated and determined ineligible for special education services: 13

Count of preschool transition conferences held by 3rd birthday, no disability suspected, no additional evaluation: 14

Count of preschool transition conferences held after 3rd birthday, no disability suspected, no additional evaluation: 22

Local Wellness Policy

Local Wellness Policy: Yes

Preschool Special Education Agreements

IRN of entity providing Preschool Special Ed Services that district has authorized ODE to transfer funds to:

IRN of entity providing Preschool Special Ed Services that district has NOT authorized ODE to transfer funds to:

Add Cancel

District Transportation

Count of qualified riders: 1235

Miles students are transported: 122685

Comprehensive Eye Exams

Number of students with an IIEP written within the stated timeframe: 68

Number of students with an IIEP written within the stated timeframe who received an eye exam within three months of beginning services: 45

Number of students with an IIEP written within the stated timeframe who received an eye exam more than three months after beginning services: 14

Number of students with an IIEP written within the stated timeframe who received an eye exam within nine months immediately prior to being identified with disabilities: 2

Number of students with an IIEP written within the stated timeframe who did not receive an eye exam due to withdrawing within three months of beginning services: 0

Number of students with an IIEP written within the stated timeframe who did not receive an eye exam due to the student's hospitalization: 0

Number of students with an IIEP written within the stated timeframe who did not receive an eye exam due to parent refusal: 2

Number of students with an IIEP written within the stated timeframe who did not receive an eye exam due to the lack of a conveniently available provider: 0

Number of students with an IIEP written within the stated timeframe who have not received an eye exam and are still within three months of beginning services: 0

Number of students with an IIEP written within the stated timeframe who did not receive an eye exam due to a reason not accounted for by another attribute name: 0

Enter zeroes for fields that have zero values

SOES only

Early Entrance for KG:

DN Building Record

Collection Request

All 'S' Collections

Due to the new calendar reporting attributes, the items contained in the Teacher Group section and Calamity Group section below do not need to be completed on the DN record. ODE will derive this information using the reported exceptions in the calendar Collection Request.

StudentInformation > EMIS > Maintenance > District and Building Information

[Find Students] [Go To]

District and Building Information

From this screen, you can update your District and Building Information.

District Testing - Year End (DT) District Organization Info (DN) Building Organization Info (DN)

School:

Feeder School Group

Feeder School:

Teacher Group

Professional Teacher Meetings FTE: Parent/Teacher conference FTE:

Only community schools whose contracts are in hours, not days, should report the Professional Teacher Meetings hours and the Parent/Teacher conference hours.

Professional Teacher Meetings hours: Parent/Teacher conference hours:

Calamity Group

Calamity days taken: Calamity days made up:

Shortened days due to weather: Shortened days, non-weather:

First Day Next Year Group

First Day Next Year:

PE Performance Measures

Enter counts for grade bands that are needed. Enter zeroes for the remaining fields in the grade band if no values apply. If the building being reported does not have any students in a specific grade band, leave all fields for that grade band blank. Only enter a value for "Evaluation not conducted at this grade band for the building" if a building in the district includes one or more of the grades in a band, but the students are not evaluated at that building.

KG-02 Total students scoring limited:	<input type="text"/>	06-08 Total students scoring limited:	<input type="text"/>
KG-02 Total students scoring proficient:	<input type="text"/>	06-08 Total students scoring proficient:	<input type="text"/>
KG-02 Total students scoring advanced:	<input type="text"/>	06-08 Total students scoring advanced:	<input type="text"/>
KG-02 Total students not evaluated:	<input type="text"/>	06-08 Total students not evaluated:	<input type="text"/>
KG-02 Evaluation not conducted at this grade band for the building:	<input type="text"/>	06-08 Evaluation not conducted at this grade band for the building:	<input type="text"/>
03-05 Total students scoring limited:	<input type="text"/>	09-12 Total students scoring limited:	<input type="text"/>
03-05 Total students scoring proficient:	<input type="text"/>	09-12 Total students scoring proficient:	<input type="text"/>
03-05 Total students scoring advanced:	<input type="text"/>	09-12 Total students scoring advanced:	<input type="text"/>
03-05 Total students not evaluated:	<input type="text"/>	09-12 Total students not evaluated:	<input type="text"/>
03-05 Evaluation not conducted at this grade band for the building:	<input type="text"/>	09-12 Evaluation not conducted at this grade band for the building:	<input type="text"/>

SIG Time Extended Group

Increased learning time by extending the school year:

Increased learning time by extending the school day:

Increased learning time in before and after school settings:

Increased learning time on the week end:

Increased learning time in summer school:

Increased learning time in some other time frame not listed above:

Free and Reduced Price Lunch

Free Lunch count:

Reduced Lunch count:

Save Cancel

The PE Performance Measures are to be reported during Period S for each city, local, exempted village school district, community school and STEM districts. The PhysEd Evaluation building records include students who are enrolled in the building for each grade range.

The four bands of grade ranges to be reported are as follows:

- Grades KG-2
- Grades 3-5
- Grades 6-8
- Grades 9-12

Each Grade Band will have 5 different options to be reported. These values indicate the count of students by ability level at each grade band. They are as follows:

- Total students scoring Limited
- Total students scoring Proficient
- Total students scoring Advanced
- Total students Not Evaluated
- Total students not Applicable

On the Building Organization Info (DN) tab, when reporting the values for each grade band, note the following:

1. Only report a value for Grade Bands that are in the building being reported in the Building Organization Info record. Example, if you are completing the high school building DN record, and only have grades 9-12 in that building, you would only fill in values for the 09-12 grade bands. The other grade bands would be left blank.
2. Total Students Not Applicable should only be completed for a grade band if a building in the district includes one or more of the grades in the grade band, but the students are not evaluated at that building. For example, if a district has a Kindergarten only building, but the district elects to evaluate students in 2nd grade only, then at the Kindergarten only building, you would complete the number of students not being evaluated and insert that on the Total Students Not Applicable field for the KG-02 grade band.
3. If a specific school building's grade levels served as reported in ODE's OEDS system overlap a grade band, the building should either have the first options reported (Limited, Proficient, Advanced, Not Evaluated) or report only the ** (Not Applicable); it cannot be both.
4. Report zeroes if no value applies to an attribute (Limited, Proficient, Advanced) in the building. For example, if a building only has proficient students in a grade band, enter zeros for the limited and advanced levels in that same grade band.

Membership/Program Reporting

Task 30 – Verify and Update Membership Codes with Staff or Program Provider

Collection Request	All 'S' Collections
--------------------	---------------------

All buildings must report student programs from the EMIS Manual, Section 2.9 Student Program Record, for the program codes that have to be reported in each 'S' Collection Request.

Certain program codes require that a staff member be reported. Navigate to **StudentInformation** > **Management** > **School Administration** > **Membership Groups** > **Memberships** and edit the membership code. Check the

Require Staff Member: checkbox and select the staff member from the dropdown.

The following EMIS program codes require a staff member to be reported:

305003 – Career Assessment program code

206XXX – Gifted program codes

220100 – Preschool Itinerant Services program code

StudentInformation requires start dates on all memberships, but not stop dates. Preschool Itinerant 220100 is the only program code which requires effective start and end dates to be reported. Edit the program code through the breadcrumb trail above and check the **Require Dates:** checkbox. If Preschool Itinerant services are given through the ESC, the resident district does not report the program code.

Memberships with Contracted Staff:

Fill out the following default values on the membership:

Credential ID (aka State Staff ID on Staff record in StudentInformation)

Program Provider element

Memberships with Non Contracted Staff

EMIS ID

Program Provider should be *****

NOTE: Any student assigned to the membership will show the default staff member and Program Provider IRN. If the staff member or Program Provider IRN differs from the default value assigned, edit the student's membership record and change the value of the credential id or program provider IRN element.

Task 31 – Add/Update Student Memberships (Programs)

Collection Request	All 'S' Collections
--------------------	---------------------

All Program/Memberships

Student memberships may be entered in multiple places in StudentInformation.

StudentInformation > SIS > Student > Edit Memberships
StudentInformation > SIS > School > Membership Members

It is best to get your program/membership records added now regardless of the Collection the program gets reported in.

Program Codes should be reported according to the following table:

Code Category	Program Series	S Traditional			Report Staff	Report Dates
		Initial	Mid	Final		
Educational Options	115XXX		√	√		
Early College High School	120010		√	√		
Chartered Non-Public or Private Sch	160110		√	√		
Gifted Education Programs	205XXX		√	√		
	206XXX		√	√	√	
Alt. Placement for Students With Disability Conditions	211001		√	√		
Preschool Itinerant Services	220100	√	√	√	√	√
Academic Intervention – Summer	151490		√	√		
Academic Intervention – Regular School Year	152330		√	√		
Reading Improvement and Monitoring Plan Intervention – Summer	151500		√	√		
Reading Improvement and Monitoring Plan Intervention Regular School year	152500-152699		√	√		
Title I Subject Areas	231001-231010		√	√		
Title I Subject Areas – Summer Sch	231101-231110		√	√		
Title I Supporting Areas	232001-232007		√	√		
Title I Supporting Areas – Summer School	2321XX		√	√		
Title I Services	233XXX		√	√		
Title I Students Attending Neglected or Delinquent School	2340XX		√	√		
Title I Students Attending Neglected or Delinquent Summer School	2341XX		√	√		
Limited English Proficient (ESL)	235XXX		√	√		
Emergency Immigrant Education	240XXX		√	√		
Career Technical Programs Except 305003 – Career Assessment	305XXX	√	√	√	√	
CTE – Career Placement	305003		√	√		
CTE Single Parent Subgroup	305010		√	√		
Academic/Extracurricular Programs & Services	405XXX		√	√		
Academic Intracurricular	410XXX		√	√		

Code Category	Program Series	S Traditional			Report Staff	Report Dates
		Initial	Mid	Final		
Descriptions						
School Related Service	415XXX		√	√		
Athletics & Related Programs/Interscholastic Athletics	420XXX		√	√		
Previous Dropout Codes	50000X		√	√		

Use the Program Provider IRN field to indicate the service being reported is provided by a contracted entity. Blank values in the Program Provider IRN are not valid. StudentInformation will default a blank value to *****.

The 215XXX Service Codes are no longer EMIS reportable, but can continue to be maintained on the Services tab of the student's Special Education page, if so desired.

Reading Improvement and Monitoring Plan Intervention Programs.

Reading Improvement and Monitoring Plans are required for K-3 students identified by the reading diagnostic assessment as not reading at grade level. Districts and community schools are required to report reading improvement interventions/programs provided during the school year in EMIS during the 'S' data collection. One or more interventions (RIMP) must be reported for any K-3 student identified who is not on track for reading.

Copy Membership functionality

- Allows selected student membership assignments to be copied from the previous year to the current year
- Will not copy memberships from one building to another if student changed buildings this year
- If the membership code has already been added to the student's memberships for the current year, the student will not appear on the list of students available to copy up for that membership.

Task 32 – Run Student Roster by Membership (R102) to verify student memberships

Collection Request	All 'S' Collections
--------------------	---------------------

For each Collection Request, run Student Roster by Membership and verify the student memberships to ensure that the proper students are appearing with the correct membership records.

StudentInformation > SIS > School > Student Reports > Student Roster By Membership (R102)

Report: R102										High School			
Printed Mon, Aug 03,										2:20 PM			
Student Roster By Membership													
STUDENT CONTROL GROUP: 20 Specialized Instructions										Membership Date Range:		ALL DATES	
ID	STUDENT NAME AND ADDRESS				TELEPHONE	AGE	ST	GR	GD	HSGM	STUDENT MEMBERSHIP CODE	EFFECTIVE DATE	
11079	Student00000, NATHANIEL 645 S Main St Lima, OH 46804-1241				(555) 555-5555	16	A	11	H		206070 Resource/Pull-Out Room for Gifted Students led by GIS	Start Date: 8/26/2009 Stop Date:	

Task 33 – Run MEMBEMIS to verify student memberships

Collection Request	All 'S' Collections
--------------------	---------------------

Process MEMBEMIS to determine if there are any issues with existing student memberships and services that will be reported. If errors are encountered, make the corrections and then rerun MEMBEMIS to verify that the issue has been taken care of.

MEMBEMIS runs in verify mode only. Any EMIS reportable membership added for a student will be included in the transfer file regardless of which Collection ODE will be looking for them in. ODE will ignore any program that is not to be reported in the Collection of a collection.

Running MEMBEMIS

The first screenshot shows the 'Student Transfer - Collection (S)' screen. It has a breadcrumb trail 'StudentInformation > EMIS > Student Reporting Collection (S)'. Below the title, it says 'From this screen, you can transfer Student Collection (S) records.' There are two tabs: 'Request Type' and 'Program Selection'. Under 'Request Type', there are two radio buttons: 'Verify Student Data' (selected) and 'Transfer Student Data'. At the bottom are 'Next >' and 'Cancel' buttons.

The second screenshot shows the 'Student Verify/Update - Collection (S)' screen. It has the same breadcrumb trail. Below the title, it says 'From this screen, you can transfer Student Collection (S) records.' There are two tabs: 'Request Type' and 'Program Selection'. Under 'Request Type', there are eight radio buttons: 'Verify - Discipline (DISCEMIS)', 'Verify - EMIS Run Requests (CHECK_EMIS)', 'Verify - Membership Programs (MEMBEMIS)' (selected), 'Verify - Non-reportable Students', 'Verify - Student Demographic (UNCLEMIS)', 'Verify - Student Gifted Records', 'Verify - Student Special Education', and 'Verify/Update - Majority of Attendance IRN (MAJOREMIS)'. At the bottom are '< Back', 'Next >', and 'Cancel' buttons.

The third screenshot shows the 'Verify/Update Memberships - Ada Ex Vill SD' screen. It has a breadcrumb trail 'StudentInformation > EMIS > Verify/Update Memberships'. Below the title, it says 'From this screen, you can verify and update student memberships.' There are two tabs: 'Request Type' and 'Program Selection'. Under 'Request Type', there are two radio buttons: 'Verify Memberships' (selected) and 'Verify Special Education Services'. Below this, there is a 'File Download Options' section with two dropdown menus: 'CSV' and 'Download'. At the bottom are 'Submit' and 'Cancel' buttons.

MEMBEMIS has an option to verify Special Education Services separately from all other memberships. The verification process for Special Education Services can still be used to verify any service codes that you may have entered.

How to correct **Student Membership outside the range of the fiscal year** MEMBEMIS errors:

1. Navigate to **StudentInformation** » **Management** » **School Administration** » **Membership Groups**.
2. Click on the blue link of the membership code in the **Name** column.
3. The page will refresh and you will be brought to the Memberships page where a listing of all memberships for the two-digit code will display.
4. Click on the corresponding blue link of the membership.
5. The page will refresh and the **StudentInformation** » **SIS** » **School** » **Membership Members** will display.
6. Choose the membership group from the **Membership Group:** dropdown.
7. Now select the **Membership:** from dropdown.
8. Click **Go**.
9. Verify each student has a start or end date within the school year.

StudentInformation > SIS > School > Membership Members [Find Students]

Membership Members

From this screen, you can maintain the students associated with the selected membership.

Membership
 Group: 20 - Specialized Instructions Membership: 205040 - Guidance Services

☒ Show Active Members ☐ Show Members From: 10/2/2014 To: 10/2/2014 Go

Add Students to Membership Bulk Addition of Students

	ID	Name ^	Homeroom	Staff Member	Start	End	Grade	Prog Prov IRN
✗	00001111	Banter, Susan	217		Sep 01, 2014			*****
✗	00002222	Banters, Lucy	217		May 31, 2014			*****
✗	00003333	Bantersmith, Bobo			Sep 01, 2014			*****
✗	00004444	Bantersmithly, Donald			Sep 01, 2014			*****

Attendance Reporting

Task 34 – Run and save a copy of the District Wide Membership Report (Optional)

StudentInformation > SIS > Attendance > Attendance Reports > District-wide Membership Report (R500)

The District Wide Membership Report (R500) provides you with a report of the days present, excused and unexcused absences for a specified time period. You may wish to run a copy of this report the first day of school, at the end of each ‘S’ Collection Request and again the last day of school. Since there is no longer a count week for attendance, you may use this report for your own purposes.

Report: R500										ELEMENTARY						
Printed Thu, Mar 29, 9:11 AM										District Wide Membership Report						
Grade: KG										Admission - Withdraw		Membership Days				
Id	Student Name	Stat	Prgm	Sex	Grd	Dist of Res.	Cal	Hm Rm	Date	Cde	FTE (%)	All	Pres.	Exc	Tardy	Unexc
00099019	Student59851, Bailey	A	**	F	KG	043984	DFLT	RADA	08/24/11	-	100	141.0	135.0	6.0	0.0	0.0
00099034	Student59828, Ethan	A		M	KG	043984	DFLT	REDMA	08/24/11	-	100	141.0	137.0	4.0	1.0	0.0
00099069	Student59770, Alana	T		F	KG	043984	DFLT	RADA	08/24/11	-	100	141.0	140.5	0.5	4.0	0.0
00099075	Student59761, Danny	N		M	KG	043992	DFLT	BRINK	08/24/11	-	100	141.0	139.5	1.5	2.0	0.0
00099092	Student59743, Riley	A		M	KG	043984	DFLT	RADA	08/24/11	-	100	141.0	141.0	0.0	0.0	0.0

Attendance on the District Wide Membership Report does not take the student’s percent of time into consideration.

Note: Attendance will not match the days calculated on the attendance tab if you have absence types which are not reported to EMIS. It will also not match if the student is attending for a reduced percent of time.

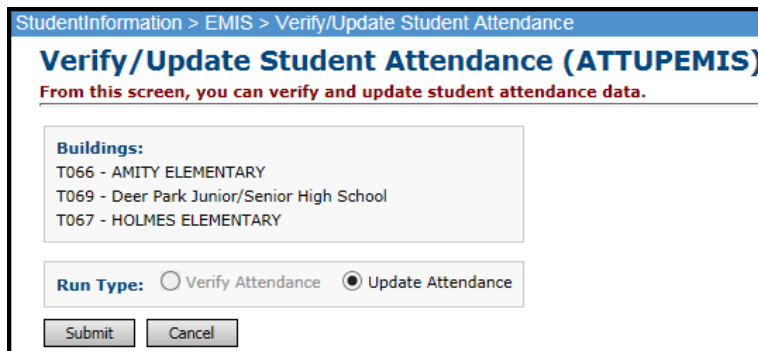
Task 35 - Run ATTUPEMIS in Update mode

Collection Request	Second and Final
--------------------	------------------

Run ATTUPEMIS in update mode to calculate attendance for students prior to submitting the data. Your ITC may be running ATTUPEMIS in update mode nightly, however, it is a good idea to refresh your attendance prior to submitting a collection.

Attupemis calculates attendance in hours and days, although the 'days' field displays on the FS Attending tab as a reasonableness check.

Due to the attendance reporting requirements for the Second and Final Collections, Attupemis should be run in update mode **prior to every submission** so that it contains the most up to date attendance information available.



Attupemis calculates the attendance for each student using the attributes of the Reporting Calendar the student is assigned to on the FD Attributes tab of the Student Profile. For a Reporting Calendar to be included in the Attupemis process, the

Include in Attendance Calculation: ☒ must be checked on the Sub-calendar.

Student Attendance Calculation: The student's School Year Attendance Hours are calculated based on the number of hours of expected attendance for each day they are in session according to their calendar assignment minus the School Year Excused Absence Hours and the School Year Unexcused Absence Hours. The student's FTE is applied to both the number of hours in attendance and the number of absence hours. Any student EMIS exceptions on the Reporting Calendar are included in the calculation.

Example 1A, John Smith is on a calendar that begins August 26 and ends May 15. His reporting calendar has an 'Hours per Day' value of 6. The school expected to have 180 days in session. The student's FTE is 100%.

This calendar had 2 weather related school delays where they attended 4 hours each day. They also had 2 calamity days that they did not attend at all. EMIS Exceptions were reported for all four of these incidents.

John Smith missed 2 days due to illness (excused absence).

Calculation:

180 days minus the 4 days with EMIS Exceptions = 176 days.

$176 \times 6 = 1056$ hours

2 days (delay days) with EMIS Exceptions with 4 hours attendance

$2 \times 4 = 8$ hours

2 days (calamity days) with EMIS Exceptions with 0 hours attendance

$2 \times 0 = 0$ hours

2 days of excused absences at 6 hours per day

$2 \times 6 = 12$ hours

$(1056 + 8 + 0) - 12 = 1064 - 12$

$1064 - 12 = 1052$ hours of attendance and 12 hours of excused absences

Example 1B, Jane Smith is on a calendar that begins August 26 and ends May 15. Her reporting calendar has an 'Hours per Day' value of 6. The school expected to have 180 days in session. The student's FTE is 75%.

This calendar had 2 weather related school delays where they attended 4 hours each day. They also had 2 calamity days that they did not attend at all. EMIS Exceptions were reported for all four of these incidents.

Jane Smith missed 2 days due to illness (excused absence).

Calculation:

180 days minus the 4 days with EMIS Exceptions = 176 days.

$176 \times (6 \times .75) = 792$ hours

2 days (delay days) with EMIS Exceptions with $(4 \times .75) = 3$ hours attendance

$2 \times 3 = 6$ hours

2 days (calamity days) with EMIS Exceptions with 0 hours attendance

$2 \times 0 = 0$ hours

2 days of excused absences at $(6 \times .75) = 4.5$ hours per day

$2 \times 4.5 = 9$ hours

$(792 + 6 + 0) - 9 = 798 - 9$

$798 - 9 = 789$ hours of attendance and 9 hours of excused absences

Half day calendars. The student's School Year Attendance Hours is based on the number of hours of expected attendance for each day they are in session, minus the School Year Excused Absence Hours and the School Year Unexcused Absence Hours. The student's FTE is applied to both the number of hours in attendance and the number of absence hours. Any student EMIS exceptions on the Reporting Calendar are included in the calculation. Students on these calendars are 50% FTE or less with a Max Absence Level of a half day (0.50).

When applying days shortened or days lengthened EMIS exceptions to a half day calendar, districts must take into consideration that the student is going 50% of time. If a student typically attends 3 hours, but school is delayed for 1 hour, they need to report an EMIS unplanned shortened day with 4 hours instead of 5. If they report 5 hours, the student would receive 2.5 hours of attendance, which would be incorrect. If they report the exceptions with 4 hours, then the student receives the correct attendance of 2 hours. This is not just for the hours reporting in StudentInformation, but we have been advised that this is how ODE will be calculating hours for the EMIS exceptions as well.

Example 2A, James Smith is on an a.m. calendar that begins August 26 and ends May 15. His reporting calendar has an Hours per Day value of 6. The school expected to have 180 days in session. The student's FTE is 50%.

This calendar had 2 weather related school delays where they were delayed 1 hour each day. The EMIS Exceptions for C_HSHRTWEA would be reported with 4 hours for each of those delayed days. They also had 2 calamity days that they did not attend at all. EMIS Exceptions were reported for all four of these incidents.

James Smith missed 2 days due to illness (excused absence).

Calculation:

180 days minus the 4 days with EMIS Exceptions = 176 days.

$176 \times (6 \times .5) = 528$ hours

2 days (delay days) with EMIS Exceptions with $(4 \times .5) = 2$ hours attendance

$2 \times 2 = 4$ hours

2 days (calamity days) with EMIS Exceptions with 0 hours attendance

$2 \times 0 = 0$ hours

2 days of excused absences at $(6 \times .5) = 3.0$ hours per day

$2 \times 3 = 6$ hours

$(528 + 4 + 0) - 6 = 532 - 6$

$532 - 6 = 526$ hours of attendance and 6 hours of excused absences

Attupemis Update populates the Current Entity fields circled in the screenshot below.

Home School: ENVIRONMENT: HCCA (ST15) • VERSION: 15.2.0.1028 • USER: debbie Gender: F
Counselor: Program:

StudentInformation > SIS > Student > Edit Profile [Find Students] [Go To]

Edit Student Profile

From this screen, you can display and change information regarding a students profile.

The FD - Student Attributes - Effective Date information was successfully saved

General Additional Custom Private FS-Standing FS-Attendance FD-Attributes FN-Attributes FN-Graduate Transportation

Start Date	Withdraw Date	Withdraw Reason	School Year Attendance Hours	School Year Excused Absence Hours	School Year Unexcused Absence Hours	Other SY Attendance Hours	Other SY Excused Absence Hours	Other SY Unexcused Absence Hours
7/1/2015		**	200.00	0.00	0.00	0.00	0.00	0.00

☒ Show Current Year Only

Save Cancel


Last Modified: 03/26/2015 11:49 AM by User: bataeberhard

Effective Start Date: 7/1/2015
District Withdraw Date:

The relation between Days and Hours may not be equal due to the accuracy of the calculations and values entered on the calendars. Days are for reference only, hours will be reported.

	Current Entity		Other Entity	
	Days	Hours	Days	Hours
Attendance	32.00	200.00	0.00	0.00
Excused Absence	0.00	0.00	0.00	0.00
Unexcused Absence	0.00	0.00	0.00	0.00

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For additional assistance in troubleshooting attendance calculations, refer to the Attupemis Worksheet & Answers document under  Procedural Checklists/Step by Steps in the EMIS section.

Task 36 – Manually enter attendance on the FS Attendance Tab for special situation

Collection Request	All 'S' Collections
--------------------	---------------------

For students who attend the ESC, Board of DD, College Credit Plus or non-public students placed at the district expense, attendance will need to be entered manually on the FS Attendance tab if you are not tracking it in StudentInformation.

Attupemis now calculates attendance in hours instead of days, although the 'days' field displays too. The values in the Other Entity field are manually entered and are not updated by Attupemis. These can be used for reporting attendance for students that are not on a calendar within your district that calculates attendance.

Examples of students who may need to have their attendance calculated manually:

1. Non Preschool Students attending the ESC
2. Students at the Board of DD
3. College Credit Plus
4. Non-public Students placed at District Expense

During the transfer process, the FS EMIS record transfer adds together the values in the current entity hours of attendance fields to the other entity attendance and reports the total on the FS records.

StudentInformation > SIS > Student > Edit Profile

Edit Student Profile

From this screen, you can display and change information regarding a students profile.

General Additional Custom Private FS-Standing FS-Attendance FD-Attributes FN-Attributes FN-Graduate Transportation

Start Date	Withdraw Date	Withdraw Reason	School Year Attendance Hours	School Year Excused Absence Hours	School Year Unexcused Absence Hours	Other SY Attendance Hours	Other SY Excused Absence Hours	Other SY Unexcused Absence Hours
7/1/2014		**	894.24	17.28	0.00	0.00	0.00	0.00

☒ Show Current Year Only

Save Cancel

Last Modified: 09/11/2014 9:43 AM by User: batasvart

Effective Start Date: 7/1/2014

District Withdraw Date:

The relation between Days and Hours may not be equal due to the accuracy of the calculations and values entered on the calendars. Days are for reference only, hours will be reported.

	Current Entity		Other Entity	
	Days	Hours	Days	Hours
Attendance	207.00	894.24	0.00	295.00
Excused Absence	4.00	17.28	0.00	6.5
Unexcused Absence	0.00	0.00	0.00	3.00

Data Submission

Task 37 – Run CHECK_EMIS for Period S

Collection Request	All 'S' Collections
--------------------	---------------------

CHECK_EMIS is available on each reporting period menu. The version under each menu will check only those processes specific to that particular reporting period.

Run CHECK_EMIS to get an audit trail of what processes have been performed for each building in your district. The CHECK_EMIS page lists which EMIS Verify, Update, and Transfer processes have been run. The CHECK_EMIS report will provide you with a listing of when each process was run, what time, and which user completed the process for each building in the district.

At this point in the checklist, it is important to verify the following has been completed:

1. Make sure all processes have been run in Verify mode for each building
2. Make sure all update processes have been run in Update mode at least one time for the district
3. Make sure all the necessary transfers were performed after the update processes were run
4. **If updates were rerun, also make sure transfers were rerun as well**
5. If any processes were run too early, make sure they are rerun during the appropriate timeframe.

CHECK_EMIS may be processed at any time during the reporting period for a status report.

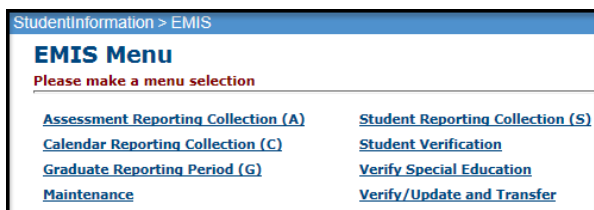
The left screenshot shows the 'Student Transfer - Collection (S)' screen. It has a title bar 'StudentInformation > EMIS > Student Reporting Collection (S)' and a subtitle 'Student Transfer - Collection (S)'. Below the subtitle is a red instruction: 'From this screen, you can transfer Student Collection (S) records.' There are two tabs: 'Request Type' and 'Program Selection'. Under 'Request Type', there are two radio buttons: 'Verify Student Data' (selected) and 'Transfer Student Data'. At the bottom are 'Next >' and 'Cancel' buttons.

The right screenshot shows the 'Student Verify/Update - Collection (S)' screen. It has a title bar 'StudentInformation > EMIS > Student Reporting Collection (S)' and a subtitle 'Student Verify/Update - Collection (S)'. Below the subtitle is a red instruction: 'From this screen, you can transfer Student Collection (S) records.' There are two tabs: 'Request Type' and 'Program Selection'. Under 'Request Type', there is a list of radio buttons: 'Verify - Discipline (DISCEMIS)', 'Verify - EMIS Run Requests (CHECK_EMIS)' (selected), 'Verify - Membership Programs (MEMBEMIS)', 'Verify - Non-reportable Students', 'Verify - Student Demographic (UNCLEMIS)', 'Verify - Student Gifted Records', 'Verify - Student Special Education', 'Verify/Update - Majority of Attendance IRN (MAJOREMIS)', and 'Verify/Update - Student Attendance (ATTUPEMIS)'. At the bottom are '< Back', 'Next >', and 'Cancel' buttons.

Task 38 - Period S Transfer

Collection Request	All 'S' Collections
--------------------	---------------------

Once you have completed the data updates, transfer your data to the Data Collector. Navigate to the Student Reporting Collection (S) menu and choose Select All Transfers. Transfers that are not required for the first, second or final 'S' Collection Requests will be grayed out and unavailable until required for reporting.



StudentInformation > EMIS

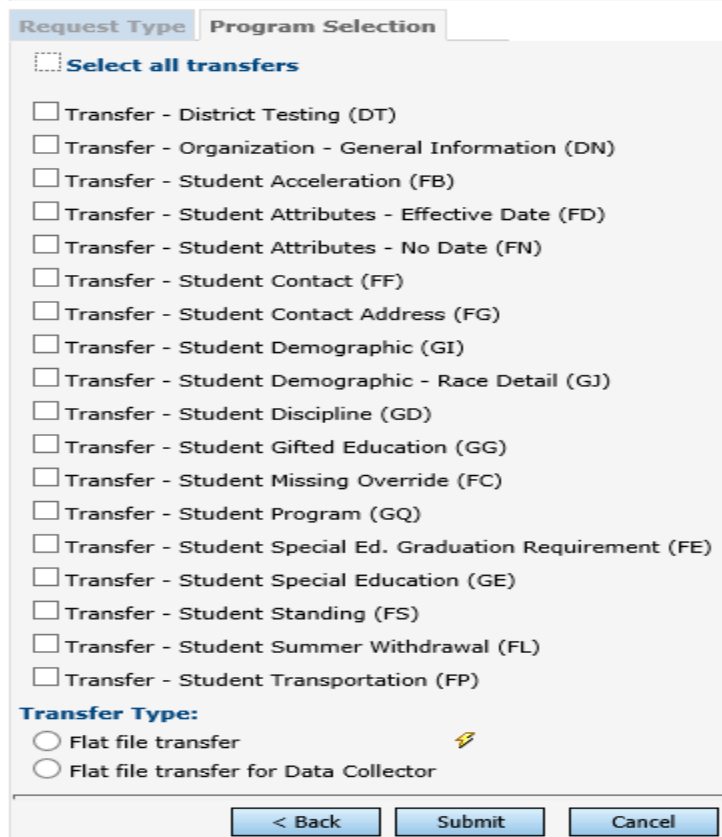
EMIS Menu

Please make a menu selection

Assessment Reporting Collection (A)	Student Reporting Collection (S)
Calendar Reporting Collection (C)	Student Verification
Graduate Reporting Period (G)	Verify Special Education
Maintenance	Verify/Update and Transfer

EMIS - Create Flat Files - Select Files

From this screen, you can transfer Student Collection (S) records.



Request Type | Program Selection

☐ **Select all transfers**

- ☐ Transfer - District Testing (DT)
- ☐ 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 Missing Override (FC)
- ☐ Transfer - Student Program (GQ)
- ☐ Transfer - Student Special Ed. Graduation Requirement (FE)
- ☐ Transfer - Student Special Education (GE)
- ☐ Transfer - Student Standing (FS)
- ☐ Transfer - Student Summer Withdrawal (FL)
- ☐ Transfer - Student Transportation (FP)

Transfer Type:

☐ Flat file transfer

☐ Flat file transfer for Data Collector

< Back Submit Cancel

Task 39 – Run the Collection

Collection Request	All 'S' Collections
--------------------	---------------------

Before running the Data Collector make sure the most recent version of the manifest is downloaded.

Collection Requests

1. While logged into the Data Collector, click on the

2. Begin the collection.

3. Mark the Data Sources section.

☒ All Files data sources

Data Sources	Availability	Collection Status
<input checked="" type="checkbox"/> BA-Files	Ready	Not Started

4. Once the collection has been completed, proceed to the Prepare step.

5. Once the Prepare has completed, review the Level 1 Validation errors.

6. Return to StudentInformation to make corrections and updates resolving the Level 1 Validation errors.

7. After creating a new transfer file in StudentInformation and submitting it to the Data Collector, begin a new collection.

8. If satisfied with the results, go ahead and submit the collection to ODE for processing.

9. Once the collection has been processed by ODE, you should receive Level 2 Validations errors. Review the Level 2 Validation errors and make corrections in StudentInformation.



Don't forget – once you correct errors and rerun any required updates in StudentInformation, a new transfer to the Data Collector must be performed. Once the transfer is complete rerun your collection.