ProgressBook StudentInformation EMIS Guide

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(This document is current for ProgressBook StudentInformation v14.4.0 or later.)

Change Log

The following Change Log explains by Product Version, Heading, Page and Reason where changes in the *ProgressBook StudentInformation EMIS Guide* have been made.

Product Version	Heading	Page	Reason
14.4.0	Throughout Guide	N/A	Updated dates to be generic with regards to school year.
14.4.0	*"EMIS Overview"*	5	Updated image of **Maintenance** screen by adding the **Student Summer Withdrawal Record** option, which had been missing.
14.4.0	*"Student Assessment Transfer (FA)"*	56	Added ACT, AP, SAT and IB to list of assessment records included in the transfer. Added transfer rules for ACT, AP and SAT.
14.4.0	*"Verify – Student Special Education and Student Special Education Graduation Requirement"*	68	Added new warning message for students with disability outcome but no disability condition on profile.
14.4.0	*"Student Ohio Graduation Test Verify and Transfer"*	78	Updated images and text to eliminate deprecated **Transfer to Alpha** option and show missing **Transfer - Student Special Ed. Graduation Requirement** option.
14.4.0	*"Graduate CORE Summary Verify/Update and Transfer"*	81	Updated images and text to eliminate deprecated **Transfer to Alpha** option and show missing **Transfer - Student Special Ed. Graduation Requirement** option.
14.4.0	*"Graduate Demographic/Attributes Verify/Update and Transfer"*	88	Updated images and text to eliminate deprecated **Transfer to Alpha** option and show missing **Transfer - Student Special Ed. Graduation Requirement** option.
14.4.0	*"Calendar Reporting Period (C)"*	101	Added section.
14.4.0	*"District Organization Information (DN) – Period N"*	122	Updated image to show new **Comprehensive Eye Exams** section.
14.2.0	*"Student Demographics (UNCLEMIS)"*	15	Added new situations for the FN22W UNCLEMIS check.
14.2.0	*"Building Organization Information (DN) – Period K"*	123	Updated screen shot to reflect removed **PE Performance Measures** section.
14.1.1	*"District Organization Information (DN) – Period K"*	121	Updated screen shot to show new **Preschool Special Education Agreements** and **District Transportation** sections.
14.1.0	*"EMIS – Transfer EMIS Data"*	9	Updated screen shot and removed references to Alpha transfer type.
14.1.0	*"Non-Reportable Students"*	65	Updated screen shot of Non-Reportable Students report to show the added **Admission Date** and **Withdrawal Date** columns.
14.1.0	*"District Organization Information (DN) – Period N"*	122	Updated screen shot of District Organization Information in Period N to show added Free and Reduced Lunch fields.

Change Log

Product Version	Heading	Page	Reason
14.1.0	*"District Organization Information (DN) – Period K"*	121	Updated screen shot of District Organization Information in Period K to show added Free and Reduced Lunch fields.
14.0.0	*"Student Membership Copy"*	197	Updated image of Student Memberships screen to remove 215xxx code and added note that the codes are not available to copy in this process.
13.6.0	*"Student Demographics (UNCLEMIS)"*	15	Added description of verification checks for invalid Attending Building IRN Next Year and Third Grade Reading Guarantee fields.
13.6.0	"Building Organization Information (DN) – Period K"	123	Updated screen shot to show revised PE Performance Measures informational text.
13.6.0	"Building Organization Information (DN) – Period N"	124	Updated screen shot to show revised PE Performance Measures informational text.
13.5.0	"Student Special Education Events and Student Special Education Graduation Requirement (FE)"	68	Added new Grade Level column to the file outputs and replaced example results screen shot.
13.5.0	"District Organization Information (DN) – Period K"	121	Updated image to show new Local Wellness Policy section.
13.5.0	"District Organization Information (DN) – Period N"	122	Updated image to show new Local Wellness Policy section.
13.5.0	"Building Organization Information (DN) – Period K"	123	Updated image to show new PE Performance Measures section.
13.5.0	"Building Organization Information (DN) – Period N"	124	Updated image to show new PE Performance Measures section.
13.5.0	"Student Attributes – No Date Record (FN)"	209	Added Attending Building IRN Next Year and Third Grade Reading Guarantee to table.

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StudentInformation EMIS Guide Overview

The StudentInformation EMIS module is used by school personnel to enter EMIS information for student-related data. Once the EMIS data has been gathered, formatted and checked for errors, it can then be moved to EMIS to be submitted to the Ohio Department of Education (ODE) to complete a district's EMIS reporting requirements.

Buildings and/or districts are required to report detailed EMIS records for students in all grade levels. The data requested in these records is required to meet the reporting requirements of federal and state laws for all students, including those with disabilities. School personnel should refer to the *EMIS Manual* found at ODE's website for specific details regarding reporting requirements. Questions should be directed to ITC personnel.

Many EMIS functions within StudentInformation are accomplished by users at the school level through the daily maintenance of student records and validation of those records to insure accuracy. When it comes time to start gathering this information together for reporting to ODE, processes are run at the district data in preparation for the transfer to the Data Collector. Some ITC level functions exist to assist the ITC staff in providing the necessary processes for each EMIS reporting period, performing cleanups of the data in preparation for the next reporting period as well as EMIS code maintenance.

This document explains the functions most often performed by building and/or district-level personnel. The *ProgressBook StudentInformation ITC EMIS Guide* discusses functions normally performed by ITC personnel.

Understanding the EMIS Module

EMIS and SIS are integrated within StudentInformation. The Demographic information is part of the Student Profile screens. Course Section Override screens provide the user the ability to modify fields which are specifically needed for EMIS reporting of courses. These are just some examples of how the two are intertwined.

The EMIS Maintenance module provides the user the ability to view data in preparation for submitting to ODE. Data from the SIS side of StudentInformation is used to create the records in the EMIS Maintenance module. The district should run the update programs to populate data in these areas. For example, running the Discipline update (DISCEMIS), will fill in the EMIS Maintenance record for Student Discipline. If corrections are needed, the user should make them at the appropriate StudentInformation SIS source. If an update program should not be re-run (either due to the time of year or because other manual changes have been made in the corresponding Maintenance screen), then the user will need to make corrections in both StudentInformation SIS and the EMIS Maintenance screen.

The EMIS module has four main areas – the FS/FD/FN tabs on the Student Profile Screen, Verify/Update programs, EMIS Maintenance, and Transfer.
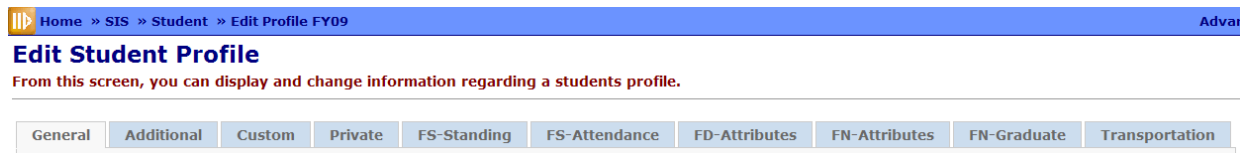
EMIS Outline and Flow

1. EMIS Overview

   a. EMIS Home Page – Main EMIS menu for running Verify/Update and Transfer programs.

      i.   Verify/Update StudentInformation EMIS

      ii. Transfer EMIS Data

   b. Selection of StudentInformation Reporting Period – How to change the Working School, School Year, or Reporting Period.

   c. Common Functionality – Show common functionality in StudentInformation EMIS.

2. EMIS Verify/Update Programs

   a. Student Demographics (UNCLEMIS) – Verify StudentInformation EMIS Demographic and Attendance data.

   b. Course and Class List (CLISEMIS, CTRMEMIS) – Verify StudentInformation Course and Class List data and update to EMIS. Staff Course records (CU) are created and updated.

   c. Subject Codes (INVSUBJ) – Identify and correct invalid course subject codes.

   d. Membership Programs (MEMBEMIS) – Verify StudentInformation Student Memberships and update to EMIS.

   e. Student Attendance (ATTUPEMIS) – Verify StudentInformation Student Attendance and update to the FS-Attendance tab on the student profile.

   f. Discipline (DISCEMIS) – Verify StudentInformation Student Discipline and update to EMIS.

   g. Majority of Attendance (MAJOREMIS) – Verify and update the Majority of Attendance IRN EMIS field on student records.

   h. Review District EMIS Run Requests (CHECK_EMIS) – Review history of programs processed and see what needs to be run.

   i. Student Assessment – Verify StudentInformation Student Assessment.

   j. Non-Reportable Students – Check Students not marked "Report to EMIS", and update that flag if needed.

   k. Reportable Courses – Check course "Report to EMIS" flags, and update if needed.

   l. Student Special Education Events – Verify Student Special Education events.

   m. Student Gifted Records **–** Verify Student Gifted Records**.**

3. Graduate Reporting Period (G)

   a. Graduate/Summer OGT Verify and Transfer - Verify and Transfer StudentInformation EMIS Graduate/Summer OGT data.

   b. CORE Summary Verify/Update and Transfer **–** Verify and Transfer StudentInformation EMIS Core Summary Student and Course data.

   c. Graduate Demographic/Attributes Verify/Update and Transfer **–** Verify and Transfer StudentInformation EMIS Graduate Demographic/Attributes data.

d.   Review District EMIS Run Requests (G) **–** Review history of Reporting Period (G) processes and see what needs to be run.

4.   EMIS Maintenance

   a.   Student Staff Classroom – View and Edit Student Staff Classroom Record in EMIS.

   b.   Student Subject Record by Class – View and Edit Student Subject (Course) Records by Class in EMIS.

   c.   Student Program Record – View and Edit Student Program Records in EMIS.

   d.   Student Discipline Record – View and Edit Student Discipline Records in EMIS.

   e.   Student Subject Record – View and Edit Student Subject (Course) Records in EMIS by student.

   f.   Vocational Correlated Records – View and Edit Vocational Correlated Records in EMIS.

   g.   Mapped Local Classroom Codes – View and Edit Mapped Local Classroom Code Records in EMIS.

   h.   Student Non-Graduate CORE Summary – View and Edit Student Non-Graduate CORE Summary Records in EMIS.

   i.   District and Building Information – View and Edit District and Building Records in EMIS.

   j.   Teacher History Maintenance – Modify the start and/or stop date in the teacher history for all course sections by a specified start and/or stop date.

5.   Student Special Education **-** View and Edit Student Special Education Event records.

6.   Power Withdraw – Allows you to perform a mass withdrawal of selected students.

7.   Gifted

   a.   A. Gifted Rules Maintenance – Allows you to define default Gifted values for one grade level or all grade levels at a district or building.

   b.   B. Gifted Mass Updates **–** Restore Student Gifted Records to the Gifted Rules defaults for the specific district, building, and/or grade level.

   c.   C. Student Gifted Record – Allows you to maintain a single student's Gifted records for the district.

   d.   D. Gifted Initialization – This screen allows Student Gifted Served values to be copied from one school year to the next.

8.   HQT

   a.   A. Highly Qualified Teacher Worksheet – The Highly Qualified Teacher Worksheet will produce the teacher's HQT Worksheet. This report is a listing of the teachers that are required to report HQT data and is intended to be used as a verification sheet for the teachers.

   b.   B. Highly Qualified Teacher Report **–** The Highly Qualified Teacher Report will generate a listing of the teachers that are required to enter the Highly Qualified Teacher data.

9.   Ad-Hoc Updates

a. Update Graduation Date – Allows you to apply a graduation date to all 12th grade students with a given status or all students in an Ad-Hoc Membership.

b. Update Diploma Type **–** Allows you to update the EMIS Diploma Type for all students with a given graduation date.

c. Bulk Update Course Core Subject Area **–** This screen is used to bulk update the CORE Subject Area for courses in the context school and selected school years.

d. Bulk Update Manual Course Core Subject Area **–** Allows you to bulk update the CORE Subject Area for manually entered courses.

e. Bulk Update Fall Initialization Blocks **-** Allows you to perform a bulk update to set/unset the "Exclude from Fall Initialization" flags on the Student Profile – FS, FD, and FN tabs.

f. Student Membership Copy **–** Allows you to copy selected student membership assignments from the previous school year to the current year in context.
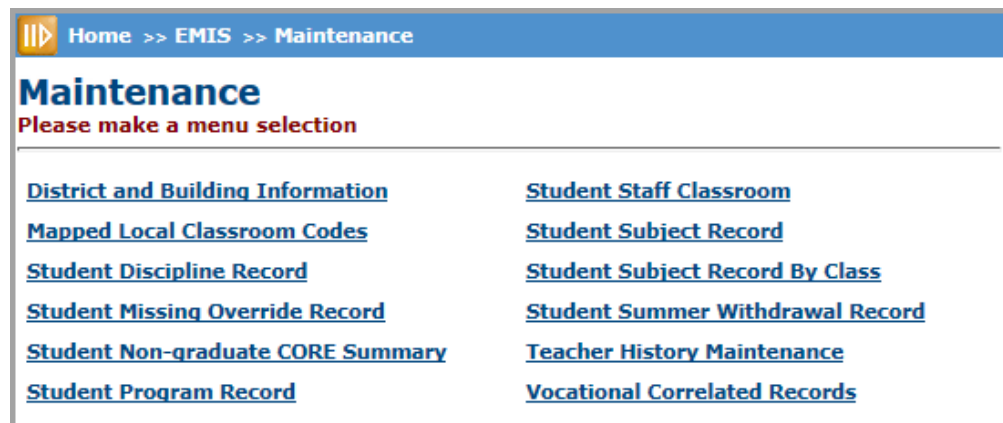
EMIS Overview

The EMIS FS Student Standing, FS Student Attendance, FD Student Attributes Effective Date, and FN Student Attributes No Date data is found on separate tabs on the SIS – Student – Edit Profile Screen.


Edit Student Profile Screen

In StudentInformation EMIS, there are EMIS Maintenance screens for the other types of EMIS data, such as the Student Staff Classroom, Student Subject Records, Program Codes, Discipline, and Vocational Correlated Records. The information found in the EMIS Maintenance screens will normally come from data input into StudentInformation SIS. Then an Update program will be run to move the information from StudentInformation SIS into the EMIS Maintenance screens.

EMIS Maintenance Menu

EMIS Menu

Navigation: Home – EMIS
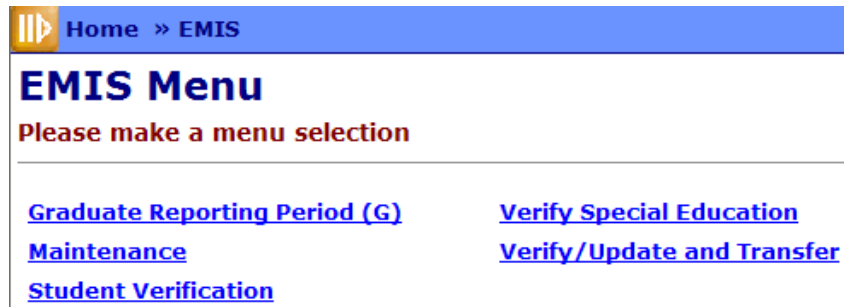
EMIS Menu

The EMIS Menu provides access to EMIS functionality. See the following sections in the *ProgressBook StudentInformation EMIS Guide* for additional details.

- Graduate Reporting Period (G) – See *"Graduate Reporting Period (G)"*

- Maintenance – See *"EMIS Maintenance"*

- Student Verification – See *"Student Demographics (UNCLEMIS)"*

- Verify Special Education – See *"Student Special Education Events and Student Special Education Graduation Requirement (FE)"*

- Verify/Update and Transfer – See *"EMIS Verify/Update Programs"*

Verify/Update DASL EMIS

Navigation: Home – EMIS – Verify/Update and Transfer – Verify/Update DASL EMIS

The Verify/Update and Transfer and Transfer EMIS Data menus provide the user with the necessary processes to complete EMIS reporting requirements for each period. As a school completes its reporting requirements throughout the year, the options on the menus change depending on the EMIS reporting period in context. This ensures that the user runs the correct processes for the reporting period and does not process something that is not needed.

The Verify/Update DASL EMIS menu includes the programs the user must process to complete reporting requirements. Once the data has been updated, the user will move to the Transfer EMIS Data menu to transfer the data to the Data Collector to submit to the Ohio Department of Education (ODE).

> **Note:** *Period G (Graduate) Verify/Update and Transfers are handled separately from the EMIS – Graduate Reporting Period (G) Menu. See "Graduate Reporting Period (G)" for more information.*

Request Type Tab

Request Type Tab on the EMIS – Verify/Update and Transfer Screen

Selecting the Verify/Update DASL EMIS option and clicking **Next>** will take you to the Update/Verify DASL EMIS Menu on the Program Selection tab.

Program Selection Tab

The Program Selection tab lists programs applicable to the EMIS reporting period in context. These options are controlled by the ITC. Each of the programs enables you to verify the data prior to updating it. Different options display in each EMIS reporting period.

Program Selection Tab on the EMIS – Verify/Update DASL EMIS Screen

The user may select a different reporting period by clicking the drop-down list and choosing another available period. The choices of programs to be verified or updated will depend on the reporting period selected and the settings chosen by your ITC (see the *ProgressBook*

StudentInformation ITC EMIS Guide for more information on program selection)*.*

When you are ready to run one of the verify or update processes, select the process you want to run. Click **Next>** or click **<Back** if you wish to go back to the Request Type tab. Click **Cancel** if you want to cancel this EMIS procedure.

Verify Student Demographics Screen

Most verify and update processes will have the same prompts on each page. Here are the common prompts available for the verify and update processes. They will not be repeated on each program page in the documentation.

Include Buildings (required) – You may select all buildings, clear all buildings, or select individual buildings for a run of the verify/update program by clicking on the appropriate buttons and/or boxes. When processing a program in Update mode, all buildings must be selected.

Number of Students Per Page (required) – Enter the number of students to display per page. The default value is 50. If printing all errors generated, you may want to select the "All" option.

Verify – Run the program as selected in verify mode only. This is the error checking run. No updates are performed in Verify mode. It is important to verify and correct errors prior to rerunning a program in Update mode.

Cancel – Do not run the program.

> *Caution: When a program is running, you will see a processing icon that indicates that the program is processing. Wait until the program has finished processing before performing any other actions.*
>
> *Note: Some programs in the Verify/Update menu only verify data and do not do any updating. These processes may be run any time without any consequences to the data. UNCLEMIS is an example of a program that can only be run in Verify Mode. Other programs can be run in either Verify or Update Mode. With most programs, you will be required to process the program in verify mode before you are allowed to proceed to Update mode. Update mode assumes that you have already corrected errors and are ready to create records in StudentInformation EMIS maintenance for further processing.*

EMIS – Transfer EMIS Data

Navigation: Home – EMIS – Verify/Update and Transfer – Transfer EMIS Data

Once the user has verified data and updated it to StudentInformation EMIS Maintenance, the EMIS data must be transferred to be reported. FY11G is the last reporting period in which you can transfer EMIS data to the Alpha EMIS. Starting with the FY12K reporting period, data in all future reporting periods will be reported to the Ohio Department of Education (ODE) through the Data Collector. The transfer file, also known as a flat file, is created in StudentInformation and then transferred from StudentInformation to the Data Collector. The data is transferred "as is" meaning that no data elements are manipulated in the flat file creation process.

Request Type Tab

Request Type Tab on the EMIS – Verify/Update and Transfer Screen

Select the Transfer EMIS Data option and then click **Next>** to open the Program Selection tab on the EMIS – Create Flat Files – Select Files screen. The options available on the Program Selection tab correspond to the required data elements to be reported for the selected reporting period. Select the Select all transfers option and the Flat File for Data Collector transfer type option. Selecting the Select all transfers option ensures that all the listed options are included in the flat file transfer to the Data Collector.

Program Selection Tab

**Program Selection Tab on
the EMIS – Create Flat Files – Select Files Screen**

Reporting Period (required) – Select the reporting period that needs to be transferred from the drop-down list.

Options – The records available for transfer depend on the reporting period selected and your ITC's program selection settings. See the *ProgressBook StudentInformation ITC EMIS Guide* for more information on program selection. Select the files that you want to transfer. Options may include:

- Course Master and Staff Course (K, N)
- District and Building Information (K, N)
- CORE Summary (K)
- Student Gifted Education (N)
- Student Missing Override Record (K, N)
- Student Discipline (N)
- Student Program (K, N)
- Student Special Education (K, N)
- Student Special Ed Graduation Requirement (K, N)
- Student Demographics/Standing/Attributes (K, N)
- Student Acceleration (N)
- Student Assessment (K, N)

- Vocational Correlated Records (K, N)
- Mapped Local Classroom Codes (N)
- Summer Withdrawal (K)

> *Note: When using the "Flat file transfer" option with the Data Collector, it is recommended that you select all appropriate transfer options for that reporting period, so only one flat file is created. If you create separate flat files for each record type, you will need to append all the files together into one file or load each file separately into the Data Collector. StudentInformation State Support recommends creating one flat file per reporting period for use with the Data Collector.*

Transfer Type (required) – Choose one of the following options:

- **Flat file transfer** – Creates a flat file to be manually loaded into the Data Collector.
- **Flat file transfer for Data Collector** – Creates a flat file, moves the flat file into the Data Collector and stores it in a subdirectory named with the district's unique district code. Please contact your ITC, or see the appropriate Reporting Period Checklist if you are not sure which transfer type should be collected.

Flat files created by the Flat file transfer and Flat file transfer for Data Collector options are named in the convention "[District Code]_[YearEMISReportingPeriod]_[Date Time Stamp].txt." An example flat file name is ASHC_11N_2011-02-15-11-58-57.txt

Submit – Submit the specified transfer process.

<Back – Go back to the Request Type tab.

Cancel – Cancel this EMIS process.

You will receive a message on the submission page that your process has been successfully submitted. If you have chosen the Flat file transfer option, a job will be submitted to the Mgmt screen. Once the job is completed, open the file that was created and save it to the location of your choice with a meaningful name – i.e. PeriodKStudentData091609 – that signifies the reporting period, type of data, and the date. This file is now ready to use with the Data Collector. Flat files created using the Flat file transfer for Data Collector option can also be renamed and saved to a location of your choice if desired.

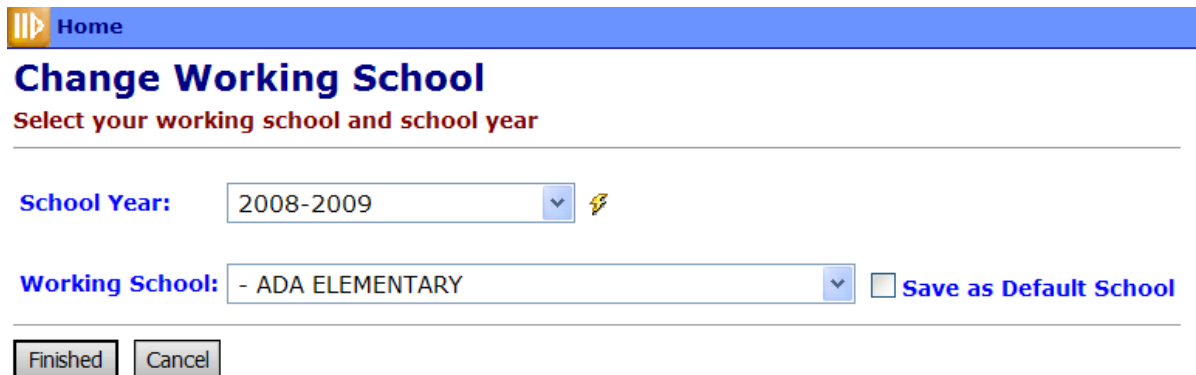> *Note: Please see the appropriate Reporting Period Checklist for details on how to use the Data Collector.*

Selection of StudentInformation Reporting Period

Navigation: Home

Click on the working school or school year/reporting period found in the upper right corner of the screen.

> **Note:** *The Graduate Reporting Period (G) will never be displayed as a live reporting period. See "Graduate Reporting Period (G)" for more information.*

Change Working School Screen

As of FY09 and after, the reporting period is no longer selected on the Change Working School screen.

Finished – Make changes to Working School and School Year as specified.

Cancel – Do not make changes.

Selection of StudentInformation Reporting Period Prior to FY09

Navigation: Home

Reporting period selection allows the user to specify which reporting period they wish to work with. Prior to a snapshot, the user will be working in (LIVE) as a preparation period for the upcoming snapshot. Once the snapshot has been taken for an EMIS reporting period, the reporting period will be available for selection on the EMIS reporting period menu. You must select the reporting period you wish to work with in order for your changes to be made in the proper record set.

Click on the Working School or reporting period in the upper right corner of the screen.

Change Working School Screen

On the Change Working School screen, you can select the reporting period. The Transfer page reporting period will default to the reporting period you selected in context, however, a different reporting period may be selected from the drop-down list.

Finished – Make changes to Working School, School Year, and/or EMIS Reporting Period as specified.

Cancel – Do not make changes.

Common Functionality

Some features are common on a number of the EMIS screens.

Selection of Buildings

The functionality to select all or specific buildings is on many screens.

Include Buildings Area

You can select all buildings or clear all buildings, and also select or deselect individual buildings.

Back, Next and Cancel Buttons

<Back – Return to the previous screen or tab.

Next> – Proceed to the next screen or tab.

Cancel – Return to the menu.

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EMIS Verify/Update Programs

Please note that most of the EMIS Verify/Update Programs present the error and warning messages online. Clicking on the interactive link takes you to the proper record (student, EMIS, etc.) to correct the error. In order for the interactive link to work properly, please make sure that pop-up blockers are turned off and that your browser is properly configured to handle pop-ups.

For example, in Internet Explorer 9:

- Select **Tools > Internet Options**.
- Click **Settings** in the Tabs area of the General tab.
- Choose the proper option in the When a pop-up is encountered section. It is suggested to choose one of the following options: Always open pop-ups in a new window or Always open pop-ups in a new tab.

Student Demographics (UNCLEMIS)

Navigation: Home – EMIS – Verify/Update and Transfer - Verify- Student Demographics (UNCLEMIS)

The Student Demographics verification process is used to verify the student's EMIS data prior to transferring the data to State EMIS. This process may be run as many times as needed to ensure the accuracy of your data. The UNCLEMIS process looks only at the data stored on the Student Profile page to perform error checking. Student Demographic and Attendance information is entered through the FS-Standing, FS-Attendance, FD-Attributes, and FN-Attributes tabs on the Student Profile.

As of DASL v10.3.0, UNCLEMIS excludes students that have no Admission History, FS, FD, or FN records. In that case, the student is assumed to not have been registered.

UNCLEMIS performs three different types of checks:

- **EMIS Validation Errors** – Validates the values being reported for EMIS fields. These checks were created to check for specific situations in the data that may be incorrect. Some checks may be performed between multiple fields to ensure that the correct values are reported.
- **LCE Validation Errors** – These checks ensure that the codes used are valid for the current fiscal year. If a field has a blank value, an LCE error will occur if blank is not an acceptable response.
- **SMART Validation Errors** – The Smart validation errors check to ensure that a student is coded correctly for the EMIS situation that has been assigned to him. Smart validations concentrate on the values in the student's District of Residence, How Received, How Received IRN, Sent To Reason 1, Sent To IRN 1, District Relationship, and Tuition Type. These are the elements that make up a student's EMIS situation. A table exists internally within StudentInformation that contains each EMIS situation available for selection as well as the allowed values for each of these fields. If a field contains a value which is not correct for the EMIS situation assigned to him, a SMART validation error will occur.

It is important to note that none of the errors listed on the Student Verification report will keep a

student's data from being included in the transfer files that are submitted to the Ohio Department of Education. Ultimately, it is the district's responsibility to ensure that their data is accurate. UNCLEMIS is only a tool to assist the user in verifying the data.

As of FY13 and beyond, the student's county of residence is required in the FS record. The following verification warning and error are provided to ensure this information is included in each student's FS record:

- **FS - [Date] - ERROR: County of Residence not specified.** – Indicates that the County of Residence list is blank or null in the student's profile.
- **FS33E - [Date] - Warning: County of Residence is incorrect on the student's residence zip code.** – Indicates the zip code in the student's address is not within the county selected in the County of Residence list. This warning also displays if the value in the County of Residence field is ** but the zip code in the student's address is in Ohio.

  Note: UNCLEMIS does not generate this warning if the student's zip code belongs to more than one county as long as the zip code is in one of the applicable counties.

As of the v14.2.0 release, the following UNCLEMIS checks are added:

- **FN22W - Warning: Invalid Attending Building IRN Next Year for student grade level** – This warning displays in the following circumstances:
  - A student is not withdrawn, does not have a **State Equivalent Grade** of "GR" (on the **FD-Attributes** tab of the student profile) and has the **Attending Building IRN Next Year** set to "******."
  - A student is not withdrawn, has a **State Equivalent Grade** of "12" (on the **FD-Attributes** tab of the student profile), does not have an **EMIS Grade Next Year** of "GR" (on the **FN-Attributes** tab of the student profile) and has the **Attending Building IRN Next Year** set to "******."
  - District Relationship = 1, regardless of Sent To 1 and Sent To 2 and **Attending Building IRN Next Year** set to "******."
  - Sent To 1 = (CT, JV, MR, OS, PI), regardless of District Relationship and Sent To 2 and **Attending Building IRN Next Year** set to "******."
  - Sent To 2 = (CT, JV, MR, OS, PI), regardless of District Relationship and Sent To 1 and **Attending Building IRN Next Year** set to "******".

  Note: The FN22W check is not run for JVSDs or ESCs as they do not report a value for this field.

- **FN19E - ERROR: Invalid math diagnostics score value for student grade level** – Indicates that a student with a state equivalent grade level higher than 3rd grade does not have the required **Math Diagnostic Result Code** of "** - Not Required."
- **FN20E - ERROR: Invalid reading diagnostics score value for student grade level** – Indicates that a student with a state equivalent grade level higher than 3rd grade does not have the required **Reading Diagnostic Result Code** of "** - Not Required."
- **FN21E - ERROR: Invalid writing diagnostics score value for student grade level** – Indicates that a student with a state equivalent grade level higher than 3rd grade does not have the required **Writing Diagnostic Result Code** of "** - Not Required."

Select **Verify** - **Student Demographics** (**UNCLEMIS**)

Click **Next>**.

Include Buildings (required) – You may select all buildings, clear all buildings, and turn individual buildings "on" or "off" for this process by clicking on the appropriate buttons and/or boxes. You must select at least one building.

Number of Students Per Page (required) – Enter the number of students to display per page. The default value is 50.

Verify – Run the verification selected.

Cancel – Do not run the verification.

Verify Student Demographics Screen

Once required fields are completed, click on Verify to run the procedure. If there are errors found when verifying the Demographic or Attendance record, the user will be provided with an interactive report of errors to work with. Click on one of the students in error and you will be taken to the Edit Student Profile page with the student you selected in context. Corrections can be made and then the user can go back to the report to choose another student who was in error. Please refer to the UNCLEMIS Error Resolution document which is located on the web documentation page - Procedural Checklists – EMIS section.

Example Verify Student Demographics Verify Result

Click on a student's name to go to that student's Edit Student Profile screen.

The error and warning messages are grouped by UNCLEMIS, LCE, and SMART. The error message is preceded by an error code that signifies the record type, error number, error type, and effective date of the record in error.

Example: FS10E above indicates:

- FS – Record Type
- 10 – Error Number
- E – Error; W = Warning
- 8/25/08 – Effective Date of FS Record in question
- Error Message

General Tab on Edit Student Profile Screen

Once the demographic information has been verified, it is ready to be included in the transfer of flat files to the state reporting package for viewing, correction of Level 1 errors, and eventually for submission to ODE. (See the sections on Verify/Update and Transfer in this document.)

> *Caution: Each time the flat files are moved into the state reporting package and then submitted to ODE, the newly submitted data replaces the data that was previously stored at ODE.*

Course & Class List (CLISEMIS/CTRMEMIS)

Navigation: Home – EMIS – Verify/Update and Transfer – Verify/Update - Course and Class List (CLISEMIS/CTRMEMIS)

CTRMEMIS

The Course Information in StudentInformation in the Courses records, Course Sections, Highly Qualified Teacher data and the Student Course Section Assignments is used by the CLISEMIS/CTRMEMIS process. Two separate processes are actually performed.

The CTRMEMIS portion deals with the Course records, the Course Sections and the Teacher Highly Qualified Teacher data to create the Staff Course records in EMIS Maintenance. All these records are maintained on the SIS side of StudentInformation as part of regular daily procedures and maintenance.

Staff Course records are created if the following conditions exist:

- The Report to EMIS field is selected on the Course record.

- A valid subject code is selected in the EMIS Subject Code field on the EMIS Override tab for the course section, if defined; otherwise, a valid subject code is selected in the EMIS Subject Code field on the EMIS tab for the course

- For vocational courses (Curriculum value begins with V), CTRMEMIS creates a record regardless of whether or not students are assigned to the course section. Additionally, non-vocational courses where the EMIS Override tab has a Curriculum value that begins with V for a particular section, CTRMEMIS creates a record whether or not the students are assigned to that course section.

Each course section must have at least one teacher of record specified on the Course Section record. If multiple teachers of record are flagged on a course section, then multiple Staff Course records will be created – one for each teacher, but only one Course Master record will be created.

The Teacher EMIS ID is stored on the Staff record, which can be updated under the security module. Each Staff member has a Credential ID that is stored in the State Staff ID field. CTRMEMIS uses the Credential ID when creating Staff Classroom records for new course sections. Verify with your payroll department that they have specified the Credential ID as the EMIS ID when moving staff data over to EMIS. If provider IRN contains an IRN outside the district, this indicates a contracted staff member, and the Credential ID will be used automatically for that Staff Course record.

CTRMEMIS Verify logic checks for the existence of a credential ID on any staff member assigned to a course section that is EMIS reportable. If the credential ID is blank, a message (Warning – Staff Member is missing a Credential ID on Staff record.) displays along with the Course ID and Section, Course Name, and Teacher Name.

The CTRMEMIS process uses the School code, Course ID code (10 characters) and Course Section number to create a Local Classroom code. Due to EMIS reporting requirements, Course ID codes are truncated to 10 characters before being used. For this reason, use Course ID codes that are no longer than 10 characters, when setting up courses in systems where the CTRMEMIS process will be used.

Two courses reportable to EMIS for the same school in which the first ten characters of the course code match generates the following error: "First 10 characters of course code are not unique. CTRMEMIS UPDATE PROCESS WILL NOT RUN."

The Credit Flexibility value is part of the Course Master record (CN) and the Course Master Transfer.

The Staff Course Record (CU) is part of the Course Master Transfer and includes the staff information that was previously included in the Course Master Record (CN).

Student Staff Classroom Screen

CTRMEMIS Processing by Reporting Period

CTRMEMIS processes differently for each reporting period. Because of the ever changing of the records throughout the year, reporting staff class master records is an on-going process.

For Period K – CTRMEMIS starts fresh creating staff class master records for any course section that fits the previous criteria. All course sections, regardless of when they meet during the school year, will be reported. This means that Second Semester courses, which have not started yet, will be reported. This is especially important for CTE funding. Prior to processing CTRMEMIS for period K, it is important that the following records have been created/updated:

- **Course** – All values on the EMIS tab for each EMIS reportable course be updated to the correct values.
- **Course Sections** – The course section be completely defined and at least one teacher of record assigned. If any of the following EMIS values for the course section differ from those defined for the corresponding course, you must define those values on the EMIS Override tab for the course section: EMIS Staff Provider IRN, EMIS Subject Code, Curriculum, Delivery Method, Student Population and Highly Qualified Teacher IRN.
- **Highly Qualified Teacher** – The correct highly qualified values entered for each subject code of the course sections or courses each teacher (listed on the Teacher History tab) is teaching.
- Staff record updated with State Staff ID.

Failure to complete any of these requirements may result in records not being created when CTRMEMIS is processed in Update Mode.

For Period N – CTRMEMIS processes all course sections for the school year.

When running CTRMEMIS in update mode for period N:

- Course sections scheduled and reported in period K and then removed are reported in period N with a stop date equal to the start date.
- Course sections added again after being scheduled and reported in period K and then removed are reported in period N with the correct start and stop dates.
- Course sections added again after being scheduled and reported in period K and then removed are not reported twice for the student in the period N transfer if the removed and added course section student records have the same start dates.
- Course sections added again after being scheduled and reported in period K and then removed are reported twice for the student in the period N transfer if the removed and added course section student records have different start dates.

Course sections, reported in period K but removed from students before the course sections began in period N, are given a stop date equal to the start date.

CLISEMIS

The CLISEMIS portion of the process has the task of creating the student subject records. Student subject records are a result of the student Course Section Assignments for which the student is scheduled. Student subject records are only created for courses that are EMIS reportable courses ("Report to EMIS" field selected). The Report to EMIS field must also be selected for the student on the Student Profile record.

Student Course (GN) records are created for all course section drops regardless of when in the school year they occur.

Two GN records with the same local classroom code but different start and stop dates for a single student are allowed.

GN records for a student now contain start and/or stop dates for course sections if they differ from the standard course section start and stop dates.

Duplicate GN records are not created when two or more co-teachers are marked as teacher of record. The multiple teachers are associated with one set of GN records.

CLISEMIS Processing by Reporting Period

CLISEMIS processes differently depending on the EMIS reporting period being processed.

For Period K – CLISEMIS creates student subject records for any EMIS reportable course section the student is scheduled into regardless of when it meets. For example, a student is scheduled into second semester only classes, which have not begun yet. Even though the course section has not begun yet, it is assumed that the student will take and complete the course.

For Period N – CLISEMIS creates subject records for any EMIS reportable course section the student took at any time during the school year. At this point, all course sections are completed, however, this does not mean that the student completed the course section. If the student dropped the course section prior to the ending date of the course, a student subject record will still be reported but with an effective stop date of the date the student dropped the course, meaning the student did not complete the course.

Since courses and class lists are tied together, there is one screen to use for verifications and processing these records. The user should run a verification of the Class Master and Student Subject records. When each record is error free, an update should be processed at which time the these records will be ready to be included in the complete transfer of flat files to the Data Collector for viewing, correction of Level 1 errors, and eventually submission to the Ohio Department of Education.

PS and KG-23 Students

The CTRMEMIS/CLISEMIS Update process uses the following logic for determining which Student Subject records are created by the update:

- For PS students, if the student is enrolled as of 12/1 (a withdraw on 12/1 counts as enrolled on 12/1) or was enrolled at any time in the school year prior to 12/1, then report the Student Subject records.

- For KG-23 students, if the student is enrolled as of count week Friday (a withdraw on count week Friday counts as enrolled) and a course is not dropped prior to count week Friday, then report the course. This applies to Period K.

- Removed courses are not reported.

Verify/Update – Course and Class List (CLISEMIS/CTRMEMIS) Option

Select **Verify/Update - Course and Class List (CLISEMIS/CTRMEMIS)**. Click **Next>**.

Verify/Update Course Terms & Class List Screen

Include Buildings (required) – You may select all buildings, clear all buildings, and turn individual buildings "on" or "off" for this process by clicking on the appropriate buttons and/or boxes.

Run Type (required) – Choose whether you would like to Verify EMIS Reportable information only or Update Records (which deletes all records and re-creates them). The verification run of CTRMEMIS/CLISEMIS will produce an interactive error report. The user may work with this page to correct all errors before updating. The process must be run in Verify mode first before it may be processed in Update mode. No listing of errors will be produced when processing in Update mode.

> *Note: Specific vocational courses also require that each student's status as a CTE Concentrator indicator be reported for the June period.*

CLISEMIS will update all of this information into the EMIS Maintenance Student Subject Record screens. CLISEMIS creates a subject record for each student in the class for the course and two Staff Course (CU) records for the local classroom code—one for each teacher of record. If multiple teachers are assigned to the course, each teacher is listed as a co-teacher on their respective CU record.

Number of Courses Per Page (required) – Enter the number of courses to display per page. The default value is 10. This field is not used for Update. If you are planning to print a screen shot of all of the errors, you may want to set the number higher.

Submit – Run the procedure.

> *Caution: This procedure will delete all Class Master and Student Subject Records for the entire district on the alpha, then reload with information from StudentInformation.*

Cancel – Do not run the procedure.

| Submit | Cancel |

1 - 10 | **11 - 12** | **Next**

Building IRN	Building	Course Code	Course Name	EMIS Subject Code
020511	DAHS	052	LANGUAGE ARTS	059999
Staff Messages:		-	LAURA LAYMAN Invalid highly qualified definition code	
020511	DAHS	182	FRENCH I	060230
Staff Messages:		-	LINDA WALTERS Teacher Highly Qualified Definition is not specified for core course	
020511	DAHS	2007	ART	
Course Messages:		-	Course Level is not specified (F)	
		-	Course Type is not specified (F)	
		-	Subject code not selected	

Example CLISEMIS/CTRMEMIS Verify Mode Results

Teacher History Assignment Checks

One of the verification mode checks performed by the CLISEMIS/CTRMEMIS process is for the following invalid teacher history assignment scenarios:

- More than one lead teacher assigned to a course section. (Only one lead teacher or multiple co-teachers allowed.)
- A lead and co-teacher assigned to a course section. (Only one lead teacher or multiple co-teachers allowed.)
- Only one co-teacher assigned to a course section. (Only one lead teacher or multiple co-teachers allowed.)
- No teacher assigned to a course section.
- No teacher assigned to a course section for a course term.
- No teacher assigned to a course section on Friday of count week.
- No teacher assigned to a preschool course section on the first day of December.
- The start date of a replacement lead teacher precedes the end date of the replaced lead teacher. (Only one lead teacher allowed at any time.)

If any of these scenarios are found, the CLISEMIS/CTRMEMIS process fails and generates a unique error for each of the scenarios found. Resolve the problems, and perform this process again.

Invalid Subject (INVSUBJ)

Navigation: Home – EMIS – Verify/Update and Transfer – Verify - Subject Codes (INVSUBJ)

INVSUBJ checks for missing or invalid course subject codes for all EMIS reportable courses and course sections defined for the school year. Course subject codes must be selected from a list of valid codes defined by the Ohio Department of Education (ODE) each year. The list of valid course codes is relatively static from year to year, but codes may be added or rescinded each year. The ODE provides a list of codes to be removed, and these will be validated against the course subject codes used in StudentInformation. Courses or course sections defined with these old subject codes must be updated with a valid course subject code. INVSUBJ does not update any records; it only locates and lists the courses and course sections with codes that are no longer valid.

INVSUBJ may be executed any time after the list of rescinded course subject codes is updated for the present EMIS fiscal year. INVSUBJ is available for periods K and N.

Verify – Subject Codes (INVSUBJ) Option

Select **Verify - Subject Codes** (**INVSUBJ**). Click **Next>**.

Identify Invalid Subjects Screen

Include Buildings (required) – You may select all buildings, clear all buildings, and turn individual buildings "on" or "off" for this process by clicking on the appropriate buttons and/or boxes.

Submit – Run the procedure.

The Verify - Subject Codes (INVSUBJ) process returns invalid subject code records in the following two grids on the Identify Invalid Subjects screen:

- **Course Subjects** – Displays those courses in which an invalid value exists in the EMIS Subject Code field on the EMIS tab for the course.
- **Course Section Override Subjects** – Displays those course sections in which an invalid value exists in the EMIS Subject Code field on the EMIS Override tab for a course section.

Identify Invalid Subjects Screen

You can then select the correct value for the current school year in the EMIS Subject Code field on the EMIS tab for the course or on the EMIS Override tab for the course section, whichever is applicable to the returned error. If the course is not EMIS reportable, then deselect Report To EMIS for the course.

EMIS Subject Code Field on Courses Screen

Memberships (MEMBEMIS)

Navigation: Home – EMIS – Verify/Update and Transfer – Verify/Update - Membership Programs (MEMBEMIS)

MEMBEMIS creates Student Program records in EMIS Maintenance from Student memberships in StudentInformation. When Membership Group Member codes are defined, the user may indicate that the membership code is one that gets reported to EMIS. The corresponding EMIS program code number is defined at that point for the membership. Any student with a student membership record for this EMIS reportable membership will get a student program record created when MEMBEMIS is processed in update mode. For FY11 and beyond, the October Reporting Period K was updated so student program records are generated for school age students with a disability for any membership with a start date on or before December 1. Student Programs define the services a student is receiving or special activities they are participating in.

For certain Program codes, EMIS requires that a staff member be reported to indicate the staff member providing the service. The Membership Group Member codes page allows the user to assign a default staff member to the membership code. An additional check box on the record indicates whether a staff member ID is required or not. If specified, the default staff member will be reported on the Student Program record of any student with a corresponding membership record. If provider IRN contains an IRN outside the district, this indicates a contracted staff member, and the Credential ID will be used automatically for that student program record (GQ).

Student membership records are not EMIS reporting period specific, however, the Student program records that get created by MEMBEMIS when processing in Update mode are specific to the reporting period being processed. Not every membership is reported in every reporting period. Your ITC will code the membership for the proper reporting period per the EMIS Manual.

MEMBEMIS Update/Transfer Rules as of DASL v9.1.3.10290

- Select only EMIS Memberships for the current school year where the Membership Code is active (ignore Start and Stop Dates at this point.) Note: Memberships in Inactive groups should be included.

- Narrow down to those Program Codes that have to be reported in the selected Reporting Period

- Narrow these further to those with a Start Date on or before the Reporting Period Cutoff Date (note Period K has various cutoff dates depending upon the Program Code and student's Grade, see below).

- Select candidate programs to be reported:

  - For all Program Codes, if there are duplicates then the process will choose the Program Code with the most recent Start Date (only one must be reported)

  - For Program Code 220100, report the Start and End Date from the Membership record, for all other Program Codes report the Start and End Date as "00000000".

Reporting Period Cutoff Dates

Period	Period Cutoff Date
K (all other programs)	Grades PS-23 - December 1
N	End of Fiscal Year

Assumptions

Memberships are pulled from every (selected) school within the district in which a student is or was enrolled during the current school year, without considering primary vs. non-primary.

Verify/Update – Membership Programs (MEMBEMIS)

Select **Verify/Update – Membership Programs** (**MEMBEMIS)**. Click **Next>**.

Verify/Update Memberships Screen

Run Type – Select whether you want to Verify Memberships, Verify Special Education Services, or Update Memberships for EMIS. It is suggested that you verify first and correct any problems prior to updating.

> *Caution: When you run this procedure in Update mode, StudentInformation will delete all Student Programs records in EMIS Maintenance for the entire district and overwrite them with the new data.*

> *Note: The Verify Special Education Services option only displays on the Verify/Update - Memberships screen if FY13 and later is in context. In prior years, Special Education services are verified using the Verify Memberships option.*

File Download Options – An interactive report is generated to assist the user in correcting errors. You can also choose File Type CSV, HTML, or TAB and Download Method of Download or Email.

Submit – Run the procedure and generate an online report.

Cancel – Do not run the procedure.

4 Records Displayed

Building IRN	Building	Group Code	Group Name	Memb. Code	Memb. Name	Program Code	Message	Student Count
020511	DAHS	11	Intervention	110001	**Mathematics**	110001	Membership is mapped to an invalid EMIS Program code	1
020511	DAHS	11	Intervention	110002	**Reading**	110002	Membership is mapped to an invalid EMIS Program code	2
020511	DAHS	80	COMMUNITY SERVICE	800006	**Big Brother/Big Sis**	800006	Membership is mapped to an invalid EMIS Program code	1
020511	DAHS	80	COMMUNITY SERVICE	800011	**Junior Achievement**	800011	Membership is mapped to an invalid EMIS Program code	1

Example Verify Memberships Results

When running Verify Memberships, three possible types of error messages are produced for assisting the user in cleaning up errors:

- Program codes that are marked on the Membership Group Maintenance screen as requiring an Employee ID, yet no Employee ID has been filled in.
- Program codes that are shown as mapped to an EMIS program code, yet that EMIS program code is not valid for the current school year. This can also be corrected through the Membership Group Maintenance screen. An error message (Membership is mapped to an invalid EMIS Program code) is displayed.
- Student memberships that are outside of the current fiscal year – an error message (Student Membership outside the range of the fiscal year.) is displayed. To find these student memberships, go to SIS – School – Membership Members. Select the Membership Group and Membership with the Show Members option using blank From and To dates. This will provide you with a list of students in that membership with dates that can be reviewed.

> *Note: When the Verify Memberships option is selected in FY13 and after, StudentInformation does not verify memberships containing 215xxx codes (Special Education services).*

> ***Note:*** *When Verify/Update Memberships is run in Update mode in FY13 and after, StudentInformation does not update membership records for the 215xxx codes (Special Education services). The 215xxx service codes are now located on the Services tab on Special Education screen. The transfer will pull the data for the 215xxx service codes from this screen to include in the Programs (GQ) transfer file.*

Clicking on the Membership Name will take you to the Memberships Maintenance screen. Adjust the information on this screen as necessary.

- Check the box Required Staff Member if a staff member is required to be reported. If a staff member is required, select a default staff member from the Default Staff Member drop down. If more than one staff member provides the service, specify one staff member as a default and then select the appropriate staff member who is providing the service on the individual student membership record.

- If the code is not EMIS reportable, change the "EMIS Program Code" box to show a blank.

Memberships Maintenance Screen

When running Verify Special Education Services, errors are returned in the Special Education Services grid on the Verify/Update Memberships screen. StudentInformation checks Special Education services for the following types of errors:

- Program Provider IRN is invalid.

- A Service is mapped to an invalid EMIS Program code.

- Duplicate service records exist for the same EMIS ID, Service Code, and Start Date.

Returned errors contain a link that navigates to the Services tab on the Special Education screen for the student, enabling users to immediately correct the error.

The File Download option will provide a list of the students with 215xxx codes on the Services tab of the Special Education screen.

Special Education Services				
Building IRN	**Building**	**Student**	**Student Number**	**EMIS ID**
010025	ASED	ALLISON, GERALD	00190823	A28237190

Special Education Services:- 215008 - Program Provider IRN is invalid

001081	ASHS	ALLISON, PETER	00590203	283727985

Special Education Services:- 789123 - Membership is mapped to an invalid EMIS Program code
Special Education Services:- 789123 - Membership is mapped to an invalid EMIS Program code
Special Education Services:- 789123 - Membership is mapped to an invalid EMIS Program code
Special Education Services:- 789123 - Program Provider IRN is invalid
Special Education Services:- 123456 - Membership is mapped to an invalid EMIS Program code
Special Education Services:- 123456 - Program Provider IRN is invalid

001081	ASHS	ALLISON, VINCENT	00196062	A20627196

Special Education Services:- 215006 - Program Provider IRN is invalid

Special Education Services Errors on Verify/Update Memberships Screen

Attendance (ATTUPEMIS)

Navigation: Home – EMIS – Verify/Update and Transfer – Verify/Update - Student Attendance (ATTUPEMIS)

ATTUPEMIS calculates attendance information for all students and updates each student's FS record for the effective start date to end date range. For each reporting period, the YTD attendance fields are updated on each closed student FS record. The process will produce an output file describing the attendance field updates to be performed. The process should be run in verify mode first and attendance checked for accuracy. At the appropriate time, the program should be run in Update mode to update the attendance and absence fields on the Student Profile – FS Attendance tab.

ATTUPEMIS uses the daily attendance records to report EMIS attendance for all students. If a school is keeping period attendance, StudentInformation creates daily attendance records throughout the school year as period attendance records are maintained. If changes are made on a student's period absence records that may change the student from having a full or half day absence to no absence, the daily absence records are adjusted at the time the period absence records are corrected or deleted.

DASL Options

For each reporting period, a specified time period is used to calculate the attendance. For period K, the state's official count week is used unless the school specifies an alternate count week in DASL options. If the school uses the official count week specified by Ohio Department of Education, no entry in DASL options is necessary.

EMIS Options Tab on DASL Options Screen

For period N, attendance is calculated for the entire school year. No entry in DASL Options is used for this period.

Absence Type Maintenance

ATTUPEMIS checks the absence type codes defined in each school to determine which student absences to include in the totals for reporting to EMIS. The Absence type code records contain flags that must be set for the absence to be counted properly.

- **Is Excused** – Indicates whether the absence is an authorized or unauthorized absence. If "Is Excused" Is checked, an absence counts as an authorized absence.

- **Report to EMIS** – Must be checked for an absence type to be included in the calculation of days absent. It is not necessary to mark Tardies/Lates as Report to EMIS since these types of absences are not reported.

Absence Type Maintenance Screen

Verify/Update – Student Attendance (ATTUPEMIS)

Each building has the ability to first verify their absence totals. Students who have been enrolled in more than one building within the district will be included on the report created for each building indicating the total number of absences and days present for that specific building. When processed for the entire district, the student will appear on the report once for each FS record, however, attendance from all buildings will be combined when updating the attendance fields on the student profile record.

ATTUPEMIS depends on combination of the student's calendar history and the FS effective start and end date ranges to determine exactly how many days the student attended during the school year. No attendance days accumulate for the time a student is assigned to a non-attending calendar.

DASL v10.1.0.14806 changed the selection of students and buildings to select only students who were enrolled at least one day in the school year for the building.

Verify/Update – Student Attendance (ATTUPEMIS) Option

Select **Verify**/**Update** - **Student Attendance** (**ATTUPEMIS**). Click **Next>**.

Verify/Update Student Attendance Screen

Include Buildings (required) – You may select all buildings, clear all buildings, and turn individual buildings "on" or "off" for this process by selecting the appropriate options.

> *Note: The Apply Percent of Time to Days Attended and Apply Percent of Time to Absences columns are updated on the Sub-Calendar Maintenance.*

Run Type – Select whether you want to Verify Attendance or Update Attendance for EMIS. You must first verify attendance data and correct any problems prior to updating. All buildings should be selected when running Update Attendance.

Choosing the Update option will update the attendance and absence fields on the Student Profile – FS-Attendance tab.

File Download Options – ATTUPEMIS generates both interactive error messages and an Attendance Summary Report output file. Select CSV, HTML, or TAB as your file option for the output file.

Submit – Run the procedure and generate the interactive error messages and submit the batch report that will generate the output file.

Cancel – Do not run the procedure.

Interactive Report of Error and Informational Messages

Error messages will appear on the interactive report. This interactive report also generates informational messages that require no correction (Student is active in more than one building so attendance is being calculated for all buildings. for example).

Example Interactive Report

Output File

A DASL_EMIS_EXTRACT job (as shown below) will be submitted to the Batch/Report Management screen. This job will generate the Attendance Summary Report output file. Once the Job Status is Complete, click on the job name to view the output file.

Batch/Report Management Screen

The Output File contains the following fields:

- Student Number
- EMISId
- DisplayName
- EffectiveDate
- EffectiveEndDate
- IRN
- Building
- DaysEnrolled
- TotalDaysAttended
- TotalExcusedAbsences
- TotalUnexcusedAbsences
- OctDaysAttended
- OctExcusedAbsences
- OctUnexcusedAbsences
- GradeLevel
- PercentOfTime
- Message

Example DASL_EMIS_EXTRACT Report

There are two sections of this report. A summary section at the beginning of the downloaded file (highlighted in yellow) lists a single record for every student with their total attendance information. A detail section at the end of the downloaded file (highlighted in green) shows each student's FS record along with a summary of all FS records for that student. A student will always have at least two records in the detail section of the report and additional records if the student has more than one FS record.

Manually Added Attendance

You can manually enter attendance for non-preschool students who attend the Educational Service Center (ESC) and Mental Retardation/Developmentally Disabled (MRDD), as well as for post-secondary and non-public students who are placed at district expense. Enter manually added attendance information at the end of the year for Period N on the Student Profile screen, on the FS-Attendance tab in the Other Entity School Year: section as shown in the following figure. The values in the Other Entity School Year section do not change when you run ATTUPEMIS in update mode. Therefore, you can enter attendance values in this section at any time.

Other Entity School Year Area of FS-Standing Tab

Discipline (DISCEMIS)

Navigation: Home – EMIS – Verify/Update and Transfer – Verify/Update - Discipline (DISCEMIS)

> *Note: All districts and buildings will utilize the discipline module as the source for entering discipline information.*

Student Discipline records report discipline incident information to EMIS for period N. Student discipline records report the details of a student's infractions and actions as they relate to a specific incident. Other details, such as the date, infractions that occurred, discipline action taken against the student and duration of the punishment are also reported as part of the record. Only those incidents where at least one Infraction is flagged as reportable to EMIS, and the action is reportable to EMIS, are reported. Discipline incidents having an EMIS-reportable action code but not an EMIS-reportable infraction code generate errors during the verify process and are not included in the transfer file. Assign an EMIS-reportable infraction code to these discipline incidents, which causes them to be included in the transfer files after the update has completed. Discipline incidents having action codes that are not EMIS reportable are not reported to EMIS. Student discipline records are building level records. If a student attends more than one building within the district during a school year, the student could have records from each building he/she has attended. The data is to be reported by the building administering the discipline. Discipline records are also school year specific. Student EMIS discipline records on EMIS maintenance will be created by the DISCEMIS program.

If a student receives two discipline actions for the same incident, only one action may be reported per incident for EMIS. The DISCEMIS program will report the most severe punishment the student received. This is determined by the severity order as defined in the *Ohio Department of Education's EMIS Guide*. Refer to *Ohio Department of Education's EMIS Guide* for the rules for reporting incidents.

Infraction codes are defined in Discipline Maintenance in each school. Any infraction code with an EMIS code value listed in the EMIS code column becomes an EMIS-reportable infraction.

Infraction Codes Maintenance Screen

Each year, schools should review the codes they have defined to ensure that they are capturing all EMIS reportable infractions.

DISCEMIS uses the Action codes defined in Discipline Maintenance to determine which actions are EMIS reportable actions.

Action Codes Maintenance Screen

If a code has an EMIS code assigned to it, this is considered an EMIS reportable action code.

Verify/Update – Discipline (DISCEMIS) Option

Select **Verify/Update - Discipline (DISCEMIS)**. Click **Next>**.

Verify/Update Discipline Information Screen

Include Buildings (required) – You may select all buildings, clear all buildings, and turn individual buildings "on" or "off" for this process by selecting the appropriate options.

Run Type (required) – Select whether you want to Verify or Update for EMIS. It is suggested that you verify first and correct any problems prior to updating. Update mode will update the Student Discipline Record found under EMIS Maintenance.

Number of Students Per Page (required) – Enter the number of students that you wish to appear on the interactive report

File Download Options

Select a File Type – Choose from CSV (.csv), HTML (.html), TAB (.txt).

Select A Download Method – Choose from Download or Email. Download will create a dasl_data.xls, dasl_data.csv, or dasl_data.txt file depending on the file type you choose. You may save this file to any location available. Email will send the selected File Type as an email attachment to the email address specified for this StudentInformation user.

The Downloadable report provides information as to what incidents will be updated when DISCEMIS is run in update mode.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Building	IRN	Student Number	EMISId	DisplayName	Discipline Date	DisciplineType	Discipline Reason1	Discipline Reason2	Discipline Reason3	Discipline Reason4	Discipline Reason5	Discipline Days	Alt Program	Modified	Discipline Sequence Number
2	FNBH	42804	303136822	717253265	Student13102, Zarrick	9/21/2009 0:00	3	5	**	**	**	**	0.5	*	N	1
3	FNBH	42804	5652350	594178422	Student25850, Wesley	10/19/2009 0:00	2	3	**	**	**	**	1	*	*	1
4	FNBH	42804	5652350	594178422	Student25850, Wesley	10/22/2009 0:00	3	18	**	**	**	**	1	*	*	1
5	FNBH	42804	196183	523859538	Student34825, Jerome	12/11/2009 0:00	2	18	**	**	**	**	1	*	*	1
6	FNBH	42804	196183	523859538	Student34825, Jerome	12/15/2009 0:00	2	18	**	**	**	**	1	*	*	1

Example Downloadable Report Results

Submit – Run the procedure and generate an online report.

The online report will show students that may not be reported and the various reasons why they may not be reported. If necessary, these students' discipline records can be updated and corrected. By clicking a student's name the user will be taken to a pop-up screen to proceed to make changes to that student's discipline record.

1 - 1 | Next

Building IRN	Building	Student	Student Number	EMIS ID
020511	DAHS	CONTRARY, MARY M.	00005001	376873245
Incident Messages:		- 12 - dress inappropriate No infractions exist for the incident		

1 - 1 | Next

Example Online Report Results

> *Caution: When Updating, this procedure will delete all Student Discipline records for the entire district in EMIS Maintenance. This means that if one school enters records manually in ProgressBook StudentInformation EMIS Maintenance, they must wait until after DISCEMIS has been processed in Update mode for the other buildings that are using the discipline incident records in StudentInformation SIS, to enter their manual records. Once the manual records are entered, DISCEMIS should not be rerun in Update mode. This is not the recommended way to complete reporting requirements.*

The discipline sequence number generated for the report is always one except when two or more separate incidents occur on the same day for the same student and the same disciplinary action is used. In this case, the sequence number increments by one each time. For example, when two incidents occur on the same day for the same student but different disciplinary actions are used, each incident receives a disciplinary sequence number of one.

Cancel – Do not run the procedure.

Majority of Attendance (MAJOREMIS)

Navigation: Home – EMIS – Verify/Update and Transfer – Verify/Update - Majority of Attendance IRN (MAJOREMIS)

The Majority of Attendance IRN is reported at yearend. The program MAJOREMIS is run to help districts verify and then update the Majority of Attendance IRN field which is found under the Student Profile – FN-Attributes tab.

MAJOREMIS uses admission history. It uses the FS date ranges and EMIS situation changes to determine whether a student has been continuously enrolled. MAJOREMIS uses the dates specified for each grade level in the EMIS guide as the time period for determining enrollment. If there are any breaks in the enrollment time period recorded on the FS Date Effective records, the program examines each record to determine whether or not the break counts against the student in the calculation. Students who are taking the alternate assessment use a different ending date range for the time period used to calculate continuous enrollment.

> ***Caution:*** *MAJOREMIS does the best that it can with the information stored in StudentInformation for each student to determine Majority of attendance, however, not all situations may be accounted for in StudentInformation. It is important that each district examine the values calculated for each student to determine whether or not it is accurate.*

MAJOREMIS now takes Attendance Percentage and Sent To Reasons 1 and 2 into consideration when determining whether students were continuously enrolled. For students taking an alternate assessment, a different date range, as defined in the EMIS Manual, is to be used to determine continuous enrollment. To accomplish this, an ad-hoc membership group must be created of all students who took an alternate assessment. Then when processing MAJOREMIS, select the ad-hoc membership group. For any student included in this group, MAJOREMIS will use the alternate date range for calculation of continuous enrollment. MAJOREMIS uses the grade level from the most recent FD record and is aware of Count Week Overrides when calculating the Majority of Attendance period.

Verify/Update – Majority of Attendance IRN (MAJOREMIS) Option

Select **Verify/Update - Majority of Attendance IRN (MAJOREMIS).** Click **Next>**.

Verify/Update Majority of Attendance IRN Screen

Include Buildings (required) – You may select Select All buildings, Clear All Buildings, and turn individual buildings "on" or "off" for this process by selecting on the appropriate options. When you run this process in update mode, you must select Select All Buildings.

Ad-Hoc Membership (required if using Alternate Assessment) – You may select an Ad-Hoc Membership to use in this run. If you select an Ad-Hoc Membership, the MAJOREMIS calculation will use the appropriate dates for students who took alternate assessment.

> *Note: In FY07, ODE changed the date range to be used determining Majority of attendance for students taking an alternate assessment. It is important that you define an ad-hoc membership group specifically for these students and use it when running MAJOREMIS.*

> *Note: All students in the district will be included in each processing of MAJOREMIS. Only those students in the specified ad-hoc group will have the alternate date range used for their calculation.*

Public And Private – Yes or No. Include public Ad-Hoc Memberships in the Ad-Hoc Membership drop-down menu.

Run Type – Select whether you want to Verify or Update for EMIS. The user may run the program in Verify mode for one or more buildings. It is suggested that all buildings run MAJOREMIS in Verify Mode to check the data prior to running the program in Update Mode. If Verify is chosen, a file download method must be selected. All buildings must be checked in order to run the program in Update mode.

File Download Options

Select a File Type – Choose from CSV (.csv), HTML (.html), TAB (.txt).

Select A Download Method – Choose Download or Email. Download will create a dasl_data.xls, dasl_data.csv, or dasl_data.txt file depending on the file type you choose. You may save this file to any location available. Email will send the selected File Type as an email attachment to the email address specified for this StudentInformation user.

Submit – Run the procedure.

Cancel – Do not run the procedure.

If Run Type = Verify and a file type / download method is selected, the results will be output to the selected file type as follows.

StudentNumber	EMISId	DisplayName	IRN	Building	StateEquivalentGradeLevel	TakingAlternativeAssessment	IRNMajorityAttendance	MatchTypeId
18225	725849387	Student10002, DAVONTE'	36350	ELEE	5	FALSE	******	3
18219	725810487	Student10013, SHYAH	36350	ELEE	5	FALSE	36350	1
18218	725808222	Student10015, JILLIAN	36350	ELEE	5	FALSE	36350	1

Example Verify Majority of Attendance Results

Output File Fields

- Student Number
- EMIS ID
- Display Name – formatted "Last name, First name (Nickname)"
- Building IRN
- Building Code
- State Equivalent Grade Level
- Taking Alternate Assessment
- Majority of Attendance IRN
- Match Type ID

  1. The student is continuously enrolled in the district during the MOA enrollment time period (i.e. does not withdraw) and the Attending Building IRN does not change. Attending Building IRN.

  2. The student is continuously enrolled in the district during the MOA enrollment time period (i.e. does not withdraw) but the Attending Building IRN changes. District IRN.

  3. All other situations "******".

Review District EMIS Runs (CHECK_EMIS)

Navigation: Home – EMIS – Verify/Update and Transfer – Verify - Review District EMIS Run Requests (CHECK_EMIS)

CHECK_EMIS is a program that allows the EMIS coordinator, or ITC staff to monitor the EMIS processes and transfers that need to be completed for each reporting period. When programs are processed multiple times, it is sometimes hard to keep track whether all the proper steps have been taken or not. And when districts place the responsibility of running some of these EMIS processes at the building level, it helps to have a tool that shows the history of these processes, when they were run and who ran the process. There are times when a process maybe be run too early for the reporting cycle, or has not been processed by all buildings within the district. CHECK_EMIS assists the user by providing the needed history.

It is also helpful to make sure that all the necessary transfers for state reporting were performed after an update process was run.

> *Note: There is a separate Review District EMIS Run Requests for Graduate Report Period (G). Please see Section 3) Graduate Reporting Period (G) for more information.*

CHECK_EMIS can be processed at any time during the reporting period and will help with the following:

- School EMIS personnel will be able to view the programs they must run and the status of those programs for the current reporting period.
- District EMIS Coordinators will be able to monitor the programs that must be run by all schools in the district and the status of those programs for each school for the current reporting period.
- ITC staff will be able to view the programs that must be run by each district in the ITC and each school in each district and the status of those programs for each district and school for the current reporting period.
- User will be able to view just the programs that have been run or run too soon.
- User will be able to view just the programs that still must be run.
- CHECK_EMIS will be able to provide historical information to identify the user that executed a specific instance of a program.
- CHECK_EMIS will be able to provide historical information to identify the version number of each program execution.
- CHECK_EMIS will be able to provide historical information to identify the date/time each program execution was performed.
- CHECK_EMIS will be able to provide historical information to identify the mode (Verify/Update) that each execution of a specific program performed.
- Application will provide a list of all required programs that have not been run for any district or building within a ITC.

**Verify – Review District EMIS Run
Requests (CHECK_EMIS) Option**

- Select **Verify Review District EMIS Run Requests (CHECK_EMIS)**.
- Click **Next>**.

Review District EMIS Run Requests Screen

District (required) – You may select all buildings, clear all buildings, and turn individual buildings "on" or "off" for this process by selecting the appropriate options.

Run Options (required) – There are a number of options for how the user would like to run CHECK_EMIS. Choose Not Run, Already Run, or History.

Include the Following Potential Problems (optional) – Choose one or more potential problems to be highlighted.

The **Verification Not Run** option shows any process for the selected reporting period that where the program has not been processed in Verify mode.

The **Update Not Run** option shows any process for the selected reporting period where the process has not been run in Update mode.

The **Transfer Not Run** option will indicate any transfer that has not been processed to transfer EMIS records from StudentInformation to State EMIS

The **Transfer Not Run After Update** will indicate any transfer where the Update process that creates the records has been run, however, those new records have not yet been transferred to the data collector for processing and submission to the Ohio Department of Education.

The **Run Too Early** will show programs that were run, but prior to when they should be run.

Exclude Runs Prior To (optional) – Enter a date to exclude programs that were run prior to a specific date.

Submit – Run the procedure and generate an online report.

Cancel – Do not run the procedure.

Sample Report for History Option

Building	Module	Program	Action	User	Run Date ⌄
BLACK RIVER ELEMENTARY SCHOOL	Assessment	Student Assessment (FA)	Transfer	Emhoff, Heidi	01/14/2013 12:53 PM
BLACK RIVER HIGH SCHOOL	Assessment	Student Assessment (FA)	Transfer	Emhoff, Heidi	01/14/2013 12:53 PM
BLACK RIVER MIDDLE SCHOOL	Assessment	Student Assessment (FA)	Transfer	Emhoff, Heidi	01/14/2013 12:53 PM
BLACK RIVER ELEMENTARY SCHOOL	Assessment	Student Assessment	Verify	Emhoff, Heidi	01/14/2013 12:52 PM
BLACK RIVER HIGH SCHOOL	Assessment	Student Assessment	Verify	Emhoff, Heidi	01/14/2013 12:52 PM
BLACK RIVER MIDDLE SCHOOL	Assessment	Student Assessment	Verify	Emhoff, Heidi	01/14/2013 12:52 PM

Example History Option Results

Sample Report for Not Run Option

Example Not Run Option Results

Sample Report for Already Run Option

Building	Module	Program	Verify Run Date	Verify	Update Run Date	Update	Transfer Run Date	Transfer
BLACK RIVER ELEMENTARY SCHOOL	Assessment	Student Assessment	01/14/2013 12:52 PM	☑		☐		☐
BLACK RIVER ELEMENTARY SCHOOL	Assessment	Student Assessment (FA)		☐		☐	01/14/2013 12:53 PM	☑
BLACK RIVER HIGH SCHOOL	Assessment	Student Assessment	01/14/2013 12:52 PM	☑		☐		☐
BLACK RIVER HIGH SCHOOL	Assessment	Student Assessment (FA)		☐		☐	01/14/2013 12:53 PM	☑
BLACK RIVER MIDDLE SCHOOL	Assessment	Student Assessment	01/14/2013 12:52 PM	☑		☐		☐
BLACK RIVER MIDDLE SCHOOL	Assessment	Student Assessment (FA)		☐		☐	01/14/2013 12:53 PM	☑

Example Already Run Option Results

Assessment

Navigation: Home – EMIS – Verify/Update and Transfer – Verify - Student Assessment

The following student assessment records are stored and maintained under SIS – Student – Assessment:

- Achievement
- Ohio Graduation Test (OGT)
- KRA-L
- OTELA
- Preschool ECO
- Preschool GGG
- Preschool ASQ/SE
- Preschool Assessment (not available on EMIS-Verify Student Assessment)
- CTE Industry Assessment (not available on EMIS-Verify Student Assessment)
- CTE Student Assessment (OCTCA) (not available on EMIS-Verify Student Assessment)

The user may run a verification process on these records, as shown in the image below. The verification process checks to make sure that students have the required records to be reported. It also checks for some error conditions. Please note that Proficiency assessments will no longer be verified and reported in FY10 and beyond.

Verify – Student Assessment Option

Select **Verify Student Assessment**. Click **Next>**.

Verify Assessment Screen

Include Buildings (required) – You may select all buildings, clear all buildings, and turn individual buildings "on" or "off" for this process by selecting the appropriate options.

Test Type – Select Student Achievement, Student Ohio Graduation Test, Kindergarten Readiness Assessment (KRA-L), OTELA, Preschool ECO, Preschool GGG and Preschool ASQ/SE.

Verify – Run the Verify procedure.

Cancel – Do not run the procedure.

Once the user clicks **Verify**, a report will be generated with any validation errors – invalid options found on the records. For example, if a student is showing as being in 3rd grade at the time of the 4th grade Achievement test, an error message (Student Grade Level at time of test has an invalid option specified: 03()). will be generated.

> ***Note:*** *Once the user is ready, the Assessment records must be transferred to the data collector for processing and submission to the Ohio Department of Education.*

Starting in period N of FY12, all assessment records are transferred in one file using the Transfer – Student Assessment (FA) option.

Building IRN	Building	EMIS ID	Student Number	Name	Severity	Issue
002782	BLACK RIVER HIGH SCHOOL	281174025	00380409	ABBOTT, ASHLEY	F	Student is missing required test record for test part Math
002782	BLACK RIVER HIGH SCHOOL	281174025	00380409	ABBOTT, ASHLEY	F	Student is missing required test record for test part Reading
002782	BLACK RIVER HIGH SCHOOL	281174025	00380409	ABBOTT, ASHLEY	F	Student is missing required test record for test part Social Studies / Citizenship
002782	BLACK RIVER HIGH SCHOOL	281174025	00380409	ABBOTT, ASHLEY	F	Student is missing required test record for test part Science
002782	BLACK RIVER HIGH SCHOOL	281174025	00380409	ABBOTT, ASHLEY	F	Student is missing required test record for test part Writing
002782	BLACK RIVER HIGH SCHOOL	A28977777	00380410	ABBOTT, PEDRO	F	Student is missing required test record for test part Math
002782	BLACK RIVER HIGH SCHOOL	A28977777	00380410	ABBOTT, PEDRO	F	Student is missing required test record for test part Reading
002782	BLACK RIVER HIGH SCHOOL	A28977777	00380410	ABBOTT, PEDRO	F	Student is missing required test record for test part Social Studies / Citizenship
002782	BLACK RIVER HIGH SCHOOL	A28977777	00380410	ABBOTT, PEDRO	F	Student is missing required test record for test part Science
002782	BLACK RIVER HIGH SCHOOL	A28977777	00380410	ABBOTT, PEDRO	F	Student is missing required test record for test part Writing
002782	BLACK RIVER HIGH SCHOOL	X04602236	00236460	ADAMS, MINNIE	F	Student is missing required test record for test part Math
002782	BLACK RIVER HIGH SCHOOL	X04602236	00236460	ADAMS, MINNIE	F	Student is missing required test record for test part Reading
002782	BLACK RIVER HIGH SCHOOL	X04602236	00236460	ADAMS, MINNIE	F	Student is missing required test record for test part Social Studies / Citizenship
002782	BLACK RIVER HIGH SCHOOL	X04602236	00236460	ADAMS, MINNIE	F	Student is missing required test record for test part Science
002782	BLACK RIVER HIGH SCHOOL	X04602236	00236460	ADAMS, MINNIE	F	Student is missing required test record for test part Writing

LCE Validation:
525 Records Displayed

Example Verify Assessment Results

The Assessment Error Resolution v12.0.0 document is available to explain the various warning and error messages. It is available with the StudentInformation Procedural Checklists under the EMIS section.

Student Assessment Transfer (FA)

Navigation: Home – EMIS – Verify/Update and Transfer – Transfer EMIS Data

The Student Assessment (FA) Transfer reports the following assessment records for a district when run in the indicated reporting periods:

- Student Achievement Assessment (GA) (Period N)
- Ohio Test of English Language Acquisition (GF) (Period N)
- Student Ohio Graduation Test (GX) (Periods N and G)
- Student Preschool ASQ/SE Assessment (GS) (Periods K and N)
- Student Kindergarten Readiness Assessment – Literacy (GO) (Period K)
- Student Preschool GGG Assessment (GB) (Periods K and N)
- Student Preschool ECO Assessment (GM) (Periods K and N)
- Student CTE Industry Assessment (GU) (Period N)
- CTE Student Assessment (GY) (Period N)
- ACT Assessment (Period N)
- AP Exam (Period N)
- SAT Assessment (Period N)
- International Baccalaureate (IB) Assessment (Period N)

Transfer – Student Assessment (FA) Option

Assessment records are listed in the transfer file in the following format:

- Sort Type
- Fiscal Year
- Reporting Period
- District IRN
- EMIS Student ID
- Assessment Type
- Test Grade Level
- Assessment Area
- Test Date
- Required Test Type
- Grade Level at Time of Test
- Accommodations
- Score Not Reported
- Score

KRA-L

All student Kindergarten Readiness Assessment (KRA-L) records for a district are transferred.

Kindergarten Readiness Assessment Transfer Rules

- KRA-L is only reported for Reporting Period K.
- If the student has more than one KRA-L record, only the record with the earliest test date for each test part will be included.
- If the student has a retained status of "1" on his student EMIS record, the KRA-L record will not be included in the transfer file.
- KRA-L has to be administered to students no earlier than four weeks prior to the first day of school and no later than the first day of October. Only records within the date range of July 1 – October 1 will be transferred.
- If the FD State Equivalent Grade Level field is set to "KG", the student will be included in the K-RAL EMIS Transfer.

OAA

All Student Achievement (OAA) records for a district are transferred.

Ohio Achievement Assessment (OAA) Transfer Rules

- The OAA is only reported during Period N and will only be included in the FA Assessment transfer file during Period N.
- All records will be transferred (even if there are records for spring and fall) with test dates that fall during the school year.
- If there are duplicate records for the same test date and test part, the transfer will use the assessment record with the most recent Modified Date.
- Because accelerated placement, it is possible that records for a test grade level may exist beyond grade 08. If a student is accelerated to the 9th grade for math, a 9th grade achievement test record must be reported, even though there is no actual 9th grade achievement test. Valid test grade levels are 03, 04, 05, 06, 07, 08, 09, 10, 11 and 12.
- The scaled score in the GA record is reported as the score when the required test type is set to STR.
- The raw score in the GA record is reported as the score when the required test type is set to ALT.

OTELA

All OTELA records for a district are transferred.

Ohio Test of English Language Acquisition (OTELA) Transfer Rules

- This process currently uses the same transfer logic as the Student Achievement (OAA) Transfer.
- OTELA is only taken once per year. Only one record is to be submitted by the district that administers the OTELA test.
- OTELA scores must be right-justified and require leading zeroes.

OGT

All Period N Ohio Graduation Test (OGT) records for a district are transferred.

> ***Note:*** *OGT Transfers for Graduate Reporting Period (G) are available under the EMIS – Graduate Reporting Period (G) Menu. See "Graduate Reporting Period (G)" for more information.*

Period N - Student Ohio Graduation Test (OGT) Transfer Rules

StudentInformation transfers OGT files based on the following:

- Student's primary building enrollment for StudentInformation logic
- Student's EMIS records effective on 6/30 of current school year
- The Report To EMIS flag is set to true for the student
- Student's EMIS Grade Level/State Equivalent Grade Level = 10, 11, 12, 13 or 23

Records to send:

- Current School Year Records must have a testing date between June 1 of the prior year and May 31 of the current year. All records with testing dates in this date range are sent.
- Prior School Year OGT records will no longer be included in the transfer of OGT assessment records.
- Students should have at least 1 record for each of the 5 test parts not passed during an earlier school year, but may have more if the student took the test part more than once during the current school year.
- Only OGT records for the current school are transferred. OGT records for JVS students are transferred if the student is directly enrolled in the JVS in context when this feature is used.

As of DASL 10.4.0, the OGT EMIS Transfer will include any records marked for re-reporting for the Fiscal Year in Period G. This "Re-report Time Period" field is found on the SIS – Student – Assessment – OGT screen.

Other rules:

- The scaled score in the GX record is reported as the score when the required test type is set to STR.
- The raw score in the GX record is reported as the score when the required test type is set to ALT.

Preschool ASQ/SE

All Student Preschool ASQ/SE records for a district are transferred.

Student Preschool ASQ/SE Transfer Rules

Preschool ASQ/SE records are transferred for Reporting Period K and N.

Reporting Period K

- All Preschool ASQ/SE records taken between July 1 and December 1 (inclusive) will be transferred for all students that have an FD record indicating disability between 7/1 and 12/1. If the date is prior to July 1, only records with test level element value = 30 will be transferred.
  - If the student was enrolled last year, the most recent score inside these dates will be reported.
  - If the student was not enrolled last year, the first score within these dates will be reported.
- Preschool students ages three through five (as of December 1) with disabilities and any of the following conditions that must report an ASQ/SE record:
  - Enrolled in a preschool Special Education center based program
  - Receiving itinerate worker services
  - Receiving only Special Education services
  - Enrolled in a state funded Early Childhood Education (ECE) program
- Preschool students without disabilities enrolled in an ECE program are required to report an ASQ/SE record during period K if the student was enrolled for one or more days between the first day of school and December 1.
- Typically-developing preschool students that are enrolled in the Special Education program and are being counted as eligible under the district's ECE program are reporting ASQ/SE records.

Reporting Period N

- Reporting Period N – All Preschool ASQ/SE records taken between December 2 and May 15 (inclusive) will be transferred with the following conditions:
  - If the student has score for period K (July 1 – December 1 of this school year), the most recent score will be reported.
  - If the student has no scores reported for K, the earliest score will be reported.
- Preschool students ages three through five (as of end of school year) with disabilities and any of the following conditions that must report an ASQ/SE record:
  - Enrolled in a preschool Special Education center based program
  - Receiving itinerate worker services
  - Receiving only Special Education services
  - Enrolled in a state funded Early Childhood Education (ECE) program
- Preschool students without disabilities enrolled in an ECE program are required to report an ASQ/SE record during period K if the student was enrolled for one or more days between the end of period K and the end of the school year (How Received value = E).

Preschool (GGG)

All Student Preschool Assessment (GGG) records for a district are transferred.

Student Preschool Assessment Transfer Rules

- Preschool records are transferred for Reporting Period K and N.
- Reporting Period K – Transfer all Preschool records dated from the first day of school through November 14 (inclusive).
- Reporting Period N – Transfer all Preschool records dated from March 23 through May 1 (inclusive).
- If a student has multiple fall or spring results for any test part, only records with the earliest test date on the assessment record will be included in the transfer file.
- Preschool (GGG) scores must be right justified with leading zeros.

Preschool ECO

All Student Preschool ECO records for a district are transferred.

Student Preschool ECO Assessment Transfer Rules

- Records are required only for Preschool students with a disability condition not = "**". Preschool students with a disability = "**" may have a record, but their results are not reported to EMIS.
- Any Preschool student with a disability condition other than "**" enrolled for one or more days between the first day of the district's October count week and December 1 will be required to have a test record reported in October. Likewise, if a preschool child with a disability condition other than "**" is enrolled one or more days after December 1, a test record will be reported during the period N Yearend Reporting Period.
  - If a child is enrolled for one or more days between the first day of the district's count week and December 1, the student's assessment record will be included in the transfer file for Reporting Period K.
  - If a child is enrolled one or more days after December 1, a test record will be reported during the June period N Reporting Period.
  - If multiple test records exist between the time period of July 1 and December 1, the following applies for records to be included in the transfer file:
    - For a student enrolled starting in FY09, report only the first set of scores in the transfer file.
    - For a child enrolled the previous year, report the score from the most recent assessment (or last score) as of December 1.
  - If the assessment is given multiple times between December 2 and year end, the following applies:
    - For a student enrolled starting in FY09, report only the first set of scores.
    - For a student enrolled prior to December 2 who has fall scores reported in the October (K) reporting period, report the final score as of May 15.
- If a student was withdrawn and then re-enrolled during the school year, report an ECO score during reporting period N.
- Students are excluded if they were withdrawn before the first day of school.

CTE Industry

- All Student CTE Industry records for a district are transferred.
- A student must have a CTE Program of Concentration Area other than "**" for Period N for the CTE Industry Assessment to be included in the FA Assessment transfer.

CTE Industry Transfer Rules

- When multiple CTE Industry Assessment records exist for the same assessment code, the latest record is transferred.
- All transferred CTE Industry Assessment records are given a test date of January 1.

CTE Student

All CTE Student records for a district are transferred.

CTE Student Transfer Rules

- CTE Technical Score and CTE Teaching Professions Portfolio Score field values are reported as separate records in the FA transfer file. CTE Technical Scores are reported as a separate record with the correct assessment code. CTE Teaching Professions Portfolio Scores are reported as a separate records with an assessment code of 14TP.
- If the Reason Portfolio Score not Reported value is set to F, a separate FA record with an assessment code of 14TP and portfolio score of *** is included in the transfer.
- When multiple CTE Student Assessment (OCTCA) records exist for the same assessment code, the latest record is transferred.
- All transferred CTE Student Assessment records are given a test date of January 1.

ACT

All Period N ACT records for a district are transferred.

ACT Transfer Rules

- The following subjects are included:
  - Reading
  - Mathematics
  - Writing
  - English
  - Science
- Subscores are not included.

AP

All Period N AP records for a district are transferred.

AP Transfer Rules

- Only May test dates are included in the transfer.
- Past scores for the following subjects are excluded:
  - Computer Science AB
  - French Literature
  - Latin Literature
  - Latin: Vergil
  - MT AURAL Component Subscore
  - MT Nonaural Component Subscore
  - Physics C
  - Studio Art

SAT

All Period N SAT records for a district are transferred.

SAT Transfer Rules

- The following subjects are included:
  - Reading
  - Writing
  - Math
- Subscores are not included.

Student Acceleration Transfer (FB)

Navigation: Home – EMIS – Verify/Update and Transfer – Transfer EMIS Data

This process will transfer all Student Acceleration records for a district.

Student Acceleration Transfer Rules

- Student Acceleration records are transferred for Reporting Period N.
- Only one record per assessment area can be transferred per year.

The following Acceleration options are available:

- Writing
- Math
- Science
- Reading
- Social Studies

Transfer – Student Acceleration (FB) Option

Assessment Transfer – Student Proficiency

Navigation: Home – EMIS – Verify/Update and Transfer – Transfer EMIS Data

This process will transfer all Student Proficiency records for a district.

IMPORTANT! This Transfer is no longer valid for FY10 and forward.

Non-Reportable Students

Navigation: Home – EMIS – Verify/Update and Transfer – Verify - Non-Reportable Students

The user may run a verification process to find any students not marked "Report to EMIS" and to verify or mark these students.

Verify – Non-Reportable Students Option

Select **Verify - Non-Reportable Students**. Click **Next>**.

Verify Non-Reportable Students Screen

Include Buildings (required) – You may select all buildings, clear all buildings, and turn individual buildings "on" or "off" for this process by selecting the appropriate options.

Verify – Run the Verify procedure.

Cancel – Do not run the procedure.

Once the user clicks **Verify**, a report will be generated with any students not marked as "Report to EMIS".

2 Records Displayed								
Report to EMIS	**Building ^**	**Student Number**	**Student Name**	**How Received**	**Percent of Time**	**EMIS Situation**	**Admission Date**	**Withdrawal Date**	**Status**
☐	MAES	275090296	HULL, ROSE	*	0	154 - Resident attends a special ed coop F/T	08/18/2011		R-RES A/ELSE
☐	MAES	275090301	OWEN, MELVIN	*	0	145 - Resident attending ESC PS unit F/T	08/18/2011		R-RES A/ELSE

☐ Select all students

Save Report to EMIS

Example Verify Non-Reportable Students Screen

Report to EMIS – Check this box to mark this student as "Report to EMIS".

Select all students – Check this box to mark all students as "Report to EMIS".

Student Name – Click on a student's name to edit that student's profile in a new window.

Save Report to EMIS – Click this button to save any changes you made to the students' "Report to EMIS" status. You will see a confirmation message:

Report to EMIS flag was successfully updated for the selected students(s).

Reportable Courses

Navigation: Home – EMIS – Verify/Update and Transfer – Verify - Reportable Courses

The user may run a verification process to find any courses marked or not marked "Report to EMIS", and verify or mark/unmark these courses.

▐▶ Home » EMIS » Verify/Update and Transfer

EMIS - Verify/Update and Transfer

From this screen, you can verify, update, and transfer EMI

| Request Type | Program Selection |

⦿ Verify/Update DASL EMIS

○ Transfer EMIS Data

[Next >] [Cancel]

**Request Type Tab on EMIS – Verify/Update
and Transfer Screen**

1. Select **Verify/Update DASL EMIS** in the Request type tab.

2. Click **Next>**.

Program Selection Tab on EMIS – Verify/Update DASL EMIS Screen

3. Select **Verify – Reportable Courses**.

4. Click **Next>**.

Verify Reportable Courses Screen

Include Buildings (required) – You may select all buildings, clear all buildings, and turn individual buildings "on" or "off" for this process by selecting the appropriate options.

Course Type – Select All Courses, Only Reportable Courses, or Only Non-Reportable Courses.

Verify – Run the Verify procedure.

Cancel – Do not run the procedure.

Once the user clicks Verify, a report will be generated listing any courses of the selected type.

Example Verify Reportable Courses Results

Report to EMIS – Check this box to mark this course as "Report to EMIS".

Select all courses – Check this box to mark all courses listed as "Report to EMIS".

LCH B – Click on a course code to edit that course record in a new window.

Save Report to EMIS – Click this button to save any changes you made to the classes' "Report to EMIS" status. You will see a confirmation message:

Student Special Education Events and Student Special Education Graduation Requirement (FE)

Verify – Student Special Education and Student Special Education Graduation Requirement

Navigation: Home – EMIS – Verify/Update and Transfer – Verify - Student Special Education

The user may run a verification process on student Special Education events and Student Special Education Graduation Requirements. Special Education status and records will be evaluated during the verification process for the following students:

- All students who have a student annual record in the current school year and one of the selected schools.
- All students whose live EMIS record is marked as Report to EMIS.
- All students with events that fall within the proper date range regardless of whether or not the students have a disability condition.

To run the Student Special Education verification process, click **Verify - Student Special Education** on the EMIS - Verify/Update DASL EMIS screen, and then click **Next>**.

Verify – Student Special Education Option

The Verify Special Education screen displays.

Verify Special Education Screen

Include Buildings (required) – You may select all buildings, clear all buildings and turn individual buildings on or off for this process by selecting the appropriate options.

Run Date (required) – Minimum date allowed is June 1 of the school year. Maximum date allowed is May 31 of the fiscal year. The date will default to today's date. If you are running Verify Special Education for a specific reporting period, such as Period K, populate the Run Date with the last reportable date for that period. For reporting period K, the last reportable date would be 12/1/XX (current school year).

Number of Students Per Page (required) – Enter the number of students that you wish to appear on the online interactive report.

Download File – Choose to include Verification messages, Student Special Ed Events or Student Special Ed Grad Reg in a download file.

Event Range (required if Student Special Ed Events is chosen as the Download File) – If Student Special Ed Events is chosen for the Download File, enter the date range for those Student Special Ed Events. This field does not display if Verification Messages or Student Special Ed. Grad. Req. selections are chosen as the Download File.

> *Note: The event range filters on the Event Date, not the Start Date or End Date of the Special Education Event.*

File Download Options

Select a File Type – Choose CSV (.csv), HTML (.html) or TAB (.txt). This will generate an output file with either the Verification Messages, Student Special Ed Events or Student Special Education Graduation Requirements in addition to the online interactive report.

Select A Download Method – Choose Download or Email. Download will create a dasl_data.html, dasl_data.csv or dasl_data.txt file depending on the file type you choose. You may save this file to any location available. Email will send the selected File Type as an e-mail attachment to the e-mail address specified for this StudentInformation user.

Submit – Run the procedure and display the results on the screen and optionally generate a download file if chosen.

Cancel – Do not run the procedure.

The data will display on the screen. By clicking on a student's name on the screen's error listing, the user will be taken to the Special Education screen for that student so that the error can be corrected.

Warning messages include:

- A Special Education event is required when student has handicap condition.
- Special Education Event is missing the date.
- Date Type is missing or is invalid.
- OutComeID is missing or is invalid.
- Non-Compliance ID is missing or is invalid.
- No matching special education event for a graduation exemption requirement record.
- An active special education event is required when student has a disability condition.
- Student has an event record with date type {RETR, IETR or TETR} and no disability condition.

Example Verify Special Education Results

Click Click Here to Add to add the appropriate Special Education Event for that student. You will be taken to SIS – Student – Special Education – Special Education screen for that student so the errors can be fixed.

File Outputs

If a download file is generated, the following file layouts are used:

Verification Messages (sorted by Building ascending, Last Name/First Name ascending):

- Student Last Name, Student First Name
- EMIS ID
- Student Number
- Building
- IRN
- Verification Message
- Grade Level.

Student Special Education Events (sorted by Building ascending, Last Name/First Name ascending, Event Date ascending):

- IRN Attending Building
- Building
- School Name
- First Name
- Middle Name
- Last Name
- Student Number
- EMIS ID
- Date
- Date Indicator
- Outcome ID
- Noncompliance ID
- Description
- Outcome Begin Date
- Outcome End Date
- IEP Test Type
- Secondary Planning
- Grade Level.

Student Special Education Graduation Requirements:

- IRN Attending Building
- Building
- School Name
- First Name
- Middle Name
- Last Name
- Student Number
- EMIS ID
- Fiscal Year
- Reporting Period
- District IRN
- IEP Date Type
- IEP Date
- Assessment Area
- Exemption Flag
- Grade Level.

Transfer - Student Special Education (GE)

Navigation: Home – EMIS – Verify/Update and Transfer – Transfer - Student Special Education

StudentInformation generates a Student Special Education (GE) record for students who have Special Education events regardless of whether or not the student has a disability condition based on the following conditions:

- For non-public students with events June 1 through December 1 in Period K or June 1 through May 31 in Period N.
- For newly enrolled students in the current school year and will include events dating back to September 1 of the previous school year.

The student's Report to EMIS flag must be checked on the Student Profile – General tab.

Special Education events are not transferred for non-public students who receive services only (Situation 12, 139 and 123). Use EMIS Situation 407 for non-public students receiving services only and create a valid Date Type event. These special education events will transfer.

Special Education events are included for newly enrolled students in the current school year from July 1 of the previous school year through the last date of the current reporting period.

All Special Education events for Preschool students are included in the transfer, even events from prior year(s) up to and including event dates through the last date of the current reporting period.

> ***Note:*** *For the following Event and Outcome situations, the Special Education record Transfer will copy the Event Date to both the Outcome Begin Date and the Outcome End Date in the record:*

- IEP events with Outcome IDs IENS, IEPR, and IEDP
- RIEP events with Outcome IDs IENS, IEPR, IEDP, and IEEX
- TIEP events with Outcome IDs IENS, IEPR, and IEDP
- AIEP events with Outcome IDs IENS, IEPR, and IEDP
- RISP events with Outcome IDs IENS, IEPR, and IEDP
- IISP events with Outcome IDs IENS, IEPR, and IEDP

Transfer – Student Special Ed Graduation Requirement (FE)

Navigation: Home – EMIS – Verify/Update and Transfer – Transfer - Student Special Ed Graduation Requirement

StudentInformation generates the Student Special Education Graduation Requirement record (FE) for students with a Special Education Graduation Requirement record. The FE records that are transferred depend on the reporting period for which the transfer is run as described below:

- For Period K, the most recent record per assessment area on or before December 1 is transferred.
- For Period N, the most recent record per assessment area is transferred.

Student Gifted Records

Navigation: Home – EMIS – Verify/Update and Transfer – Verify - Student Gifted Records

The Gifted transfer will create a transfer file to take the gifted records from StudentInformation to the data collector for processing and submission to the Ohio Department of Education. Gifted records will only be transferred for those students in grades KG through 12 that have an FTE greater than 0. The exception to this is students who are attending elsewhere full time at a JVS, ESC, or post secondary institution, MRDD students, autism scholarship program students, and non-public at district expense students.

> **Note:** *The Gifted Transfer allows student gifted records to be transferred for any EMIS reporting period.*

Verify – Student Gifted Records Option

Select **Verify – Student Gifted Records**. Click **Next>**.

Verify Student Gifted Screen

Include Buildings (required) – You may select all buildings, clear all buildings, and turn individual buildings "on" or "off" for this process by selecting the appropriate options.

Verify - Will display the default Gifted Rule that applies to each grade level in each building selected for verification and the number of students affected. This can be used to verify that the necessary default Gifted Rules are defined for each grade level.

Example Verify Student Gifted Results

This page intentionally left blank.

Graduate Reporting Period (G)

Navigation: Home – EMIS – Graduate Reporting Period (G)

The purpose of this reporting period is to report details about graduating students, both regular graduates (previously reported in Period N) and summer graduates (previously reported in the following year's Period K).

The reporting window for Period G is late May through mid November in the following school year. This window overlaps all of Period N and much of the following year's Period K. **Because of this, a specific Period G that can be set to live will not be implemented in StudentInformation. Users will be able to perform the maintenance, verify, update and transfer tasks for Period G independent of the Period that is currently live.** However, the correct school year must be in context to perform these tasks correctly. So for this first reporting of Period G data the 08-09 school year must be in context as this data is for Period 09G.

The following details are reported for each graduating student in Period G:

- Demographics (GI record)
- Graduate Attributes (a limited subset of fields on the FN record) - Mostly data that is only reported once upon a student graduating. This data will be entered on the Student Profile – FN-Graduate tab which is not school year or reporting period specific, as some data items may start being collected as early as the 7th grade.
- Student Graduation-CORE Summary Records (GC record) - New records providing a student's total credits by CORE Subject Area that have been accumulated over the years to qualify for graduation.
- Ohio Graduation Test (OGT) (FA record) - Reported for students who took an OGT test during summer and qualified for graduation (i.e. certain summer graduates).

There is now a new option under the EMIS Menu for Graduate Reporting Period (G).
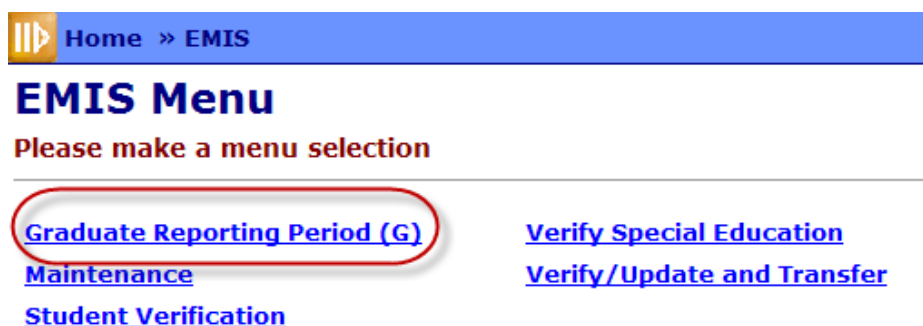
Graduate Reporting Period (G) Menu Option

The Graduate Reporting Period (G) menu contains the verify, update and transfer processes for Period G. All verification and transfers will be performed from this menu for the school year in context. Please note that this may require that you change the school year in context once you have set your live period to the new school year. For example, if your live period is Period K in FY11-12, you will need to change your school year to FY10-11 for Graduate Reporting Period (G) verification and transfers.
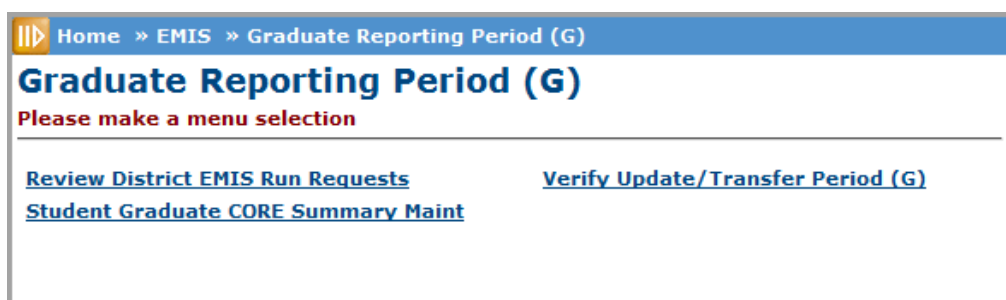
Graduate Reporting Period (G) Menu

Student Ohio Graduation Test Verify and Transfer

Navigation: Home – EMIS – Graduate Reporting Period (G) – Verify Update/Transfer Period (G) – Verify/Update DASL EMIS (G) – Verify - Student Ohio Graduation Test

Navigation: Home – EMIS – Graduate Reporting Period (G) – Verify Update/Transfer Period (G) – Transfer EMIS Data (G) – Transfer - Student Ohio Graduation Test

The summer OGT scores for summer graduates are now submitted in Period G. They are no longer submitted in Period K.

FY09 Period G OGT Verify and Transfer Changes

For students who are summer graduates (i.e. Withdraw Reason = 99 and Withdraw Date between July 1 in the following fiscal year and the day before the first day of school in the next fiscal year), any OGT records with a Test Date after June 1 need to be verified and transferred in Period G.

FY10 Period K OGT Verify and Transfer Changes

The summer OGT records for summer graduates (i.e. Withdraw Reason = 99 and Withdraw Date between July 1 in the following fiscal year and the day before the first day of school in the following fiscal year) are no longer transferred in Period K.

Period G – Student Ohio Graduation Test (OGT) Transfer Rules

Students whose OGT records are included in the transfer:

- Student must also have an enrollment in the next school year (within the district) and student must have a district withdrawal date between July 1 of the fiscal year and the day before the earliest first day of any school enrollments next year (this is found by looking at the student's next school year enrollments and looking at the first day of the master calendar).
- The student's withdrawal reason must be 99.

Records to Send:

- Only those OGT test records with a summer test date will be included for summer graduates.

Note: The OGT assessment transfer process for period G ONLY includes summer OGT test results for Summer graduates. All other OGT test results for seniors who had passed all parts as of the end of the school year were reported in period 09N. ODE requested that for period G, we only report the test records for those parts taken in the summer that resulted in a student graduating over the summer as ODE has all their prior test results already on file.

Note: The transfer file format for the OGT records has been updated to the FA Assessment Record format.

The Verify - Student Ohio Graduation Test option is located in the following path: EMIS – Graduate Reporting Period (G) – Verify Update/Transfer Period (G). On the EMIS - Verify/Update and Transfer Period (G) screen, select Verify/Update DASL EMIS (G), and then click Next.

Verify - Student Ohio Graduation Test Option

The Transfer - Student Ohio Graduation Test option is located in the following path: EMIS – Graduate Reporting Period (G) – Verify Update/Transfer Period (G). On the EMIS - Verify/Update and Transfer Period (G) screen, select Transfer EMIS Data (G), and then click Next.

Transfer - Student Ohio Graduation Test Option

Verify

Graduate/Summer OGT Verify Screen

Include Buildings (required) – You may select all buildings, clear all buildings, and turn individual buildings "on" or "off" for this process by selecting the appropriate options. You must select at least one building.

Verify – Run the verification as selected.

> *Caution: The Graduate/Summer OGT Verify process currently is not functional and does not verify Graduate/Summer OGT results.*

Cancel – Do not run the verification.

Transfer

Transfer - Student Ohio Graduation Test Option

Select all Transfers – Selects all transfer programs for Period G. To create the transfer file for student OGT scores in Period G, you must at least select Transfer - Student Ohio Graduation Test.

Transfer Type (required) – Choose one of the following options:

- **Flat file transfer** – Creates a flat file for use with the Data Collector and manually moves that file into the Data Collector.

- **Flat file transfer for Data Collector** – Creates a flat file for use with the Data Collector and stores it in a subdirectory named with the district's unique district code. Please contact your ITC or see the appropriate Reporting Period Checklist if you are not sure which Transfer Type should be collected.

Flat files created by the "Flat file transfer" and "Flat file transfer for Data Collector" option are named in the convention "[District Code]_[YearEMISReportingPeriod]_[Date Time Stamp].txt." An example flat file name is ASHC_11N_2011-02-15-11-58-57.txt.

<Back – Return to the EMIS - Verify/Update and Transfer Period (G) screen.

Submit – Process the transfer.

Cancel – Cancel this transfer.

Graduate CORE Summary Verify/Update and Transfer

Navigation: Home – EMIS – Graduate Reporting Period (G) – Verify Update/Transfer Period (G) – Verify/Update - Student Graduate CORE Summary

Navigation: Home – EMIS – Graduate Reporting Period (G) – Verify Update/Transfer Period (G) – Transfer EMIS Data (G) – Transfer - Graduate CORE Summary

Students to be included in the Verify and Update processes in Period G are those students that were enrolled at any point during the current school year and graduated; this includes both regular and summer graduates. Specifically these student's latest FS record (regardless of school year will have a District Withdraw Reason = "99" and a Withdraw Date that is between the first day of school in the current school year and the day before the first day of school in the next school year. For example, this time period might extend from around 8/28/XX (first day of school in the current school year) to somewhere around 8/26/XX (day before the first day of school in the new school year). The exact dates will vary by district and building.

The Verify screen will allow the user to:

- Choose which schools to verify.
- Choose either to verify Course records (Course Groups are not verified) or Student Records.
- Choose which School Years to verify (only an option when verifying courses).
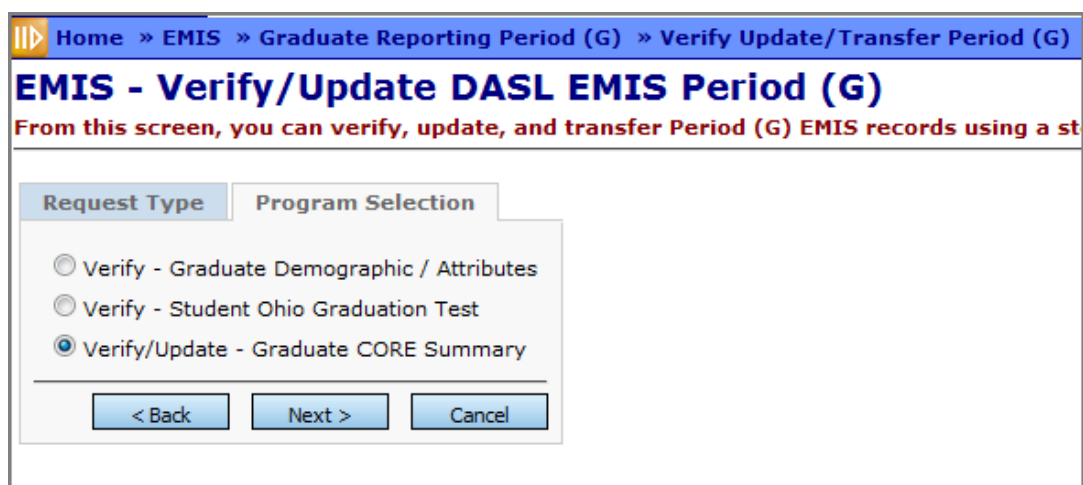
The Update process will create an EMIS CORE Summary Record for Period G for each graduating student. This is done by summing the earned credits by CORE Subject Area, for each student, from both:

- Manually Entered Courses where Is High School Credit is selected.
- Course section assignments for students where the course has Is High School Credit is selected, for all school years.

Graduate Reporting Period (G)

If a Manually Entered Course record or Course Section Assignment for a course is found that has "Is High School Credit" is checked, but no CORE Subject Area, then the course credit will not be included in the summary.
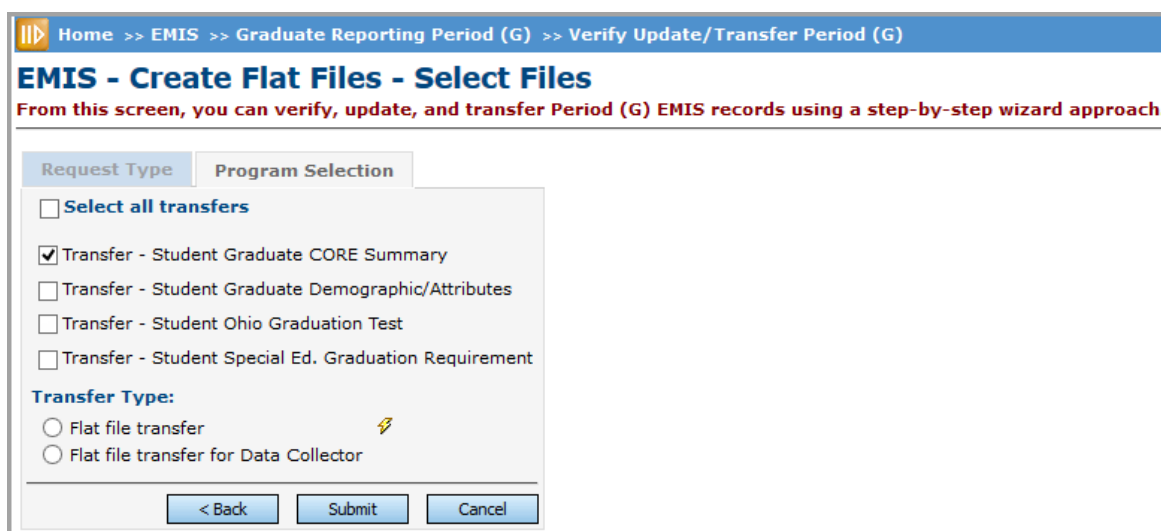
Prior to running these verification and transfers, the Bulk Update Course Core Subject Area and Bulk Update Manual Course Core Subj Area processes should have been run as needed. These two Ad-Hoc Updates will allow the user to update the CORE Subject Area on courses and manually entered course records. See the Step by Step Checklists for these processes for more information.

The Verify/Update - Graduate Core Summary option is located in the following path: EMIS – Graduate Reporting Period (G) – Verify Update/Transfer Period (G). On the EMIS - Verify/Update DASL EMIS Period (G) screen, select Verify/Update DASL EMIS (G), and then click Next.

Verify/Update Graduate CORE Summary

The Transfer - Graduate Core Summary option is located in the following path: EMIS – Graduate Reporting Period (G) – Verify Update/Transfer Period (G). On the EMIS - Verify/Update DASL EMIS Period (G) screen, select Transfer EMIS Data (G), and then click Next.

Transfer - Student Graduate CORE Summary Option

ProgressBook StudentInformation EMIS Guide

Course Verify

Course Verify Option on Graduate CORE Summary Verify/Update Screen

Include Buildings (required) – You may select all buildings, clear all buildings, and turn individual buildings "on" or "off" for this process by selecting the appropriate options. You must select at least one building. In almost all cases, only the High School Building will be included.

Run Type (required) – Choose to run in Verify mode (course or student) or in Update mode.

Number of Courses/Students Per Page (required) – Enter the number of students or courses to display per page. The default value is 10.

Verify Mode (required) – If verifying courses, select Course Verify.

School Years To Verify (optional) – The Course Verify will automatically perform the verifications for all courses within in the context school year. To verify additional school years, move the appropriate year(s) from the School Years side of the dual select box to the School Years to Verify.

Verify – Run the verification as selected.

Building IRN	Building	Course Code	Course Name	EMIS Subject Code
000067	AVHS	0110	YEARBOOK	059999
Course Messages:		- 2008-2009	GC01E - CORE Subject Area not specified	
		- 2007-2008	GC01E - CORE Subject Area not specified	
000067	AVHS	0111	ENGLISH 9	050160
Course Messages:		- 2008-2009	GC01E - CORE Subject Area not specified	
		- 2007-2008	GC01E - CORE Subject Area not specified	
000067	AVHS	0121	ENGLISH 10	050170
Course Messages:		- 2008-2009	GC01E - CORE Subject Area not specified	
		- 2007-2008	GC01E - CORE Subject Area not specified	

<< First < Previous   1 | 2 | 3 | 4 | 5 ... Next > Last >>   153 Courses With Errors

Example Course Verify Results

Click on a school year to go to the Courses screen in that School Year where you can correct the error or review the warning. The error message is preceded by an error code that signifies the record type, error number, error type, and error message. Course Groups do not require a CORE Subject Area, although the courses inside the course group may require a CORE Subject Area.

Example: GC01E above indicates:

- **GC** – Record Type
- **01** – Error Number
- **E** – Error; W = Warning
- **Error Message** – "CORE Subject Area not specified"

Cancel – Do not run the verification.

Student Verify

Student Verify Option on Graduate CORE Summary Verify/Update Screen

Include Buildings (required) – You may select all buildings, clear all buildings, and turn individual buildings "on" or "off" for this process by selecting the appropriate options. You must select at least one building.

Run Type (required) - Choose to run in Verify mode (course or student) or in Update mode.

Number of Courses/Students Per Page (required) – Enter the number of students or courses to display per page. The default value is 10.

Verify Mode (required) – If verifying students, select Student Verify.

Verify – Run the verification as selected.

Example Student Verify Results

Click on a manually entered course link to go to the Manually Entered Courses screen in that school year where you can correct the error or review the warning. The error message is preceded by an error code that signifies the record type, error number, error type, and error message.

Graduate Reporting Period (G)

Example: GC10E above indicates:

- **GC** – Record Type
- **10** – Error Number
- **E** – Error; W = Warning
- **Error Message** – "CORE Subject Area not specified"

Cancel – Do not run the verification.

Transfer

Transfer - Student Graduate Core Summary Option

Select all Transfers – Selects all transfer programs for Period G. To create the transfer file for Period G Student Graduate CORE Summary, you must at least select Transfer - Student Graduate CORE Summary.

Transfer Type (required) – Choose one of the following options:

- **Flat file transfer** – Creates a flat file for use with the Data Collector and manually moves that file into the Data Collector.
- **Flat file transfer for Data Collector** – Creates a flat file for use with the Data Collector and stores it in a subdirectory named with the district's unique district code. Please contact your ITC or see the appropriate Reporting Period Checklist if you are not sure which Transfer Type should be collected.

Flat files created by the Flat file transfer and Flat file transfer for Data Collector options are named in the convention "[District Code]_[YearEMISReportingPeriod]_[Date Time Stamp].txt." An example flat file name is ASHC_11N_2011-02-15-11-58-57.txt.

<Back – Return to the EMIS - Verify/Update and Transfer Period (G) screen.

Submit – Process the transfer.

Cancel – Cancel this transfer.

Student Graduation – Core Summary Record (GC) Layout

Number	Position	Name	PIC/Size
GC001	1-8	Filler	PIC 9 (8)
GC010	9-10	Sort Type (always "GC")	PIC X (2)
	11	Filler	PIC X
GC020	12-15	Fiscal Year, e.g., 2009 (CCYY)	PIC X (4)
GC030	16	Reporting Period: K – October G – Graduate	PIC X
GC040	17-22	District IRN	PIC X (6)
GC050	23-31	EMIS Student ID Number:	PIC X (9)
GC060	32-34	CORE Area Code BUS – Business units CTA – Career/Technical units ELE – Elective units ENG – English Language Arts units FAR – Fine Arts units FLR – Foreign Language units HEC – Family and Consumer Sciences (Non- Career-Technical) units HTH – Health Education units JTC – JROTC - Junior Reserve Office Training Corps MTA – Mathematics - Algebra II or Equivalent units MTO – Mathematics units Other than Algebra II or Equivalent PHE – Physical Education units SCA – Science - Advanced Science units SCL – Science - Life Science units SCO – Science units Other than Physical, Life, or Advanced Science SCP – Science - Physical Science units SOG – Social Studies- American Government units SOH – Social Studies- American History units SOO – Social Studies units Other than American History & Government TEC – Technology Education/Computer Science units	PIC X (3)
GC070	35-38	CORE Area Count	PIC 99V99
	39-300	Filler	PIC X (262)

Graduate Demographic/Attributes Verify/Update and Transfer

Navigation: Home – EMIS – Graduate Reporting Period (G) – Verify Update/Transfer Period (G) – Verify/Update DASL EMIS (G) – Verify - Graduate Demographic / Attributes

Navigation: Home – EMIS – Graduate Reporting Period (G) – Verify Update/Transfer Period (G) – Transfer EMIS Data (G) – Transfer - Student Graduate Demographic / Attributes

For the purpose of describing the students that must be considered by the Period G Graduate Demographic/Attributes verify and transfer processes there are two date ranges that are significant:

- **Graduation Window** – This is from the first day of school in the current school year up to the day before the first day of school in the next school year, inclusive. For example, this time period might extend from around 8/28/XX (first day of school in the current school year) through to somewhere around 8/26/XX (day before the first day of school in the new school year).The exact dates will vary by district and building.

- **Enrollment Window** – This is from the first day of school in the current school year through to the last day, inclusive.

There are then two groups of students that must be considered by the verify process (groups 1 and 2) and one by the transfer process (group 1):

1. **Students Withdrawn as Graduating** – These students were enrolled at some point during the Enrollment Window and the most recent FS record (regardless of school year) has a Withdraw Date within the Graduation Window and a Withdraw Reason = 99 (i.e. graduated). Students with How Received = 2 (in-state, non-resident, career-technical contract student) will be excluded.

2. **Students with a Diploma Date but not correctly Withdrawn as Graduating** – These students were enrolled at some point during the Enrollment Window, have a Diploma Date within the Graduation Window but the most recent FS record (regardless of school year) indicates that:

   - The student has not been withdrawn (i.e. Withdraw Reason = **).

   - The student has been withdrawn with a Withdraw Date during the Graduation Window but not with Withdraw Reason = 99.

   - The student has been withdrawn (i.e. Withdraw Reason not = **) but the Withdraw Date is not within the Graduation Window.

The Verify - Graduate Demographic/Attributes option is located in the following path: Home – EMIS – Graduate Reporting Period (G) – Verify Update/Transfer Period (G). On the EMIS - Verify/Update and Transfer Period (G) screen, select Verify/Update DASL EMIS, and then click Next.

Verify - Graduate Demographic/Attributes Option

The Transfer - Graduate Demographic/Attributes option is located in the following path: Home – EMIS – Graduate Reporting Period (G) – Verify Update/Transfer Period (G). On the EMIS - Verify/Update and Transfer Period (G) screen, click Transfer EMIS Data (G), and then click Next.

Transfer - Student Graduate Demographic/Attributes Option

Verify

Graduate Demographic/Attributes Verify Screen

Include Buildings (required) – You may select all buildings, clear all buildings, and turn individual buildings "on" or "off" for this process by selecting the appropriate options. You must select at least one building.

Number of Students Per Page (required) – Enter the number of students or courses to display per page. The default value is 50.

Verify – Run the verification as selected. Please note that the verify will run if there is no calendar master for the future year, however, a warning message will appear stating that there is no calendar master for the next school year. The verify will use the last day of the current school year to prevent summer graduates from being considered with no next year calendar master.

Warning and error messages will appear at the bottom of the screen.

Example Graduate Demographic/Attributes Verify Results

Click on a student name to go to the student's edit profile where you can correct the error or review the warning. The error message is preceded by an error code that signifies the record type, error number, error type, and error message.

Example: FNG06E above indicates:

- **FNG** – Record Type
- **06**– Error Number
- **E** – Error; W = Warning
- **Error Message** – Student has a Diploma Date, has been withdrawn as graduating but the Withdraw Date is not within the correct time frame.

Cancel – Do not run the verification.

Helpful Hint: If you are transferring Student Demographics/Attributes for period G but your transfer file is empty, the school may not have their master calendar defined in the new school year yet. The student transfer depends on the master calendar to exist in new school year to determine the day before the first day of school for summer graduates. Here is a list of all the things the transfer uses to determine which students to include in the transfer:

- GradWindowStart = previous school year calendar master start date
- GradWindowStop = new school year calendar master start date minus 1 day
- EnrollWindowStart = previous school year calendar master start date
- EnrollWindowStop = previous school year calendar master stop date

Examine each student's FS records from schools in my district where the following is true:

- Any FS effective date between EnrollWindowStart and EnrollWindowStop (student was enrolled this year)
- Most recent FS Attending Building IRN is the same as the School IRN
- Most recent FS District Withdrawal Reason is "99"
- Most recent FS District Withdrawal Date is between GradWindowStart and GradWindowStop
- Most recent FS How Received must not be "2".
- The Verify process reviews students in both groups 1 and 2 as described above and performs the specified LCE checks.

LCE Checks

Nbr./Type	Check	Warn/ Error	Message	Period
LCE	Perform LCE checks on the following fields: FN090-Graduation Date FN100-Diploma Type FN110-Fiscal Year Began 9th (on the Time Period record) FN120-OGT Graduation Alternative FN240-CORE Economics and Financial Literacy Requirement Met FN250-CORE Fine Arts Requirement Met FN260-Exempted from Physical Education Graduation Requirement	E	LCE: *Field Name* has an invalid value. (or however UNCLEMIS shows these messages)	G
FNG01E	If Diploma Date = null (Applies to group 1 only) (replaces FN03E and FN04E)	E	Diploma Date must be specified for a graduating student	G
FNG02E	If Diploma Date not null and not within the Graduation Window (Applies to group 1 only)	E	Diploma Date is not within the correct time frame	G
FNG03E	If Diploma Type = * (Applies to group 1 and 2) (replaces FN03E and FN04E)	E	Diploma Type must not = * for a graduating student.	G
FNG04E	If Diploma Date not = null and most recent FS record (regardless of school year) has Withdraw Reason = ** (Applies to group 2 only) (replaces FN13W)	E	Student has a Diploma Date but is still enrolled	G
FNG05E	If Diploma Date not = null and most recent FS record (regardless of school year) has Withdraw Reason not = 99 and Withdraw Date within the Graduation Window (Applies to group 2 only)	E	Student has a Diploma Date but has not been withdrawn as graduating (Withdraw Reason = 99)	G
FNG06E	If Diploma Date not = null and most recent FS record (regardless of school year) has Withdraw Reason = 99 but the Withdraw Date is outside the Graduation Window (Applies to group 2 only)	E	Student has a Diploma Date, has been withdrawn as graduating but the Withdraw Date is not within the correct time frame	G
FNG07E	If Diploma Date not = null and most recent FS record (regardless of school year) has Withdraw Reason not = 99 (do not include reason ** either) and the Withdraw Date is outside the Graduation Window (Applies to group 2 only)	E	Student has a Diploma Date, has been withdrawn as other than graduating and the Withdraw Date is not within the correct time frame	G

Transfer

Graduate Demographic/Attributes Transfer Options Screen

Select all Transfers – Selects all transfer programs for Period G. To create the transfer file for Period G Student Graduate Demographic/Attributes, you must at least select Transfer - Student Graduate Demographic/Attributes.

Transfer Type (required) – Choose one of the following options:

- **Flat file transfer** – Creates a flat file for use with the Data Collector and manually moves that file into the Data Collector.
- **Flat file transfer for Data Collector** – Creates a flat file for use with the Data Collector and stores it in a subdirectory named with the district's unique district code. Please contact your ITC or see the appropriate Reporting Period Checklist if you are not sure which Transfer Type should be collected.

Flat files created by the Flat file transfer and Flat file transfer for Data Collector options are named in the convention "[District Code]_[YearEMISReportingPeriod]_[Date Time Stamp].txt." An example flat file name is ASHC_11N_2011-02-15-11-58-57.txt

The Transfer process will create one Period G GI record and one Period G FN record for each student in group 1.

<Back – Return to the EMIS - Verify/Update and Transfer Period (G) screen.

Submit – Process the Transfer.

Cancel – Cancel this transfer.

Fields to be Included on the GI-Student Demographics Record in Period G

Number	Position	Name	PIC/Size
GI001	1-7	Record Number	PIC 9(7)
GI005	8	Record Status	PIC X
		A - Add/Update	
GI010	9-10	Sort Type	PIC X(2)
		Always "GI"	
GI015	11	Record Format Indicator	PIC X
		"K" to indicate Format K	
GI020	12-15	Fiscal Year, e.g., 2009 (CCYY)	PIC X(4)
GI030	16	Reporting Period (G-Graduate)	PIC X
GI040	17-22	Building IRN (use the Attending Building IRN from the most recent FS record, regardless of school year)	PIC X(6)
GI050	23-31	EMIS Student ID Number	PIC X(9)
	42-64	Filler	PIC X(23)
	68-85	Filler	PIC X(18)
GI330	86-115	First Name (Optional)	PIC X(30)
GI340	116-145	Middle Name (Optional)	PIC X(30)
GI350	146-175	Last Name (Optional)	PIC X(30)
	206-300	Filler	PIC X(95)

Fields to be Included on the FN – Student Attributes – No Date Record in Period G

Number	Position	Name	PIC/Size
	1-8	Filler	PIC 9(8)
FN010	9-10	Sort Type (always "FN")	PIC X(2)
	11	Filler	PIC X
FN020	12-15	Fiscal Year, e.g., 2009 (CCYY)	PIC X(4)
FN030	16	Reporting Period: G - Graduate N - Yearend K - October	PIC X
FN040	17-22	District IRN	PIC X(6)
FN050	23-31	EMIS Student ID Number	PIC X(9)
	32-35	FIller	PIC X(4)
FN090	36-43	Diploma Date: 00000000 - Not applicable CCYYMMDD Date	PIC 9(8)

Fields to be Included on the FN – Student Attributes – No Date Record in Period G

Number	Position	Name	PIC/Size
FN100	44	Diploma Type: * - Not Applicable 1 - Regular Diploma 2 - Diploma with Honors 3 - Diploma received in another state via Military Compact	PIC X
FN110	45-48	Fiscal year student began 9th grade (from the Period N time-period record in the current school year): 0000 - Not applicable CCYY - Fiscal year	PIC 9(4)
FN120	49	OGT Graduation Alternative: 0 - Not used 1 - Used for one test not yet passed	PIC 9
	50-78	Filler	PIC X(29)
FN230	79-87	Yearend Reported State Student ID (SSID) Element (use the SSID from the most recent FS record, regardless of school year)	PIC X(9)
FN240	88	CORE Economics and Financial Literacy Requirement Met	PIC X
FN250	89	CORE Fine Arts Requirement Met	PIC X
FN260	90	Exempted from Physical Education Graduation Requirement	PIC X
	91-97	Filler	PIC X(7)
FN300	98	CORE Graduation Requirement Exception	PIC X
FN310	99	Military Compact Graduation Alternative	PIC 9
	100-300	Filler	PIC X(200)

Review District EMIS Run Requests (G)

Navigation: Home – EMIS – Graduate Reporting Period (G) – Review District EMIS Run Requests

The Review District EMIS Run Requests (G) allows the EMIS coordinator, or ITC staff to monitor the Graduate Reporting Period EMIS processes and transfers that need to be completed for Period G. When programs are processed multiple times, it is sometimes hard to keep track whether all the proper steps have been taken or not. And when districts place the responsibility of running some of these EMIS processes at the building level, it helps to have a tool that shows the history of these processes, when they were run and who ran the process. There are times when a process maybe be run too early for the reporting cycle, or has not been processed by all buildings within the district. Review District EMIS Run Requests (G) assists the user by providing the needed history.

It is also helpful to make sure that all the necessary transfers to State EMIS were performed after an update process was run.

Review District EMIS Run Requests (G) will help with the following:

- School EMIS personnel will be able to view the programs they must run and the status of those programs for the current reporting period.
- District EMIS Coordinators will be able to monitor the programs that must be run by all schools in the district and the status of those programs for each school for the current reporting period.
- ITC staff will be able to view the programs that must be run by each district in the ITC and each school in each district and the status of those programs for each district and school for the current reporting period.
- User will be able to view just the programs that have been run or run too soon.
- User will be able to view just the programs that still must be run.
- Review District EMIS Run Requests (G) will be able to provide historical information to identify the user that executed a specific instance of a program.
- Review District EMIS Run Requests (G) will be able to provide historical information to identify the version number of each program execution.
- Review District EMIS Run Requests (G) will be able to provide historical information to identify the date/time each program execution was performed.
- Review District EMIS Run Requests (G) will be able to provide historical information to identify the mode (Verify/Update) that each execution of a specific program performed.
- Application will provide a list of all required programs that have not been run for any district or building within a ITC.

The Review District EMIS Run Requests for Reporting Period G is a menu option under EMIS – Graduate Reporting Period (G).
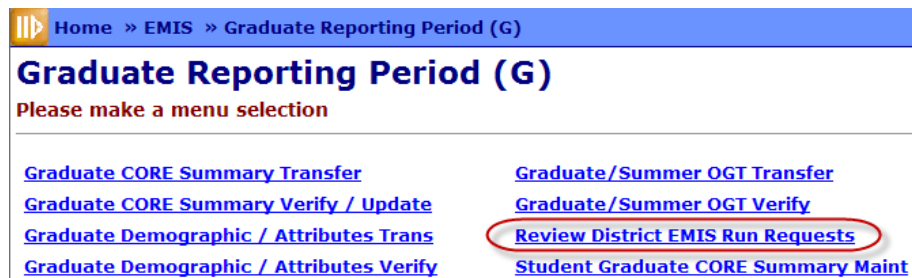
Review District EMIS Run Requests Menu Option

Review District EMIS Run Requests Screen

Reporting Period (required) – Any reporting period can be chosen to review the District EMIS Run Requests. However, the examples in this section pertain to Reporting Period G.

District (required) – You may select all buildings, clear all buildings, and turn individual buildings "on" or "off" for this process by selecting the appropriate options.

Run Options (required) – There are a number of options for how the user would like to run the Review District EMIS Run Requests (G). Choose Not Run, Already Run or History.

Include the Following Potential Problems (optional) – Choose one or more potential problems to be highlighted.

- The **Verification Not Run** option shows any process for the selected reporting period where the program has not been processed in Verify mode.

- The **Update Not Run** option shows any process for the selected reporting period where the process has not been run in Update mode.

- The **Transfer Not Run** option will indicate any transfer that has not been processed to transfer EMIS records from StudentInformation to State EMIS.

- The **Transfer Not Run After Update** will indicate any transfer where the Update process that creates the records has been run, however, those new records have not yet been transferred to State EMIS.

- The **Run Too Early** will show programs that were run, but prior to when they should be run.

Exclude Runs Prior To (optional) – Enter a date to look for processes that were run prior to a specific date.

Submit – Run the procedure and generate an online report.

Cancel – Do not run the procedure.

Graduate Reporting Period (G)

Sample Output for Not Run Option

○ **Not Run** ○ Already Run ○ History

Include the Following Potential Problems: **Required:**

☑ Verification Not Run   Assessment Transfer - Student Ohio Graduation Test

☑ Update Not Run   Assessment Verify - Student Ohio Graduation Test
                    Student Graduate CORE Summary Transfer - Student Graduate CORE Summary
☑ Transfer Not Run   Student Graduate CORE Summary Update - Graduate CORE Summary
☑ Transfer Not Run After Update   Student Graduate CORE Summary Verify - Graduate CORE Summary
                    Student Graduate Demographics / Attributes Transfer - Student Graduate Attributes
☑ Run Too Early   Student Graduate Demographics / Attributes Transfer - Student Graduate Demographic
                    Student Graduate Demographics / Attributes Verify - Graduate Demographic / Attributes

Exclude Runs Prior To: [   ] ▾

[Submit]   [Cancel]

Vill SD

Building	Module	Program	Run Date	Issue
ELEMENTARY	Assessment	Student Ohio Graduation Test		Verify/Transfer not run
ELEMENTARY	Student Graduate CORE Summary	Graduate CORE Summary		Verify/Update not run
HIGH SCHOOL	Assessment	Student Ohio Graduation Test		Verify/Transfer not run

Example Not Run Option Results

Sample Output for Already Run Option

○ Not Run ● Already Run ○ History

Exclude Runs Prior To: [   ] ▾

[Submit]   [Cancel]

Vill SD

Building	Module	Program	Verify Run Date	Verify	Update Run Date	Update	Transfer Run Date	Transfer
ELEMENTARY	Student Graduate CORE Summary	Student Graduate CORE Summary		☐		☐	08/06/2009 11:12 AM	☑
ELEMENTARY	Student Graduate Demographics / Attributes	Graduate Demographic / Attributes	10/07/2009 12:42 PM	☑		☐		☐
ELEMENTARY	Student Graduate Demographics / Attributes	Student Graduate Attributes		☐		☐	10/07/2009 11:29 AM	☑
ELEMENTARY	Student Graduate Demographics / Attributes	Student Graduate Demographic		☐		☐	10/07/2009 11:29 AM	☑
HIGH SCHOOL	Student Graduate CORE Summary	Graduate CORE Summary	08/06/2009 10:05 AM	☑	08/06/2009 10:07 AM	☑		☐
HIGH SCHOOL	Student Graduate CORE Summary	Student Graduate CORE Summary		☐		☐	08/06/2009 11:12 AM	☑
HIGH SCHOOL	Student Graduate Demographics / Attributes	Graduate Demographic / Attributes	10/07/2009 12:42 PM	☑		☐		☐
HIGH SCHOOL	Student Graduate Demographics / Attributes	Student Graduate Attributes		☐		☐	10/07/2009 11:29 AM	☑
HIGH SCHOOL	Student Graduate Demographics / Attributes	Student Graduate Demographic		☐		☐	10/07/2009 11:29 AM	☑

Example Already Run Option Results

Sample Output for History Option

Example History Option Results

Student Graduate CORE Summary Maintenance

Navigation: Home – EMIS – Graduate Reporting Period (G) – Student Graduate CORE Summary Maint

The Student Graduate CORE Summary Maintenance screen allows a user to add, change, or delete the EMIS GC-Student Graduation-CORE Summary records for summer graduates or for students who graduated with their class in the spring. The CORE Summary records are used to report the CORE Subject Areas in which a student has earned graduation credits/units. Each CORE Subject Area may only appear once for a student. The Student Graduate CORE Summary Maintenance data is populated based on the CORE values in the student's manual course history records and courses they have taken in the district.

The Student Graduate CORE Summary Maintenance screen is only for graduated students for Period G reporting. The CORE records for students in 9-12 for Period K reporting are located under EMIS – Maintenance – Student CORE Summary Record.

Student Graduate CORE Summary Maintenance Screen

This page has standard add record, edit record and delete record controls. Refer to *ProgressBook StudentInformation General Use Guide* for more information.

Add CORE Summary Record – Add a new CORE Summary Record.

Add CORE Summary Record

Add Student Graduate CORE Summary Maintenance Screen

Core Subject Area (required) – Select the Core Subject Area from the drop-down list.

Total Credits / Units Earned (required) – Enter the total credits/units earned for this CORE Subject Area. Each CORE Subject Area may only appear once for a student.

Calendar Reporting Period (C)

The purpose of Calendar Reporting Period C is to report district or building calendar information for the next school year. This information must be reported by May of the current school year. The state uses the calendar to validate building days in session and student attendance. The calendar information is combined with the building grade schedule first and last days of school to provide a complete picture of the school calendar for an individual student.
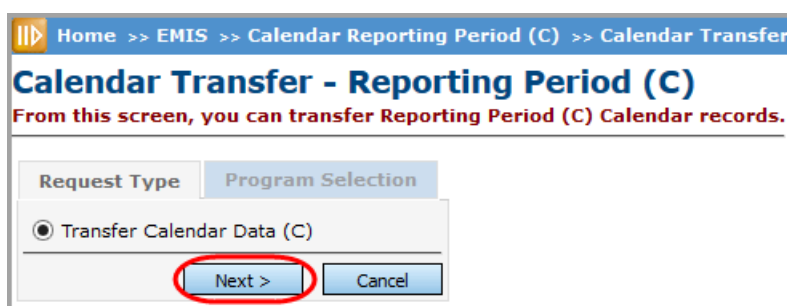
Calendar Transfer

Navigation: Home – EMIS – Calendar Reporting Period (C) – Calendar Transfer

The calendar extract in StudentInformation contains DL and DN records.

> On the **Calendar Transfer - Reporting Period (C)** screen, the option on the **Request Type** tab to "Transfer Calendar Data (C)" is automatically selected.

1. Click **Next**.

Calendar Transfer Screen – Request Type Tab

> On the **Program Selection** tab, the option to "Transfer - Building and Grade Calendar (DN/DL)" is automatically selected.

2. In the **Transfer Type** option, select how you want to transfer the extracted data:

   - **Flat file transfer** – Creates a flat file for use with the Data Collector and manually moves that file into the Data Collector.
   - **Flat file transfer for Data Collector** – Creates a flat file for use with the Data Collector and stores it in a subdirectory named with the district's unique district code.

   *Note: If you are not sure which **Transfer Type** to choose, please contact your ITC or see the appropriate reporting period checklist.*

3. Click **Submit**.

Program Selection Tab

The extract creates a file with DN and DL record data.

EMIS Maintenance

Navigation: Home – EMIS – Maintenance

The EMIS Maintenance screens will normally be populated by running the appropriate Update program. For example, running MEMBEMIS in update mode will pull information from the StudentInformation SIS Membership screens to the Student Program Record in EMIS Maintenance. Users are encouraged to update the source data and run the Update. This is the preferred method so that both the source data and the EMIS screens are updated with the same information.

> *Caution: Due to the EMIS Redesign, it is very important to no longer make manual updates to certain EMIS Maintenance records. Do NOT make corrections on the EMIS Maintenance screens, except for the following records: Mapped Local Classroom Codes, Student Non-graduate CORE Summary, Vocational Correlated Records, and District and Building Records*

Student Staff Classroom

Navigation: Home – EMIS – Maintenance – Student Staff Classroom
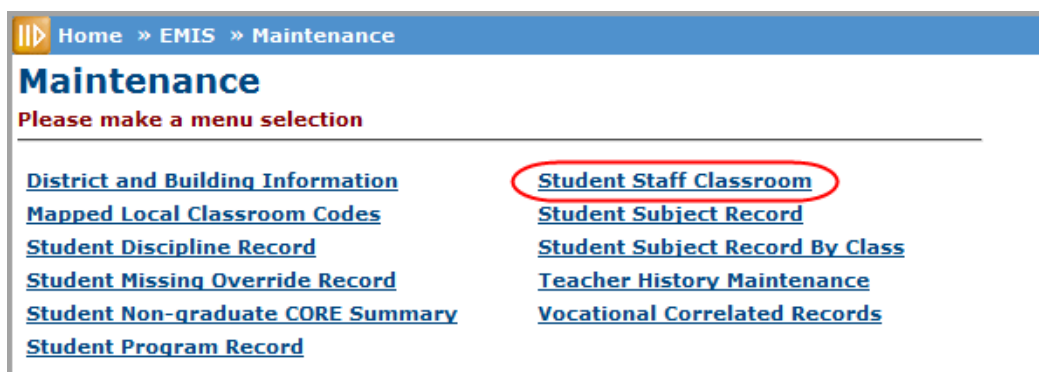
Student Staff Classroom Menu Option

> *Caution: Due to the EMIS Redesign, it is very important to no longer make manual updates to the Student Staff Classroom Records. Make all corrections to the source data (Course Sections, Course Maintenance, HQT Maintenance, and Course Terms). The EMIS – Maintenance – Student Staff Classroom Record should only be used to view these records.*

From this screen, the user may access the Student Staff Classroom records, which include the Course Master (CN) and Staff Course (CU) records. The user can choose to look up courses by teacher or local classroom code.

Teacher

Teacher – If the Teacher option is selected, the user can click on the teacher drop-down list and select a teacher. Click **Search** to display the first Staff Classroom record for that teacher. The Teacher Name, Staff Role Code, Highly Qualified Teacher Definition, Highly Qualified Teacher IRN and Staff Provider IRN [which is part of the Staff Course (CU) record] display in a grid under the main portion of the screen.

Teacher Option on Student Staff Classroom Screen

Local Classroom Code

Local Classroom Code – If the Local classroom code button is marked, the user can click on classroom code drop-down list and select a course. Click **Search** to display the selected course. The Teacher Name, Staff Role Code, Highly Qualified Teacher Definition, Highly Qualified Teacher IRN and Staff Provider IRN (which is part of the Staff Course (CU) record) displays in a grid under the main portion of the screen.

Local Classroom Code Option on Student Staff Classroom Screen

<Previous – Look back to the previous course.

Next> – Look ahead to the next course.

> *Note: The original course selected in the Local Classroom Code list does not change, but the course being accessed does (top right-hand side of the course box).*

Student Subject Record By Class

Navigation: Home – EMIS – Maintenance – Student Subject Record By Class

Student Subject Record By Class Menu Option

> *Caution: Due to the EMIS Redesign, it is very important to no longer make manual updates to the Student Subject Records by Class. Make all corrections to*

the source data (Course Section Assignments). The EMIS – Maintenance – Student Subject Records by Class should only be used to view these records.

Teacher Option on Student Subject Record By Class Screen

Teacher button – If the Teacher button is marked, the user can click on the teacher drop-down list and select a teacher.

Local Classroom Code button – If the Local Classroom Code button is marked, the user can click on classroom code drop-down list and select a course.

Click **Search** to display the selected Teacher or Course.

Search Results on Student Subject Record By Class Screen

Note: As of FY11 and beyond, the CBIP and Concentrator columns were removed from the display.

Click the first 🔍 icon to view that particular student's EMIS Student Subject Records.

For example, by clicking on the left-hand magnifying glass on the first line above, the student's EMIS Student Subject records appear as shown in the following figure.

Student Subject Record Screen

Please see section 3E. Student Subject Records for additional information on using this screen.

Search Results on Student Subject Record Screen

Click the second 🔍 icon to view that particular student's course section assignments.

Student Course Section Assignment Details Screen

Please see the *ProgressBook StudentInformation Scheduling Guide* for additional information on using the Course Section Assignment screen.

Student Program Record

Navigation: Home – EMIS – Maintenance – Student Program Record

Student Program Record Menu Option

> ***Caution:*** *Due to the EMIS Redesign, it is very important to no longer make manual updates to the Student Program Records. Make all corrections to the*

source data (Student Memberships). The EMIS – Maintenance – Student Program Record should only be used to view these records.

After selecting the Student Program Record, the user will be presented with a student search screen and will need to select a student (if a student has not already been selected). The Student Program Record will show which reporting period the user is pointing to and this may be changed in the Reporting Period field.

The screen will display any program codes that a student currently has.

Student Program Record Screen

Reporting Period: – Change EMIS reporting period in context.

Student Discipline Record

Navigation: Home – EMIS – Maintenance – Student Discipline Record

Student Discipline Record Menu Option

Caution: Due to the EMIS Redesign, it is very important to no longer make manual updates to the Student Discipline Records. Make all corrections to the source data (SIS – Student - Discipline). The EMIS – Maintenance – Student Discipline Record should only be used to view these records.

After selecting the Student Discipline Record, the user will be presented with a student search screen and will need to select a student. The Student Discipline Record will show which reporting period the user is pointing to and this may be changed by clicking in the Reporting Period field.

The screen will display any Discipline records that a student currently has.

	Date ^	Building IRN	Discipline Type	Discipline Reason(s)	Discipline Days	Modified	Alt Program	Incident Building IRN
✗ ✎	Jun 24, 2009	000059	2	03	0	*	*	

Student Discipline Record Screen

Reporting Period: N – Discipline is only reported in Reporting Period N.

Student Subject Record

Navigation: Home – EMIS – Maintenance – Student Subject Record

Student Subject Record Menu Option

> *Caution: Due to the EMIS Redesign, it is very important to no longer make manual updates to the Student Subject Records. Make all corrections to the source data (Course Section Assignments). The EMIS – Maintenance – Student Subject Record should only be used to view these records.*

After selecting the Student Subject Record, the user will be presented with a student search screen and will need to select a student. The Student Subject Record will show which reporting period the user is pointing to and this may be changed by clicking in the Reporting Period field.

The screen will display any subject records that a student currently has.

> *Note: As of FY11 and beyond, the CTAE Concentrator column was removed from the display.*

Student Subject Record Screen

Reporting Period: – Change EMIS reporting period in context.

Vocational Correlated Records

Navigation: Home – EMIS – Maintenance – Vocational Correlated Records

Vocational Correlated Records Menu Option

From this screen, the user may access the Vocational Correlated Records. Vocational Correlated records are used by the CTE department of ODE to show the courses which tie together to create a vocational Program. These records are required for some vocational courses. All records will need to be added manually and are no longer reporting period specific. Once a record is added, it is used for Period N also. The values for each of the three fields use the local classroom codes created by the CTRMEMIS/CLISEMIS process. Once CTRMEMIS/CLISEMIS has been processed in Update mode, the correlated records drop-down lists will be populated from the Listing of local classroom codes in EMIS Maintenance – Student Staff Classroom records.

Vocational Correlated Records Screen

This page has standard add record, edit record and delete record controls. Refer to *ProgressBook StudentInformation General Use Guide* for more information.

Add Vocational Correlated Record – Add a new Vocational Correlated Record.
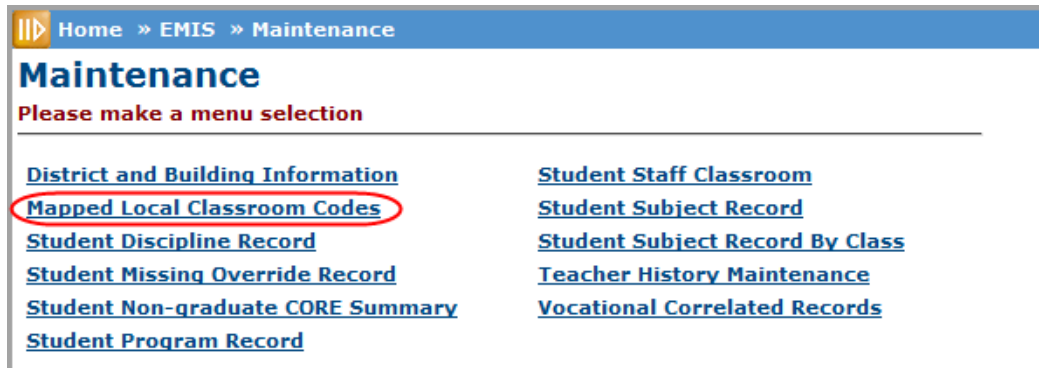
Add/Edit Vocational Correlated Record

Add/Edit Vocational Correlated Records Screen

> *Note: Only courses with the allowable Curriculum value, according to the EMIS manual, will be available in the drop-down lists.*

Mapped Local Classroom Codes

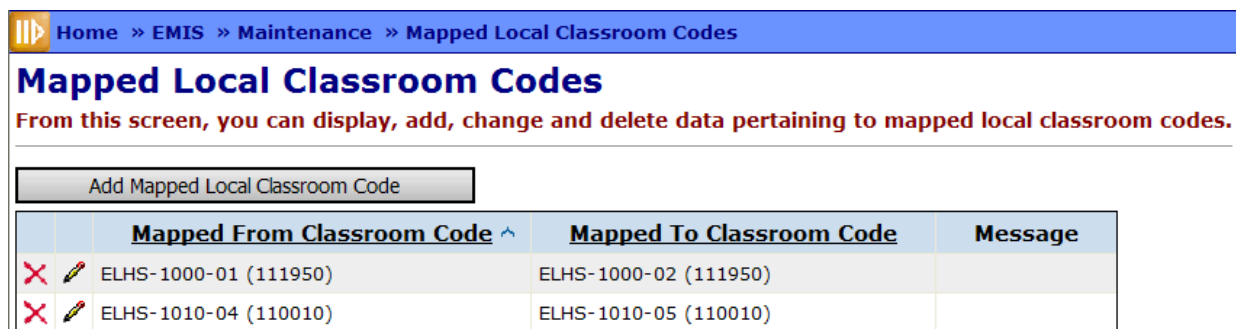**Navigation: Home – EMIS – Maintenance –Mapped Local Classroom Codes**

Mapped Local Classroom Codes Menu Option

The Mapped Local Classroom Codes record allows a district to map (combine) the students from a specific class into another class. Mapping means combining (merging) students from two or more classes in EMIS to look like a single class.

> *Note: CTRMEMIS is not using the mapping records when creating staff classroom and student subject records. CTRMEMIS must first be processed in update mode before creating mapping records.*

When the user first navigates to the screen, a check that CTRMEMIS has been run is performed to ensure that Student Staff Classroom records exist for the district in context. If the records do not exist, an error message (Student Staff Classroom records do not exist for the current reporting period. CTRMEMIS must be run for the current reporting period before Mapped Local Classroom Code Records can be maintained.) displays.

Mapped Local Classroom Codes Screen

This page has standard add record, edit record and delete record controls. Refer to *ProgressBook StudentInformation General Use Guide* for more information.

Add Mapped Local Classroom Code – Add a new Mapped Local Classroom Code Record. Please note that as of DASL v10.3, Mapped Local Classroom Codes will no longer require that mapped courses be in the same building. However, it will require them to have the same Building IRN.

Add Mapped Local Classroom Code SCreen

Mapped From Classroom Code (required) – Select the classroom code from which students will be mapped.

Mapped To Classroom Code (required) – Select the classroom code to which students will be mapped.

The students that are reported in the Mapped from Local Classroom Code field will be mapped (moved to the "Mapped To Local Classroom Code" and for EMIS reporting will no longer exist in the Mapped From Local Classroom Code field.

In order to map classes together, both classes must have the same values in the following elements:

- Subject Code
- Curriculum Element
- Employee ID
- Delivery Method
- Educational Option
- Student Population

Only classes with a Semester Code of "1", "2" or "3" will be eligible to be included in the mapping process.

Types of Mapping

There are two types of mapping which can be accomplished using the "mapping process."

- Mapping two classes from the same semester
- Mapping first and second semester classes together

The mapping process will automatically determine which type of mapping is used based on the semester code of both classes.

Mapping Two Classes from the Same Semester

This type of mapping is used to combine two classes from the same semester which should be reported as one class. For example, juniors and seniors were scheduled separately for a class which is truly one class (taught by the same teacher during the same period), the classes should be reported as a single class. If a student is enrolled in both classes then the student is only included once in the combined class.

Mapping First and Second Semester Classes Together

This form of mapping may be used when a school district schedules a year long class in two parts (a first and a second semester class). For Vocational Education, some of these classes are required to be reported as a single all year class. A first and a second semester class may be mapped together for reporting to ODE. When this occurs, the mapping process will automatically combine the classes and convert the class into an "All Year" class. The length of scheduled instruction from both classes will be added together and used for the "All Year" class. Students which are enrolled in both the first and second semester classes will only be included once in the combined class.

Combinations

It is possible to do combinations of the above mappings with a set of classes. For instance, it may be necessary to combine two first semester classes into one class, also combine two second semester classes into one class, and then map the combined classes into a single all year class. In this type of situation the district should map all first semester classes into one class and all second semester classes into one class then map the one first semester class into the one second semester class. A class can only appear once as a "From" class. However, a class can appear multiple times in the "To" field, and a class that has been mapped into can also be mapped to another class.

Student Non-graduate CORE Summary

Navigation: Home – EMIS – Maintenance –Student Non-graduate CORE Summary
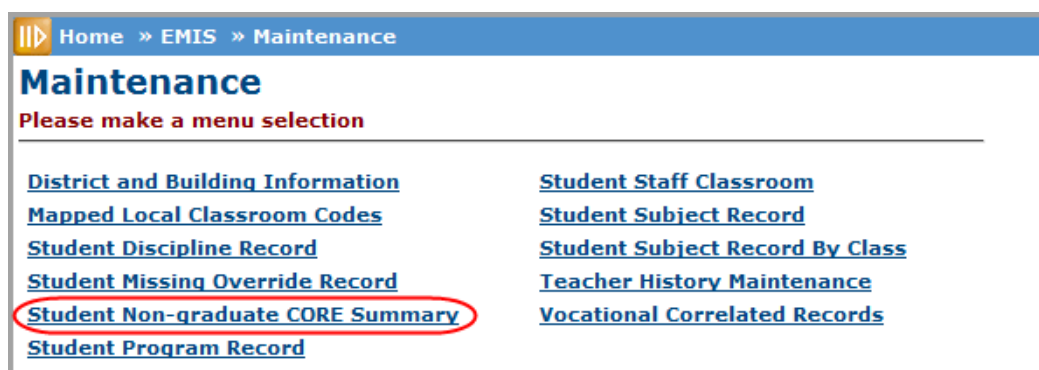
Student Non-Graduate CORE Summary Menu Option

The Student Non-graduate CORE Summary screen allows a user to add, change, or delete the EMIS GC-Student Graduation-CORE Summary records for students in grades 9 and above, reportable in Period K. The CORE Summary records are used to report the CORE Subject Areas in which a student has earned graduation credits/units. Each CORE Subject Area may only appear once for a student. The Student Non-graduate CORE Summary data is populated based on the CORE values in the student's manual course history records and courses they have taken in the district.

The Student Non-graduate CORE Summary screen is only for students in grades 9 - 12 for Period K reporting. The CORE records for summer graduates and students who graduated with their class in the spring are located under EMIS – Graduate Reporting (G) – Student Graduate CORE Summary Maint.

Student Non-graduate CORE Summary

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

		CORE Area Code ^	CORE Area	CORE Count
X	✎	ENG	English Language Arts Units	2.00
X	✎	FAR	Fine Arts Units	2.00
X	✎	FLR	Foreign Language Units	2.00
X	✎	MTA	Mathematics - Algebra II or Equivalent Units	1.00
X	✎	MTO	Mathematics Units Other than Algebra II or Equivalent	2.00
X	✎	PHE	Physical Education Units	0.75
X	✎	SCA	Science - Advanced Science units	2.00
X	✎	SCO	Science units Other than Physical, Life, or Advanced Science	1.00
X	✎	SOH	Social Studies - American History units	2.00
			Total:	**14.75**

Student Non-Graduate CORE Summary Screen

This page has standard add record, edit record and delete record controls. Refer *ProgressBook StudentInformation General Use Guide* for more information.

Add CORE Summary Record – Add a new CORE Summary Record.

Add CORE Summary Record

Student Non-graduate CORE Summary

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

CORE Subject Area:

Total Credits/Units Earned:

Add Student Non-Graduate CORE Summary Screen

Core Subject Area (required) – Select the Core Subject Area from the drop-down list.

Total Credits / Units Earned (required) – Enter the total credits/units earned for this CORE Subject Area. Each CORE Subject Area may only appear once for a student.

District and Building Information

Navigation: Home – EMIS – Maintenance – District and Building Information
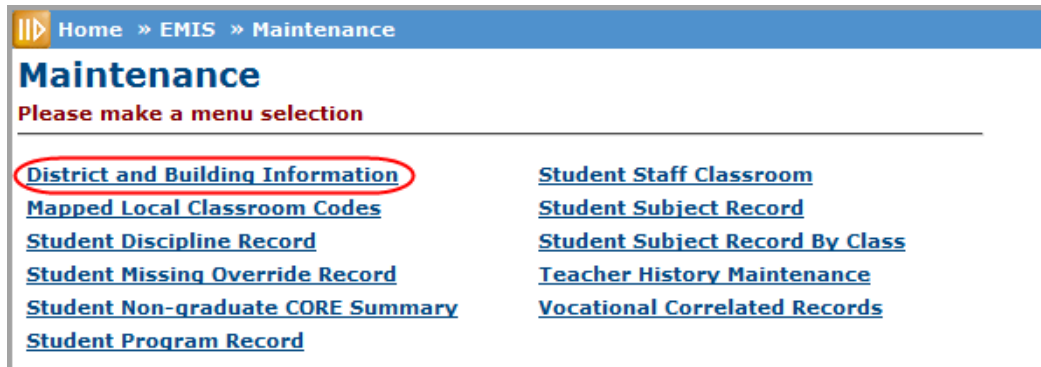
District and Building Information Menu Option

The District and Building Information menu is used to enter the following District and Building EMIS records:

- **Grade Schedule (DL)** – Periods K, N
- **District Testing – Yearend (DT)** – Period N
- **Organization General Information (DN)** – Periods K, N

See sections 5.1, 5.2, 5.3, and 5.4 in the *EMIS Manual* for the specific requirements and elements for each of these records.

District and Building Information Screen

Grade Schedule (DL)

Building Grade Schedule (DL) Tab on District and Building Information Screen

The **Building Grade Schedule – (DL)** tab correlates to the Grade Schedule Record (DL). Users can add, edit and delete district and grade level records. Users can add records for any building in the school district. Information saved in reporting period K is not available in reporting period N. Information saved in reporting period N is not available in reporting period K. All necessary grade levels and information associated with each must be added. See sections 5.1 and 5.2 in the *EMIS Manual* for the specific requirements and elements for this record.

Click **Add New** to add a (DL) record.

Copy Grade Schedule (DL) Records to Period N

If "N" is selected in the Reporting Period field on the District and Building Information screen, the Copy records from reporting period K button displays which enables you to copy Building Grade Schedule (DL) records from period K to period N.

Copy records from reporting period K Button on District and Building Information Screen

To copy DL records to period N:

1. Click **Copy records from reporting period K**.

   At the top of the screen, the following message displays: "Are you sure you want to copy records from reporting period K?"

Confirmation Message on District and Building Information Screen

2. Click **Ok**.

   When the following message displays, the DL records from Period K have been successfully copied to Period N: "Records have been copied from reporting period K successfully."

District Testing – Yearend – (DT)

District Testing - Year End (DT) Tab on District and Building Information Screen

The **District Testing - Year End – (DT)** tab correlates to the District Testing – Yearend Record (DT). Users can add, edit and delete district testing records; however the District Testing – Year End (DT) tab is available only in reporting period N. See sections 5.1 and 5.4 in the *EMIS Manual* for the specific requirements and elements for each of these records.

Click **Add Information** above the District Testing - Year End (DT) grid to add a (DT) record.

District Organization Information (DN) – Period K

District Organization Info (DN) Tab on District and Building Information Screen for Period K

District Organization Information (DN) – Period N

District Organization Info (DN) Tab on District and Building Information Screen for Period N

The **District Organization Info – (DN)** tab correlates to the Organization General Information Record (DN). Different fields display on the District Organization Info (DN) tab depending on the reporting period. Information saved in reporting period K is not available in reporting period N and information saved in reporting period N is not available in reporting period K. See sections 5.1 and 5.2 in the *EMIS Manual* for the specific requirements and elements for each of these records.

Building Organization Information (DN) – Period K

Building Organization Info (DN) Tab on District and Building Information Screen for Period K

Building Organization Information (DN) – Period N

Building Organization Info (DN) Tab on District and Building Information Screen for Period N

The **Building Organization Info – (DN)** tab correlates to the Organization General Information Record (DN). Different fields display on the Building Organization Info (DN) tab depending on the reporting period. See sections 5.1 and 5.3 in the *EMIS Manual* for the specific requirements and elements for this record.

Teacher History Maintenance

Navigation: Home – EMIS – Maintenance – Teacher History Maintenance

The Teacher History Maintenance screen enables you to mass update the teacher history records for course sections using the described functions on the following three tabs:

- **Start and Stop Dates** – Changes the start or stop date of the teacher history records for the selected building(s).

- **Wipe And New** – Deletes the existing teacher history records and creates new teacher history records for the course sections in the selected building(s). You can only run the Wipe And New process for buildings in which the schedule has been finalized.

- **Add Missing** – Adds teacher history records for any course sections that do not have a teacher history record for the selected building(s). You can only run the Add Missing process for buildings in which the schedule has been finalized.

If a district is in context, all three tabs list the buildings in the district, and you can select the building(s) for which you want to run the process. To select all of the buildings, select the check box in the heading column of the grid.

Teacher History Maintenance Screen

If a building is in context, all three tabs list only the building in context, and the building is automatically selected, as shown in the following figure.

Start and Stop Dates Tab on the Teacher History Maintenance Screen

Note: Once you have completed the Start and Stop Dates, Wipe And New and/or Add Missing processes, you must run the Verify/Update - Course and Class List feature to update the EMIS CU records. See "Course & Class List (CLISEMIS/CTRMEMIS)" .

Modify Teacher History Start and Stop Dates

The Start and Stop Dates tab enables you to mass update the Start Date and/or Stop Date fields on the Teacher History tab of any course sections matching the value entered in the Start Date to Change field and/or Stop Date to Change fields.

1. On the Start and Stop Dates tab on the Teacher History Maintenance screen, select the school(s) for which you want to change the teacher history records.

   Note: If a building is in context, the building is already selected.

2. Enter the date you want to modify for all of the teacher course history records in the Start Date to Change and/or Stop Date to Change fields.

3. Enter the date to which you want to change all of the teacher history records in the New Start Date and/or New Stop Date fields.

   Note: Only complete the field for which you entered a date in the corresponding ...to Change field. For example, if you only entered a date in the Start Date to Change field, then you only need to enter a date in the New Start Date field. You do not have to modify both the Start Date and Stop Date fields when you run this process.

4. Click **Submit**.

StudentInformation changes all of the teacher course history records for the date you entered in the Start Date to Change and/or Stop Date to Change field to the date you entered in the New Start Date and/or New Stop Date field. Once the process is complete, a message at the top of the page that indicates the number of teacher history records that were updated or, if none, the message indicates that no teacher history records were updated.

Recreate Teacher History Records

The Wipe and New process deletes all of the existing teacher history records and creates new teacher history records for the selected building(s). Any course section with missing meeting times is not updated through this process. Once the meeting times information has been added to a course section, you can then run the Add Missing process to create teacher history records for course sections without a teacher history record.

You can only run the Wipe and New process for buildings in which the schedule has been finalized. The Finalized Schedule column indicates whether or not the schedule has been finalized for the building:

- A green check indicates that the schedule has been finalized.
- A red exclamation point indicates that the schedule has not been finalized.

Wipe And New Tab on Teacher History Maintenance Screen

1. On the Wipe And New tab on the Teacher History Maintenance screen, select the school(s) for which you want to recreate the teacher history records.

   Note: *If a building is in context, the building is already selected.*

2. Click **Wipe And New**.

   When the Wipe And New process is completed, StudentInformation displays a message at the top of the page that indicates the number of teacher history records that were created.

Add Missing Records

The Add Missing process adds teacher history records for any course sections that do not have a teacher history record for the selected building(s). The Add Missing process will not create teacher history records for course sections with missing meeting times.

You can only run the Add Missing process for buildings in which the schedule has been finalized. The Finalized Schedule column indicates whether or not the schedule has been finalized for the building:

- A green check indicates that the schedule has been finalized.
- A red exclamation point indicates that the schedule has not been finalized.

Add Missing Tab on Teacher History Maintenance Screen

1. On the Add Missing tab on the Teacher History Maintenance screen, select the school(s) for which you want to create new teacher history records.

   Note: If a building is in context, the building is already selected.

2. Click **Add Missing**.

   When the Add Missing process is completed, StudentInformation displays a message at the top of the page that indicates the number of teacher history records that were created, or if none, the message indicates that no teacher history records were created.

Student Missing Override Record

Navigation: Home – EMIS – Maintenance – Student Missing Override Record

The **Student Missing Override Record** screen enables you to enter the information for students who were withdrawn in a prior year but were not reported as withdrawn in period N. You can then run the Transfer - Student Override Record (FC) process to create the FC transfer file for EMIS reporting. For more information, see *"Transfer - Student Missing Override Record (FC)."*

The **Student Missing Override Record** screen only displays the missing override records entered in the school year in context.

> *Note: This screen does not validate against records in StudentInformation; you can enter records for students who are not enrolled in the current school year.*

Student Missing Override Record Screen

Add a Student Missing Override Record

1. On the **Student Missing Override Record** screen, click **Add Student Missing Override Record**.

   The **Add/Edit Student Missing Override Record** screen displays.

Add/Edit Student Missing Override Record Screen

2. In the **Report in Reporting Period** drop-down list, select the EMIS reporting period in which you want to report the student, if applicable.

   Note: The Report in Reporting Period drop-down list defaults to the reporting period currently set as live for the district.

3. In the **SSID** field, enter the student's State Student ID.

4. In the **Student Last Name** field, enter the student's last name.

5. In the **Student First Name** field, enter the student's first name.

6. In the **Withdrawal Date** field, enter the date the student was withdrawn from the district.

7. In the **Withdrawal Reason** drop-down list, select the reason the student was withdrawn from the district.

8. In the **Comment** field, enter a comment about the withdrawal, if desired.

9. Click **Save** to save the record and return to the Student Missing Override Record screen, or click **Save and New** to save the record and create another missing override record for a student.

   The following message displays: "The student missing override was successfully saved."

Edit a Student Missing Override Record

1. On the **Student Missing Override Record** screen, click the edit icon in the row of the record you want to modify.

   The **Add/Edit Student Missing Override Record** screen displays.

2. You can perform any of the following tasks:

   • Modify the EMIS reporting period in which you want to report the student in the **Report in Reporting Period** drop-down list.

   • Modify the State Student ID in the **SSID** field.

   • Modify the student's last name in the **Student Last Name** field.

   • Modify the student's first name in the **Student First Name** field.

   • Modify the date the student was withdrawn from the district in the **Withdrawal Date** field.

   • Modify the reason the student was withdrawn from the district in the **Withdrawal Reason** drop-down list.

   • Modify the comment in the **Comment** field.

3. Click **Save** to save the record and return to the Student Missing Override Record screen, or click **Save and New** to save the record and create another missing override record for a student.

   The following message displays: "The student missing override was successfully saved."

Delete a Student Missing Override Record

1. On the **Student Missing Override Record** screen, click the delete icon in the row of the record you want to delete.

    The deletion confirmation message displays.

Deletion Confirmation Message

2. Click **Ok**.

    The following message displays: "The selected student missing override was deleted successfully."

Transfer - Student Missing Override Record (FC)

The Student Missing Override Record (FC) transfer creates the transfer file for the records entered on the **Student Missing Override Record** screen for the district in the school year in context.

Transfer - Student Missing Override Record (FC) Option

StudentInformation generates the Student Missing Override Record (FC) transfer file in the format shown in the following figure.

Student Missing Override Record (FC) Transfer File Layout

Student Special Education

Navigation: Home – SIS – Student – Special Education – Special Education

The Special Education screen is used to track Special Education Event, Graduation Requirement and Service records for students. The records are then reported to the state for EMIS reporting purposes.

Events Tab

Special Education Screen

This screen has standard add record, edit record and delete record controls. Refer to *ProgressBook StudentInformation General Use Guide* for more information.

Records on this screen are not deleted, but are inactivated instead. Refer to *ProgressBook StudentInformation General Use Guide* for more information.

Last Modified – Date and time a user last added a new record or deleted or modified an existing record.

by User – User who last added a new record or deleted or modified an existing record.

Sorting – You may sort by any column (Event Date, Date Type, Start Date, End Date, IEP Test Type, Secondary Planning, Outcome ID Non-Compliance ID and Active) in ascending or descending order by clicking on the column header.

From Date (optional) – Enter a start date from which to filter Special Education Events.

To (optional) – Enter an end date to filter Special Education Events.

Go – Refresh the data grid, showing only Special Education Events within the specified date range.

– Active Special Education Event entry.

– Inactive Special Education Event entry.

Show Current Year Only – If checked, only Special Education Event entries from the current year will be displayed.

Show Active Events Only – If checked, will show only active Special Education Events; if not checked, will show both active and inactive Special Education Events.

Add Event – Add a new Special Education Event entry.

Add Special Education Event

Events Tab on Special Education Screen

Event Date (required) – Enter the date the Special Education event occurred in MM/DD/YYY format**.**

Date Type (required) – From the drop-down list, select the Date Type element for this Special Education event.

Outcome Id (required) – From the drop-down list, select the outcome of this Special Education event.

Outcome Begin Date (optional) – Enter the date on which the outcome of the event became effective in MM/DD/YYYY format.

Outcome End Date (optional) – Enter the last date on which the outcome of the event will be effective in MM/DD/YYYY format.

IEP Test Type (optional) – From the drop-down list, select the format of the test the student is required to take for all tests.

Secondary Planning (optional) – From the drop-down list, select the result of transition planning on the IEP for students age 14 and above.

Non-Compliance ID (required) – From the drop-down list, select the code identifier for the reason an event has not met federally mandated time lines.

Event (optional) – Enter the details of the Special Education event for this student.

Please see the ODE EMIS Manual, Chapter 2 for specifics on the Student Special Education record.

Grad Requirement Tab

Grad Requirement Tab on Special Education Screen

This screen has standard add record, edit record and delete record controls. Refer to *ProgressBook StudentInformation General Use Guide* for more information.

Records on this screen are not deleted but are inactivated instead. Refer to *ProgressBook StudentInformation General Use Guide* for more information.

Last Modified – Date and time a user last added a new record or deleted or modified an existing record.

by User – User who last added a new record or deleted or modified an existing record.

Sorting – You may sort by any column (IEP Date, Date Type, Assessment Area, Exemption Flag, Event Match and Active) in ascending or descending order by clicking on the column header.

– Active Graduation Requirement entry

– Inactive Graduation Requirement entry

Show Active Requirements Only – If checked, will show only active Graduation Requirements; if not checked, will show both active and inactive Graduation Requirements.

Add Requirement – Add a new Graduation Requirement entry.

Add Student Special Ed Graduation Requirement Record

Grad Requirement Tab on Special Education Screen

IEP Date (required) – Enter the date the IEP was created in MM/DD/YYYY format.

Date Type (required) – From the drop-down list, select the Date Type element for this IEP.

Assessment Area (required) – From the drop-down list, select the assessment area of this IEP.

Exemption Flag (required) – Select if this student does or does not need to pass this IEP in order to graduate.

Services Tab

Services Tab on the Special Education Screen

The Services tab on the Special Education screen enables you to assign Special Education services (215xxx codes) to the student. This screen has standard add record, edit record and delete record controls. Refer to *ProgressBook StudentInformation General Use Guide* for more information.

> *Note: The Services tab only displays on the Special Education screen if FY13 and later is in context. In prior years, you must enter the Special Education services on the Edit Student Memberships screen.*

Add Special Education Services

1. On the Services tab on the Special Education screen, click **Add Service**.

   The Add/Edit Services screen displays on the **Services** tab.

Add/Edit Services Screen on the Services Tab

2. In the **Service** drop-down list, select the service you want to assign to the student.

3. In the **Start Date** field, enter the start date for the service. This field is required.

4. In the **Stop Date** field, enter the end date for the service.

5. In the **Staff Member** drop-down list, select the staff member associated to the service.

6. In the **Program Provider IRN** field, enter the IRN of the school or district where the student will receive the service. The value in this field is required and defaults to ******.

   Note: Click 🔍 *to open the Ohio Department of Education's Organization Search page where you can look up an IRN.*

7. Click **Save**.

The new service displays in the grid on the **Services** tab.

New Service on the Services Tab

Setting Special Education Service Defaults

The **Services Defaults** screen enables you to set up the default staff member and program provider IRN to display when a user selects a 215xxx service on the **Services** tab on the **Special Education** screen.

> *Note: You can only access this screen when a building is in context.*

The **Service Defaults** screen is located in the following path: Home > Management > School Administration > Service Defaults.

An example of how the service defaults enter the default value on the Services tab.

1. On the **Service Defaults** screen, click the **edit icon** in the row of the service for which you want to set the default staff member and program provider IRN.

    The row you selected becomes active, which is indicated by the yellow highlighting.

    *Note: When you edit a service default, the record is automatically set as active, as indicated by the check box in the **Active** column.*

Active Row on the Services Defaults Screen

2. In the **Default Staff Member** column for the selected service, select the default staff member, if applicable.

3. In the **Default Program Provider IRN** column, enter the default program provider's IRN.

   Note: A value is required in this field.

4. Click the green check icon to save the defaults for the service.

   The following message displays: "The Service Default record was saved successfully."

Active Service Default on the Service Defaults Screen

Set a Service Default to Inactive

If you no longer want to apply default values to a particular special education service, you can set it as inactive.

1. On the **Service Defaults** screen, click the **edit icon** in the row of the service you want to set as inactive.

   The row you selected becomes active, which is indicated by the yellow highlighting.

2. Deselect the check box in the **Active** column.

Active Check Box on the Service Defaults Screen

3. Click the green check icon to save the defaults for the service.

    The following message displays: "The Service Default record was saved successfully."

    The service default record is now inactive. The **Staff Member** and **Program Provider IRN** fields on the **Services** tab on the **Special Education** screen no longer default to the specified values when a user selects the modified service.

Deactivated Service Default on the Service Defaults Screen

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Power Withdraw

Navigation: Management – Power Withdraw

Power Withdraw allows the user to perform a mass withdrawal of students from the district. A typical use will be withdrawing all graduated seniors. The Power Withdraw will update the selected students' District Withdraw Code and District Withdraw Date on the student's open FS-Standing record which is viewable via the Student Profile – FS Standing tab.

Power Withdraw Screen

School (required) – Choose the school you wish to withdraw students from.

Withdraw Reason (required) – Choose the appropriate withdraw reason.

Withdraw Date (required) – Enter the withdraw date in MM/DD/YYYY format.

Withdrawn to IRN – If a value of 41, 42 or 45 is selected in the Withdraw Reason list, enter the valid IRN of the school to which the students have withdrawn in the Withdrawn to IRN field. If any other value has been selected in the Withdraw Reason list, the default value of ****** displays in the Withdrawn to IRN field and cannot be edited. If the school or district in context is an educational service center (ESC) or joint vocational school district (JVSD), the default value of ****** displays in the Withdrawn to IRN field and cannot be edited.

Search Mode (required) – Choose to search by one or more criteria or by entering student IDs.

Search Mode – Search Criteria

Search Criteria Search Mode Fields

Grade Level (optional) – Choose the Grade Level to filter from the drop-down list.

Grade Next Year (optional) – Choose the student's next years grade level to filter from the drop-down list.

Home School IRN (optional) – Choose the IRN of the student's home school to filter from the drop-down list.

Homeroom (optional) – Choose the Homeroom to filter from the drop-down list.

Homeroom Date (optional) – Enter the Homeroom Date by which the homeroom will be determined.

Teacher (optional) – Choose the Teacher to filter from the drop-down list.

Course Section (optional) – Enter the Course Section to filter. Or use the ellipse button to search for the course section.

Ad-Hoc Memberships (optional) – Choose the Ad-Hoc memberships to filter from the drop-down list.

Membership Group (optional) – Choose the Membership Group to filter from the drop-down list.

Membership (optional) – Choose the Membership to filter from the drop-down list based on the chosen Membership Group.

EMIS Situation (optional) – From the drop-down list, choose a EMIS Situation to use as a filter.

How Received (optional) – From the drop-down list, choose a How Received code to use as a filter.

Students Selected by Default – If this box is checked, any students selected and displayed will have their selection box checked. If this box is unchecked, any students selected and displayed will have their selection box unchecked.

Search – Search for students with the selected criteria.

Example Search Criteria Results

☑ – Student Selection. If checked, this student is chosen for withdrawal. If unchecked, this student will not be withdrawn.

> *Caution: This is really powerful, so be sure you have made selections so that ONLY those students who should be Power Withdrawn will be selected! If you have not made the right selections, you could end up Power Withdrawing all students!*

Withdraw – Process the Power Withdraw. You will receive the message below.

District Withdraw Code – All students selected will have the District Withdraw Reason on the open FS-Standing record (Student Profile – FS-Standing tab) set to the Withdraw Code selected in the Power Withdraw screen.

District Withdraw Date – All students selected will have the District Withdraw Date on the open FS-Standing record (Student Profile – FS-Standing tab) set to the Withdraw Date entered in the Power Withdraw screen. If Withdraw Code 99 "Completed Graduation Requirements" is selected, then the District Withdraw Date on the open FS-Standing record (Student Profile – FS-Standing tab) will automatically be set to the last date for the active school year in the active school.

Search Mode – Student IDs

Student IDs Search Mode Field

Enter Student ID(s) in the open text box – separated by commas.

Students Selected by Default – If this box is checked, any students selected and displayed will have their selection box checked. If this box is unchecked, any students selected and displayed will have their selection box unchecked.

Search – Search for students with the selected criteria.

Example Student IDs Reset

☑ – Student Selection. If checked, this student is chosen for withdraw. If unchecked, this student will not be withdrawn.

Withdraw – Process the Power Withdraw. You will receive the message below.

District Withdraw Code – All students selected will have the District Withdraw Reason on the open FS-Standing record (Student Profile – FS-Standing tab) set to the Withdraw Code selected in the Power Withdraw screen.

District Withdraw Date – All students selected will have the District Withdraw Date on the open FS-Standing record (Student Profile – FS-Standing tab) set to the Withdraw Date entered in the Power Withdraw screen.

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Gifted

The Gifted module allows school and district staff to maintain Gifted information for each student to satisfy their EMIS reporting requirements, and consists of default Gifted Rules, the Gifted Mass Update, Gifted Initialization and the individual Student Gifted Records. The updates are meant to be a bulk update prior to any manual updates. Once manual updates are made, manual updates may be overwritten.

To properly use the Gifted Module:

1. Set up the appropriate Gifted Rules Maintenance for a district. These rules can be set up and run at the beginning of the school year and then used as the default values for the Gifted Mass Update.

   - **Default rule to create a blank Gifted record** – Use for any student not screened or assessed, or for new students .

   - **District/Grade level rules** – Use when every student in a grade level is screened and/or assessed in certain Gifted areas.

   - **Building/Grade level rules** – Use when every student in a building/grade level is screened and/or assessed in certain Gifted areas.

2. Use the Gifted Mass Update process to set initial values for the school year or to restore students to the Gifted Rule defaults for screening, assessment, and served by district, building, and/or grade level. This is normally done on a yearly basis. This process will undo any screened or assessed values on the student's gifted record if "Overwrite Existing Student Gifted records" is chosen. If the Reset Served option is chosen, the served values will be reset for the specified grade level. If you have already begun updating records for the current school year, these options will reset anything the districts have done. ITCs can perform this step for the districts or allow the districts to perform this step for themselves. As a district, please check with your ITC StudentInformation Support Staff before proceeding with this step.

Gifted Mass Update Screen

3. Adjust individual Student Gifted Records as necessary in preparation for the EMIS Gifted Verification and Transfer.

Gifted Rules Maintenance

Navigation: Management – School Administration – EMIS – Gifted – Gifted Rules Maintenance

This page allows the user to set default values to be used when running the Gifted Mass Update. A default record may be defined at the district level or at the building level for each grade level, or for all grade levels. Building level rules override district level rules and building level grade level rules override district level grade level rules.

The Gifted Mass Update will apply the default values in the Gifted Rules Maintenance to the student gifted records. It is very important to have the proper Gifted Rules set up to prevent aggregate errors during the EMIS validation and aggregation process.

Best Practices

*   Every district should have a district default rule set up with a blank grade level and nothing checked for Screening or Assessed. This will be the default rule for all students who do not have a gifted record for the school year including new students coming in to the district. When the Gifted Mass Update rules are processed, any student missing a record will have a record created for them according to the rules processed. In addition, grade level rules may also be defined to update the screening performed for the year. Once the mass update has been applied, rules may be changed if students enrolled after the initial mass update has taken place. These students should receive a record with nothing checked because they were not enrolled at the time of the district wide screening, in essence, a blank gifted record. To do this, make sure to deselect "Overwrite Existing Student Gifted Records".

*   Student gifted records are school year specific with the exception of the identified dates and the served values.

*   These Gifted Rules will be set up based on the screening practices for your district and building. As a general rule, almost all other Gifted Rules for district, building, and/or grade level will only have the Screening boxes selected. The exceptions to this would be if you have an entire building and/or grade level with assessed Gifted students.

District Level

District Level Gifted Rule

If a district is in context, only district level rules will be displayed. District level rules are editable only at the district level. In this case, the default values would apply to all students in all buildings.

Note: Once a Screening is checked, the Screened Date becomes a required field.

District Rule Gifted Rules Details Screen

Building Level

Building Level Gifted Rule

If a school building is in context, all school level as well as all district level rules will display. As shown above, district level rules cannot be managed from the school level. The edit and delete icons will be locked. The user may still view the district level rule using the magnifying glass. The rules will be ordered by grade level – with rules not having a specified grade level displaying first.

This page has standard add record, edit record and delete record controls. Refer to *ProgressBook StudentInformation General Use Guide* for more information on these controls.

The School Code column identifies the district or building where the rule was created, and is automatically populated when a rule is created.

In the above example, default values on the building level rule for 9th grade would overrule any district 9th grade rules (if there were any).

Edit/Add Gifted Rule

Building Rule Gifted Rules Details Screen

Note: Once a Screening is checked, the Screened Date becomes a required field.

Rule Name (required) – Descriptive name for this Gifted Rule.

Grade Level (optional) – Specific grade level that this Gifted Rule applies to. Leave this field blank to apply to all grade levels.

Active (optional) – Check indicates this Gifted Rule is active and usable.

Screening (optional) – Check the options that apply to the specific Gifted Rule.

Assessment (optional) – Check the options that apply to the specific Gifted Rule.

Screened Date (required if Screening is checked) – The Gifted Mass Update will only update student gifted records if the student was enrolled in the school as of the Screened Date for each gifted area. If the student was not enrolled as of the Screened Date, a student gifted record with blank values is created.

View Gifted Rules Detail (Click Magnifying Glass)

Gifted Rules Maintenance Screen

Gifted Rules Details Screen

Gifted Mass Update

Navigation: Management – School Administration – EMIS – Gifted – Gifted Mass Update

This page allows the user to restore or set Student Gifted Records to the appropriate screening and assessment defaults by district, building, and/or grade level. Served may be reset by grade level or for all grade levels. The resetting of Screening, Assessment, and Served defaults on Student Gifted Records is performed on an annual basis. Please note that Identified and Identified Date are never reset.

The Gifted Mass Update screen consists of two parts:

Mass Update of Gifted Rules – Used to restore the Screening and Assessment values to the appropriate defaults, i.e., this would be the District Default Rule to establish a blank gifted record, or if your 2nd grade students are always screened and assessed for Science, then you want to run this rule annually also.

Reset Served Values – Used to reset the Served values for all grade levels or a specific grade level.

> *Note: This process will undo any screened or assessed values on the student's gifted record if "Overwrite Existing Student Gifted records" is chosen. The Identified and Served fields will remain the same. If the Reset Served option is chosen, the served values will be reset as unchecked for the specified grade level. If you have already begun updating records for the current school year, these options will reset anything the districts have done manually. ITCs normally do this step for the districts. As a district, please check with your ITC StudentInformation Support Staff before proceeding with this step.*

Screened Date

The Gifted Mass Update will only update student gifted records if the student was enrolled in the school as of the Screened Date for each gifted area. The Screened Date is located on the Gifted Rules Maintenance screen. If the student was not enrolled in the school as of the Screened Date for a gifted area, a default gifted record will be created.

Best Practices

ITCs may want to limit access to the Gifted Mass Update process since it can be used to restore all selected students to default Gifted Rules by district, building, and/or grade level – overriding manual screening, assessment, and served Gifted entries if they have already been made.

Mass Update of Gifted Rules

Gifted Mass Update Screen

Gifted Rules (required) – Select (by moving to the right) the Gifted Rule(s) that you wish to use for the Gifted Mass Update. If a District is in context, District Gifted Rules will display and be available. If a Building is in context, Building Gifted Rules will display and be available. Grade level rules will take precedence over non-grade level rules. If a student is enrolled in more than one building, the rule for the student's primary building or grade level/building will be used.

Overwrite Existing Student Gifted records (optional) – If checked, will overwrite Student Gifted records with the Screening and Assessment values from the applicable Gifted Rules. If not checked, existing Student Gifted records will not be updated. The Identified and Served fields will remain the same.

Display Results (optional) – If checked, results of the update will be displayed on the screen.

Submit – Process the Gifted Mass Update using the selected Gifted Rules. This banner message will appear if no student gifted records were updated

This banner message will appear if student gifted records were successfully updated.

If the Display results option was selected, students will be displayed on the screen as follows:

39 Records Displayed			
Student	**Grade Level**	**Rule**	**Status**
Albert, Sue	11	Building Rule	Updated
Archer, Mike	11	Building Rule	Updated
Banana, Hannah	09	Building Rule	Updated
CONTRARY, JASON WILLIAM	11	Building Rule	Updated
Contrary, Jesse	09	Building Rule	Updated
ANDERSON, PAMELA	06	District Rule	Created
BARRYMORE, DREW	07	District Rule	Created
BEAST, HALIE	07	District Rule	Created
BHAV, KAREN	08	District Rule	Created
BREAD, GINGER	07	District Rule	Created

Example Display Results

Status

- **Updated** – Indicates a student who had an existing record whose values were updated as part of the Gifted Mass Update.

- **Created** – Indicates a student who did not have a record and the record was created by the Gifted Mass Update.

Reset Served Values

Instructions: Use this section for resetting all served values on student gifted records.
Grade Level: [___ ▾]   [Reset Served]

Reset Saved Values Area of Gifted Mass Update Screen

The Reset Served section of the Gifted Mass Update screen can be used to reset the Served values on the student gifted records. It resets only the Served values.

Grade Level – If left blank, Served values for all students will be reset. If a Grade Level is specified, the Served Values for students in that grade will be reset.

Reset Served – Reset the Served values for the students in the selected Grade Level or for all students if no Grade Level is selected. You will receive a confirmation message for resetting served values for All Grades or a specific Grade Level.

Are you sure you want to reset all served values for the following grade level?
Grade Level: All Grades
[Ok] [Cancel]

> **Are you sure you want to reset all served values for the following grade level?**
> Grade Level: 09
>
> [Ok]   [Cancel]

Click **Ok** to process the Served reset. You will receive a successful message for either All Grades or a specific Grade Level.

> The served values have been successfully reset for the following grade level: All Grades

> The served values have been successfully reset for the following grade level: 09

Student Gifted Record

Navigation: SIS – Student – Gifted – Student Gifted Record

The student Gifted record is district-specific, allowing EMIS coordinators and other district personnel with appropriate security to maintain Gifted records for a student from year to year. The Student Gifted Record page will load the student gifted grid.

Identified values are not school year specific. If the student has an existing gifted record, these values will be used to populate the student gifted grid.

If a student does not have an existing gifted record for the school year in context, the student gifted grid will not be populated with any data. A banner message appears.

> This student does not have an existing gifted record for this school year

A Student Gifted Record should be set up manually for new students or the Gifted Mass Update can be ran with the District Gifted Rule (all blanks). "Overwrite Existing Student Gifted records" should be unchecked if the Gifted Mass Update is being run for only new students or students without an existing Student Gifted record.

Student Gifted Record Screen

Screening – Check if the student has been screened for a specific Gifted category.

Assessment – Check if the student has been assessed for a specific Gifted category.

Identified – Check if the student has been identified for a specific Gifted category. If Identified is checked, an Identified Date must be entered. If an Identified Date is entered, then Identified must be checked.

Served – Check if the student is being served for this specific Gifted category.

Identified Date – Enter the date in each Gifted category that the student was identified in. If Identified is checked, an Identified Date must be entered. If an Identified Date is entered, Identified must be checked. Please note that the Identified Date is entered as MM/DD/YYYY. However the EMIS transfer will only use the month and year for processing purposes – the day will be ignored.

Special Note concerning dates before 2000

For students identified prior to 2000 with an unknown identified date, enter a date of 1/1/1900. The EMIS Transfer process will translate this date to all asterisks (******). Any existing student gifted records with Identified Dates of ****** will display as 1/1/1900 and will be translated to ****** during the EMIS Transfer process.

Save – Save changes to this student's Gifted values. You will receive this message.

Discard Changes – Discard any changes since the last save or will restore the default if pressed after the "Restore Default" button was clicked since the last save. This is the same as Cancel. Please note that any Identified checks or dates entered will need to be manually removed as the Discard Changes option does not reset identified fields.

Restore Default – Restore the default Screening and Assessment values from the district or building level Gifted Rule defaults. Please Note: Identified checks and Identified Dates will never be reset or restored. Served values are reset using the Gifted Mass Update screen.

A confirmation message will appear asking if you are sure you want to restore the Gifted Record to the Screening and Assessment Gifted Rules defaults.

Are you sure you want to restore this record to the default? All screening and assessment values for this student will be lost.
Ok   Cancel

After clicking **OK**, you will receive the following message,

> The student gifted record was successfully restored to the default

Gifted Initialization

Navigation: Management – School Administration – EMIS – Gifted – Gifted Initialization

This screen allows Student Gifted Served values to be copied from one school year to the next. This process needs to be run at the Building level, not the District level. It will not work correctly if run at the District level.

Gifted Initialization Screen

Copy From School Year (required) – Choose the year from which you want to copy the Student Gifted Served values from. These Student Gifted Served values will be copied to the school year in context. Please Note: The Copy From School Year cannot match the school year in context.

Grade Levels to Copy (required) – Move one or more grade levels to the right side of the dual select box. Students in these grade levels will have their Student Gifted Served values copied from the Copy From School Year to the school year in context.

Gifted

Submit – Process the Gifted Initialization. A confirmation message will appear that indicates how many Student Gifted Records were created and how many Student Gifted Records were updated.

> The served values have been successfully copied. 1 records were created, 0 records were updated.

Reset Form – Do not process the Gifted Initialization and reset the form to the original values.

Report – Gifted Area Students

Navigation: SIS – School – Student Reports – Gifted Area Students

The Gifted Area Students report displays the selected students by gifted area, school, and grade level. It shows the identified date and served flag for each gifted area that was selected. The output is grouped by school, and grade level. Subtotals on the report included totals by grade level, school, and by gifted area. Detail output on the report includes student number, student name, gender, ethnicity, FTE, identified date, and served flag for each gifted area.

Gifted Area Students Screen

School (optional) – Choose one or more schools to include in your report. If a school is in context, then only that school will be listed. If a district is in context, all schools in that district will be listed.

If no School(s) are selected, all Schools will be included in the report.

Grade (optional) – Choose one or more grade levels to include in your report. The list will include all grade levels configured for the school in the school year in context. If no Grades are selected, all Grades will be included in the report.

Gifted Area (optional) – Choose one or more gifted areas to include in your report. Any students identified as gifted in the selected areas (and who match other filters) will be included in the report. If no Gifted Areas are selected, all Gifted Areas will be included in the report.

Sorting Options (optional) – Choose a sort option for your report. The report will automatically sort by grade level (ascending) and school name (ascending).

Delivery Method (required) – Refer to *ProgressBook StudentInformation General Use Guide* for more information.

Email Address – (auto populated from your StudentInformation profile).

Report Format – Select output format from Adobe PDF, Rich Text File (RTF), Text, Excel Spreadsheet or HTML output.

Description (optional) – If entered, will show on the Batch/Report Management screen.

Submit – Will submit this report to the Batch/Report Management application. Refer to *ProgressBook StudentInformation General Use Guide* for more information.

Report: Gifted Area Students						**DASL HIGH SCHOOL**	
Printed Mon, Jul 13, 2009, 11:42 AM						**2009-2010**	
						Gifted Area Students	
Student Name			Student Number	Gender	Ethnicity	Full Time Equivalent	
Student48253, ALEXIS			4152	F	WHITE	100	
	Superior Cognitive	Math	Science	Reading/Writing	Social Studies	Creative Thinking	Visual/Performing Arts
Identified Date		5/1/2006	5/1/2006	5/1/2006	5/1/2006		
Served	N	N	N	N	N	N	N
Student48260, CARALEE			4145	F	WHITE	100	
	Superior Cognitive	Math	Science	Reading/Writing	Social Studies	Creative Thinking	Visual/Performing Arts
Identified Date					5/1/2006		
Served	N	N	N	N	N	N	N

Example Gifted Area Students Report

Report – Gifted Student Courses

Navigation: SIS – School – Student Reports – Gifted Student Courses

The Gifted Student Courses report displays the courses (schedule) for the selected students along with the gifted area flags. Sorting options include student name, grade, or teacher/homeroom. Grouping options include homeroom, teacher, or grade level. Detail output on the report includes student name, student number, gifted area flags, course name, course section, credits, teacher, meeting time, EMIS Subject Code, and Core Subject Area. The total student credits are also displayed. This report is run at the building level.

Gifted Student Courses Screen (Upper Part)

Gifted Student Courses Screen (Lower Part)

Homeroom Date (required) – Enter the effective Homeroom Date to be used in the Teacher and Period filters. Defaults to today's date.

Homeroom (optional) – Choose one or more homerooms to include in your report. The list will include all homerooms configured for the school in the school year in context. The report will include all students assigned to the selected homerooms on the Homeroom Date entered. If no Homerooms are selected, all Homerooms will be included in the report.

Teacher (optional) – Choose one or more teachers to include in your report. The list will include all teachers that are actively configured for the school in the school year in context. The report will include all students assigned to the selected teachers on the Homeroom Date entered. If no Teachers are selected, all Teachers will be included in the report.

Period (optional) – Choose one or more periods to include in your report. The list will include all periods configured for the school in the school year in context. The report will include all students assigned to the selected Teacher in the selected Period on the Homeroom Date selected. If no Periods are selected, all Periods will be included in the report.

Grade Level (optional) – Choose one or more grade levels to include in your report. The list will include all grade levels configured for the school in the school year in context. If no Grade Levels are selected, all Grade Levels will be included in the report.

Ethnicity (optional) – Choose one or more ethnicities to include in your report. The list will include all ethnicities defined for the school in the school year in context. If no Ethnicities are selected, all Ethnicities will be included in the report.

Disability Condition (optional) – Choose one or more disability conditions to include in your report. If no Disability Conditions are selected, all Disability Conditions will be included in the report.

Screened Only – Choose one or more Gifted Areas to include in your report. All students that are screened only in the selected Gifted Areas will be selected. Only selected values will be filtered on.

Assessed Only – Choose one or more Gifted Areas to include in your report. All students that are assessed only in the selected Gifted Areas will be selected. Only selected values will be filtered on.

Identified – Choose one or more Gifted Areas to include in your report. All students that are identified in the selected Gifted Areas will be selected. Only selected values will be filtered on.

Served – Choose one or more Gifted Areas to include in your report. All students that are served in the selected Gifted Areas will be selected. Only selected values will be filtered on.

Group By (optional) – Select from Homeroom, Teacher, or Grade Level.

Homeroom – The report will be grouped and sorted first by Homeroom, and the students within each Homeroom will be sorted based on the selected Sorting Options below.

Teacher – The report will be grouped and sorted first by Teacher, and the students within each Teacher will be sorted based on the selected Sorting Options below.

Grade Level – The report will be grouped and sorted first by Grade Level, and the students within each Grade Level will be sorted based on the selected Sorting Options below.

Sorting Options (optional) – Choose a sort option for your report. The report will be grouped and sorted first by the selected in Group By, and the students within each Group By selection will then be sorted based on the selected Sorting Options.

Delivery Method (required) – Refer to *ProgressBook StudentInformation General Use Guide* for more information.

Email Address (auto populated from your StudentInformation profile)

Report Format - Select output format from Adobe PDF, Rich Text File (RTF), Text, Excel Spreadsheet or HTML output.

Description (optional) – If entered, will show on the Batch/Report Management screen.

Submit – Will submit this report to the Batch/Report Management application. Refer to *ProgressBook StudentInformation General Use Guide* for more information.

Example Gifted Student Courses Report

Report – Gifted Student Detail Report

Navigation: SIS – School – Student Reports – Gifted Student Detail Report

The Gifted Student Detail Report displays the detailed gifted area information for each student selected.   Sorting options include student name, grade, or teacher/homeroom. Grouping options include homeroom, teacher, or grade level. Detail output on the report includes student name, student number, grade, ethnicity, disability condition, gifted area and screen, assessed, identified, served, and identified date for each gifted area. This report is run at the building level.

Gifted Student Detail Report Screen

Schedule (required) – Select the Schedule to be used for this report. If the Schedule has been finalized on the DASL Options-Scheduling tab, then this will not be available for selection as the finalized Schedule will be used for this report.

Schedule Result (required) – Select the Schedule Result to be used for this report. If the Schedule has been finalized on DASL Options-Scheduling tab, then this will not be available for selection as the finalized Schedule Result will be used for this report.

Homeroom Date (required) – Enter the effective Homeroom Date to be used in the Teacher and Period filters. Defaults to today's date.

Homeroom (optional) – Choose one or more homerooms to include in your report. The list will include all homerooms configured for the school in the school year in context. The report will include all students assigned to the selected homerooms on the Homeroom Date entered. If no Homerooms are selected, all Homerooms will be included in the report.

Teacher (optional) – Choose one or more teachers to include in your report. The list will include all teachers that are actively configured for the school in the school year in context. The report will include all students assigned to the selected teachers on the Homeroom Date entered. If no Teachers are selected, all Teachers will be included in the report.

Period (optional) – Choose one or more periods to include in your report. The list will include all periods configured for the school in the school year in context. The report will include all students assigned to the selected Teacher in the selected Period on the Homeroom Date selected. If no Periods are selected, all Periods will be included in the report.

Grade Level (optional) – Choose one or more grade levels to include in your report. The list will include all grade levels configured for the school in the school year in context. If no Grade Levels are selected, all Grade Levels will be included in the report.

Ethnicity (optional) – Choose one or more ethnicities to include in your report. The list will include all ethnicities defined for the school in the school year in context. If no Ethnicities are selected, all Ethnicities will be included in the report.

Disability Condition (optional) – Choose one or more disability conditions to include in your report. If no Disability Conditions are selected, all Disability Conditions will be included in the report.

Screened Only – Choose one or more Gifted Areas to include in your report. All students that are screened only in the selected Gifted Areas will be selected. Only selected values will be filtered on.

Assessed Only – Choose one or more Gifted Areas to include in your report. All students that are assessed only in the selected Gifted Areas will be selected. Only selected values will be filtered on.

Identified – Choose one or more Gifted Areas to include in your report. All students that are identified in the selected Gifted Areas will be selected. Only selected values will be filtered on.

Served – Choose one or more Gifted Areas to include in your report. All students that are served in the selected Gifted Areas will be selected. Only selected values will be filtered on.

Group By (optional) – Select from Homeroom, Teacher, or Grade Level.

- **Homeroom** – The report will be grouped and sorted first by Homeroom, and the students within each Homeroom will be sorted based on the selected Sorting Options below.
- **Teacher** – The report will be grouped and sorted first by Teacher, and the students within each Teacher will be sorted based on the selected Sorting Options below.
- **Grade Level** – The report will be grouped and sorted first by Grade Level, and the students within each Grade Level will be sorted based on the selected Sorting Options below.

Sorting Options (optional) – Choose a sort option for your report. The report will be grouped and sorted first by the selected in Group By, and the students within each Group By selection will then be sorted based on the selected Sorting Options.

Delivery Method (required) – See the Batch/Report Management documentation for further details.

Email Address (auto populated from your StudentInformation profile)

Report Format – Select output format from Adobe PDF, Rich Text File (RTF), Text, Excel Spreadsheet or HTML output.

Description (optional) – If entered, will show on the Batch/Report Management screen.

Submit – Will submit this report to the Batch/Report Management application. Refer to *ProgressBook StudentInformation General Use Guide* for more information.

Report: Gifted Student Detail
Printed Mon, Jul 13, 2009, 1:42 PM

DASL HIGH SCHOOL
2008-2009
Gifted Student Detail

Student	Student Number	Grade	Ethnicity		Disability Condition	
Student47954, ALEXANDRA	4913	07	WHITE		**	
Gifted Area	Screened	Assessed		Identified	Served	Identified Date
Math	N	N		Y	Y	3/1/2005

Student	Student Number	Grade	Ethnicity		Disability Condition	
Student48038, BRYCE	4832	07	WHITE		**	
Gifted Area	Screened	Assessed		Identified	Served	Identified Date
Creative Thinking	N	N		Y	N	3/1/2005

Student	Student Number	Grade	Ethnicity		Disability Condition	
Student48097, BAILEY	4749	08	WHITE		**	
Gifted Area	Screened	Assessed		Identified	Served	Identified Date
Superior Cognitive	N	N		Y	Y	3/1/2004
Math	N	N		Y	Y	3/1/2004
Science	N	N		Y	Y	3/1/2004
Reading/Writing	N	N		Y	Y	3/1/2005
Social Studies	N	N		Y	Y	3/1/2004

Example Gifted Student Detail Report

Report – Gifted Students Missing Records

Navigation: SIS – School – Student Reports – Gifted Student Missing Records

The Gifted Students Missing Records report displays a list of students who are missing a gifted record. Sorting options include student name, grade level, ethnicity, and sent to IRN. Detail output on the report includes school code, school name, school IRN, student name, student number, grade, gender, ethnicity, FTE, sent to IRN, admission date, and withdrawal date. The Gifted Students Missing Records report will return all students who are missing a yearly gifted record, whether they have identified data or not. This report can be run at the district or building level.

Gifted Students Missing Records Screen

School (optional) – Choose one or more schools to include in your report. If a school is in context, then only that school will be listed. If a district is in context, all schools in that district will be listed. If no School(s) are selected, all School(s) will be included in the report.

Sorting Options (optional) – Choose a sort option for your report.

Delivery Method (required) – See the Batch/Report Management documentation for further details.

Email Address – (auto populated from your StudentInformation profile).

Report Format - Select output format from Adobe PDF, Rich Text File (RTF), Text, Excel Spreadsheet or HTML output.

Description (optional) – If entered, will show on the Batch/Report Management screen.

Gifted

Submit – Will submit this report to the Batch/Report Management application. Please see the Batch/Report Management documentation for further details.

Example Gifted Students Missing Records Report

HQT

Highly Qualified Teacher Worksheet

Navigation: SIS – School – Highly Qualified Teacher Worksheet

The Highly Qualified Teacher Worksheet will produce the teacher's HQT Worksheet. This report is a listing of the teachers that are required to report HQT data for their courses and is intended to be used as a verification sheet for the teachers. Each teacher's information is printed on a separate page. The report can then be used as a form to be handed out to the teachers for them to review and verify if the information is correct or if any updates or changes need to be made. A signature line is included at the bottom of the page for the teachers to sign off on the report certifying the information is correct prior to being returned to the building principal.

Refer to *"Highly Qualified Teacher Instruction Sheet"* for an instruction sheet that can be printed to use with the Highly Qualified Teacher Worksheet.

Highly Qualified Teacher Worksheet Screen

School (required) – Select one or more school(s) for your report.

Teacher SSNs (optional) – Enter the Social Security numbers of the teachers you wish to include on the report. The Social Security numbers must be separated by a comma. Any selected teacher with at least one course section assigned to them where the corresponding subject code is considered a core subject area for HQT will be included in the report.

If no Social Security numbers are entered, all teachers in the buildings selected with at least one course section assigned to them where the corresponding subject code is considered a core subject area for HQT will be included in the report.

Show teacher SSN on report (optional) – Check to show teacher Social Security numbers (EMIS ID from staff record) on the report; if unchecked Social Security numbers will not be displayed.

Show teacher Credential ID on report (optional) – Check to show teacher Credential ID (state staff ID) on the report; if unchecked, Credential IDs will not be displayed.

Sort Order 1 (required) – Choose a primary sort option for your report.

Sort Order 2 (required) – Choose a secondary sort option for your report.

Delivery Method (required) – See the Batch/Report Management documentation for further details.

Email Address – (auto populated from your StudentInformation profile).

Report Format – Select output format from Adobe PDF, Rich Text File (RTF), Text, Excel Spreadsheet or HTML output.

Description (optional) – If entered, will show on the Batch/Report Management screen.

Submit – Will submit this report to the Batch/Report Management application. Please see the Batch/Report Management documentation for further details.

> *Note: As shown in the following figure, the Highly Qualified Teacher Worksheet Report lists course sections separately if the course section has different values selected in the EMIS Subject Code, Curriculum, Delivery Method or Student Population fields on the EMIS Override tab than those values selected in the same fields on the EMIS tab for the course.*

Report: HQT Worksheet
Printed Mon, Sep 24, 2012, 12:20 PM

ASHLAND HIGH SCHOOL
2012-2013
HQT Worksheet

District IRN / Name:	043505	Ashland City Schools	
Building IRN / Name:	001081	ASHLAND HIGH SCHOOL	

Teacher: KNOX, MS
SSN: 123460429   SSID: OH1416881   CR: Curriculum DM: Delivery Method SP: Student Population

Emis Subject	CR	DM	SP	HQT Def	Change HQT Reason
050300 - Literature	OT	FF	RG	3	1 2 3 5 6 7 8 9 I N
070 - AMERICAN LIT					
074 - BRITISH LITERATURE					
050300 - Literature	VA	FF	RG		1 2 3 5 6 7 8 9 I N
074 - BRITISH LITERATURE - Sect. 9					
050400 - Composition	OT	FF	RG	3	1 2 3 5 6 7 8 9 I N
041 - WRITING WORKSHOP I					

(blank rows available below to add new courses)

_____ _____ _____ _____   1 2 3 5 6 7 8 9 I N

_____ _____ _____ _____   1 2 3 5 6 7 8 9 I N

_____ _____ _____ _____   1 2 3 5 6 7 8 9 I N

___ "No Changes". Checking this blank means that there have been no changes to your HQT criteria for the course(s) you taught during the previous school year.

I hereby assure that all information presented is correct and is acceptable for reporting for No Child Left Behind Highly Qualified Teacher requirements as stated in section 1111, 1119, and 9101.

Signature:_____   Date:_____

Your building administrator may request that you provide backup documentation.

Page 1 of 1

Example Highly Qualified Teacher Worksheet

Highly Qualified Teacher Instruction Sheet

This instruction sheet can be found on the Ohio Department of Education Web site and printed for use with the Highly Qualified Teacher Worksheet.

```
          OHIO Highly Qualified Teacher - Status Sheet     Page:   1
                   School Year 2008-2009 (FY2009)
          ---------------------------------------------------------------------------------

Teachers of core academic subjects should review the chart below to verify meeting the federal
definition of a Highly Qualified Teacher.  Core Courses as defined by the No Child Left Behind
Act include the following: English, Language Arts, Reading, Science, Mathematics, Arts
(includes music, visual arts, dance and drama), Foreign Language, Government and Civics,
History, Economics,
and Geography.

Please review the HQT criteria for the courses that are scheduled in the 2008-2009 school year.
If an HQT Definition value exists for the course, the value is displayed on the worksheet in the
HQT DEF column.  If there are NO changes to this information, sign the form and check the
blank indicating "NO CHANGES."  If there are changes please circle the number in the "Change
HQT Criteria" column next to each course, and sign the form.

  * A new teacher MUST circle the number of the appropriate reason in the
    column labeled "Changes to HQT Criteria for 2008-2009".

  * If a teacher does not meet the definition for a particular course,
    circle "N" next to that course.

If this report shows a course that you are not teaching, draw a line through the information.
Additionally, if you are teaching a course that is missing from the list, write the course name on
the form and complete the column "Change HQT Criteria" using numbers 1,2,3,5,6,7,8,9, "I" or
"N".

To meet the Federal definition of Highly Qualified the teacher must have:

    A. A minimum of a bachelor's degree
    B. Full state certification/licensure in the teaching area, and
    C. One of the following

1 - NTE/Praxis II - State Lic. Exam        8 – HQT Rubric – scored 100 or more
2 - Acad. Maj. or 30 Hrs in Content Area   9 – 90 Completed Clock Hours of
3 - Master's Degree                                  Professional Development (LPDC)
5 - Professional Certificate               I – Not core course OR course type not HQT
6 – Permanent Certificate                  N - Does NOT meet HQT definition
7 – National Board Certification
```

Highly Qualified Teacher Instruction Sheet

Highly Qualified Teacher Report

Navigation: SIS – School – Highly Qualified Teacher Report

The Highly Qualified Teacher Report will generate a listing of the teachers that are required to enter the Highly Qualified Teacher data. The report will list the teacher's social security numbers and/or credential IDs, subject codes/description, courses, course types and the HQT field. The HQT Report is intended to be only an informational report that can be printed to list all HQT information for a teacher.

Highly Qualified Teacher Report Screen

School (required) – Select one or more school(s) for your report.

Teacher SSNs (optional) – Enter the Social Security numbers of the teachers you wish to include on the report. The teachers Social Security numbers must be separated by a comma. Any selected teacher with at least one course section assigned to them where the corresponding subject code is considered a core subject area for HQT will be included in the report.

If no teachers Social Security numbers are entered, all teachers in the buildings selected with at least one course section assigned to them where the corresponding subject code is considered a core subject area for HQT will be included in the report.

Included SSN (optional) – Check to show teacher social security numbers (EMIS ID from staff record) on the report; if unchecked social security numbers will not be displayed.

Included Credential ID (optional) – check to show teacher Credential ID (state staff ID) on the report; if unchecked, Credential IDs will not be displayed.

Sort Order 1 (required) – Choose a primary sort option for your report.

Sort Order 2 (required) – Choose a secondary sort option for your report.

Delivery Method (required) – Refer to *ProgressBook StudentInformation General Use Guide* for more information.

Email Address – (auto populated from your StudentInformation profile).

Report Format – Select output format from Adobe PDF, Rich Text File (RTF), Text, Excel Spreadsheet or HTML output.

Description (optional) – If entered, will show on the Batch/Report Management screen

Submit – Will submit this report to the Batch/Report Management application. Please see the Batch/Report Management documentation for further details.

> *Note: As shown in the following figure, the Highly Qualified Teacher Report lists course sections separately if the course section has different values selected in the EMIS Subject Code, Curriculum, Delivery Method or Student Population fields on the EMIS Override tab than those values selected in the same fields on the EMIS tab for the course.*

Report: HQT Report
Printed Mon, Sep 24, 2012, 1:55 PM

ASHLAND HIGH SCHOOL
2012-2013
Ohio Highly Qualified Teacher Report

Building IRN / Name: 001081   ASHLAND HIGH SCHOOL

Teacher: DALTON, MS
SSN: 123457396   SSID   IN1010452   CR: Curriculum DM: Delivery Method SP: Student Population

Emis Subject	CR DM SP	HQT Def
010001 - Environmental and Agricultural Science 050 - HONORS ENGLISH 10 - Sect. 5	OT FF RG	
050170 - Integrated English Language Arts II 050 - HONORS ENGLISH 10	OT FF RG	6 - Permanent Certificate
050300 - Literature 070 - AMERICAN LIT	OT FF RG	
050400 - Composition 046 - ADVANCED COMPOSITION	OT FF RG	6 - Permanent Certificate
059999 - Other English/Language Arts Course 072 - POWER READING	OT FF RG	6 - Permanent Certificate

Teacher: KNOX, MS
SSN: 123460429   SSID   OH1416881   CR: Curriculum DM: Delivery Method SP: Student Population

Emis Subject	CR DM SP	HQT Def

050300 - Literature
     070 - AMERICAN LIT
     074 - BRITISH LITERATURE
	OT FF RG	3 - Masters degree

050300 - Literature 074 - BRITISH LITERATURE - Sect. 9	VA FF RG	
050400 - Composition 041 - WRITING WORKSHOP I	OT FF RG	3 - Masters degree

Page 1 of 1

Example Highly Qualified Teacher Report

Highly Qualified Teacher Update Maintenance

Navigation: Management – School Administration – Scheduling Administration – Highly Qualified Teacher Update

The Highly Qualified Teacher Update Maintenance is used to update the Highly Qualified Definition for each teacher. The Highly Qualified Teacher Update Maintenance screen will only allow users to create records for course sections where the teacher is the Teacher of Record as noted on the Course Section record.

Highly Qualified Teacher Update Maintenance Screen

This page has standard add record, edit record and delete record controls. Refer to *ProgressBook StudentInformation General Use Guide* for more information on these controls.

Filter by Teacher (required) – Select the teacher from the drop down list.

Add HQT Definition – Click to add a Highly Qualified Definition for a unique EMIS Subject/Curriculum /Delivery Method/Student Population combination for this teacher.

Highly Qualified Definition Grid

A list of the selected teacher's EMIS Subject/Curriculum/Delivery Method/Student Population combinations with the assigned Highly Qualified Definition is displayed. These are for course sections where the teacher selected is designated as the Teacher of Record on the Teacher History tab.

Add/Edit Highly Qualified Teacher Update Record

Add/Edit Highly Qualified Teacher Update Record Screen

EMIS Definition – The options for this drop-down list will be derived from the Teacher History tab of the selected teacher's course section for which the teacher has been marked as the Teacher of Record. There will be one option for each unique EMIS Subject/Curriculum/Delivery Method/Student Population combination taught by the selected teacher. If the teacher already has a Highly Qualified Definition for a unique combination in the school and school year in context, then the unique combination will not be available in the list. This means that only unique combinations that do not have Highly Qualified Definitions will be available in the list.

EMIS Subject, Curriculum, Delivery Method, Student Population – The code and description for these read-only fields are displayed from the values selected on the EMIS Override tab for the course section, if defined, or the values selected on the EMIS tab for the course record.

How the teacher meets highly qualified definition (required) – Select from the drop-down list. This field indicates specifically how the teacher meets the highly qualified definition and is derived from element CU100 on the Staff Course (CU) record.

> *Note: Use option "I – Not core course OR course type is not eval. For HQT" when one or more of the following is true:*
> *Curriculum Element = PS, PI or OC*
> *Delivery Method = CC, ET, OL, and Ed option =YS or Delivery Method = ID, IM, TO, or CI*
> *Student Population = D8, DP or PR*

Delete Highly Qualified Teacher Update Record

Highly Qualified Teacher Update Maintenance Screen

When deleting a Highly Qualified Definition, a confirmation of the delete will be shown as in the following figure. This confirmation will display all the courses that a teacher teachers and is marked as the Teacher of Record that matches the EMIS Subject/Curriculum/Delivery Method/Student Population combinations.

Delete Highly Qualified Teacher Record Screen

Continue – Delete the Highly Qualified Definition record. A confirmation screen will be displayed.

Cancel – Do not delete the record and return to the initial Highly Qualified Teacher Update Maintenance screen.

This page intentionally left blank.

Ad-Hoc Updates

There are six Ad-Hoc Updates available to bulk update various StudentInformation EMIS data.

- Update Graduation Date
- Update Diploma Type
- Bulk Update Course Core Subject Area
- Bulk Update Manual Course Core Subj Area
- Bulk Update Fall Initialization Blocks
- Student Membership Copy
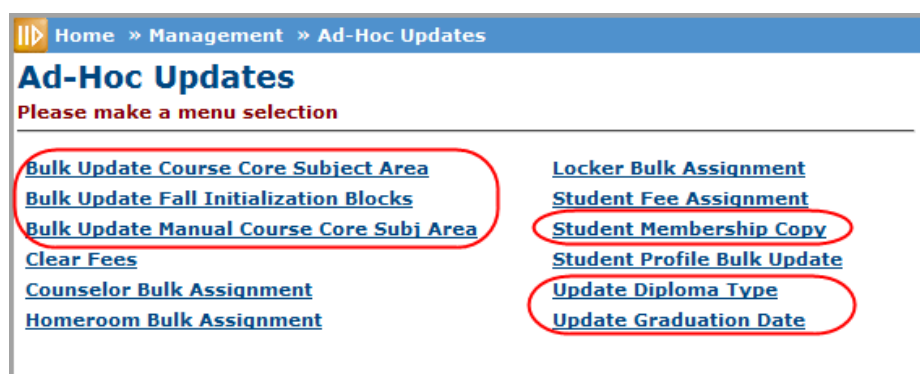
Ad-Hoc Updates Menu - Bulk Options

Update Graduation Date

This screen allows a building to update selected Grade 12 students (seniors) with a specific graduation date. District personnel will then need to modify the graduation date on any exception students that should not have this specific graduation date. Graduation Date is located on the Student Profile – FN-Graduate tab.

You have two options to update Graduation Dates – use the Status Search tab or Ad-Hoc Membership tab.

Status Search Tab

Status Search Tab on Bulk Update of Student Graduation Date Screen

Select the Student Statuses to be included (required) – Select one or more Student Statuses to use when selecting students for the bulk update. The Status Search selection will only include Grade 12 students with the selected Student Status(es).

Select a File Type – Select from CSV, HTML (.html), or TAB (tab-delimited text file). If verifying (not updating), you must select a file type.

Select a Download Method – Select Download (download to your PC or file server) or Email (email as an attachment to yourself or someone else). If verifying (not updating), you must select a download method.

Graduation Date (required) – Enter the Graduation Date for this year's seniors. All 12th-grade students with the selected status will be updated with this date on the student profile – FN-Graduate tab.

Override Existing (optional) – Check this box if the "new" Graduation Date should override any existing graduation dates for the selected students. If this box is unchecked, any selected student with a graduation date already entered will not be overridden with the "new" Graduation Date.

Run Type (required) – Verify will allow you to view the list and no updates will take place; Update will update the student graduation date for each selected student.

> *Caution: Please Run in the verify mode first. There is no "Undo" button.*

Submit – Run the Verify or Update option selected. If updating (not verifying), you will see a confirmation message telling you how many records were updated.

There were 0 EMIS graduation dates and 0 SIS graduation years updated

Ad-Hoc Membership Tab

Student Graduation Dates can also be updated for students in a specific Ad-Hoc Membership group.

**Ad-Hoc Memberships Tab on Bulk Update of Student Graduation
Date Screen**

Select Ad-Hoc Membership (required) – Select an existing Ad-Hoc Membership from the

drop-down list or click [Browse...] to create a new Ad-Hoc Membership list. See "Creating an Ad-Hoc Membership for the Seniors" at the end of this section for more information.

Select a File Type – Select from CSV, HTML (.html), or TAB (tab-delimited text file). If verifying (not updating), you must select a file type.

Select a Download Method – Select Download (download to your PC or file server) or Email (email as an attachment to yourself or someone else). If verifying (not updating), you must select a download method.

Graduation Date (required) – Enter the Graduation Date for this year's seniors. All seniors with the selected ad-hoc membership group will be updated with this date.

Override Existing (optional) – Check this box if the "new" Graduation Date should override any existing graduation dates for the selected students. If this box is unchecked, any selected student with a graduation date already entered will not be overridden with the "new" Graduation Date.

Run Type (required) – Verify will allow you to view the list and no updates will take place. Update will update the student graduation date for each selected student.

> *Caution: Please run in the VERIFY mode first - there is no "un-do" button.*

Submit – Run the Verify or Update option selected. If updating (not verifying), you will see a confirmation message telling you how many records were updated.

Create Ad-Hoc Membership Group for Seniors

**Ad-Hoc Memberships Tab on Bulk Update of Student Graduation
Date Screen**

Select Ad-Hoc Membership (required) – Click [Browse...] to create a new Ad-Hoc Membership list.

Click **Add New Ad-Hoc Membership** to add a new Ad-Hoc Membership for seniors.

Add New Ad-Hoc Membership Button

Add Ad Hoc Memberships Screen

Membership Name (required) – Enter your Ad-Hoc Membership Name.

Search Mode (required) – Make sure the Search Criteria button is selected.

Grade (optional) – Select Grade 12.

Check the "Students Selected by Default" check box and click **Search** to search for all students in Grade 12.

Student List - All of your students in Grade 12 will be displayed – all marked as selected. If any of these students should not be reported as your graduates, deselect their selection box. (12th graders who are withdrawn will also show on this list, but you can ignore them. They will not show on your Download Report and will not be updated.)

Click **Add Selected Students** to add the selected students to the Membership.

Click **Save** to save the Membership.

Click the icon for the new Membership to use it on the Bulk Update for Graduation Date screen. Choose the Ad-Hoc tab and enter the name of the Ad-Hoc Membership you created. Complete the rest of the options, choosing Verify and review the report. If the listing is correct, rerun in Update mode.

Update Diploma Type

Navigation: Home – Management – Ad-Hoc Updates – Update Diploma Type

With StudentInformation, all students graduating will have had their graduation date field updated with a specific graduation date. The school then will need to process the Update Diploma Type to update those students' Diploma Type for EMIS reporting. The Bulk Update of Student Diploma Type will update selected students Diploma Type (Student Profile – FN-Graduate tab) to "1" – the most common diploma type issued. District personnel will then need to modify the diploma type on any exception students that should not be a diploma type "1".

Bulk Update of Student Diploma Type Screen

All Graduation Dates – The left side of this dual-select box lists all graduation dates currently displayed on the FN-Graduate tab of any student's profile for the current school year.

Assigned Graduation Dates (optional) – Select one or more of Graduation Dates. The process will only update Diploma Type for students with the selected Graduation Dates. At least one Graduation Date must be selected.

Set diploma type to (required) – Select the diploma type to assign to the students. The Diploma Type is found on the student profile – FN-Graduate tab.

for students passing rule (optional) – If selected, only those students that pass the selected Graduation/Eligibility Rule will have their Diploma Type updated.

Recalculate student rule data (optional) – If selected, students' Graduation/Eligibility Rule status will be recalculated as part of the update process.

Override current diploma type (optional) – If selected, existing already-selected Diploma Types will be replaced by the selected Diploma Type. If not selected, any existing Diploma Type will remain unchanged.

Save – Process the Student Diploma Type update. You will receive a confirmation message:

The update student diploma type job has been successfully submitted

Cancel – Do not process the Student Diploma Type update.

Bulk Update Course Core Subject Area

Navigation: Management – Ad-Hoc Updates – Bulk Update Course Core Subject Area

This screen is used to bulk update the CORE Subject Area for courses in the context school and selected school years. The GC-Student Graduation-Core Summary is an EMIS record that is reported in two situations.

- **Period G** – For graduating seniors (regular and summer). A CORE Summary record is required for each CORE Subject Area in which a student has accumulated credits/units.

- **Period K** – For any students in grades 9 through 12 who are enrolled in the current school year that have earned accumulated credits/units in a CORE Subject Area in prior years.

Bulk Update Course Core Subject Area Screen

The following four sections are located on this screen:

- Course Filters
- Update Directives
- Sort Courses
- Course Preview

Course Filters

Use **Hide Course Filters** and **Show Course Filters** to toggle between showing and hiding the Course Filters.

Course Filters Area on Bulk Update Course Core Subject Area Screen

The Course Filter options will allow you to bulk update courses that match search criteria. You will be able to preview courses that match your search, and select/deselect courses for updating with the CORE Subject Area chosen.

Department (optional) – Select a specific Department to use as a filter.

Area of Study (optional) – Select a specific "Area of Study" to use as a filter.

Subject Area (optional) – Select a specific "Subject Area" to use as a filter.

Is High School Credit Only (optional) – This check box allows the user to specify that only courses with the Is High School Credit option selected will appear in the list.

EMIS Subject Area for Credit (optional) – Select a specific "EMIS Subject Area for Credit" to use as a filter. If an item is selected in the "EMIS Subject Area for Credit" drop-down list, the "EMIS Subject Code" dual select is refreshed to include only the EMIS Subject Codes that are associated with the selected "EMIS Subject Area for Credit".

Report to EMIS Only (optional) – This check box allows the user to specify that only courses with the Report to EMIS option selected will appear in the list.

EMIS Subject Codes (optional) – One or more "EMIS Subject Codes" can be selected to use as filter criteria. If no "EMIS Subject Codes" are selected, then there will be no filter on "EMIS Subject Codes". If an item is selected in the "EMIS Subject Area for Credit" drop-down list, the "EMIS Subject Code" dual select is refreshed to include only the EMIS Subject Codes that are associated with the selected "EMIS Subject Area for Credit".

Preview Courses – This button will refresh the Course Preview list in the bottom section of the screen with the courses that meet the filter criteria chosen at the top of the screen.

Course Preview Area with Courses Selected

Update Directives

Use **Hide Update Directives** and **Show Updated Directives** to toggle between showing and hiding the update directives (i.e. School Years to Update).

Update Directives Area on Bulk Update Course Core Subject Area Screen

The Update Directives options will allow you to provide additional direction for the bulk update of courses.

School Years (optional) – The bulk update will assign the CORE Subject Area to selected courses within all school years chosen in the "School Years to Update" dual select. The dual select will contain all school years other than the context year, including both past and future years. The courses will automatically be updated in the context school year.

Sort Courses

Use **Hide Sort Courses** and **Show Sort Courses** to toggle between showing and hiding the course sorting options.

Sort Courses Area on Bulk Update Course Core Subject Area Screen

Course Sorting Options (optional) – This dual select control allows the user to select the sort order of the courses in the Course Preview list among the fields shown in the list. The **Sort Courses** button will resort the Course List with the chosen sort options.

Select All (optional) – If checked, this will automatically select all courses in the list.

CORE Subject Area (required) – Select the CORE Subject Area that will be assigned to the selected courses.

Update Selected Courses – Perform the Bulk Update of the selected CORE Subject Area to all selected courses in all selected school years and the context year. Do not click this button until you are sure you have the proper courses selected in the Course Preview list below.

Course Preview

Use **Hide Course Preview** and **Show Course Preview** to toggle between showing and hiding the Course Preview list.

Course Preview Area on Bulk Update Course Core Subject Area Screen

The Course Preview list is populated when you choose specific filters and click **Preview Courses**.

Course Preview Area with Courses Selected

Select the Courses that you wish to have bulk updated with the Core Subject Area selected in a previous area.

Show Only Courses with no CORE Subject Area (optional) – If checked, only courses in the list that do not yet have a CORE Subject Area will display. If unchecked, all courses will be returned. This allows the user to change pre-existing CORE Subject Area values with the bulk update.

Bulk Update Manual Course Core Subject Area

Navigation: Management – Ad-Hoc Updates – Bulk Update Manual Course Core Subj Area

This screen allows you to bulk update the CORE Subject Area for manually entered courses. All manual course history records that are marked as "Is High School Credit" need a CORE Subject Area value. All courses in which high school credit is earned need to have the CORE Subject Area updated for the current year, the future year (if School Year Initialization is already complete), and prior years – regardless of where the course was taken (JVS, post-secondary institution, another district, or middle school).

Choose School Years Tab

Choose School Years Tab on Bulk Update Manual Course Core Subject Area Screen

This tab allows you to choose the school years you want to view and update manually entered courses.

Manually Entered Course School Years – The school years for which the school in context has manually entered courses will be displayed.

Chosen – Select the school years you want to filter and view manually entered courses.

Next> – Process the Choose schools years tab and proceed to the Choose originating schools tab.

Summary>> – Proceed directly to the View summary tab.

Choose Originating Schools Tab

Choose Originating Schools Tab on Bulk Update Manual Course Core Subject Area Screen

This tab allows the you to choose the originating schools for which you want to view manually entered courses.

High School Credit Manually Entered Courses Only– When checked, only manually entered courses that are marked as "Is High School Credit" will be returned. This will default to checked and normally, you will want to leave it as checked since these courses require a CORE Subject Area.

Manually Entered Course Originating Schools – This side of the dual select box lists the originating schools of the manually entered courses at the school for all of the selected school years.

Chosen – Select the originating schools for which you want to filter and view manually entered courses. StudentInformation State Support recommends running the update process for one originating school at a time.

Next> – Process the Choose originating schools tab and proceed to the Choose filters tab.

<Prev – Return to the Choose school years tab.

Summary>> – Proceed directly to the View summary tab.

Choose Filters Tab

Choose Filters Tab on Bulk Update Manual Course Core Subject Area Screen

This tab allows you to choose additional filters to limit the manually entered courses to view and update.

Subject Areas, Areas of Study, Course Codes, Course Short Names and Course Names – The filters contain a district list of values from the manually entered courses in the school years and originating school years chosen in previous tabs.

Chosen – Select one or more values on which to filter the select manual courses. To view all courses for the selected school years and originating school years chosen in previous tabs, do not select any filters. If filters are chosen, only records matching the filters will be returned.

Or Like – Instead of choosing specific values for each filter, the "Or like" filter can be used. Enter a character string that will be used to filter based on the beginning of the value. For example, entering "alg" for the Subject Area "Or like" filter will return manual courses with Subject Areas of ALG, ALG2, ALGEBRA I, and ALGEBRA II, etc.

Next> – Process the Choose filters tab and proceed to the View courses and update records tab.

<Prev – Return to the Choose originating schools tab.

Summary>> – Proceed directly to the View summary tab.

View Courses and Update Records Tab

View Courses and Update Records Tab on Bulk Update Manual Course Core Subject Area Screen

This tab allows you to view and update the manually entered courses based on the school years, originating schools and filters chosen. All manual course history records that match the selected school years, originating schools, and filters are listed.

The manual course history list can be sorted by Code in ascending or descending order. The Core Subject Area column shows the existing CORE Subject Area (if any) assigned that specific manual course history record. The Records column shows how many manual course history records will be affected if the update is completed.

Core Subject Area column – From the drop-down list, choose to [Clear CORE Subject Area] or choose the CORE Subject Area for which to update all of the selected manual courses. Choosing [Clear CORE Subject Area] will blank out the CORE Subject Area for the selected manually entered courses.

Select All – Selecting this box will select all of the courses listed.

Select the **check box** next to the course to select specific manual course history records. Place a check in the box next to the courses that you want to be updated with the CORE Subject Area chosen.

Show Manually Entered Courses Missing CORE Subject Area Only – Selecting this box will show only manually entered courses that currently have a blank (or missing) CORE Subject Area.

Update Selected Records – Clicking this button will process the bulk update of the CORE Subject Area for the manual course history records that have been selected. Only manual course history records that are selected will be updated. After the update, the same list of courses will be displayed with the updated CORE Subject Area now displayed.

Next> – Proceed to the View summary tab.

<Prev – Return to the Choose filters tab.

Summary>> – Proceed directly to the View summary tab.

View summary Tab

View Summary Tab on Bulk Update Manual Course Core Subject Area Screen

This summary tab shows counts by originating school and high school credit in addition to total counts. Counts are for the manually entered courses that match the school years, originating school, and high school credit options chosen on the previous tabs. The summary can be used to view the number of manual course records with the CORE Subject Area still missing and the CORE Subject Area set by the update just processed.

<Prev – Return to the View courses and update records tab.

<<Start Over – Start over and return to the Choose school years tab.

Bulk Update Fall Initialization Blocks

Navigation: Management – Ad-Hoc Updates – Bulk Update Fall Initialization Blocks

This screen allows the user to perform a bulk update to set/unset the "Exclude from Fall Initialization" flags on the Student Profile – FS, FD and FN tabs.

Bulk Update Fall Initialization Blocks Screen

Ad-Hoc Membership (optional) – You may select an Ad-Hoc Membership to use when updating the "Exclude Fall Initialization Flags" on the Student Profile. If an Ad-Hoc Membership is selected, only the students included in the Ad-Hoc Membership will have their "Exclude Fall Initialization Flags" updated as specified. Click [...] to add a new Ad-Hoc Membership.

Public And Private – If checked, both public and private Ad-Hoc Memberships will be included in the Ad-Hoc Membership drop-down menu.

Update Check Box

Update – Check the Update check box next to the specific Setting that is to be updated. The appropriate Student Profile flag will be updated as follows:

Settings That Can Be Updated

Setting	Action
Process FS Records	The "Exclude FS Records from Fall Initialization Updates" flag on the Student Profile-FS tab will be updated
Process FD Records	The "Exclude FD Records from Fall Initialization Updates" flag on the Student Profile-FD tab will be updated
Process FN Records	The "Exclude FN Records from Fall Initialization Updates" flag on the Student Profile-FN tab will be updated

New Value

If the Exclude Student option is selected, the Exclude Records from Fall Initialization Updates option will be selected on the appropriate Student Profile tab as specified by the Setting.

If the Include Student option is selected, the Exclude Records from Fall Initialization Updates option will be unchecked on the appropriate Student Profile tab as specified by the Setting.

Submit – Execute the Bulk Update Fall Initialization Blocks with the selected Settings and Values. The user will receive a message that indicates how many students were updated.

1 Students were successfully updated

Cancel – Do not execute the Bulk Update Fall Initialization Blocks.

Student Membership Copy

Navigation: Management – Ad-Hoc Updates – Student Membership Copy

This screen allows you to copy selected student membership assignments from the previous school year to the current year in context. Refer to *ProgressBook StudentInformation Student and Registration Guide* for more information.

> *Note: The 215XXX codes are not available for you to copy in this process. These codes are now stored on the* **Services** *tab of the* **Special Education** *screen.*

The memberships that have been copied for the selected student display on the Student Memberships screen.

Membership Code	Membership Name	School Year ∧	Start Date	Stop Date	EMIS Program Code
48	No FERPA Form	2009	Dec 10, 2009		
405003	Drama Club/Thespians	2010	Sep 03, 2010		405003
405007	Music Activities (not associated with course which credit ea	2010	Sep 06, 2010		405007
405004	Foreign Language Clubs	2011	Sep 05, 2011		405004

Student Memberships Screen

After the Memberships (MEMBEMIS) update process has been run, Student Program Records (GQ) are created for memberships that have an EMIS Program Code. See *"Memberships (MEMBEMIS)"* for further details.

Student Program Record Screen
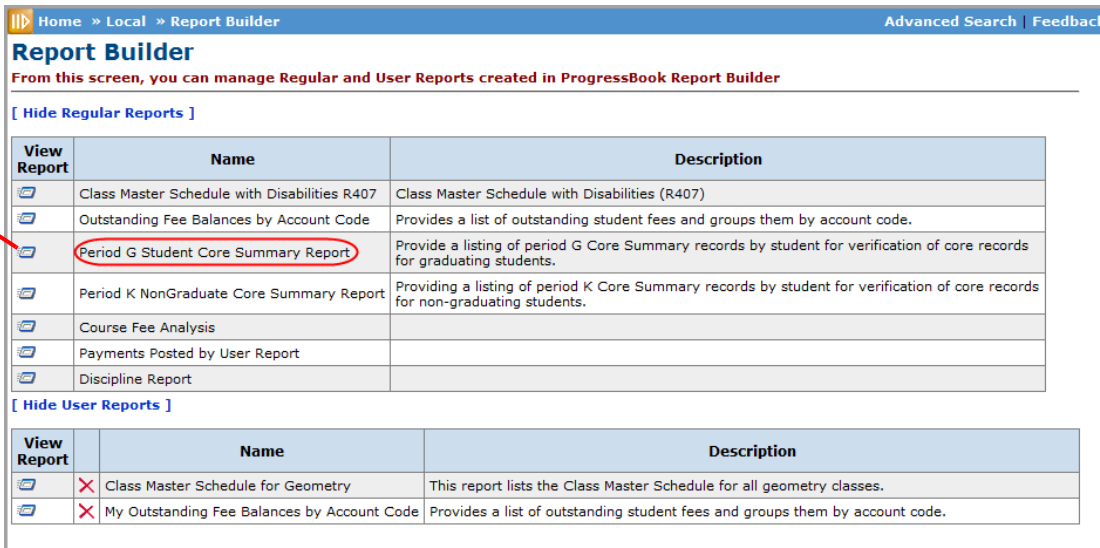
Reports

Period G Student Core Summary Report

The Period G Student Core Summary report lists the students graduating in period G and the credits they received for each core area by district and school.

The Period G Student Core Summary Report is a Report Builder report and is located in the following path: Home > Local > Report Builder Links > Report Builder Reports.

Period G Student Core Summary Report on the Report Builder Reports Screen

1. With the school or district for which you want to run the report in context, on the Report Builder screen, click the **run icon** in the View Report column for the Period G Student Core Summary report.

The report displays on the StudentInformation Report Viewer screen.

Period G Student Core Summary Report

2. If you would like to apply an additional filter to the report results, click **Show Setup**, and then in the **Set Optional Filters** area:

   a. In the **Field Name** drop-down list, select the field on which you want to filter the report.

   b. In the **Operation** drop-down list, select the operation you want to apply to the filter. The available options may vary depending on the field you selected in the **Field Name** drop-down list. For more information about filter operations, refer to *ProgressBook StudentInformation Report Builder User Guide*.

   c. In the **Value** field, enter or select the appropriate value, if applicable.

   Note: The available options and acceptable values vary depending on the option you selected in the Field Name drop-down list. You may be able to enter only alphabetical or only numeric characters depending on the option you selected in the Field Name drop-down list. If you selected an option in the Field Name drop-down list that requires a date, a calendar becomes available in the Value field. If you selected Has a Value or Does Not Have a Value in the Operation drop-down list, then the Value field is unavailable.

   d. To add an additional filter, repeat *step 2(a)* through *step 2(c)* in the line below the previous filter.

e. Click **View Report** to apply the filter(s) to the report.

The report displays a second time with the filters you defined applied. The following figure shows the report filtered by the Core Area Code of BUS.

District	Building Name	Student Number	Last Name	First Name	Middle Name	CORE Area Code	Area Count	Total Area Count
Ashland City Schools	ASHLAND HIGH SCHOOL	129001	RAMOS	TERRY		BUS	0.50	
							Total:	0.500
		129002	REYES	GERALD		BUS	0.50	
							Total:	0.500
		129004	SHAW	VIVIAN		BUS	0.50	
							Total:	0.500
		129005	HOLMES	ROBERTA		BUS	2.00	
							Total:	2.000
		129006	RICE	HOLLY		BUS	0.50	
							Total:	0.500
		129007	ROBERTSON	BRITTANY		BUS	0.50	
							Total:	0.500
		129008	HUNT	WILLIE		BUS	0.50	
							Total:	0.500
		129010	ROMERO	MELINDA		BUS	0.50	
							Total:	0.500
		129011	LARSON	ARLENE		BUS	0.50	
							Total:	0.500
		129013	MENDOZA	ALLISON		BUS	0.50	
							Total:	0.500
		129014	MCDANIEL	TERRY		BUS	0.50	
							Total:	0.500

Period G Student Core Summary Report Filtered by BUS Core Area Code

3. To save the report with your selected parameters and filters, perform the following steps:

a. Click **Save Setup As**.

b. In the **New report name** field, enter a unique report name.

c. In the **New description** field, enter a description of the report.

d. Click **Save**.

The following message displays at the bottom of the screen: "Report setup saved successfully."

The report is saved. You can now run it directly from the User Reports area on the Report Builder Reports screen.

4. Click the close button to close the StudentInformation Report Viewer screen and return to the Report Builder screen.

Period K Non-Graduate Core Summary Report

The Period K Non-Graduate Core Summary report lists the students and the credits received for each core area in period K by district and school.

The Period K Non-Graduate Core Summary Report is a Report Builder report and is located in the following path: Home > Local > Report Builder Links > Report Builder Reports.

Run Icon

Period K Non-Graduate Core Summary Report on the Report Builder Reports Screen

1. With the school or district for which you want to run the report in context, on the Report Builder screen, click the run icon in the **View Report** column for the Period K Non-Graduate Core Summary report.

The report displays on the StudentInformation Report Viewer screen.

Period K Non-Graduate Core Summary Report

2. If you would like to apply an additional filter to the report results, click **Show Setup**, and then in the **Set Optional Filters** area:

   a. In the **Field Name** drop-down list, select the field on which you want to filter the report.

   b. In the **Operation** drop-down list, select the operation you want to apply to the filter. The available options may vary depending on the field you selected in the Field Name list. For more information about the filter operations, refer to *ProgressBook StudentInformation Report Builder User Guide.*

   c. In the **Value** field, enter or select the appropriate value, if applicable.

   ***Note:** The available options and acceptable values vary depending on the option you selected in the Field Name drop-down list. You may be able to enter only alphabetical or only numeric characters depending on the option you selected in the Field Name drop-down list. If you selected an option in the Field Name drop-down list that requires a date, a calendar becomes available in the Value field. If you selected Has a Value or Does Not Have a Value in the Operation drop-down list, then the Value field is unavailable.*

   d. To add an additional filter, repeat *step 2(a)* through *step 2(c)* in the line below the previous filter.

e. Click **View Report** to apply the filter(s) to the report.

The report displays a second time with the filters you defined applied. The following figure shows an example of the report filtered by the Core Area Code of BUS.

Period K Non-Graduate Core Summary Report

District	Building Name	Student Number	Last Name	First Name	Middle Name	Grade Level	CORE Area Code	Area Count	Total Area Count
Ashland City Schools	ASHLAND HIGH SCHOOL	129001	RAMOS	TERRY		12	BUS	0.500	
								Total:	0.500
		129002	REYES	GERALD		12	BUS	0.500	
								Total:	0.500
		129004	SHAW	VIVIAN		12	BUS	0.500	
								Total:	0.500
		129005	HOLMES	ROBERTA		12	BUS	0.500	
								Total:	0.500
		129006	RICE	HOLLY		12	BUS	0.500	
								Total:	0.500
		129007	ROBERTSON	BRITTANY		12	BUS	0.500	
								Total:	0.500
		129008	HUNT	WILLIE		12	BUS	0.500	
								Total:	0.500
		129010	ROMERO	MELINDA		12	BUS	0.500	
								Total:	0.500
		129011	LARSON	ARLENE		12	BUS	0.500	
								Total:	0.500
		129013	MENDOZA	ALLISON		12	BUS	0.500	
								Total:	0.500

Period K Non-Graduate Core Summary Report Filtered by BUS Core Area Code

3. To save the report with your selected parameters and filters, perform the following steps:

a. Click **Save Setup As**.

b. In the **New report name** field, enter a unique report name.

c. In the **New description** field, enter a description of the report.

d. Click **Save**.

The following message displays at the bottom of the screen: "Report setup saved successfully."

The report is saved. You can now run it directly from the User Reports area on the Report Builder Reports screen.

4. Click the close button to close the StudentInformation Report Viewer screen and return to the Report Builder screen.

Appendix A – Student Registration and Withdrawal Scenarios

Please refer to the 12/13 Withdrawal Scenarios document, which is located on the Web documentation page (Procedural Checklists - EMIS section).

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Appendix B – StudentInformation Crosswalk

The following table lists all EMIS elements based on the state EMIS Manual Chapter 5 and where they reside in StudentInformation.

Student Demographic Record (GI)

EMIS Element	Location in StudentInformation
	These elements are located on various Student Profile tab(s) as listed below.
Building IRN	Additional – Primary Building AND FS-Standing – Attending Building IRN
EMIS Student ID Number	FS-Standing
Date of Birth	General – Birthdate
Gender	General – Gender
Racial/Ethnic Group	General - Summative Race
Native Language	General – Native Language
First Name	General – First Name and/or Private – Legal First Name
Middle Name	General – Middle Name and/or Private – Legal Middle Name
Last Name	General – Last Name and/or Private – Legal Last Name
Student Birth Place City	General – Birthplace City
Student Home Language	General - Home Language
Hispanic/Latino	General - Hispanic/Latino

Student Demographic - Race Detail Record (GJ)

EMIS Element	Location in StudentInformation
EMIS Student ID Number	FS Standing
Racial Group	General - Racial Groups (1 record created for each group checked)

Student Standing Record (FS)

EMIS Element	Location in StudentInformation
	These elements are located on various Student Profile tab(s) as listed below.
Effective Start Date	FS-Standing – Effective Start Date
Admission Date	FS-Standing – District Admission Date
Student Admission Reason	FS-Standing – Admission Reason
Admitted From IRN	FS-Standing – Admitted From IRN
Effective End Date	FS-Standing – Effective End Date
Withdrawal Reason	FS-Standing – Withdraw Reason
Withdrawn To IRN	FS-Standing – Withdrawn To IRN
State Student ID (SSID)	FS-Standing – State Student ID (SSID)
Student Percent of Time	FS-Standing – Percent of Time
Tuition Type	FS-Standing – Tuition Type
District Relationship	FS-Standing – District Relationship
Legal District of Residence	FS-Standing – District of Residence
Attending Building IRN	FS-Standing – Attending Building IRN
Assigned Building Area IRN	FS-Standing – Assigned Building IRN
How Received	FS-Standing – How Received
How Received IRN	FS-Standing – How Received IRN
Sent Reason 1	FS-Standing – Sent To Reason 1
Sent To IRN 1	FS-Standing – Sent to IRN 1
Sent To Percent of Time 1	FS-Standing – Percent of Time 1
Sent Reason 2	FS-Standing – Sent To Reason 2
Sent To IRN 2	FS-Standing – Sent To IRN 2
Sent To Percent of Time 2	FS-Standing – Sent To Percent of Time 2
County of Residence	FS-Standing – County of Residence
October Count Week Attendance Days	FS-Attendance – October CW: Attendance Days
October Count Week Excused Absence Days	FS-Attendance – October CW: Excused Absence Days
October Count Week Unexcused Absence Days	FS-Attendance – October CW: Unexcused Absence Days
School Year Attendance Days	FS-Attendance – School Year: Attendance Days
School Year Excused Absence Days	FS-Attendance – School Year: Excused Absence Days
School Year Unexcused Absence Days	FS-Attendance – School Year: Unexcused Absence Days

Student Attributes – Effective Date Record (FD)

EMIS Element	Location in StudentInformation
	These elements are located on various Student Profile tab(s) as listed below.
Effective Start Date	FD-Attributes – Effective Start Date
Effective End Date	FD-Attributes
Grade Level	FD-Attributes – EMIS Grade Level
State Equivalent Grade Level	FD-Attributes – State Equivalent Grade
Attendance Pattern	FD-Attributes – Attendance Pattern
Disadvantagement	FD-Attributes – Disadvantagement
Preschool Poverty Level	FD-Attributes – Preschool Poverty Level
Disability Condition	FD-Attributes – Disability Condition
Student being served by 504 Plan	FD-Attributes – Section 504 Plan
Homeless Status	FD-Attributes – Homeless Status
Homeless Unaccompanied Youth	FD-Attributes – Homeless Unaccompanied Youth
Limited English Proficiency	FD-Attributes – Limited English Proficiency
Migrant Status	FD-Attributes – Migrant Status
Foreign Exchange Student Graduation Plan	FD-Attributes – Foreign Exchange Graduation Plan
Immigrant Status	FD-Attributes – Immigrant Status

Student Attributes – No Date Record (FN)

EMIS Element	Location in StudentInformation
	These elements are located on various Student Profile tab(s) as listed below.
Non-Attending Reason	FS-Attendance – October CW: Non-Attending Reason
Retained Status	FN-Attributes – Retained Status
Fiscal year student began 9th grade	FN-Attributes – Fiscal Year Began 9th
Accountability IRN	FN-Attributes – Accountability IRN
Attending Building IRN Next Year	FN-Attributes – Attending Building IRN Next Year
Third Grade Reading Guarantee	FN-Attributes – Third Grade Reading Guarantee
Limited English Proficient Reclassification Date	FD-Attributes – LEP Reclass Date
Majority of Attendance IRN	FN-Attributes – Majority of Attendance IRN
CORE Economics and Financial Literacy Requirement Met	FN-Graduate – Economics and Financial Literacy Requirement Met
CORE Fine Arts Requirement Met	FN-Graduate – Fine Arts Requirement Met
CORE Graduation Requirement Exemption Code	FN-Graduate – CORE Graduation Requirement Exemption
Exempted from Physical Education Graduation Requirement	FN-Graduate – Exempted from Physical Education Graduation Requirement

Student Attributes – No Date Record (FN)

EMIS Element	Location in StudentInformation
Diploma Date	FN-Graduate– Graduation Date
Diploma Type	FN-Graduate – Diploma Type
OGT Graduation Alternative	FN-Graduate – OGT Graduation Alternative
Military Compact Graduation Alternative Count	FN-Graduate – Military Compact Graduation Alternative
Updated Dec 1 IEP Outcome	FN-Attributes – Updated Dec 1 IEP Outcome
Tech Prep Completer	FN-Attributes – Tech Prep Completer
CTE Program of Concentration	FN-Attributes – CTE Program of Concentration

Student Acceleration Record (FB)

EMIS Element	Location in StudentInformation
	These elements are located on the Student Acceleration (FB) page.
Subject Area Code	Student Acceleration (FB) – Assessment Area Code
Accelerated Level Count	Student Acceleration (FB) – Accelerated Level Count
Accelerated Assessment Flag	Student Acceleration (FB) – Accelerated Assessment Flag
Accelerated Assessment Accountability IRN	Student Acceleration (FB) – Accelerated Assessment Accountability IRN

Student Graduation - Core Summary Record (GC) - Period K

EMIS Element	Location in StudentInformation
District IRN	District IRN
EMIS Student ID Number	FS Standing – EMIS
CORE Area Code	EMIS Maintenance – Student Non-Graduate Core Summary – CORE Area Code
CORE Area Count	EMIS Maintenance – Student Non-Graduate Core Summary – CORE Count

Student Graduation - Core Summary Record (GC) - Period G

EMIS Element	Location in StudentInformation
District IRN	District IRN
EMIS Student ID Number	FS Standing – EMIS ID
CORE Area Code	Graduate Reporting Period (G) – Student Graduate Core Summary Maintenance – Student Non-Graduate Core Summary – CORE Area Code
CORE Area Count	Graduate Reporting Period (G) – Student Graduate Core Summary Maintenance – Student Non-Graduate Core Summary – CORE Count

Student Special Education Graduation Requirement Record (FE)

EMIS Element	Location in StudentInformation
District IRN	District IRN
EMIS Student ID Number	FS – EMIS ID
IEP Date Type	Special Education – Grad Requirement – Date Type
IEP Date	Special Education – Grad Requirement – IEP Date
Assessment Type Code	Always "STR".
Assessment Area Code	Special Education – Grad Requirement – Assessment – Assessment Area
Exemption Flag	Special Education – Grad Requirement – Assessment – Exemption Flag

Student Course Record (GN)

EMIS Element	Location in StudentInformation
Local Classroom Code	Constructed by CTRMEMIS using School Code + Course ID + Section
High School Credit Earned	Student Subject Record – High School Credit Earned
Partial/Override Credit	Student Subject Record – High School Credit Amount
Course Enrollment Start Date	Student Subject Record – Course Start Date
Course Enrollment End Date	Student Subject Record – Course Stop Date

Student Program Record (GQ)

EMIS Element	Location in StudentInformation
Program Code	Student Memberships – EMIS Program Code Note(s): The 215xxx codes that are reported as part of the GQ record are also located on the Services tab on the Special Education screen.
Employee ID	The ID comes from the Staff record in Security based on the Student Memberships – Staff Member.
Program Provider IRN	Student Memberships – Program Provider IRN
Program Enrollment Start Date	Student Memberships – Start Date
Program Enrollment End Date	Student Memberships – Stop Date

Graduation-Only Test Record (GP)

EMIS Element	Location in StudentInformation
	This record is not currently stored in StudentInformation.

Student Achievement Test Record (GA)

EMIS Element	Location in StudentInformation
	All elements are on the Student Achievement page.
Test Grade Level	Test
Subject Type	Part
Test Date	Test date

Student Achievement Test Record (GA)

EMIS Element	Location in StudentInformation
Required Test Type	Test
Grade Level of Student at time of Test	Grade at time of test
Type of Accommodation	Accommodations
Scaled Score	Scaled score
Score Not Reported	Reason Test Not Taken
Raw Score	Raw score
Building IRN - Spring Test Administration	Spring administration IRN

Student Ohio Graduation Test (OGT) Record (GX)

EMIS Element	Location in StudentInformation
	All elements are on the Ohio Graduation Test page.
Subject	Part
Test Date	Test Date
Required Test Type	Test Type
Grade Level of Student at time of test	Grade at Time of Test
Type of Accommodation	Accommodations
Scaled Score	Scaled Score
Score Not Reported	Score Not Reported
Raw Score	Raw Score
Test Required for Graduation	Required for Graduation
Building IRN – Spring Test Administration	March Administration Building IRN

CTE Student Assessment Record (GY)

EMIS Element	Location in StudentInformation
	This record is not currently stored in StudentInformation.

Student Kindergarten Readiness Assessment – Literacy Record (GO)

EMIS Element	Location in StudentInformation
	All elements are on the Kindergarten Readiness Assessment – Literacy (KRA-L) Record page.
Test Date	Test Date
Type of Accommodation	Accommodations
Score Not Reported	Reason Test Not Taken
Total Score	Total Score

Student Preschool Assessment Record (GB)

EMIS Element	Location in StudentInformation
	All elements are on the Preschool Assessment Record page.
Test Date	Test Date
Type of Accommodations to Standard Test Type	Accommodations
Score Not Reported	Reason Test Not Taken
Picture Naming Score	Picture Naming Score
Rhyming Score	Rhyming Score
Alliteration Score	Alliteration Score

Student Preschool ASQ/SE Assessment Record (GS)

EMIS Element	Location in StudentInformation
	All elements are on the Preschool ASQ/SE Assessment Record page.
Test Level	Test Level
Test Date	Test Date
Score Not Reported	Reason Test Not Taken
Score	Score

Student Preschool ECO Assessment Record (GM)

EMIS Element	Location in StudentInformation
	All elements are on the Preschool ECO Assessment Record page.
Assessment Area	Test Part
Test Date	Test Date
Score Not Reported	Reason Test Not Taken
Score	Score
Progress	Progress

Ohio Test of English Language Acquisition Record (GF)

EMIS Element	Location in StudentInformation
	All elements are on the Ohio Test of English Language Acquisition (OTELA) page.
Test Date	Test Date
Grade Level of Student at Time of Test	Grade Level at Time of Test
Type of Accommodations	Accommodations
Score Not Reported	Reason Test Not Taken
Reading Domain Score	Reading Scaled Score
Writing Domain Score	Writing Scaled Score
Listening Domain Score	Listening Scaled Score
Speaking Domain Score	Speaking Scaled Score

Ohio Test of English Language Acquisition Record (GF)

EMIS Element	Location in StudentInformation
Comprehension Domain Score	Comprehension Scaled Score
Composite Performance Level	Comprehension Performance Level

Student Gifted Education Record (GG)

EMIS Element	Location in StudentInformation
	All elements are on the Student Gifted Record page.
Gifted Screening – Superior Cognitive ability	Screening: Superior Cognitive Ability
Gifted Screening – (SAA) - Mathematics	Screening: Specific Academic Ability – Math
Gifted Screening – (SAA) - Science	Screening: Specific Academic Ability – Science
Gifted Screening – (SAA) - Reading/Writing	Screening: Specific Academic Ability – Reading/Writing
Gifted Screening – (SAA) - Social Studies	Screening: Specific Academic Ability – Social Studies
Gifted Screening – Creative Thinking Ability	Screening: Creative Thinking Ability
Gifted Screening – Visual/Performing Arts	Screening: Visual/Performing Arts
Gifted Assessment – Superior Cognitive Ability	Assessment: Superior Cognitive Ability
Gifted Assessment – (SAA) – Mathematics	Assessment: Specific Academic Ability – Math
Gifted Assessment – (SAA) – Science	Assessment: Specific Academic Ability – Science
Gifted Assessment – (SAA) – Reading, Writing	Assessment: Specific Academic Ability – Reading/Writing
Gifted Assessment – (SAA) - Social Studies	Assessment: Specific Academic Ability – Social Studies
Gifted Assessment – Creative Thinking Ability	Assessment: Creative Thinking Ability
Gifted Assessment – Visual/Performing Arts	Assessment: Visual/Performing Arts
Gifted Identification – Superior Cognitive Ability	Identified: Superior Cognitive Ability
Gifted Identification – (SAA) – Mathematics	Identified: Specific Academic Ability – Math
Gifted Identification – (SAA) – Science	Identified: Specific Academic Ability – Science
Gifted Identification – (SAA) – Reading/Writing	Identified: Specific Academic Ability – Reading/Writing
Gifted Identification v (SAA) – Social Studies	Identified: Specific Academic Ability – Social Studies
Gifted Identification – Creative Thinking Ability	Identified: Creative Thinking Ability
Gifted Identification – Visual/Performing Arts	Identified: Visual/Performing Arts
Gifted Identification Date – Superior Cognitive Ability	Identified Date: Superior Cognitive Ability
Gifted Identification Date – (SAA) – Mathematics	Identified Date: Specific Academic Ability – Math

Student Gifted Education Record (GG)

EMIS Element	Location in StudentInformation
Gifted Identification Date – (SAA) - Science	Identified Date: Specific Academic Ability – Science
Gifted Identification Date – (SAA) – Reading/Writing	Identified Date: Specific Academic Ability – Reading/Writing
Gifted Identification Date – (SAA) – Social Studies	Identified Date: Specific Academic Ability – Social Studies
Gifted Identification Date – Creative Thinking Ability	Identified Date: Creative Thinking Ability
Gifted Identification Date – Visual / Performing Arts	Identified Date: Visual/Performing Arts
Gifted Served - Superior Cognitive Ability	Gifted Served: Superior Cognitive Ability
Gifted Served – (SAA) – Mathematics	Gifted Served: Specific Academic Ability – Math
Gifted Served – (SAA) – Science	Gifted Served: Specific Academic Ability – Science
Gifted Served – (SAA) – Reading/Writing	Gifted Served: Specific Academic Ability – Reading/Writing
Gifted Served – (SAA) – Social Studies	Gifted Served: Specific Academic Ability – Social Studies
Gifted Served – Creative Thinking Ability	Gifted Served: Creative Thinking Ability
Gifted Served – Visual/Performing Arts	Gifted Served: Visual/Performing Arts

Student Special Education Record (GE)

EMIS Element	Location in StudentInformation
	All elements are on the Student – Special Education page
Date Type	Date Type
Date	Event Date
Outcome ID	Outcome Id
Non-compliance ID	Non-Compliance Id
Outcome Beginning Date	Outcome Begin Date
Outcome End Date	Outcome End Date
IEP Test Type	IEP Test Type
Secondary Planning	Secondary Planning

Student Discipline Record (GD)

EMIS Element	Location in StudentInformation
Date of Discipline	Discipline Incidents – Action record – Action Start Date
Type of Discipline	Discipline Incidents – Action Incident – Action Type
Discipline Reason	Discipline Incidents – Infraction Record – Infraction Type. Up to 5 reasons may be reported. If more than 5 exist on the infraction record, the first 5 will be reported.
Discipline Sequence number	Calculated based on multiple actions with the same date and action type.
Total Discipline Days	Discipline Incidents –Student Incident – Action record – Number of Days

Student Discipline Record (GD)

EMIS Element	Location in StudentInformation
Discipline Modified	Discipline Incidents – Student Incident – Action record – Modified
Referred for Alternate Educational Services	Discipline Incidents – Student Incident – Action record – Alternative Program
Building IRN where discipline incident took place	Discipline Incidents – Building IRN where Discipline Incident took place

CTE Workforce Development Follow-up Record (GV)

EMIS Element	Location in StudentInformation
	This record is not currently stored in StudentInformation

Course Master Record (CN)

EMIS Element	Location in StudentInformation
	Course Master Records are made up of elements from Courses, Course Sections, Security Staff, and Highly Qualified Teacher data.
District IRN	District IRN
Subject Code	Courses – EMIS tab – EMIS Subject Code
Local Classroom Code	Constructed by CTRMEMIS – School code + Course ID + Section (from course sections)
Course Level	Courses – EMIS tab – EMIS Course Level
Semester Code	Course Section - Course Term
Length of Scheduled Instruction	Courses - EMIS tab
Location IRN number	Courses – EMIS tab – EMIS Location IRN
High School Credit	Student Subject Record – High School Credit Amount
Subject Area for Credit	Courses – EMIS tab – EMIS Subject Area for Credit
Language used in Teaching course	Courses – EMIS tab – EMIS Language Used
Course Start Date	Course Terms – Start Date for term assigned to course section
Course End Date	Course Terms – Stop Date for term assigned to course section
CTE College Credit	Courses - EMIS tab – CTE College Credit
Curriculum	Courses - EMIS tab – Curriculum
Delivery Method	Courses - EMIS tab – Delivery Method
Educational Option	Courses - EMIS tab – Educational Option
Student Population	Courses - EMIS tab – Student Population
Credit Flexibility	Courses - EMIS tab – Credit Flex

Career-Technical Education Correlated Class Record (CV)

EMIS Element	Location in StudentInformation
	All elements are on the Vocational Correlated Records page
Anchor/Lab/Co-op Local Classroom Code	Anchor Classroom

Career-Technical Education Correlated Class Record (CV)

EMIS Element	Location in StudentInformation
First Correlated Academic or Technical Related Local Classroom Code	First Correlated Classroom
Second Correlated Academic or Technical Related Local Classroom Code	Second Correlated Classroom

Mapped Local Classroom Code Record (CM)

EMIS Element	Location in StudentInformation
	All elements are on the Mapped Local Classroom Codes page
Mapped From Local Classroom Code	Mapped From Classroom Code
Mapped To Local Classroom Code	Mapped To Classroom Code

Staff Course Record (CU)

EMIS Element	Location in StudentInformation
	Staff Course Records are made up of elements from Courses, Course Sections, Security, and Highly Qualified Teacher data.
District IRN	District IRN
Employee ID	Security – Staff – State Staff ID associated with the staff member assigned on Course Sections
Local Classroom Code	Constructed by CTRMEMIS - School code + Course ID + Section (from course sections)
Staff Course Start Date	Course Sections – Teacher History – Start Date
Staff Course End Date	Course Sections – Teacher History – Stop Date
Staff Role Code	Course Sections – Teacher History – Role
HQT Definition	Highly Qualified Teacher Update Maintenance – HQ Definition
Highly Qualified Teacher IRN	Courses – EMIS tab – Highly Qualified Teacher IRN
Staff Provider IRN	Courses – EMIS tab – EMIS Staff Provider IRN

Student Achievement Test Record (FA)

EMIS Element	Location in StudentInformation
	All elements are stored on the Assessment – Student Achievement screen.
Assessment Type Code	Always "GA".
Test Grade Level	Test Grade
Assessment Area Code	Part
Test Date	Test Date
Required Test Type	Reqd Test Type
Grade Level of Student at Time of Test	Grade at time of test
Type of Accommodations	Accomm
Score Not Reported	Score Not Reported
Score	Scaled Score for (STE), Raw Score for (ALT)

Student Ohio Graduation Test (OGT) Record (FA)

EMIS Element	Location in StudentInformation
	All elements located on the Assessment – Student Assessment – OGT Assessment screen.
Assessment Type Code	Always "GX".
Test Grade Level	Always "10".
Assessment Area Code	Part
Test Date	Test Date
Required Test Type	Test Type
Grade Level of Student at Time of Test	Grade at Test Time
Type of Accommodations	Accomm
Score Not Reported	Score Not Reported
Score	Scaled Score (for STR Test Type), Raw Score (for ALT Test Type)

CTE Student Assessment Record (FA)

EMIS Element	Location in StudentInformation
	All elements located on the Assessment – Student Assessment – CTE Student Assessment Record screen.
Assessment Type Code	Always "GY".
Test Grade Level	Always "**".
Assessment Area Code	CTE Student Assessment Code from CTE Student Assessment screen.
Test Date	Always Jan 1.
Required Test Type	Always "STR".
Grade Level of Student at Time of Test	Always "**".
Type of Accommodations	Always "**".
Score Not Reported	Always "*".
Score	CTE Technical Score If Assessment Area code = "14TP" then CTE Teaching Professions Portfolio Score

Student Kindergarten Readiness Assessment Record (FA)

EMIS Element	Location in StudentInformation
	All elements located on the Assessment – Student Assessment – K-RAL Assessment screen.
Assessment Type Code	Always "GO".
Test Grade Level	Always "KG".
Assessment Area Code	Always "R" for Reading.

Student Kindergarten Readiness Assessment Record (FA)

EMIS Element	Location in StudentInformation
Test Date	Test Date
Required Test Type	Always "STR".
Grade Level of Student at Time of Test	Always "KG".
Type of Accommodations	Accommodations
Score Not Reported	Score Not Reported
Score	Test Score

Student Preschool Assessment Record (FA)

EMIS Element	Location in StudentInformation
	All elements located on the Assessment – Preschool GGG page.
Assessment Type Code	Always "GB".
Test Grade Level	Always "PS".
Assessment Area Code	Assessment – Preschool GGG – Picture Naming, Rhyming, Alliteration
Test Date	Test Date
Required Test Type	Always "STR".
Grade Level of Student at Time of Test	Always "PS".
Type of Accommodations	Accommodations
Score Not Reported	Score Not Reported
Score	Picture Naming Score (PCNM) Rhyming Score (RHYM) Alliteration Score (ALLT)

Student Preschool ASQ/SE Assessment Record (FA)

EMIS Element	Location in StudentInformation
	All elements located on the Assessment – Preschool ASQ/SE screen.
Assessment Type Code	Always "GS".
Test Grade Level	Always "PS"
Assessment Area Code	Test Level (03, 04, 05, 30)
Test Date	TEst Date
Required Test Type	Always "STR".
Grade Level of Student at Time of Test	Always "PS".
Type of Accommodations	Always "**".
Score Not Reported	Score Not Reported
Score	Score

Student Preschool ECO Assessment Record (FA)

EMIS Element	Location in StudentInformation
	All elements located on the Assessment – Preschool ECO screen.
Assessment Type Code	Always "GM".
Test Grade Level	Always "PS"
Assessment Area Code	E - Social Emotional Skills (EPRG) K - Acquiring and Using Knowledge & Skills (KPRG) T - Taking Appropriate Action to Meet Needs (TPRG) EPRG - Social Emotional Skills Progress KRPG - Acquiring and Using Knowledge * Skills TRPG - Taking Appropriate Action to Meet Needs
Test Date	Test Date
Required Test Type	Always "STR".
Grade Level of Student at Time of Test	Always "PS".
Type of Accommodations	Always "**".
Score Not Reported	Score Not Reported
Score	Score (where Assessment Area Code = E, K or T) Progress (where Assessment Area Code = EPRT, KPRG, TPRG)

Ohio Test of English Language Acquisition Assessment Record (GF)

EMIS Element	Location in StudentInformation
	All Elements on the Assessment – OTELA Assessment screen.
Assessment Type Code	Always "GF".
Test Grade Level	Always "**"
Assessment Area Code	Reading (R) Writing (W) Listening (LIST) Speaking (SPKG)
Test Date	Test Date
Required Test Type	Always "STR".
Grade Level of Student at Time of Test	Grade Level at Time of Test
Type of Accommodations	Accommodations
Score Not Reported	Score Not Reported
Score	Reading Scaled Score (R) Writing Scaled Score (W) Listening Scaled Score (LIST) Speaking Scaled Score (SPKG)

Student CTE Industry Assessment Record (FA)

EMIS Element	Location in StudentInformation
	All elements located on the Assessment – CTE Industry Assessment screen.
Assessment Type Code	Always "GU".
Test Grade Level	Always "**".
Assessment Area Code	CTE Student Assessment Code
Test Date	Always Jan 1.
Required Test Type	Always "STR".
Grade Level of Student at Time of Test	Always "**".
Type of Accommodations	Always "**".
Score Not Reported	Always "**".
Score	CTE Industry Assessment Result

Grade Schedule Record (DL)

EMIS Element	Location in StudentInformation
	All elements are on the District and Building Information page – Building Grade Schedule (DL) tab
Building IRN	Building IRN
Grade Code	State Grade Code
Attendance Pattern	Attendance Pattern Code
First day of school	First Day of School
Last day of school	Last Day of School
Hours Per Day	Hours Per Day
Annual Days in Session	Annual Days in Session
Annual Hours in Session	Annual Hours in Session
Date of Spring Administration – Math Test	Date of Spring Administration Math Test

District Testing – Yearend Record (DT) for Reporting Period N

EMIS Element	Location in StudentInformation
	All elements are on the District and Building Information page – District Testing - Year End (DT) tab
Grade Level Assessed	Grade Level Assessed
Local Assessment Number	Local Assessment Number
Number Of Students Taking Assessment	Number Of Students Taking Assessment
Assessed Students With Disabilities Head Count	Assessed Students With Disabilities Head Count
Administered with Accommodations/Modifications	Administered with Accommodations/Modifications
Accommodations/Modifications Head Count	Accommodations/Modifications Head Count
Alternate Assessments Provided	Alternate Assessments Provided
Alternate Assessment Head Count	Alternate Assessment Head Count

Organization General Information Record (DN) for Reporting Period K

Attribute	EMIS Element	Location in StudentInformation
		All elements are on the District and Building Information page – District Organization Info (DN) tab
INFOTECIRN	Attribute Name	Reporting ITC IRN
STUKGBRDAY	Attribute Name	Date student is required to be five years old to be admitted into kindergarten
STUHOMESCL	Attribute Name	Count of home schooled resident students
STUELGEXAC	Attribute Name	Amount of time a student is required to attend district to be eligible for extracurricular activities
STUNPNTSRV	Attribute Name	Count of resident and non-resident nonpublic students within district boundaries eligible for Special Education services but not being served by the district
CWDAYSOPEN	Attribute Text	Count Week Days Open
FEEDERSCHL	Attribute Text	Feeder School
PRFSNLMEET	Attribute Text Attribute Number	Professional Teacher Meetings FTE
PTCONFERNC	Attribute Text Attribute Number	Parent/Teacher conference FTE
PRFSNLMEET	Attribute Text Attribute Number	Professional Teacher Meetings hours (community schools only)
PTCONFERNC	Attribute Text Attribute Number	Parent/Teacher conference hours (community schools only)

Organization General Information Record (DN) for Reporting Period N

Attribute	EMIS Element	Location in StudentInformation
INFOTECIRN	Attribute Name	Reporting ITC IRN
STUNPNTELG	Attribute Name	Count of resident and non-resident nonpublic students within district boundaries evaluated and determined ineligible for Special Education services
STUPSTCBTR	Attribute Name	Count of preschool transition conferences held by 3rd birthday, no disability suspected, no additional evaluation
STUPSTCATR	Attribute Name	Count of preschool transition conferences held after 3rd birthday, no disability suspected, no additional evaluation
PRFSNLMEET	Attribute Text Attribute Number	Professional Teacher Meetings FTE
PTCONFERNC	Attribute Text Attribute Number	Parent/Teacher conference FTE
PRFSNLMEET	Attribute Text Attribute Number	Professional Teacher Meetings hours
PTCONFERNC	Attribute Text Attribute Number	Parent/Teacher conference hours
CLMTYTAKEN	Attribute Number	Calamity days taken
SHORTENWEA	Attribute Number	Shortened days due to weather
CLMTYMDEUP	Attribute Number	Calamity days made up
SHORTENOTH	Attribute Number	Shortened days, non-weather

Organization General Information Record (DN) for Reporting Period K

Attribute	EMIS Element	Location in StudentInformation
		All elements are on the District and Building Information page – Building Organization Info (DN) tab
CWDAYSOPEN	Attribute Text	Count Week Days Open
FEEDERSCHL	Attribute Text	Feeder School
PRFSNLMEET	Attribute Text Attribute Number	Professional Teacher Meetings FTE
PTCONFERNC	Attribute Text Attribute Number	Parent/Teacher conference FTE
PRFSNLMEET	Attribute Text Attribute Number	Professional Teacher Meetings hours (community schools only)
PTCONFERNC	Attribute Text Attribute Number	Parent/Teacher conference hours (community schools only)
SIGEXTNDYR	Attribute Number	Increased learning time by extending the school year
SIGEXTNDDY	Attribute Number	Increased learning time by extending the school day
SIGBEFNAFT	Attribute Number	Increased learning time in before and after school settings
SIGWEEKEND	Attribute Number	Increased learning time on the week end

Organization General Information Record (DN) for Reporting Period K

Attribute	EMIS Element	Location in StudentInformation
SIGSUMRSCH	Attribute Number	Increased learning time in summer school
SIGOTHERTM	Attribute Number	Increased learning time in some other time frame not listed above

Organization General Information Record (DN) for Reporting Period N

Attribute	EMIS Element	Location in StudentInformation
FEEDERSCHL	Attribute Text	Feeder School
PRFSNLMEET	Attribute Text Attribute Number	Professional Teacher Meetings FTE
PTCONFERNC	Attribute Text Attribute Number	Parent/Teacher conference FTE
PRFSNLMEET	Attribute Text Attribute Number	Professional Teacher Meetings hours
PTCONFERNC	Attribute Text Attribute Number	Parent/Teacher conference hours
CLMTYTAKEN	Attribute Number	Calamity days taken
SHORTENWEA	Attribute Number	Shortened days due to weather
CLMTYMDEUP	Attribute Number	Calamity days made up
SHORTENOTH	Attribute Number	Shortened days, non-weather
FRSTNEXTYR	Attribute Name	First Day Next Year
SIGEXTNDYR	Attribute Number	Increased learning time by extending the school year
SIGEXTNDDY	Attribute Number	Increased learning time by extending the school day
SIGBEFNAFT	Attribute Number	Increased learning time in before and after school settings
SIGWEEKEND	Attribute Number	Increased learning time on the week end
SIGSUMRSCH	Attribute Number	Increased learning time in summer school
SIGOTHERTM	Attribute Number	Increased learning time in some other time frame not listed above

Appendix C – EMIS Situation History (prior to FY09)

Navigation: Home - SIS - Student - EMIS Situation History

THIS SCREEN IS NOT AVAILABLE IN FY09 (08-09) AND LATER

The EMIS Situation History screen is used to track a student's EMIS Situation in each EMIS Reporting Period, and make any necessary changes. Records are automatically added each time changes are made to the EMIS situation, FTE and District of Residence on student profile.

EMIS Situation History Screen

This page has standard add record, edit record and delete record controls. Refer to *ProgressBook StudentInformation General Use Guide* for more information on these controls.

> *Note: Records on this page are not deleted, but are inactivated instead. Refer to ProgressBook StudentInformation General Use Guide for more information on active/inactive records and re-activation.*

Sorting – You may sort by any column (Date, Reporting Period, EMIS Situation, Status, FTE, District of Residence, Attending/Home IRN, Attending/Home IRN Indicator, Active) in ascending or descending order by clicking on the column header.

From Date (optional) – Enter a start date from which to filter EMIS Situations.

To (optional) – Enter an end date to filter EMIS Situations.

Go – Refresh the data grid, showing only EMIS Situations within the specified date range.

 – Active EMIS Situation History entry.

 – Inactive EMIS Situation History entry.

Show Current Year Only – If checked, only EMIS Situation History entries from the current year will be displayed.

Show Active Events Only – If checked, will show only active EMIS Situation History events; if not checked, will show both active and inactive EMIS Situation History events.

Add – Add a new EMIS Situation History entry.

Add/Edit EMIS Situation History Record

Add EMIS Situation History Screen

Submit – Save EMIS Situation History. This banner message will display:

Special Security Note: By default EMIS Situation History cannot be updated (edited or deleted) if the specified EMIS Reporting Period is closed. This can be overridden by using the Extra System Permissions in Security. Opening the "Override 'Closed' on Situation History" setting in the Sitemap Access allows the Role and User/Groups assigned this Role to update EMIS Situation History in closed EMIS Reporting Periods.

Extra System Permissions