

EMIS Change 27-3

This change adds a record to EMIS reporting to collect data regarding staff vacancies.

June 10, 2026, update: The Vacancy Filled Method has been updated. Previously, “personnel” was used in some options and “staff member” was used in others. This language has been updated to match as no difference was intended by the different wording. For this same element, reporting guidance has been added for reporting positions that do not require a credential or license. Finally, a frequently asked questions section has been added.

*June 17, 2026, update: Question/Answer #5 has been updated to address a potential situation posed in a public comment. That is the need to report more than two identical records. Guidance in that Q/A has been updated to account for multiple identical records. The update is highlighted below in **yellow**.*

*June 24, 2026, update: The file layout was corrected for Unfilled Position FTE. The PIC/Size is now shown correctly as 9V99. The update is highlighted below in **green**.*

3.10 STAFF VACANCY (CR) RECORD

Required Collections

The Staff Vacancy (CR) Record is reported during the Initial Staff and Course (L) Collection and the Final Staff and Course (L) Collection.

Reporting the Staff Vacancy (CR) Record is required whenever an entity plans to hire for a vacancy for one of the position codes listed in this section. This record is reported by public districts, joint vocational schools, community schools, STEM schools, and educational service centers (ESCs).

General Guidelines

A “staff vacancy” is an open position that the district intends to fill during the reporting year. Whether or not a position is ultimately filled that reporting year, a Staff Vacancy (CR) Record should be reported.

For a new vacancy, the district should report this record in the year in which the district plans to fill the vacancy. If a vacancy opens during a school year and the district intends to fill the vacancy the same year, then this record should be reported during that school year. This is the case regardless of whether or not the district successfully fills the position that school year. If the district does not fill the position that school year, the position remains open the following year, and the district still intends to fill the position, then a CR record would again be reported in the following school year.

If a vacancy opens during a school year and the district does not intend to fill the vacancy the same year and instead plans to fill the vacancy the following year, then this record should not be reported until the following year.

For example, a teacher retires at the end of the 2026-2027 school year, and the district plans to hire a replacement prior to the start of the 2027-2028 school year. This is a staff vacancy that should be reported via this record starting in FY28. Another example is a district that secures funding for a new position for a counselor, and they intend to hire an additional school counselor prior to the start of the 2027-2028 school year. This is a staff vacancy that should be reported via this record starting in FY28. As a final example, if

a staff member leaves in the middle of the 2026-2027 school year and the district intends to hire a replacement prior to the end of the school year, a Staff Vacancy (CR) Record should be reported in FY27.

☀ **Building IRN**

Record Field Number	CR050
Definition	The state assigned six-digit information retrieval number (IRN) of the building.

Valid Options

Six-digit IRN Valid building IRN within the reporting district

Reporting Instructions. Report the IRN of the building where the position is assigned. If a position is assigned to multiple buildings, then report a separate record for each building. If the position is a district-wide position, report the district IRN.

☀ **Date Vacancy Filled**

Record Field Number	CR100
Definition	The start date of the employee hired to fill the vacant position.

Valid Options

YYYYMMDD Year, Month, Day

Reporting Instructions. The date reported here should be the new staff member's first day in their new position. This may not match the contract start date.

If the position remains unfilled, report all zeroes.

☀ **Grade Level Served, Highest**

Record Field Number	CR120
Definition	The highest student grade level served by this position.

Valid Options

** Not applicable, default
PS Preschool
KG Kindergarten
01-12 First through twelfth grade; this includes grades 13 and 23

Reporting Instructions. This element is only required for position codes 104, 108, 212, and 230.

☀ **Grade Level Served, Lowest**

Record Field Number	CR110
Definition	The lowest student grade level served by this position.

Valid Options

** Not applicable, default
PS Preschool
KG Kindergarten
01-12 First through twelfth grade; this includes grades 13 and 23

Reporting Instructions. This element is only required for position codes 104, 108, 212, and 230.

Position Code

Record Field Number	CR070
Definition	The code associated with the position assignment of the employee.

Valid Options

104	Assistant Principal Assignment
108	Principal Assignment
202	Counseling Assignment
212	Supplemental Service Teaching Assignment (Serves Students with Disability Conditions Only)
230	Teacher Assignment
304	Audiologist Assignment
318	Psychologist Assignment
334	Intern Psychologist Assignment
320	Registered Nursing Assignment
323	Social Work Assignment
325	Physical Therapist Assignment
326	Speech and Language Therapist Assignment
327	Occupational Therapist Assignment
328	Mobility Therapist Assignment
331	Occupational Therapy Assistant (OTA) Assignment
332	Physical Therapy Assistant (PTA) Assignment
415	Instructional Paraprofessional Assignment
704	Vehicle Operating (Bus) Assignment
EMC	EMIS Coordinator

Reporting Instructions. The codes in this list are the only position codes for which a Staff Vacancy (CR) Record is required.

Reason for Vacancy

Record Field Number	CR130
Definition	The reason for which the district has an open position they are working to fill.

Valid Options

A	New position in the district
B	Previous staff – Employer initiated
C	Previous staff – Left position
D	Previous staff – Retirement

Reporting Instructions. Report the option that most accurately reflects the reason the vacancy occurred.

State Staff ID, Former Employee

Record Field Number	CR060
Definition	The state staff ID for the person who most recently held the vacant position.

Valid Options

A 2 letter, 7 number string: XX9999999

Reporting Instructions. For staff who have ever been issued a license, certificate, or permit by the Department or the Ohio State Board of Education (SBOE), the number reported here should be the Educator State ID.

If the position being reported with this record is new, report all 9s for the former employee's State Staff ID.

☀ **State Staff ID, New Employee**

Record Field Number	CR090
Definition	The state staff ID for the person newly hired/assigned to the vacant position.

Valid Options

A 2 letter, 7 number string: XX9999999

Reporting Instructions. For staff who have ever been issued a license, certificate, or permit by the Department or the Ohio State Board of Education (SBOE), the number reported here should be the Educator State ID. For staff who have never been issued a credential by the Department or the SBOE, a Z-ID or Educator State ID can be reported initially.

If a staff member is initially reported with a Z-ID, this reporting should be updated once they have an Educator State ID.

If the position being reported remains unfilled, report all 9s.

☀ **Subject Area**

Record Field Number	CR080
Definition	The subject area for which the position is needed.

Valid Options

**	Not a teacher, subject not reported
EE	Elementary education
EM	Elementary or middle school science
GT	Gifted and Talented
SE	Special education
BE	Business education (non-CTE)
CT	Career technical education
CS	Computer science and technology education
LA	English language arts
FC	Family & consumer science (non-CTE)
FA	Fine arts
HP	Health and physical education
MA	Mathematics
SC	Science: Chemistry
SL	Science: Life Science
SP	Science: Physics
SS	Social Studies
TE	TESOL, Bilingual, or ELL
WS	World Languages – Spanish
WF	World Languages – French

WA	World Languages – American Sign Language (ASL)
WG	World Languages – German
WO	World Languages – Other

Reporting Instructions. This is required reporting for teachers only. For vacant teaching positions, choose the most appropriate subject area from the list above. For teaching positions intended to teach multiple subjects, report one CR Record for each subject.

☀ **Unfilled Position FTE**

Record Field Number	CR140
Definition	The full-time equivalency of the position expressed as a percentage for any position, or portion of a position, that remains unfilled.

Valid Options

0.00 – 2.00

Reporting Instructions. This FTE is only for records reported with Vacancy Filled Method option UN. For records with any other Vacancy Filled Method, report option ***.

For each position that remains unfilled, or portion of a position that remains unfilled, report the full-time equivalent. For example, if the position is a new position for three-quarters time, report 0.75.

If the district was unable to fill a full-time position (1 FTE), but could hire someone for less than one FTE, two records would be reported. One would include the information for the filled portion of the position; one would include the information for the portion of the position that remains unfilled. For this second, unfilled position record, report the portion of the FTE that could not be filled.

☀ **Vacancy Filled Method**

Record Field Number	CR150
Definition	The method by which the vacant position was filled.

Valid Options

RE	Hired fully qualified personnel – Retired educator
AL	Hired fully qualified personnel – Alternatively licensed educator
TR	Hired fully qualified personnel – Traditional license pathway
OT	Hired fully qualified personnel – Other
SU	Hired less than fully qualified personnel – Substitute license
ER	Hired less than fully qualified personnel – Emergency credentials or unlicensed
CO	Contracted with an educational service center or other entity
NO	Altered, eliminated, or changed position to accommodate work without hiring someone
UN	Position remains unfilled

Reporting Instructions. Each CR Record reported must include a valid option for Vacancy Filled Method.

The staff member hired to fill a vacant position could be a new hire or someone already employed by the district.

“Fully qualified” means that the person hired to fill the position holds the license or credential required by the district to serve in that position. This includes retired educators whose credentials match the position, an alternative licensure program candidate, or another fully qualified individual.

“Less than fully qualified” means that the person hired to fill the position does not hold the license or credential required by the district. For example, this could be a teaching position in a traditional district filled by a person with only a substitute license.

If a position does not require a license or credential, qualifications are determined by the hiring entity. In such cases, these desired qualifications are then used by the hiring entity to determine whether a person is “fully qualified” or “less than fully qualified.”

Frequently Asked Questions

In this section, we have included sample questions that are based on scenarios and questions from the field, along with answers based on the information contained in this document.

Question 1. A speech and language pathologist retired this year, and we are posting the position right away to hire someone as soon as possible to finish out the year. Should we submit a vacancy record for this position this year or wait until next year?

Answer 1. Vacancy records should be submitted during the school year in which the district plans to hire someone. Here, the district’s plan is that the replacement will begin work this school year; therefore, a Staff Vacancy (CR) Record should be submitted during the current school year.

Question 2. Several staff left their positions during the 2025-2026 school year; the district plans to hire replacements for most of these staff to begin working in August of 2026. Short-term funding ran out for two positions, so the district is not replacing those staff. Should we submit Staff Vacancy (CR) Records for all of these positions?

Answer 2. Do not submit vacancy records for any positions the district has determined they will not attempt to fill. In FY27, Staff Vacancy (CR) Records should be submitted for each position the district attempts to fill.

Question 3. The district tried to hire someone to replace our audiologist for FY27, but we could not find someone to fill the position. We will be going without an audiologist this year. Should we submit a vacancy record for the audiologist position?

Answer 3. Yes, this district should report a Staff Vacancy (CR) Record for this audiologist position. The record should be reported with Vacancy Filled Method option UN–Position remains unfilled.

Question 4. Our district had a teacher retire and replaced that person by contracting with the ESC. Do we need to report a Staff Vacancy (CR) Record for the retired teacher’s position?

Answer 4. Whether a vacancy record is required in this situation depends on the timing of the decision to contract for the position. If the district decided to contract with the ESC without having posted the position or attempting to hire a teacher, then no vacancy record would be reported. If, however, the district attempted to hire a teacher, failed to find someone, and then decided to contract with the ESC, then a Staff Vacancy (CR) Record should be reported for the position.

Regardless of whether the contracting district reports a record, if the ESC did not have an available staff member and had to hire to provide someone, then the ESC would report a vacancy record for the position.

Question 5. Our district received a grant we are using to hire two new high school math teachers. Since the two positions are the same (same position code and subject area), should we report vacancy records for both? Whether we report one or two records, how do we report the State Staff ID, Former Employee since these are new positions?

Answer 5. Yes, two records should be reported for this situation, one for each position. What is reported for State Staff ID, Former Employee depends on the other reported details for the two positions. If the fields that must be unique will match between the two records, then the Former Employee ID should be all 9s for one position and all 8s for the other position. If, however, the fields will not match, then all 9s can be reported for both.

For example, if the two positions are in different buildings, then the Former Employee ID can be reported as all 9s for both records. If the two positions are in the same building and are either filled by the same person or both remain unfilled, then all 9s should be reported on one record and all 8s should be reported on the other.

If there are more than two matching positions, Former Employee IDs can be reported with all 9s, all 8s, all 7s, all 6s, or all 5s. In the unusual situation that this will not create enough unique records for positions that remain unfilled, the New Employee ID can also be all 9s, 8s, 7s, 6s, or 5s.

Defining a Unique Record

Each EMIS record has specific fields that must be unique on each row of data reported to the Department. For the Staff Vacancy (CR) Record, each combination of values in the following fields must be unique.

Required Fields	Number
Building IRN	CR050
State Staff ID, Former Employee	CR060
Position Code	CR070
Subject Area	CR080
State Staff ID, New Employee	CR090

3.10 STAFF VACANCY (CR) RECORD CSV FILE LAYOUT

Number	Name	PIC/Size
CR010	Sort Type	PIC X(2)
	Always "CR"	
CR020	Fiscal Year, e.g., 2027 (CCYY)	PIC X(4)
CR030	Data Set	PIC X
	L – Staff/Course	
CR040	District IRN	PIC X(6)
CR050	Building IRN	PIC X(6)
CR060	State Staff ID, Former Employee	PIC X(9)
CR070	Position Code	PIC X(3)
CR080	Subject Area	PIC X(2)
CR090	State Staff ID, New Employee	PIC X(9)
CR100	Date Vacancy Filled	PIC 9(8)
CR110	Grade Level Served, Lowest	PIC X(2)
CR120	Grade Level Served, Highest	PIC X(2)
CR130	Reason for Vacancy	PIC X
CR140	Unfilled Position FTE	PIC 9V99
CR150	Vacancy Filled Method	PIC X(2)