ProgressBook StudentInformation EMIS Guide



ProgressBook StudentInformation EMIS Guide

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

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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	<i>"District Organization Information (DN) – Period K"</i>	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	<i>"District Organization Information (DN) – Period N"</i>	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	<i>"District Organization Information (DN) – Period K"</i>	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.
 - I. 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.

Home » SIS » Student » Edit Profile FY09 Advan									
	ident Pro								
From this sci	reen, you can o	lisplay and o	nange info	rmation regarding	g a students profile	•			
General	Additional	Custom	Private	FS-Standing	FS-Attendance	FD-Attributes	FN-Attributes	FN-Graduate	Transportation

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.

III Home >> EMIS >> Maintenance	
Maintenance Please make a menu selection	
District and Building Information	Student Staff Classroom
Mapped Local Classroom Codes	Student Subject Record
Student Discipline Record	Student Subject Record By Class
Student Missing Override Record	Student Summer Withdrawal Record
Student Non-graduate CORE Summary	Teacher History Maintenance
Student Program Record	Vocational Correlated Records

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

Home » EMIS » Verify/Update and Tran	sfer Advan
EMIS - Verify/Update and	
From this screen, you can verify, update, a	and transfer EMIS records using a step-by-step wizard approach.
Request Type Program Selection	
• Verify/Update DASL EMIS	
○ Transfer EMIS Data	
Next > Cancel	

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.

Home » EMIS » Verify/Update and Transfer
EMIS - Verify/Update DASL EMIS From this screen, you can verify, update, and transfer EMIS records using a step
Request Type Program Selection
Reporting Period: K
O Verify - Non-Reportable Students
O Verify - Reportable Courses
O Verify - Review District EMIS Run Requests (CHECK_EMIS)
O Verify - Student Assessment
O Verify - Student Demographics (UNCLEMIS)
O Verify - Student Special Education Events
O Verify - Subject Codes (INVSUBJ)
O Verify/Update - CORE Summary
Verify/Update - Course and Class List (CLISEMIS/CTRMEMIS)
Verify/Update - Membership Programs (MEMBEMIS)
Verify/Update - Student Attendance (ATTUPEMIS)
< Back Next > Cancel

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.

Home » EMIS » Student Verification Verify Student Demographics - (K) DASL Local SD From this screen, you can verify student demographic and attendance data.	
Include Buildings	ear All Buildings
☑ DAEL - DASL ELEMENTARY ☑ DAHS - DASL HIGH SCHO	Y SCHOOL 🗹 DAMS - DASL MIDDLE SCHOOL 🕫
Number of Students Per Pa	age: 50 💌
Verify Cancel	

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

II Home » EMIS » Verify/Update and Transfer				
EMIS - Create Flat Files - Select Files				
From this screen, you can verify, update, and transfer EMIS records using a step-b				
Request Type Program Selection				
Reporting Period: K (Live)				
Select all transfers				
Transfer - CORE Summary (GC)				
Transfer - Course Master and Staff Course (CN,CU)				
Transfer - District and Building Information (DL, DN, DT)				
Transfer - Mapped Local Classroom Codes (CM)				
Transfer - Student Assessment (FA)				
Transfer - Student Course (GN)				
Transfer - Student Dem/Stand/Att (FD, FN, FS, GI, GJ)				
Transfer - Student Missing Override Record (FC)				
□ Transfer - Student Program (GQ)				
Transfer - Student Special Ed. Graduation Requirement (FE)				
Transfer - Student Special Education (GE)				
Transfer - Summer Withdrawal (FL)				
Transfer - Vocational Correlated Records (CV)				
Transfer Type:				
Flat file transfer Flat file transfer for Data Collector				
< Back Submit Cancel				

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

<u>Elida Local SD</u>

2011-2012 (K)

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.

III Home		
-	orking School ng school and school year	
School Year:	2008-2009 🗸	
Working School:	- ADA ELEMENTARY	Save as Default School
Finished Cancel		

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.

DASL Local SD

2005-2006 (LIVE)

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

III Home » EMIS			
Change Worki Select your working sch			
Working School:	DASL Local SD	*	Save as Default School
School Year:	2006-2007	✓	
EMIS Reporting Period:	K (Live) 💌		
Finished Cancel			

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.

This page intentionally left blank.

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

EMIS Verify/Update Programs

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.

IIV Home » EMIS » Student Verification
Verify Student Demographics - (N) Elida Local SD From this screen, you can verify student demographic and attendance data.
Include Buildings
Select All Buildings Clear All Buildings
🖉 ELKG - Elida Elementary Kindergarten School 📝 ELIN - Elida Intermediate School 🕫
ELEE - Elida Elementary School ELMS - Elida Middle School
ELHS - ELIDA HIGH SCHOOL
Number of Students Per Page: 50 - Ignore "Student has overlapping admission history records" warning: 📝
Verify Cancel

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.

1		ent Verification	Advanced Search Feedba	
		Demographics - (K) Local SD n verify student demographic and attendance data.		
Include Bu Select Al		Clear All Buildings		
ELEE -	Elementar	y Kindergarten School 🔽 ELIN - 👘 i Intermediate School 🌮		
ELGO -	Elementar	y School ELMS - Middle School		
ELHS - H	ligh School			
Number of	Ctudente De	r Page: 50 v		
Number of	Students Pe	a page: 50 V		
Verify	Cancel			
Verify << First < Pr		. 2 3 4 5 Next > Last >>		724 Students With Err
< First < Pr		. 2 3 4 5 Next > Last >> Student	Student Number	724 Students With Err
< First < Pr	revious 1		Student Number	
< First < Pr	revious 1 RN Building	Student	be a valid IRN or 999999	
< First < Pr Building IF UNCLEMIS:	revious 1 RN Building	Student Smart, Roger - FS10E - 08/25/2008 - ERROR: If Sent To Reason 2 not = NA then IRN must l	be a valid IRN or 999999	
< First < Pr Building IF	revious 1 RN Building	Student Smart, Roger - FS10E - 08/25/2008 - ERROR: If Sent To Reason 2 not = NA then IRN must - FD04E - 08/25/2008 - ERROR: PS or KG student must not have an Attendance	be a valid IRN or 999999	
< First < Pr Building IF UNCLEMIS:	revious 1 RN Building ELEE	Student Smart, Roger - F510E - 08/25/2008 - ERROR: If Sent To Reason 2 not = NA then IRN must - F004E - 08/25/2008 - ERROR: PS or KG student must not have an Attendand - F5 - 8/25/2008 - State Student ID (SSID) is not specified	pe a valid IRN or 999999 ce Pattern of NA (08/25/2008)	
< First < Pr Building IF UNCLEMIS: LCE:	revious 1 RN Building ELEE	Student Smart, Roger - F510E - 08/25/2008 - ERROR: If Sent To Reason 2 not = NA then IRN must 1 - F004E - 08/25/2008 - ERROR: P5 or KG student must not have an Attendand - F5 - 8/25/2008 - State Student ID (SSID) is not specified Student66976, BRANDON	pe a valid IRN or 999999 ce Pattern of NA (08/25/2008)	

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

IV Home » SIS »	> Stude	nt » Edit Profile FY09						Adva
Edit Stude		rofile display and change information rega	rding a stude	ents profile.				
General Add	litional	Custom Private FS-Standi	ng FS-At	tendance I	D-Attributes	FN-Attributes	FN-Graduate	Transportation
Save Cancel						Last Modifie	d: 12/13/2010 11	:02 PM by User: dstover
Student Number	nt Number: 00014460 🖾 Auto-Assign			Student	Status:	A - ACTIVE RES		• 9
First Name: Last Name: Last Name Suffi	x :	RANDY 9 Student12686 9 JR		Middle N Called N		D		
	M Ø nic Category: B - BLACK, NON-HISP Verified With:		11/9/1994 T	3 •	Age: 16			
Hispanic/Latino Racial Group(s): Summative Race Native Language	e:	N - No, the student is not Hispanic/Li A-Asian B-Black or African Ameri B - Black or African American/Non-H ENG - English (Default)	can 🕅 I-Ame	Birthplae erican Indian or Home La	Alaska Native	SHELBY P-Native Hawaiia		Islander 🔲 W-White 🔗
		For Address Verification)		Mailing Addres		se Address of Resid		
Street:	645 S	Main St	4			n St		4
City, State, Zip:		Ø OH ▼ Ø 45804-124 pass Address Standardization/Verific	-	City, State, Zi		∮ OH ▼ \$.ddress Standardiza	45804-1241	9
Phone Number:		(555) 555-5555 🔲 Unlisted		Email:				
Building Grade: EMIS Grade:		10 - 10 🔻 🖋			ext Year: ade Next Year:	11 - 11 •		
Changing the The FD tab	he Build can be	ing Grade does not change the State used to change the State Equivalent (Equivalent G Brade.	rade. 🕜 Cha The	nging the Grad FN tab can be	e Next Year does n used to change the	ot change the EM EMIS Grade Next	IS Grade Next Year. : Year.
Program:		15 - Other Health Imped. Minor	•	Home so	hool IRN: :hool:	, L		
Attendance Cale	endar:	1 (Default) 🔻		Report t	o EMIS:	V		

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.

EMIS Verify/Update Programs

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).

🕪 Home » EMIS » Maintena	nce » Student :	Staff Classro	om				Advanced Search F
Student Staff Class From this screen, you can dis		ge and delete	e data pertaining to staff class	room	records.		
Reporting Period: K 💌							
Teacher:	DARYL ATTER	RHOLT (AU100	• • • • • • • • • • • • • • • • • • • •				
© Local Classroom Code:			~		Search		
			< Previ	ious	Next >		
Emis Subject:	151201		Local Classroom Code:	A	SJH-7115-02		
Subject Code Description:	Social Studies (7-8)	Length/Scheduled Instructio	n: 12	23		
Course Level:	*		Semester Code:	3			
High School Credit Amount:	0.00		Subject Area for Credit:	*:	**		
Language Used:	E		Credit Flex:	N			
Building Name:	ASHLAND MIDD	LE SCHOOL	Location IRN:	00	01099		
Course Start Date:	8/23/2011		CTE College Credit:	N			
Course End Date:	5/31/2012		Curriculum:	0	т		
Delivery Method:	FF		Educational Option:	N	0		
Student Population:	RG						
Teacher Name Staff	Role Code		HQT Definition		Highly Qu	ualified Teacher IRN	Staff Provider IRN
ATTERHOLT, DARYL LT-L	ead Teacher I	I-Not core cour	se OR type of course isn't eval. for	HQT		*****	*****

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.

EMIS Verify/Update Programs

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>.

lect All Buildings Clear All Buildings GHS - ASHLAND HIGH SCHOOL (Update Last Run on 05/29/2012 04:22 PM by John Smith) GJH - ASHLAND MIDDLE SCHOOL (Update Last Run on 05/29/2012 04:22 PM by John Smith) GED - EDISON ELEMENTARY SCHOOL (Update Last Run on 05/29/2012 04:22 PM by John Smith) GLI - LINCOLN ELEMENTARY (Update Last Run on 05/29/2012 04:22 PM by John Smith)	
HS - ASHLAND HIGH SCHOOL (Update Last Run on 05/29/2012 04:22 PM by John Smith) 5JH - ASHLAND MIDDLE SCHOOL (Update Last Run on 05/29/2012 04:22 PM by John Smith) 5ED - EDISON ELEMENTARY SCHOOL (Update Last Run on 05/29/2012 04:22 PM by John Smith)	
ED - EDISON ELEMENTARY SCHOOL (Update Last Run on 05/29/2012 04:22 PM by John Smith)	ø
LI - LINCOLN ELEMENTARY (Update Last Run on 05/29/2012 04:22 PM by John Smith)	
MO - MONTGOMERY ELEMENTARY SCHOOL (Update Last Run on 05/29/2012 04:22 PM by John Smith)	
OS - OSBORN ELEMENTARY SCHOOL (Update Last Run on 05/29/2012 04:22 PM by John Smith)	
TA - TAFT ELEMENTARY SCHOOL (Update Last Run on 05/29/2012 04:22 PM by John Smith)	

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 Inv	valid highly qualified definition c	ode
020511	DAHS	<u>182</u>	FRENCH I	060230
Staff Messages:		- LINDA WALTERS T	eacher Highly Qualified Definitio	n is not specified for core course
020511	DAHS	<u>2007</u>	ART	
Course Messages:		 Course Level is not 	specified (F)	
		 Course Type is not 	specified (F)	
		 Subject code not s 	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.

IIV Home » EMIS » Verify/Update and Transfer
EMIS - Verify/Update DASL EMIS
From this screen, you can verify, update, and transfer EMIS records using a step
Request Type Program Selection
Reporting Period: K (Live)
O Verify - Non-Reportable Students
O Verify - Reportable Courses
O Verify - Review District EMIS Run Requests (CHECK_EMIS)
🔘 Verify - Student Assessment
O Verify - Student Demographics (UNCLEMIS)
O Verify - Student Special Education Events
Verify - Subject Codes (INVSUBJ)
O Verify/Update - CORE Summary
Verify/Update - Course and Class List (CLISEMIS/CTRMEMIS)
Verify/Update - Membership Programs (MEMBEMIS)
Verify/Update - Student Attendance (ATTUPEMIS)
< Back Next > Cancel

Verify – Subject Codes (INVSUBJ) Option

Select Verify - Subject Codes (INVSUBJ). Click Next>.
Home » EMIS » Identify Invalid Subjects Identify Invalid Subjects - (K) DASL Local SD From this screen, you can find invalid subject codes
Include Buildings: Select All Buildings Clear All Buildings
 ✓ DAEL - DASL ELEMENTARY SCHOOL ✓ DAMS - DASL MIDDLE SCHOOL ✓ DAHS - DASL HIGH SCHOOL
Submit Cancel

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.

Home » E	MIS » Ide	entify Invalid S	Subjects		
		-	cts - (N) A subject codes	shland City Scho	ols
Include Build		🔘 Clear All Buil	dings		
	HLAND MID DISON ELEM COLN ELEM	DLE SCHOOL	ASOS - OSB	TGOMERY ELEMENTARY SCHOO DRN ELEMENTARY SCHOOL ELEMENTARY SCHOOL	DL 7
		Cour	rse Subjects		
Building IRN	Building	Course Code	Course Name	EMIS Course Subject Cod	e
001081	ASHS	885A	HEALTH		
001081	ASHS	008C	CHAMBER MUSIC		
1 Record Display	yed	Cours	se Section Over	ida Subiacto	
Building IRN	Building			EMIS Course Subject Code	Section Number
001081	ASHS	761	SPANISH I	000000	4

Identify Invalid Subjects Screen

EMIS Verify/Update Programs

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.

III Home » Management » Sch	ool Administration » Scheduling Administration » Course Maintenance »	Courses
	WARNING: You are working with the Current School Year, an	id not a Future Schoo
From this screen you can displa	y or change information regarding courses	
General Marks Miscell	aneous EMIS Pre/Co-requisites <prev: *010<="" th=""><th>Next: *201 ></th></prev:>	Next: *201 >
EMIS Location IRN:	. 000000 P (Only required if different from the current building, optional if same	as current building)
EMIS Location Description:	XXXXXX High School (Only required if EMIS Location	IRN = '999999')
EMIS Staff Provider IRN:	****** 47 🔎	
EMIS Course Level:	1 - I	▼ 47
EMIS Subject Code:	020012 - Visual Art (K-12)	~
EMIS Subject Area for Credit:	FAR - Fine Arts	▼ <i>∛</i>
EMIS Language Used:	E - English (Default)	▼ <i>4</i>
CORE Subject Area:	FAR - Fine Arts Units	-
CTE College Credit:	N 🔻 🔗	
Curriculum:	OT - Curriculum Not Specifically Covered By Another Option	4
Delivery Method:	FF - Face to Face Classroom Instruction	
Educational Option:	NO - Not an Educational Option Course 🔹 🗸	
Student Population:	RG - Regular/General Students K-12 🗸 🗸	
Highly Qualified Teacher IRN:	₽	
Credit Flex:	N - The course is not a Credit Flexibility Course	•
Report to EMIS:		
Save Cancel		

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.

III Home » EMIS » Verify/Update and Transfer
EMIS - Verify/Update DASL EMIS
From this screen, you can verify, update, and transfer EMIS records using a step
Request Type Program Selection
Reporting Period: K (Live)
O Verify - Non-Reportable Students
O Verify - Reportable Courses
O Verify - Review District EMIS Run Requests (CHECK_EMIS)
O Verify - Student Assessment
Verify - Student Demographics (UNCLEMIS)
O Verify - Student Special Education Events
Overify - Subject Codes (INVSUBJ)
O Verify/Update - CORE Summary
Verify/Update - Course and Class List (CLISEMIS/CTRMEMIS)
Overify/Update - Membership Programs (MEMBEMIS)
Verify/Update - Student Attendance (ATTUPEMIS)
< Back Next > Cancel

Verify/Update – Membership Programs (MEMBEMIS)

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

IIV Home » EMIS » Verify/Update Memberships
Verify/Update Memberships - (K) Ashland City Schools From this screen, you can verify and update student memberships.
ASHS - ASHLAND HIGH SCHOOL (Update not run yet) ASJH - ASHLAND MIDDLE SCHOOL (Update not run yet) ASED - EDISON ELEMENTARY SCHOOL (Update not run yet) ASLI - LINCOLN ELEMENTARY (Update not run yet) ASMO - MONTGOMERY ELEMENTARY SCHOOL (Update not run yet) ASOS - OSBORN ELEMENTARY SCHOOL (Update not run yet) ASTA - TAFT ELEMENTARY SCHOOL (Update not run yet) Run Type: () Verify Memberships () Verify Special Education Services () Update Memberships
File Download Options
Select A File Type Select A Download Method
Submit Cancel

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.

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).

EMIS Verify/Update Programs

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 Mai	ntenance - Vocational Programs	ced Sear
From this screen, you can dis	play, add, change and delete data pertaining to memberships.	
Code:	305003 🜮	
EMIS Program Code:	305003 💌	
Require Staff Member:		
Require Dates:		
Default Staff Member:	~	
Default Program Provider IR	:N:	
Name:	Career Assessment - requires employee State ID	ø
Description:		~
		~
Is Active:	\checkmark	
Save Cancel		

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.

Building IRN	Building	Student	Student Number	EMIS ID
010025	ASED	ALLISON, GERALD	00190823	A28237190
pecial Education	Services:- 215	5008 - Program Provider	IRN is invalid	
001081	ASHS	ALLISON, PETER	00590203	283727985
		9123 - Membership is ma		
		9123 - Membership is ma		
		9123 - Membership is ma 9123 - Program Provider		Program code
		3456 - Membership is ma		Program code
		3456 - Program Provider		
001081	ASHS	ALLISON, VINCENT	00196062	A20627196
necial Education	Services:- 219	5006 - Program Provider	TRN is invalid	
pecial Education	361 VICes 210	- Flogram Flovider	TRIVIS INVAIIO	

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.

🕕 Home 🔹 Manage	ment » Schoo	l Administratior	• » DASL Option	15	
DASL Option From this screen, yo		and change dat	a pertaining to	school year configu	ration functions.
Reporting Period:	rks Fees K ▼ 10/7/2011	Attendance	Prog Track	INFOhio Export	EMIS Options
Reporting Date:	10///2011				

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.

٩Ŀ	se	ence	Type N	1 aintenance						
				ı display, add, change a	nd delete da	ta pertaining	to absence types.			
,	Add	Absence	Туре							
		<u>Code</u>	Name ^	Description	<u>Qualifier</u>	<u>Is</u> Excused	<u>Use for Daily</u> <u>Attendance</u>	<u>Use for Period</u> <u>Attendance</u>	<u>Report to</u> <u>EMIS</u>	<u>Acti</u>
X	I	Е	EXCUSED	EXCUSED ABSENCE	Absent	V	v	V	V	1
x	I	I	ISS	IN-SCHOOL SUSPENSION	Non-absence		v	1		- X
x	I	0	OTHER	OTHER APPROVED/JDC	Non-absence		v	V		2
x	I	Р	PARENT/CP	PARENT CALL PENDING	Absent		v	V	1	×,
×	I	s	SCHOOL REL	SCHOOL RELATED/FIELD TRIP	Non-absence		V	V		Ę
×	1	т	TARDY	TARDY ARRIVAL	Late/Tardy		v	v		- -
×	I	U	UNEXCUSED	UNEXCUSED ABSENCE	Absent		V	V	V	1

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.

III Home » EMIS » Verify/Update and Transfer
EMIS - Verify/Update DASL EMIS
From this screen, you can verify, update, and transfer EMIS records using a step
Request Type Program Selection
Reporting Period: K (Live)
O Verify - Non-Reportable Students
🔘 Verify - Reportable Courses
O Verify - Review District EMIS Run Requests (CHECK_EMIS)
🔘 Verify - Student Assessment
Verify - Student Demographics (UNCLEMIS)
O Verify - Student Special Education Events
O Verify - Subject Codes (INVSUBJ)
O Verify/Update - CORE Summary
Verify/Update - Course and Class List (CLISEMIS/CTRMEMIS)
Verify/Update - Membership Programs (MEMBEMIS)
Verify/Update - Student Attendance (ATTUPEMIS)
< Back Next > Cancel

Verify/Update – Student Attendance (ATTUPEMIS) Option

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

Home » EMIS » Verify/Update Student Attendance
Verify/Update Student Attendance - (K) DASL Ex Vill SD From this screen, you can verify and update student attendance data.
Include Buildings: Select All Buildings Clear All Buildings
AVEL - DASL ELEMENTARY (Update not run yet)
Run Type: Verify Attendance Update Attendance File Download Options
CSV 🗸 🐔
Submit Cancel

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).

	oe: Overify ownload Op Cancel		OUpdate Attendance		
	Displayed	Student Number	Student Name	Percent of Time	Issue
AVEL	000	004	SARAH		District Admission Date (FS) is before corresponding Admission History admission date. Cannot determine calendar for 08/26/2009 to 08/26/2009.
AVHS	406	558	CASSITY		District admission date (07/01/2009) is earlier than effective date (08/26/2009) for first FS record of admission or first FS record after a withdrawal.
AVEL	402	899	, BRANDON		District admission date (07/01/2009) is earlier than effective date (08/26/2009) for first FS record of admission or first FS record after a withdrawal.

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.

<i>(</i>) D	ASL - Data Analy	sis for Student Learni	ing - Windows Internet I	Explorer			
🥭 ht	ttp://dev-web1.noac	sc.org/Future/Reports/Re	portManagement.aspx				<
DA	SL	Batch/Rep	ort Management	10/	6/2009 4:18:12	PM	^
Disp	olay: All 🗸	Refresh Display					
	<u>Job Type</u>	Job Name	Job Description	<u>Job Status</u>	School Name	Date Added 🜱	
	EMIS Update	DASL EMIS EXTRACT	Attendance	Complete	Ada Ex Vill SD	10/6/2009 4:18:00 PM	
Clos	Clear All Ite	ms Clear Select	red Items Refresh	Display			

Batch/Report Management Screen

EMIS Verify/Update Programs

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

StudentNu	FMISId	DisplayName	EffectiveDate	EffectiveEndDate	IRN Building	DaysEnroll	TotalDays.	TotalExcus	TotalUnex	OctDay	OctExc	OctUni I	Percen Message
34788	221643714	Student66951, ALEX				175	169	6	0	5	0	0	
24317	215561010	Student67556, FREDERICK				53	26.5	2.5	24	4.5	0.5	0	
10000	205528888	Student68382, BILLIE IFAN				53	45.5	3.5	4	4	1	0	
34/88	221643714	Student66951, ALEX	//1/2008 0:00	6/30/2009 0:00	59 AVEL	175	169	6	0	5	U	U	100
34788	221643714	Student66951, ALEX			59 AVEL	175	169	6	0	5	0	0	
5994	205527241	Student68383, MAKAYLA	10/21/2008 0:00	6/30/2009 0:00	59 AVEL	138	135	3	0	0	0	0	100
5994	205527241	Student68383, MAKAYLA			59 AVEL	138	135	3	0	0	0	0	
5878	204812573	Student68419, CHYANNE	8/27/2008 0:00	2/3/2009 0:00	59 AVEL	94	91.5	2.5	0	4.5	0.5	0	100
5878	204812573	Student68419, CHYANNL	2/4/2009 0:00	2/20/2009 0:00	59 AVEL	12	10	U	2	0	U	U	100
5878	204812573	Student68419, CHYANNE			59 AVEL	106	101.5	2.5	2	4.5	0.5	0	

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:			
Attendance Days:	0	¢	Ý
Excused Absence Days:	0	ŧ	Ÿ
Unexcused Absence Days:	0	¢	Ÿ

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.

III Home » Management » School Administration » Discipline Administration » Infraction Codes

Infraction Codes Maintenance

From this screen, you can display, add, change and delete data pertaining to infraction codes.

	Add	Infraction Code	2			
		Code ^	<u>Name</u>	Description	EMIS Code	<u>Active</u>
\times	I	01	Truancy	Truancy	01 🔶	- 🌣
×	I	02	Behavioral problems	Behavioral problems	18	÷
×	I	03	Fighting/Violence	Fighting/Violence	03	
×	I	04	Vandalism	Vandalism	04	÷
×	I	05	Theft	Theft	05	÷

2

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.

١Þ	Hon	ne » Manag	gement » School Adminis	tration » Discipline Admin	istration » Actio	n Codes	
Ac	tic	on Cod	es Maintenance				
Fro	m tł	nis screen,	you can display, add, chai	nge and delete data pertai	ining to action co	les.	
A	Add A	ction Code					
		Code ^	Name	Description	EMIS Code	<u>Is Corporal</u>	<u>Active</u>
×	I	1	expulsion	expulsion	1		
×	I	10	Warning	Warning			÷
×	I	11	Removal from Bus	Removal from Bus			\$
×	1	12	Emergency Removal	Emergency Removal	6		
×	1	13	Removal by Hearing Officer	Removal by Hearing Officer	7		\$
×	1	2	Out of school suspension	Out of school suspension	2		

Action Codes Maintenance Screen

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

MIS - Verify/Update DASL EMIS	
rom this screen, you can verify, update, and transfer EMIS re	
	_
Request Type Program Selection	
Reporting Period: N (Live) -	
O Verify - Non-Reportable Students	
C Verify - Reportable Courses	
\odot Verify - Review District EMIS Run Requests (CHECK_EMIS)	
Verify - Student Assessment	
Verify - Student Demographics (UNCLEMIS)	
Verify - Student Gifted Records	
Verify - Student Special Education	
Verify - Subject Codes (INVSUBJ)	
\odot Verify/Update - Course and Class List (CLISEMIS/CTRMEMIS)	
Verify/Update - Discipline (DISCEMIS)	
© Verify/Update - Graduation Credit Units (COHIEMIS)	
© Verify/Update - Majority of Attendance IRN (MAJOREMIS)	
Verify/Update - Membership Programs (MEMBEMIS)	
◎ Verify/Update - Student Attendance (ATTUPEMIS)	
< Back Next > Cancel	

Verify/Update – Discipline (DISCEMIS) Option

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

/erify/Update Discipline Information - (N) rom this screen, you can verify and update discipline information.	DASL Local SD
Include Buildings:	
Select All Buildings ○ Clear All Buildings	
🗹 DAEL - DASL ELEMENTARY SCHOOL (Update not run yet) 🕫	
DAHS - DASL HIGH SCHOOL (Update not run yet)	
☑ DAMS - DASL MIDDLE SCHOOL (Update not run yet)	لم
Run Type: Verify Oupdate Number of Students Per Page: 50	
File Download Options	
Select A File Type 💙 Select A Download Method 💙	

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.

	Α	В	С	D	E	F	G	Н	1	J	К	L	М	N	0	Р
																Discipline
			Student					Discipline	Discipline	Discipline	Discipline	Discipline	Discipline	Alt		Sequence
1	Building	IRN	Number	EMISId	DisplayName	Discipline Date	DisciplineType	Reason1	Reason2	Reason3	Reason4	Reason5	Days	Program	Modified	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.

Building IRN	Building	Student	Student Number	EMIS ID
020511	DAHS	CONTRARY, MARY M.	00005001	376873245
Incident Message	95:	- <u>12 - dress inappropriate</u>	No infractions exist for the i	incident

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.

IV Home » EMIS » Verify/Update and Transfer	
EMIS - Verify/Update DASL EMIS From this screen, you can verify, update, and transfer EMIS records using a step	o-by-step wizard approach.
Request Type Program Selection	
Reporting Period: N	
Student Ohio Graduation Test	
O Verify - Non-Reportable Students	
🔘 Verify - Reportable Courses	
O Verify - Review District EMIS Run Requests (CHECK_EMIS)	
🔘 Verify - Student Assessment	
O Verify - Student Demographics (UNCLEMIS)	
O Verify - Student Gifted Records	
O Verify - Student Special Education Events	
O Verify - Subject Codes (INVSUBJ)	
O Verify/Update - Course and Class List (CLISEMIS/CTRMEMIS)	
O Verify/Update - Discipline (DISCEMIS)	
Verify/Update - Majority of Attendance IRN (MAJOREMIS)	
O Verify/Update - Membership Programs (MEMBEMIS)	
O Verify/Update - Student Attendance (ATTUPEMIS)	
< Back Next > Cancel	

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

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

Verify/Update Majority of Attendance I From this screen, you can verify and update Majority of Attendance	
Include Buildings:	
Select All Buildings Clear All Buildings	
DAEL - DASL ELEMENTARY SCHOOL (Update not run yet) DAHS - DASL HIGH SCHOOL (Update not run yet)	
DAMS - DASL MIDDLE SCHOOL (Update not run yet)	
Ad-Hoc Membership: Select an Ad-Hoc Membership V	R
Public And Private	
Run Type: Verify Update (You must have all buildings selected for the select of the sel	or update)

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	MatchType	eld
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.

II Home » EMIS » Verify/Update and Transfer
EMIS - Verify/Update DASL EMIS
From this screen, you can verify, update, and transfer EMIS recor
Request Type Program Selection
Reporting Period: K
O Verify - Non-Reportable Students
Verify - Reportable Courses
Verify - Review District EMIS Run Requests (CHECK_EMIS)
O Verify - Student Assessment
Verify - Student Demographics (UNCLEMIS)
Verify - Student Special Education
Verify - Subject Codes (INVSUBJ)
CVerify/Update - CORE Summary
$\ensuremath{\textcircled{O}}$ Verify/Update - Course and Class List (CLISEMIS/CTRMEMIS)
© Verify/Update - Membership Programs (MEMBEMIS)
◎ Verify/Update - Student Attendance (ATTUPEMIS)
< Back Next > Cancel

Verify – Review District EMIS Run Requests (CHECK_EMIS) Option

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

IID Home » EMIS » Run Requests	Advan
Review District EMIS Run R	tequests
From this screen, you can verify which EMIS	programs have been run.
Reporting Period: K 🗸	
District: Black River Local	
Select All Buildings Clear All Buildings	
BRES - BLACK RIVER ELEMENTARY SCHOOL	☑ BRJH - BLACK RIVER MIDDLE SCHOOL Ø
Not Run	Description
Include the Following Potential Problems:	Required: Assessment Transfer - Course Master and Staff Course (CN,CU)
Update Not Run	Assessment Transfer - District and Building Information (DL, DN, DT)
Transfer Not Run	Assessment Transfer - Student Assessment (FA) Assessment Transfer - Student Special Ed. Graduation Requirement (FE)
Transfer Not Run After Update	Attendance Record Update - Student Attendance (ATTUPEMIS)
	Attendance Record Verify - Student Attendance (ATTUPEMIS)
Run Too Early	CORE Summary Transfer - CORE Summary (GC)
	CTRMEMIS/CLISEMIS Transfer - Vocational Correlated Records (CV) CTRMEMIS/CLISEMIS Update - Course and Class List (CLISEMIS/CTRMEMIS)
	CTRMEMIS/CLISEMIS Opdate - Course and Class List (CLISEMIS/CTRMEMIS)
	MEMBEMIS Transfer - Student Program (GQ)
	MEMBEMIS Update - Membership Programs (MEMBEMIS)
	MEMBEMIS Verify - Membership Programs (MEMBEMIS)
	Special Education Transfer - Student Special Education (GE)
	Student Demographics / Standing / Attributes Transfer - Student Dem/Stand/Att (FD, FN, FS, GI, GJ) Student Demographics / Standing / Attributes Transfer - Student Demographics (GI)
Exclude Runs Prior To:	(0,)
Submit Cancel	

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

Not Run O Already Run O History Exclude Runs Prior To:							
Submit Cancel		-					
Building	<u>Module</u>	<u>Program</u>	<u>Action</u>	User	<u>Run Date</u> v		
BLACK RIVER ELEMENTARY SCHOOL	Assessment	Student Assessment (FA)	Transfer	Emhoff, Heidi	01/14/2013 12:53 PM		
	Assessment	Student Assessment (FA)	Transfer	Employee Unidi	01/14/2013 12:53 PM		
BLACK RIVER HIGH SCHOOL	Assessment	Student Assessment (FA)	rransier	Emnon, Heidi	01/14/2013 12:55 Pr		
BLACK RIVER HIGH SCHOOL BLACK RIVER MIDDLE SCHOOL	Assessment	Student Assessment (FA)	Transfer		01/14/2013 12:53 PM		
				Emhoff, Heidi			
BLACK RIVER MIDDLE SCHOOL	Assessment	Student Assessment (FA)	Transfer	Emhoff, Heidi Emhoff, Heidi	01/14/2013 12:53 P		

Example History Option Results

EMIS Verify/Update Programs

Sample Report for Not Run Option

Home » EMIS » Run Requests Advan							
Review District EMIS	S Run Reque	sts					
From this screen, you can verify	which EMIS program	s have been run.					
Reporting Period: K							
District: Black River Local							
Select All Buildings Clear All Buildings							
BRES - BLACK RIVER ELEMENTARY SCHOOL 🗵 BRJH - BLACK RIVER MIDDLE SCHOOL 🕫							
BRHS - BLACK RIVER HIGH SCHOOL							
🖲 Not Run 🔘 Already Run 🔘 H	listory						
Include the Following Potential	Problems: Requi	red:					
Verification Not Run		ment Transfer - Course Master and Staff Course (C					
🗹 Update Not Run		ment Transfer - District and Building Information (I ment Transfer - Student Assessment (FA)	DL, DN, DT)				
Transfer Not Run		ment Transfer - Student Assessment (PA)	quirement (FE)				
Transfer Not Run After Update		ance Record Update - Student Attendance (ATTUPE					
Run Too Early	Attend	ance Record Verify - Student Attendance (ATTUPEN	IIS)				
Run Too Early		CORE Summary Transfer - CORE Summary (GC)					
		MIS/CLISEMIS Transfer - Vocational Correlated Re					
		EMIS/CLISEMIS Update - Course and Class List (CL EMIS/CLISEMIS Verify - Course and Class List (CLI					
		MIS Transfer - Student Program (GQ)	эсниз/сткисииз)				
		MIS Update - Membership Programs (MEMBEMIS)					
	MEMBE	MIS Verify - Membership Programs (MEMBEMIS)					
		l Education Transfer - Student Special Education (G					
		nt Demographics / Standing / Attributes Transfer - S nt Demographics / Standing / Attributes Transfer - S					
	Studer	t Demographics / Standing / Attributes Transfer - 5	student Demographics	(GI)			
Exclude Runs Prior To:							
Submit Cancel							
Black River Local			-				
Building	Module	Program	Run Date	Issue			
BLACK RIVER ELEMENTARY SCHOOL	Assessment	Course Master and Staff Course (CN,CU)		Transfer not run			
BLACK RIVER ELEMENTARY SCHOOL	Assessment	District and Building Information (DL, DN, DT)		Transfer not run			
BLACK RIVER ELEMENTARY SCHOOL	Assessment	Student Assessment (FA)		Transfer not run			
BLACK RIVER ELEMENTARY SCHOOL	Assessment	Student Special Ed. Graduation Requirement (FE)		Transfer not run			
BLACK RIVER ELEMENTARY SCHOOL	Attendance Record	Student Attendance (ATTUPEMIS)		Verify/Update not run			
BLACK RIVER ELEMENTARY SCHOOL	CORE Summary	CORE Summary (GC)		Transfer not run			

Example Not Run Option Results

Sample Report for Already Run Option

Not Run Istory Exclude Runs Prior To: Image: Constraint of the second secon								
Submit Cancel								
Building	Module	Program	Verify Run Date	Verify	Update Run Date	Update	Transfer Run Date	Transfe
BLACK RIVER ELEMENTARY SCHOOL	Assessment	Student Assessment	01/14/2013 12:52 PM	V				
BLACK RIVER ELEMENTARY SCHOOL	Assessment	Student Assessment (FA)					01/14/2013 12:53 PM	V
BLACK RIVER HIGH SCHOOL	Assessment	Student Assessment	01/14/2013 12:52 PM	V				
BLACK RIVER HIGH SCHOOL						_		V
BLACK RIVER HIGH SCHOOL	Assessment	Student Assessment (FA)					01/14/2013 12:53 PM	×
		Student Assessment (FA) Student Assessment	01/14/2013 12:52 PM				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.

III Home » EMIS » Verify/Update and Transfer
EMIS - Verify/Update DASL EMIS From this screen, you can verify, update, and transfer EMIS reco
Request Type Program Selection
Reporting Period: N (Live)
O Verify - Non-Reportable Students
O Verify - Reportable Courses
© Verify - Review District EMIS Run Requests (CHECK_EMIS)
Verify - Student Assessment
Verify - Student Demographics (UNCLEMIS)
O Verify - Student Gifted Records
Verify - Student Special Education
Verify - Subject Codes (INVSUBJ)
Verify/Update - Course and Class List (CLISEMIS/CTRMEMIS)
Verify/Update - Discipline (DISCEMIS)
© Verify/Update - Majority of Attendance IRN (MAJOREMIS)
Verify/Update - Membership Programs (MEMBEMIS)
© Verify/Update - Student Attendance (ATTUPEMIS)
< Back Next > Cancel

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 3^{rd} grade at the time of the 4^{th} 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.

Verify	Cancel					
LCE Validation						
Building IRN		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 / Citizensh
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 / Citizensh
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 / Citizensh
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

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)

EMIS - Create Flat Files - Select Files From this screen, you can verify, update, and transfer EMIS re					
Request Type Program Selection					
Reporting Period: N (Live)					
Select all transfers					
Transfer - Course Master					
Transfer - Student Acceleration (FB)					
Transfer - Student Assessment (FA)					
Transfer - Student Course (GN)					
Transfer - Student Dem/Stand/Att (FD, FN, FS, GI, GJ)					
Transfer - Student Discipline (GD)					
Transfer - Student Gifted Education (GG)					
Transfer - Student Missing Override Record (FC)					
Transfer - Student Proficiency					
Transfer - Student Program (GQ)					
Transfer - Student Special Ed. Graduation Requirement (FE)					
Transfer - Student Special Education (GE)					
Transfer - Vocational Correlated Records (CV)					
Transfer Type:					
🛇 Transfer to Alpha 🔗					
© Flat file transfer					
Flat file transfer for Data Collector					
< Back Submit Cancel					

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.

ΟΑΑ

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.

EMIS Verify/Update Programs

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.

АСТ

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

EMIS - Create Flat Files - Select Files From this screen, you can verify, update, and transfer EMIS re								
Request Type Program Selection								
Reporting Period: N (Live) -								
Select all transfers								
Transfer - Course Master								
Transfer - Student Acceleration (FB)								
Transfer - Student Assessment (FA)								
Transfer - Student Course (GN)								
Transfer - Student Dem/Stand/Att (FD, FN, FS, GI, GJ)								
Transfer - Student Discipline (GD)								
Transfer - Student Gifted Education (GG)								
Transfer - Student Missing Override Record (FC)								
Transfer - Student Proficiency								
Transfer - Student Program (GQ)								
Transfer - Student Special Ed. Graduation Requirement (FE)								
Transfer - Student Special Education (GE)								
Transfer - Vocational Correlated Records (CV)								
Transfer Type:								
🔍 Transfer to Alpha								
© Flat file transfer								
Flat file transfer for Data Collector								
< Back Submit Cancel								

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.

III Home » EMIS » Verify/Update and Transfer							
EMIS - Verify/Update DASL EMIS From this screen, you can verify, update, and transfer EMIS rec							
Request Type Program Selection							
Reporting Period: N (Live)							
Verify - Non-Reportable Students							
O Verify - Reportable Courses							
Verify - Review District EMIS Run Requests (CHECK_EMIS)							
O Verify - Student Assessment							
Verify - Student Demographics (UNCLEMIS)							
Verify - Student Gifted Records							
Verify - Student Special Education							
Verify - Subject Codes (INVSUBJ)							
© Verify/Update - Course and Class List (CLISEMIS/CTRMEMIS)							
Verify/Update - Discipline (DISCEMIS)							
© Verify/Update - Majority of Attendance IRN (MAJOREMIS)							
O Verify/Update - Membership Programs (MEMBEMIS)							
© Verify/Update - Student Attendance (ATTUPEMIS)							
< Back Next > Cancel							

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.

EMIS Verify/Update Programs

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".

ľ	2 Records Displayed										
Report to EMIS <u>Building</u> ^ <u>Student Nur</u>		Student Number	Student Name	How Received	Percent of Time	154 - Resident attends a special ed coop F/T 08/18/2011		Withdrawal Date	<u>Status</u>		
		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>.

III Home » EMIS » Verify/Update and Transfer							
EMIS - Verify/Update DASL EMIS							
From this screen, you can verify, update, and transfer EMIS records using a step							
Request Type Program Selection							
Reporting Period: K (Live)							
O Verify - Non-Reportable Students							
Verify - Reportable Courses							
O Verify - Review District EMIS Run Requests (CHECK_EMIS)							
O Verify - Student Assessment							
O Verify - Student Demographics (UNCLEMIS)							
O Verify - Student Special Education Events							
Overify - Subject Codes (INVSUBJ)							
O Verify/Update - CORE Summary							
Verify/Update - Course and Class List (CLISEMIS/CTRMEMIS)							
Verify/Update - Membership Programs (MEMBEMIS)							
Verify/Update - Student Attendance (ATTUPEMIS)							
< Back Next > Cancel							

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.

🚺 Home » EM	1IS » Verify	Reportable Co	ourses				Adv	anced Search Fee	dback Mgmt	Help Vers	sion Prin	
	-		es - (N) Black Rive s marked reportable to EMIS.	er Local								
Select All B	Select All Buildings O Clear All Buildings											
BRES - BLA	BRES - BLACK RIVER ELEMENTARY SCHOOL 🗹 BRJH - BLACK RIVER MIDDLE SCHOOL 🕫											
BRHS - BLACK RIVER HIGH SCHOOL												
C All Courses	s 🔘 Only Repo	ortable Courses	s Only Non-Reportable Course	s								
Verify Cancel												
Report to EMIS	ayed <u>Building</u> ^	Course Code	Course Name	Curriculum	Delivery Method	Educational Option	<u>Student</u> Population	EMIS Subject Code	Section Exists	<u>CSA</u> Exists	<u>Is</u> Active	
	BRES	170	PERSONAL ACHIEVEMENT 1	**	**	**	**		yes	no	Ŷ	
	BRES	180	ADMINISTRATION 1	от	FF	NO	RG		yes	no	\	
	BRES	270	PERSONAL ACHIEVEMENT 2	от	FF	NO	RG		yes	no		
	BRES	280	ADMINISTRATION 2	от	FF	NO	RG		yes	no		
	BRES	370	PERSONAL ACHIEVEMENT 3	от	FF	NO	RG		yes	no	\	
	BRES	380	ADMINISTRATION 3	от	FF	NO	RG		yes	no	Ŷ	
	BRES	470	PERSONAL ACHIEVEMENT 4	от	FF	NO	RG		ves	no		

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:

Report to EMIS flag was successfully updated for all courses.

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>**.

Bome » EMIS » Verify/Update and Transfer							
EMIS - Verify/Update DASL EMIS From this screen, you can verify, update, and transfer EMIS records using a step-by-step wizard approach.							
Request Type	Program Selection						
Reporting Period:	К						
🔘 Verify - Non-Rej	portable Students						
🔘 Verify - Reporta	ble Courses						
O Verify - Review	District EMIS Run Requests (CHECK_EMIS)						
Verify - Student	Assessment						
O Verify - Student	Demographics (UNCLEMIS)						
Verify - Student	Special Education						
Verify - Subject	Codes (INVSUBJ)						
Verify/Update -	CORE Summary						
Verify/Update -	Course and Class List (CLISEMIS/CTRMEMIS)						
Verify/Update -	🔘 Verify/Update - Membership Programs (MEMBEMIS)						
© Verify/Update - Student Attendance (ATTUPEMIS)							
	< Back Next > Cancel						

Verify – Student Special Education Option

The Verify Special Education screen displays.

Bome » EMIS » Verify Special Education						
Verify Special Education - (K) Ashland City From this screen, you can verify and update special education information						
Include Buildings:						
Select All Buildings Clear All Buildings						
ASHS - ASHLAND HIGH SCHOOL						
ASJH - ASHLAND MIDDLE SCHOOL						
ASED - EDISON ELEMENTARY SCHOOL						
ASLI - LINCOLN ELEMENTARY						
ASMO - MONTGOMERY ELEMENTARY SCHOOL						
ASOS - OSBORN ELEMENTARY SCHOOL						
ASTA - TAFT ELEMENTARY SCHOOL						
Run Date: 4/2/2012						
Screen output:						
Number of students per page:	50 🔻					
File output:						
Download File: 🔘 Verification messages 🔘 Student Special Ed. Events 🔘	Student Special Ed. Grad. Req.					
File Download Options						
Select A File Type 🔻 Select A Download Method 🔻						
Submit Cancel						

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.

EMIS Verify/Update Programs

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.

Building IRN	Building	Student	Student Number	EMIS ID	Grade Level
007997	DADA	BARRY, JOHNNY	00210365	264888085	04
Event Message: ·	Click Here to A	dd An active special ed	ucation event is required	when student has	s disability condition
007997	DADA	IRWIN, DELORES	00210138	277894085	04
Event Message: ·	Click Here to A	Add An active special edu	ucation event is required	when student has	s disability condition
007997	DADA	LOTT, BRIAN	00210346	286152085	03
Event Message: ·	- Click Here to A	dd An active special ed	ucation event is required	when student has	s disability condition

Example Verify Special Education Results

Click <u>Click Here to Add</u> 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.

EMIS Verify/Update Programs

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.

II Home » EMIS » Verify/Update and Transfer								
EMIS - Verify/Update DASL EMIS								
From this screen, you can verify, update, and transfer EMIS reco								
Request Type Program Selection								
Reporting Period: N (Live)								
O Verify - Non-Reportable Students								
O Verify - Reportable Courses								
© Verify - Review District EMIS Run Requests (CHECK_EMIS)								
O Verify - Student Assessment								
Verify - Student Demographics (UNCLEMIS)								
Verify - Student Gifted Records								
O Verify - Student Special Education								
Verify - Subject Codes (INVSUBJ)								
$\ensuremath{\textcircled{O}}$ Verify/Update - Course and Class List (CLISEMIS/CTRMEMIS)								
Verify/Update - Discipline (DISCEMIS)								
Verify/Update - Majority of Attendance IRN (MAJOREMIS)								
© Verify/Update - Membership Programs (MEMBEMIS)								
O Verify/Update - Student Attendance (ATTUPEMIS)								
< Back Next > Cancel								

Verify – Student Gifted Records Option

Select Verify - Student Gifted Records. Click Next>.

Home » EMIS » Verify Student Gifted					
Verify Student Gifted - (K) DASL Local SD From this screen, you can verify gifted rules for grade levels.					
Select All Buildings Clear All Buildings					
 ✓ DAEL - DASL ELEMENTARY SCHOOL ✓ DAMS - DASL MIDDLE SCHOOL ✓ DAHS - DASL HIGH SCHOOL 					
Verify Cancel					

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.

Verify Cancel 13 Records Displayed								
School Name *	Grade Level Code	Default Rule Name	Students In Grade					
DASI. FI EMENTARY SCHOOL	0.3	District Rule	10					
DASL ELEMENTARY SCHOOL	02	District Rule	5					
DASL ELEMENTARY SCHOOL	04	District Rule	9					
DASL ELEMENTARY SCHOOL	01	District Rule	1					

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.

III Home » EMIS » Graduate Reporting Pe	riod (G)
Graduate Reporting Period Please make a menu selection	1 (G)
Review District EMIS Run Requests Student Graduate CORE Summary Maint	<u>Verify Update/Transfer Period (G)</u>

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.

III Home » EMIS » Graduate Reporting Period	d (G) » Verify Update/Transfer Period (G)			
EMIS - Verify/Update DASL EMIS Period (G)				
From this screen, you can verify, update, and	transfer Period (G) EMIS records using a st			
Request Type Program Selection				
O Verify - Graduate Demographic / Attributes				
Verify - Student Ohio Graduation Test				
Verify/Update - Graduate CORE Summary				
< Back Next > Cancel				

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.

Home >> EMIS	>> Graduate Reportin	g Period (G)	>> Verify Update/Transfer Period (G)
	te Flat Files -		
From this screen,	you can verify, update	, and transfer	Period (G) EMIS records using a step-by-step wizard approach
Request Type	Program Selection		
Select all tran	sfers		
Transfer - Stude	ent Graduate CORE Sumn	nary	
Transfer - Stude			
✓ Transfer - Student Ohio Graduation Test			
Transfer - Student Special Ed. Graduation Requirement		n Requirement	
Transfer Type:			
○ Flat file transfer			
O Flat file transfe	r for Data Collector		
	< Back Submit	Cancel	

Transfer - Student Ohio Graduation Test Option

Verify

1112

Gradu	» EMIS » Graduate Reporti ate/Summer OG screen, you can verify stu	GT Verify -	Ex Vill SD
	Buildings: t All Buildings OClear All Build	dings	
V ,	ELEMENTARY	HIGH SCHOOL 🖗	
Verify	Cancel		

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

II Home >> EMIS >> Graduate Reporting Period (G) >> Verify Update/Transfer Period (G)				
EMIS - Create Flat Files - Select Files				
From this screen, you can verify, update, and transfer	Period (G) EMIS records using a step-by-step wizard approach.			
Request Type Program Selection				
Select all transfers				
Transfer - Student Graduate CORE Summary				
Transfer - Student Graduate Demographic/Attributes				
✓ Transfer - Student Ohio Graduation Test				
Transfer - Student Special Ed. Graduation Requirement				
Transfer Type:				
○ Flat file transfer				
 Flat file transfer for Data Collector 				
< Back Submit Cancel				

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.

Bome » EMIS » Graduate Reporting Period (G) » Verify Update/Transfer Period (G)				
EMIS - Verify/Update DASL				
From this screen, you can verify, update, and	transfer Period (G) EMIS records using a st			
Request Type Program Selection				
Verify - Graduate Demographic / Attributes				
© Verify - Student Ohio Graduation Test				
Verify/Update - Graduate CORE Summary				
< Back Next > Cancel				

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.

Home >> EMIS >> Graduate Reporting Period (G)	>> Verify Update/Transfer Period (G)
EMIS - Create Flat Files - Select F	iles
From this screen, you can verify, update, and transfe	r Period (G) EMIS records using a step-by-step wizard approach.
Request Type Program Selection	
Select all transfers	
✓ Transfer - Student Graduate CORE Summary	
Transfer - Student Graduate Demographic/Attributes	
Transfer - Student Ohio Graduation Test	
Transfer - Student Special Ed. Graduation Requirement	
Transfer Type:	
○ Flat file transfer	
 Flat file transfer for Data Collector 	
< Back Submit Cancel	

Transfer - Student Graduate CORE Summary Option

Course Verify

📴 Home » EMIS » Graduate Reporting Period (G) » Graduate CORE Summary Verify / Update		
Graduate CORE Summary Verify / Update - (G) DASL SD From this screen, you can verify and update Graduate CORE Summary records.		
Include Buildings:		
O Select All Buildings 💿 Clear All Buildings		
AVEL - DASL ELEMENTARY (Update not run yet)		
AVHS - DASL HIGH SCHOOL (Update not run yet)		
Run Type: Verify Oupdate (Delete all and create) Number of Courses/Students Per Page: 10		
Verify Mode: Course Verify Student Verify		
School Years School Years To Verify		
2008-2009 2007-2008 2006-2007 2005-2006	The Course Verify will perform the verifications for all courses within all school years chosen in the 'School Years to Verify' dual select, as well as the context school year.	
Submit Cancel		

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 Co	ode 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

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

Home » EMIS » Graduate Reporting Period (G) » Graduate CORE Summary Verify / Update Ex Vill SD Graduate CORE Summary Verify / Update - (G) From this screen, you can verify and update Graduate CORE Summary records. **Include Buildings:** Select All Buildings O Clear All Buildings Π, ELEMENTARY (Update not run yet) \checkmark HIGH SCHOOL (Update not run yet) Run Type: O Verify O Update (Delete all and create) Number of Courses/Students Per Page: 10 × Verify Mode: O Course Verify Student Verify Submit Cancel

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.

				2 Students With Erro
Building IRN	Building	Student Name	Student Number	EMIS ID
010199	.HS	Student70243, PAUL (PAUL)		
Total Credits Mess	sages:	- GC13E - Sum of Earned Credits is 0		
010199	.HS	Student84737, RICHELLE		
Manually Entered	Course Messages:	- 2007-2008 - ELHS - CPO 2 - CPO 2 LAB - - 2007-2008 - ELHS - CPO 2 - CPO 2 RELAT - 2007-2008 - ELHS - INT EN - INT ENG IV	ED - GC10E - CORE Subject	t Area not specified
		Evenue Student Verify D		

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

Home >> EMIS >> Graduate Repor	ting Period (G) >> Verify Update/Transfer Period (G)
EMIS - Create Flat Files	- Select Files
From this screen, you can verify, upda	te, and transfer Period (G) EMIS records using a step-by-step wizard approach.
Request Type Program Selection	
Select all transfers	
✓ Transfer - Student Graduate CORE Su	nmary
Transfer - Student Graduate Demogra	phic/Attributes
Transfer - Student Ohio Graduation Te	st
Transfer - Student Special Ed. Gradua	ion Requirement
Transfer Type:	
🔿 Flat file transfer 🔗 🖗	
 Flat file transfer for Data Collector 	
< Back Submit	Cancel

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.

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 CodeBUS – Business unitsCTA – Career/Technical unitsELE – Elective unitsENG – English Language Arts unitsFAR – Fine Arts unitsFLR – Foreign Language unitsHEC – Family and Consumer Sciences (Non- Career-Technical)unitsHTH – Health Education unitsJTC – JROTC - Junior Reserve Office Training CorpsMTA – Mathematics - Algebra II or Equivalent unitsMTO – Mathematics units Other than Algebra II or EquivalentPHE – Physical Education unitsSCA – Science - Advanced Science unitsSCO – Science units Other than Physical, Life, or AdvancedScienceSCP – Science - Physical Science unitsSOG – Social Studies- American Government unitsSOO – Social Studies- American History unitsSOC – Social Studies- American History UnitsSO	PIC X (3)
GC070	35-38	CORE Area Count	PIC 99V99

Student Graduation – Core Summary Record (GC) Layout

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):

- 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.

III Home » EMIS » Graduate Reporting Period (G) » Verify Update/Transfer Period (G)		
EMIS - Verify/Update DASL EMIS Period (G) From this screen, you can verify, update, and transfer Period (G) EMIS records using a si		
Request Type Program Selection		
Verify - Graduate Demographic / Attributes		
Verify - Student Ohio Graduation Test Verify/Update - Graduate CORE Summary		
<back next=""> Cancel</back>		

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.

III) Home >> EMIS >> Graduate Reporting Period (G) >> Verify Update/Transfer Period (G)				
EMIS - Create Flat Files - Select Files				
From this screen, you can verify, update, and transfer	Period (G) EMIS records using a step-by-step wizard approach.			
Request Type Program Selection				
Select all transfers				
Transfer - Student Graduate CORE Summary				
✓ Transfer - Student Graduate Demographic/Attributes				
Transfer - Student Ohio Graduation Test				
Transfer - Student Special Ed. Graduation Requirement				
Transfer Type:				
○ Flat file transfer				
O Flat file transfer for Data Collector				
< Back Submit Cancel				

Transfer - Student Graduate Demographic/Attributes Option

Graduate Reporting Period (G)

Verify

🕕 Home » EMIS » Graduate Reporting Period (G) » Graduate Demographic / Attributes Verify				
Graduate Demographic / Attributes Verify - 🦳 Ex Vill SD				
From this screen, you can verify student graduate demographic and attribute data.				
Include Buildings				
◯ Select All Buildings				
Lementary . A high school 8				
Number of Students Per Page: 50 ¥				
Verify Cancel				

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.

Building IRN Building	Student	Student Number	EMIS ID
010199	Smith, Steven		2
EMIS Verify: - FNG06E - Student has a Diploma Date, has been withdrawn as graduating but the Withdraw Date is not within the correct tim			n the correct timefran
10199	Student84145, JORDYN		
MIS Verify: - FNG03E - Diploma Type must not = * for a graduating student. - FNG04E - Student has a Diploma Date but is still enrolled			
10199	Student84697, CAITLIN		
MIS Verify:	- FNG05E - Student has a Diploma Date but has not been withdrawn as graduating (Withdraw Reason = 99)		

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.

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 9 th (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: <i>Field Name</i> 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)		Diploma Date is not within the correct time frame	G
FNG03E	E If Diploma Type = * (Applies to group 1 and 2) (replaces FN03E and FN04E)		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)		Student has a Diploma Date but is still enrolled	G
FNG05E	5E 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)		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)		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

LCE Checks

Transfer

III Home >> EMIS >> Graduate Reporting Period (G) >> Verify Update/Transfer Period (G)				
EMIS - Create Flat Files - Select Files				
From this screen, you can verify, update, and transfer Period (G) EMIS records using a step-by-step wizard approach				
Request Type Program Selection				
Select all transfers				
Transfer - Student Graduate CORE Summary				
▼ Transfer - Student Graduate Demographic/Attributes				
Transfer - Student Ohio Graduation Test				
Transfer - Student Special Ed. Graduation Requirement				
Transfer Type:				
○ Flat file transfer				
O Flat file transfer for Data Collector				
< Back Submit Cancel				

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.

Number	Position	Name	PIC/Size
GI001	1-7	Record Number	PIC 9(7)
GI005 8		8 Record Status	
		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) P	
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)

Number	Position	Name	PIC/Size
FN100	44	Diploma Type: * - Not Applicable	PIC X
		1 - Regular Diploma	
		2 - Diploma with Honors	
		3 - Diploma received in another state via Military Compact	
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)	
FN240	88	CORE Economics and Financial Literacy Requirement Met PIC	
FN250	89	CORE Fine Arts Requirement Met PIC	
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

Home » EMIS » Run Requests					
Review District EMIS Run R	equests				
From this screen, you can verify which EMIS p	•				
Reporting Period: G					
District: Ada Ex Vill SD					
● Select All Buildings ○ Clear All Buildings					
AVEL - ELEMENTARY AVHS - HIGH	🗹 AVEL - ELEMENTARY 🗹 AVHS - HIGH SCHOOL 🗳				
Not Run Already Run History					
Include the Following Potential Problems:	Required:				
Verification Not Run	Assessment Transfer - Student Ohio Graduation Test				
Vpdate Not Run	Assessment Verify - Student Ohio Graduation Test				
	Student Graduate CORE Summary Transfer - Student Graduate CORE Summary Student Graduate CORE Summary Update - Graduate CORE Summary				
	Student Graduate CORE Summary Verify - Graduate CORE Summary				
Transfer Not Run After Update	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					

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.

Sample Output for Not Run Option

● Not Run ○ Already Run ○ History											
Include the Following Potential Problems: Verification Not Run Update Not Run Transfer Not Run Transfer Not Run After Update Run Too Early Exclude Runs Prior To:		Required: Assessment Transfer - Student Ohio Graduation Test Assessment Verify - Student Ohio Graduation Test Student Graduate CORE Summary Transfer - Student Graduate CORE Summary Student Graduate CORE Summary Update - Graduate CORE Summary Student Graduate CORE Summary Verify - Graduate CORE Summary Student Graduate Demographics / Attributes Transfer - Student Graduate Attributes Student Graduate Demographics / Attributes Transfer - Student Graduate Demographic Student Graduate Demographics / Attributes Verify - Graduate Demographic / Attributes									
Submit Cancel											
Building	Module		Program	Run Date	Issue						
ELEMENTARY	Assessment		Student Ohio Graduation Test		Verify/Transfer not run						
ELEMENTARY	Student Graduate CORE Summa	ary	Graduate CORE Summary		Verify/Update not run						

Example Not Run Option Results

Student Ohio Graduation Test

Sample Output for Already Run Option

Assessment

HIGH SCHOOL

Not Run Image: Already Run Image: 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	V				
ELEMENTARY	Student Graduate Demographics / Attributes	Graduate Demographic / Attributes	10/07/2009 12:42 PM	V								
ELEMENTARY	Student Graduate Demographics / Attributes	Student Graduate Attributes					10/07/2009 11:29 AM	V				
ELEMENTARY	Student Graduate Demographics / Attributes	Student Graduate Demographic					10/07/2009 11:29 AM	1				
HIGH SCHOOL	Student Graduate CORE Summary	Graduate CORE Summary	08/06/2009 10:05 AM	V	08/06/2009 10:07 AM	V						
HIGH SCHOOL	Student Graduate CORE Summary	Student Graduate CORE Summary					08/06/2009 11:12 AM	V				
HIGH SCHOOL	Student Graduate Demographics / Attributes	Graduate Demographic / Attributes	10/07/2009 12:42 PM	V								
HIGH SCHOOL	Student Graduate Demographics / Attributes	Student Graduate Attributes					10/07/2009 11:29 AM	V				
HIGH SCHOOL	Student Graduate Demographics / Attributes	Student Graduate Demographic					10/07/2009 11:29 AM	V				

Example Already Run Option Results

Verify/Transfer not run
Sample Output for History Option

	c lude Runs Pi ubmit Car	rior To:				
1 R	ecords Display Building	red <u>Module</u>	Program	Action	<u>User</u>	Run Date Y
eini	ELEMENTARY	Student Graduate Demographics / Attributes	Graduate Demographic / Attributes	Verify	Wester, Healthey	10/07/2009 12:42 PM
-	HIGH SCHOOL	Student Graduate Demographics / Attributes	Graduate Demographic / Attributes	Verify	Warm, riselfur	10/07/2009 12:42 PM
694	ELEMENTARY	Student Graduate Demographics / Attributes	Student Graduate Attributes	Transfer	(Alterna (Stabilar)	10/07/2009 11:29 AM
-	ELEMENTARY	Student Graduate Demographics / Attributes	Student Graduate Demographic	Transfer	Western, Histolitar	10/07/2009 11:29 A
68	HIGH SCHOOL	Student Graduate Demographics / Attributes	Student Graduate Attributes	Transfer	HARRY, HEARING	10/07/2009 11:29 A
69.94	HIGH SCHOOL	Student Graduate Demographics / Attributes	Student Graduate Demographic	Transfer	Western, Househour	10/07/2009 11:29 A
-	HIGH SCHOOL	Student Graduate Demographics / Attributes	Graduate Demographic / Attributes	Verify	Western / Handling	10/07/2009 11:28 A
-	ELEMENTARY	Student Graduate Demographics / Attributes	Student Graduate Attributes	Transfer	Warm, Halling	08/06/2009 11:16 A
	ELEMENTARY	Student Graduate Demographics / Attributes	Student Craduate Domographic	Transfer	Manual Manifest	08/06/2009 11:16 AM

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.

Hom	e » EMIS » Graduate	Reporting Period	(G) » Student Gra	duate CORE Summary Maint
From th	ent Graduate is screen, you can dis CORE Summary Record			CENANCE Intaining to student Graduate CORE Summary records.
	CORE Area Code	CORE Area	CORE Count	
× /	BUS	Business units	3.00	
		Total:	3.00	

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

Bome » EMIS » Graduate Reporting Period (G) » Student Graduate CORE Summary Maint							
	CORE Summary Maintena play, add, change and delete data pertaini	ance ing to student Graduate CORE Summary records.					
CORE Subject Area: Total Credits/Units Earned:	4	▼ 4					
Save Save and New Cance							

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.

🕪 Home » EMIS » Mainten	ance » Studen	t Staff Clas	sroom					Advanced Se
Student Staff Cla From this screen, you can di		nge and de	elete data pertaining to staff	classr	oom recor	ds.	_	
Reporting Period: K 🔻								
Iteacher:	NAME XX1	111111	•					
© Local Classroom Code:			-		Se	arch		
				< Previou:	Nex	t >	-	
Emis Subject:	111200		Local Classroom Code:	>	xxx-000xx-	00 ·		
Subject Code Description:	Geometry		Length/Scheduled Instruct	tion: 1	52			
Course Level:	*		Semester Code:	3				
High School Credit Amount	1.00		Subject Area for Credit:	N	то			
Language Used:	E		Credit Flex:	N	i i			
Building Name:	SCHOOL Hig	gh School	Location IRN:	0	08935			
Course Start Date:	8/18/2011		CTE College Credit:	N	i i			
Course End Date:	5/17/2012		Curriculum:	c	т			
Delivery Method:	FF		Educational Option:	N	ю			
Student Population:	RG							
Teacher Name Stat	f Role Code		HQT Definition		Highly Qu	alifie	d Teacher IRN	Staff Provider IRN
-NAME LT-L	ead Teacher	2-Academi	c major or 30 hours in content a	rea		000	000	*****

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.

🕪 Home » EMIS » Ma	intenar	nce » Studen	t Staff Clas	sroom				Advanced Search Fe
Student Staff From this screen, you c			nge and de	lete data pertaining to st	aff classroo	m records.	_	
Reporting Period: K 🔻	•							
© Teacher:				•				
Local Classroom Co	de:	XXXX-2222-1	1 (777777)	· •		Search		
				[< Previous	Next >]	
Emis Subject:		888888		Local Classroom Code:		X-0000-11		
Subject Code Descrip	tion:	Career Explore	ation	Length/Scheduled Instr	uction: 152			
Course Level:		1		Semester Code:	3			
High School Credit An	nount:	1.00		Subject Area for Credit:	ELE			
Language Used:		E		Credit Flex:	Ν			
Building Name:		XXXXXXXXXX Hig	h School	Location IRN:	000	000		
Course Start Date:		8/18/2011		CTE College Credit:	Ν			
Course End Date:		5/17/2012		Curriculum:	от			
Delivery Method:		FF		Educational Option:	NO			
Student Population:		RG						
Teacher Name	Staff	Role Code		HQT Definition		Highly	Qualified Teacher IRN	Staff Provider IRN
KIBLER,MR	CT-C	o-Teacher	I-Not core of	course OR type of course isn'	t eval. for HQ	т	*****	*****
DEANGELIS,MS	CT-C	o-Teacher	I-Not core of	course OR type of course isn'	't eval. for HQ	т	*****	*****

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

Maintenance							
Please make a menu selection							
District and Building Information	Student Staff Classroom						
Mapped Local Classroom Codes	Student Subject Record						
Student Discipline Record	Student Subject Record By Class						
Student Missing Override Record	Teacher History Maintenance						
Student Non-graduate CORE Summary	Vocational Correlated Records						

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.

Reporting Period: K 📼						
Teacher:		-				
Local Classroom Code:	(999999999)	*		Search		
	DENISE Teacher1182 (VO0547066) JEAN Teacher1188 (VN9728600) MR. T. Teacher1188 (VN9697405) ANN Teacher1197 (VN8654315) D BRAD Teacher1208 (VN8041455) AMANDA Teacher1209 (VN7988350) RICK Teacher1210 (VN7933641) TROY Teacher1216 (VN7533906) ALAN Teacher1217 (VN7513764) THOMAS Teacher1234 (VN6739663) TERESA Teacher1236 (VN6482612) KRISTINA Teacher1237 (VN6467268) HOPE Teacher1230 (VN6375258) DARRIN Teacher1240 (VN6368308) JENNIFER Teacher1246 (VN6172337) GARY Teacher126 (VN5612948) TYSON Teacher1260 (VN5612948) TYSON Teacher1270 (VN5612948) TYSON Teacher1270 (VN5612948) TYSON Teacher1270 (VN5612948) TYSON Teacher1270 (VN5612948) TYSON Teacher1270 (VN546573) KENNETH Teacher1282 (VN4667270) MR. B. Teacher1282 (VN4667270) MRS. C. Teacher1280 (VN4538074) ANN Teacher1295 (VN422558) MR. P. Teacher1295 (VN429305) ROER Teacher1201 (VN4013612)	E				

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.

D Hon	ne »EMIS »M	laintenance » Student S	ubject Record By Class	5		Advance	ed Searc	h Feedback Mg	mt Help Versio
		can display, add, chang		aining to student subj	ject records	5.			
Report	ing Period: K	•							
Tea	cher:	ANN Teacher1	197 (VN8654315)	•					
C Loc	al Classroom C	ode:	•						Search
Teach	er: VN8654315	ANN Teacher1197							
	Subject Code	Local Classroom Code	Course Start Date	Course Stop Date	EMIS ID	Student Name	Grade	HS-CreditEarned	HS-CreditAmou
P	111200	OGHS-144-02			385311675	Student56957, JOHN	10	Р	0.00
PP	111200	OGHS-144-02			385280867	Student56963, KAYLA	10	Р	0.00
P	111200	OGHS-144-02			385256165	Student56971, ROSS	10	Р	0.00
o 🔎	111200	OGHS-144-02			385147811	Student56990, LEVI	10	Р	0.00

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 \checkmark 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.

١Þ	Hoi	ne » EMIS » Maintenance »	Student Subject Record			Advanced S
		lent Subject Reco		ata portaining to studen	t cubiect records	
FFO	mı	nis screen, you can uispiay, a	du, change and delete d	ata pertaining to studen	t subject records.	
Rej	por	ting Period: K 🔻				
	Add	Subject Record				
		Local Classroom Code ^	Course Start Date	Course Stop Date	HS-CreditEarned	HS-CreditAmount
×	1	OGHS-069-07			P	0.00
×	1	OGHS-121-05			Р	0.00
×	I	OGHS-143-03			Р	0.00
×	I	OGHS-144-02			Р	0.00
×	I	OGHS-166-04			Р	0.00
×	I	OGHS-167-08			Р	0.00
×	I	OGHS-182-01			Р	0.00
×	1	OGHS-206-09			Р	0.00

Student Subject Record Screen

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

	me » Emis » m	laintenance » Student S	ubject Record By Class	5		Advanc	ed Searc	h Feedback M	gmt Help Ve	ersion
	-	ect Record By (can display, add, chang		aining to student subj	ject records	i.				
Report	ting Period: K	•								
◎ Tea	acher:	ANN Teacher1	197 (VN8654315)	•						
© Loc	al Classroom C	ode:	-						Se	earch
Teacl	her: VN8654315	ANN Teacher1197								
Teach		ANN Teacher1197	Course Start Date	Course Stop Date	EMIS ID	Student Name	Grade	HS-CreditEarne	d HS-CreditAn	noun
Teacl			Course Start Date	Course Stop Date		Student Name Student56957, JOHN	Grade	HS-CreditEarne	d HS-CreditAn	noun
	Subject Code	Local Classroom Code	Course Start Date	Course Stop Date	385311675					noun
P P	Subject Code	Local Classroom Code OGHS-144-02	Course Start Date	Course Stop Date	385311675 385280867	Student56957, JOHN	10	Р	0.00	nour
,	Subject Code 111200 111200	Local Classroom Code OGHS-144-02 OGHS-144-02	Course Start Date	Course Stop Date	385311675 385280867 385256165	Student56957, JOHN Student56963, KAYLA	10	P	0.00	nour

Search Results on Student Subject Record Screen

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

١Þ	Но	me » SI	S » Scheduling » C	ourse Se	ction Assignme	nts					Advanced
			ection Assig an, you can display,			data pertaining to Cou	rse Secti	on Assi	gnments.		
	cheo		fault Schedule 🕑 🕫		ule Result: Def	fault Schedule Result 🕑	ÿ	St	_	Assigned 🔲 D Removed	ropped 🞸
Da	ate:			Teach	er:			•			Search
	Add	l Course As	signment Dro	p All Assignn	nents So	chedule Study Halls		[Save Char	nges Cance	el Changes
		Course	Course Name	Section	Meeting ^	Teacher	<u>Term</u>	<u>Type</u>	<u>Status</u>	Start Date	End Date
×	1	182	BIOLOGY	1	1 (225)	JOSH Teacher1306	All Year	Manual	Assigned	Aug 23, 2010	
×	1	144	GEOMETRY	2	2 (209)	ANN Teacher1197	All Year	Batch	Assigned	Aug 23, 2010	
×	I	IN12	INTERVENTION	1	IN (210)	KRISTINA Teacher1237	All Year	Manual	Assigned	Aug 23, 2010	
×	1	143	ALGEBRA II	3	3 (201)	RICK Teacher1210	All Year	Manual	Assigned	Aug 23, 2010	
×	I	166	MIXED CHORUS	4	4 (129)	MR. T. Teacher1188	All Year	Batch	Assigned	Aug 23, 2010	
×	1	121	ENGLISH II	5	5 (210)	KRISTINA Teacher1237	All Year	Manual	Assigned	Aug 23, 2010	
ĸ	I	LUNCH	LUNCH	6	6 (CAF)	CAFETERIA Teacher1223	All Year	Manual	Assigned	Aug 23, 2010	
×	1	069	SPANISH II	7	7 (106)	PAULA Teacher1319	All Year	Manual	Assigned	Aug 23, 2010	
×	I	SH 8	STUDY EIGHTH	6	8: M,W (CAF)	BRIAN Teacher1224	All Year	Manual	Assigned	Aug 23, 2010	
×	1	167	SHOW CHOIR	8	8: T, R, F (129)	MR. T. Teacher1188	All Year	Manual	Assigned	Aug 23, 2010	
x	1	206	AMERICAN HISTORY	9	9 (208)	KIMBERLY Teacher1285	All Year	Manual	Assigned	Aug 23, 2010	

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

Maintenance						
ease make a menu selection						
District and Building Information	Student Staff Classroom					
lapped Local Classroom Codes	Student Subject Record					
Student Discipline Record	Student Subject Record By Class					
Student Missing Override Record	Teacher History Maintenance					
tudent Non-graduate CORE Summary	Vocational Correlated Records					

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.

II Hor	ne » EMIS » Mainter	nance » Student	Program Record				
Student Program Record From this screen, you can display, add, change and delete data pertaining to student program records.							
· ·	ting Period: K 💌 Program Record						
	Program Code ^ Start Date Stop Date Employee Id Prog Prov IRN						
× /	205075	Sep 01, 2011	Dec 19, 2011	797546350	****		

Student Program Record Screen

Reporting Period: - Change EMIS reporting period in context.

Student Discipline Record

Navigation: Home – EMIS – Maintenance – Student Discipline Record

laintenance	
ease make a menu selection	
District and Building Information	Student Staff Classroom
apped Local Classroom Codes	Student Subject Record
udent Discipline Record	Student Subject Record By Class
udent Missing Override Record	Teacher History Maintenance
udent Non-graduate CORE Summary	Vocational Correlated Records

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.

DASL	Student68383, M/ ELEMENTARY Calendar: 1		ID: 000059 Gender: F Grade: 05	Counselor: Homeroom: 107 Status: A		ELEME [Find Stude	NTARY	
III Home » EMIS » N	D Home » EMIS » Maintenance » Student Discipline Record Advanced Search Fee							
From this screen, you	ı can display, add,	change and delete da	ta pertaining to student dis	cipline records.				
Reporting Period:								
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.

١Þ	Hor	me » EMIS » Maintenance »	Student Subject Record			Advanced
ro	m t	lent Subject Reco		ata pertaining to studen	t subject records.	
		Subject Record				
		Local Classroom Code ^	Course Start Date	Course Stop Date	HS-CreditEarned	HS-CreditAmount
×	I	OGHS-069-07			Р	0.00
×	I	OGHS-121-05			P	0.00
×	I	OGHS-143-03			Р	0.00
×	I	OGHS-144-02			Р	0.00
×	I	OGHS-166-04			Р	0.00
×	I	OGHS-167-08			Р	0.00
×	I	OGHS-182-01			Р	0.00
\sim	1	OGHS-206-09			Р	0.00

Student Subject Record Screen

Reporting Period: - Change EMIS reporting period in context.

Vocational Correlated Records

Navigation: Home – EMIS – Maintenance – Vocational Correlated Records

II Home » EMIS » Maintenance	
Maintenance	
Please make a menu selection	
District and Building Information	Student Staff Classroom
Mapped Local Classroom Codes	Student Subject Record
Student Discipline Record	Student Subject Record By Class
Student Missing Override Record	Teacher History Maintenance
Student Non-graduate CORE Summary	Vocational Correlated Records
Student Program Record	

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.

🕪 Home » EMIS » Maintenan	ce ->> Vocational Correlated Reco	rds				
Vocational Correla	ted Records					
From this screen, you can create vocational correlated records.						
The Voca	itional Correlated Record was sa	ved successfully				
Add Vocational Correlated Record						
Anchor Classroom ^	Anchor Classroom A First Correlated Classroom Second Correlated Classroom					
🗙 🖉 ELHS-1000-01 (111950)	ELHS-1000-01 (111950)	ELHS-1043-02 (111850)				

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

III Home » EMIS » Maintenance » Vocational Correlated Records
Vocational Correlated Records From this screen, you can create vocational correlated records.
Anchor/Lab/Co-op LCC:Y1st Correlated Academic or tech related LCC:Y2nd Correlated Academic or tech related LCC:Y
Save Save and New Cancel

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

laintenance	
lease make a menu selection	
District and Building Information	Student Staff Classroom
apped Local Classroom Codes	Student Subject Record
Student Discipline Record	Student Subject Record By Class
tudent Missing Override Record	Teacher History Maintenance
tudent Non-graduate CORE Summary	Vocational Correlated Records

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.

١Þ					
Ma	ap	ped Local Classroom Co	odes		
From this screen, you can display, add, change and delete data pertaining to mapped local classroom codes					om codes.
		Add Mapped Local Classroom Code			
		Add Mapped Local Classroom Code	Mapped To Classroom Code	Message	
×	1		Mapped To Classroom Code ELHS-1000-02 (111950)	Message	

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.

EMIS Maintenance

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.

Home » EMIS » Maintenance » Mapped Loca	I Classroom Codes			
Mapped Local Classroom Codes From this screen, you can display, add, change and delete data pertaining to mapped local classroom codes.				
Mapped From Classroom Code:	✓			
Save Save and New Cancel				

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

II Home » EMIS » Maintenance	
Maintenance	
Please make a menu selection	
District and Building Information	Student Staff Classroom
Mapped Local Classroom Codes	Student Subject Record
Student Discipline Record	Student Subject Record By Class
Student Missing Override Record	Teacher History Maintenance
Student Non-graduate CORE Summary	Vocational Correlated Records
Student Program Record	

Student Non-Graduate CORE Summary Menu Option

EMIS Maintenance

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.

St	Home » EMIS » Maintenance » Student Non-graduate CORE Summary Student Non-graduate CORE Summary From this screen, you can display, add, change and delete data pertaining to student CORE Summary reco				
	Add CORE Summary Record				
		CORE Area Code	CORE Area	CORE Count	
×	1	ENG	English Language Arts Units	2.00	
×	1	FAR	Fine Arts Units	2.00	
×	I	FLR	Foreign Language Units	2.00	
×	I	MTA	Mathematics - Algebra II or Equivalent Units	1.00	
×	I	MTO	Mathematics Units Other than Algebra II or Equivalent	2.00	
×	I	PHE	Physical Education Units	0.75	
×	1	SCA	Science - Advanced Science units	2.00	
×	1	SCO	Science units Other than Physical, Life, or Advanced Science	1.00	
×	1	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

Nome * EMIS * Maintenance * Student Non-graduate CORE Summary							
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:	*						
Save Save and New Caned							

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

Maintenance	
ease make a menu selection	
District and Building Information	Student Staff Classroom
apped Local Classroom Codes	Student Subject Record
Student Discipline Record	Student Subject Record By Class
tudent Discipline Record tudent Missing Override Record	<u>Student Subject Record By Class</u> <u>Teacher History Maintenance</u>

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.

Home » EMIS » Maintenance » District and Building Information Advanced Search Feedback Mgmt Help Version Pr									
			nformation r District and Building Inform	nation.					
Reporting Period: K - W Changing the reporting period will adjust the tabs and data accordingly.									
Building Grade Schedule (DL) District Testing - Year End (DT) District Organization Info (DN) Building Organization Info (DN)									
buildii	ig arade bene		istrict resulty - rear tild (b)) District orga	inization tino (Dia)	building (Jryanization tino (Dia)	
Add Ne	-		Strict resting - rear thu (D1) District orga		building		1	
	-	State Grade Code	Attendance Pattern Code	First Day of School	Last Day of School	Hours Per Day	Annual Hours in Session	Annual Days in Session	Date of Spring Administration Math Test
	Building	State Grade		First Day of	Last Day of	Hours Per	Annual Hours in	Annual Days in	
	Building	State Grade Code	Attendance Pattern Code	First Day of School	Last Day of School	Hours Per Day	Annual Hours in Session	Annual Days in Session	Math Test
	Building IRN 010199	State Grade Code 09	Attendance Pattern Code	First Day of School 09/06/2011	Last Day of School 05/31/2012	Hours Per Day 7.00	Annual Hours in Session 0	Annual Days in Session 180.00	Math Test

District and Building Information Screen

Grade Schedule (DL)

III Home » EMIS » Mainten	ance » District and Building Information	Advan
District and Build	ling Information	
From this screen, you can up	pdate your District and Building Information.	
Reporting Period: K	O Changing the reporting period will adjust the tabs and data accordingly.	
Building Grade Schedule (DL) District Testing - Year End (DT) District Organization Info (DN) Building Organization Info ((DN)
Building IRN:	010199 - ELIDA HIGH SCHOOL 🗸	
State Grade Code:	09 🔻 🖋	
Attendance Pattern Code:	N/A V	
First Day Of School:	8/24/2011 👽 🖋	
Last Day Of School:	6/7/2012 🛛 🏹	
Hours Per Day:	7.0	
Annual Days in Session:	180	
🜒 Save a blank date to rep	port the Date of Spring Administration Math Test as "000000".	
Date of Spring Administra	tion Math Test: N/A	
Only community schools	s whose contracts are in hours, not days, should report the Annual Hours in Session.	
Annual Hours in Session:	0	
Save Cancel		

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.

om				ng Information ate your District and Building	Information					
рс	ortin	g Period: N	l 🔻 🕐 Cł	anging the reporting period will	adjust the tabs	and data accord	dingly.			
Bui	ildin	g Grade Scl	edule (DL) District Testing - Year I	End (DT)	District Organia	zation Info	(DN) Build	ing Organizati	on Info (DN)
Ac	dd Ne	w Copy re	cords from re	porting period K						
	1 1	Building	State Grade	Attendance Pattern Code	First Day of School	Last Day of School	Hours Per Day	Annual Hours in Session	Annual Days in Session	Date of Spring Administration -
		IRN	Code		0. 56.000			56551011	Session	Math Test
×	1			FE	09/03/2012	05/31/2013	6.00	0	250.00	Math Test

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?"

District and Building Information From this screen, you can update your District and Building Information.										
Are you sure you want to copy records from reporting period K? Records will be copied over from reporting period K for those records which currently do not exist. Existing records will remain unchanged.							n unchanged.			
Ok Cancel										
ерон	rtin	g Period: N	1 🗸 🕐 Ch	anging the reporting period will	adjust the tabs	and data accord	dingly.			
Buil	ding	g Grade Scł	nedule (DL) District Testing - Year I	End (DT) D	istrict Organiz	zation Info	(DN) Build	ing Organizati	ion Info (DN)
Add	d Nev	w Copy re	ecords from re	porting period K						
						Date of Spring Administration - Math Test				
×	1	020552	KG	FE	09/03/2012	05/31/2013	6.00	0	250.00	N/A
\mathbf{v}	✓ 020552 KG FE 05/01/2012 05/31/2012 5.00 0 30.00 N/A						0	30.00		

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."

EMIS Maintenance

District Testing – Yearend – (DT)

District and Building Information From this screen, you can update your District and Bui	
Reporting Period: N V Changing the reporting pe	riod will adjust the tabs and data accordingly.
Building Grade Schedule (DL) District Testing - Y	Year End (DT) District Organization Info (DN) Building Organization Info (DN)
Grade Level Assessed:	First Grade 🗸 🖋
Local Assessment Number:	1
Number Of Students Taking Assessment:	2 \$9
Assessed Students With Disabilities Headcount:	3 🔷 🇳
Administered with Accommodations/Modifications:	Yes, Accommodations were available 🔹 🖋
Accommodations/Modifications Headcount:	2 \$\$
Alternate Assessments Provided:	Yes, Alternate Assessments Were Available 🔹 🗸
Alternate Assessment Headcount:	1 🔷 🖗
Save	

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

IV Home » EMIS » Maintenance » District and Building Information Advance
District and Building Information From this screen, you can update your District and Building Information.
Reporting Period: K V Changing the reporting period will adjust the tabs and data accordingly.
Building Grade Schedule (DL) District Testing - Year End (DT) District Organization Info (DN) Building Organization Info (DN)
Information Technology Center Group
Reporting ITC IRN: 086504 - TCCSA
Student Group
Date student is required to be five years old to be admitted into kindergarten:
Count of home schooled resident students:
Amount of time a student is required to attend district to be eligible for extracurricular activities:
Count of resident and non-resident nonpublic students within district boundaries eligible for special education services but not being served by the district:
Preschool Special Education Agreements
IRN of entity providing Preschool Special Ed Services that district has authorized ODE to transfer funds to:
IRN of entity providing Preschool Special Ed Services that district has NOT authorized ODE to transfer funds to:
Add Cancel
District Transportation
Count of qualified riders:
Miles students are transported:

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

District Organization Information (DN) – Period N

III Home >> EMIS >> Maintenance >> District and Building Information
District and Building Information From this screen, you can update your District and Building Information.
Reporting Period: N v @Changing the reporting period will adjust the tabs and data accordingly.
Building Grade Schedule (DL) District Testing - Year End (DT) District Organization Info (DN) Building Organization Info (DN) Information Technology Center Group Information Technology Center Group Information Technology Center Group
Reporting ITC IRN: 086504 - TCCSA
Count of resident and non-resident nonpublic students within district boundaries evaluated and determined ineligible for special education services:
Count of preschool transition conferences held by 3rd birthday, no disability suspected, no additional evaluation:
Count of preschool transition conferences held after 3rd birthday, no disability suspected, no additional evaluation:
Local Wellness Policy
Local Wellness Policy: V
Comprehensive Eye Exams
Number of students with an IIEP written within the stated timeframe:
Number of students with an IIEP written within the stated timeframe who received an eye exam within three months of beginning services:
Number of students with an IIEP written within the stated timeframe who received an eye exam more than three months after beginning services:
Number of students with an IIEP written within the stated timeframe who received an eye exam within nine months immediately prior to being identified with disabilities:
Number of students with an IIEP written within the stated timeframe who did not receive an eye exam due to withdrawing within three months of beginning services:
Number of students with an IIEP written within the stated timeframe who did not receive an eye exam due to the student's hospitalization:
Number of students with an IIEP written within the stated timeframe who did not receive an eye exam due to parent refusal:
Number of students with an IIEP written within the stated timeframe who did not receive an eye exam due to the lack of a conveniently available provider:
Number of students with an IIEP written within the stated timeframe who have not received an eye exam and are still within three months of beginning services:
Number of students with an IIEP written within the stated timeframe who did not receive an eye exam due to a reason not accounted for by another attribute name:
Save Cancel

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

III Home » EMIS » Maintenance » District and Building Information Adva	anced Search Fe
District and Building Information	
From this screen, you can update your District and Building Information.	
Reporting Period: K V Changing the reporting period will adjust the tabs and data accordingly.	
Building Grade Schedule (DL) District Testing - Year End (DT) District Organization Info (DN) Building Organization Info (DN)	
School:	
Count Week Days Group	
Please enter one character for each day of count week. Indicate "Y" for open or "N" for closed. Example: "YYYYY" indicates open all week.	
Count Week Days Open:	
Feeder School Group	
Feeder School:	
Teacher Group	
Professional Teacher Meetings FTE: Parent/Teacher conference FTE:	
() Only community schools whose contracts are in hours, not days, should report the Professional Teacher Meetings hours and the Parent/Teacher con	ference hours.
Professional Teacher Meetings hours: Parent/Teacher conference hours:	
SIG Time Extended Group	
Increased learning time by extending the school year:	
Increased learning time by extending the school day:	
Increased learning time in before and after school settings:	
Increased learning time on the week end:	
Increased learning time in summer school:	
Increased learning time in some other time frame not listed above:	
Free and Reduced Price Lunch	
Free Lunch count:	
Reduced Lunch count:	
Save	

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

Building Organization Information (DN) – Period N

District and Building Information	
From this screen, you can update your District and Building Information.	
Reporting Period: N V Changing the reporting period will adjust the tabs and data accordingly.	
Building Grade Schedule (DL) District Testing - Year End (DT) District Organization Info (DN) Building Organization Info (DN)	
School:	
Feeder School Group	
Feeder School:	
Teacher Group Professional Teacher Meetings FTE: Parent/Teacher conference FTE:	
Only community schools whose contracts are in hours, not days, should report the Professional Teacher Meetings hours and the Parent/Teacher conference hours.	
Professional Teacher Meetings hours:	
Calamity Group	
Calamity days taken: Calamity days made up:	
Shortened days due to weather: Shortened days, non-weather:	
First Day Next Year Group	
First Day Next Year:	
PE Performance Measures	
We Enter counts for grade bands that are needed. Enter zeroes for the remaining fields in the grade band if no values apply. Only enter a value for "total students not applicable" if a building in the district includes one or more of the grades in a band, but the students are not evaluated at that building in the district includes one or more of the grades in a band, but the students are not evaluated at that building in the district includes one or more of the grades in a band, but the students are not evaluated at that building in the district includes one or more of the grades in a band, but the students are not evaluated at that building in the district includes one or more of the grades in a band, but the students are not evaluated at that building in the district includes one or more of the grades in a band, but the students are not evaluated at that building in the district includes one or more of the grades in a band, but the students are not evaluated at that building in the district includes one or more of the grades in a band, but the students are not evaluated at that building in the district includes one or more of the grades in a band, but the students are not evaluated at that building in the district includes one or more of the grades in a band, but the students are not evaluated at that building in the district includes one or more of the grades in a band, but the students are not evaluated at that building in the district includes one or more of the grades in a band, but the students are not evaluated at that building in the distribution of the grades in a band in the distribution of the grades in a band.	ling.
KG-02 Total students scoring limited: 06-08 Total students scoring limited:	
KG-02 Total students scoring proficient: 06-08 Total students scoring proficient:	
KG-02 Total students scoring advanced: 06-08 Total students scoring advanced:	
KG-02 Total students not evaluated: 06-08 Total students not evaluated:	
KG-02 Total students not applicable: 06-08 Total students not applicable:	
03-05 Total students scoring limited: 09-12 Total students scoring limited:	
03-05 Total students scoring proficient: 09-12 Total students scoring proficient:	
03-05 Total students scoring advanced: 09-12 Total students scoring advanced:	
03-05 Total students not evaluated: 09-12 Total students not evaluated:	
03-05 Total students not applicable: 09-12 Total students not applicable:	
SIG Time Extended Group	
Increased learning time by extending the school year:	
Increased learning time by extending the school day:	
Increased learning time in before and after school settings:	
Increased learning time on the week end:	
Increased learning time in summer school:	
Increased learning time in some other time frame not listed above:	
Free and Reduced Price Lunch	
Free Lunch count: Reduced Lunch count:	
Save Cancel	

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.

	III Home » EMIS » Maintenance » Teacher His	story Maintenance				
	Teacher History Maintenance					
	From this screen, you can adjust teacher histor	y records.				
Click to select all schools.	Start and Stop Dates Wipe And New Ad	d Missing				
	Building Name	Last Updated Date	Last User			
	001081 - ASHLAND HIGH SCHOOL					
	001099 - ASHLAND MIDDLE SCHOOL					
	010025 - EDISON ELEMENTARY SCHOOL					
	020552 - LINCOLN ELEMENTARY	7/24/2012 5:17:00 PM	EmhoffH			
	025395 - MONTGOMERY ELEMENTARY SCHOOL					
	028811 - OSBORN ELEMENTARY SCHOOL					
	036806 - TAFT ELEMENTARY SCHOOL					
	Start Date to Change: 🛛 🐺 New	Start Date:				
	Stop Date to Change: New	Stop Date:				
	Submit					

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.

Star	t and Stop Dates Wipe An	d New	Add Missing]	
v	Building Name	Last U	pdated Date	Last User	
V	020552 - LINCOLN ELEMENTARY	7/24/20	12 5:17:00 PM	EmhoffH	
	t Date to Change: 8/26/2011 Date to Change:		New Start Da New Stop Dat) 011 👻

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:

Indicates whether or not the

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

this screen, you ca rt and Stop Dates	n adjust teacher histo Wipe And New	ry records. dd Missing		
Build	ling Name	Finalized Schedule	Last Updated Date	Last User
001081 - ASHLAND I	IGH SCHOOL	0		
001099 - ASHLAND 1	MIDDLE SCHOOL	0		
010025 - EDISON EL	EMENTARY SCHOOL	0		
020552 - LINCOLN E	LEMENTARY	O	7/25/2012 12:03:00 PM	EmhoffH
025395 - MONTGOM	ERY ELEMENTARY SCHOO	L 📀		
028811 - OSBORN E	LEMENTARY SCHOOL	O		
036806 - TAFT ELEM	ENTARY SCHOOL	0	7/25/2012 12:51:00 PM	EmhoffH
			Building has a finalized sch	edule = 👩

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.

	cher History Maintenance this screen, you can adjust teacher history			
Star	t and Stop Dates Wipe And New Ad	d Missing		
	Building Name	Finalized Schedule	Last Updated Date	Last User
	001081 - ASHLAND HIGH SCHOOL	0		
	001099 - ASHLAND MIDDLE SCHOOL	v	10/23/2012 9:01:00 AM	munyonc
	010025 - EDISON ELEMENTARY SCHOOL	•		
	020552 - LINCOLN ELEMENTARY	9		
	025395 - MONTGOMERY ELEMENTARY SCHOOL	9		
	028811 - OSBORN ELEMENTARY SCHOOL	9		
	036806 - TAFT ELEMENTARY SCHOOL	•		
			Building has a finalized sch	edule = 📀

Indicates whether or not the schedule has 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.

IIÞ	Home » EMIS » Maintenance » Student Missing Override Record Advanced Search Feedback Mgmt Help Version									
	Student Missing Override Record									
Fro	m tł	nis screen, you can	ı display, a	dd, edit and delete d	ata pertaining to stu	dent missing overr	ide records.			
Add	d Stu	dent Missing Override Re	ecord							
		Reporting Period	SSID	Student Last Name	Student First Name	Withdrawal Date	Withdrawal Reason	Comment		
×	1	к	NM824507	Kenobi	Ben	Oct 24, 2012	41 - Transferred to Another Ohio School District			
×	1	N	XL1021230	Willis	Connie	Jan 04, 2013	74 - Moved			

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.

II Home » EMIS » Mainter	nance » Student Missing Override Record
Student Missing	Override Record
From this screen, you can d	isplay, add, edit and delete data pertaining to student missing override records.
Report in Reporting Period:	K • 4
SSID:	GX201923 🛷
Student Last Name:	Joy
Student First Name:	Laura
Withdrawal Date:	11/1/2012 😿 🜮
Withdrawal Reason:	41 - Transferred to Another Ohio School District 🔹 🗸
Comment:	
Save Save And New Ca	ancel

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.
- 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.
- 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.

Student Missing Override Record From this screen, you can display, add, edit and delete data pertaining to student missing override records.
Are you sure you want to delete this Student Missing Override record? Reporting Period: N Student: XL1021230 - Willis, Connie Withdrawal Reason: 74 - Moved
Ok Cancel

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.

II Home » EMIS » Verify/Update and Transfer
EMIS - Create Flat Files - Select Files
From this screen, you can verify, update, and transfer EMIS re
Request Type Program Selection
Reporting Period: N (Live)
Select all transfers
Transfer - Course Master
Transfer - Student Acceleration (FB)
Transfer - Student Assessment (FA)
Transfer - Student Course (GN)
Transfer - Student Dem/Stand/Att (FD, FN, FS, GI, GJ)
Transfer - Student Discipline (GD)
Transfer - Student Gifted Education (GG)
Transfer - Student Missing Override Record (FC)
Transfer - Student Proficiency
Transfer - Student Program (GQ)
Transfer - Student Special Ed. Graduation Requirement (FE)
Transfer - Student Special Education (GE)
Transfer - Vocational Correlated Records (CV)
Transfer Type:
Transfer to Alpha
© Flat file transfer
© Flat file transfer for Data Collector
< Back Submit Cancel

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

		ial Educa		ay, add, chan	ge and delete	Special Edu	ication records.					
	ents om	5 Grad Requ	uirement		Go							
Ad	id Ev	vent										
Ad	ld Ev	Event Date	<u>Date</u> Type	Start Date	End Date	IEP Test Type	Secondary Planning	Outcome ID	Non-Compliance ID	Event	Last Modified	Activ
Ad					End Date May 02, 2013			Outcome ID IE16 - Public Separate School		Event	Last Modified 06/13/2012 11:30 AM By User: bokersch	Activ

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

ent » Special Education
ion
an display, add, change and delete Special Education records.
rement Services
2/21/2012 🐺 🔗
TETR - Transfer Student ETR Adoption Date 🔹 🛷
ET09 - Cognitive Disabilities (formerly Mental Retardation or Devel Handic 👻 🛷
2/21/2012 👽 🞸
5/11/2014 🔽 🚀
**** - Not Applicable 👻
**** - Not Applicable 🔻
** - Not Applicable 🔻 🚀

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

Events Grad Requirement Services								
Ad	d Re	equirement						
		<u>IEP Date</u> v	Date Type	Assessment Area	Exemption Flag	Event Match	Last Modified	<u>Active</u>
×	I	May 03, 2012	RIEP	с	N	•	10/15/2012 4:21 PM By User: EmhoffH	
X	1	May 03, 2012	RIEP	м	N	0	10/15/2012 4:21 PM By User: EmhoffH	÷
×	1	May 03, 2012	RIEP	R	Y	0	10/15/2012 4:21 PM By User: EmhoffH	
X	1	May 03, 2012	RIEP	s	N	0	10/15/2012 4:21 PM By User: EmhoffH	Ŷ
×	1	May 03, 2012	RIEP	w	Y	0	10/15/2012 4:21 PM By User: EmhoffH	÷

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

Home » SIS » Student » Special Education					
Special Educ From this screen, you	ation I can display, add, change and delete Special Education records.				
Events Grad Red	quirement Services				
IEP Date:	Þ/29/2012 ₹				
Date Type: Assessment Area:	RIEP - IEP Completion Date - Periodic Review 👻 🞸 M - Math 👻 🎸				
Exemption Flag:	N - Not Exempt-student must achieven proficient lev to graduate 🔹 🗸				
Save Cancel					

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

Home » SIS » Student » Special Education Advanced Search Feedback Mgmt								
pecial Education								
om this screen, you can display, add, change and delete Special Education records.								
Ξve	ents	Grad Requirem	ent Services					
			ecial Education Serv	ices (215xxx) pri	or to FY13 report	to EMIS from the M	emberships page.	
Ad	d Sei	Sp	ecial Education Serv	ices (215xxx) prie	or to FY13 report	to EMIS from the M	emberships page.	
Ad	d Sei		ecial Education Serv <u>Service Name</u>	ices (215xxx) priv	or to FY13 report <u>Stop Date</u>	t to EMIS from the M <u>Staff Member</u>	emberships page. <u>Proq Prov IRN</u>	Last Modified
	d Sei	rvice			•			Last Modified 10/15/2012 4:19 PM By User: EmhoffH

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.

🕕 Home » SIS » Stu	Bome » SIS » Student » Special Education					
Special Education						
From this screen, you	can display, add, change and delete Special Education records.					
Events Grad Req	uirement Services					
Special Education Se	rvices (215xxx) prior to FY13 report to EMIS from the Memberships page.					
Service:	215010 - Physical Therapy Services 🔹 🗸					
Start Date:	8/24/2012 🔽 🛷					
Stop Date:	5/31/2013 👻					
Staff Member:	MS CLINE					
Program Provider IF	KN: ***** 3 /					
Save Cancel						

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 p to open the Ohio Department of Education's Organization Search page where you can look up an IRN.

7. Click Save.

Student Special Education

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

пог	me » SIS » Studen	Advanced Search Fe	eeuback rigmt heij				
peo	cial Education	on					
om t	this screen, you can	display, add, change and d	lelete Special Edi	ucation records.			
		The S	Special Education	Service was sav	ved successfully		
ven	nts Grad Require	ment Services					
	didd Require	Dervices					
	uruu kequire	Special Education Service	es (215xxx) prior	r to FY13 report t	o EMIS from the Me	mberships page.	
Add !	Service		es (215xxx) prior	r to FY13 report t	o EMIS from the Me	mberships page.	
Add :			es (215xxx) prior <u>Start Date</u> v	r to FY13 report t <u>Stop Date</u>	to EMIS from the Mer Staff Member	mberships page. <u>Prog Prov IRN</u>	Last Modified
-	Service	Special Education Service		-			Last Modified 10/15/2012 5:06 PM By User: EmhoffH
×	Service Service Code	Special Education Service	<u>Start Date</u> v	Stop Date	Staff Member	Prog Prov IRN	10/15/2012 5:06 PM

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.

	Active	Default Program Provider IRN 🔎	Default Staff Member	Description	EMIS Program Code	
215003 Attendant Services Image: Carver of the service of the ser	9	<i>4</i> -	•	Adapted Physical Education Services	215001	1
215004 Audiological Services MS CARVEF 215006 Interpreter Services Interpreter Services Image: Signature of the service of the servi) 😤	043505 🛷 - Ashland City SD	MS BRADFORD	Aide Services	215002	/
215006 Interpreter Services Image: Provide and Control of the service of the	9	Ø -	· · · · · · · · · · · · · · · · · · ·	Attendant Services	215003	1
Image: Home width	Ŷ	****** Ø -	MS CARVER -	Audiological Services	215004	/
Special Education From this screen, you can display, add, change and delete Special Education records. Events Grad Requirement Special Education Services Special Education Services (215xxx) prior to F/13 report to EMIS from the Memberships page. Service: 215002 - Aide Services	9	Ø -	· · · · · · · · · · · · · · · · · · ·	Interpreter Services	215006	1
Special Education Services (215xxx) prior to F/13 report to EMIS from the Memberships page. Service: 215002 - Aide Services		lucation ecords.		ecial Education	Spe	
Service: 215002 - Aide Services						
			vices	ents Grad Requirement Serv	Eve	
Start Date:		rom the Memberships page.				
Stop Date:			prior to F/13 report to EMIS	cial Education Services (215xxx)	Spe	

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.

🚀 🔎 Ashland City SD

Program Provider IRN: 043505

Save Cancel

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.

	ome » Management » School Administration » Service Defaults Advanced Search Feedback						
	m this screen, you can display, and edit data pertaining to service defaults.						
	EMIS Program Code	Description	Default Staff Member	Default Program Provider IRN 🔎	Active		
	215001	Adapted Physical Education Services	· · · · · · · · · · · · · · · · · · ·	<i>4</i> -			
	215002	Aide Services	MS BRADFORD -	043505 🞸 - Ashland City SD	V		
	215003	Attendant Services	-	I I I I I I I I I I I I I I I I I I I			
	215004	Audiological Services	MS CARVER -	***** 9 -	1		
	215006	Interpreter Services	·	<i>4</i> -			
0	215007	Medical Services		<i>4</i> -			
	215008	Occupational Therapy Services					

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."

		The Service Defa	ult record was saved succes	ssfully	
	EMIS Program Code	Description	Default Staff Member	Default Program Provider IRN 🔎	<u>Active</u>
1	215001	Adapted Physical Education Services	· · · · · · · · · · · · · · · · · · ·	Ø -	Ŷ
1	215002	Aide Services	MS BRADFORD -	043505 🞸 - Ashland City SD	¥
1	215003	Attendant Services	· · · · · · · · · · · · · · · · · · ·	Ø -	ģ
1	215004	Audiological Services	MS CARVER -	****** 7 -	Ŷ
1	215006	Interpreter Services		4 -	Ŷ
1	215007	Medical Services	MS BRAY 👻	043505 💋 - Ashland City SD	*
1	215008	Occupational Therapy Services	_	9 -	Ŷ

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.

Servi	Home » Management » School Administration » Service Defaults Advanced Search Feedback Mgmt Prvice Defaults m this screen, you can display, and edit data pertaining to service defaults.						
	EMIS Program Code	Description	Default Staff Member	Default Program Provider IRN 🔎	Active		
	215001	Adapted Physical Education Services	· · · · · · · · · · · · · · · · · · ·	<i>4</i> -			
	215002	Aide Services	MS BRADFORD -	043505 🞸 - Ashland City SD	1		
	215003	Attendant Services	-	Ø -			
	215004	Audiological Services	MS CARVER -	****** 🗗 -			
	215006	Interpreter Services	· · · · · · · · · · · · · · · · · · ·	\$ -			
0 0	215007	Medical Services	MS BRAY -	043505 🞸 - Ashland City SD			
	215008	Occupational Therapy Services		9-			

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.

Servi	Home » Management » School Administration » Service Defaults Advanced Search Feedback Mgml ervice Defaults om this screen, you can display, and edit data pertaining to service defaults.						
		The Service Default record was saved successfully					
	EMIS Program Code	Description	Default Staff Member	Default Program Provider IRN 🔎	<u>Active</u>		
1	215001	Adapted Physical Education Services	· · · · · ·	9 -	Ŷ		
1	215002	Aide Services	MS BRADFORD -	043505 🞸 - Ashland City SD	Ŷ		
1	215003	Attendant Services		Ø -	Ŷ		
1	215004	Audiological Services	MS CARVER -	****** 47 -	Ŷ		
1	215006	Interpreter Services	· · · · · · · · · · · · · · · · · · ·	I I I I I I I I I I I I I I I I I I I	Ŷ		
1	215007	Medical Services	MS BRAY -	043505 🞸 - Ashland City SD			
1	215008	Occupational Therapy Services	v	Ø -	Ŷ		

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.

	ent » Power Withdraw	
Power Withdr		
This screen allows you	I to perform a mass withdrawal of students from the district.	
School:	ASHS - ASHLAND HIGH SCHOOL	
Withdraw Reason:	41 - Transfer to another Ohio Public School district 🔹 🗸	
Withdraw Date:	4/16/2012 👻 🛷	
Withdrawn to IRN:	999999 - PSEO/Out of State/Private	
Search Mode:	Search Criteria	
Grade Level:	▼	
Grade Next Year:	▼	
Home School IRN:	-	
Homeroom:	Homeroom Date:	-
Teacher:	•	_
Course Section:		
Ad-Hoc Membership:	Select an Ad-Hoc Membership 🔻	
Ad-Hoc membership:	Public And Private	
Membership Group:	▼	
Membership:		
EMIS Situation:		•
How Received:	•	
	Students Selected by Default	Search

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 Mode:	Search Criteria	© Student Ids
Grade Level:		
Next Grade Level:		
Home School IRN:	-	<i>P</i>
Homeroom:	· · ·	Homeroom Date:
Teacher:	•	
Course Section:		
Ad-Hoc Membership:	Select an Ad-Hoc Membership 🔻	
Membership Group:		▼
Membership:	•	
EMIS Situation:		•
How Received:		•
		Students Selected by Default Search

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.

			🗹 Studen
	Student Name	Student Number	Grade Level Code
	Handey, Charles (Jack)	48652557	11
✓	Rivers, Terrence (Terry)	48652534	10
	Smith, Sally (Sally)	00999999	10
	Smith, Samantha (Sam)	00001000	09

Withdraw

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.

All selected students were successfully withdrawn

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

Search Mode:	O Search Criteria	€ Student Ids	
4001, 4002, 4003			
		V	
		V Students Selected by	Default Search

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.

			🗹 Studen
	Student Name	Student Number	Grade Level Code
V	Handey, Charles (Jack)	48652557	11
~	Rivers, Terrence (Terry)	48652534	10
	Smith, Sally (Sally)	00999999	10
	Smith, Samantha (Sam)	00001000	09

Withdraw

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.

All selected students were successfully withdrawn

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.

Home » Management » School Administration » EMIS » Gifted » Gifted Mass Update Gifted Mass Update				
This screen allows for a mass	s update of student gifted records.			
Gifted Rules:				
Gifted Default Rule 4th grade rule	4 ÷			
Overwrite Existing Student G	ifted records:			
Submit				
Instructions: Use this section	for resetting all served values on student gifted records.			
Grade Level: 👻	Reset Served			

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 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

	Home » Management » School Administration » EMIS » Gifted » Gifted Rules Maintenance							
G	Gifted Rules Maintenance							
Fr	From this screen, you can display, add, change and delete data pertaining to student gifted rules.							
	Add	d G	ifte	d Rule				
16	ec	ore	d D	isplayed				
				Grade	School Code	Rule	Active	
×		1	P		DA	District Rule	.	
	Show Active Only							

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.

tule Name:	District Rule	1	3	
Grade Level:	· · ·			
Active:				
		Screening	Assessment	Screened Date
Superior Cognitiv	e Ability			7
Specific Academi	c Ability - Math			
Specific Academi	c Ability - Science			
Specific Academi	c Ability - Reading/Writing			
Specific Academi	c Ability - Social Studies			
Creative Thinking	Ability			
visual/Performing) Arts			

District Rule Gifted Rules Details Screen

Building Level





Gifted

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

III Home » <u>Mana</u>	Home » <u>Management</u> » School Administration » EMIS » Gifted » Gifted Rules Maintenance							
Gifted Rules Maintenance From this screen, you can display, add, change and delete data pertaining to student gifted rules.								
Rule Name:	Building Rule	1	3					
Grade Level:								
Active:								
		Screening	Assessment	Screened Date				
Superior Cognitive	Ability			7				
Specific Academic	Ability - Math							
Specific Academic	Ability - Science							
Specific Academic	Ability - Reading/Writing							
Specific Academic	Ability - Social Studies							
Creative Thinking A	Ability							
Visual/Performing A	Arts							
Save Cancel								

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)

	Home » Management » School Administration » EMIS » Gifted » Gifted Rules Maintenance							
From this screen, you can display, add, change and delete data pertaining to student gifted rules.								
A	dd G	ifted	Rule					
Re	cor	ds D	isplayed					
			Grade	School Code	Rule	Active		
0	0	P		OG	District Default	\$		
×	1	P	03	OGGE	Third Grade - GL			
	She	w Ac	tive Only					

Gifted Rules Maintenance Screen

Gifted Rule	gement » School Adm S Maintenan you can display, add,	ce			
Rule Name: Grade Level: Active:	Third Grade - GL				
		Screening	Assessment	Screened Date	
Superior Cognitive	Ability	1		9/1/2010	
Specific Academic	Ability - Math	V		9/1/2010	
Specific Academic	Ability - Science	1		9/1/2010	
Specific Academic	Ability - Reading/Writing				
Specific Academic	Ability - Social Studies				
Creative Thinking	Ability				
Visual/Performing	Arts				
Cancel					

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

🔟 Home » Management » School Administration » EMIS » Gifted » Gifted Mass U	pdate				
Gifted Mass Update					
This screen allows for a mass update of student gifted records.					
Gifted Rules:					
Building Rule					
Overwrite Existing Student Gifted records: 🔲					
Display results: 🛛					
Submit					
Instructions: Use this section for resetting all served values on student gifted records.					
Grade Level:	Reset Served				

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

No student gifted records were updated.

This banner message will appear if student gifted records were successfully updated.

The student gifted records have been successfully updated.

Gifted

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 a	all serve	d values	for the following grade level?
	Grade Le	vel: 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	7

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.

Home » SIS » Student » Gifted » S	tudent Gifteo	i Record			
Student Gifted Record From this screen, you can display, add	, change an	d delete data j	pertaining to	o a stude	nt's gifted record
lote: For students identified prior to 2	2000 with a	n unknown ide	ntified date	, enter a	date of 1/1/1900
	Screening	Assessment	Identified	Served	Identified Date
Superior Cognitive Ability					
Specific Academic Ability - Math					
Specific Academic Ability - Science					
Specific Academic Ability - Reading/Writing					
Specific Academic Ability - Social Studies					
Creative Thinking Ability					
Visual/Performing Arts					
Save			Discard Cha	anges	Restore Default

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.

The student gifted record has been successfully saved

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,

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 Initi	alization	nistration » EMIS » Gifted » Gifted Initializ ved values from one year to another.	ation
Copy From School Grade Levels to Co 109 - 09 10 - 10 11 - 11 12 - 12 13 - 13 23 - 23		4	
Submit Reset For	m		

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.

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.

🕪 Home » SIS » Scho	ol » Student Repor	ts » G	ifted Area Stu	udents	
Gifted Area St	udents				
From this screen, you c	an select paramete	rs to g	enerate a rep	ort.	
Selection Criteria	Selection Summary	Lo	ad Settings		
School					
ELIDA HIGH SCHOOL		↓			
Grade					
09 10 11 12	ـــــــــــــــــــــــــــــــــــــ	↔			
Gifted Area					
Superior Cognitive Math Science Reading/Writing		↔ → ↔ ⇒			
Sorting Options					
Student Name (ASC) Student Name (DESC) Ethnicity (ASC) Ethnicity (DESC)	+ + *			ţ	
Delivery Method:	Pickup	•	Set As Default		
Email Address:	ABCD@EFGH.com				
Report Format:	Adobe PDF	•			
Description:					
Submit					

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.

	ed Area Students Il 13, 2009, 11:42 AN						HIGH SCHOOL 2009-2010 d Area Students
Student Name			Student Nu	umber Gende	r Ethnicity	Full T	ime 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	Ν	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.

II Home » SIS » School » Student Reports » Gifted Student Courses
Gifted Student Courses
From this screen, you can select parameters to generate a report.
Selection Criteria Selection Summary Load Settings
Homeroom Date: 9/14/2011
Homeroom
H1 - Teacher2036 (Full Year Term) H100 - Teacher2132 (Full Year Term) H101 - Teacher2090 (Full Year Term) H102 - Teacher2123 (Full Year Term)
Teacher
MICHELLE Teacher1854 JEFF Teacher1860 RYAN Teacher1861 SUE Teacher1864
Period
Period 00 Period 01 Period 02 Period 03
Grade Level
09 10 11 12
Ethnicity
A - ASIAN B - BLACK, NON-HISP H - HISPANIC I - INDIAN/ALASKAN
Disability Condition
 ** - Not Applicable 01 - Multiple Disabilities (other than Dealed 02 - Deaf-Blindness 03 - Deafness (Hearing Impairments)

Gifted Student Courses Screen (Upper Part)

Screened Only					
		+ + * +	Superior Cognitive Math Science Reading/Writing	* []]	
Assessed Only					
		⊥ ↑ *	Superior Cognitive Math Science Reading/Writing	* =	
Identified					
		⊥ ↑ *	Superior Cognitive Math Science Reading/Writing	* 	
Served					
		⊥ * *	Superior Cognitive Math Science Reading/Writing		
Group By:	 and the students v selected Sorting O 'Teacher': the repr and the sorting ba 'Grade Level': the 	vithin options ort wil sed of repor	ort will be grouped and s each Homeroom will be s s below. I be grouped and sorted n the selected Sorting Op t will be grouped and sor n the selected Sorting Op	sorted based on the first by Teacher, btions below. ted first by Grade Level,	
Sorting Options					
Student Name (ASC) Student Name (DESC) Grade (ASC) Grade (DESC)			1		
Delivery Method:	Pickup -	S	et As Default		
	ABCD@EFGH.com				
Email Address:					
Email Address: Report Format:	Adobe PDF	•			

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.

Gifted

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.

Report: Gifted S Printed Mon, Jul 13	Student Courses 3, 2009, 1:39 PM	5					DASL	HIGH SCHOOL 2008-2009
							Gifted St	tudent Courses
Student	Student Number	Cognitive	Math	Science	Reading/Writing S	ocial Studies	Creative Thinking	Visual/Performing Arts
Student48948, MACKENZIE	2516	Y	Ν	Y	Y	Ν	Ν	Ν
Course	e Name	Course S	Section	Credits	Teacher	Meeting Time	EMIS Subject Co	ode Core Subject Area
HEALTH I		0312-	62	0.50	MS. C. Teacher153	7 6 (223)	260101	HEC
ENGLISH 9		0111-	3	1.00	MRS. J. Teacher1558	8 (221)	050160	ENG
GEOMETRY		0522-7	7	1.00	MRS. R. Teacher1461	7 (225)	111200	MTO
FRENCH II		0421-4	4	1.00	MRS. L. Teacher1465	4 (229)	060230	FLR
CHOIR		0212-	5	1.00	MRS. R. Teacher1529	5 (421)	120400	FAR
CP BIOLOGY		0613-2	2	1.00	MRS. C. Teacher1473	2 (220)	132230	SCA
		SH-12		0.00	MR. K. Teacher157	2 1 (CAF)	999370	
STUDY HALL			3	1.00	MR. K. Teacher149		150810	SOH

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

🕪 Home » SIS » Schoo	l » Student Report	ss≫G	ifted Student Detail Re	port	
Gifted Student					
From this screen, you ca	n select parameter	s to g	enerate a report.		
Selection Criteria S	election Summary	Lo	ad Settings		
Schedule: Defa	ult Schedule 🔻 🕫				
Schedule Result: Defa	ult Schedule Result	~			
Homeroom Date:	9/14/2011 💌 🖋				
Homeroom H1 - Teacher2036 (Full	Year Term)				
H100 - Teacher2132 (F H101 - Teacher2090 (F H102 - Teacher2123 (F	ull Year Term)	+ →			
Teacher MICHELLE Teacher1854					
JEFF Teacher1860 RYAN Teacher1861 SUE Teacher1864	(E) •	* * * *			
Period					
Period 00 Period 01	(E)	← ⇒			
Period 02 Period 03	-	* *			
Grade Level					
09 10	(E)	← →			
11 12	-	* *			
Ethnicity					
A - ASIAN B - BLACK, NON-HISP H - HISPANIC	Ē	+			
I - INDIAN/ALASKAN	Ψ.				
** - Not Applicable	*				
01 - Multiple Disabilities 02 - Deaf-Blindness 03 - Deafness (Hearing		* * * *			
· 					
The filters listed below Screened Only	will only function for	selecte	ed values. If nothing is sel	lected, then no results v	vill be returned.
			Superior Cognitive		
		**	Science	(E)	
Assessed Only			Reading/Writing	•	
			Superior Cognitive	*	
		* * * *	Science	Ξ)	
Identified			Reading/Writing	-	
			Superior Cognitive		
		**		(=)	
Forward			Reading/Writing	•	
Served			Superior Cognitive		
		* * * *	Math Science	(=)	
			Reading/Writing	•	
	2		to the repeat will be a	ad and maked first 1	
	and the	studen	': the report will be group ts within each Homeroom	will be sorted first by H will be sorted based on	the
Group By:			g Options below.	annual and some of	by Hemeree Tool
areab off	Homero		acher': the report will be based on the selected So		by nomeroom teacher,
			the report will be grouped based on the selected So		de Level,
	and the	corung	second on the selected St	orang options below.	
Sorting Options					
Student Name (ASC)	<u></u>				
Student Name (DESC) Grade (ASC) Grade (DESC)			1		
Delivery Method:	Pickup	•	Set As Default		
Email Address:	ABCD@EFGH.com				
Report Format:	Adobe PDF				
Description:					
Submit					

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.

	Gifted Student Detail n, Jul 13, 2009, 1:42 PM					-	ASL HIGH SCHOOL 2008-2009 ifted Student Detai	
Student		Student Number	Grade	Ethnicity		Disability	Condition	
Student47954, ALEXANDRA		4913	07 WHITE			**		
Gifted Area		Screened	Assessed		Identified	Served	Identified Date	
	Math	Ν	Ν		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	Ν	Ν		Y	Ν	3/1/2005	
Student		Student Number	Grade	Grade Ethnicity Disability Condition			Condition	
Student4	8097, BAILEY	4749	08	WHITE		**		
	Gifted Area	Screened	Assessed		Identified	Served	Identified Date	
	Superior Cognitive	Ν	Ν		Y	Y	3/1/2004	
	Math	Ν	Ν		Y	Y	3/1/2004	
	Science	Ν	Ν		Y	Y	3/1/2004	
	Reading/Writing	Ν	Ν		Y	Y	3/1/2005	
Social Studies		N	N		Y	Y	3/1/2004	

Example Gifted Student Detail Report

ProgressBook StudentInformation EMIS Guide

Gifted

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 Studen	bol » Student Reports » Gifted Students Missing Records ts Missing Records can select parameters to generate a report.					
Selection Criteria	Selection Summary Load Settings					
School						
ELKG - Elida Element: ELEE - Elida Elementa ELHS - ELIDA HIGH S ELIN - Elida Intermed	rý School E 🗧 🗢					
Sorting Options						
Student Name (ASC) Student Name (DESC Grade Level (ASC) Grade Level (DESC)						
Delivery Method:	Pickup Set As Default					
Email Address:	DowdR@software-answers.com					
Report Format:	Adobe PDF 🔹					
Description:						
Submit						

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.

Report: Gifted Students Missing Printed Mon, Jul 13, 2009, 11:46 AM						DASL HIGH SCHOOL 2009-2010 Gifted Students Missing Records				
School Code: AVHS	School Code: AVHS School Name: DASL HIGH SCHOOL					IRN: 000067				
Name	Student Number	Grade	Gender	Ethnicitv	FTE	Sent To IRN	Admission Date	Withdrawal Date		
Student47826, QUINN	5004	07	F	WHITE	100	*****	8/29/2005			
Student48948, MACKENZIE	2516	10	F	WHITE	100	*****	8/28/2006			

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.

Home	SIS Te	acher Menu	EZ Query	Management	EMIS	My Account
DASL Beta First Last			This Screen d	oes not use a Selected S	Student	
Home » SIS » Scl	hool » Highly (Jualified Teac	her Workshe	et		
Highly Qualif From this screen, you				ort.		
Selection Criteria	Selection Sur	nmary Loa	ad Settings			
School						
ELKG - Elida Elemen ELEE - Elida Elemen ELIN - Elida Interme ELMS - Elida Middle	tary School ediate School	en School	♦	S - ELIDA HIGH SCHOO	DL	Ş
Teacher SSNs (com	na separated):					
						*
Show teacher SSN of Show teacher Crede		ort: 🔽				
Sort Order 1 Buildin	g Name (ASC)	- 4				
Sort Order 2 Teache	er Name (ASC)	- 4				
Delivery Method:	Pickup	✓ S	et As Default			
Email Address:	ABCD@EFGH.	com				
Report Format:	Adobe PDF	-]			
Description:						
Submit						

Highly Qualified Teacher Worksheet Screen

School (required) - Select one or more school(s) for your report.

HQT

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.

Printed Mon, Sep 24, 2012, 12:20 PM					ASHL				201	HOOL 12-2013 (shee
District IRN / Name: 043505 Building IRN / Name: 001081	Ashland Cit	•		001						
Building IRN / Name. 001001	ASHLAND	пібп	SCH	UUL						
Teacher: KNOX, MS SSN: 123460429 SSID: OH14	16881			CR: Currie	culum DM: Delivery Me	thod S	SP: S	tuder	nt Pop	ulation
Emis Subject	CR	DM	SP	HQT Def	Change HQT	Reas	on			
050300 - Literature 070 - AMERICAN LIT 074 - BRITISH LITERATURE	ОТ	FF	RG	3	1235	67	8	9	Ν	
050300 - Literature 074 - BRITISH LITERATURE - Sect. 9	VA	FF	RG		1 2 3 5	67	8	9	Ν	\supset
050400 - Composition 041 - WRITING WORKSHOP I	ОТ	FF	RG	3	1 2 3 5	67	8	9	Ν	
					1 2 3 5 1 2 3 5					
"No Changes". Checking this blan	means that th				1235 1235	6 6	78 78	39 39	11	4
	means that the the the the terms of ter	nere h	ave b	been no chan	1 2 3 5 1 2 3 5 ges to your HQT c	6 6 riteria	7 8 7 8 a for	3 9 3 9 the	II II cour	V V se(s)
"No Changes". Checking this blank you taught during the previous school y I hereby assure that all information pres	means that the the the the terms of ter	nere h	ave b	been no chan	1 2 3 5 1 2 3 5 ges to your HQT c	6 6 riteria hild L	7 8 7 8 a for	3 9 3 9 the Behi	II II cour	V V se(s)
"No Changes". Checking this blank you taught during the previous school y I hereby assure that all information pre- Qualified Teacher requirements as stat	means that th rear. sented is corre ed in section 1	nere h ct and 111,	ave b d is a 1119,	cceptable for and 9101.	1 2 3 5 1 2 3 5 ges to your HQT c reporting for No C Date:	6 6 riteria hild L	7 8 7 8 a for	3 9 3 9 the Behi	II II cour	V V se(s)

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. Exam8 - HQT Rubric - scored 100 or more2 - Acad. Maj. or 30 Hrs in Content Area9 - 90 Completed Clock Hours of3 - Master's Degree9 - 90 Completed Clock Hours of5 - Professional CertificateProfessional Development (LPDC)6 - Permanent CertificateN - Does NOT meet HQT definition7 - National Board CertificationN - Does NOT meet HQT definition

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.

🕕 Home » SIS » Sc	hool » Highly Qualified Teacher Report	
Highly Qualif	ied Teacher Report	
From this screen, you	I can select parameters to generate a report.	
Selection Criteria	Selection Summary Load Settings	
School		
ELKG - Elida Elemer ELEE - Elida Elemer ELIN - Elida Interme ELMS - Elida Middle	ediate School 🛛 😽 🍀	DOL &
Teacher SSNs (com	ma separated):	
		~
Included SSN: 🛛		
Included Credential	ID: 🖉	
Sort Order 1 Buildin	g Name (ASC) 🔻 🚀	
Sort Order 2 Teache	er Name (ASC) 🔻 💅	
Delivery Method:	Pickup Set As Default	
Email Address:	ABCD@EFGH.com	
Report Format:	Adobe PDF 🔹	
Description:		
Submit		

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.

HQT

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.

Building IRN / Name: 001081 ASHLAN	D HIGH SCHOO	l
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
	VA FF RG	
		3 - Masters degree
050300 - Literature	OT FF RG	

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.

🕕 Home » Management	» School Administration » Scheduling Administration	» Highly Qualified Teacher Update	Advanced Search Feedbac	:k Mgmt Help Versio				
Highly Qualified Teacher Update Maintenance								
From this screen, you can	display and edit data pertaining to highly qualified tea	cher values in EMIS.						
Filter By Teacher: DEFF Te	acher1894 🔹							
Add HQT Definition								
EMIS Subject	Curriculum	Delivery Method	Stud. Population	HQ Definition				
🗙 🖉 060265 - Spanish	OT - Curriculum Not Specifically Covered By Another Option	FF - Face to Face Classroom Instruction	RG - Regular/General Students K-12	1 - NTE/Praxis II - State Licensing Exam				

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

Highly Qualified Teacher Updater of the second seco		values in EMIS.
EMIS Definition:	260101 OT FF RG 🗸 🗸	Key: EMIS Subject Curriculum Delivery Method Student Population
EMIS Subject:	260101 - Health Education	
Curriculum:	OT - Curriculum Not Specifically Co	vered By Another Option
Delivery Method:	FF - Face to Face Classroom Instru	uction
Student Population:	RG - Regular/General Students K-1	2
How the teacher meets highly qualified definition:		v 13

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

📴 Home » Management » School Administration » Scheduling Administration » Highly Qualified Teacher Update 💦 Advanced Search Feedback Mgmt Help Version							
Highly Qualified Teacher Update Maintenance From this screen, you can display and edit data pertaining to highly qualified teacher values in EMIS.							
Filter By Teacher: JEFF Teacher1894							
Add HQT Definition EMIS Subject Curriculum Delivery Method Stud. Population HQ Definition							
🗙 🖊 060265 - Spanish	OT - Curriculum Not Specifically Covered By Another Option	FF - Face to Face Classroom Instruction	RG - Regular/General Students K-12	1 - NTE/Praxis II - State Licensing Exam			

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.

Highly Qual	ified Teache	ninistration » Scheduling Administration » Highly Qualified Teacher Update A P Update Maintenance edit data pertaining to highly qualified teacher values in EMIS.
The following are c <u>Course Code</u> ^	urrent courses that t <u>Course Name</u>	this teacher is instructing. Click "Continue" if you would like to delete this HQT record
522	SPANISH II	
12	SPANISH I	
309	SPANISH I	
Continue Cancel	SPANISH 1]

Delete Highly Qualified Teacher Record Screen

Continue – Delete the Highly Qualified Definition record. A confirmation screen will be displayed.

Delete of Highly Qualified Teacher Record Successful

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

Navigation: Home – Management – 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

Navigation: Home – Management – Ad-Hoc Updates – 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

III Home » Management » Ad-Hoc Updates » Update Graduation Date
Bulk Update of Student Graduation Date
This screen allows for a mass update of student graduation dates
Status Search Ad-Hoc Membership
Select the Student Statuses to be included: A - ACTIVE RES ACDD - MARIMOR AJVS - RES ATTENDS APOLLO FT ALT - ALTERNATIVE SCHOOL
File Download Options Select A File Type Select A File Type
Graduation Date: 7 Override Existing: 7 Run Type: © Update
Submit

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.

III Home » Management » Ad-Hoc Updates » Update Graduation Date
Bulk Update of Student Graduation Date This screen allows for a mass update of student graduation dates
Status Search Ad-Hoc Membership Select Ad-Hoc Membership: Select an Ad-Hoc Membership
File Download Options Select A File Type Select A Download Method
Graduation Date: ♥ Override Existing: ♥ Run Type: ● Verify ● Update
Submit

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 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.

There were 0 EMIS graduation dates and 0 SIS graduation years updated \sim

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 Imme to create a new Ad-Hoc Membership list.

Click Add New Ad-Hoc Membership to add a new Ad-Hoc Membership for seniors.

Home » My Account » Ad Hoc Memberships Ad Hoc Memberships From this page, you can build Ad-Hoc Memberships to be used throughout D					
Add New Ad-Hoc Membership Return to Previous Page					
			Membership Name	Active	
×	I	2	EL - Class of 2011		
×	I	2	ELMS - Class of 2011		
		ive (olic a	Dnly nd Private		

Add New Ad-Hoc Membership Button

<mark>)</mark> Home » My Accour	nt » Ad Hoc Me	emberships		
Ad Hoc Memb From this page, you ca	-	Memberships to	be use	ed throughout DASL.
Membership Name:		Use this r	nembe	Active: V Make Private: V rship and return to previous page: Go
Show Existing Stude	nts]			
[Hide Search]				
Search Mode: 💿 Se	arch Criteria	○ Student IDs	OUse	Existing Memberships
General Info A	dditional Info	Miscellaneous	Info	
Last Name:				Middle Name:
First Name:			,	Called Name:
Social Security:				Birthdate:
Ethnicity:		~		Gender:
Street:				City:
State:	~			Zip Code:
				Students Selected by Default Search
Save Save and New	Cancel			

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 2 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 St From this screen, you can su		t Diploma Type ob to update the student EMIS	diplor	na type.
All Graduation Dates		Assigned Graduation Dates		
06/30/2010 07/01/2010	÷ +	> >		
Set diploma type to:		• 4		Select the diploma type to assign to the
for students passing rule:			-	 optional. If selected, only those students that
Mark Type:		•		pass the rule will be assigned the selected diploma type. • Optional. Select the mark type to be used in current year total credit calculations.
Recalculate student rule dat	a: 🔳			 Optional. If checked, the system will recalculate the student data for the selected rule.
Override current diploma typ	oe: 🔳			

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.

🕕 Home » Management » Ad-Hoc Updates » Bulk Up	date Course Core Subject Area	Advanced Search Feedb
Bulk Update Course Core Subject		
From this screen, you can bulk update courses with a Co	ORE Subject Area.	
[Hide Course Filters]		
The Course Filter options will allow you to bulk update course You will be able to preview courses that match your search,	as that match search criteria. and select/deselect courses for updating with the CORE Subject Area choser	ı below.
Note: If an item is selected in the EMIS Subject Area for Cre will only be populated with codes associated with the selected		
Department:	▼ Area Of Study: ▼	
Subject Area:	☑ Is High School Credit Only	
EMIS Subject Area For Credit:	Report To EMIS Onl	- v
EMIS Subject Codes	Selected EMIS Subject Codes	,
010001 - Environmental and Agricultural Science 010150 - Annual Bioscience 010155 - Plant and Horticultural Science 010201 - Agricultural and Industrial Power Technology		
[Hide Update Directives]		Preview Courses
The Update Directives options will allow you to provide additi	ional direction for the bulk update of courses.	
School Years School Years To Update		
2009-2010 2008-2009 2007-2008 2006-2007 ▼ ♥ ♥	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 course will automatically be updated in the context school year.	
[Hide Sort Courses]		
Course Sorting Options Selected C	Course Sorting Options	
Subject Area Area Of Study EMIS Subject Code EMIS Subject Area For Credit		
Select All CORE Subject Area:	✓ Upda	te Selected Courses
[Hide Course Preview]		
All courses will be returned if the 'Show Only Courses with no allowing you to change pre-existing CORE Subject Area values	CORE Subject Area' box is unchecked, s with the bulk update.	

Bulk Update Course Core Subject Area Screen

Ad-Hoc Updates

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.

[Hide Course Filters]				
The Course Filter options will allow yo You will be able to preview courses th			, with the CORE Subject Area chosen b	slow.
Note: If an item is selected in the EM will only be populated with codes asso			dual select	
Department:	✓ Area	of Study:	•	
Subject Area:	▼ VIs	High School Credit Only		
EMIS Subject Area For Credit:			Report To EMIS Only	
EMIS Subject Codes		Selected	EMIS Subject Codes	
010001 - Environmental and Agri 010150 - Annual Bioscience 010155 - Plant and Horticultural S 010201 - Agricultural and Industr	Science	 ⇒ ⇒ ↔ ↔ 		
				Preview Courses

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 Code	Course Name	Hours Of Instruction	Department	Subject Area	Area Of Study	EMIS Subject Code	EMIS Subject Area For Credit	CORE Subject Area
1	0900	PERSONAL FINANCE	60	BUS		BUS	031500	BUS	BUS
2	0911	BUSINESS LAW	60	BUS			030900	BUS	BUS
3	0912	ECONOMICS	60	BUS			031800	BUS	BUS
Sho	w Only Co	urses with no CORE S	ubject Area						
		returned if the 'Show hange pre-existing CC					hecked,		

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).

The Update Directiv	es options will allow you to provi	de additional direction for the bulk update of courses.
School Years 2009-2010 2008-2009 2007-2008 2006-2007	School Years To I	Update 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 course will automatically be updated in the context school year.

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.

[Hide Sort Courses]			
Course Sorting Options	Selected Course Sorting Options		
Subject Area Area Of Study EMIS Subject Code EMIS Subject Area For Credit	- 💎 📅	Sort Courses	
Select All CORE Subject	Area:	•	Update Selected Courses

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.

```
[ Hide Course Preview ]
All courses will be returned if the 'Show Only Courses with no CORE Subject Area' box is unchecked,
allowing you to change pre-existing CORE Subject Area values with the bulk update.
```

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 Code	Course Name	Hours Of Instruction	Department	Subject Area	Area Of Study	EMIS Subject Code	EMIS Subject Area For Credit	CORE Subject Area
1	0900	PERSONAL FINANCE	60	BUS		BUS	031500	BUS	BUS
2	0911	BUSINESS LAW	60	BUS			030900	BUS	BUS
3	0912	ECONOMICS	60	BUS			031800	BUS	BUS
Sho	w Only Co	urses with no CORE S	ubject Area						

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

ulk Update Manual Course Core Subject Area om this screen you can bulk update the Core Subject Area on Manually Entered Courses						
Choose school years	Choose originating schoo	ls Choose filters	View courses and update records	View summar		
< Prev Next >				Summary >>		
The list only contains sc	ars for which you want to vi hool years for which there are r	nanually entered courses				
The list only contains so If no school years are c 1anually Entered Cou	hool years for which there are r hosen, records for all school ye	nanually entered courses				
The list only contains sc If no school years are c Manually Entered Cour 2010-2011 2009-2010	hool years for which there are r hosen, records for all school ye rse School Years	nanually entered courses ars will be viewed and up				
The list only contains sc If no school years are c Manually Entered Court 2010-2011 2009-2010 2008-2009	hool years for which there are r hosen, records for all school ye	nanually entered courses ars will be viewed and up Chosen				
The list only contains sc If no school years are c Manually Entered Cour 2010-2011 2009-2010	hool years for which there are r hosen, records for all school ye rse School Years	nanually entered courses ars will be viewed and up				

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

🕕 Home » Management » Ad-Hoc Updates » Bu	ulk Update Manual Course Core Subj Area
Bulk Update Manual Course Co From this screen you can bulk update the Core Su	-
Choose school years Choose originating sch	hools Choose filters View courses and update records View summary Summary >> entered courses included in High School Credit only.
High School Credit Manually Entered Courses On Choose the originating schools to update. If no originating schools are chosen, records for all on The list contains the originating schools on the manu	nly orginating schools will be updated. ally entered courses for the school years chosen.
Manually Entered Course Originating Schools AJVS ALABAMA ALLEN EAST HIGH SCHOOL ALT SCH APOLLO APOLLO CAREER CENTER JVSD BATH HIGH SCHOOL BC BILOXI CALIFORNIA CANADA CLYDE HS DELPHOS DJHS EASTLAND	Chosen Image: Chosen Image: Chosen

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

🕪 Home » Management » Ad-Hoc Updates » Bul	k Upo	date Manual Course	e Core Subj Area	Advance
Bulk Update Manual Course Co	re	Subject Are	a	
From this screen you can bulk update the Core Sub	ject	Area on Manually E	Entered Courses	
Choose school years Choose originating scho	ols	Choose filters	View courses and update records	View summary
	1015	choose meers	nen courses una apuate records	
< Prev Next >				Summary >>
Chose filters to limit the manually entered cour The filters contain a distinct list of values from the ma To view all courses, do not select any filters. If a filter	nually	entered courses in t	he school years and originating schools of	chosen in previous tabs.
Subject Areas		Chosen		
A/T - FINE ART/BUS TECHNOLOGY				
APO - APO APO - VOCATIONAL COURSE	≣ "	2		
BUS - BUSINESS EDUC		**		
BUS - BUSINESS TECHNOLOGY				Or like
Areas Of Study	_	Chosen		
AGR - AGR AGR - AGRICULTURE				
BUS - BUS	٠.	⇒ *		
BUS - BUSINESS CAP - COMPUTER APPLICATONS	-			
		Character 1		Or like
Course Codes		Chosen		
000 021		-		
032 0410	- 4	*		
050	-			Orlike
Course Short Names		Chosen		OF like
1stYearExp				
1stYearExper	ے ہ	->		
1stYearExper. 1stYr.Exper.		*		
1stYrExper	-			Or like
Course Names		Chosen		
1stYearExperience				
1STYREXPRINCE III	€ 🗧	⇒		
3DART	*	**		
AbnormalPsychology	-			Or like

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

ho	ose school y	years Choose o	originating schools Ch	ioose filters Vi	iew courses and update re	view	summary
< Pr	ev Next >						Summary >>
			rses to update. Choose a ars and originating schools s		a value and click the 'Upd bus tab will be updated.	ate Selected Re	cords' button
OR	E Subject A	rea:		[Clear CORE	E Subject Area]		
	Select All					Update Sel	ected Records
	<u>Code</u> ^	Short Name	Name	Is HS Credit	CORE Subject Area	Records	
[]	COMP	COMPUTER	COMPUTERPOWERPOINT	V	BUS	1	
	COMP	COMPUTERLIT	COMPUTERLITERACY	V	TEC	1	
	MICRO	MICROSOFTTOOL	MICROSOFTTOOLBOX	V	BUS	1	
	MICRO	MICROTOOLBOX	MICROSOFTTOOLBOX	V	TEC	1	
-	тwс	T/WILDCATCO	THEWILDCATCOMPANY	V	BUS	1	
			sing CORE Subject Area Only				

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

🕪 Ha	ome » Management	» Ad-Hoc Updates »	Bulk Update Ma	anual Cours	e Core Su	bj Area	Advanced Search
Bul	k Update Ma	nual Course	Core Subj	ject Are	ea		
From	this screen you can	bulk update the Core	Subject Area o	n Manually	Entered C	ourses	
Cho	oose school years	Choose originating s	chools Cho	ose filters	View c	ourses and update records	View summary
< P	rev Next>						<< Start Over
Co	ounts are for the manu	v the number of records f	match the school	years, origir E Subject Ar	ating scho ea is set.	ol and high school credit option	s chosen on the previous tabs.
VLA			1	0	1		
То	tal Missing Total Se	et Total Records					

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.

🕙 Choose an ad-hoc m	embership i	or the students you d	ince to update.
d-Hoc Membership:	Select	an Ad-Hoc Member	ship 👻
	Dublic And	Private	
	Public And	Filvate	
	Public And		
a -			
Ø Perform the following			-Hoc Membership:
Perform the following		the students in the Ad	-Hoc Membership: New Value
lerform the following	actions on	the students in the Ad Setting	
Perform the following	actions on	the students in the Ad Setting Process FS Records	New Value

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	Setting	New Value
	Process FS Records	\odot Exclude Student \bigcirc Include Student

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.

Student Memb	perships an view the memberships associated with a student.				
Speci	al Education Services (215xxx) for FY13 and beyond I	now report to EMIS	from the Special	Education Servi	ces page.
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
Current Assignments C)nly ◎ All Assignments This Year				

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.

St	ud	ne » EMIS » Mainter ent Program his screen, you can d	Record	-	ta pertaining to stu	dent program records.
Re		ing Period: K ▼ Program Record				
		Program Code ^	Start Date	Stop Date	Employee Id	Prog Prov IRN
×	1	205075	Sep 01, 2011	Dec 19, 2011	797546350	*****

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.

		Builder creen, you can manage Regular and Us	Iser Reports created in ProgressBook Report Builder				
[Hide R	egu	lar Reports]					
View Report		Name	Description				
a	Cla	ass Master Schedule with Disabilities R407	Class Master Schedule with Disabilities (R407)				
<i>.</i>	Out	tstanding Fee Balances by Account Code	Provides a list of outstanding student fees and groups them by account code.				
0	Per	riod G Student Core Summary Report	Provide a listing of period G Core Summary records by student for verification of core records for graduating students.				
a	Per	riod K NonGraduate Core Summary Report	Providing a listing of period K Core Summary records by student for verification of core record for non-graduating students.				
9	Co	urse Fee Analysis					
9	Pay	ments Posted by User Report					
a	Dis	cipline Report					
[Hide U	ser	Reports]					
View Report		Name	Description				
a	×	Class Master Schedule for Geometry	This report lists the Class Master Schedule for all geometry classes.				
0	×	My Outstanding Fee Balances by Account (Code Provides a list of outstanding student fees and groups them by account code.				

Period G Student Core Summary Report on the Report Builder Reports Screen

 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.

Reports

The report displays on the StudentInformation Report Viewer screen.

🚑 Show Setu;	1	As	t			F	Report Name:	Period G Stud	ent Core Summary Report	
14 4 1	of 82 🕨 🔰									-
		Select a format		ort						
renou o	Student Col	e Summary r	(eport							
District	Building Name	Student Number	Last Name	First Name	Middle Name	CORE Area Code	Area Count	Total Area Count		
Ashland City	ASHLAND HIGH	129001	RAMOS	TERRY		BUS	0.50			
Schools	SCHOOL					CTA	7.50			
						ELE	0.50			
						ENG	4.00			
						FLR	2.00			
						MTA	1.00			
						MTO	3.00			
						PHE	1.00			
						SCP	2.00			
						SOG	0.50			
						SOH	1.00			
						S00	2.00			
							Total:	25.000		
		129002	REYES	GERALD		BUS	0.50			
						CTA	3.00			
						ENG	4.00			
						FAR	4.00			
						FLR	2.00			
						MTA	2.50			
						MTO	3.00			
						PHE	1.00			
						SCA	2.00			

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.
 - 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	129001	RAMOS	TERRY		BUS	0.50	
SCHOOIS	SCHOOL						Total:	0.50
		129002	REYES	GERALD		BUS	0.50	
							Total:	0.50
		129004	SHAW	VIVIAN		BUS	0.50	
							Total:	0.50
		129005	HOLMES	ROBERTA		BUS	2.00	
							Total:	2.00
		129006	RICE	HOLLY		BUS	0.50	
							Total:	0.50
		129007	ROBERTSON	BRITTANY		BUS	0.50	
							Total:	0.50
		129008	HUNT	WILLIE		BUS	0.50	
							Total:	0.50
		129010	ROMERO	MELINDA		BUS	0.50	
							Total:	0.50
		129011	LARSON	ARLENE		BUS	0.50	
							Total:	0.50
		129013	MENDOZA	ALLISON		BUS	0.50	
							Total:	0.50
		129014	MCDANIEL	TERRY		BUS	0.50	
							Total:	0.50

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.



Period K Non-Graduate Core Summary Report on the Report Builder Reports Screen

 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.

Prog Stu	ressBook. UdentInf	orma	tion			Report View	rer				E
📁 Show Setup	p 🎽 Save Setu	p As 🧕	View Report				Report	Name: Pe	eriod K NonGra	duate Core Summary Report	-
4 1	of 233 🕨		elect a format	- Expo	+						
Pariod K	Non-Gradu	_									
Ferrou K	Non-Oracu		re Summa	пу кероп							
District	Building Name	Student Number	Last Name	First Name	Middle Name	Grade Level	CORE Area Code	Area Count	Total Area Count		
Ashland City	ASHLAND	129001	RAMOS	TERRY		12	BUS	0.500			
Schools	HIGH SCHOOL						CTA	3.500	I		
							ELE	0.500			
							ENG	3.500			
							FLR	2.000	1		
							MTA	1.000	I		
							мто	2.000			
							PHE	1.000			
							SCP	2.000			
							SOH	1.000			
							S00	1.500			
		100000	DEUEO	050 41 0		10	B 110	Total:	18.500		
		129002	REYES	GERALD		12	BUS	0.500			
							CTA	3.000			
							ENG FAR	3.000			
							FAR	2.000			
							MTA	1.500			
								1.000			
							MTO	3.000			

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.

Reports

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.

District	Building Name	Student Number	Last Name	First Name	Middle Name	Grade Level	CORE Area Code	Count	Total Area Count		
Ashland City	ASHLAND	129001	RAMOS	TERRY		12	BUS	0.500	Codint		
Schools	HIGH SCHOOL							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).

This page intentionally left blank.
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.

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 Record (GI)

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)

EMIS Element Location in StudentInformation These elements are located on various Student Profile tab(s) as listed helow 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 FS-Standing – Tuition Type 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 FS-Standing - County of Residence County of Residence October Count Week Attendance Days FS-Attendance – October CW: Attendance Days October Count Week Excused Absence FS-Attendance - October CW: Excused Absence Days Davs October Count Week Unexcused Absence FS-Attendance – October CW: Unexcused Absence Days Days School Year Attendance Days FS-Attendance - School Year: Attendance Days School Year Excused Absence Days FS-Attendance – School Year: Excused Absence Days FS-Attendance – School Year: Unexcused Absence Days School Year Unexcused Absence Days

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	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 – Effective Date Record (FD)

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

Appendix B – StudentInformation Crosswalk

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 Attributes – No Date Record (FN)

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

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 Special Education Graduation Requirement Record (FE)

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

Appendix B – StudentInformation Crosswalk

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 Achievement Test Record (GA)

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

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 Assessment Record (GB)

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

Location in StudentInformation
Identified Date: Specific Academic Ability – Science
Identified Date: Specific Academic Ability – Reading/Writing
Identified Date: Specific Academic Ability – Social Studies
Identified Date: Creative Thinking Ability
Identified Date: Visual/Performing Arts
Gifted Served: Superior Cognitive Ability
Gifted Served: Specific Academic Ability – Math
Gifted Served: Specific Academic Ability – Science
Gifted Served: Specific Academic Ability – Reading/Writing
Gifted Served: Specific Academic Ability – Social Studies
Gifted Served: Creative Thinking Ability
Gifted Served: Visual/Performing Arts

Student Gifted Education Record (GG)

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

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

Student Discipline Record (GD)

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)

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)

Student Ohio Graduation Test (OGT) Record (FA)

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.

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 Kindergarten Readiness Assessment Record (FA)

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

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)

Student Preschool ECO Assessment Record (FA)

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)

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

Student CTE Industry Assessment Record (FA)

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

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

District Testing – Yearend Record (DT) for Reporting Period N

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)

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 N

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.

J	DASL	Contrary. Jesse DASL HEGH SCHOO			Counselor: Homeroom:		DASL HIGH SCHOOL	200	6-2007 (LIVE
D	ASL User	Calendar: 1		Grade: 11 Status: A		\$	[Find Students] Find	[Go To] 🙆	
📴 Home » 515 » Student » ENIS Situation History 🛛 💦 Advanced Search Feedback Ngmt Help P							t Help Prin		
EMIS Situation History From this screen, you can display, change and delete a students EMIS situation history. From Date: To To Go									
	Date ~	Reporting Period	EMIS Situation	Status	ETE	District of Residence	Attending / Home IRN	Attending / Home IRN Indicator	Active
×Z	Nov 27, 2006	к	Resident attending full time	0	100	043877		0	
×Z	Nov 27, 2006	м	Non-Preschool student attendir ESC full time	ng O	100	043877		0	9
Show Current Year Only 🕑 Show Active Events Only									

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

Ib Home » SIS » Student	» EMIS Situation History	Advanced Search Feedback Mgmt	Help Version
EMIS Situation	History display, change and delete a students EMIS situation history.		
Reporting Period: Date Changed: EMIS ID:	K V 1/8/2008 F EMIS Situation: EMIS Status:		× \$
District of Residence IRN: Building IRN:	· · ·	م ۲	
Attending/Home IRN: Attending/Home IRN Indicator:	•	م •	
Percent of Time:	\$		

Add EMIS Situation History Screen

Submit – Save EMIS Situation History. This banner message will display:

The event was successfully saved

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.

🖻 😋 🚹 Display:				Extra System Permissions - Course History Default Settings
🕀 🗀 Display: 🥘	Add:	Change:	Delete:	- Portal
 Display: Display: Display: Display: Display: Display: 	Add:	Change:	Delete:	 EMIS Override 'Closed' on Situation History View/Update State Student ID Edit Student Profile
🗄 🎦 Display:	Add:	Change:	Delete:	- SIS

Extra System Permissions