ProgressBook StudentInformation

CTRMEMIS (Period L) Error Resolution

Change Log

Date	Section Number/Name	Change Description
11/27/18		Updated for 18/19
8/11/15	Task #3 Rerun CTRMEMIS/CLISEMIS in Update Mode	Removed Step 5 – reference to reporting period
8/11/15	Task #1 Run CTRMEMIS/CLISEMIS in Verify Mode	Removed Step 5 – reference to reporting period
8/11/15	FAQ Post Secondary	Updated to include College Credit Plus Courses
10/29/14	Entire Doc	Period L changes

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CTRMEMIS/CLISEMIS FAQ

Why do I run CTRMEMIS/CLISEMIS?
CTRMEMIS/CLISEMIS creates the Staff Class Master records and Student Subject records to be reported to EMIS. Records are available in the EMIS Maintenance pages in StudentInformation once CTRMEMIS/CLISEMIS has been processed in Update mode.

Does CTRMEMIS/CLISEMIS fix the errors?
No, CTRMEMIS/CLISEMIS only finds the errors. It is up to you to fix the errors and then run CTRMEMIS/CLISEMIS again to verify the errors are no longer present. In verify mode, however, CTRMEMIS/CLISEMIS provides you with an interactive page where you can see the errors you have, click on the links to be taken to the appropriate record to make your corrections and then return to the error report to work on other errors.

Can CTRMEMIS/CLISEMIS be run multiple times?
Yes, CTRMEMIS/CLISEMIS must be run in update mode each time you submit data to ODE to capture any changes to student schedules and course section information. This is different than in prior years.   Each time CTRMEMIS/CLISEMIS is processed in update mode, it completely deletes all Staff Classroom records and Student Subject records in EMIS Maintenance.

Can CTRMEMIS/CLISEMIS be run from the building level as well as from the district and ITC levels?
No, CTRMEMIS/CLISEMIS can only be processed from the district level, however, at the district level, it can be processed in verify mode for a single building.

What areas does CTRMEMIS check for errors?
1. Course Messages: Includes error checks based on the EMIS fields on the Course Record. Only records that have the "report to EMIS" check box on the course record are checked for errors.
2. Staff Messages: Includes error checks based on the staff data, including HQT coding errors
3. Course Section Messages: Includes error checks related to the EMIS fields on a course section record.
4. Staff Course Section Messages: Includes error checks related to the staff member assigned to a course section.

How does CTRMEMIS handle course sections where multiple teachers are assigned to the course section as teacher of record?
When a course section has multiple teachers assigned to it and each teacher is flagged as a Teacher of Record, CTRMEMIS creates one CN – Course Master Record Master record for the course and a CU – Staff Course Record for each teacher of record.

Why doesn't a course show up in EMIS Maintenance – Student Staff Classroom records after CTRMEMIS has been processed in Update mode?
A course must have the "report to EMIS" checkbox checked on the course record in order for the record to have a Staff classroom record created. Also, if the course has no EMIS Subject Code filled in on the EMIS tab, no Student Staff Classroom record will be created.

How is the local classroom code constructed?
The local classroom code is constructed by taking the four character school code, the course ID and the section number and stringing them together (ex: SCHS-100-01).

Why am I seeing student subject records with a stop date but no start date or a start date but no stop date?
When a student is assigned to a course section after the course section has already started, a start date will be reported for the student. As long as the student stays in the course section and doesn't drop it prior to its scheduled ending date, no stop date will be reported for the student. The stop date for this student is assumed to be the course section stop date. When a student starts a course section on the regularly scheduled start date for the course section, no start date is reported on the course section. If the student drops the course section prior to the course sections scheduled end date, then a stop date equal to the date the course section was dropped for the student is reported to EMIS. Start or stop dates are only to be reported when the value for the student in the course section differs from the regularly scheduled start and stop dates.

On the student subject records, why am I seeing a value of "Y" in the 'High School Credit Earned' field when the course hasn't ended yet and the student hasn't earned the credit at this point in the school year?
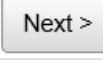
The 'High School Credit Earned' field is not reported until the student has earned credit in the course, however, a default value gets reported in the field for all reporting windows. As you move through the school year and run CTRMEMIS in Update mode after credit has been earned, the credit values will reflect credit earned. The default per ODE is "Y". When CTRMEMIS/CLISEMIS is processed, CTRMEMIS will determine whether the student earned full, partial or no credit for a course that is marked as a course where high school credit is earned. If the student earned full or partial credit, the value "P" gets updated to the 'High School Credit Earned" field and the amount of credit the student earned in the course section gets updated to the credit amount field on the student subject record.

For Post Secondary courses (14/15 and prior) and College Credit Plus (CCP) courses (15/16 and forward), if I put them in Course history, will CTRMEMIS create the necessary record for EMIS reporting?

No, CTRMEMIS does not look at course history to create the records for EMIS reporting, it only looks at the Course sections and the student subject records. A staff classroom record and a student subject record needs to be reported for PostSecondary and College Credit Plus courses and not all the necessary information to create these records is collected in course history. Define a course section for the post secondary course or college credit plus course and then put it on the student's schedules. CTRMEMIS will create the staff classroom record and the student subject records required for reporting using this method.

Task #1: Run CTRMEMIS/CLISEMIS in Verify Mode

1. Change your context to the district level and the current year.
2. Navigate to **_StudentInformation_** » **_EMIS_** » **_Staff/Course Reporting Collection (L)_**.
3. On the Request Type tab choose the ⦿ Verify Staff/Course Data option.
4. Click Next > .
5. On the Program Selection tab choose
   ⦿ Verify/Update - Course and Class List (CLISEMIS/CTRMEMIS)
6. Click Next > .
7. Next, choose the buildings in the district you would like to run CTRMEMIS/CLISEMIS for.
8. Next select Run Type: ⦿ Verify EMIS Reportable Only
9. Next, select how many errors you would like to be displayed per page:
   Number of Courses Per Page: [All ▼]
10. Click Submit .
11. Once the process is complete the CTRMEMIS/CLISEMIS errors will display on the page. Click on the links in each error message to make corrections.
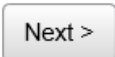
Task #2: Correcting CTRMEMIS/CLISEMIS Errors

1. CTRMEMIS/CLISEMIS 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 CTRMEMIS/CLISEMIS page.
2. To correct errors, click on the Link in each error message.

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Staff Messages:		Adam Pees	Error 14: Staff ID cannot be all 9's if course is not Post Secondary	

3. Depending on the error message, you will be taken to the Course screen, the course section or the staff page for corrective action. Links display in blue on the error.
4. Correct the errors and save your changes.
5. After cleaning up the errors run CTRMEMIS/CLISEMIS again to verify the errors are no longer there.

Task #3: Rerun CTRMEMIS/CLISEMIS in Update mode

1. Change your context to the district level and the current year.
2. Navigate to **_StudentInformation_** **_» EMIS » Staff/Course Reporting Collection (L)_**.
3. On the Request Type tab choose the ⦿ Verify Staff/Course Data option.
4. Click Next > .
5. On the Program Selection tab choose the
   ⦿ Verify/Update - Course and Class List (CLISEMIS/CTRMEMIS)
6. Click Next > .
7. Next, select the buildings.
8. Select ⦿ Update (Delete all and create)
9. Click Submit .

Error Troubleshooting

Error Message	Resolution:
Error 2: Invalid highly qualified definition code	The HQT code is invalid for the combination of options selected or there is no record on the HQT page for the combination of EMIS Subject Code, Curriculum, Delivery Method and Student Population selected and a record will need added.
Error 3: Subject code not selected	The EMIS Subject Code field on the EMIS tab of the course can't be blank.
Error 4: Hours of Instruction must be greater than zero	The Hours of Instruction field on the course can't be zero.
Course grade level not selected	Verify at least one Grade Level is selected on the Miscellaneous tab of the course.
Language Used in Teaching Course is not specified (F)	The EMIS Language Used field on the EMIS tab of the course is a required field and must be filled in.
Error 7: High School Credit Area is invalid	If the Is High School Credit flag is checked on the General tab then the EMIS Subject Area For Credit on the EMIS tab can't be *** .
High School Credit Area has an invalid option specified XXX (F)	The EMIS Subject Area for Credit field on the EMIS tab has a value that is no longer valid.
Error 8: High school credit amount is invalid	If the Is High School Credit flag is checked on the General tab, then the Credit Units field on the Marks tab can't be zero.
Error 11: No course section meeting times with at least one teacher of record	The course section must have at least one Teacher of Record marked on the Meeting Time tab.
Missing staff class master record (No staff member assigned)	The course section has a Teacher of Record indicated for a meeting time but the specific teacher is not chosen.
Staff member must have either a Social Security Number or a State Staff Id	A Staff Member must have a Social Security # or a State Staff Id filled out on their staff record.
Error 14: Staff ID cannot be all 9''s if course is not Post Secondary	A Staff Member of all 9's can only be used when PS or PI is selected in the Curriculum field.
Course Term is not specified	The Course Term dropdown on the General tab of the course section can't be blank.
Course Term is mapped to an invalid EMIS Semester code	The EMIS Semester Code field is invalid for the selected term in Course Terms Mtnce.
CTE College Credit not selected	The CTE College Credit field can't be blank on the EMIS tab of the course.

Error Message	Resolution:
CTE College Credit is invalid	The CTE College Credit value is invalid on EMIS tab of the course.
Curriculum not selected	The Curriculum field can't be blank on the EMIS tab of the course.
Error 24: Curriculum is invalid	The Curriculum field value is invalid on the EMIS tab of the course.
Delivery Method not selected	The Delivery Method field can't be blank on the EMIS tab of the course.
Error 26: Delivery Method is invalid	The Delivery Method field is invalid on the EMIS tab of the course.
Educational Option not selected	The Educational Option field can't be blank on the EMIS tab of the course.
Error 28: Educational Option is invalid	The Educational Option field is invalid on the EMIS tab of the course.
Student Population not selected	The Student Population field can't be blank on the EMIS tab of the course.
Error 30: Student Population is invalid	The Student Population field is invalid on the EMIS tab of the course.
Error 35: Subject code is invalid	The EMIS Subject Code field on the course contains an invalid option.
Program Provider IRN is required	The EMIS Program Provider IRN field can't be blank on the EMIS tab of the course.
Program Provider IRN is invalid	The EMIS Program Provider IRN field is invalid or ****** on the EMIS tab of the course.
Error 40: Invalid Location IRN for Post-Secondary course (Curriculum = PS or PI)	If the Curriculum field on the EMIS tab of the course is 'PS' or 'PI' then the Location IRN must exist in the EMIS IRN table and must not be within the district
Error 41: HQT Definition must be "I" if the Core Subject Area for HQT is "***" or not specified.	Refer to EMIS Guide to determine if course has a CORE HQT subject code.
Error 42: HQT Definition must be "I" for the chosen value of Curriculum, Delivery Method or Student Population (refer to EMIS Manual)	HQT Definition for the teacher should be "I" on the Highly Qualified Teacher Update page if the CORE Subject Area is blank, the Curriculum field is OC, PS or PI or Delivery Method is CC, ET, CI, OL with Educational Option = YS or ID or the Student Population is D8, DP, or PR.

Error Message	Resolution:
Error 43: HQT Definition cannot be "I" for the chosen value of Curriculum, Delivery Method or Student Population (refer to EMIS Manual)	HQT Definition for the teacher can't be "I" on the Highly Qualified Teacher Update page if the: CORE Subject Area isn't blank, the Curriculum field isn't OC, PS or PI, the Delivery Method field isn't CC, ET, CI, OL with Educational Option = YS or ID, and the Student Population isn't D8, DP, or PR.
Error 44: Highly Qualified Teacher IRN must be "******" if the Core Subject Area for HQT is "***" or not specified	The Highly Qualified Teacher IRN field on the EMIS tab of the course must be ****** if the CORE Subject Area field is '***' or blank.
Error 45: Highly Qualified Teacher IRN must be "******" for the chosen value of Curriculum, Delivery Method or Student Population (refer to EMIS Manual)	The Highly Qualified Teacher IRN field on the EMIS tab of the course must be ****** if Core Subject Area for HQT isn't blank, the Curriculum field is OC, PS or PI, or Delivery Method is CC, ET, CI, OL with Educational Option = YS or ID, or Student Population is D8, DP, or PR and Highly Qualified Teacher IRN is not '******'
Error 46: Highly Qualified Teacher IRN must be a valid IRN for the chosen value of Curriculum, Delivery Method or Student Population (refer to EMIS Manual)	The Highly Qualified Teacher IRN field on the EMIS tab of the course must be a valid IRN if Core Subject Area for HQT isn't blank, the Curriculum field isn't OC, PS or PI, or Delivery Method isn't CC, ET, CI, OL with Educational Option = YS or ID, or Student Population isn't D8, DP, or PR.
Warning 47: Staff member is missing a State Staff ID on Staff Record	Each teaching staff member is required to have a State Staff ID unless they are teaching Post Secondary courses.
Error 48: More than one lead teacher assigned to a course section during a specific time period.	The lead teacher must be the only teacher.
Error 49: A lead and co-teacher assigned to a course section during a specific time.	The lead teacher must be the only teacher. You cannot have a co-teacher and a lead teacher simultaneously. If multiple teachers simultaneously, they would both need to be co-teachers.
Error 50: Only one co-teacher assigned to a course section during a specific time.	There must be more than one co-teacher.
Error 51: The course section does not have a teacher history record for a specific time.	A teacher history record must exist for the entire course term.
Error 52: No teacher history record found for this course section.	No teacher history record exists for the section.

Error Message	Resolution:
Error 55: More than one lead teacher assigned to a course section during overlapping time periods.	There must only be one lead teacher. If multiple teachers simultaneously, they would both need to be co-teachers.
Error 56: Student has the same start date for multiple assignments of the same course section.	Navigate to the course section involved, locate the student who has multiple course section assignments with the same start date and update the course section assignment for that student to remove the duplicate start date.
Error 57: First 10 characters of course code are not unique. CTRMEMIS UPDATE PROCESS WILL NOT RUN.	Update the affected course code to be unique within the first 10 characters.