



ProgressBook StudentInformation EMIS Guide



ProgressBook[®]
StudentInformation

Ohio

ProgressBook StudentInformation EMIS Guide

(This document is current for v18.6.0 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
18.6.0	<i>"DataMap EMIS Import"</i>	68	Updated section to indicate the feature is available at only the building level.
18.4.0	"Add Graduation Only Test Records"	10	Removed section.
18.4.0	<i>"DataMap EMIS Import"</i>	68	Added section.
18.4.0	<i>"Appendix A – StudentInformation Crosswalk"</i>	157	Updated Attending District IRN Last October to Previous Year District IRN .
18.1.0	<i>"Transfer Graduate Data"</i>	147	Updated image to reflect new Transfer – Student Program (GQ) process.
18.1.0	<i>"Review Period G Process Runs"</i>	149	Updated images to reflect new Transfer – Student Program (GQ) process.
18.0.0	<i>"Verify Assessment Data"</i>	102	Updated image and text to reflect new interactive student names in the verify results.

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Overview

This guide explains how to use StudentInformation at the district level to gather student-related EMIS data and transfer the data to the Ohio Department of Education (ODE) to complete your district's EMIS reporting requirements.

Note: For specific details regarding your EMIS reporting requirements, refer to the *EMIS Manual on ODE's website*. If you have questions, please contact your ITC.

Note: Users at other levels in StudentInformation perform different EMIS functions. For example, at the school level, users can maintain EMIS information within each student's profile. For more information, see *ProgressBook StudentInformation Student and Registration Guide*. Additionally, users at the ITC level have processes available to perform data cleanups and maintain EMIS codes. For information on ITC-level EMIS functions, see *ProgressBook StudentInformation ITC EMIS Guide*.

Refer to the appropriate section as follows:

- To maintain EMIS records, see [“EMIS Maintenance.”](#)
- To maintain special education records, see [“Special Education.”](#)
- To maintain student gifted records, see [“Gifted Education.”](#)
- To make bulk updates of EMIS information, see [“Ad-Hoc Updates.”](#)
- For Highly Qualified Teacher reporting, see [“Highly Qualified Teacher.”](#)
- To import RIMP Program Codes, see [“DataMap EMIS Import.”](#)
- For information on Student Reporting Collection (S), see [“Student Reporting Collection \(S\).”](#)
- For information on Assessment Reporting Collection (A), see [“Assessment Reporting Collection \(A\).”](#)
- For information on Calendar Reporting Collection (C), see [“Calendar Reporting Collection \(C\).”](#)
- For information on Graduate Reporting Period (G), see [“Graduate Reporting Period \(G\).”](#)
- To mass withdraw graduated students, see [“Power Withdraw.”](#)
- For a list of EMIS elements and where they reside in StudentInformation, see [“Appendix A – StudentInformation Crosswalk.”](#)

EMIS Maintenance



You can view and update records in StudentInformation for EMIS reporting purposes. Refer to the appropriate section as follows:

- *“Maintain District and Building Information”*
- *“Update EMIS Term Dates”*
- *“Update Mapped Local Classroom Codes”*
- *“View Student Discipline Records”*
- *“Update Student Withdrawal Override (FC)”*
- *“Maintain Teacher History Records”*
- *“Update Vocational Correlated Records”*
- *“Update Student Acceleration (FB) Records”*
- *“Update Attendance Patterns”*
- *“View Course Records”*
- *“View a Student's Subject Records”*
- *“View Student Subject Records by Class”*

Maintain District and Building Information

To view and maintain district and building EMIS records, refer to the appropriate section as follows:

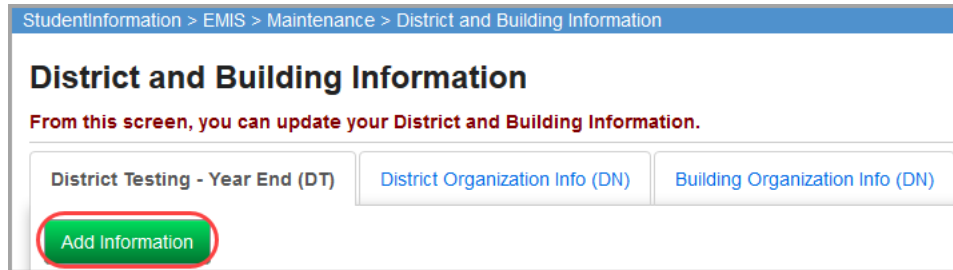
- *“Update District Testing - Year End (DT) Records”*
- *“Update District Organization Info (DN) Records”*
- *“Update Building Organization Info (DN) Records”*

Note: To delete a record, click . To edit a record, click , and make the needed changes.

Update District Testing - Year End (DT) Records

Navigation: StudentInformation – EMIS – Maintenance – District and Building Information

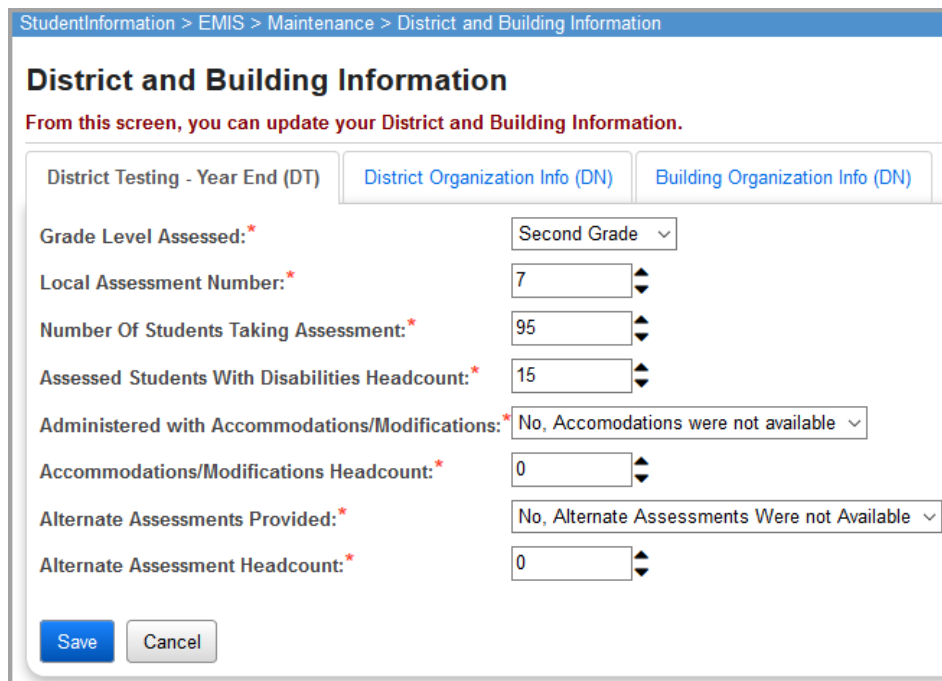
1. On the **District and Building Information** screen **District Testing - Year End (DT)** tab, click **Add Information**.



The screenshot shows the 'District and Building Information' screen with the breadcrumb 'StudentInformation > EMIS > Maintenance > District and Building Information'. The title is 'District and Building Information' and the instruction is 'From this screen, you can update your District and Building Information.' There are three tabs: 'District Testing - Year End (DT)', 'District Organization Info (DN)', and 'Building Organization Info (DN)'. The 'Add Information' button is highlighted with a red circle.

The add version of the screen displays.

2. Enter information in the appropriate fields.
3. Click **Save**.





The screenshot shows the 'District and Building Information' screen with the breadcrumb 'StudentInformation > EMIS > Maintenance > District and Building Information'. The title is 'District and Building Information' and the instruction is 'From this screen, you can update your District and Building Information.' There are three tabs: 'District Testing - Year End (DT)', 'District Organization Info (DN)', and 'Building Organization Info (DN)'. The form contains the following fields:

Grade Level Assessed:*	Second Grade
Local Assessment Number:*	7
Number Of Students Taking Assessment:*	95
Assessed Students With Disabilities Headcount:*	15
Administered with Accommodations/Modifications:*	No, Accomodations were not available
Accommodations/Modifications Headcount:*	0
Alternate Assessments Provided:*	No, Alternate Assessments Were not Available
Alternate Assessment Headcount:*	0

At the bottom, there are 'Save' and 'Cancel' buttons.

A confirmation message displays, and the DT record displays in the list.

The screenshot shows the 'District and Building Information' screen in the EMIS system. At the top, there is a breadcrumb trail: 'StudentInformation > EMIS > Maintenance > District and Building Information'. Below this, there is a search bar with 'Find Students' and a 'Go To' field. The main heading is 'District and Building Information', followed by a red instruction: 'From this screen, you can update your District and Building Information.' A green confirmation message states: 'The District Testing - Year End DT was successfully saved'. Below the message are three tabs: 'District Testing - Year End (DT)', 'District Organization Info (DN)', and 'Building Organization Info (DN)'. A green 'Add Information' button is visible. The main content is a table with the following data:

	Grade Level	Local Assessment Nbr	Nbr. of Students Assessed	Nbr. Students with Disabilities	Admin. with Accom/Mod	Nbr. with Accom/Mod	Alt. Assessment Provided	Nbr. Alt. Assessment
 	02	7	95	15	N	0	N	0

Update District Organization Info (DN) Records

Navigation: StudentInformation – EMIS – Maintenance – District and Building Information

On the **District and Building Information** screen **District Organization Info (DN)** tab, you can view and edit DN record information about your district.

1. In the **Reporting ITC IRN** drop-down list, confirm or select the correct ITC.
2. Review the information on the screen.

StudentInformation > EMIS > Maintenance > District and Building Information [End Students] [Go To]

District and Building Information

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

[District Testing - Year End \(DT\)](#) |
 [District Organization Info \(DN\)](#) |
 [Building Organization Info \(DN\)](#)

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*	<input type="text"/>
Count of home schooled resident students:	<input type="text"/>
Count of resident and non-resident nonpublic students within district boundaries eligible for special education services but not being served by the district:	<input type="text"/>
Count of resident and non-resident nonpublic students within district boundaries evaluated and determined ineligible for special education services:	<input type="text"/>
Count of preschool transition conferences held by 3rd birthday, no disability suspected, no additional evaluation:	<input type="text"/>
Count of preschool transition conferences held after 3rd birthday, no disability suspected, no additional evaluation:	<input type="text"/>

Local Wellness Policy

Local Wellness Policy*	<input type="text"/>
------------------------	----------------------

Preschool Special Education Agreements

	District IRN	District Name	Authorized	Attribute
	136234	Allegheny Wesleyan College	Yes	TFRPSESCYS
	136234	Allegheny Wesleyan College	No	TFRPSESCNO

[Add New](#)

Comprehensive Eye Exams

Number of students with an IEP written within the stated timeframe:	<input type="text"/>
Number of students with an IEP written within the stated timeframe who received an eye exam within three months of beginning services:	<input type="text"/>
Number of students with an IEP written within the stated timeframe who received an eye exam more than three months after beginning services:	<input type="text"/>
Number of students with an IEP written within the stated timeframe who received an eye exam within nine months immediately prior to being identified with disabilities:	<input type="text"/>
Number of students with an IEP written within the stated timeframe who did not receive an eye exam due to withdrawing within three months of beginning services:	<input type="text"/>
Number of students with an IEP written within the stated timeframe who did not receive an eye exam due to a reason not accounted for by another attribute name:	<input type="text"/>

SOES Only

Early Entrance for KG*	<input type="text"/>
------------------------	----------------------

Community School Only

	Current Management Company IRN	Current Management Company Start Date	Previous Management Company Stop Date	Attribute
	086504	10/1/1997		MGMTCOMPYS
	082719	9/26/2016		MGMTCOMPYS
			9/30/1997	MGMTCOMPNO
			9/28/2015	MGMTCOMPNO

[Add New](#)

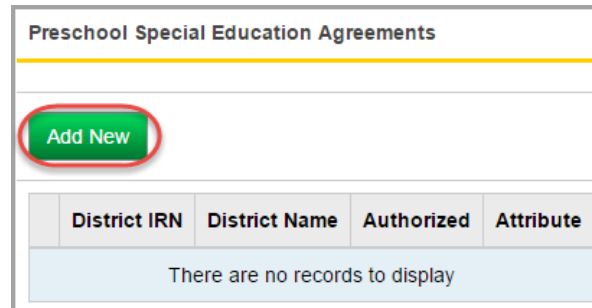
College Credit Plus Student Denied Participation/Student Billed

Enter the count of CCP students denied participation because they did not give notice of CCP participation by the deadline date.	<input type="text"/>
Enter the count of students who failed or dropped a course where districts sought reimbursement from the student for the cost of the course.	<input type="text"/>
Enter the total dollar amount a district is seeking for CCP reimbursement due to a dropped or failed course for all students.	<input type="text"/>

[Save](#) |
 [Cancel](#)

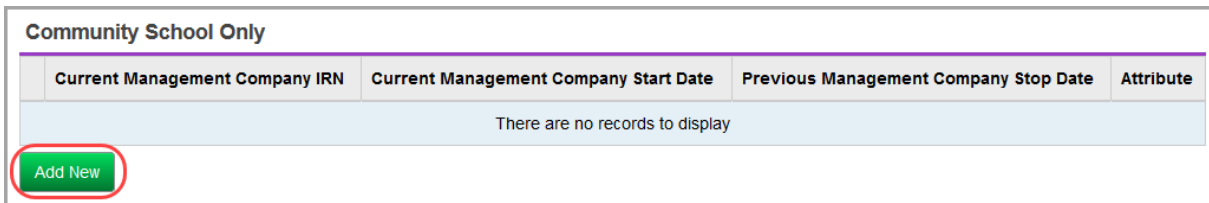
3. (Optional) Make any needed updates as follows:

- To add information, in the correct field(s) or drop-down list(s), enter or select the information.
- To add preschool special education agreement information:
 - i. In the **Preschool Special Education Agreements** section, click **Add New**.



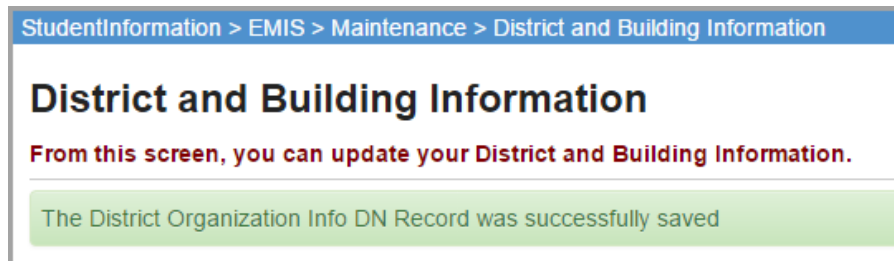
- ii. Enter the IRN information, using the search tool if needed.
- iii. Click **Add**.

- To add community school management information:
 - i. In the **Community School Only** section, click **Add New**.



- ii. Enter the IRN information, using the search tool if needed.
- iii. Enter the current management company start date.
- iv. Enter the previous management company stop date if needed.
- v. Click **Add**.

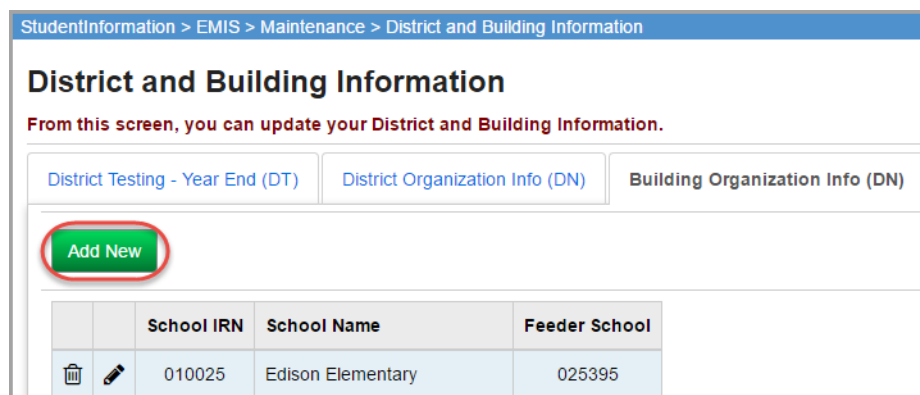
- To edit information, clear it from the field or drop-down list, and then enter or select the correct information.
 - To delete information, clear it from the field or drop-down list.
4. Click **Save**.
- A confirmation message displays.



Update Building Organization Info (DN) Records

Navigation: StudentInformation – EMIS – Maintenance – District and Building Information

1. On the **District and Building Information** screen **Building Organization Info (DN)** tab, click **Add New**.



The add version of the screen displays.

2. In the **School** drop-down list, select the building for which you want to enter DN record information.
3. Enter information in the appropriate fields.

Note: Values in the **Teacher Group** and **Calamity Group** sections should be blank as these are no longer reported from this screen. Instead they are included in calendar reporting. [See “[Calendar Reporting Collection \(C\)](#).”]

4. Click **Save**.

StudentInformation > EMIS > Maintenance > District and Building Information

District and Building Information

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

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

School: * 001081 - ASHLAND HIGH SCHOOL

Feeder School Group

Feeder School:

Teacher Group

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

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

Physical Education Pilot Program

Participating in Physical Education Pilot Program:

SIG Time Extended Group

Increased learning time by extending the school year:	<input type="text"/>
Increased learning time by extending the school day:	<input type="text"/>
Increased learning time in before and after school settings:	<input type="text"/>
Increased learning time on the week end:	<input type="text"/>
Increased learning time in summer school:	<input type="text"/>
Increased learning time in some other time frame not listed above:	<input type="text"/>

A confirmation message displays, and the building DN record displays in the list.

StudentInformation > EMIS > Maintenance > District and Building Information

District and Building Information

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

The Building Organization Info DN Record was successfully saved

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

Add New

	School IRN	School Name	Feeder School
	068338	ASHLAND CHRISTIAN SCHOOL	068338

Update EMIS Term Dates

Navigation: StudentInformation – EMIS – Maintenance – EMIS Term Dates

You can define alternative start and stop dates for course terms that are used in the verify and update course and class list (CTRMEMIS) processes.

1. With a district in context on the **EMIS Term Dates** screen, in the row of the school/course term whose date(s) you want to change, click .

StudentInformation > EMIS > Maintenance > EMIS Term Dates

EMIS Term Dates

From this screen, term start dates and term stop dates can be altered for EMIS reporting purposes.

	School Name	Term Code	Term Name	Start Date	Stop Date
	ASHLAND HIGH SCHOOL	1SEM	1st Sem Only	9/8/2015	1/22/2016
	ASHLAND HIGH SCHOOL	2SEM	2nd Sem Only	1/25/2016	6/8/2016
	ASHLAND HIGH SCHOOL	ALYR	All Year	9/8/2015	6/8/2016
	ASHLAND MIDDLE SCHOOL	12W1	12W1	9/8/2015	12/4/2015
	ASHLAND MIDDLE SCHOOL	12W2	12W2	12/7/2015	3/11/2016
	ASHLAND MIDDLE SCHOOL	12W3	12W3	3/14/2016	6/8/2016
	ASHLAND MIDDLE SCHOOL	1SEM	1st Sem Only	9/8/2015	1/22/2016
	ASHLAND MIDDLE SCHOOL	2SEM	2nd Sem Only	1/25/2016	6/8/2016
	ASHLAND MIDDLE SCHOOL	9WK1	1st 9 week only	9/8/2015	11/6/2015

The **Start Date** and **Stop Date** fields for the term become enabled for editing.

2. In the **Start Date** and/or **Stop Date** fields, enter or select alternate term dates for EMIS reporting purposes.

3. Click **Update**.

StudentInformation > EMIS > Maintenance > EMIS Term Dates

EMIS Term Dates

From this screen, term start dates and term stop dates can be altered for EMIS reporting purposes.

	School Name	Term Code	Term Name	Start Date	Stop Date
Update Cancel	ASHLAND HIGH SCHOOL	1SEM	1st Sem Only	9/8/2015	1/22/2016

A confirmation message displays, and the dates are updated.

Note: The verify and update course and class list (CTRMEMIS) processes will now use these alternate dates instead of the course term dates.

StudentInformation > EMIS > Maintenance > EMIS Term Dates

EMIS Term Dates

From this screen, term start dates and term stop dates can be altered for EMIS reporting purposes.

Your changes were successfully saved.

	School Name	Term Code	Term Name	Start Date	Stop Date
	ASHLAND HIGH SCHOOL	1SEM	1st Sem Only	9/8/2015	1/22/2016

Update Mapped Local Classroom Codes

Navigation: StudentInformation – EMIS – Maintenance – Mapped Local Classroom Codes

Mapped local classroom codes are records that map (that is, combine) students from two or more classes to look like a single class for EMIS reporting purposes.

Note: The CTRMEMIS Update mode process creates these records. If no records exist, run CTRMEMIS in update mode, and then try again. (See “Verify/Update Course and Class List.”)

Note: To delete a record, click . To edit a record, click , and make the needed changes.

When you map (or combine/merge) students from one class to another class, the students are then reported to EMIS as part of the new classroom. The rules for mapping local classroom codes are as follows:

- Both classes must have the same building IRN.
- Both classes must have the same values in the following elements:
 - Subject Code
 - Curriculum Element
 - Employee ID
 - Delivery Method
 - Educational Option
 - Student Population

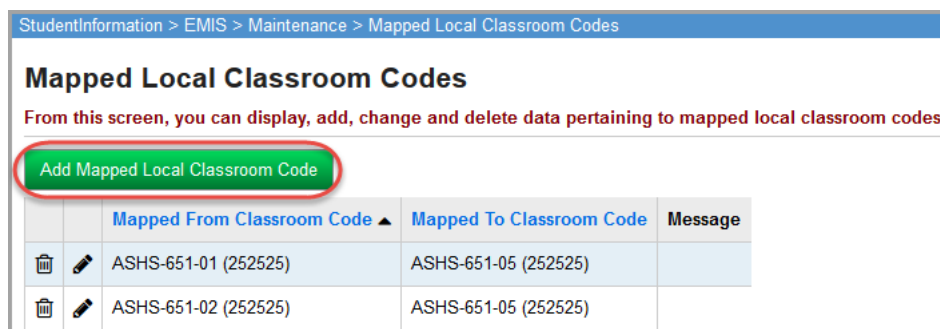
- The mapping process is only for classes with a semester code of “1,” “2” or “3.

You can map classes together in the following scenarios. (Based on the semester code of both classes, the mapping process automatically determines the type of mapping to use.)

- Mapping two classes from the same semester that should be reported as one class. (For example, juniors and seniors scheduled separately for a class that is truly one class taught by the same teacher in the same period.)
- Mapping first and second semester classes together. (For example, a year-long class scheduled in two parts that is reported as an all year class.)
- Combination (For example, combining two first semester classes into one class, two second semester classes into another class and then mapping the combined classes into a single all year class.)

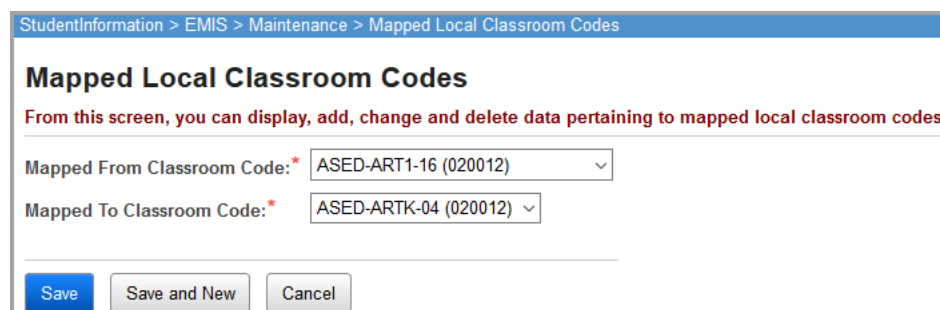
Note: A class can only appear once as a “from” class but can appear multiple times as a “to” class, and you can map a class that you have already mapped into to another class.

1. On the **Mapped Local Classroom Codes** screen, click **Add Mapped Local Classroom Code**.



The add version of the screen displays.

2. In the **Mapped From Classroom Code** drop-down list, select the class from which you want to merge students with another class for EMIS reporting.
3. In the **Mapped To Classroom Code** drop-down list, select the class to which you want to merge students.
4. Click **Save**. Or, to continue mapping classroom codes, click **Save and New**.



A confirmation message displays, and the mapped local classroom code record displays in the list. The students that were previously reported in the **Mapped From Classroom** are now moved to the **Mapped To Classroom** and reported in that classroom.







StudentInformation > EMIS > Maintenance > Mapped Local Classroom Codes

Mapped Local Classroom Codes

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

The mapping was saved successfully ✕

[Add Mapped Local Classroom Code](#)

	Mapped From Classroom Code ▲	Mapped To Classroom Code	Message
 	ASED-ART1-16 (020012)	ASED-ARTK-04 (020012)	
 	ASHS-651-01 (252525)	ASHS-651-05 (252525)	
 	ASHS-651-02 (252525)	ASHS-651-05 (252525)	

View Student Discipline Records

Navigation: StudentInformation – EMIS – Maintenance – Student Discipline Record

With a student in context on the **Student Discipline Record** screen, you can review the student's discipline records.

StudentInformation > EMIS > Maintenance > Student Discipline Record Find Student



From this screen you can view data pertaining to student discipline records.

Date ▲	Building IRN	Discipline Type	Discipline Reason(s)	Discipline Days	Modified	Alt Program	Incident Building IRN
Jan 29, 2016	001099	2	09	1.00	*	*	001099

Update Student Withdrawal Override (FC)

Navigation: StudentInformation – EMIS – Maintenance – Student Withdrawal Override (FC)

Student withdrawal override records (FC records) report students who were withdrawn in a prior year but not reported as withdrawn.

Note: To delete a record, click . To edit a record, click , and make the needed changes.

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.

1. With the district in context, on the **Student Withdrawal Override (FC)** screen, click **Add Student Withdrawal Override (FC)**.

StudentInformation > EMIS > Maintenance > Student Withdrawal Override (FC) Find Students Go To

Student Withdrawal Override (FC)

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

Add Student Withdrawal Override (FC)

	Reporting Period	State Student ID Previous Reporting Year	Student Last Name	Student First Name	Withdrawal Date	Withdrawal Reason	Comment
	S	XL1021562	Turner	Jack	Sep 04, 2017	51 - Verified Medical Reason	

The add-edit version of the screen displays.

StudentInformation > EMIS > Maintenance > Student Withdrawal Override (FC)

Student Withdrawal Override (FC)

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

Reporting Period: *

State Student ID Previous Reporting Year: *

Student Last Name:

Student First Name:

Withdrawal Date: *

Withdrawal Reason: *

Comment:

2. In the **Reporting Period** drop-down list, select whether the FC record should be reported during Period **S** or **G**.
3. In the **State Student ID Previous Reporting Year** field, enter the student's State Student ID.
4. (Optional) In the **Student Last Name** field, enter the student's last name.
5. (Optional) In the **Student First Name** field, enter the student's first name.
6. In the **Withdrawal Date** field, enter or select the date the student withdrew from the district.
7. In the **Withdrawal Reason** drop-down list, select the reason the student withdrew from the district.
8. (Optional) If you want to enter any comments about the withdrawal, enter them in the **Comment** field.
9. Click **Save**. Or, to continue adding student missing override records, click **Save and New**.

A confirmation message displays, and the new student missing override record displays in the list.





StudentInformation > EMIS > Maintenance > Student Withdrawal Override (FC) Find Students Go To

Student Withdrawal Override (FC)

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

The student withdrawal override was successfully saved

Add Student Withdrawal Override (FC)

	Reporting Period	State Student ID Previous Reporting Year	Student Last Name	Student First Name	Withdrawal Date	Withdrawal Reason	Comment
 	S	XL1021562	Turner	Jack	Sep 04, 2017	51 - Verified Medical Reason	
 	G	XL1021230	Willis	Connie	May 01, 2017	74 - Moved	

Maintain Teacher History Records

Navigation: StudentInformation – EMIS – Maintenance – Teacher History Maintenance

You can mass update the teacher history records for course sections in the following ways:

- To change the start or stop date of teacher history records, see [“Edit Teacher History Dates.”](#)
- To delete existing teacher history records and create new records, see [“Recreate Teacher History Records.”](#)
- To add teacher history records for course sections that are missing them, see [“Add Missing Teacher History Records.”](#)

Edit Teacher History Dates

Navigation: StudentInformation – EMIS – Maintenance – Teacher History Maintenance

You can change the start and stop dates of the teacher history records for course sections.

1. On the **Teacher History Maintenance** screen **Start and Stop Dates** tab, select the school(s) of the course(s) whose teacher history you want to edit. Or to select all schools, select the checkbox in the header.

Note: If you have a building in context, the building is selected automatically.

2. Enter or select new teacher history start and/or stop date(s) on course section records in the selected school(s) as follows:
 - To change the start date:
 - i. In the **Start Date to Change** field, enter or select the date currently on record as the start date.
 - ii. In the **New Start Date** field, enter or select the new start date.
 - To change the stop date:
 - i. In the **Stop Date to Change** field, enter or select the date currently on record as the stop date.
 - ii. In the **New Stop Date** field, enter or select the new stop date.
3. Click **Submit**.

Click to select all schools

StudentInformation > EMIS > Maintenance > Teacher History Maintenance

Teacher History Maintenance
From this screen, you can adjust teacher history records.

Start and Stop Dates [Wipe And New](#) [Add Missing](#)

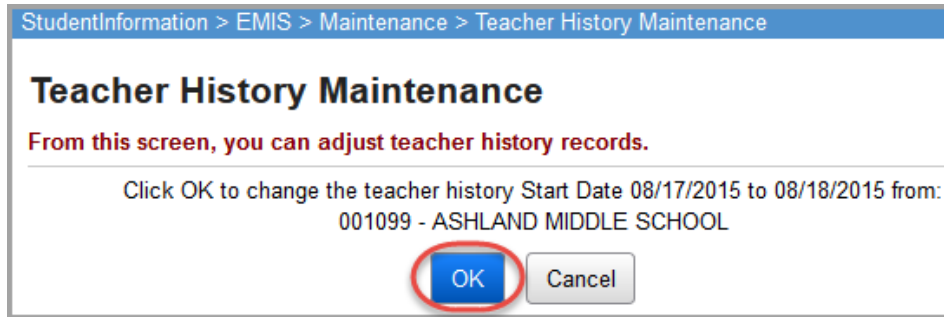
<input type="checkbox"/>	Building Name	Last Updated Date	Last User
<input type="checkbox"/>	001081 - ASHLAND HIGH SCHOOL		
<input checked="" type="checkbox"/>	001099 - ASHLAND MIDDLE SCHOOL		
<input type="checkbox"/>	010025 - Edison Elementary		
<input type="checkbox"/>	028811 - Reagan Elementary		
<input type="checkbox"/>	025395 - Taft Intermediate		

Start Date to Change: New Start Date:

Stop Date to Change: New Stop Date:

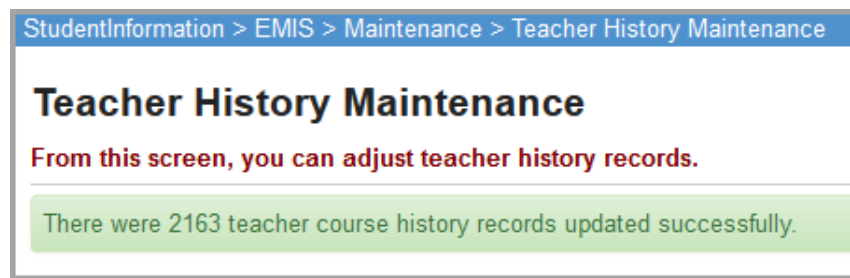
A message displays, asking if you are sure you want to edit the dates.

4. Click **Ok**.



A confirmation message displays the number of updated records.

Note: This process updates the **Start Date** and/or **End Date** fields on the **Teacher History** tab of the course section records.



Recreate Teacher History Records

Navigation: StudentInformation – EMIS – Maintenance – Teacher History Maintenance

If needed, you can delete all existing course section teacher history records and recreate them.

Note: This process does not update any course section with missing meeting times. You must first add the meeting times. Then refer to [“Add Missing Teacher History Records.”](#)

1. On the **Teacher History Maintenance** screen **Wipe And New** tab, select the school(s) for which you want to recreate teacher history records. Or to select all schools, select the checkbox in the header.

Note: If you have a building in context, the building is selected automatically.

Note: Before you can run this process, the building’s schedule must be finalized (as indicated by ● in the **Finalized Schedule** column).

2. Click **Wipe And New**.

StudentInformation > EMIS > Maintenance > Teacher History Maintenance

Teacher History Maintenance

From this screen, you can adjust teacher history records.

Start and Stop Dates Wipe And New Add Missing

Click to select all schools.

<input type="checkbox"/>	Building Name	Finalized Schedule	Last Updated Date	Last User
<input type="checkbox"/>	001081 - ASHLAND HIGH SCHOOL	●	10/13/2015 12:11:00 PM	ashc_bkerschner
<input type="checkbox"/>	001099 - ASHLAND MIDDLE SCHOOL	●	10/13/2015 12:11:00 PM	ashc_bkerschner
<input type="checkbox"/>	010025 - Edison Elementary	●	10/13/2015 12:11:00 PM	ashc_bkerschner
<input type="checkbox"/>	028811 - Reagan Elementary	●	10/13/2015 12:11:00 PM	ashc_bkerschner
<input checked="" type="checkbox"/>	025395 - Taft Intermediate	●	10/13/2015 12:11:00 PM	ashc_bkerschner

Building has a finalized schedule = ●

Wipe And New

A message displays, asking if you are sure you want to recreate the records (“Wipe And New”).

3. Click **Ok**.

StudentInformation > EMIS > Maintenance > Teacher History Maintenance

Teacher History Maintenance

From this screen, you can adjust teacher history records.

Click OK to Wipe And New the teacher history records from:
025395 - Taft Intermediate

OK Cancel

A confirmation message displays the number of recreated records.

StudentInformation > EMIS > Maintenance > Teacher History Maintenance

Teacher History Maintenance

From this screen, you can adjust teacher history records.

There were 284 teacher course history records created successfully.

Add Missing Teacher History Records

Navigation: StudentInformation – EMIS – Maintenance – Teacher History Maintenance

You can add teacher history records for course sections that do not have them.

Note: This process does not update any course section with missing meeting times. You must add the meeting times before performing these steps.

1. On the **Teacher History Maintenance** screen **Add Missing** tab, select the school(s) for which you want to create new teacher history records. Or to select all schools, select the checkbox in the header.

Note: If you have a building in context, the building is selected automatically.

Note: Before you can run this process, the building's schedule must be finalized (as indicated by ● in the **Finalized Schedule** column).

2. Click **Add Missing**.

StudentInformation > EMIS > Maintenance > Teacher History Maintenance

Teacher History Maintenance

From this screen, you can adjust teacher history records.

Start and Stop Dates Wipe And New Add Missing

Click to select all schools.

Building Name	Finalized Schedule	Last Updated Date	Last User
<input type="checkbox"/> 001081 - ASHLAND HIGH SCHOOL	●	6/17/2016 2:29:00 PM	ashc_bkerschner
<input type="checkbox"/> 001099 - ASHLAND MIDDLE SCHOOL	●	6/17/2016 2:29:00 PM	ashc_bkerschner
<input type="checkbox"/> 010025 - Edison Elementary	●	6/17/2016 2:29:00 PM	ashc_bkerschner
<input type="checkbox"/> 028811 - Reagan Elementary	●	6/17/2016 2:29:00 PM	ashc_bkerschner
<input checked="" type="checkbox"/> 025395 - Taft Intermediate	●	6/17/2016 2:29:00 PM	ashc_bkerschner

Building has a finalized schedule = ●

Add Missing

A message displays, asking if you are sure you want to add the missing teacher history records.

3. Click **Ok**.

StudentInformation > EMIS > Maintenance > Teacher History Maintenance

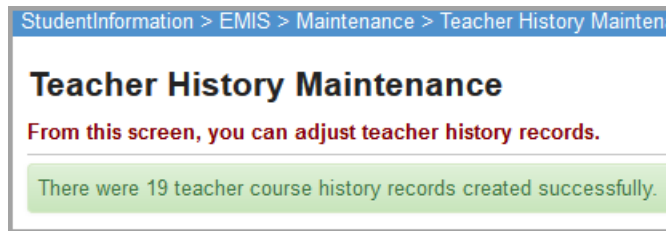
Teacher History Maintenance

From this screen, you can adjust teacher history records.

Click OK to Add Missing teacher history records from:
025395 - Taft Intermediate

OK Cancel

A confirmation message displays the number of added records.





Update Vocational Correlated Records

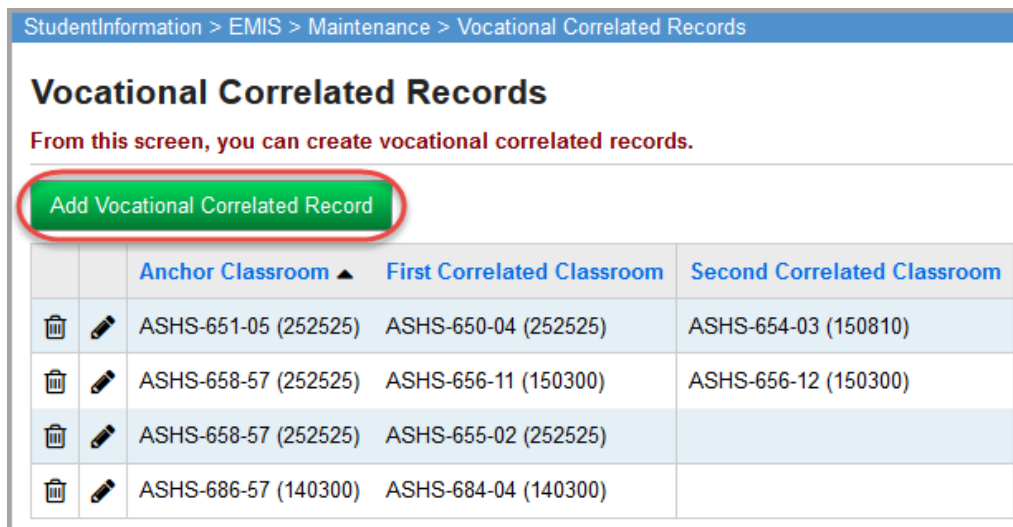
Navigation: StudentInformation – EMIS – Maintenance – Vocational Correlated Records

Vocational correlated records are used by the CTE (career-technical education) department of ODE to show the courses that tie together to form a vocational program.

Note: The CTRMEMIS update process creates the course master records that are used to create the **Vocational Correlated Records**. If no records exist, run CTRMEMIS in update mode, and then try again. (See “Verify/Update Course and Class List.”)

Note: To delete a record, click . To edit a record, click , and make the needed changes.

1. On the **Vocational Correlated Records** screen, click **Add Vocational Correlated Record**.



The add version of the screen displays. The drop-down lists on this screen only contain courses with the EMIS allowable curriculum value.

2. In the **Anchor/Lab/Co-op LCC** drop-down list, select the course to which you want to tie one or more other courses to form a vocational program.

3. In the **1st Correlated Academic or tech related LCC** drop-down list, select a course to tie to the selected anchor course.
4. (Optional) To tie another course to the anchor course, in the **2nd Correlated Academic or tech related LCC** drop-down list, select the course.
5. Click **Save**. Or, to continue tying courses together, click **Save and New**.

StudentInformation > EMIS > Maintenance > Vocational Correlated Records

Vocational Correlated Records

From this screen, you can create vocational correlated records.

Anchor/Lab/Co-op LCC: * ASHS-612-01 (010115) ▾

1st Correlated Academic or tech related LCC: * ASHS-656-12 (150300) ▾

2nd Correlated Academic or tech related LCC: ASHS-654-03 (150810) ▾

Save
Save and New
Cancel

A confirmation message displays, and the vocational correlated record displays in the list.

StudentInformation > EMIS > Maintenance > Vocational Correlated Records

Vocational Correlated Records

From this screen, you can create vocational correlated records.



The Vocational Correlated Record was saved successfully ✕

Add Vocational Correlated Record

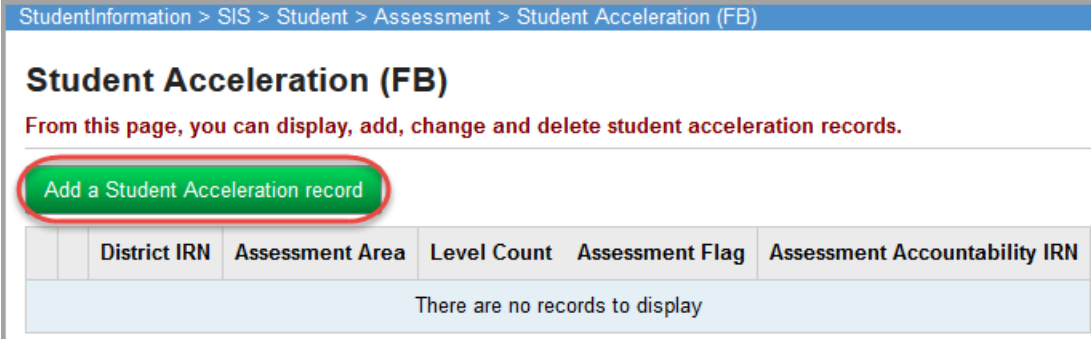
		Anchor Classroom ▲	First Correlated Classroom	Second Correlated Classroom
✕	✎	ASHS-612-01 (010115)	ASHS-656-12 (150300)	ASHS-654-03 (150810)
✕	✎	ASHS-651-05 (252525)	ASHS-650-04 (252525)	ASHS-654-03 (150810)
✕	✎	ASHS-658-57 (252525)	ASHS-656-11 (150300)	ASHS-656-12 (150300)
✕	✎	ASHS-658-57 (252525)	ASHS-655-02 (252525)	
✕	✎	ASHS-686-57 (140300)	ASHS-684-04 (140300)	

Update Student Acceleration (FB) Records

Navigation: StudentInformation – SIS – Student – Assessment – Student Acceleration (FB)

Note: To delete a record, click . To edit a record, click , and make the needed changes.

1. With a student in context on the **Student Acceleration (FB)** screen, click **Add a Student Acceleration Record**.



StudentInformation > SIS > Student > Assessment > Student Acceleration (FB)

Student Acceleration (FB)

From this page, you can display, add, change and delete student acceleration records.

Add a Student Acceleration record

District IRN	Assessment Area	Level Count	Assessment Flag	Assessment Accountability IRN
There are no records to display				

The add version of the screen displays.

2. In the **Assessment Area** drop-down list, select the subject for which the student was accelerated.
3. In the **Accelerated Level Count** drop-down list, select the number of year(s) the student was accelerated for the selected subject.
4. In the **Accelerated Assessment Flag** drop-down list, indicate whether the student is taking an assessment in the selected subject at a grade level higher than the student's overall grade level.
5. (Optional) If the student is taking an accelerated assessment at a building other than the student's home school (for example, an 8th grader taking a 9th grade assessment at the high school building), in the **Accelerated Assessment Accountability IRN** field, enter the IRN of that building.

Note: If the student is not taking an accelerated assessment, or if the student is taking the assessment at his/her home school, leave the asterisks (*****).

6. Click **Save**. Or, to continue adding FB records for this student, click **Save and New**.

StudentInformation > SIS > Student > Assessment > Student Acceleration (FB)

Student Acceleration (FB)

From this page, you can display, add, change and delete student acceleration records.

Assessment Area:*

Accelerated Level Count:*

Accelerated Assessment Flag:*

Accelerated Assessment Accountability IRN: -

A confirmation message displays, and the student's new FB record displays in the list.

StudentInformation > SIS > Student > Assessment > Student Acceleration (FB)

Student Acceleration (FB)



From this page, you can display, add, change and delete student acceleration records.

The student acceleration record was saved successfully

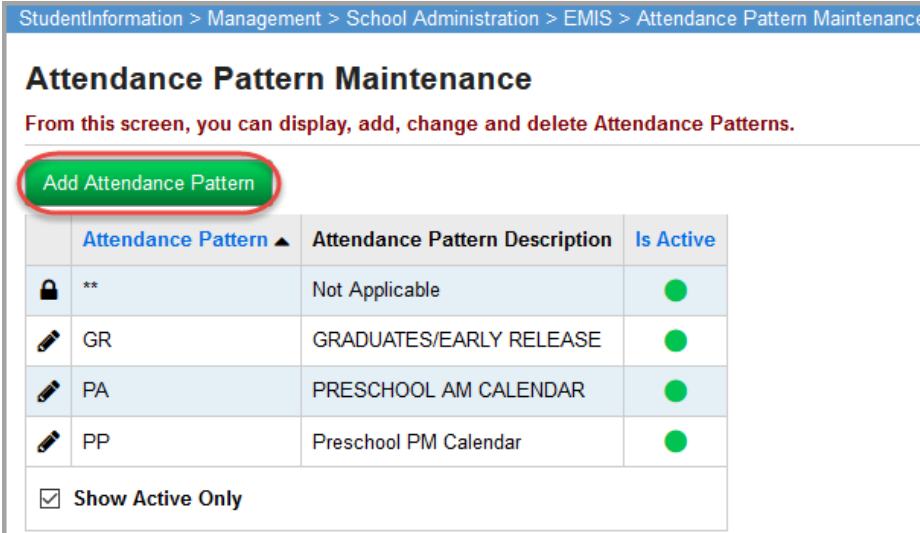
	District IRN	Assessment Area	Level Count	Assessment Flag	Assessment Accountability IRN
<input type="button" value="Delete"/> <input type="button" value="Edit"/>	043505	M - Mathematics	1	Y	*****

Update Attendance Patterns

Navigation: StudentInformation – Management – School Administration – EMIS – Attendance Pattern Maintenance

Note: To delete a record, click . To edit a record, click , and make the needed changes.

1. With the district in context on the **Attendance Pattern Maintenance** screen, click **Add Attendance Pattern**.











StudentInformation > Management > School Administration > EMIS > Attendance Pattern Maintenance

Attendance Pattern Maintenance

From this screen, you can display, add, change and delete Attendance Patterns.

Add Attendance Pattern

	Attendance Pattern ▲	Attendance Pattern Description	Is Active
	**	Not Applicable	
	GR	GRADUATES/EARLY RELEASE	
	PA	PRESCHOOL AM CALENDAR	
	PP	Preschool PM Calendar	

Show Active Only

The add version of the screen displays.

2. In the **Attendance Pattern Code** field, enter a two-character code for this attendance pattern.

Note: Once you save this attendance pattern, you cannot edit the **Attendance Pattern Code**.

3. (Optional) In the **Attendance Pattern Description** field, enter a description of the code.
4. (Optional) If you do not want this attendance pattern to be active at this point, de-select the **Is Active** checkbox.

Note: You cannot assign inactive attendance patterns to calendars.

- Click **Save**.

StudentInformation > Management > School Administration > EMIS > Attendance Pattern Maintenance

Attendance Pattern Maintenance

From this screen, you can display, add, change and delete Attendance Patterns.

Attendance Pattern Code:*

Attendance Pattern Description:

Is Active:

A confirmation message displays, and the new attendance pattern displays in the list.

StudentInformation > Management > School Administration > EMIS > Attendance Pattern Maintenance

Attendance Pattern Maintenance

From this screen, you can display, add, change and delete Attendance Patterns.

The Attendance Pattern was successfully saved ✕

	Attendance Pattern ▲	Attendance Pattern Description	Is Active
🔒	**	Not Applicable	●
✎	GR	GRADUATES/EARLY RELEASE	●
✎	PA	PRESCHOOL AM CALENDAR	●
✎	PM	Afternoon Attendance	●
✎	PP	Preschool PM Calendar	●

Show Active Only

View Course Records

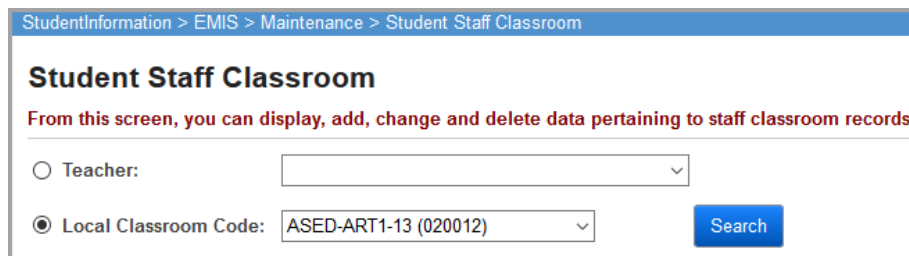
Navigation: StudentInformation – EMIS – Maintenance – Student Staff Classroom

You can look up and view Course Master (CN) and Staff Course (CU) records.

Note: *Student Staff Classroom* records do not exist until you run the *CTRMEMIS* update process. If no records exist, run *CTRMEMIS* in update mode, and then try again. (See “[Verify/Update Course and Class List](#).”)

Note: You should only use the process described in this topic to view the records. If you need to edit the records, make the changes in the source data (course sections, course maintenance, HQT maintenance and course terms) instead of here.

1. On the **Student Staff Classroom** screen, select either the “Teacher” or “Local Classroom Code” option, depending on how you want to search for records.
2. In the corresponding drop-down list, select the teacher or course, as appropriate.
3. Click **Search**.



The screenshot shows a web interface for searching staff classroom records. At the top, a breadcrumb trail reads "StudentInformation > EMIS > Maintenance > Student Staff Classroom". Below this is the title "Student Staff Classroom" and a red instruction: "From this screen, you can display, add, change and delete data pertaining to staff classroom records." There are two radio button options: "Teacher:" and "Local Classroom Code:". The "Local Classroom Code:" option is selected. Next to it is a dropdown menu showing "ASED-ART1-13 (020012)". To the right of the dropdown is a blue "Search" button.

The first course record matching your search criteria displays.

4. (Optional) To review additional course records matching your search criteria, page through the results using the **Previous** and **Next** buttons as needed.

StudentInformation > EMIS > Maintenance > Student Staff Classroom

Student Staff Classroom

From this screen, you can display, add, change and delete data pertaining to staff classroom records.

Teacher:

Local Classroom Code:

Emis Subject: 020012 Local Classroom Code: ASED-ART1-13
 Subject Code Description: Visual Art (K-12) Length/Scheduled Instruction: 24
 Course Level: * Semester Code: 3
 High School Credit Amount: 0.00 Subject Area for Credit: ***
 Language Used: E Credit Flex: N
 Building Name: Edison Elementary Location IRN: 010025
 Course Start Date: 9/8/2015 CTE College Credit: N
 Course End Date: 6/8/2016 Curriculum: OT
 Delivery Method: FF Educational Option: NO
 Student Population: RG

Teacher Name	Staff Role Code	HQT Definition	Highly Qualified Teacher IRN	Staff Provider IRN
DEDRICK,MR.	LT-Lead Teacher	1-NTE/Praxis II/OAE - State Licensing Exam	010025	*****

View a Student's Subject Records

Navigation: StudentInformation – EMIS – Maintenance – Student Subject Record

With a student in context on the **Student Subject Record** screen, you can view the student's current subject records.

Note: The CTRMEMIS update process creates these records. If no records exist, run CTRMEMIS in update mode, and then try again. (See “[Verify/Update Course and Class List.](#)”)

Note: You should only use the process described in this topic to view the records. If you need to edit the records, make the changes in the source data (course section assignments) instead of here.

StudentInformation > EMIS > Maintenance > Student Subject Record

Student Subject Record

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

Local Classroom Code ▲	Course Start Date	Course Stop Date	HS-CreditEarned	HS-CreditAmount
ASHS-042-07			P	1.00
ASHS-140-10			P	1.00
ASHS-250-04			P	1.00
ASHS-345-20			P	1.00
ASHS-467-31			P	0.50
ASHS-743-06			P	1.00
ASHS-875A-52			P	0.25

View Student Subject Records by Class

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

You can look up and view student subject records by class.

Note: The CTRMEMIS update process creates these records. If no records exist, run CTRMEMIS in update mode, and then try again. (See “Verify/Update Course and Class List.”)

Note: You should only use the process described in this topic to view the records. If you need to edit the records, make the changes in the source data (course section assignments) instead of here.

1. On the **Student Subject Record By Class** screen, select either the “Teacher” or “Local Classroom Code” option, depending on how you want to search for records.
2. In the corresponding drop-down list, select the teacher or course, as appropriate.
3. Click **Search**.

StudentInformation > EMIS > Maintenance > Student Subject Record By Class



Student Subject Record By Class

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

Teacher:

Local Classroom Code:

The student subject record matching your search criteria displays.

4. (Optional) To view a particular student's EMIS student subject records, in the row of the student, click the first  icon. (For more information on individual student subject records, see ["View a Student's Subject Records."](#))
5. (Optional) To view a particular student's course section assignments, click the second  icon. (For more information on course section assignments, see *ProgressBook StudentInformation Scheduling Guide*.)

StudentInformation > EMIS > Maintenance > Student Subject Record By Class

Find Students [] Go To []















Student Subject Record By Class

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

Teacher:

Local Classroom Code:

Teacher:

	Subject Code	Local Classroom Code	Course Start Date	Course Stop Date	EMIS ID	Student Name	Grade	HS-CreditEarned	HS-CreditAmount
		020012	ASED-ART1-14			A27700285	ANDERSON, CHRISTOPHER	Y	0.00
		020012	ASED-ART1-14			A27800325	BOND, KAYLIE	Y	0.00
		020012	ASED-ART1-14			A27700298	CAO, ERIC	Y	0.00
		020012	ASED-ART1-14			026544550	COFFMAN, NICHOLAS	Y	0.00
		020012	ASED-ART1-14			026544551	COLLINS, AUSTIN	Y	0.00
		020012	ASED-ART1-14			026543592	DAVIDSON, DANIEL	Y	0.00
		020012	ASED-ART1-14			A27700405	FICKES, JACK	Y	0.00

Opens student's subject records

Opens student's course section assignments

Special Education



You can view and maintain special education (“special ed”) records in StudentInformation for EMIS reporting purposes. These include special education events, graduation requirements and service records for special ed students.

Refer to the appropriate section as follows:

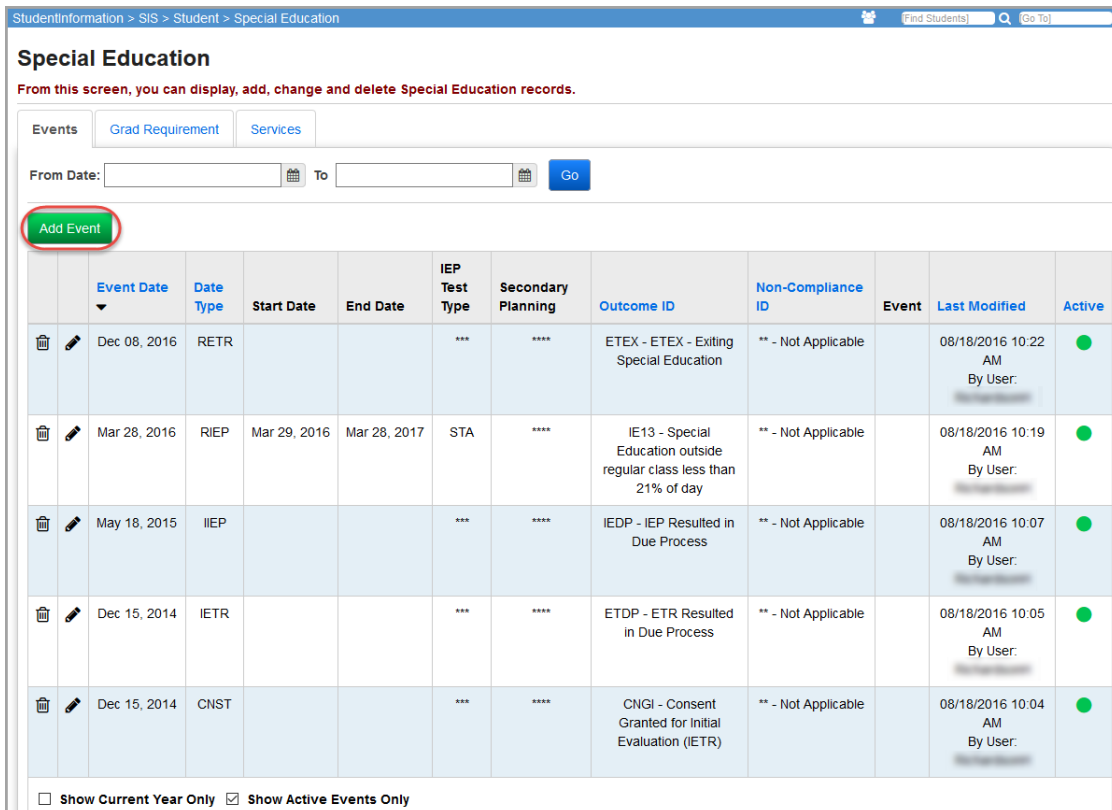
- [“Update Special Education Events”](#)
- [“Update Special Education Graduation Requirements”](#)
- [“Maintain Special Education Services”](#)

Update Special Education Events

Navigation: StudentInformation – SIS – Student – Special Education

Note: To delete a record, click . To edit a record, click , and make the needed changes.

1. With the appropriate student in context, on the **Special Education** screen **Events** tab, click **Add Event**.



StudentInformation > SIS > Student > Special Education
















Special Education

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

Events [Grad Requirement](#) [Services](#)

From Date: To: [Go](#)

[Add Event](#)

	Event Date	Date Type	Start Date	End Date	IEP Test Type	Secondary Planning	Outcome ID	Non-Compliance ID	Event	Last Modified	Active
 	Dec 08, 2016	RETR			***	****	ETEX - ETEX - Exiting Special Education	** - Not Applicable		08/18/2016 10:22 AM By User: [redacted]	
 	Mar 28, 2016	RIEP	Mar 29, 2016	Mar 28, 2017	STA	****	IE13 - Special Education outside regular class less than 21% of day	** - Not Applicable		08/18/2016 10:19 AM By User: [redacted]	
 	May 18, 2015	IIEP			***	****	IEDP - IEP Resulted in Due Process	** - Not Applicable		08/18/2016 10:07 AM By User: [redacted]	
 	Dec 15, 2014	IETR			***	****	ETDP - ETR Resulted in Due Process	** - Not Applicable		08/18/2016 10:05 AM By User: [redacted]	
 	Dec 15, 2014	CNST			***	****	CNGI - Consent Granted for Initial Evaluation (IETR)	** - Not Applicable		08/18/2016 10:04 AM By User: [redacted]	

Show Current Year Only Show Active Events Only

The add-edit version of the screen displays.

2. In the **Event Date** field, enter or select the date the special education event occurred.
3. In the **Date Type** drop-down list, select the type of event.
4. In the **Outcome Id** drop-down list, select the outcome of the event.
5. In the **Outcome Begin Date** and **Outcome End Date** fields, select the effective start and end dates of the outcome.

Note: The Outcome End Date is optional for the NIEP event type.


6. For IEPs only:
 - a. In the **IEP Test Type** drop-down list, select the format of the test the student is required to take for all tests (such as an alternate version or standard version of tests).
 - b. In the **Secondary Planning** drop-down list, select the result of transition planning on the IEP for students age 14 and above.
7. In the **Non-Compliance Id** drop-down list, select the code identifier for the reason the event has not met federally mandated time lines, if applicable.
8. (Optional) In the **Event** field, enter details about the special education event for this student.
9. Click **Save**.


StudentInformation > SIS > Student > Special Education


Special Education


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


Events | Grad Requirement | Services


Event Date:* 02/22/2016 


Date Type:* TETR - Transfer Student ETR Adoption Date 


Outcome Id:* ET09 - Intellectual Disabilities 

Outcome Begin Date: 02/22/2016 



Outcome End Date: 05/11/2018 

IEP Test Type: *** - Not Applicable 

Secondary Planning:* **** - Not Applicable 

Non-Compliance Id:* ** - Not Applicable 

Event:

The new special education event displays in the list.

StudentInformation > SIS > Student > Special Education

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

Events: [Grad Requirement](#) [Services](#)

From Date: To [Go](#)

[Add Event](#)

		Event Date	Date Type	Start Date	End Date	IEP Test Type	Secondary Planning	Outcome ID	Non-Compliance ID	Event	Last Modified	Active
		Dec 08, 2016	RETR			***	****	ETEX - ETEX - Exiting Special Education	** - Not Applicable		08/18/2016 10:22 AM By User: [redacted]	
		Mar 28, 2016	RIEP	Mar 29, 2016	Mar 28, 2017	STA	****	IE13 - Special Education outside regular class less than 21% of day	** - Not Applicable		08/18/2016 10:19 AM By User: [redacted]	
		Feb 22, 2016	TETR	Feb 22, 2016	May 11, 2018	***	****	ET09 - Intellectual Disabilities	** - Not Applicable		08/18/2016 10:29 AM By User: [redacted]	
		May 18, 2015	IIEP			***	****	IEDP - IEP Resulted in Due Process	** - Not Applicable		08/18/2016 10:07 AM By User: [redacted]	
		Dec 15, 2014	IETR			***	****	ETDP - ETR Resulted in Due Process	** - Not Applicable		08/18/2016 10:05 AM By User: [redacted]	
		Dec 15, 2014	CNST			***	****	CNGI - Consent Granted for Initial Evaluation (IETR)	** - Not Applicable		08/18/2016 10:04 AM By User: [redacted]	

Show Current Year Only Show Active Events Only

Update Special Education Graduation Requirements

Navigation: StudentInformation – SIS – Student – Special Education

Special education students may have graduation requirements specific to the special education services they are receiving.

Note: To delete a record, click . To edit a record, click , and make the needed changes.

1. With the appropriate student in context, on the **Special Education** screen **Grad Requirement** tab, click **Add Requirement**.

















StudentInformation > SIS > Student > Special Education


Special Education

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

Events | Grad Requirement | Services

Add Requirement

	IEP Date ▼	Date Type	Assessment Area	Exemption Flag	Event Match	Last Modified	Active
 	Mar 28, 2016	RIEP	R	Y		08/18/2016 2:28 PM By User: [redacted]	
 	Mar 28, 2016	RIEP	S	N		08/18/2016 2:28 PM By User: [redacted]	
 	Mar 28, 2016	RIEP	M	N		08/18/2016 2:27 PM By User: [redacted]	
 	Mar 28, 2016	RIEP	C	N		08/18/2016 2:27 PM By User: [redacted]	

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

The add-edit version of the screen displays.


- In the **IEP Date** field, enter or select the date this student's IEP was created.
- In the **Date Type** drop-down list, select the type of IEP.
- In the **Assessment Area** drop-down list, select the assessment area to be covered by this IEP graduation requirement.
- In the **Exemption Flag** drop-down list, select an exemption choice indicating whether the student does or does not need to pass this assessment area in order to graduate.
- Click **Save**.

StudentInformation > SIS > Student > Special Education

Special Education

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

Events | Grad Requirement | Services

IEP Date: 

Date Type:*

Assessment Area:*

Exemption Flag:*

Save

A confirmation message displays, and the new special education graduation requirement displays in the list.

StudentInformation > SIS > Student > Special Education

Special Education

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

The grad requirement was successfully saved

Events Grad Requirement Services

Add Requirement

		IEP Date ▼	Date Type	Assessment Area	Exemption Flag	Event Match	Last Modified	Active
		Mar 28, 2016	RIEP	W	Y		08/18/2016 2:32 PM By User: RichardsonH	
		Mar 28, 2016	RIEP	R	Y		08/18/2016 2:28 PM By User: RichardsonH	
		Mar 28, 2016	RIEP	S	N		08/18/2016 2:28 PM By User: RichardsonH	
		Mar 28, 2016	RIEP	M	N		08/18/2016 2:27 PM By User: RichardsonH	
		Mar 28, 2016	RIEP	C	N		08/18/2016 2:27 PM By User: RichardsonH	

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

Maintain Special Education Services

To view, assign and maintain students' special education services (215xxx codes), refer to the appropriate section as follows:

Note: Special Education Services are no longer reported to EMIS from FY15 and forward.

- To set default values for a special education service, see [“Set Up Special Education Service Defaults.”](#)
- To inactivate default values for a special education service, see [“Inactivate Special Education Service Defaults.”](#)
- To update a student's special education services, see [“Update Special Education Services.”](#)

Set Up Special Education Service Defaults

Navigation: StudentInformation – Management – School Administration – Service Defaults

You can set up the default staff member and program provider IRN that display when a user selects a 215xxx service on the **Special Education** screen **Services** tab, as shown in the following example:

Service Defaults

From 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			
	215002	Aide Services	MRS./MR. POST SECONDARY	043505 Ashland City SD	
	215003	Attendant Services			
	215004	Audiological Services	To Be Announced	043505 Ashland City SD	
	215006	Interpreter Services			

Special Education

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

Events | Grad Requirement | **Services**

Special Education Services (215xxx) prior to FY13 report to EMIS from the Memberships page.

Service: 215004 - Audiological Services

Start Date:

Stop Date:

Staff Member: To Be Announced

Program Provider IRN: 043505 Ashland City SD

Save Cancel

1. With the appropriate building in context, on the **Service Defaults** screen, in the row of the service whose defaults you want to set, click .


The row you selected becomes active, which is indicated by  in the first column.


StudentInformation > Management > School Administration > Service Defaults

Find Students [] [Go To]

Service Defaults

From this screen, you can display, and edit data pertaining to service defaults.

	EMIS Program Code	Description	Default Staff Member	Default Program Provider IRN Q	Active
	215001	Adapted Physical Education Services	[]	[] - []	<input type="checkbox"/>
	215002	Aide Services	MRS./MR. POST SECONDARY	043505 - Ashland City SD	<input checked="" type="checkbox"/>
	215003	Attendant Services	[]	[] - []	<input type="checkbox"/>
	215004	Audiological Services	To Be Announced	043505 - Ashland City SD	<input checked="" type="checkbox"/>
	215006	Interpreter Services	[]	[] - []	<input type="checkbox"/>
	215007	Medical Services	[]	[] - []	<input checked="" type="checkbox"/>
	215008	Occupational Therapy Services	[]	[] - []	<input type="checkbox"/>

- (Optional) In the **Default Staff Member** column for the selected service, select the default staff member.
- In the **Default Program Provider IRN** column, enter the default program provider's IRN.
- Click  to save the defaults for the service.
A confirmation message displays.















StudentInformation > Management > School Administration > Service Defaults

Find Students [] [Go To]

Service Defaults

From 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 Q	Active
	215001	Adapted Physical Education Services	[]	[] - []	
	215002	Aide Services	MRS./MR. POST SECONDARY	043505 - Ashland City SD	
	215003	Attendant Services	[]	[] - []	
	215004	Audiological Services	To Be Announced	043505 - Ashland City SD	
	215006	Interpreter Services	[]	[] - []	
	215007	Medical Services	POST SECONDARY	043505 - Ashland City SD	
	215008	Occupational Therapy Services	[]	[] - []	

Note: To cancel the defaults you are entering, click . Any unsaved information is discarded.

Inactivate Special Education Service Defaults

Navigation: StudentInformation – Management – School Administration – Service Defaults


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


1. With the appropriate building in context, on the **Service Defaults** screen, in the row of the service you want to set as inactive, click .
2. The row you selected becomes active, which is indicated by  in the first column.
3. De-select the checkbox in the **Active** column.

StudentInformation > Management > School Administration > Service Defaults (Find Students) [Q] [Go To]

Service Defaults

From this screen, you can display, and edit data pertaining to service defaults.

	EMIS Program Code	Description	Default Staff Member	Default Program Provider IRN Q	Active
	215001	Adapted Physical Education Services	<input type="text"/>	<input type="text"/> - <input type="text"/>	<input type="checkbox"/>
	215002	Aide Services	MRS./MR. POST SECONDARY	043505 - Ashland City SD	<input checked="" type="checkbox"/>
	215003	Attendant Services	<input type="text"/>	<input type="text"/> - <input type="text"/>	<input type="checkbox"/>
	215004	Audiological Services	To Be Announced	043505 - Ashland City SD	<input checked="" type="checkbox"/>
	215006	Interpreter Services	<input type="text"/>	<input type="text"/> - <input type="text"/>	<input type="checkbox"/>
	215007	Medical Services	POST SECONDARY	043505 - Ashland City SD	<input type="checkbox"/>
	215008	Occupational Therapy Services	<input type="text"/>	<input type="text"/> - <input type="text"/>	<input type="checkbox"/>

4. Click  to save the defaults for the service.

A confirmation message displays, and 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.

StudentInformation > Management > School Administration > Service Defaults

Service Defaults

From 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 Q	Active
	215001	Adapted Physical Education Services			
	215002	Aide Services	MRS./MR. POST SECONDARY	043505 - Ashland City SD	
	215003	Attendant Services			
	215004	Audiological Services	To Be Announced	043505 - Ashland City SD	
	215006	Interpreter Services			
	215007	Medical Services	POST SECONDARY	043505 - Ashland City SD	
	215008	Occupational Therapy Services			

Update Special Education Services

Navigation: StudentInformation – SIS – Student – Special Education

Note: To delete a record, click . To edit a record, click , and make the needed changes.

1. With the appropriate student in context, on the **Special Education** screen **Services** tab, click **Add Service**.

StudentInformation > SIS > Student > Special Education

Special Education

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


Events | Grad Requirement | **Services**

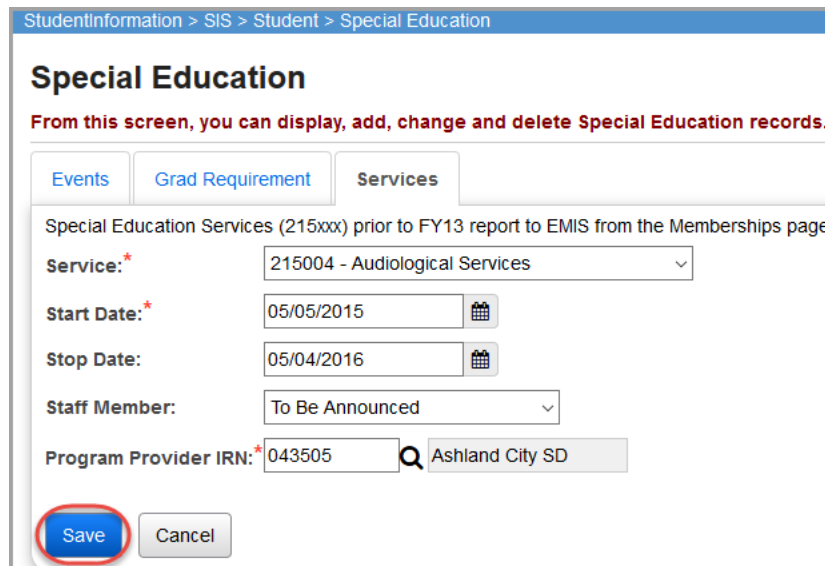
Special Education Services (215xxx) prior to FY13 report to EMIS from the Memberships page [Add Service](#)

	Service Code	Service Name	Start Date	Stop Date	Staff Member	Prog Prov IRN	Last Modified
	215002	Aide Services	Mar 16, 2015	May 15, 2015	MRS./MR. POST SECONDARY	043505	08/18/2016 3:17 PM By User: _____

The add-edit version of the screen displays.

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.
4. (Optional) In the **Stop Date** field, enter the end date for the service.
5. (Optional) In the **Staff Member** drop-down list, select the staff member that will provide 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 defaults to *****) To search for an IRN, click  to open ODE's Organization Search page.
7. Click **Save**.



StudentInformation > SIS > Student > Special Education

Special Education

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

Events | Grad Requirement | **Services**


Special Education Services (215xxx) prior to FY13 report to EMIS from the Memberships page.

Service:* 215004 - Audiological Services

Start Date:* 05/05/2015

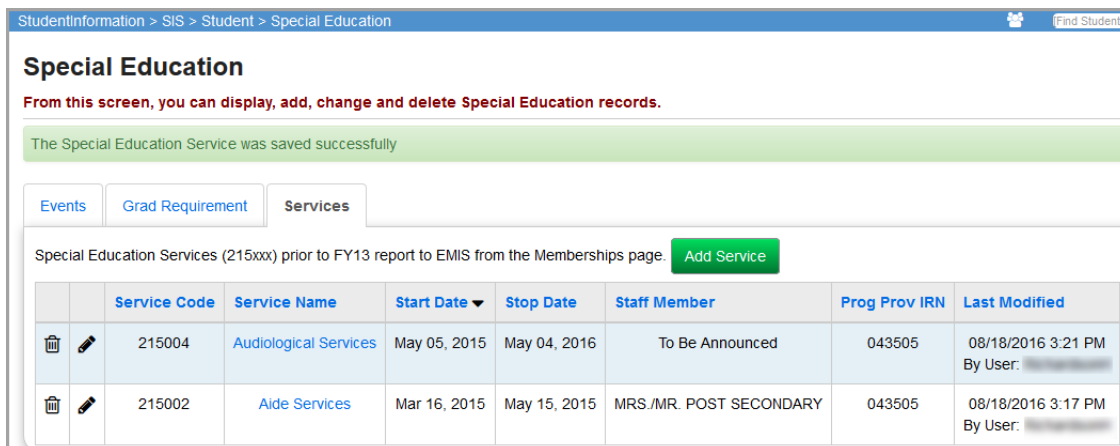
Stop Date: 05/04/2016

Staff Member: To Be Announced

Program Provider IRN:* 043505  Ashland City SD

Save Cancel

A confirmation message displays, and the new special education service displays in the list.



StudentInformation > SIS > Student > Special Education Find Students





Special Education

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

The Special Education Service was saved successfully

Events | Grad Requirement | **Services**

Special Education Services (215xxx) prior to FY13 report to EMIS from the Memberships page. [Add Service](#)

	Service Code	Service Name	Start Date ▼	Stop Date	Staff Member	Prog Prov IRN	Last Modified
 	215004	Audiological Services	May 05, 2015	May 04, 2016	To Be Announced	043505	08/18/2016 3:21 PM By User: [redacted]
 	215002	Aide Services	Mar 16, 2015	May 15, 2015	MRS./MR. POST SECONDARY	043505	08/18/2016 3:17 PM By User: [redacted]

Gifted Education

You can view and maintain student gifted records in StudentInformation for EMIS reporting purposes. Generally, the process is as follows:

1. Set up or update the appropriate gifted rules (default record values) for your district and/or building. See [“Update Gifted Rules.”](#)
2. Set initial values for the school year. See [“Mass Update Student Gifted Records.”](#)
3. Adjust individual student gifted records as necessary for EMIS reporting. See [“Maintain Student Gifted Records.”](#)
4. At the end of the school year, copy the **Served** value from all student gifted records to the next school year. See [“Copy Served Values to Next School Year.”](#)

Note: There are several reports in StudentInformation to help you manage your gifted student data. See [“Run Gifted Student Reports.”](#)

Update Gifted Rules

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

Gifted rules are the default values used for mass updating student gifted records. You can set up and run gifted rules at the district or building level and for one grade level or all grade levels.



Note: Building level rules override district level rules.



Following are ways to set up your gifted rules and some recommended best practices:

- **Default rule to create a blank gifted record:**
 - Every district should have a default rule set up with a blank **Grade Level** and no **Screening** or **Assessment** checkboxes selected.
 - Use for any student not screened or assessed (no gifted record) including new students coming into the district.
- **District/Grade level rules** – Use when every student in a district/grade level is screened and/or assessed in certain gifted areas.

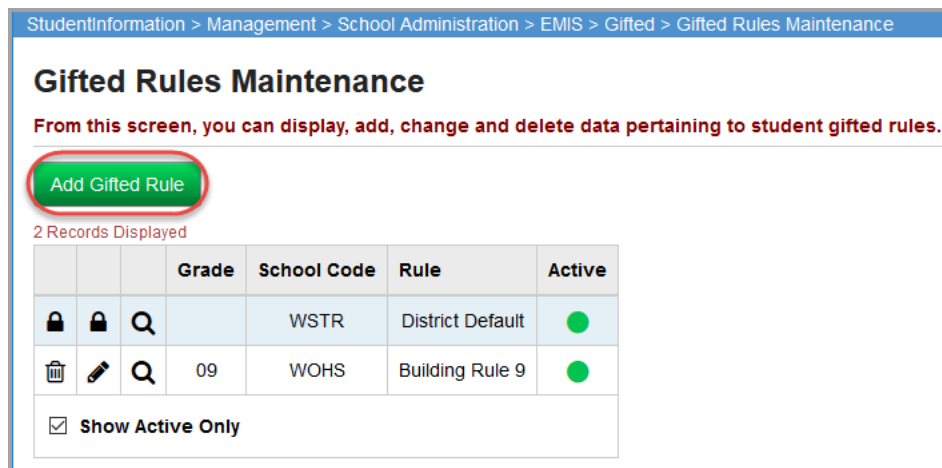
- **Building/Grade level rules** – Use when every student in a building/grade level is screened and/or assessed in certain gifted areas.

Note: As a general rule, almost all other gifted rules for district, building, and/or grade level should have only the **Screening** checkboxes selected. The exceptions to this would be if you have an entire building and/or grade level with assessed gifted students.

Note: You can create gifted rules at the district or building level. If   icons display at the beginning of the row, this indicates the rule was created at a higher level, and you can only edit or delete it at that higher level.

Note: To delete a rule, click . To edit a rule, click , and make the needed changes.

1. With the appropriate district or building in context, on the **Gifted Rules Maintenance** screen, click **Add Gifted Rule**.



The add-edit version of the screen displays.

2. In the **Rule Name** field, enter a descriptive name for the rule you are creating.
3. (Optional) To specify the grade level to which this gifted rules applies, in the **Grade Level** drop-down list, select the grade level. (To apply this rule to all grade levels, leave this field blank.)
4. (Optional) If you do not want this rule to be active at this point, de-select the **Active** checkbox.

Note: You cannot use inactive gifted rules on new student gifted records.

5. (Optional) If students have been screened in any gifted area(s), enter details as follows:
 - a. In the row of the gifted area, select the **Screening** checkbox.
 - b. In the **Screened Date** field, enter or select the date the screening took place.
 - c. If students have been assessed in the gifted area, select the **Assessment** checkbox.
6. Click **Save**.

StudentInformation > Management > 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:*

Grade Level:

Active:

	Screening	Assessment	Screened Date
Superior Cognitive Ability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="09/01/2015"/>
Specific Academic Ability - Math	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="09/01/2015"/>
Specific Academic Ability - Science	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="09/01/2015"/>
Specific Academic Ability - Reading/Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Specific Academic Ability - Social Studies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Creative Thinking Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Visual/Performing Arts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

The new gifted rule displays in the list.

StudentInformation > Management > 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.

The gifted rule was saved successfully

3 Records Displayed

			Grade	School Code	Rule	Active
				WSTR	District Default	
			09	WOHS	Building Rule 9	
			10	WOHS	Building Rule 10	

Show Active Only

Mass Update Student Gifted Records

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

You can use the gifted mass update process to apply the default values from your gifted rules to student gifted records and create a record for any student who is missing one. You typically run this process on a yearly basis to set initial values for the school year or to restore students to the gifted rule default **Screening** and **Assessment** values for the specific district, building, and/or grade level.

Following are examples of how to use the mass update:

- Run to apply the district default rule to establish a blank gifted record.
- Run annually to apply a rule that your 2nd grade students are always screened and assessed for science.

To perform the mass update:

1. With the appropriate district or building in context, on the **Gifted Mass Update** screen, in the **Gifted Rules** area, select the rules you want to apply in this mass update by moving them from the dual listbox on the left to the listbox on the right.

Note: *Grade level rules take precedence over non-grade level rules.*

Note: *If a student is enrolled in more than one building, the rule for the student's primary building or grade level/building is used.*

2. (Optional) If you want to override values on existing gifted records, select the **Overwrite Existing Student Gifted** records checkbox.

Note: *Use caution if selecting this option as it overwrites student gifted records with the **Screening** and **Assessment** values from the applicable gifted rules. (However, the **Identified** and **Served** values remain the same.)*

3. (Optional) If you want to run the process without displaying the resulting changes, de-select the **Display results** checkbox.

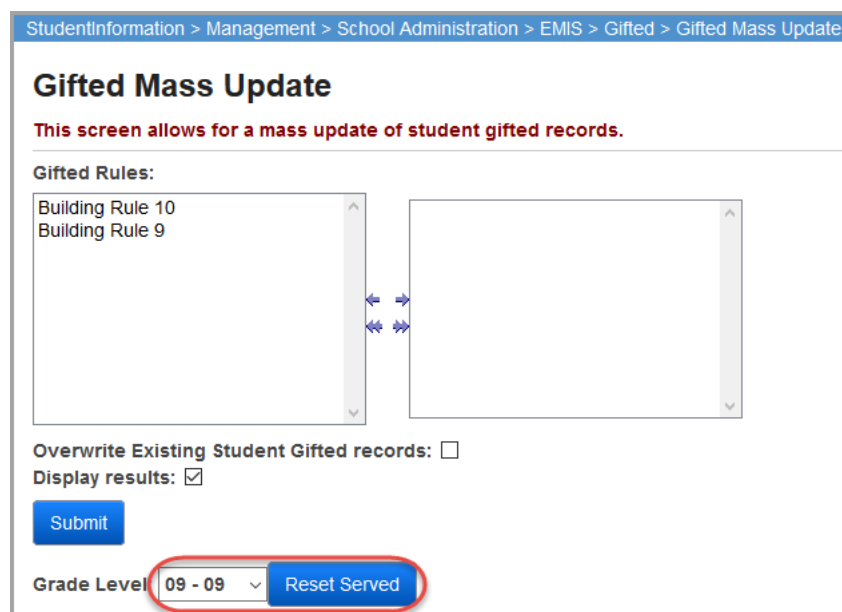
4. Click **Submit**.

A confirmation message displays. If you ran the process with **Display results** selected, the updated or newly created records also display in a grid beneath the selection criteria.

Student	Grade Level	Rule	Status
Adams, Kyle	09	Building Rule 9	Created
Adams, Lindsey	09	Building Rule 9	Created
Ammon, Wyatt	09	Building Rule 9	Created

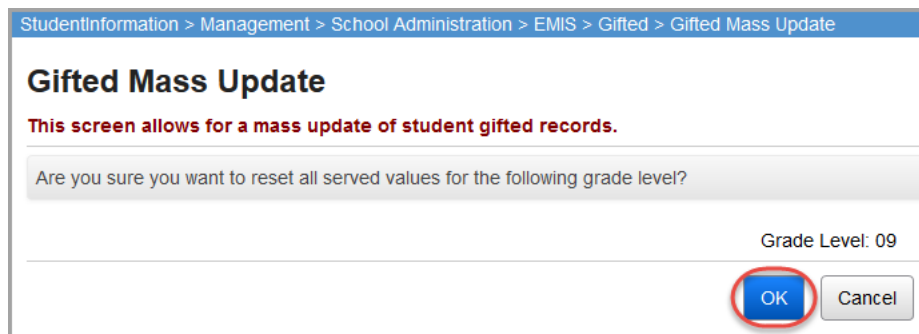
Note: The gifted mass update only updates student gifted records for students enrolled in the school as of the indicated **Screened Date** on the gifted rule. If a student has enrolled since you ran the initial mass update (and was not enrolled as of the **Screened Date**), run this process again with **Overwrite Existing Student Gifted Records** de-selected to create a gifted record with blank values for the recently enrolled student.

5. (Optional) If you want to reset the **Served** value on student gifted records, do the following:
 - a. In the **Grade Level** drop-down list, select the appropriate grade level of the students whose **Served** value you want to reset. To reset the **Served** value for all grade levels, leave this field blank.
 - b. Click **Reset Served**.

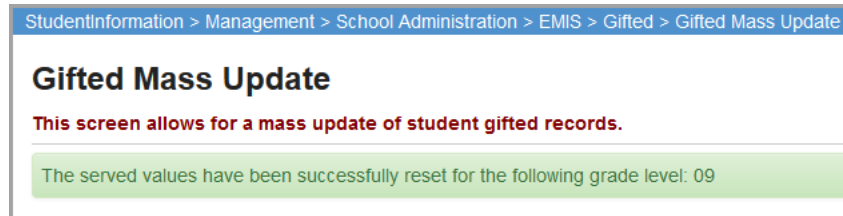


A message displays, asking if you are sure you want to reset the **Served** value for students in the selected grade level (or all grade levels, depending on your selection).

6. Click **Ok**.



A confirmation message displays, and the system resets the **Served** value for students in the specified grade level (or all grade levels, depending on your selection).



Maintain Student Gifted Records

Navigation: StudentInformation – SIS – Student – Gifted – Student Gifted Record

You can maintain gifted records for a student from year to year within the same district. The records are school year specific with the exception of the **Identified** and **Served** values.

While you can use the gifted mass update process to create records for new students (see [“Mass Update Student Gifted Records”](#)), you can also manually create these records using the procedure described here. This topic is also relevant if you have already run the mass update but need to adjust individual student gifted records for EMIS reporting.

1. With the correct student in context, on the **Student Gifted Record** screen, review the student’s gifted record.
2. Make any desired changes to the following fields:
 - **Screening** – Select if this student has been screened in each specific gifted area.
 - **Assessment** – Select if this student has been assessed in each specific gifted area.
 - **Identified** – Select if this student has been identified as gifted in each specific gifted area. If you select **Identified** in any gifted area, in that area’s **Identified Date** field, enter or select the date the student was identified as gifted in the specific area.
 - **Served** – Select if this student is being served for each specific gifted area.
3. (Optional) To cancel the changes you have made on screen before saving, click **Discard Changes**.

Note: If you made any selections in the **Identified** fields or entered any dates in the **Identified Date** fields, you must manually restore the values. The **Discard Changes** button does not reset these fields.

4. (Optional) To restore the student’s record to your district or building level gifted rule default values for **Screening** and **Assessment**, click **Restore Default**. Then, on the confirmation screen, click **Ok**.

Note: If you made any selections in the **Identified** fields or entered any dates in the **Identified Date** fields, you must manually restore these values. The **Restore Default** button does not reset these fields.

Note: To reset **Served** values, use the gifted mass update.

5. Click **Save**.

StudentInformation > SIS > Student > Gifted > Student Gifted Record

Student Gifted Record

From this screen, you can display, add, change and delete data pertaining to a student's gifted record.

	Screening	Assessment	Identified	Served	Identified Date
Superior Cognitive Ability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	09/03/2015
Specific Academic Ability - Math	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10/15/2015
Specific Academic Ability - Science	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Specific Academic Ability - Reading/Writing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	09/26/2014
Specific Academic Ability - Social Studies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Creative Thinking Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Visual/Performing Arts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

Save

A confirmation message displays, and the record is updated with your changes.

StudentInformation > SIS > Student > Gifted > Student Gifted Record

Student Gifted Record

From this screen, you can display, add, change and delete data pertaining to a student's gifted record.

The student gifted record has been successfully saved

	Screening	Assessment	Identified	Served	Identified Date
Superior Cognitive Ability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	09/03/2015
Specific Academic Ability - Math	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10/15/2015
Specific Academic Ability - Science	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Specific Academic Ability - Reading/Writing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	09/26/2014
Specific Academic Ability - Social Studies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Creative Thinking Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Visual/Performing Arts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

Save

Copy Served Values to Next School Year

Navigation: StudentInformation – Management – School Administration – EMIS – Gifted – Gifted Initialization

At the end of the school year, you can copy the **Served** value on all student gifted records to the next school year.

Note: You should run this process at the building level. It does not work correctly at the district level!

1. Open the **Gifted Initialization** screen with the building in context and the school year set to the year to which you want to copy the previous year's student gifted record **Served** values.
2. In the **Copy From School Year**, select the previous year (year from which you want to copy student gifted record **Served** values).
3. In the **Grade Levels to Copy** area, select the grade levels for which you want to copy student gifted record **Served** values by moving them from the dual listbox on the left to the listbox on the right.
4. (Optional) To reset all values before submitting, click **Reset Form**, and then make new selections.
5. Click **Submit**.

StudentInformation > Management > School Administration > EMIS > Gifted > Gifted Initialization

Gifted Initialization

Use this page to copy Student Gifted Served values from one year to another.

Copy From School Year: 2014-2015 ▾

Grade Levels to Copy:*

05 - 05	
06 - 06	
07 - 07	
08 - 08	
09 - 09	
10 - 10	
11 - 11	
12 - 12	
13 - 13	
UG - UG	

Submit Reset Form

The **Served** values of all student gifted records are copied to the school year in context, and a confirmation message indicates how many records were created and updated.

StudentInformation > Management > School Administration > EMIS > Gifted > Gifted Initialization

Gifted Initialization

Use this page to copy Student Gifted Served values from one year to another.

The served values have been successfully copied. 13 records were created, 58 records were updated. ✕

Run Gifted Student Reports

The following reports are available in StudentInformation to help you manage your gifted student data:

- *“Gifted Area Students Report”*
- *“Gifted Student Courses Report”*
- *“Gifted Student Detail Report”*
- *“Gifted Students Missing Records Report”*

For information on running reports, see *ProgressBook StudentInformation Getting Started Guide*.

Gifted Area Students Report

Navigation: StudentInformation – SIS – School – Student Reports – Gifted Area Students

This report displays details about gifted students, including their area of giftedness, school, grade level, date they were identified as gifted, and whether they are being served.

Student Name		Student Number	Gender	Ethnicity	Full Time Equivalent		
Student48253, ALEXIS		4152	F	WHITE	100		
	Superior Cognitive	Math	Science	Reading/Writing	Social Studies	Creative Thinking	Visual/Performing Arts
Identified Date	5/1/2006	5/1/2006	5/1/2006	5/1/2006			
Served	N	N	N	N	N	N	N
Student48260, CARALEE		4145	F	WHITE	100		
	Superior Cognitive	Math	Science	Reading/Writing	Social Studies	Creative Thinking	Visual/Performing Arts
Identified Date				5/1/2006			
Served	N	N	N	N	N	N	N

Gifted Student Courses Report

Navigation: Student Information – SIS – School – Student Reports – Gifted Student Courses

This report displays the courses (schedule) for the selected students along with their areas of giftedness.

Report: Gifted Student Courses		DASL HIGH SCHOOL						
Printed Mon, Jul 13, 2009, 1:39 PM		2008-2009						
Gifted Student Courses								
Student	Student Number	Cognitive	Math	Science	Reading/Writing	Social Studies	Creative Thinking	Visual/Performing Arts
Student 48948, MACKENZIE	2516	Y	N	Y	Y	N	N	N
Course Name	Course Section	Credits	Teacher	Meeting Time	EMIS Subject Code	Core Subject Area		
HEALTH I	0312-62	0.50	MS. C. Teacher1537	6 (223)	260101	HEC		
ENGLISH 9	0111-8	1.00	MRS. J. Teacher1558	8 (221)	050160	ENG		
GEOMETRY	0522-7	1.00	MRS. R. Teacher1461	7 (225)	111200	MTO		
FRENCH II	0421-4	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	1.00	MRS. C. Teacher1473	2 (220)	132230	SCA		
STUDY HALL	SH-12	0.00	MR. K. Teacher1572	1 (CAF)	999370			
US STUDIES I	0721-3	1.00	MR. K. Teacher1495	3 (228)	150810	SOH		
Student Total Credits:		6.50						

Gifted Student Detail Report

Navigation: StudentInformation – SIS – School – Student Reports – Gifted Student Detail Report

This report displays detailed gifted area information for each student selected.

Report: Gifted Student Detail		DASL HIGH SCHOOL				
Printed Mon, Jul 13, 2009, 1:42 PM		2008-2009				
Gifted Student Detail						
Student	Student Number	Grade	Ethnicity	Disability Condition		
Student47954, ALEXANDRA	4913	07	WHITE	**		
Gifted Area	Screened	Assessed	Identified	Served	Identified Date	
Math	N	N	Y	Y	3/1/2005	
Student	Student Number	Grade	Ethnicity	Disability Condition		
Student48038, BRYCE	4832	07	WHITE	**		
Gifted Area	Screened	Assessed	Identified	Served	Identified Date	
Creative Thinking	N	N	Y	N	3/1/2005	
Student	Student Number	Grade	Ethnicity	Disability Condition		
Student48097, BAILEY	4749	08	WHITE	**		
Gifted Area	Screened	Assessed	Identified	Served	Identified Date	
Superior Cognitive	N	N	Y	Y	3/1/2004	
Math	N	N	Y	Y	3/1/2004	
Science	N	N	Y	Y	3/1/2004	
Reading/Writing	N	N	Y	Y	3/1/2005	
Social Studies	N	N	Y	Y	3/1/2004	

Gifted Students Missing Records Report

Navigation: StudentInformation – SIS – School – Student Reports – Gifted Student Missing Records

This report displays a list of students who are missing a gifted record.

Report: Gifted Students Missing		DASL HIGH SCHOOL						
Printed Mon, Jul 13, 2009, 11:46 AM		2009-2010						
Gifted Students Missing Records								
School Code: AVHS	School Name: DASL HIGH SCHOOL			IRN: 000067				
Name	Student Number	Grade	Gender	Ethnicity	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	

Ad-Hoc Updates

Ad-hoc updates update the StudentInformation database and create a report with results for you to verify. You can make the following types of ad-hoc updates related to your EMIS data:

- [“Bulk Update Graduation Date”](#)
- [“Bulk Update Diploma Type”](#)
- [“Copy Student Memberships”](#)
- [“Bulk Update Courses”](#)
- [“Bulk Update Manual Courses”](#)
- [“Bulk Update Fall Initialization Blocks”](#)

Bulk Update Graduation Date

Navigation: StudentInformation – Management – Ad-Hoc Updates – Update Graduation Date

You can apply a graduation date to all 12th grade students with a given status or all students in an ad-hoc membership (for example, an ad-hoc membership group for 12th grade students).

For detailed information on bulk updating graduation dates, see *ProgressBook StudentInformation Ad-Hoc Updates Guide*.

Bulk Update Diploma Type

Navigation: StudentInformation – Management – Ad-Hoc Updates – Update Diploma Type

You can bulk update the diploma type for all students with a given graduation date.

For detailed information on bulk updating diploma types, see *ProgressBook StudentInformation Ad-Hoc Updates Guide*.

Copy Student Memberships

Navigation: StudentInformation – Management – Ad-Hoc Updates – Student Membership Copy

You can copy student membership assignments from the previous school year to the current year in context.

For detailed information on copying student memberships, see *ProgressBook StudentInformation Ad-Hoc Updates Guide*.

Bulk Update Courses

Navigation: StudentInformation – Management – Ad-Hoc Updates – Bulk Course Update

You can bulk update courses with a core subject area and/or dual credit indicator. You report this information on the GC-Student Graduation-Core Summary record.

- On the **Bulk Course Update** screen, find the courses you want to bulk update by entering search criteria in any/all of the following fields:
 - Department**
 - Area of Study**
 - Subject Area**
 - Is High School Credit Only** – Select this checkbox to only search for courses marked **Is High School Credit**.
 - EMIS Subject Area For Credit**
 - Report To EMIS Only** – Select this checkbox to only search for courses marked **Report to EMIS**.
 - EMIS Subject Codes** – Options are filtered based on your selection in the **EMIS Subject Area For Credit** drop-down list. Select one or more subject codes by moving them from the dual listbox on the left to the listbox on the right.
- Click **Preview Courses**.

The screenshot shows the 'Bulk Course Update' interface. At the top, there is a breadcrumb trail: 'StudentInformation > Management > Ad-Hoc Updates > Bulk Course Update'. Below this is the title 'Bulk Course Update' and a red note: 'From this screen, you can bulk update courses.' There is a link '[Hide Course Filters]'. A blue information icon is followed by text: '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 or Dual Credit value chosen below.' Below this is a note: 'Note: If an item is selected in the EMIS Subject Area for Credit dropdown, the EMIS Subject Codes dual select will only be populated with codes associated with the selected EMIS Subject Area for Credit.'

The form contains several fields:

- Department:** A dropdown menu.
- Area Of Study:** A dropdown menu.
- Subject Area:** A dropdown menu.
- Is High School Credit Only:** A checked checkbox.
- EMIS Subject Area For Credit:** A dropdown menu.
- Report To EMIS Only:** An unchecked checkbox.
- EMIS Subject Codes:** A listbox containing:
 - 010105 - Agriculture, Food and Natural Resources
 - 010115 - Business Management for Agricultural and Environmental Syst
 - 010120 - Mechanical Principles
 - 010125 - Animal Plant & Science
- Selected EMIS Subject Codes:** An empty listbox.

At the bottom of the form, there is a blue button labeled 'Preview Courses' which is circled in red. Below the button are links: '[Show Update Directives]', '[Show Sort Courses]', and a radio button selection: 'I want to update: Core Subject Area or Dual Credit'. At the very bottom is a link: '[Show Course Preview]'.

Courses matching your search criteria display in the course preview list at the bottom of the screen.

- (Optional) If you only want to view in the list courses that have no core subject area assigned, select the **Show Only Courses with no CORE Subject Area** checkbox.

4. (Optional) If you want to bulk update the courses for any school years in addition to the school year in context, in the Update Directives section **School Years** dual listbox, select the school years and move them to the **School Years To Update** listbox on the right.

Note: Courses are automatically updated for the school year in context.

5. (Optional) To change the sort order of the course preview listing:
 - a. In the Sort Courses section **Course Sorting Options** dual listbox, move one or more sort options to the **Selected Course Sorting Options** listbox on the right.

Note: If you select multiple sort options, the system sorts the list first by the first option and then by the subsequent option(s).

- b. Click **Sort Courses**.

6. For the **I want to update** option, select what you want to bulk update for the selected courses.

- To update the core subject area:
 - i. Select **Core Subject Area**.
 - ii. In the **CORE Subject Area** drop-down list, select the core subject area to assign to the courses. Or to clear the core subject area for the selected courses, select the blank option.

The screenshot shows the 'Bulk Course Update' interface. At the top, it says 'From this screen, you can bulk update courses.' Below this are links for 'Show Course Filters' and 'Hide Update Directives'. A message box explains that update directives allow for additional direction. The 'School Years' section shows a dual listbox with '2016-2017', '2015-2016', '2014-2015', and '2013-2014' on the left and an empty 'School Years To Update' listbox on the right. A 'Sort Courses' button is visible. The 'Course Sorting Options' section shows a dual listbox with 'Subject Area', 'Area Of Study', 'EMIS Subject Code', and 'EMIS Subject Area For Credit' on the left, and 'Course Code' and 'Course Name' on the right. Below this, the 'I want to update:' section has radio buttons for 'Core Subject Area' (selected) and 'Dual Credit'. The 'CORE Subject Area' dropdown is set to 'ENG - English Language Arts Units'. An 'Update Selected Courses' button is at the bottom. The table below lists 8 courses with columns for checkboxes, Course Code, Course Name, Hours Of Instruction, Department, Subject Area, Area Of Study, EMIS Subject Code, EMIS Subject Area For Credit, CORE Subject Area, and Dual Credit.

	<input type="checkbox"/>	Course Code	Course Name	Hours Of Instruction	Department	Subject Area	Area Of Study	EMIS Subject Code	EMIS Subject Area For Credit	CORE Subject Area	Dual Credit
1	<input type="checkbox"/>	037	READING	75	ENG	ENG		050119	ENG		<input checked="" type="checkbox"/>
2	<input checked="" type="checkbox"/>	039	ENGLISH 9	150	ENG	EN9		050160	ENG	ENG	<input checked="" type="checkbox"/>
3	<input type="checkbox"/>	040	HONORS ENGLISH 9	150	ENG	EN9		050160	ENG	ENG	<input checked="" type="checkbox"/>
4	<input type="checkbox"/>	041	WRITING WORKSHOP I	75	ENG	WRW		050400	ENG	ENG	<input checked="" type="checkbox"/>
5	<input type="checkbox"/>	042	ENGLISH 10	150	ENG			050400	ENG	ENG	<input checked="" type="checkbox"/>
6	<input type="checkbox"/>	045	INTERMEDIATE COMPOSITION	75	ENG	ENG		050400	ENG	ENG	<input checked="" type="checkbox"/>
7	<input type="checkbox"/>	046	ADVANCED COMPOSITION	75	ENG			050400	ENG	ENG	<input checked="" type="checkbox"/>
8	<input type="checkbox"/>	047	AP ENGLISH	150	ENG			059930	ENG	ENG	<input checked="" type="checkbox"/>

- To update the dual credit status of a course:
 - i. Select **Dual Credit**.
 - ii. Select or de-select the **Dual Credit** checkbox to indicate that the courses should/should not have a dual credit status.

StudentInformation > Management > Ad-Hoc Updates > Bulk Course Update Find Students

Bulk Course Update

From this screen, you can bulk update courses.

[Show Course Filters]
[Hide Update Directives]

Update Directives

The Update Directives options will allow you to provide additional direction for the bulk update of courses.

School Years **School Years To Update** The bulk update will assign the update type 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.

2016-2017
2015-2016
2014-2015
2013-2014

[Hide Sort Courses]

Course Sorting Options **Selected Course Sorting Options**

Subject Area
Area Of Study
EMIS Subject Code
EMIS Subject Area For Credit

Course Code
Course Name

Sort Courses

I want to update: Core Subject Area or **Dual Credit**

Dual Credit:

Update Selected Courses

[Hide Course Preview]

	<input type="checkbox"/>	Course Code	Course Name	Hours Of Instruction	Department	Subject Area	Area Of Study	EMIS Subject Code	EMIS Subject Area For Credit	CORE Subject Area	Dual Credit
1	<input type="checkbox"/>	037	READING	75	ENG	ENG		050119	ENG		<input checked="" type="checkbox"/>
2	<input checked="" type="checkbox"/>	039	ENGLISH 9	150	ENG	EN9		050160	ENG	ENG	<input checked="" type="checkbox"/>
3	<input type="checkbox"/>	040	HONORS ENGLISH 9	150	ENG	EN9		050160	ENG	ENG	<input checked="" type="checkbox"/>
4	<input type="checkbox"/>	041	WRITING WORKSHOP I	75	ENG	WRW		050400	ENG	ENG	<input checked="" type="checkbox"/>
5	<input type="checkbox"/>	042	ENGLISH 10	150	ENG			050400	ENG	ENG	<input checked="" type="checkbox"/>
6	<input type="checkbox"/>	045	INTERMEDIATE COMPOSITION	75	ENG	ENG		050400	ENG	ENG	<input checked="" type="checkbox"/>
7	<input type="checkbox"/>	046	ADVANCED COMPOSITION	75	ENG			050400	ENG	ENG	<input checked="" type="checkbox"/>
8	<input type="checkbox"/>	047	AP ENGLISH	150	ENG			059930	ENG	ENG	<input checked="" type="checkbox"/>

7. In the Course Preview list, select the courses you want to bulk update. To select all courses in the list, select the checkbox at the top of the grid.
8. Important: Review your selections and ensure these are the correct courses you want to bulk update and that you have made the correct selections.
9. Click **Update Selected Courses**.


A confirmation message displays, and the system updates the selected courses with your selections.

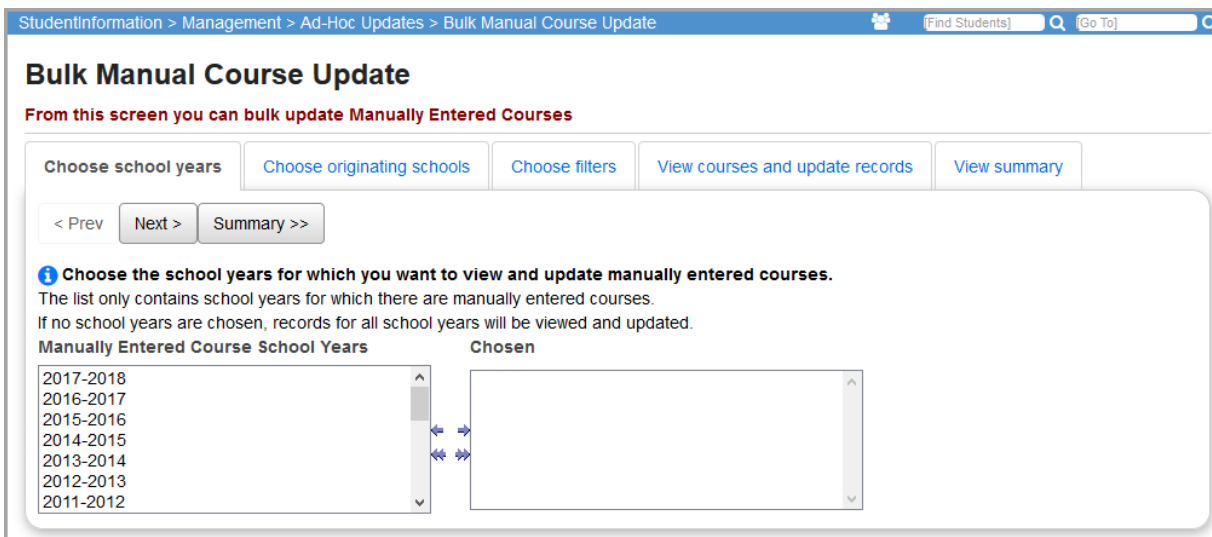
Bulk Update Manual Courses


Navigation: StudentInformation – Management – Ad-Hoc Updates – Bulk Manual Course Update

You can bulk update manually entered courses with a core subject area and/or dual credit indicator.

Note: All manually entered course history records that are marked **Is High School Credit** need a core subject area value. For all courses in which high school credit is earned, you must update the core subject area for the current year, the future year (if you have already completed school year initialization) and prior years, regardless of where the course was taken (JVS, post-secondary institution, another district or middle school).

1. On the **Bulk Manual Course Update** screen **Choose school years** tab, select the school year(s) for which you want to update manually entered courses in the **Manually Entered Course School Years** dual listbox on the left, then click  to move them to the **Chosen** dual listbox on the right (you can hold down CTRL or SHIFT to make multiple selections and use any of the arrow icons to move the languages between the two dual listboxes).
2. Click **Next**.




3. On the **Choose originating schools** tab, select the originating school(s) of the manually entered courses in the **Manually Entered Course School Years** dual listbox on the left, then click  to move them to the **Chosen** dual listbox on the right (you can hold down CTRL or SHIFT to make multiple selections and use any of the arrow icons to move the languages between the two dual listboxes).

Note: It is recommended that you run the update process for one originating school at a time.

- (Optional) If you want to view and update all manually entered courses (and not just those that are marked **Is High School Credit**), de-select the **High School Credit Manually Entered Courses Only** checkbox.

Note: If you are bulk updating the core subject area, you should typically leave this checkbox selected (which is the default) since these are the courses that require a core subject area.

- Click **Next**.

- (Optional) To limit the manually entered courses that you want to view and update to those with specific field value(s), on the **Choose Filters** tab, select the values from the dual listboxes on the left, then click  to move them to the respective **Chosen** dual listbox on the right (you can hold down CTRL or SHIFT to make multiple selections and use any of the arrow icons to move the languages between the two dual listboxes).

Note: Instead of choosing a specific value for a filter, you can also enter text in the **Or like** field to filter the courses based on the first few letters of the value. For example, if you enter **alg** in the **Or like** field for **Subject Areas**, the system filters the courses to potentially include manual courses with subject areas of ALG, ALG2, ALGEBRA I, and ALGEBRA II.

7. Click **Next**.

StudentInformation > Management > Ad-Hoc Updates > Bulk Manual Course Update

Find Students] [Go To]

Bulk Manual Course Update

From this screen you can bulk update **Manually Entered Courses**

Choose school years | Choose originating schools | **Choose filters** | View courses and update records | View summary

< Prev | Next > | Summary >>

i **Chose filters to limit the manually entered courses to view and update.**
 The filters contain a distinct list of values from the manually entered courses in the school years and originating schools chosen in previous tabs. To view all courses, do not select any filters. If a filter is chosen, only records matching the filter(s) will be returned.

Subject Areas

BIO - BIOLOGY	Chosen	Or like <input type="text"/>
CHE - CHEMISTRY		
ECO - ECONOMICS		
GEO - GEOMETRY		
GOV - GOVERNMENT		

Areas Of Study

05 - ENGLISH	Chosen	Or like <input type="text"/>
06 - FOREIGN LANGUAGES		
08 - HEALTH AND PHYSICAL EDUCA		
11 - MATHEMATICS		
13 - SCIENCE		

Course Codes

140	Chosen	Or like <input type="text"/>
140A		
160		
164		
241R		

Course Short Names

ALGEBRAIAB(S)	Chosen	Or like <input type="text"/>
ALGISEMB		
AMHIST(SS)		
ART1A(SS)		
BIOLOGYB(SS)		

Course Names

ADVANCEDORGANICCHEMISTRY	Chosen	Or like <input type="text"/>
ALGEBRAIA&B(SS)		
ALGEBRAISEMB		
AMERICANHISTORY(SS)		
ART1A(SS)		

8. On the **View courses and update records** tab, review the list of courses matching your search criteria.

Note: The **Records** column displays the number of course history records that will be updated for each course.

9. (Optional) If you only want to view in the list manually entered courses that have no core subject area assigned, select the **Show Manually Entered Courses Missing CORE Subject Area Only** checkbox.
10. Select the checkbox beside each manually entered course that you want to update. To select all courses in the list, select the **Select All** checkbox.

11. For the **I want to update option**, select what you want to bulk update for the selected manual courses.

- To update the core subject area:
 - i. Select **Core Subject Area**.
 - ii. In the **CORE Subject Area** drop-down list, select the core subject area to assign to the manual courses. Or to clear the core subject area for the selected manual courses, select [**Clear CORE Subject Area**].

StudentInformation > Management > Ad-Hoc Updates > Bulk Manual Course Update (Find Students) [Q] (Go To) [Q]

Bulk Manual Course Update

From this screen you can bulk update **Manually Entered Courses**

Choose school years | Choose originating schools | Choose filters | View courses and update records | View summary

< Prev | Next > | Summary >>

i Select the manually entered courses to update. Choose a value and click the 'Update Selected Records' button. Only records matching the school years and originating schools selected in the previous tab will be updated.

I want to update: Core Subject Area or Dual Credit

CORE Subject Area: SCP - Science - Physical Science Units

Select All | Update Selected Records

	Code ▲	Short Name	Name	Is HS Credit	CORE Subject Area	Dual Credit	Records
<input type="checkbox"/>	241R	PHYSISCA(SS)	PHYSICALSCIENCEA(SS)	<input checked="" type="checkbox"/>	SCP	<input type="checkbox"/>	2
<input type="checkbox"/>	242R	PHYSSCB	PHYSICALSCIENCEB	<input checked="" type="checkbox"/>	SCO	<input type="checkbox"/>	1
<input type="checkbox"/>	242R	PHYSSCB(SS)	PHYSICALSCIENCEB(SS)	<input checked="" type="checkbox"/>	SCO	<input type="checkbox"/>	1
<input type="checkbox"/>	242R	PHYSSCII(SS)	PHYSICALSCIENCEII(SS)	<input checked="" type="checkbox"/>	SCO	<input type="checkbox"/>	2
<input type="checkbox"/>	264	GENETICS	GENETICS	<input checked="" type="checkbox"/>	SCO	<input type="checkbox"/>	1
<input type="checkbox"/>	269	ORGANICCHEM	ADVANCEDORGANICCHEMISTRY	<input checked="" type="checkbox"/>	ELE	<input type="checkbox"/>	1
<input type="checkbox"/>	CCPPHY2010	PHYSICS	COLLEGEPHYSICS	<input checked="" type="checkbox"/>	SCL	<input checked="" type="checkbox"/>	1
<input type="checkbox"/>	CCPPHY205	UNIVPHYSICS	UNIVERSITYPHYSICS	<input checked="" type="checkbox"/>	SCP	<input checked="" type="checkbox"/>	1
<input type="checkbox"/>	P203A	EARTHSCIA(SS)	EARTH&SPACE SCIENCEA(SS)	<input checked="" type="checkbox"/>	SCP	<input type="checkbox"/>	1
<input type="checkbox"/>	P203B	EARTHSCIB(SS)	EARTH&SPACE SCIENCEB(SS)	<input checked="" type="checkbox"/>	SCP	<input type="checkbox"/>	1
<input type="checkbox"/>	P250A	BIOLOGYB(SS)	BIOLOGYB(SS)	<input checked="" type="checkbox"/>	SCL	<input type="checkbox"/>	1

Show Manually Entered Courses Missing CORE Subject Area Only

Total Manual Course Records

13

- To update the dual credit status of a manual course:
 - i. Select **Dual Credit**.

- ii. Select or de-select the **Dual Credit** checkbox to indicate that the manual courses should/should not have a dual credit status.

StudentInformation > Management > Ad-Hoc Updates > Bulk Manual Course Update

Bulk Manual Course Update

From this screen you can bulk update Manually Entered Courses

Choose school years | Choose originating schools | Choose filters | View courses and update records | View summary

< Prev | Next > | Summary >>

Select the manually entered courses to update. Choose a value and click the 'Update Selected Records' button. Only records matching the school years and originating schools selected in the previous tab will be updated.

I want to update: Core Subject Area or Dual Credit

Dual Credit:

Select All | Update Selected Records

	Code ▲	Short Name	Name	Is HS Credit	CORE Subject Area	Dual Credit	Records
<input type="checkbox"/>	241R	PHYSISCA(SS)	PHYSICALSCIENCEA(SS)	<input checked="" type="checkbox"/>	SCP	<input type="checkbox"/>	2
<input type="checkbox"/>	242R	PHYSSCB	PHYSICALSCIENCEB	<input checked="" type="checkbox"/>	SCO	<input type="checkbox"/>	1
<input type="checkbox"/>	242R	PHYSSCB(SS)	PHYSICALSCIENCEB(SS)	<input checked="" type="checkbox"/>	SCO	<input type="checkbox"/>	1
<input type="checkbox"/>	242R	PHYSSCII(SS)	PHYSICALSCIENCEII(SS)	<input checked="" type="checkbox"/>	SCO	<input type="checkbox"/>	2
<input type="checkbox"/>	264	GENETICS	GENETICS	<input checked="" type="checkbox"/>	SCO	<input type="checkbox"/>	1
<input type="checkbox"/>	269	ORGANICCHEM	ADVANCEDORGANICCHEMISTRY	<input checked="" type="checkbox"/>	ELE	<input type="checkbox"/>	1
<input type="checkbox"/>	CCPPHY2010	PHYSICS	COLLEGEPHYSICS	<input checked="" type="checkbox"/>	SCL	<input checked="" type="checkbox"/>	1
<input type="checkbox"/>	CCPPHY205	UNIVPHYSICS	UNIVERSITYPHYSICS	<input checked="" type="checkbox"/>	SCP	<input checked="" type="checkbox"/>	1
<input type="checkbox"/>	P203A	EARTHSCIA(SS)	EARTH&SPACE SCIENCEA(SS)	<input checked="" type="checkbox"/>	SCP	<input type="checkbox"/>	1
<input type="checkbox"/>	P203B	EARTHSCIB(SS)	EARTH&SPACE SCIENCEB(SS)	<input checked="" type="checkbox"/>	SCP	<input type="checkbox"/>	1
<input type="checkbox"/>	P250A	BIOLOGYB(SS)	BIOLOGYB(SS)	<input checked="" type="checkbox"/>	SCL	<input type="checkbox"/>	1

Show Manually Entered Courses Missing CORE Subject Area Only

Total Manual Course Records

13

12. Click **Update Selected Records**.

The list of manual courses updates to display your selected changes.

13. Click **Next**.

StudentInformation > Management > Ad-Hoc Updates > Bulk Manual Course Update

Bulk Manual Course Update

From this screen you can bulk update **Manually Entered Courses**

Choose school years | Choose originating schools | Choose filters | **View courses and update records** | View summary

< Prev | Next > | Summary >>

i Select the manually entered courses to update. Choose a value and click the 'Update Selected Records' button. Only records matching the school years and originating schools selected in the previous tab will be updated.

I want to update: Core Subject Area or Dual Credit
 Dual Credit:

Select All | **Update Selected Records**

	Code ▲	Short Name	Name	Is HS Credit	CORE Subject Area	Dual Credit	Records
<input type="checkbox"/>	241R	PHYSISCA(SS)	PHYSICALSCIENCEA(SS)	<input checked="" type="checkbox"/>	SCP	<input checked="" type="checkbox"/>	2
<input type="checkbox"/>	242R	PHYSSCB	PHYSICALSCIENCEB	<input checked="" type="checkbox"/>	SCO	<input checked="" type="checkbox"/>	1
<input type="checkbox"/>	242R	PHYSSCB(SS)	PHYSICALSCIENCEB(SS)	<input checked="" type="checkbox"/>	SCO	<input checked="" type="checkbox"/>	1
<input type="checkbox"/>	242R	PHYSSCII(SS)	PHYSICALSCIENCEII(SS)	<input checked="" type="checkbox"/>	SCO	<input type="checkbox"/>	2
<input type="checkbox"/>	264	GENETICS	GENETICS	<input checked="" type="checkbox"/>	SCO	<input type="checkbox"/>	1
<input type="checkbox"/>	269	ORGANICCHEM	ADVANCEDORGANICCHEMISTRY	<input checked="" type="checkbox"/>	ELE	<input type="checkbox"/>	1
<input type="checkbox"/>	CCPPHY2010	PHYSICS	COLLEGEPHYSICS	<input checked="" type="checkbox"/>	SCL	<input checked="" type="checkbox"/>	1
<input type="checkbox"/>	CCPPHY205	UNIVPHYSICS	UNIVERSITYPHYSICS	<input checked="" type="checkbox"/>	SCP	<input checked="" type="checkbox"/>	1
<input type="checkbox"/>	P203A	EARTHSCIA(SS)	EARTH&SPACESCIENCEA(SS)	<input checked="" type="checkbox"/>	SCP	<input type="checkbox"/>	1
<input type="checkbox"/>	P203B	EARTHSCIB(SS)	EARTH&SPACESCIENCEB(SS)	<input checked="" type="checkbox"/>	SCP	<input type="checkbox"/>	1
<input type="checkbox"/>	P250A	BIOLOGYB(SS)	BIOLOGYB(SS)	<input checked="" type="checkbox"/>	SCL	<input type="checkbox"/>	1

Show Manually Entered Courses Missing CORE Subject Area Only

Total Manual Course Records

13

On the **View summary** tab, a summary of manual course records displays for each originating school, including the number of records with a core subject area still missing, if applicable.

Bulk Manual Course Update

From this screen you can bulk update Manually Entered Courses

Choose school years | Choose originating schools | Choose filters | View courses and update records | **View summary**

< Prev | Next > | << Start Over

i The summary shows counts by originating school and high school credit. Counts are for the manually entered courses that match the school years, originating school and high school credit options chosen on the previous tabs. Use the summary to view the number of records for which the values are set.


Originating School	Is HS Credit	CORE Missing	CORE Set	Dual Credit	Total
ASHLAND HIGH SCHOOL	<input checked="" type="checkbox"/>	0	128	8	136
Total Missing		Total Set		Total Records	
0		128		136	

Bulk Update Fall Initialization Blocks

Navigation: StudentInformation – Management – Ad-Hoc Updates – Bulk Update Fall Initialization Blocks

You can perform a bulk update for a collection of students using ad-hoc membership groups to set/unset the options on the student profile to exclude FS, FD and FN records from fall initialization updates.

1. On the **Bulk Update Fall Initialization Blocks** screen with the school in context, in the **Ad-Hoc Membership** drop-down list, select the ad-hoc group.

Note: To find or build an ad-hoc membership, click . (For more information on setting up ad-hoc memberships, see *ProgressBook StudentInformation Getting Started Guide*.)

2. (Optional) To expand the available ad-hoc membership groups in the **Ad-Hoc Membership** drop-down list to include both public and private groups, select the **Public And Private** checkbox.
3. In the row of each type of record for which you want to set a value on the student profile, select the **Update** checkbox. Then, in the **New Value** column, select either **Exclude Student** or **Include Student**.

4. Click **Submit**.

StudentInformation > Management > Ad-Hoc Updates > Bulk Update Fall Initialization Blocks

Bulk Update Fall Initialization Blocks

From here you can exclude selected students' records from Fall Initialization.

i Choose an ad-hoc membership for the students you'd like to update.

Ad-Hoc Membership:^{*}

Public And Private

i Perform the following actions on the students in the Ad-Hoc Membership:

Update	Setting	New Value
<input checked="" type="checkbox"/>	Process FS Records: [*]	<input checked="" type="radio"/> Exclude Student <input type="radio"/> Include Student
<input checked="" type="checkbox"/>	Process FD Records: [*]	<input checked="" type="radio"/> Exclude Student <input type="radio"/> Include Student
<input checked="" type="checkbox"/>	Process FN Records: [*]	<input checked="" type="radio"/> Exclude Student <input type="radio"/> Include Student

A confirmation message displays the number of student profiles updated.

The update selects or de-selects the following checkbox options on the student profile based on your selections:

Student Profile Tab	Checkbox Option
FS-Standing	Exclude FS Records from Fall Initialization Updates
FD-Attributes	Exclude FD Records from Fall Initialization Updates
FN-Attributes	Exclude FN Records from Fall Initialization Updates

Highly Qualified Teacher

StudentInformation provides the following tools to help you in your EMIS reporting of highly qualified teachers (HQT). Refer to the appropriate section as follows:

- For a report showing a list of teachers who are required to enter HQT data, see [“Run Highly Qualified Teacher Report.”](#)
- For a verification worksheet to provide to your HQT teachers, see [“Print Highly Qualified Teacher Worksheet.”](#)
- To update the HQT definition for teachers, see [“Update Highly Qualified Teacher Definitions.”](#)

Run Highly Qualified Teacher Report

Navigation: StudentInformation – SIS – School – Highly Qualified Teacher Report

This report generates a list of teachers who are required to report HQT data and their associated core courses.

For information on running reports, see *ProgressBook StudentInformation Getting Started Guide*.

Report: HQT Report Printed Mon, Jun 02, 2014, 10:57 AM		DALTON HIGH SCHOOL 2013-2014 Ohio Highly Qualified Teacher Report	
Building IRN / Name: 008003		DALTON HIGH SCHOOL	
Teacher: BOYER, DOLORES			
SSN: [REDACTED]		SSID [REDACTED]	
CR: Curriculum DM: Delivery Method SP: Student Population			
Emis Subject	CR DM SP	HQT Def	
150300 - Government (American) 013 - AMERICAN GOVERNMENT 013DE - AMERICAN GOVERNMENT-DE	OT FF RG	1 - NTE/Praxis II - State Licensing Exam	
150890 - History (World) 011 - WORLD STUDIES	OT FF RG	1 - NTE/Praxis II - State Licensing Exam	
151121 - Psychology 015 - PSYCHOLOGY DE	OT FF RG		
151300 - Sociology 018 - INTRO TO SOCIOLOGY DE	OT FF RG	I - Not core course OR type of course isn't eval. for HQT	
159940 - Microeconomics 014 - MICROECONOMICS DE	OT FF RG		
159999 - Other Social Studies 016 - POLITICAL SCIENCE 016DE - POLITICAL SCIENCE DE	OT FF RG	I - Not core course OR type of course isn't eval. for HQT	
Teacher: BRANCH, JEFFERY			
SSN: [REDACTED]		SSID [REDACTED]	
CR: Curriculum DM: Delivery Method SP: Student Population			
Emis Subject	CR DM SP	HQT Def	
060107 - Latin 209 - FV LATIN I 209.5 - FV LATIN I 219 - FV LATIN II 229 - FV LATIN III	OT ID RG	I - Not core course OR type of course isn't eval. for HQT	

Print Highly Qualified Teacher Worksheet

Navigation: StudentInformation – SIS – School – Highly Qualified Teacher Worksheet

This is a verification worksheet that you can print for teachers who are required to report HQT data for their core courses (as defined by the federal No Child Left Behind Act). Each teacher's data prints on a separate page, and teachers must verify the data for each of their core courses (or indicate the required changes) and then sign the worksheet. You can then make any required updates to the HQT data. (See ["Update Highly Qualified Teacher Definitions."](#))

For information on running reports, see *ProgressBook StudentInformation Getting Started Guide*.

Note: Refer to the ODE website for instructions for completing the Highly Qualified Teacher Worksheet.



<p>Report: HQT Worksheet Printed Mon, Jun 02, 2014, 11:00 AM</p>	<p>DALTON HIGH SCHOOL 2013-2014 HQT Worksheet</p>																																																																						
<hr/>																																																																							
<p>District IRN / Name: 050542 Dalton Local Schools Building IRN / Name: 008003 DALTON HIGH SCHOOL</p>																																																																							
<hr/>																																																																							
<p>Teacher: BRANCH, JEFFERY SSN: [REDACTED] SSID: [REDACTED] CR: Curriculum DM: Delivery Method SP: Student Population</p>																																																																							
<hr/>																																																																							
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">Emis Subject</th> <th style="width: 10%;">CR</th> <th style="width: 10%;">DM</th> <th style="width: 10%;">SP</th> <th style="width: 10%;">HQT Def</th> <th style="width: 10%;">Change</th> <th style="width: 10%;">HQT Reason</th> </tr> </thead> <tbody> <tr> <td>060107 - Latin</td> <td>OT</td> <td>ID</td> <td>RG</td> <td>I</td> <td>1 2 3 5 6 7 8 9 I N</td> <td></td> </tr> <tr> <td>209 - FV LATIN I</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>209.5 - FV LATIN I</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>219 - FV LATIN II</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>229 - FV LATIN III</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="7" style="text-align: center;">(blank rows available below to add new courses)</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>1 2 3 5 6 7 8 9 I N</td> <td></td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>1 2 3 5 6 7 8 9 I N</td> <td></td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>1 2 3 5 6 7 8 9 I N</td> <td></td> </tr> </tbody> </table>		Emis Subject	CR	DM	SP	HQT Def	Change	HQT Reason	060107 - Latin	OT	ID	RG	I	1 2 3 5 6 7 8 9 I N		209 - FV LATIN I							209.5 - FV LATIN I							219 - FV LATIN II							229 - FV LATIN III							(blank rows available below to add new courses)							_____	_____	_____	_____	_____	1 2 3 5 6 7 8 9 I N		_____	_____	_____	_____	_____	1 2 3 5 6 7 8 9 I N		_____	_____	_____	_____	_____	1 2 3 5 6 7 8 9 I N	
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_____	_____	_____	_____	_____	1 2 3 5 6 7 8 9 I N																																																																		
<p>____ "No Changes". Checking this blank means that there have been no changes to your HQT criteria for the course(s) you taught during the previous school year.</p> <p>I hereby assure that all information presented is correct and is acceptable for reporting for No Child Left Behind Highly Qualified Teacher requirements as stated in section 1111, 1119, and 9101.</p> <p>Signature: _____ Date: _____</p> <p>Your building administrator may request that you provide backup documentation.</p>																																																																							

Update Highly Qualified Teacher Definitions

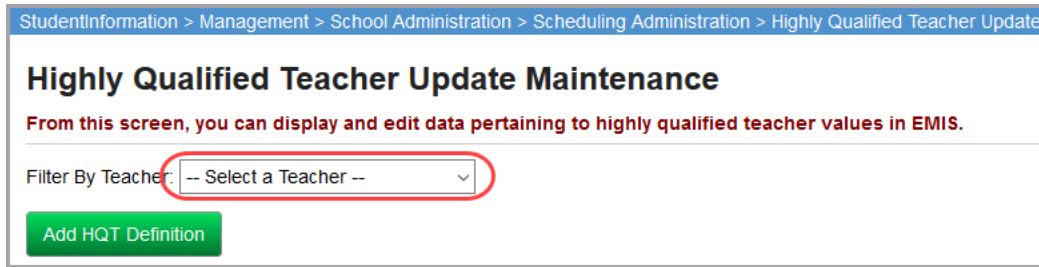
Navigation: StudentInformation – Management – School Administration – Scheduling Administration – Highly Qualified Teacher Update

You can make any needed updates to HQT data based on changes that teachers have submitted on their HQT worksheet. (See [“Print Highly Qualified Teacher Worksheet.”](#)) This process updates the HQT definition for a teacher’s course sections.

Note: To update a teacher’s HQT definition for a course, the teacher must be selected as the **Teacher of Record** on the **Teacher History** tab of the course section record.

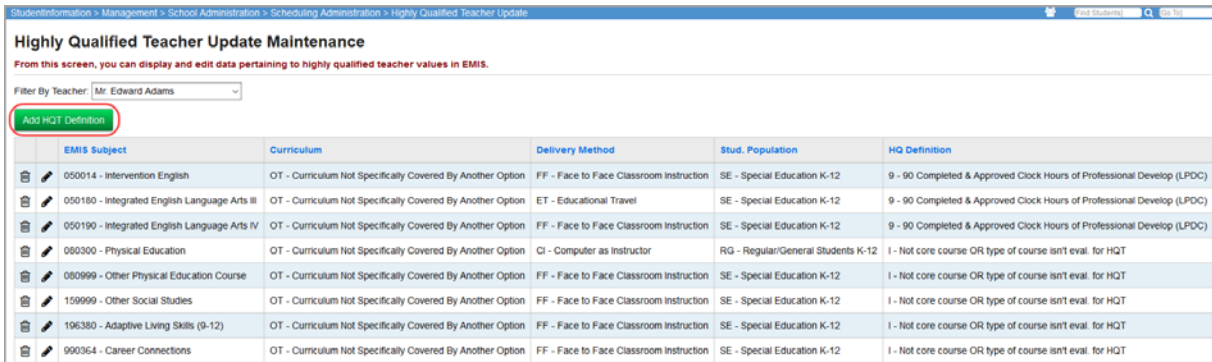
Note: To delete a record, click . To edit a record, click , and make the needed changes.

1. On the **Highly Qualified Teacher Update Maintenance** screen, in the **Filter By Teacher** drop-down list, select the teacher for whom you want to add HQT definitions.



The screen refreshes to display the teacher's core courses with HQT definitions.

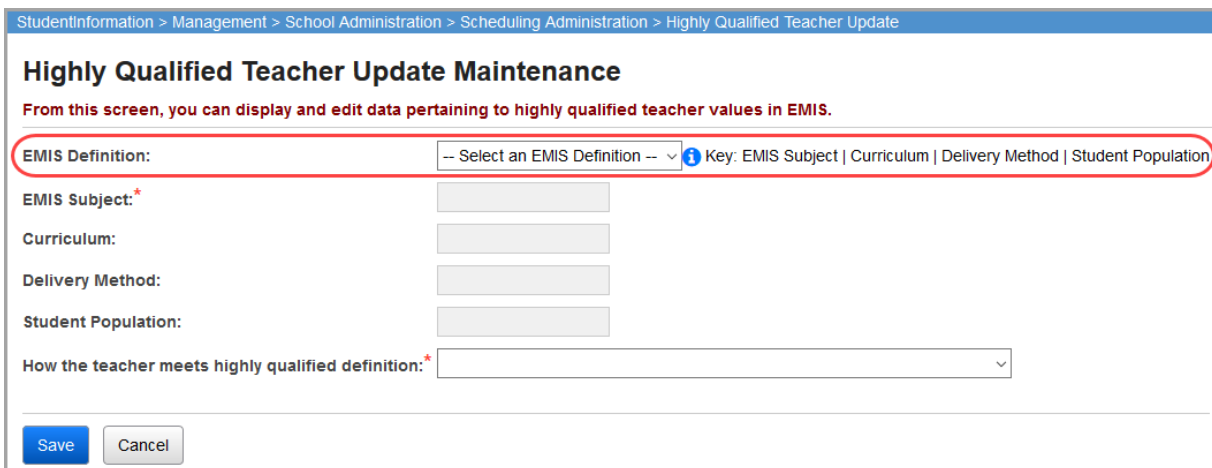
2. Click **Add HQT Definition**.



The add version of the screen displays.

3. In the **EMIS Definition** drop-down list, select a unique combination of EMIS Subject/Curriculum/Delivery Method/Student Population taught by the selected teacher.

Note: These options are populated from the **EMIS Override** tab of the course section record. If the teacher already has an HQT definition for a unique combination in the school and school year in context, that unique combination does not display in the drop-down list. Only unique combinations that do not have HQT definitions display.



Highly Qualified Teacher

Based on your selection, codes and descriptions display in read-only format in the **EMIS Subject, Curriculum, Delivery Method** and **Student Population** fields.

- In the **How the teacher meets highly qualified definition** drop-down list, select an HQT definition.

Note: If one or more of the following is true, you should select **I - Not core course OR type of course isn't eval. for HQT**:

- Curriculum Element = PS, PI or OC
- Delivery Method = CC, ET, OL, and Ed option = YS
- Delivery Method = ID, IM, TO or CI
- Student Population = D8, DP or PR

- Click **Save**.

StudentInformation > Management > School Administration > Scheduling Administration > Highly Qualified Teacher Update

Highly Qualified Teacher Update Maintenance

From this screen, you can display and edit data pertaining to highly qualified teacher values in EMIS.

EMIS Definition: 050014 | OT | FF | SE ⓘ Key: EMIS Subject | Curriculum | Delivery Method | Student Population

EMIS Subject*: 050014 - Intervention E

Curriculum: OT - Curriculum Not Sp

Delivery Method: FF - Face to Face Clas

Student Population: SE - Special Education

How the teacher meets highly qualified definition*: 1 - NTE/Praxis II - State Licensing Exam

Save Cancel

A confirmation message displays and the new HQT definition displays in the list.

StudentInformation > Management > School Administration > Scheduling Administration > Highly Qualified Teacher Update

Highly Qualified Teacher Update Maintenance

From this screen, you can display and edit data pertaining to highly qualified teacher values in EMIS.

The Highly Qualified Teacher Update was saved successfully

Filter By Teacher: Mr. Edward Adams

Add HQT Definition

	EMIS Subject	Curriculum	Delivery Method	Stud. Population	HQ Definition
🗑️	050014 - Intervention English	OT - Curriculum Not Specifically Covered By Another Option	FF - Face to Face Classroom Instruction	SE - Special Education K-12	1 - NTE/Praxis II - State Licensing Exam
🗑️	050180 - Integrated English Language Arts III	OT - Curriculum Not Specifically Covered By Another Option	ET - Educational Travel	SE - Special Education K-12	9 - 90 Completed & Approved Clock Hours of Professional Develop (LPDC)
🗑️	050190 - Integrated English Language Arts IV	OT - Curriculum Not Specifically Covered By Another Option	FF - Face to Face Classroom Instruction	SE - Special Education K-12	9 - 90 Completed & Approved Clock Hours of Professional Develop (LPDC)
🗑️	080300 - Physical Education	OT - Curriculum Not Specifically Covered By Another Option	CI - Computer as Instructor	RG - Regular/General Students K-12	I - Not core course OR type of course isn't eval. for HQT
🗑️	080999 - Other Physical Education Course	OT - Curriculum Not Specifically Covered By Another Option	FF - Face to Face Classroom Instruction	SE - Special Education K-12	I - Not core course OR type of course isn't eval. for HQT
🗑️	159999 - Other Social Studies	OT - Curriculum Not Specifically Covered By Another Option	FF - Face to Face Classroom Instruction	SE - Special Education K-12	I - Not core course OR type of course isn't eval. for HQT
🗑️	196380 - Adaptive Living Skills (9-12)	OT - Curriculum Not Specifically Covered By Another Option	FF - Face to Face Classroom Instruction	SE - Special Education K-12	I - Not core course OR type of course isn't eval. for HQT
🗑️	990364 - Career Connections	OT - Curriculum Not Specifically Covered By Another Option	FF - Face to Face Classroom Instruction	SE - Special Education K-12	I - Not core course OR type of course isn't eval. for HQT

DataMap EMIS Import

StudentInformation provides the following tools to help you in your EMIS reporting of RIMP (Reading Improvement Monitoring Plan) information. The **DataMap EMIS Import** screen is available at the building level.

- For information on importing RIMP Program Codes, see *“Import Program Codes.”*
- For information on importing RIMP On-Track Statuses, see *“Import On-Track Statuses.”*

Import Program Codes

Navigation: StudentInformation – EMIS – DataMap EMIS Import

On this screen, you can import RIMP Program Codes for students to add them to a Membership. A student can have multiple Program Codes per year tied to their RIMP.

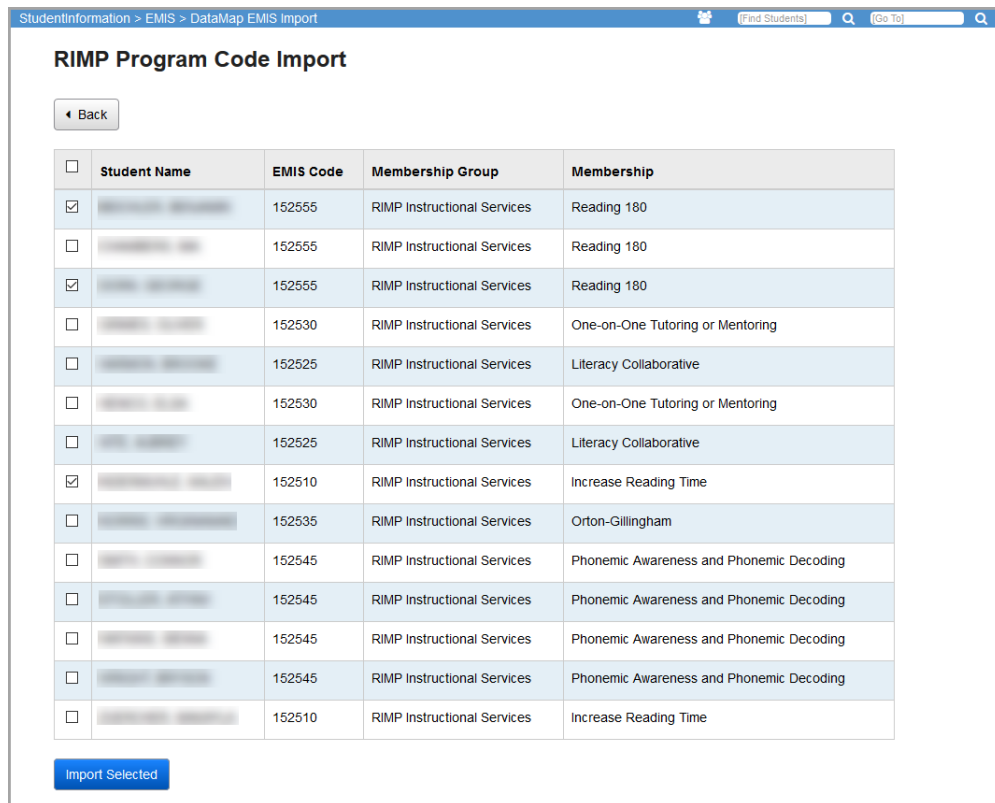
1. In the **Please select an import type...** drop-down list, select **Program Codes**.
2. Click **Preview Import**.



The screenshot shows a web browser window with the address bar containing 'StudentInformation > EMIS > DataMap EMIS Import'. The page title is 'DataMap EMIS Import'. Below the title, there is a drop-down menu with 'Program Codes' selected. Below the drop-down menu is a blue button labeled 'Preview Import'.

3. On the **RIMP Program Code Import** screen, a grid displays with each **Student Name** and **EMIS Code** as well as the associated **Membership Group** and **Membership** to which the student is being added. Select the checkbox in the row of each student you want to add to a Membership.

4. Click **Import Selected**.



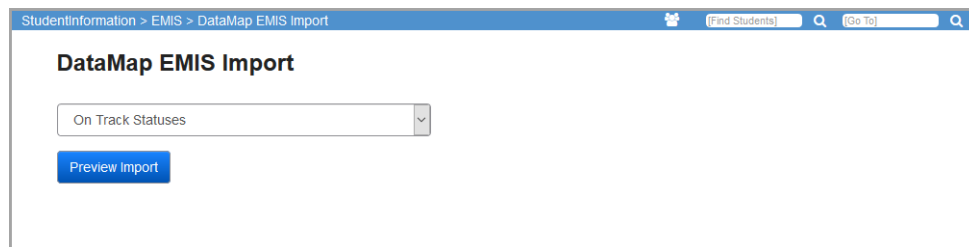
A success message displays. Each student’s new membership now displays on the **Student Memberships** screen.

Import On-Track Statuses

Navigation: StudentInformation – EMIS – DataMap EMIS Import

On this screen, you can import RIMP On-Track Statuses for students. A student has one On-Track Status that displays on the **Edit Student Profile** screen **FN-Attributes** tab for the year in context.

1. In the **Please select an import type...** drop-down list, select **On Track Statuses**.
2. Click **Preview Import**.



3. On the **RIMP On Track Status Import** screen, a grid displays with each **Student Name**, **EMIS Code**, and **Status Description**. Select the checkbox in the row of each student whose RIMP On-Track Status you want to import.

4. Click **Import Selected**.

<input type="checkbox"/>	Student Name	EMIS Code	Status Description
<input type="checkbox"/>	Student Name	AO	Assessed, On Track
<input checked="" type="checkbox"/>	Student Name	NO	Assessed, Not On Track
<input type="checkbox"/>	Student Name	AO	Assessed, On Track

Import Selected

A success message displays. The status now displays on the **Edit Student Profile** screen **FN-Attributes** tab in the drop-down lists related to the Program Code to which the student is assigned.

Student Reporting Collection (S)

Use Student Reporting Collection S to report student data to the state during the required collection windows throughout the year. This process includes reporting not only for traditional schools but also for community schools, which must include additional file types as part of SOES (School Options Enrollment System) reporting. Refer to the appropriate section:

- To verify the completeness of the student data you plan to report to EMIS, see [“Verify Student Data.”](#)
- To create the extract to transfer your student data, see [“Transfer Student Data.”](#)

Verify Student Data

You can verify different types of student data before transferring it to the state. Refer to the appropriate section as follows:

- [“Verify EMIS Run Requests for Student Data”](#)
- [“Verify Discipline Information”](#)
- [“Verify Membership Programs”](#)
- [“Verify Special Education Services”](#)
- [“Verify Non-reportable Students”](#)
- [“Verify Student Demographic Information”](#)
- [“Verify Student Gifted Records”](#)
- [“Verify Student Special Education”](#)
- [“Verify/Update Majority of Attendance IRN”](#)
- [“Update Student Attendance”](#)

Verify EMIS Run Requests for Student Data

You can run this verify process at any time to monitor your district’s outstanding EMIS processes and transfers of student data. This process reports on the history of these processes, showing when they were run and who ran them.

Navigation: StudentInformation – EMIS – Student Reporting Collection (S)

1. On the **Student Transfer - Collection (S)** screen **Request Type** tab, select **Verify Student Data**.

2. Click **Next**.

3. On the **Program Selection** tab, select **Verify - EMIS Run Requests (CHECK_EMIS)**.
4. Click **Next**.

5. On the **EMIS Run Requests (CHECK_EMIS)** screen, in the **District** section, select the checkbox beside each building for which you want to run this process. (You can also select the option to **Select All Buildings** or **Clear All Buildings** as needed.)
6. Select whether to view those processes that are **Not Run**, **Already Run** (lists the last time each process was run) or a **History** (lists every time each process was run) for this reporting collection.
7. (Optional) If you selected **Not Run**, and you want to exclude verifications and/or transfers from the results, de-select the **Verification Not Run** and/or **Transfer Not Run** options as appropriate.
8. (Optional) For any of the process options, if you want to exclude from the results processes run prior to a specific date, in the **Exclude Runs Prior To** field, enter or select that date.

9. Click **Submit**.

StudentInformation > EMIS > Verify EMIS Run Requests

EMIS Run Requests (CHECK_EMIS)

From this screen, you can verify which EMIS programs have or have not been run.

Reporting Collection: *

District: * Ashland City Schools

Select All Buildings Clear All Buildings

ASHS - ASHLAND HIGH SCHOOL ASRE - Reagan Elementary
 ASJH - ASHLAND MIDDLE SCHOOL ASTA - Taft Intermediate
 ASED - Edison Elementary

Not Run Already Run History

Required:
 Student Collection Transfer - District Testing (DT)
 Student Collection Transfer - Organization - General Information (DN)
 Student Collection Transfer - Student Acceleration (FB)
 Student Collection Transfer - Student Attributes - Effective Date (FD)
 Student Collection Transfer - Student Attributes - No Date (FN)
 Student Collection Transfer - Student Demographic (GI)
 Student Collection Transfer - Student Demographic - Race Detail (GJ)
 Student Collection Transfer - Student Discipline (GD)
 Student Collection Transfer - Student Gifted Education (GG)
 Student Collection Transfer - Student Program (GQ)
 Student Collection Transfer - Student Special Ed. Graduation Requirement (FE)
 Student Collection Transfer - Student Special Education (GE)
 Student Collection Transfer - Student Standing (FS)
 Student Collection Transfer - Student Summer Withdrawal (FL)
 Student Collection Transfer - Student Truancy and Excessive Absence (FT)
 Student Collection Transfer - Student Withdrawal Override (FC)
 Student Collection Update - MAJOREMIS 9th on/after FY15
 Student Collection Update - MAJOREMIS 9th prior to FY15
 Student Collection Update - MAJOREMIS Grade 3-8 Students
 Student Collection Update - MAJOREMIS Untested and Alternate
 Student Collection Verify - Discipline (DISCEMIS)
 Student Collection Verify - MAJOREMIS 9th on/after FY15
 Student Collection Verify - MAJOREMIS 9th prior to FY15
 Student Collection Verify - MAJOREMIS Grade 3-8 Students
 Student Collection Verify - MAJOREMIS Untested and Alternate
 Student Collection Verify - Membership Programs (MEMBEMIS)
 Student Collection Verify - Non-reportable Students
 Student Collection Verify - Student Demographic (UNCLEMIS)
 Student Collection Verify - Student Gifted Records
 Student Collection Verify - Student Special Education

Include the Following Potential Problems:
 Verification Not Run
 Transfer Not Run
 Update Not Run
 Transfer Not Run After Update

Required (Not Available Yet):
 Student Collection Verify - Student Attendance

Exclude Runs Prior To:

Results display in a grid at the bottom of the screen based on your selections. (See examples that follow.)

EMIS Requests Not Run

Not Run
 Already Run
 History

Ashland City Schools

Building	Module	Program	Run Date	Issue
ASHLAND HIGH SCHOOL	Student Collection	Discipline (DISCEMIS)		Verify not run
ASHLAND HIGH SCHOOL	Student Collection	MAJOREMIS 9th on/after FY15		Verify/Update not run
ASHLAND HIGH SCHOOL	Student Collection	MAJOREMIS 9th prior to FY15		Verify/Update not run
ASHLAND HIGH SCHOOL	Student Collection	MAJOREMIS Grade 3-8 Students		Verify/Update not run
ASHLAND HIGH SCHOOL	Student Collection	MAJOREMIS Untested and Alternate		Verify/Update not run
ASHLAND HIGH SCHOOL	Student Collection	Membership Programs (MEMBEMIS)		Verify not run
ASHLAND HIGH SCHOOL	Student Collection	Non-reportable Students		Verify not run
ASHLAND HIGH SCHOOL	Student Collection	Student Gifted Records		Verify not run

EMIS Requests Already Run

Not Run
 Already Run
 History

Exclude Runs Prior To:

Ashland City Schools

Building	Module	Program	Verify Run Date	Verify	Update Run Date	Update	Transfer Run Date	Transfer
ASHLAND HIGH SCHOOL	Student Collection	District Testing (DT)		<input type="checkbox"/>		<input type="checkbox"/>	07/26/2016 04:28 PM	<input checked="" type="checkbox"/>
ASHLAND HIGH SCHOOL	Student Collection	Organization - General Information (DN)		<input type="checkbox"/>		<input type="checkbox"/>	04/14/2017 08:14 AM	<input checked="" type="checkbox"/>
ASHLAND HIGH SCHOOL	Student Collection	Student Acceleration (FB)		<input type="checkbox"/>		<input type="checkbox"/>	07/26/2016 04:28 PM	<input checked="" type="checkbox"/>
ASHLAND HIGH SCHOOL	Student Collection	Student Attributes - Effective Date (FD)		<input type="checkbox"/>		<input type="checkbox"/>	07/26/2016 04:28 PM	<input checked="" type="checkbox"/>
ASHLAND HIGH SCHOOL	Student Collection	Student Attributes - No Date (FN)		<input type="checkbox"/>		<input type="checkbox"/>	08/12/2016 10:02 AM	<input checked="" type="checkbox"/>
ASHLAND HIGH SCHOOL	Student Collection	Student Demographic (GI)		<input type="checkbox"/>		<input type="checkbox"/>	07/26/2016 04:28 PM	<input checked="" type="checkbox"/>

History of EMIS Run Requests

Not Run
 Already Run
 History

Exclude Runs Prior To:

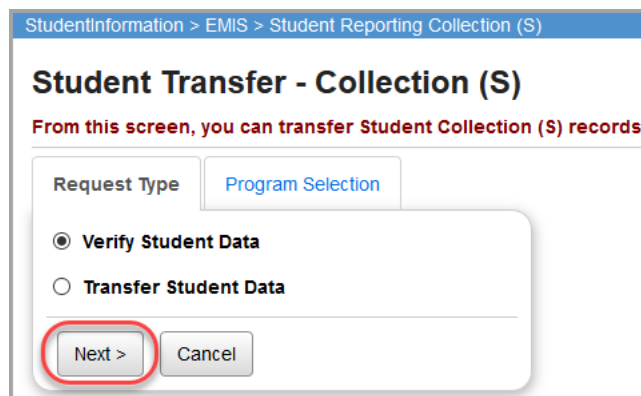
45 Records Displayed

Building	Module	Program	Action	User	Run Date
ASHLAND HIGH SCHOOL	Student Collection	Organization - General Information (DN)	Transfer	[blurred]	04/14/2017 08:14 AM
ASHLAND HIGH SCHOOL	Student Collection	Organization - General Information (DN)	Transfer	[blurred]	04/03/2017 01:04 PM
ASHLAND HIGH SCHOOL	Student Collection	Student Demographic (UNCLEMIS)	Verify	[blurred]	10/03/2016 10:38 AM
ASHLAND HIGH SCHOOL	Student Collection	Student Demographic (UNCLEMIS)	Verify	[blurred]	10/03/2016 10:37 AM
ASHLAND HIGH SCHOOL	Student Collection	Student Demographic (UNCLEMIS)	Verify	[blurred]	10/03/2016 10:33 AM
ASHLAND HIGH SCHOOL	Student Collection	Student Demographic (UNCLEMIS)	Verify	[blurred]	10/03/2016 10:32 AM

Verify Discipline Information

Navigation: StudentInformation – EMIS – Student Reporting Collection (S)

1. On the **Student Transfer - Collection (S)** screen **Request Type** tab, select **Verify Student Data**.
2. Click **Next**.



3. On the **Program Selection** tab, select **Verify - Discipline (DISCEMIS)**.

- Click **Next**.

StudentInformation > EMIS > Student Reporting Collection (S)

Student Verify/Update - Collection (S)

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

Request Type Program Selection

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

< Back Next > Cancel

- On the **Verify Discipline Information** screen, select the checkbox beside each building for which you want to run this process. (You can also select the option to **Select All Buildings** or **Clear All Buildings** as needed.)
- (Optional) If you want to generate a file containing the student discipline information, in the **File Download Options** section, make the following selections:
 - Select A File Type** – Select either **CSV**, **HTML**, or **TAB** format.
 - Select A Download Method** – Select to either **Download** or **Email** the file.

7. Click **Submit**.

Any errors from the verify process display in a grid at the bottom of the screen and (if you selected file download options) in the generated file.

8. (Optional) If errors display, in the row of each error, click the incident link, and make the needed correction(s).

Building IRN	Building	Student	Student Number	EMIS ID
1081	ASHS	ANDERSON, LOGAN	11111111	12345678
Incident Messages:		- 136791 - test GD01W - Warning: Discipline Action Date is not specified, the record will be transferred with the incident date - 136791 - test GD04W - Warning: No infractions exist for the incident		
1081	ASHS	HOWARD, ERIC	22222222	A12345678
Incident Messages:		- 133316 - Disobedient/Disruptive behavior GD01W - Warning: Discipline Action Date is not specified, the record will be transferred with the incident date - 133316 - Disobedient/Disruptive behavior GD10W - Warning: Discipline Action Days is NULL or zero		

Verify Membership Programs

Navigation: StudentInformation – EMIS – Student Reporting Collection (S)

1. On the **Student Transfer - Collection (S)** screen **Request Type** tab, select **Verify Student Data**.
2. Click **Next**.

StudentInformation > EMIS > Student Reporting Collection (S)

Student Transfer - Collection (S)

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

Request Type **Program Selection**

Verify Student Data

Transfer Student Data

Next > **Cancel**

3. On the **Program Selection** tab, select **Verify - Membership Programs (MEMBEMIS)**.
4. Click **Next**.

StudentInformation > EMIS > Student Reporting Collection (S)

Student Verify/Update - Collection (S)

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

Request Type **Program Selection**

Verify - Discipline (DISCEMIS)

Verify - EMIS Run Requests (CHECK_EMIS)

Verify - Membership Programs (MEMBEMIS)

Verify - Non-reportable Students

Verify - Student Demographic (UNCLEMIS)

Verify - Student Gifted Records

Verify - Student Special Education

Verify/Update - Majority of Attendance IRN (MAJOREMIS)

Verify/Update - Student Attendance (ATTUPEMIS)

< Back **Next >** **Cancel**

5. On the **Verify/Update Memberships** screen, in the **Run Type** option, select **Verify Memberships**.
6. (Optional) If you want to generate a file containing the memberships of all students in the district, in the **File Download Options** section, make the following selections:
 - a. **Select A File Type** – Select either **CSV**, **HTML**, or **TAB** format.
 - b. **Select A Download Method** – Select to either **Download** or **Email** the file.

7. Click **Submit**.

StudentInformation > EMIS > Verify/Update Memberships

Verify/Update Memberships - DASL Test District

From this screen, you can verify and update student memberships.

DAEL - DASL Test Elementary School
DAHS - DASL Test High School

Run Type: **Verify Memberships** Verify Special Education Services

File Download Options

Select A File Type ▾ Select A Download Method ▾

Submit **Cancel**

Any errors from the verify process display in a grid at the bottom of the screen and (if you selected file download options) in the generated file.

8. (Optional) If errors display, in the row of each error, click the **Memb. Name** link, and make the needed correction(s).

Memberships								
Building IRN	Building	Group Code	Group Name	Memb. Code	Memb. Name	Program Code	Message	Student Count
		12	Post-secondary Enrollment Options Program	120010	Early College high School	120010	Membership requires staff member but no staff member specified	3
		41	Academic Intracurricular Descriptions (Vocational	410002	Distributive Education Clubs of America (DECA)	410002	Membership required start and stop dates	2
		24	Emergency Immigrant Education Program	240001	The student is an immigrant and participates in program.	240001	Membership is mapped to an invalid EMIS Program code	2
		15	15	152505	Guided Reading (Small Group Instruction)	152505	Program Provider IRN is invalid	1
		40	Extracurricular/Intracurricular Programs and Servi	405008	Computer Clubs	405008	Social Security Number or State Staff ID is not specified for selected default staff member	3
		40	Extracurricular/Intracurricular Programs and Servi	405008	Computer Clubs	405008	Social Security Number or State Staff ID is not specified for staff member selected on student membership	
		23	Title I	232106	Earned GED (Summer School)	232106	Student Membership outside the range of the fiscal year	1
		30	Vocational Programs	305008	Job for Ohio's Graduates (JOG)	305008	Program Provider IRN is required	2

Verify Special Education Services

Navigation: StudentInformation – EMIS – Student Reporting Collection (S)

1. On the **Student Transfer - Collection (S)** screen **Request Type** tab, select **Verify Student Data**.
2. Click **Next**.

StudentInformation > EMIS > Student Reporting Collection (S)

Student Transfer - Collection (S)

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

Request Type Program Selection

Verify Student Data

Transfer Student Data

Next > **Cancel**

3. On the **Program Selection** tab, select **Verify - Membership Programs (MEMBEMIS)**.
4. Click **Next**.

StudentInformation > EMIS > Student Reporting Collection (S)

Student Verify/Update - Collection (S)

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

Request Type **Program Selection**

Verify - Discipline (DISCEMIS)

Verify - EMIS Run Requests (CHECK_EMIS)

Verify - Membership Programs (MEMBEMIS)

Verify - Non-reportable Students

Verify - Student Demographic (UNCLEMIS)

Verify - Student Gifted Records

Verify - Student Special Education

Verify/Update - Majority of Attendance IRN (MAJOREMIS)

Verify/Update - Student Attendance (ATTUPEMIS)

< Back **Next >** **Cancel**

5. On the **Verify/Update Memberships** screen, in the **Run Type** option, select **Verify Special Education Services**.
6. (Optional) If you want to generate a file containing all special education service records, in the **File Download Options** section, make the following selections:
 - a. **Select A File Type** – Select either **CSV**, **HTML**, or **TAB** format.
 - b. **Select A Download Method** – Select to either **Download** or **Email** the file.

- Click **Submit**.

Any errors from the verify process display in a grid at the bottom of the screen and (if you selected file download options) in the generated file.

- (Optional) If errors display, in the row of each error, click the service code link, and make the needed correction(s).

Special Education Services				
Building IRN	Building	Student	Student Number	EMIS ID
Special Education Services: - 21500L - Membership is mapped to an invalid EMIS Program code				
Special Education Services: - 215002 - Program Provider IRN is invalid				
Special Education Services: - 215007 - Duplicate Service for the same Student, Service Code, and Start Date				
Special Education Services: - 215009 - Duplicate Service for the same Student, Service Code, and Start Date				

Verify Non-reportable Students

Navigation: StudentInformation – EMIS – Student Reporting Collection (S)

1. On the **Student Transfer - Collection (S)** screen **Request Type** tab, select **Verify Student Data**.
2. Click **Next**.

StudentInformation > EMIS > Student Reporting Collection (S)

Student Transfer - Collection (S)

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

Request Type **Program Selection**

Verify Student Data

Transfer Student Data

Next > **Cancel**

3. On the **Program Selection** tab, select **Verify - Non-reportable Students**.
4. Click **Next**.

StudentInformation > EMIS > Student Reporting Collection (S)

Student Verify/Update - Collection (S)

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

Request Type **Program Selection**

Verify - Discipline (DISCEMIS)

Verify - EMIS Run Requests (CHECK_EMIS)

Verify - Membership Programs (MEMBEMIS)

Verify - Non-reportable Students

Verify - Student Demographic (UNCLEMIS)

Verify - Student Gifted Records

Verify - Student Special Education

Verify/Update - Majority of Attendance IRN (MAJOREMIS)

Verify/Update - Student Attendance (ATTUPEMIS)

< Back **Next >** **Cancel**

5. On the **Verify Non-Reportable Students** screen, select the checkbox beside each building for which you want to run this process. (You can also select the option to **Select All Buildings** or **Clear All Buildings** as needed.)

6. Click **Verify**.

Any errors from the verify process display in a grid at the bottom of the screen.

7. (Optional) If errors display, correct them using the following options as needed:
 - To correct a student's profile, in the row of the error, click the student name link, and make any needed corrections.
 - To indicate a student should be reported to EMIS:
 - i. In the row of the student, select the **Report to EMIS** checkbox. (Or to select all students, select the **Select all students** checkbox.)
 - ii. Click **Save Report to EMIS**.

1 Record Displayed

Report to EMIS	Building ▲	Student Number	Student Name	How Received	Percent of Time	EMIS Situation	Admission Date	Withdrawal Date	Status
<input type="checkbox"/>	DASL	11111111	MILLER, MARY	9	100	100 - non-res open enrolled	01/22/2018		OE-OPEN ENROLLED TO BR

Select all students

Save Report to EMIS

Verify Student Demographic Information

Navigation: StudentInformation – EMIS – Student Reporting Collection (S)

1. On the **Student Transfer - Collection (S)** screen **Request Type** tab, select **Verify Student Data**.
2. Click **Next**.

3. On the **Program Selection** tab, select **Verify - Student Demographic (UNCLEMIS)**.

- Click **Next**.

- On the **Verify Student Demographics** screen, in the **Include Buildings** section, select the checkbox beside each building for which you want to run this process. (You can also select the option to **Select All Buildings** or **Clear All Buildings** as needed.)
- (Optional) To change the number of students who display per page from the default value of 50, in the **Number of Students Per Page** drop-down list, select a different value.
- (Optional) If you do not want the system to ignore a warning about students with overlapping history records, de-select the **Ignore "Student has overlapping admission history records"** checkbox.
- Click **Verify**.

Any errors from the verify process display in a grid at the bottom of the screen.

- (Optional) If errors display, in the row of each error, click the student name and make the needed corrections on the student profile.

Building IRN	Building	Student	Student Number	EMIS ID
300433	DOHS	Adkins, Arpad	04304027	E04304027
UNCLEMIS: - FS14E - 08/01/2017 - ERROR: FS record Admission does not have a matching FD record with the same Effective Start Date				
LCE: - FS - 8/1/2017 - Any Valid District IRN has an invalid option specified: 77				
300433	DOHS	Aguilar, Taylen	04314024	E04314024
UNCLEMIS: - FS14E - 08/01/2017 - ERROR: FS record Admission does not have a matching FD record with the same Effective Start Date				
LCE: - FS - 8/1/2017 - Any Valid District IRN has an invalid option specified: 77				
300433	DOHS	Alvarado, Gram	04305029	E04305029
UNCLEMIS: - FS14E - 08/01/2017 - ERROR: FS record Admission does not have a matching FD record with the same Effective Start Date				
LCE: - FS - 8/1/2017 - Any Valid District IRN has an invalid option specified: 77				
300433	DOHS	Alvarez, Calypso	04310015	E04310015
UNCLEMIS: - FS14E - 08/01/2017 - ERROR: FS record Admission does not have a matching FD record with the same Effective Start Date				
- FN22W - Warning: Invalid Attending Building IRN Next Year for student grade level				
LCE: - FS - 8/1/2017 - Any Valid District IRN has an invalid option specified: 77				

Verify Student Gifted Records

Navigation: StudentInformation – EMIS – Student Reporting Collection (S)

- On the **Student Transfer - Collection (S)** screen **Request Type** tab, select **Verify Student Data**.
- Click **Next**.

StudentInformation > EMIS > Student Reporting Collection (S)

Student Transfer - Collection (S)

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

Request Type Program Selection

Verify Student Data

Transfer Student Data

Next > Cancel

- On the **Program Selection** tab, select **Verify - Student Gifted Records**.

- Click **Next**.

- On the **Verify Student Gifted** screen, select the checkbox beside each building for which you want to run this process. (You can also select the option to **Select All Buildings** or **Clear All Buildings** as needed.)
- Click **Verify**.

The student gifted records display in a grid at the bottom of the screen, showing the default gifted rule that applies to each grade level and the number of students affected.

Note: You can use these results to verify that you have the necessary default gifted rules defined for each grade level. (For more information, see [“Update Gifted Rules.”](#))

Verify Cancel

18 Records Displayed

School Name ▲	Grade Level Code	Default Rule Name	Students In Grade
ASHLAND HIGH SCHOOL	12	District Rule	310
ASHLAND HIGH SCHOOL	11	District Rule	318
ASHLAND HIGH SCHOOL	10	District Rule	307
ASHLAND HIGH SCHOOL	09	District Rule	312
ASHLAND MIDDLE SCHOOL	06	District Rule	244
ASHLAND MIDDLE SCHOOL	07	District Rule	254
ASHLAND MIDDLE SCHOOL	08	District Rule	267
Edison Elementary	KG	District Rule	109
Edison Elementary	01	District Rule	142
Edison Elementary	02	District Rule	119
Edison Elementary	03	District Rule	146
Reagan Elementary	KG	District Rule	96
Reagan Elementary	01	District Rule	126
Reagan Elementary	02	District Rule	134
Reagan Elementary	03	District Rule	120
Taft Intermediate	04	District Rule	276
Taft Intermediate	05	District Rule	256
Taft Intermediate	03	District Rule	4

18 Records Displayed [Back To Top](#)

Verify Student Special Education

Navigation: StudentInformation – EMIS – Student Reporting Collection (S)

1. On the **Student Transfer - Collection (S)** screen **Request Type** tab, select **Verify Student Data**.
2. Click **Next**.

StudentInformation > EMIS > Student Reporting Collection (S)

Student Transfer - Collection (S)

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

Request Type **Program Selection**

Verify Student Data

Transfer Student Data

Next > **Cancel**

3. On the **Program Selection** tab, select **Verify - Student Special Education**.
4. Click **Next**.

StudentInformation > EMIS > Student Reporting Collection (S)

Student Verify/Update - Collection (S)

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

Request Type **Program Selection**

Verify - Discipline (DISCEMIS)

Verify - EMIS Run Requests (CHECK_EMIS)

Verify - Membership Programs (MEMBEMIS)

Verify - Non-reportable Students

Verify - Student Demographic (UNCLEMIS)

Verify - Student Gifted Records

Verify - Student Special Education

Verify/Update - Majority of Attendance IRN (MAJOREMIS)

Verify/Update - Student Attendance (ATTUPEMIS)

< Back **Next >** **Cancel**

5. On the **Verify Special Education** screen, in the **Include Buildings** section, select the checkbox beside each building for which you want to run this process. (You can also select the option to **Select All Buildings** or **Clear All Buildings** as needed.)
6. (Optional) To run this process for a date other than today, in the **Run Date** field, enter or select a different date.
7. (Optional) To change the number of students who display per page from the default value of 50, in the **Number of students per page** drop-down list, select a different value.

8. (Optional) If you want to generate a file containing the results of this verify process, in the **File output** section, make the following selections:
 - a. **Download File** – Select whether you want the download file to contain **Verification messages**, **Student Special Ed. Events**, or **Student Special Ed. Grad. Req.** (graduation requirements).

Note: Regardless of which option you select, when you submit this verify process request, all verification messages display in a grid at the bottom of the screen. The **Download File** option only controls what is included in the download file.

- b. If you selected **Student Special Ed. Events**, in the **Event range** date fields, enter or select dates representing the range of special education events to include in the download file.
 - c. **Select A File Type** – Select either **CSV**, **HTML**, or **TAB** format.
 - d. **Select A Download Method** – Select to either **Download** or **Email** the file.
9. Click **Submit**.

Any errors from the verify process display in a grid at the bottom of the screen.

10. (Optional) If errors display, in the row of each error, click the **Click Here to Add** link, and make the needed corrections on the **Special Education** screen.

1 - 50 | 51 - 100 | 101 - 115 | Next

Building IRN	Building	Student	Student Number	EMIS ID	Grade Level
001081	ASHS	[REDACTED]	[REDACTED]	[REDACTED]	11
Event Message:- Click Here to Add An active special education event is required when student has disability condition.					
001081	ASHS	[REDACTED]	[REDACTED]	[REDACTED]	09
Event Message:- Click Here to Add An active special education event is required when student has disability condition.					
001081	ASHS	[REDACTED]	[REDACTED]	[REDACTED]	12
Event Message:- Click Here to Add An active special education event is required when student has disability condition.					
001081	ASHS	[REDACTED]	[REDACTED]	[REDACTED]	11
Event Message:- Click Here to Add An active special education event is required when student has disability condition.					
001081	ASHS	[REDACTED]	[REDACTED]	[REDACTED]	10
LCE Message:- D:RETR, O:ET12, N:06 Student has an event record with date type RETR and no disability condition.					

Verify/Update Majority of Attendance IRN

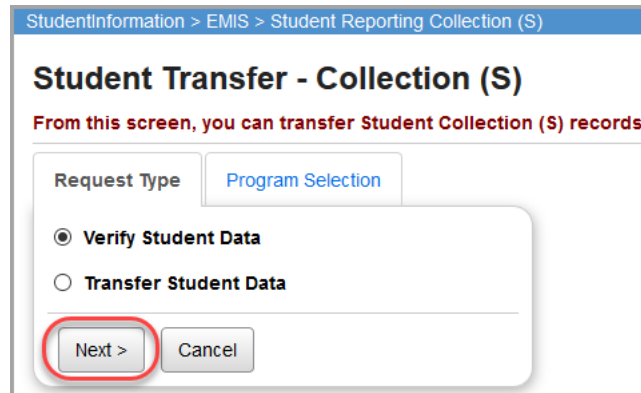
This process verifies (or updates if run in update mode) the **Majority of Attendance IRN** field on the student profile **FN-Attributes** tab. StudentInformation uses admission history, FS date ranges, and EMIS situation changes to determine if a student has been continuously enrolled. It then calculates the majority of attendance IRN using different end dates based on the students' grade level and which assessments they took.

Note: Before running the verify or update process, you must create an ad-hoc membership group for any student who took an alternate assessment. You may also require ad-hoc memberships for other student groups. (For information on creating ad-hoc memberships, see the ProgressBook StudentInformation Getting Started Guide.)

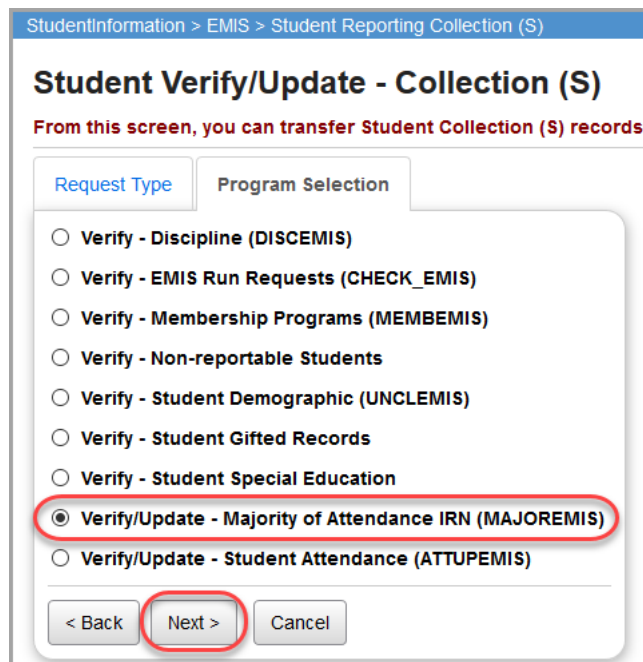
Note: You should run the verify process on each tab for each building to check the data prior to running the update process.

Navigation: StudentInformation – EMIS – Student Reporting Collection (S)

1. On the **Student Transfer - Collection (S)** screen **Request Type** tab, select **Verify Student Data**.
2. Click **Next**.



3. On the **Program Selection** tab, select **Verify/Update - Majority of Attendance IRN (MAJOREMIS)**.
4. Click **Next**.



The **Verify/Update Majority of Attendance IRN** screen displays. This screen includes tabs with unique options to calculate the majority of attendance IRN for different scenarios.

5. Perform the following steps on each tab (one tab at a time):

- a. In the **Include Buildings** section, select the checkbox beside each building for which you want to run the process. (You can also select or de-select the option to **Select All Buildings** as needed.)

Note: When running the update process, you must select all buildings.

- b. Select the appropriate options (described below) specific to the group represented by the tab.
- **Grade 3-8** – Select any applicable ad-hoc memberships.

StudentInformation > EMIS > Verify/Update Majority of Attendance IRN

Find Students [Go To]

Verify/Update Majority of Attendance IRN - (N) Ashland City Schools

Updates must be completed for each of the student groups below

Grade 3-8 | 9th Prior to FY15 | 9th on/after FY15 | Untested and Alternate

Include Buildings:*

Select all buildings

ASHS - ASHLAND HIGH SCHOOL

ASJH - ASHLAND MIDDLE SCHOOL

ASED - Edison Elementary

ASRE - Reagan Elementary

ASTA - Taft Intermediate

i This tab will verify or update the Majority of Attendance IRN for all students in Grades 3-8.

Update not run yet

Run Type: Verify Update (You must have all buildings selected for update)

File Download Options

Select A File Type Select A Download Method

Submit Cancel

- **9th Prior to FY15** – No additional options.

StudentInformation > EMIS > Verify/Update Majority of Attendance IRN Find Students Go To

Verify/Update Majority of Attendance IRN - (N) Ashland City Schools

Updates must be completed for each of the student groups below

Grade 3-8 | **9th Prior to FY15** | 9th on/after FY15 | Untested and Alternate

Include Buildings:*

- Select all buildings
- ASHS - ASHLAND HIGH SCHOOL
- ASJH - ASHLAND MIDDLE SCHOOL
- ASED - Edison Elementary
- ASRE - Reagan Elementary
- ASTA - Taft Intermediate

i This tab will verify or update the Majority of Attendance IRN for all students who took the OGT and were first time 9th graders before July 1, 2014. The Majority of Attendance update process will use the EMIS subject codes 150300, 150308, 159950, 150810, and 152300 to determine if a student is taking American History or American Government

Update not run yet

Run Type: Verify Update (You must have all buildings selected for update)

File Download Options

Select A File Type Select A Download Method

Submit **Cancel**

- **9th on/after FY15** – Select any applicable assessment subject codes and ad-hoc memberships.

Note: Students on this tab that are not included in any of the courses selected are updated based on their untested **Effective Date**.

StudentInformation > EMIS > Verify/Update Majority of Attendance IRN

Find Students [Go To]

Verify/Update Majority of Attendance IRN - (N) Ashland City Schools

Updates must be completed for each of the student groups below

Grade 3-8 | 9th Prior to FY15 | 9th on/after FY15 | Untested and Alternate

Include Buildings:*

- Select all buildings
- ASHS - ASHLAND HIGH SCHOOL
- ASJH - ASHLAND MIDDLE SCHOOL
- ASED - Edison Elementary
- ASRE - Reagan Elementary
- ASTA - Taft Intermediate

i This tab will verify or update the Majority of Attendance IRN for all students who were first time 9th graders on or after July 1, 2014. It will determine the MOA end date to use based on the options chosen below:

Next Gen Fall Block ELA or Math

Subject Codes Available: ASED - DLETKG - 36 - LETTERSK, ASED - DREAD1 - 36 - READING1, ASED - DREAD2 - 36 - READING2, ASED - DREAD3 - 36 - READING3

Subject Codes Selected: [Empty]

Next Gen Spring ELA or Math

Subject Codes Available: ASED - DLETKG - 36 - LETTERSK, ASED - DREAD1 - 36 - READING1, ASED - DREAD2 - 36 - READING2, ASED - DREAD3 - 36 - READING3

Subject Codes Selected: [Empty]

Next Gen Spring Block ELA or Math

Subject Codes Available: ASED - DLETKG - 36 - LETTERSK, ASED - DREAD1 - 36 - READING1, ASED - DREAD2 - 36 - READING2, ASED - DREAD3 - 36 - READING3

Subject Codes Selected: [Empty]

Update not run yet

Run Type: Verify Update (You must have all buildings selected for update)

File Download Options

Select A File Type | Select A Download Method

Submit Cancel

- **Untested and Alternate** (required) – Select the ad-hoc membership you created for students who took an alternate assessment.

6. For the **Run Type** option, select either to **Verify** or **Update** the Majority of Attendance IRN information.
7. If you selected the verify process, in the **File Download Options** section, make the following selections:
 - a. **Select A File Type** – Select either **CSV**, **HTML**, or **TAB** format.
 - b. **Select A Download Method** – Select to either **Download** or **Email** the file.
8. Click **Submit**.

Note: If you selected the verify process, in each of the downloaded files, check the data before running the update process.

Update Student Attendance

Navigation: StudentInformation – EMIS – Student Reporting Collection (S)

1. On the **Student Transfer - Collection (S)** screen **Request Type** tab, select **Verify Student Data**.
2. Click **Next**.

StudentInformation > EMIS > Student Reporting Collection (S)

Student Transfer - Collection (S)

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

Request Type Program Selection

Verify Student Data

Transfer Student Data

Next > Cancel

3. On the **Program Selection** tab, select **Verify/Update - Student Attendance (ATTUPEMIS)**.
4. Click **Next**.

StudentInformation > EMIS > Student Reporting Collection (S)

Student Verify/Update - Collection (S)

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

Request Type Program Selection

Verify - Discipline (DISCEMIS)

Verify - EMIS Run Requests (CHECK_EMIS)

Verify - Membership Programs (MEMBEMIS)

Verify - Non-reportable Students

Verify - Student Demographic (UNCLEMIS)

Verify - Student Gifted Records

Verify - Student Special Education

Verify/Update - Majority of Attendance IRN (MAJOREMIS)

Verify/Update - Student Attendance (ATTUPEMIS)

< Back **Next >** Cancel

5. On the **Verify/Update Student Attendance (ATTUPEMIS)** screen, in the **Run Type** option, select **Update Attendance**.

6. Click **Submit**.

Note: Submitting the ATTUPEMIS update process also runs the attendance calculator for the district (see the ProgressBook StudentInformation HB410 District Task List). You can view the progress on the **Batch/Report Management** screen.

StudentInformation > EMIS > Verify/Update Student Attendance

Verify/Update Student Attendance (ATTUPEMIS) - Ashland City Schools

From this screen, you can verify and update student attendance data.

Buildings:
ASHS - ASHLAND HIGH SCHOOL
ASJH - ASHLAND MIDDLE SCHOOL
ASED - Edison Elementary
ASRE - Reagan Elementary
ASTA - Taft Intermediate

Run Type: Verify Attendance Update Attendance

A confirmation message displays.

StudentInformation > EMIS > Verify/Update Student Attendance

Verify/Update Student Attendance (ATTUPEMIS) - Ashland City Schools

From this screen, you can verify and update student attendance data.

The update job was submitted successfully. X

Buildings:
ASHS - ASHLAND HIGH SCHOOL
ASJH - ASHLAND MIDDLE SCHOOL
ASED - Edison Elementary
ASRE - Reagan Elementary
ASTA - Taft Intermediate

Run Type: Verify Attendance Update Attendance

The update attendance process updates the attendance **Hours** fields (**Current Entity** section) on the **FS-Attendance** tab of each student's profile.

Note: *Hours in the Other Entity grid Attendance row are added to the Current Entity attendance hours in the Period S Transfer - Student Standing (FS) process. Other Entity hours are not updated by ATTUPEMIS.*

StudentInformation > SIS > Student > Edit Profile

Edit Student Profile

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

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

	Start Date	Withdraw Date	Withdraw Reason	School Year Attendance Hours	School Year Excused Absence Hours	School Year Unexcused Absence Hours	Other SY Attendance Hours	Other SY Excused Absence Hours	Other SY Unexcused Absence Hours
	7/1/2016		**	1150.50	0.00	0.00	0.00	0.00	0.00

Show Current Year Only

Last Modified: 02/18/2016 11:14 AM by User: ashc_jschwartz

Effective Start Date:

District Withdraw Date:

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

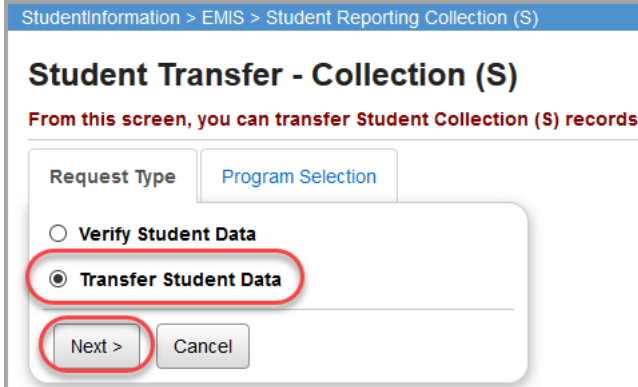
	Current Entity		Other Entity	
	Days	Hours	Days	Hours
Attendance	<input type="text" value="177.00"/>	<input type="text" value="1150.50"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Excused Absence	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Unexcused Absence	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>

Populated by Update Student Attendance (ATTUPEMIS) Process

Transfer Student Data

Navigation: StudentInformation – EMIS – Student Reporting Collection (S)

1. On the **Student Transfer - Collection (S)** screen **Request Type** tab, select **Transfer Student Data**.
2. Click **Next**.



The screenshot shows a web interface for 'Student Transfer - Collection (S)'. At the top, there is a breadcrumb trail: 'StudentInformation > EMIS > Student Reporting Collection (S)'. Below this is the title 'Student Transfer - Collection (S)' and a red instruction: 'From this screen, you can transfer Student Collection (S) records.' There are two tabs: 'Request Type' (active) and 'Program Selection'. Under the 'Request Type' tab, there are two radio button options: 'Verify Student Data' (unselected) and 'Transfer Student Data' (selected). A red circle highlights the 'Transfer Student Data' option. Below the radio buttons are two buttons: 'Next >' (highlighted with a red circle) and 'Cancel'.

3. On the **Program Selection** tab, select the transfer(s) of student data that you want to run. Or to select all available transfers, click **Select all transfers**.

Note: The **Student Contact (FF)**, **Student Contact Address (FG)** and **Student Transportation (FP)** options only display for community schools.

4. In the **Transfer Type** option, select how you want to transfer the extracted data:
 - **Flat file transfer** – Creates a flat file that you can manually transfer 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 your district's unique district code.

Note: If you are not sure which **Transfer Type** to choose, please contact your ITC.

5. Click **Submit**.

StudentInformation > EMIS > Student Reporting Collection (S)

EMIS - Create Flat Files - Select Files

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

Request Type | Program Selection

- Select all transfers
- Transfer - District Testing (DT)
- Transfer - Organization - General Information (DN)
- Transfer - Student Acceleration (FB)
- Transfer - Student Attributes - Effective Date (FD)
- Transfer - Student Attributes - No Date (FN)
- Transfer - Student Contact (FF)
- Transfer - Student Contact Address (FG)
- Transfer - Student Demographic (GI)
- Transfer - Student Demographic - Race Detail (GJ)
- Transfer - Student Discipline (GD)
- Transfer - Student Gifted Education (GG)
- Transfer - Student Program (GQ)
- Transfer - Student Special Ed. Graduation Requirement (FE)
- Transfer - Student Special Education (GE)
- Transfer - Student Standing (FS)
- Transfer - Student Summer Withdrawal (FL)
- Transfer - Student Transportation (FP)
- Transfer - Student Truancy and Excessive Absence (FT)
- Transfer - Student Withdrawal Override (FC)

Transfer Type:*

- Flat file transfer
- Flat file transfer for Data Collector

< Back | **Submit** | Cancel

Community schools report FF, FG, and FP records as part of SOES (School Options Enrollment System).

The extract creates a file with the selected student record data.

The transfer includes the following student special education information:

- **Student Special Ed. Graduation Requirement (FE) Records:** All FE records per assessment area
- **Student Special Education (GE) Records:**

Events	Outcome IDs
IIEP	IENS, IEPR, IEDP, and IE13-IE72
RIEP	IENS, IEPR, IEDP, and IE13-IE72
TIEP	IE13-IE72

Events	Outcome IDs
NIEP	IE13-IE72
CIEP	IEPR
AIEP	IE13-IE72
RISP	IE39
IISP	IE39
IETR	ETNE, ETDP, and ET01-ET16
RETR	ETEX, ETDP, and ET01-ET16
TETR	ET01-ET16
PSTC	****
RFRL	****
CNST	CNGI, CNGO, CNGR, CNRF, CNNR, and CNDP
SEMD	****

Assessment Reporting Collection (A)

Use Assessment Reporting Collection A to report assessment data to EMIS. Refer to the appropriate section:

- To verify the completeness of the assessment data you plan to report to EMIS, see [“Verify Assessment Data.”](#)
- To monitor your district’s EMIS processes and transfers of assessment data, see [“Verify EMIS Run Requests for Assessment Data.”](#)
- To create the extract to transfer your assessment data, see [“Transfer Assessment Data.”](#)

Verify Assessment Data

You can verify different types of assessment data before transferring it to the state.

Navigation: StudentInformation – EMIS – Assessment Reporting Collection (A)

1. On the **Assessment Transfer - Collection (A)** screen **Request Type** tab, select **Verify Assessment Data**.
2. Click **Next**.

The screenshot shows a web application interface for 'Assessment Reporting Collection (A)'. The breadcrumb trail at the top reads 'StudentInformation > EMIS > Assessment Reporting Collection (A)'. The main heading is 'Assessment Transfer - Collection (A)'. Below the heading, a red text instruction states: 'From this screen, you can transfer Assessment Collection (A) records.' There are two tabs: 'Request Type' (active) and 'Program Selection'. Under the 'Request Type' tab, there are two radio button options: 'Verify Assessment Data' (which is selected and circled in red) and 'Transfer Assessment Data'. At the bottom of the form, there are two buttons: 'Next >' (circled in red) and 'Cancel'.

3. On the **Program Selection** tab, in the **Include Buildings** section, select the checkbox beside each building for which you want to run this process. (You can also select the option to “Select All Buildings” or “Clear All Buildings” as needed.)
4. For the **Test Type** option, select the assessment for which you want to run the verify process.

5. Click **Verify**.

StudentInformation > EMIS > Verify Assessment

Verify Assessment - Ashland City Schools

From this screen, you can verify student assessment data.

Include Buildings:*

Select All Buildings
 Clear All Buildings

ASHS - ASHLAND HIGH SCHOOL
 ASRE - Reagan Elementary
 ASJH - ASHLAND MIDDLE SCHOOL
 ASTA - Taft Intermediate
 ASED - Edison Elementary

Test Type:

Verify - Preschool COS (GM)
 Verify - ELA (GB)
 Verify - KRA (GO)
 Verify - Student Achievement OAA (GA)
 Verify - OGT (GX)

LCE Validation:
0 Records Displayed

Any errors from the verify process display in a grid at the bottom of the screen.

6. (Optional) If errors display, in the row of each error, you can click the student's name to navigate to the corresponding assessment screen for that student and make the necessary correction(s).

LCE Validation:						
4111 Records Displayed						
Building IRN	Building	EMIS ID	Student Number	Name	Severity	Issue
001081	ASHLAND HIGH SCHOOL	A12345678	11111111	ADKINS, ANDY	F	Student is missing required test record for test part Math
001081	ASHLAND HIGH SCHOOL	A27592058	11111111	ADKINS, ANDY	F	Student is missing required test record for test part Reading
001081	ASHLAND HIGH SCHOOL	A12345678	11111111	ADKINS, ANDY	F	Student is missing required test record for test part Social Studies / Citizenship
001081	ASHLAND HIGH SCHOOL	A12345678	11111111	ADKINS, ANDY	F	Student is missing required test record for test part Science
001081	ASHLAND HIGH SCHOOL	A12345678	11111111	ADKINS, ANDY	F	Student is missing required test record for test part Writing
001081	ASHLAND HIGH SCHOOL	A87654321	22222222	BRADEN, DANIEL	F	Student is missing required test record for test part Math
001081	ASHLAND HIGH SCHOOL	A87654321	22222222	BRADEN, DANIEL	F	Student is missing required test record for test part Reading
001081	ASHLAND HIGH SCHOOL	A87654321	22222222	BRADEN, DANIEL	F	Student is missing required test record for test part Social Studies / Citizenship

Verify EMIS Run Requests for Assessment Data

You can run this verify process at any time to monitor your district's outstanding EMIS processes and transfers of assessment data. This process reports on the history of these processes, showing when they were run and who ran them.

Navigation: StudentInformation – EMIS – Verify EMIS Run Requests

1. On the **EMIS Run Requests (CHECK_EMIS)** screen, in the **Reporting Collection** drop-down list, select **A**.
2. In the **District** section, select the checkbox beside each building for which you want to run this process. (You can also select the option to **Select All Buildings** or **Clear All Buildings** as needed.)
3. Select whether to view those processes that are **Not Run, Already Run**, (lists the last time each process was run) or a **History** (lists every time each process was run) for this reporting collection.
4. (Optional) If you selected **Not Run**, and you want to exclude verifications and/or transfers from the results, de-select the **Verification Not Run** and/or **Transfer Not Run** options as appropriate.
5. (Optional) For any of the process options, if you want to exclude from the results processes run prior to a specific date, in the **Exclude Runs Prior To** field, enter or select that date.
6. Click **Submit**.

StudentInformation > EMIS > Verify EMIS Run Requests (Find Students)

EMIS Run Requests (CHECK_EMIS)

From this screen, you can verify which EMIS programs have or have not been run.

Reporting Collection:

District: **Ashland City Schools**

Select All Buildings
 Clear All Buildings

ASHS - ASHLAND HIGH SCHOOL
 ASRE - Reagan Elementary
 ASJH - ASHLAND MIDDLE SCHOOL
 ASTA - Taft Intermediate
 ASED - Edison Elementary

Not Run
 Already Run
 History

Required:

- Assessment Collection Transfer - ACT (AC)
- Assessment Collection Transfer - AP (AP)
- Assessment Collection Transfer - CTE Industry Assessment (GU)
- Assessment Collection Transfer - CTE Industry Credential (GW)
- Assessment Collection Transfer - CTE Student Assessment - OCTCA (GY)
- Assessment Collection Transfer - DORP Growth (MAP) (GD)
- Assessment Collection Transfer - End of Course (GE)
- Assessment Collection Transfer - International Baccalaureate (IB)
- Assessment Collection Transfer - KRA (GO)
- Assessment Collection Transfer - Next Generation Assessment Grades 3-8 (GN)
- Assessment Collection Transfer - OELPA (GF)
- Assessment Collection Transfer - OGT (GX)
- Assessment Collection Transfer - Preschool ASQ/SE (GS)
- Assessment Collection Transfer - Preschool COS (GM)
- Assessment Collection Transfer - Preschool ELA (GB)
- Assessment Collection Transfer - SAT (SA)
- Assessment Collection Transfer - Student Achievement (GA)
- Assessment Collection Transfer - WorkKeys (WK)
- Assessment Collection Verify - ELA (GB)
- Assessment Collection Verify - KRA (GO)
- Assessment Collection Verify - OGT (GX)
- Assessment Collection Verify - Preschool ASQ/SE (GS)
- Assessment Collection Verify - Preschool COS (GM)
- Assessment Collection Verify - Student Achievement OAA (GA)

Include the Following Potential Problems:

Verification Not Run
 Transfer Not Run

Exclude Runs Prior To:

Results display in a grid at the bottom of the screen based on your selections. (See examples that follow.)

EMIS Requests Not Run

Not Run
 Already Run
 History

Ashland City Schools				
Building	Module	Program	Run Date	Issue
ASHLAND HIGH SCHOOL	Assessment Collection	ACT (AC)		Transfer not run
ASHLAND HIGH SCHOOL	Assessment Collection	AP (AP)		Transfer not run
ASHLAND HIGH SCHOOL	Assessment Collection	CTE Industry Assessment (GU)		Transfer not run
ASHLAND HIGH SCHOOL	Assessment Collection	CTE Industry Credential (GW)		Transfer not run
ASHLAND HIGH SCHOOL	Assessment Collection	CTE Student Assessment - OCTCA (GY)		Transfer not run
ASHLAND HIGH SCHOOL	Assessment Collection	DORP Growth (MAP) (GD)		Transfer not run
ASHLAND HIGH SCHOOL	Assessment Collection	ELA (GB)		Verify not run
ASHLAND HIGH SCHOOL	Assessment Collection	End of Course (GE)		Transfer not run
ASHLAND HIGH SCHOOL	Assessment Collection	International Baccalaureate (IB)		Transfer not run
ASHLAND HIGH SCHOOL	Assessment Collection	KRA (GO)		Verify/Transfer not run

EMIS Requests Already Run

Not Run
 Already Run
 History

Exclude Runs Prior To:

Ashland City Schools								
Building	Module	Program	Verify Run Date	Verify	Update Run Date	Update	Transfer Run Date	Transfer
ASHLAND HIGH SCHOOL	Assessment Collection	ACT (AC)		<input type="checkbox"/>		<input type="checkbox"/>	04/24/2017 10:18 AM	<input checked="" type="checkbox"/>
ASHLAND HIGH SCHOOL	Assessment Collection	AP (AP)		<input type="checkbox"/>		<input type="checkbox"/>	04/24/2017 10:18 AM	<input checked="" type="checkbox"/>
ASHLAND HIGH SCHOOL	Assessment Collection	CTE Industry Assessment (GU)		<input type="checkbox"/>		<input type="checkbox"/>	08/12/2016 03:21 PM	<input checked="" type="checkbox"/>
ASHLAND HIGH SCHOOL	Assessment Collection	CTE Industry Credential (GW)		<input type="checkbox"/>		<input type="checkbox"/>	04/25/2017 01:40 PM	<input checked="" type="checkbox"/>
ASHLAND HIGH SCHOOL	Assessment Collection	CTE Student Assessment - OCTCA (GY)		<input type="checkbox"/>		<input type="checkbox"/>	08/12/2016 03:21 PM	<input checked="" type="checkbox"/>
ASHLAND HIGH SCHOOL	Assessment Collection	DORP Growth (MAP) (GD)		<input type="checkbox"/>		<input type="checkbox"/>	04/26/2017 07:52 AM	<input checked="" type="checkbox"/>
ASHLAND HIGH SCHOOL	Assessment Collection	ELA (GB)	08/25/2016 01:55 PM	<input checked="" type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
ASHLAND HIGH SCHOOL	Assessment Collection	End of Course (GE)		<input type="checkbox"/>		<input type="checkbox"/>	04/24/2017 10:18 AM	<input checked="" type="checkbox"/>

History of EMIS Run Requests

Not Run
 Already Run
 History

Exclude Runs Prior To:

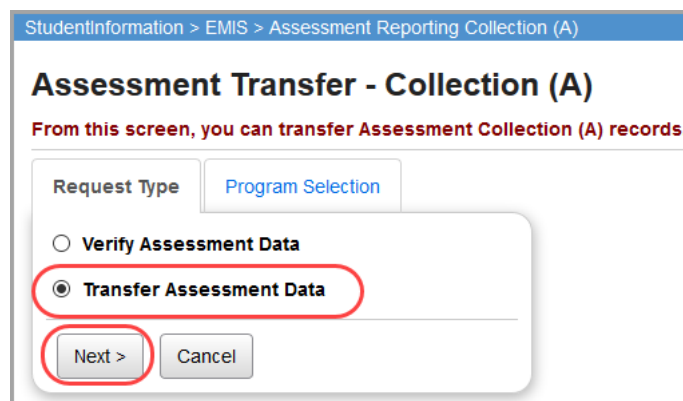
271 Records Displayed

Building	Module	Program	Action	User	Run Date ▼
ASHLAND HIGH SCHOOL	Assessment Collection	Preschool ELA (GB)	Transfer	[blurred]	04/26/2017 08:35 AM
ASHLAND MIDDLE SCHOOL	Assessment Collection	Preschool ELA (GB)	Transfer	[blurred]	04/26/2017 08:35 AM
Edison Elementary	Assessment Collection	Preschool ELA (GB)	Transfer	[blurred]	04/26/2017 08:35 AM
Reagan Elementary	Assessment Collection	Preschool ELA (GB)	Transfer	[blurred]	04/26/2017 08:35 AM
Taft Intermediate	Assessment Collection	Preschool ELA (GB)	Transfer	[blurred]	04/26/2017 08:35 AM
ASHLAND HIGH SCHOOL	Assessment Collection	DORP Growth (MAP) (GD)	Transfer	[blurred]	04/26/2017 07:52 AM
ASHLAND MIDDLE SCHOOL	Assessment Collection	DORP Growth (MAP) (GD)	Transfer	[blurred]	04/26/2017 07:52 AM
Edison Elementary	Assessment Collection	DORP Growth (MAP) (GD)	Transfer	[blurred]	04/26/2017 07:52 AM

Transfer Assessment Data

Navigation: StudentInformation – EMIS – Assessment Reporting Collection (A)

1. On the **Assessment Transfer - Collection (A)** screen **Request Type** tab, select **Transfer Assessment Data**.
2. Click **Next**.



3. On the **Program Selection** tab, select the transfer(s) of assessment data that you want to run. Or, to select all available transfers, click **Select all transfers**.

Note: From FY17 and forward, the GU Assessment Transfer is no longer available as it is no longer used for EMIS reporting

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

- **Flat file transfer** – Creates a flat file that you can manually transfer 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 your district's unique district code.

Note: If you are not sure which **Transfer Type** to choose, please contact your ITC.

5. Click **Submit**.

StudentInformation > EMIS > Assessment Reporting Collection (A)

EMIS - Create Flat Files - Select Files

From this screen, you can transfer Assessment Collection (A) records.

Request Type | Program Selection

- Select all transfers
- Transfer - ACT (AC)
- Transfer - AP (AP)
- Transfer - CTE Industry Credential (GW)
- Transfer - CTE Student Assessment - OCTCA (GY)
- Transfer - DORP Growth (MAP) (GD)
- Transfer - End of Course (GE)
- Transfer - International Baccalaureate (IB)
- Transfer - KRA (GO)
- Transfer - Next Generation Assessment Grades 3-8 (GN)
- Transfer - OELPA (GF)
- Transfer - OGT (GX)
- Transfer - Preschool COS (GM)
- Transfer - Preschool ELA (GB)
- Transfer - SAT (SA)
- Transfer - Student Achievement (GA)
- Transfer - WorkKeys (WK)

Transfer Type:*

- Flat file transfer
- Flat file transfer for Data Collector

< Back | Submit | Cancel

The extract creates a file with the appropriate assessment records.

Staff/Course Reporting Collection (L)

Use Staff/Course Reporting Collection (L) to report course data to the state during the required collection windows throughout the year. This includes relationship information between courses, classes, staff and students.

- To verify the completeness of the course data you plan to report to EMIS, see [“Verify Course Data.”](#)
- To create the extract to transfer your course data, see [“Transfer Course Data.”](#)

Verify Course Data

You can verify different types of course data before transferring it to the state. Refer to the appropriate section as follows:

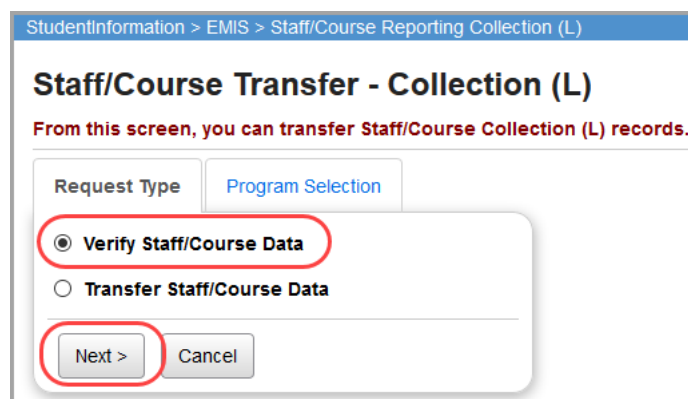
- [“Verify EMIS Run Requests for Course Data”](#)
- [“Verify Reportable Courses”](#)
- [“Verify Subject Codes”](#)
- [“Verify/Update Course and Class List”](#)

Verify EMIS Run Requests for Course Data

You can run this verify process at any time to monitor your district’s outstanding EMIS processes and transfers of course data. This process reports on the history of these processes, showing when they were run and who ran them.

Navigation: StudentInformation – EMIS – Staff/Course Reporting Collection (L)

1. On the **Staff/Course Transfer - Collection (L)** screen **Request Type** tab, select **Verify Staff/Course Data**.
2. Click **Next**.



3. On the **Program Selection** tab, select **Verify - EMIS Run Requests (CHECK_EMIS)**.

- Click **Next**.

- On the **EMIS Run Requests (CHECK_EMIS)** screen, in the **District** section, select the checkbox beside each building for which you want to run this process. (You can also select the option to **Select All Buildings** or **Clear All Buildings** as needed.)
- Select whether to view those processes that are **Not Run**, **Already Run** (lists the last time each process was run), or a **History** (lists every time each process was run) for this reporting collection.
 - (Optional) If you selected **Not Run**, and you want to exclude verifications and/or transfers from the results, de-select the **Verification Not Run** and/or **Transfer Not Run** options as appropriate.
 - (Optional) For any of the process options, if you want to exclude from the results processes run prior to a specific date, in the **Exclude Runs Prior To** field, enter or select that date.
- Click **Submit**.

StudentInformation > EMIS > Verify EMIS Run Requests Find S

EMIS Run Requests (CHECK_EMIS)

From this screen, you can verify which EMIS programs have or have not been run.

Reporting Collection: *

District: * Ashland City Schools

Select All Buildings Clear All Buildings

ASHS - ASHLAND HIGH SCHOOL ASRE - Reagan Elementary
 ASJH - ASHLAND MIDDLE SCHOOL ASTA - Taft Intermediate
 ASED - Edison Elementary

Not Run Already Run History

Include the Following Potential Problems:

Verification Not Run
 Transfer Not Run
 Update Not Run
 Transfer Not Run After Update

Required:
 Staff/Course Collection Transfer - Course Master (CN)
 Staff/Course Collection Transfer - CTE Correlated Class Record (CV)
 Staff/Course Collection Transfer - Mapped Local Classroom Code (CM)
 Staff/Course Collection Transfer - Staff Course (CU)
 Staff/Course Collection Transfer - Student Course (GN)
 Staff/Course Collection Update - Course and Class List (CLISEMIS/CTRMEMIS)
 Staff/Course Collection Verify - Course and Class List (CLISEMIS/CTRMEMIS)
 Staff/Course Collection Verify - Reportable Courses
 Staff/Course Collection Verify - Subject Codes (INVSUBJ)

Exclude Runs Prior To:

Results display in a grid at the bottom of the screen based on your selections. (See examples that follow.)

EMIS Requests Not Run

Not Run Already Run History

Ashland City Schools

Building	Module	Program	Run Date	Issue
ASHLAND HIGH SCHOOL	Staff/Course Collection	Course and Class List (CLISEMIS/CTRMEMIS)		Verify/Update not run
ASHLAND HIGH SCHOOL	Staff/Course Collection	Course Master (CN)		Transfer not run
ASHLAND HIGH SCHOOL	Staff/Course Collection	CTE Correlated Class Record (CV)		Transfer not run
ASHLAND HIGH SCHOOL	Staff/Course Collection	Mapped Local Classroom Code (CM)		Transfer not run
ASHLAND HIGH SCHOOL	Staff/Course Collection	Reportable Courses		Verify not run
ASHLAND HIGH SCHOOL	Staff/Course Collection	Staff Course (CU)		Transfer not run
ASHLAND HIGH SCHOOL	Staff/Course Collection	Student Course (GN)		Transfer not run

EMIS Requests Already Run

StudentInformation > EMIS > Verify EMIS Run Requests

EMIS Run Requests (CHECK_EMIS)

From this screen, you can verify which EMIS programs have or have not been run.

Reporting Collection: * L

District: * Ashland City Schools

Select All Buildings Clear All Buildings

ASHS - ASHLAND HIGH SCHOOL ASRE - Reagan Elementary
 ASJH - ASHLAND MIDDLE SCHOOL ASTA - Taft Intermediate
 ASED - Edison Elementary

Not Run **Already Run** History

Exclude Runs Prior To:

Ashland City Schools

Building	Module	Program	Verify Run Date	Verify	Update Run Date	Update	Transfer Run Date	Transfer
ASHLAND HIGH SCHOOL	CTRMEMIS/CLISEMIS	Course and Class List (CLISEMIS/CTRMEMIS)		<input type="checkbox"/>	08/29/2017 02:46 AM	<input checked="" type="checkbox"/>		<input type="checkbox"/>
ASHLAND MIDDLE SCHOOL	CTRMEMIS/CLISEMIS	Course and Class List (CLISEMIS/CTRMEMIS)		<input type="checkbox"/>	08/29/2017 02:46 AM	<input checked="" type="checkbox"/>		<input type="checkbox"/>

History of EMIS Run Requests

StudentInformation > EMIS > Verify EMIS Run Requests

EMIS Run Requests (CHECK_EMIS)

From this screen, you can verify which EMIS programs have or have not been run.

Reporting Collection: * L

District: * Ashland City Schools

Select All Buildings Clear All Buildings

ASHS - ASHLAND HIGH SCHOOL ASRE - Reagan Elementary
 ASJH - ASHLAND MIDDLE SCHOOL ASTA - Taft Intermediate
 ASED - Edison Elementary

Not Run Already Run **History**

Exclude Runs Prior To:

2 Records Displayed

Building	Module	Program	Action	User	Run Date
ASHLAND HIGH SCHOOL	CTRMEMIS/CLISEMIS	Course and Class List (CLISEMIS/CTRMEMIS)	Update		08/29/2017 02:46 AM
ASHLAND MIDDLE SCHOOL	CTRMEMIS/CLISEMIS	Course and Class List (CLISEMIS/CTRMEMIS)	Update		08/29/2017 02:46 AM

Verify Reportable Courses

This process verifies the **Report to EMIS** value on the course records in the building(s) you select and lets you update this value if it is incorrect for any course.

Navigation: StudentInformation – EMIS – Staff/Course Reporting Collection (L)

1. On the **Staff/Course Transfer - Collection (L)** screen **Request Type** tab, select **Verify Staff/Course Data**.
2. Click **Next**.

The screenshot shows the 'Staff/Course Transfer - Collection (L)' screen with the 'Request Type' tab selected. The breadcrumb path is 'StudentInformation > EMIS > Staff/Course Reporting Collection (L)'. Below the title, there is a sub-header: 'From this screen, you can transfer Staff/Course Collection (L) records.' There are two tabs: 'Request Type' (active) and 'Program Selection'. Under the 'Request Type' tab, there are two radio button options: 'Verify Staff/Course Data' (selected and circled in red) and 'Transfer Staff/Course Data'. At the bottom, there are three buttons: '< Back', 'Next >' (circled in red), and 'Cancel'.

3. On the **Program Selection** tab, select **Verify - Reportable Courses**.
4. Click **Next**.

The screenshot shows the 'Staff/Course Verify/Update - Collection (L)' screen with the 'Program Selection' tab selected. The breadcrumb path is 'StudentInformation > EMIS > Staff/Course Reporting Collection (L)'. Below the title, there is a sub-header: 'From this screen, you can transfer Staff/Course Collection (L) records.' There are two tabs: 'Request Type' and 'Program Selection' (active). Under the 'Program Selection' tab, there are four radio button options: 'Verify - EMIS Run Requests (CHECK_EMIS)', 'Verify - Reportable Courses' (selected and circled in red), 'Verify - Subject Codes (INVSUBJ)', and 'Verify/Update - Course and Class List (CLISEMIS/CTRMEMIS)'. At the bottom, there are three buttons: '< Back', 'Next >' (circled in red), and 'Cancel'.

5. On the **Verify Reportable Courses - (L)** screen, select the checkbox beside each building for which you want to run this process. (You can also select the option to **Select All Buildings** or **Clear All Buildings** as needed.)
6. Select a run option for this process from the following options:
 - **All Courses** – Returns all courses for the selected building(s); courses reportable to EMIS have the **Report to EMIS** checkbox selected by default.
 - **Only Reportable Courses** – Returns only courses marked as reportable to EMIS.
 - **Only Non-Reportable Courses** – Returns only courses marked as not reportable to EMIS.

7. Click **Verify**.

StudentInformation > EMIS > Verify Reportable Courses

Verify Reportable Courses - (L) Ashland City Schools

From this screen, you can verify courses marked reportable to EMIS.

Include Buildings:*

Select All Buildings Clear All Buildings

ASHS - ASHLAND HIGH SCHOOL ASRE - Reagan Elementary

ASJH - ASHLAND MIDDLE SCHOOL ASTA - Taft Intermediate

ASED - Edison Elementary

All Courses Only Reportable Courses Only Non-Reportable Courses

Courses matching your run type selection display.

8. (Optional) To open a course record, in the row of the course, click the **Course Code** link.
9. (Optional) To update whether a course in the list is reportable to EMIS:
 - a. In the row of the course, select or de-select the **Report to EMIS** checkbox. (To select or de-select all courses in the list at once, select the **Select all courses** checkbox at the bottom of the screen.)
 - b. Click **Save Report to EMIS**.

StudentInformation > EMIS > Verify Reportable Courses

Verify Reportable Courses - (L) Ashland City Schools

From this screen, you can verify courses marked reportable to EMIS.

Include Buildings:*

Select All Buildings Clear All Buildings

ASHS - ASHLAND HIGH SCHOOL ASRE - Reagan Elementary

ASJH - ASHLAND MIDDLE SCHOOL ASTA - Taft Intermediate

ASED - Edison Elementary

All Courses Only Reportable Courses Only Non-Reportable Courses

18 Records Displayed

Report to EMIS	Building	Course Code	Course Name	Curriculum	Delivery Method	Educational Option	Student Population	EMIS Subject Code	Section Exists	CSA Exists	Is Active
<input type="checkbox"/>	ASRE			**	**	**	**		no	no	●
<input type="checkbox"/>	ASRE			**	**	**	**		no	no	●
<input checked="" type="checkbox"/>	ASRE			**	**	**	**		no	no	●
<input type="checkbox"/>	ASRE			**	**	**	**		no	no	●
<input type="checkbox"/>	ASRE			**	**	**	**		no	no	●
<input checked="" type="checkbox"/>	ASRE			**	**	**	**		no	no	●
<input type="checkbox"/>	ASRE			**	**	**	**		no	no	●
<input type="checkbox"/>	ASRE			**	**	**	**		no	no	●
<input type="checkbox"/>	ASRE			**	**	**	**		no	no	●
<input type="checkbox"/>	ASRE			**	**	**	**		no	no	●
<input type="checkbox"/>	ASRE			**	**	**	**		no	no	●
<input type="checkbox"/>	ASRE			**	**	**	**		no	no	●
<input type="checkbox"/>	ASRE			**	**	**	**		no	no	●
<input type="checkbox"/>	ASRE			**	**	**	**		no	no	●
<input checked="" type="checkbox"/>	ASRE			**	**	**	**		no	no	●
<input checked="" type="checkbox"/>	ASRE			**	**	**	**		no	no	●
<input type="checkbox"/>	ASRE			**	**	**	**		no	no	●

18 Records Displayed [Back To Top](#)

Select all courses

A confirmation message displays, and the **Report to EMIS** value of the selected course(s) is updated.

StudentInformation > EMIS > Verify Reportable Courses

Verify Reportable Courses - (L) Ashland City Schools

From this screen, you can verify courses marked reportable to EMIS.

Report to EMIS flag was successfully updated for all courses.

Verify Subject Codes

This process reports any EMIS reportable courses or course section overrides that are tied to invalid subject codes.

Navigation: StudentInformation – EMIS – Staff/Course Reporting Collection (L)

1. On the **Staff/Course Transfer - Collection (L)** screen **Request Type** tab, select **Verify Staff/Course Data**.
2. Click **Next**.

StudentInformation > EMIS > Staff/Course Reporting Collection (L)

Staff/Course Transfer - Collection (L)

From this screen, you can transfer Staff/Course Collection (L) records.

Request Type Program Selection

Verify Staff/Course Data

Transfer Staff/Course Data

3. On the **Program Selection** tab, select **Verify - Subject Codes (INVSUBJ)**.
4. Click **Next**.

StudentInformation > EMIS > Staff/Course Reporting Collection (L)

Staff/Course Verify/Update - Collection (L)

From this screen, you can transfer Staff/Course Collection (L) records.

Request Type Program Selection

Verify - EMIS Run Requests (CHECK_EMIS)

Verify - Reportable Courses

Verify - Subject Codes (INVSUBJ)

Verify/Update - Course and Class List (CLISEMIS/CTRMEMIS)

5. On the **Identify Invalid Subjects - (L)** screen, select the checkbox beside each building for which you want to run this process. (You can also select the option to **Select All Buildings** or **Clear All Buildings** as needed.)

6. Click **Submit**.

If any EMIS reportable course is tied to an invalid subject code, it displays in the **Course Subjects** grid, even if the course does not have any students enrolled. If any EMIS reportable course section override is tied to an invalid subject code, it displays in the **Course Section Override Subjects** grid.

23 Records Displayed

Building IRN	Building	Course Code	Course Name	EMIS Course Subject Code	Students Enrolled
0000	ASHS			042020	<input type="checkbox"/>
0000	ASHS				<input type="checkbox"/>
0000	ASHS			140300	<input checked="" type="checkbox"/>
0000	ASHS			011001	<input type="checkbox"/>
0000	ASHS				<input type="checkbox"/>
0000	ASHS				<input type="checkbox"/>
0000	ASHS			140310	<input type="checkbox"/>
0000	ASHS				<input type="checkbox"/>
0000	ASHS				<input type="checkbox"/>
0000	ASHS				<input type="checkbox"/>
0000	ASHS				<input type="checkbox"/>
0000	ASHS			132212	<input type="checkbox"/>
0000	ASHS				<input type="checkbox"/>
0000	ASHS			140300	<input checked="" type="checkbox"/>
0000	ASHS				<input checked="" type="checkbox"/>

23 Records Displayed [Back To Top](#)

0 Records Displayed

Building IRN	Building	Course Code	Course Name	EMIS Course Subject Code	Section Number	Students Enrolled
There are no records to display						

Verify/Update Course and Class List

Navigation: StudentInformation – EMIS – Staff/Course Reporting Collection (L)

1. On the **Staff/Course Transfer - Collection (L)** screen **Request Type** tab, select **Verify Staff/Course Data**.
2. Click **Next**.

StudentInformation > EMIS > Staff/Course Reporting Collection (L)

Staff/Course Transfer - Collection (L)

From this screen, you can transfer Staff/Course Collection (L) records.

Request Type Program Selection

Verify Staff/Course Data

Transfer Staff/Course Data

Next > Cancel

3. On the **Program Selection** tab, select **Verify/Update - Course and Class List (CLISEMIS/CTRMEMIS)**.
4. Click **Next**.

StudentInformation > EMIS > Staff/Course Reporting Collection (L)

Staff/Course Verify/Update - Collection (L)

From this screen, you can transfer Staff/Course Collection (L) records.

Request Type Program Selection

Verify - EMIS Run Requests (CHECK_EMIS)

Verify - Reportable Courses

Verify - Subject Codes (INVSUBJ)

Verify/Update - Course and Class List (CLISEMIS/CTRMEMIS)

< Back **Next >** Cancel

5. On the **Verify/Update Course Terms & Class List - (L)** screen, in the **Include Buildings** section, select the checkbox beside each building for which you want to run this process. (You can also select the option to **Select All Buildings** or **Clear All Buildings** as needed.)
6. In the **Run Type** option, select either to simply **Verify EMIS Reportable only** records or to **Update (Delete all and create)** new records.
7. (Optional) If you selected the verify process and want to change the number of courses that display on each page of the verify results, in the **Number of Courses Per Page** drop-down list, select the number (or **All students**).

- Click **Submit**.

StudentInformation > EMIS > Verify/Update Course Terms & Class List

Verify/Update Course Terms & Class List - (L) Ashland City Schools

From this screen, you can verify and update course terms and class lists.

Include Buildings:*

Select All Buildings **Clear All Buildings**

- ASHS - ASHLAND HIGH SCHOOL** *(Update not run yet)*
- ASJH - ASHLAND MIDDLE SCHOOL** *(Update not run yet)*
- ASED - Edison Elementary** *(Update not run yet)*
- ASRE - Reagan Elementary** *(Update not run yet)*
- ASTA - Taft Intermediate** *(Update not run yet)*

Run Type: **Verify EMIS Reportable Only** **Update (Delete all and create)**

Number of Courses Per Page: ▼

Submit
Cancel

If you selected the verify process, results display in a grid at the bottom of the screen.

- (Optional) If errors display in the verify results, in the row of each error, click the **Course Code** or **Course Name** link, and make the needed correction(s).

Building IRN	Building	Course Code	Course Name	EMIS Subject Code
1 - 10 11 - 20 21 - 30 31 - 40 41 - 50 51 - 60 61 - 70 71 - 80 81 - 90 91 - 91 Next				
	ASHS			
Course Messages:		<ul style="list-style-type: none"> - Error 24: Curriculum is invalid - Error 26: Delivery Method is invalid - Error 28: Educational Option is invalid - Error 3: Subject code not selected - Error 30: Student Population is invalid - Error 7: High School Credit Area is invalid - Error 8: High school credit amount is invalid 		
Course Section Messages:		<ul style="list-style-type: none"> - 1 Error 52: No teacher history record found for this course section. - 2 Error 52: No teacher history record found for this course section. 		
	ASHS			050160
Staff Messages:		<ul style="list-style-type: none"> - [Link] Error 2: Invalid highly qualified definition code 		
Course Section Messages:		<ul style="list-style-type: none"> - 30 Error 52: No teacher history record found for this course section. - 30 Error 56: Student has the same start date for multiple assignments of the same course section. - 74 Error 52: No teacher history record found for this course section. 		

Transfer Course Data

Navigation: StudentInformation – EMIS – Staff/Course Reporting Collection (L)

1. On the **Staff/Course Transfer - Collection (L)** screen **Request Type** tab, select **Transfer Staff/Course Data**.
2. Click **Next**.

3. On the **Program Selection** tab, select the transfer(s) of course data that you want to run. Or, to select all available transfers, click **Select all transfers**.
4. In the **Transfer Type** option, select how you want to transfer the extracted data:
 - **Flat file transfer** – Creates a flat file that you can manually transfer 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 your district's unique district code.

Note: If you are not sure which **Transfer Type** to choose, please contact your ITC.

5. Click **Submit**.

StudentInformation > EMIS > Staff/Course Reporting Collection (L)

EMIS - Create Flat Files - Select Files

From this screen, you can transfer Staff/Course Collection (L) records.

Request Type | Program Selection

- Select all transfers
- Transfer - Course Master (CN)
- Transfer - CTE Correlated Class Record (CV)
- Transfer - Mapped Local Classroom Code (CM)
- Transfer - Staff Course (CU)
- Transfer - Student Course (GN)

Transfer Type:^{*}

- Flat file transfer
- Flat file transfer for Data Collector

< Back | **Submit** | Cancel

The extract creates a file with the selected course record data.

Calendar Reporting Collection (C)

Use Calendar Reporting Collection (C) to report district or building calendar information for the next school year. The state uses the calendar to validate building days in session and student attendance. Refer to the appropriate section:

- To monitor your district’s EMIS processes and transfers of calendar data, see [“Verify EMIS Run Requests for Calendar Data.”](#)
- To create the extract to transfer your calendar data, see [“Transfer Calendar Data.”](#)

Note: You can update the subcalendar start and end dates, and the updated dates will be reflected in the DL transfer that is part of the calendar reporting.

Verify EMIS Run Requests for Calendar Data

You can run this verify process at any time to monitor your district’s outstanding EMIS processes and transfers of calendar data. This process reports on the history of these processes, showing when they were run and who ran them.

Navigation: StudentInformation – EMIS – Calendar Reporting Collection (C) – Calendar Collection Transfer

1. On the **Calendar Transfer - Reporting Collection (C)** screen **Request Type** tab, select **Verify Calendar Data**.
2. Click **Next**.

3. On the **Program Selection** tab, select **Verify - EMIS Run Requests (CHECK_EMIS)**.

4. Click **Next**.

StudentInformation > EMIS > Calendar Reporting Collection (C) > Calendar Collection Transfer

Calendar Verify/Update - Reporting Collection (C)

From this screen, you can transfer Reporting Period (C) Calendar records.

Request Type Program Selection

Verify - EMIS Run Requests (CHECK_EMIS)

Verify - Reported Calendars and Exception Days

< Back **Next >** Cancel

5. On the **EMIS Run Requests (CHECK_EMIS)** screen, in the **District** section, select the checkbox beside each building for which you want to run this process. You can also select the option to **Select All Buildings** or **Clear All Buildings** as needed.
6. Select whether to view those processes that are **Not Run**, **Already Run** (lists the last time each process was run), or a **History** (lists every time each process was run) for this reporting collection.
7. (Optional) If you selected **Not Run**, and you want to exclude verifications and/or transfers from the results, de-select the **Verification Not Run** and/or **Transfer Not Run** options as appropriate.
8. (Optional) For any of the process options, if you want to exclude from the results processes run prior to a specific date, in the **Exclude Runs Prior To** field, enter or select that date.
9. Click **Submit**.

StudentInformation > EMIS > Verify EMIS Run Requests

EMIS Run Requests (CHECK_EMIS)

From this screen, you can verify which EMIS programs have or have not been run.

Reporting Collection: * C

District: * SADoc

Select All Buildings Clear All Buildings

DOES - SADoc Elementary School **DOMS - SADoc Middle School**

DOHS - SADoc High School

Not Run Already Run History

Include the Following Potential Problems:

Verification Not Run

Transfer Not Run

Required:
Calendar Collection Transfer - Building and Grade Calendar (DN/DL)
Calendar Collection Verify - Reported Calendars and Exception Days

Required (Not Available Yet):
Calendar Collection Verify - Reported Calendars and Exception Days

Exclude Runs Prior To:


Submit **Cancel**

Results display in a grid at the bottom of the screen based on your selections. (See examples that follow.)

EMIS Requests Not Run

Not Run
 Already Run
 History

Include the Following Potential Problems:
 Verification Not Run
 Transfer Not Run

Exclude Runs Prior To: 

Required:
 Calendar Collection Transfer - Building and Grade Calendar (DN/DL)
 Calendar Collection Verify - Reported Calendars and Exception Days


Required (Not Available Yet):
 Calendar Collection Verify - Reported Calendars and Exception Days

SADoc

Building	Module	Program	Run Date	Issue
SADoc Elementary School	Calendar Collection	Building and Grade Calendar (DN/DL)		Transfer not run
SADoc Elementary School	Calendar Collection	Reported Calendars and Exception Days		Verify not run
SADoc High School	Calendar Collection	Building and Grade Calendar (DN/DL)		Transfer not run
SADoc High School	Calendar Collection	Reported Calendars and Exception Days		Verify not run
SADoc Middle School	Calendar Collection	Building and Grade Calendar (DN/DL)		Transfer not run
SADoc Middle School	Calendar Collection	Reported Calendars and Exception Days		Verify not run

EMIS Requests Already Run

Not Run
 Already Run
 History


Exclude Runs Prior To: 

SADoc

Building	Module	Program	Verify Run Date	Verify	Update Run Date	Update	Transfer Run Date	Transfer
SADoc Elementary School	Calendar Collection	Building and Grade Calendar (DN/DL)		<input type="checkbox"/>		<input type="checkbox"/>	05/28/2018 04:05 PM	<input checked="" type="checkbox"/>
SADoc High School	Calendar Collection	Building and Grade Calendar (DN/DL)		<input type="checkbox"/>		<input type="checkbox"/>	05/28/2018 04:05 PM	<input checked="" type="checkbox"/>
SADoc Middle School	Calendar Collection	Building and Grade Calendar (DN/DL)		<input type="checkbox"/>		<input type="checkbox"/>	05/28/2018 04:05 PM	<input checked="" type="checkbox"/>

History of EMIS Run Requests

Not Run Already Run History

Exclude Runs Prior To: 

3 Records Displayed

Building	Module	Program	Action	User	Run Date ▼
SADoc Elementary School	Calendar Collection	Building and Grade Calendar (DN/DL)	Transfer	Principal, Hylie	05/28/2018 04:05 PM
SADoc High School	Calendar Collection	Building and Grade Calendar (DN/DL)	Transfer	Principal, Hylie	05/28/2018 04:05 PM
SADoc Middle School	Calendar Collection	Building and Grade Calendar (DN/DL)	Transfer	Principal, Hylie	05/28/2018 04:05 PM

Transfer Calendar Data

Navigation: StudentInformation – EMIS – Calendar Reporting Collection (C) – Calendar Collection Transfer

1. On the **Calendar Transfer - Reporting Collection (C)** screen **Request Type** tab, select **Transfer Calendar Data**.
2. Click **Next**.

StudentInformation > EMIS > Calendar Reporting Collection (C) > Calendar Collection Transfer

Calendar Transfer - Reporting Collection (C)

From this screen, you can transfer Reporting Period (C) Calendar records.

Request Type

Verify Calendar Data

Transfer Calendar Data

3. On the **Program Selection** tab, select the transfer(s) of calendar data that you want to run. Or to include all available transfers, select the **Select all transfers** checkbox.

4. In the **Transfer Type** option, select how you want to transfer the extracted data:
 - **Flat file transfer** – Creates a flat file that you can manually transfer 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 your district's unique district code.

Note: If you are not sure which **Transfer Type** to choose, please contact your ITC.

5. Click **Submit**.

The extract creates a file with the selected assessment record data.

Grad Progress Reporting Collection (R)

Use Grad Progress Reporting Collection (R) to report details about students' progress toward graduation, which includes a count of their CORE Summary credits earned as of the beginning of the school year. This collection includes students enrolled as of count week Friday (first full week in October).

Refer to the appropriate section as follows:

- To verify the graduation progress data that you plan to report and/or to update students' non-graduate CORE Summary records, see [“Verify and Update CORE Summary Data.”](#)
- To transfer graduation progress data to the Data Collector, see [“Transfer Graduation Progress Data.”](#)
- To review a history of the district's Collection R EMIS processes and transfers and those that are still outstanding, see [“Review Collection R Process Runs.”](#)
- To update EMIS GC-Student Graduation-CORE Summary records for students in grades 9 and above, see [“Update Non-graduate CORE Summary Records.”](#)

Verify and Update CORE Summary Data

Navigation: StudentInformation – EMIS – Grad Progress Reporting Collection (R)

Before transferring graduation progress data, you can verify and/or update each student's CORE Summary (GC) record. The GC record provides a student's credits earned toward graduation by CORE subject area.

Note: Prior to running the verification process, you should run the **Bulk Update Course Core Subject Area** and **Bulk Update Manual Course Core Subject Area** processes as needed. These two ad-hoc updates allow you to update the CORE subject area on courses and manually entered course records. (See [“Bulk Update Courses”](#) and/or [“Bulk Update Manual Courses.”](#))

1. With the correct school year in context, on the **Grad Progress Transfer - Collection (R)** screen **Request Type** tab, select **Verify Grad Progress Data (R)**.
2. Click **Next**.

The screenshot shows the 'Grad Progress Transfer - Collection (R)' interface. At the top, there is a breadcrumb trail: 'StudentInformation > EMIS > Grad Progress Reporting Collection (R)'. Below this, the title 'Grad Progress Transfer - Collection (R)' is displayed, followed by a red instruction: 'From this screen, you can transfer Grad Progress Collection (R) records.' The main area contains two tabs: 'Request Type' and 'Program Selection'. Under the 'Request Type' tab, there are two radio button options: 'Verify Grad Progress Data (R)' (which is selected and circled in red) and 'Transfer Grad Progress Data (R)'. At the bottom of the form, there are two buttons: 'Next >' (circled in red) and 'Cancel'.

3. On the **Program Selection** tab, select **Verify/Update - CORE Summary**.
4. Click **Next**.

5. On the **CORE Summary Verify / Update** screen, in the **Include Buildings** section, select the checkbox beside each building whose graduation progress data you want to verify/update. Or, to include all buildings, select the **Select All Buildings** option.
6. For the **Run Type** option, select either to simply **Verify** records or to **Update** (delete and create new) records.
7. (Optional) To change the number of courses or student records that display on each page of the verify/update results, in the **Number of Courses/Students Per Page** drop-down list, select the number (or **All** courses or students).
8. If you selected the **Verify Mode** option, to verify course records, select **Course Verify**. Or, to verify student records, select **Student Verify**.
9. (Optional) If you selected a **Verify Mode** of **Course Verify** and you want to verify courses for school years in addition to the school year in context, select the school year(s) in the **School Years** dual listbox on the left, then click → to move them to the **School Years To Verify** dual listbox on the right (you can hold down CTRL or SHIFT to make multiple selections and use any of the arrow icons to move the languages between the two dual listboxes).

10. Click **Submit**.

The update process creates an EMIS CORE summary record for Collection (R) for each student by summing the student’s earned credits by CORE subject area 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** selected for all school years.

Note: For manually entered course records and course section assignments that have **Is High School Credit** selected but no CORE subject area, the course credit is not included in the summary.

Any error or warning messages display at the bottom of the screen. For guidance on interpreting these messages, refer to the following example:

“GC01E - CORE Subject Area not specified” indicates:

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

11. (Optional) To review a warning or correct an error:

- Course verify – To access a course in the indicated school year, click the school year.

Building IRN	Building	Course Code	Course Name	EMIS Subject Code
002782	BRHS	ENGLISH 9 INC	ENGLISH 9 INC	
Course Messages: - 2016-2017 GC01E - CORE Subject Area not specified				
002782	BRHS	GEOL & ENV INC	GEO & ENV SCI INC	
Course Messages: - 2016-2017 GC01E - CORE Subject Area not specified				
002782	BRHS	PHY SCI INC	PHYSICAL SCI INC	
Course Messages: - 2016-2017 GC01E - CORE Subject Area not specified				
002782	BRHS	PS741	MUSIC AS A WORLD PHENOMENON	
Course Messages: - 2016-2017 GC01E - CORE Subject Area not specified				

- Student verify – To access a student’s profile, click the student’s name.

Building IRN	Building	Student Name	Student Number	EMIS ID
<i>Manually Entered Course Messages:</i>				
-	2014-2015	-	10100 - ENGLISH 11 - 4	GC11E - Manually Entered Course has no Earned Credits
-	2014-2015	-	10100 - ENGLISH 11 - 4	GC11E - Manually Entered Course has no Earned Credits
-	2014-2015	-	20300 - ALGEBRA II - 3	GC11E - Manually Entered Course has no Earned Credits
-	2014-2015	-	20300 - ALGEBRA II - 3	GC11E - Manually Entered Course has no Earned Credits
-	2014-2015	-	52000 - ANATOMY/PHYSIO. - 1	GC11E - Manually Entered Course has no Earned Credits
-	2014-2015	-	52000 - ANATOMY/PHYSIO. - 1	GC11E - Manually Entered Course has no Earned Credits
-	2014-2015	-	SPOR1 - SPORTS SCI. 1 - 2	GC11E - Manually Entered Course has no Earned Credits
-	2014-2015	-	SPOR1 - SPORTS SCI. 1 - 2	GC11E - Manually Entered Course has no Earned Credits
<i>Manually Entered Course Messages:</i>				
-	2014-2015	-	095 - VIDEO PROD 1 - 72	GC12E - No Dual Credit value entered for this course for this student
<i>Manually Entered Course Messages:</i>				
-	2014-2015	-	072 - POWER READING - 41	GC12E - No Dual Credit value entered for this course for this student

Note: Course groups do not require a CORE Subject Area, although the courses inside the course group may require a CORE Subject Area.

Transfer Graduation Progress Data

Navigation: StudentInformation – EMIS – Grad Progress Reporting Collection (R)

1. With the correct school year in context, on the **Grad Progress Transfer - Collection (R)** screen **Request Type** tab, select **Transfer Grad Progress Data (R)**.

2. Click **Next**.

StudentInformation > EMIS > Grad Progress Reporting Collection (R)

Grad Progress Transfer - Collection (R)

From this screen, you can transfer Grad Progress Collection (R) records.

Request Type Program Selection

Verify Grad Progress Data (R)

Transfer Grad Progress Data (R)

3. On the **Program Selection** tab, select the checkbox beside the type of data you want to transfer. Or, to select all types, select the **Select all transfers** checkbox.
4. In the **Transfer Type** option, select how you want to transfer the extracted data:
 - **Flat file transfer** – Creates a flat file that you can manually transfer 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 your 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 collection checklist.

5. Click **Submit**.

StudentInformation > EMIS > Grad Progress Reporting Collection (R)

EMIS - Create Flat Files - Select Files

From this screen, you can transfer Grad Progress Collection (R) records.

Request Type Program Selection

Select all transfers

Transfer - Student Attributes - No Date (FN)

Transfer - Student Graduation - Core Summary Record (GC)

Transfer Type: *

Flat file transfer

Flat file transfer for Data Collector

The graduation progress data transfer process creates records for students based on rules specific to the type of data being transferred.

Fields Included on the FN – Student Attributes – No Date Record in Collection R

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

Student Graduation – Core Summary Record (GC) Layout

Number	Position	Name	PIC/Size
GC001	1-8	Filler	PIC 9 (8)
GC010	9-10	Sort Type (always “GC”)	PIC X (2)
	11	Filler	PIC X

Student Graduation – Core Summary Record (GC) Layout

Number	Position	Name	PIC/Size
GC020	12-15	Fiscal Year, e.g., 2009 (CCYY)	PIC X (4)
GC030	16	Reporting Period "R"	PIC X
GC040	17-22	District IRN	PIC X (6)
GC050	23-31	EMIS Student ID Number:	PIC X (9)
GC060	32-34	CORE Area Code BUS – Business units CTA – Career/Technical units ELE – Elective units ENG – English Language Arts units FAR – Fine Arts units FLR – Foreign Language units HEC – Family and Consumer Sciences (Non- Career-Technical) units HTH – Health Education units JTC – JROTC - Junior Reserve Office Training Corps MTA – Mathematics - Algebra II or Equivalent units MTO – Mathematics units Other than Algebra II or Equivalent PHE – Physical Education units SCA – Science - Advanced Science units SCL – Science - Life Science units SCO – Science units Other than Physical, Life, or Advanced Science SCP – Science - Physical Science units SOG – Social Studies- American Government units SOH – Social Studies- American History units SOO – Social Studies units Other than American History & Government TEC – Technology Education/Computer Science units	PIC X (3)
GC070	35-38	CORE Area Count	PIC 99V99
GC080	39-42	Credits for Courses in Progress	PIC 99V99
GC090	43-46	Credits Amount for Projected Courses	PIC 99V99
GC100	47-50	Total Number of Credits Deficient for Graduation	PIC 99V99
GC110	51-54	Dual Enrollment Credit Earned	PIC 99V99

Review Collection R Process Runs

Navigation: StudentInformation – EMIS – Grad Progress Reporting Collection (R)

You can review a history of a district's Collection R processes and transfers and those that are still outstanding. This is useful if you are an EMIS coordinator or ITC staff who has placed the responsibility for running some of these processes at the building level. This tool shows a history of who ran each process and when.

1. With the correct school year in context, on the **Grad Progress Transfer - Collection (R)** screen **Request Type** tab, select **Verify Grad Progress Data (R)**.
2. Click **Next**.

3. On the **Program Selection** tab, select **Verify - EMIS Run Requests (CHECK_EMIS)**.
4. Click **Next**.

5. In the **District** section, select the checkbox beside each building for which you want to review Collection R process run requests. Or, to include all buildings, select the **Select All Buildings** option.
6. Select whether to view those processes that are **Not Run**, those that are **Already Run**, or **a History** showing all processes run for the selected building(s), including the user and run date/time.

7. If you selected to view the processes that are **Not Run**, in the **Include the Following Potential Problems** area, select the checkbox beside each problem situation to include in the results:
 - **Verification Not Run** – Process not run in **Verify** mode.
 - **Transfer Not Run** – Transfer not processed to transfer records from StudentInformation to EMIS.
 - **Update Not Run** – Process not run in **Update** mode.
 - **Transfer Not Run After Update** – Update process to create the records has been run, but new records have not been transferred to EMIS.
8. (Optional) To limit your results to a period from a certain start date to the present, in the **Exclude Runs Prior To** field, enter or select a start date.
9. Click **Submit**.

StudentInformation > EMIS > Verify EMIS Run Requests

EMIS Run Requests (CHECK_EMIS)

From this screen, you can verify which EMIS programs have or have not been run.

Reporting Collection: * R

District: * SADoc

Select All Buildings Clear All Buildings


DOES - SADoc Elementary School DOMS - SADoc Middle School

DOHS - SADoc High School

Not Run Already Run History

Include the Following Potential Problems:

<input checked="" type="checkbox"/> Verification Not Run	Required:
<input checked="" type="checkbox"/> Transfer Not Run	Grad Progress Collection Transfer - Student Attributes - No Date (FN)
<input checked="" type="checkbox"/> Update Not Run	Grad Progress Collection Transfer - Student Graduation - Core Summary Record (GC)
<input checked="" type="checkbox"/> Transfer Not Run After Update	Grad Progress Collection Update - CORE Summary
	Grad Progress Collection Verify - CORE Summary Course
	Grad Progress Collection Verify - CORE Summary Student

Exclude Runs Prior To: 


Results based on your selections display in a grid beneath the selection criteria.

Sample Output for Not Run Option

Not Run
 Already Run
 History

Include the Following Potential Problems:

<input checked="" type="checkbox"/> Verification Not Run	Required:
<input checked="" type="checkbox"/> Transfer Not Run	Grad Progress Collection Transfer - Student Attributes - No Date (FN)
<input checked="" type="checkbox"/> Update Not Run	Grad Progress Collection Transfer - Student Graduation - Core Summary Record (GC)
<input checked="" type="checkbox"/> Transfer Not Run After Update	Grad Progress Collection Update - CORE Summary
	Grad Progress Collection Verify - CORE Summary Course
	Grad Progress Collection Verify - CORE Summary Student


Exclude Runs Prior To: 

SADoc

Building	Module	Program	Run Date	Issue
SADoc Elementary School	Grad Progress Collection	CORE Summary		Update not run
SADoc Elementary School	Grad Progress Collection	CORE Summary Course		Verify not run
SADoc Elementary School	Grad Progress Collection	Student Attributes - No Date (FN)		Transfer not run
SADoc Elementary School	Grad Progress Collection	Student Graduation - Core Summary Record (GC)		Transfer not run

Sample Output for Already Run Option

Not Run
 Already Run
 History


Exclude Runs Prior To: 

SADoc

Building	Module	Program	Verify Run Date	Verify	Update Run Date	Update	Transfer Run Date	Transfer
SADoc Elementary School	Grad Progress Collection	CORE Summary Student	05/28/2018 05:20 PM	<input checked="" type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
SADoc High School	Grad Progress Collection	CORE Summary Course	05/28/2018 05:09 PM	<input checked="" type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
SADoc High School	Grad Progress Collection	CORE Summary Student	05/28/2018 05:20 PM	<input checked="" type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
SADoc Middle School	Grad Progress Collection	CORE Summary Student	05/28/2018 05:20 PM	<input checked="" type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>

Sample Output for History Option

Not Run
 Already Run
 History

Exclude Runs Prior To: 

5 Records Displayed



Building	Module	Program	Action	User	Run Date ▼
SADoc Elementary School	Grad Progress Collection	CORE Summary Student	Verify	Principal, Hylie	05/28/2018 05:20 PM
SADoc High School	Grad Progress Collection	CORE Summary Student	Verify	Principal, Hylie	05/28/2018 05:20 PM
SADoc Middle School	Grad Progress Collection	CORE Summary Student	Verify	Principal, Hylie	05/28/2018 05:20 PM
SADoc High School	Grad Progress Collection	CORE Summary Student	Verify	Principal, Hylie	05/28/2018 05:15 PM
SADoc High School	Grad Progress Collection	CORE Summary Course	Verify	Principal, Hylie	05/28/2018 05:09 PM

Update Non-graduate CORE Summary Records

Navigation: StudentInformation – EMIS – Maintenance – Student Non-graduate CORE Summary

Non-graduate CORE summary records report the CORE subject areas in which a student in grade 9 or above has earned graduation credits/units. This data is populated based on the student’s manual course history records as well as courses the student has taken in the district. However, you can add, change, or delete these records.

Note: Use the processes described here only for students in grades 9 and above for Collection R reporting. To update CORE records for graduated students, see [“Update Graduate CORE Summary Records.”](#)

Note: To delete a record, click . To edit a record, click , and make the needed changes.

1. With the appropriate student in context, on the **Student Non-graduate CORE Summary** screen, click **Add CORE Summary Record**.

StudentInformation > 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.

The add-edit version of the screen displays.

2. In the **CORE Subject Area** drop-down list, select the CORE subject area for which you are creating the record.

- In the **Total Credits/Units Earned** field, enter the total number of credits or units the student has earned for this CORE subject area.

Note: A student can have only one summary record for each CORE subject area, so you must total the credits for each area into one record.

- (Optional) If the student has earned dual credit in this CORE subject area, in the **Dual Credit** field, enter the amount of dual credit.
- Click **Save**. Or, to continue adding CORE summary records, click **Save and New**.

StudentInformation > 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:*

Dual Credit:



A confirmation message displays and the new non-graduate CORE summary record displays in the list.

StudentInformation > 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.

The Student CORE Summary Record was saved successfully

	CORE Area Code	CORE Area	CORE Count	Dual Credit
 	BUS	Business units	3.00	0.000000
Totals:			3.00	0.000000

Graduate Reporting Period (G)

Use Graduate Reporting Period (G) to report details about students who were enrolled at any point during the school year and graduated. This includes both regular graduates and summer graduates. Specifically, these students' latest FN record has a **Graduation 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.

You must report this information between late May and mid-November in the following school year.

Refer to the appropriate section as follows:

- To verify the graduate data that you plan to report, see [“Verify and Update Graduate Data.”](#)
- To transfer graduate data to the Data Collector, see [“Transfer Graduate Data.”](#)
- To review a history of the district's Period G EMIS processes and transfers and those that are still outstanding, see [“Review Period G Process Runs.”](#)
- To maintain EMIS GC-Student Graduation-CORE Summary records for spring or summer graduates, see [“Update Graduate CORE Summary Records.”](#)

Verify and Update Graduate Data

Before transferring graduate data, you can verify and/or update the following types of information for each graduating student:

- Demographics (GI record) (See [“Verify Graduate Demographic / Attributes.”](#))
- Graduate attributes (a limited subset of fields on the FN record) – Mostly data that you report only once upon a student's graduation. You enter this data on the **Student Profile – FN-Graduate** tab. This data is not school year or reporting period specific, as you may start collecting some data items as early as the 7th grade. (See [“Verify Graduate Demographic / Attributes.”](#))
- Ohio Graduation Test (OGT) (FA record) – reported for students who took an OGT test during the summer and qualified for graduation (that is, certain summer graduates); (see [“Verify Student Ohio Graduation Test”](#))
- Student Graduation-CORE Summary Records (GC record) – new records providing a student's total credits by CORE Subject Area that the student has accumulated over the years to qualify for graduation; (see [“Verify/Update Graduate CORE Summary.”](#))
- Graduate Assessments (FA Record) – The following assessment areas are reported as part of the Graduate record: ACT, AP, GW, GE, IB, and SAT.
- Special Education Graduate Records – FE records are reported for students who have Special Education Graduation Requirement records.

Verify Graduate Demographic / Attributes

Navigation: StudentInformation – EMIS – Graduate Reporting Period (G) – Verify Update/Transfer Period (G)

The **Verify Graduate Demographic / Attributes** process includes the following groups of students:

Students withdrawn as graduating:

- enrolled at some point during the enrollment window (current school year)
- Graduation Date** is within the graduation window (first day of current school year up to the day before the first day of school in the next school year)
- How Received** value does not = 2 (in-state, non-resident, career-technical contract student)

Students with a graduation date but not correctly withdrawn as graduating:

- enrolled at some point during the enrollment window (current school year)
- Graduation Date** is within the graduation window (first day of current school year up to the day before the first day of school in the next school year)

To run the verify process:

- With the correct school year in context, on the **EMIS - Verify/Update and Transfer Period (G)** screen **Request Type** tab, select **Verify/Update EMIS (G)**.
- Click **Next**.

- On the **Program Selection** tab, select **Verify - Graduate Demographic / Attributes**.

4. Click **Next**.

StudentInformation > EMIS > Graduate Reporting Period (G) > Verify Update/Transfer Period (G)

EMIS - Verify/Update EMIS Period (G)

From this screen, you can verify, update, and transfer Period (G) EMIS records using a step-by-step wizard approach.

Request Type Program Selection

Verify - Graduate Demographic / Attributes

Verify - Student Ohio Graduation Test

Verify/Update - Graduate CORE Summary

< Back **Next >** Cancel

5. On the **Graduate Demographic / Attributes Verify** screen, in the **Include Buildings** section, select the checkbox beside each building whose graduate data you want to verify. Or, to include all buildings, select the **Select All Buildings** option.
6. (Optional) To change the number of students that display on each page of the verify results, in the **Number of Students Per Page** drop-down list, select the number (or **All** students).
7. Click **Verify**.

StudentInformation > EMIS > Graduate Reporting Period (G) > Graduate Demographic / Attributes Verify

Graduate Demographic / Attributes Verify - Ashland City Schools

From this screen, you can verify student graduate demographic and attribute data.

Include Buildings:*

Select All Buildings Clear All Buildings

ASHS - ASHLAND HIGH SCHOOL ASRE - Reagan Elementary

ASJH - ASHLAND MIDDLE SCHOOL ASTA - Taft Intermediate

ASED - Edison Elementary

Number of Students Per Page: 50

Verify Cancel

Any error or warning messages display at the bottom of the screen. Following is an example:

“FNG06E - Student has a Diploma Date, has been withdrawn as graduating but the Withdraw Date is not within the correct time frame” 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

- (Optional) To access a student's profile to correct an error or review a warning, click the student's name.

Building IRN	Building	Student	Student Number	EMIS ID
010199		Smith, Steven		
EMIS Verify: - FNG06E - Student has a Diploma Date, has been withdrawn as graduating but the Withdraw Date is not within the correct timeframe				
010199		Student84145, JORDYN		
EMIS Verify: - FNG03E - Diploma Type must not = * for a graduating student. - FNG04E - Student has a Diploma Date but is still enrolled				

Note: If there is no calendar master defined for the next school year, a warning displays, and the verify process uses the last day of the current school year to prevent summer graduates from being considered with no next year calendar master.

Verify Student Ohio Graduation Test

Navigation: StudentInformation – EMIS – Graduate Reporting Period (G) – Verify Update/Transfer Period (G)



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

- With the correct school year in context, on the **EMIS - Verify/Update and Transfer Period (G)** screen **Request Type** tab, select **Verify/Update EMIS (G)**.
- Click **Next**.

StudentInformation > EMIS > Graduate Reporting Period (G) > Verify Update/Transfer Period (G)

EMIS - Verify/Update and Transfer Period (G)

From this screen, you can verify, update, and transfer Period (G) EMIS records using a step-by-step wizard approach.

Request Type Program Selection

Verify/Update EMIS (G)

Transfer EMIS Data (G)

- On the **Program Selection** tab, select **Verify - Student Ohio Graduation Test**.

4. Click **Next**.

StudentInformation > EMIS > Graduate Reporting Period (G) > Verify Update/Transfer Period (G)

EMIS - Verify/Update EMIS Period (G)

From this screen, you can verify, update, and transfer Period (G) EMIS records using a step-by-step wizard approach.

Request Type | Program Selection

Verify - Graduate Demographic / Attributes

Verify - Student Ohio Graduation Test

Verify/Update - Graduate CORE Summary

< Back | **Next >** | Cancel

5. On the **Graduate/Summary OGT Verify** screen, in the **Include Buildings** section, select the checkbox beside each building whose graduate data you want to verify. Or, to include all buildings, select the **Select All Buildings** option.
6. Click **Verify**.

StudentInformation > EMIS > Graduate Reporting Period (G) > Graduate/Summer OGT Verify

Graduate/Summer OGT Verify - Ashland City Schools

From this screen, you can verify student assessment data.

Include Buildings:*

Select All Buildings | Clear All Buildings

ASHS - ASHLAND HIGH SCHOOL | ASRE - Reagan Elementary

ASJH - ASHLAND MIDDLE SCHOOL | ASTA - Taft Intermediate

ASED - Edison Elementary

Verify | Cancel

Verify/Update Graduate CORE Summary

Navigation: StudentInformation – EMIS – Graduate Reporting Period (G) – Verify Update/Transfer Period (G)

Note: Prior to running the verification process, you should run the **Bulk Update Course Core Subject Area** and **Bulk Update Manual Course Core Subject Area** processes as needed. These two ad-hoc updates allow you to update the CORE subject area on courses and manually entered course records. (See [“Bulk Update Courses”](#) and/or [“Bulk Update Manual Courses.”](#))

1. With the correct school year in context, on the **EMIS - Verify/Update and Transfer Period (G)** screen **Request Type** tab, select **Verify/Update EMIS (G)**.

2. Click **Next**.

StudentInformation > EMIS > Graduate Reporting Period (G) > Verify Update/Transfer Period (G)

EMIS - Verify/Update and Transfer Period (G)

From this screen, you can verify, update, and transfer Period (G) EMIS records using a step-by-step wizard approach.

Request Type Program Selection

Verify/Update EMIS (G)

Transfer EMIS Data (G)

Next > Cancel

3. On the **Program Selection** tab, select **Verify/Update - Graduate CORE Summary**.
4. Click **Next**.

StudentInformation > EMIS > Graduate Reporting Period (G) > Verify Update/Transfer Period (G)

EMIS - Verify/Update EMIS Period (G)

From this screen, you can verify, update, and transfer Period (G) EMIS records using a step-by-step wizard approach.

Request Type Program Selection

Verify - Graduate Demographic / Attributes

Verify - Student Ohio Graduation Test

Verify/Update - Graduate CORE Summary

< Back **Next >** Cancel

5. On the **Graduate CORE Summary Verify/Update** screen, in the **Include Buildings** section, select the checkbox beside each building whose graduate data you want to verify/update. Or, to include all buildings, select the **Select All Buildings** option.
6. For the **Run Type** option, select either to simply **Verify** records or to **Update (Delete all and create** new records.
7. (Optional) To change the number of courses or student records that display on each page of the verify/update results, in the **Number of Courses/Students Per Page** drop-down list, select the number (or **All** courses or students).
8. For the **Verify Mode** option, to verify course records, select **Course Verify**. Or, to verify student records, select **Student Verify**.
 - (Optional) If you selected a **Verify Mode** of **Course Verify** and you want to verify courses for school years in addition to the school year in context, select the school year(s) in the **School Years** multiselect list and move to the **School Years to Verify** list.

9. Click **Submit**.

The update process creates an EMIS CORE summary record for Period G for each graduating student 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** selected, for all school years.

Note: For manually entered course records and course section assignments that have **Is High School Credit** selected but no CORE subject area, the course credit is not included in the summary.

Any error or warning messages display at the bottom of the screen. For guidance on interpreting these messages, refer to the following example:

“GC01E - CORE Subject Area not specified” indicates:

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

10. (Optional) To review a warning or correct an error, do the following:

- Course verify – To access a course in the indicated school year, click the school year.

Building IRN	Building	Course Code	Course Name	EMIS Subject Code
002782	BRHS	ENGLISH 9 INC	ENGLISH 9 INC	
Course Messages: - 2016-2017 GC01E - CORE Subject Area not specified				
002782	BRHS	GEOL & ENV INC	GEO & ENV SCI INC	
Course Messages: - 2016-2017 GC01E - CORE Subject Area not specified				
002782	BRHS	PHY SCI INC	PHYSICAL SCI INC	
Course Messages: - 2016-2017 GC01E - CORE Subject Area not specified				
002782	BRHS	PS741	MUSIC AS A WORLD PHENOMENON	
Course Messages: - 2016-2017 GC01E - CORE Subject Area not specified				

- Student verify – To access a student’s profile, click the student’s name.

Building IRN	Building	Student Name	Student Number	EMIS ID
<i>Manually Entered Course Messages:</i>				
-	2014-2015	-	10100 - ENGLISH 11 - 4	GC11E - Manually Entered Course has no Earned Credits
-	2014-2015	-	10100 - ENGLISH 11 - 4	GC11E - Manually Entered Course has no Earned Credits
-	2014-2015	-	20300 - ALGEBRA II - 3	GC11E - Manually Entered Course has no Earned Credits
-	2014-2015	-	20300 - ALGEBRA II - 3	GC11E - Manually Entered Course has no Earned Credits
-	2014-2015	-	52000 - ANATOMY/PHYSIO. - 1	GC11E - Manually Entered Course has no Earned Credits
-	2014-2015	-	52000 - ANATOMY/PHYSIO. - 1	GC11E - Manually Entered Course has no Earned Credits
-	2014-2015	-	SPOR1 - SPORTS SCI. 1 - 2	GC11E - Manually Entered Course has no Earned Credits
-	2014-2015	-	SPOR1 - SPORTS SCI. 1 - 2	GC11E - Manually Entered Course has no Earned Credits
<i>Manually Entered Course Messages:</i>				
-	2014-2015	-	095 - VIDEO PROD 1 - 72	GC12E - No Dual Credit value entered for this course for this student
<i>Manually Entered Course Messages:</i>				
-	2014-2015	-	072 - POWER READING - 41	GC12E - No Dual Credit value entered for this course for this student

Note: Course groups do not require a CORE Subject Area, although the courses inside the course group may require a CORE Subject Area.

Transfer Graduate Data

Navigation: StudentInformation – EMIS – Graduate Reporting Period (G) – Verify Update/Transfer Period (G)

1. With the correct school year in context, on the **EMIS - Verify/Update and Transfer Period (G)** screen **Request Type** tab, select **Transfer EMIS Data (G)**.
2. Click **Next**.

StudentInformation > EMIS > Graduate Reporting Period (G) > Verify Update/Transfer Period (G)

EMIS - Verify/Update and Transfer Period (G)

From this screen, you can verify, update, and transfer Period (G) EMIS records using a step-by-step wizard approach.

Request Type Program Selection

Verify/Update EMIS (G)

Transfer EMIS Data (G)

3. On the **Program Selection** tab, select the checkbox beside the type of data you want to transfer. Or, to select all types, select the **Select all transfers** checkbox.
4. In the **Transfer Type** option, select how you want to transfer the extracted data:
 - **Flat file transfer** – Creates a flat file that you can manually transfer 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 your 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.

5. Click **Submit**.

StudentInformation > 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 - ACT (AC)
- Transfer - AP (AP)
- Transfer - CTE Industry Credential (GW)
- Transfer - End of Course (GE)
- Transfer - International Baccalaureate (IB)
- Transfer - OGT (GX)
- Transfer - SAT (SA)
- Transfer - Student Graduate CORE Summary
- Transfer - Student Graduate Demographic/Attributes
- Transfer - Student Program (GQ)
- Transfer - Student Special Ed. Graduation Requirement
- Transfer - Student Withdrawal Override (FC)
- Transfer - WorkKeys (WK)

Transfer Type:*

- Flat file transfer
- Flat file transfer for Data Collector

< Back Submit Cancel

The graduation progress data transfer process creates records for students based on rules specific to the type of data being transferred.

Review Period G Process Runs

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

You can review a history of a district's Period (G) processes and transfers and those that are still outstanding. This is useful if you are an EMIS coordinator or ITC staff who has placed the responsibility for running some of these processes at the building level. This tool shows a history of who ran each process and when.

1. With the correct school year in context on the **Review District EMIS Run Requests** screen, ensure that **G** is selected as the **Reporting Period**.
2. In the **District** section, select the checkbox beside each building for which you want to review Period G process run requests. Or, to include all buildings, select the **Select All Buildings** option.
3. Select whether to view those processes that are **Not Run**, those that are **Already Run** or a **History** showing all processes run for the selected building(s), including the user and run date/time.
4. Only if you selected to view the processes that are **Not Run**, in the **Include the Following Potential Problems** area, select the checkbox beside each problem situation to include in the results:
 - **Verification Not Run** – Process not run in Verify mode.
 - **Update Not Run** – Process not run in Update mode.
 - **Transfer Not Run** – Transfer not processed to transfer records from StudentInformation to EMIS.
 - **Transfer Not Run After Update** – Update process to create the records has been run, but new records have not been transferred to EMIS.
 - **Run Too Early** – Process run prior to when it should be.
5. (Optional) To limit your results to a period from a certain start date to the present, in the **Exclude Runs Prior To** field, enter or select a start date.
6. Click **Submit**.

StudentInformation > EMIS > Verify EMIS Run Requests

EMIS Run Requests (CHECK_EMIS)

From this screen, you can verify which EMIS programs have or have not been run.

Reporting Collection: *

District: * Ashland City Schools

Select All Buildings Clear All Buildings

ASHS - ASHLAND HIGH SCHOOL ASRE - Reagan Elementary

ASJH - ASHLAND MIDDLE SCHOOL ASTA - Taft Intermediate

ASED - Edison Elementary

Not Run Already Run History

Required:

- Assessment Transfer - Student Special Ed. Graduation Requirement
- Assessment Verify - Student Ohio Graduation Test
- Graduate Collection Transfer - ACT (AC)
- Graduate Collection Transfer - AP (AP)
- Graduate Collection Transfer - CTE Industry Credential (GW)
- Graduate Collection Transfer - End of Course (GE)
- Graduate Collection Transfer - International Baccalaureate (IB)
- Graduate Collection Transfer - OGT (GX)
- Graduate Collection Transfer - SAT (SA)
- Graduate Collection Transfer - Student Program (GQ)
- Graduate Collection Transfer - Student Withdrawal Override (FC)
- Graduate Collection Transfer - WorkKeys (WK)
- 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 Transfer - Student Graduate Demographic/Attributes
- Student Graduate Demographics / Attributes Verify - Graduate Demographic / Attributes


Include the Following Potential Problems:

Verification Not Run

Transfer Not Run

Update Not Run

Transfer Not Run After Update

Exclude Runs Prior To: 

Results based on your selections display in a grid beneath the selection criteria.

Sample Output for Not Run Option

Not Run
 Already Run
 History

Required:

- Assessment Transfer - Student Special Ed. Graduation Requirement
- Assessment Verify - Student Ohio Graduation Test
- Graduate Collection Transfer - ACT (AC)
- Graduate Collection Transfer - AP (AP)
- Graduate Collection Transfer - CTE Industry Credential (GW)
- Graduate Collection Transfer - End of Course (GE)
- Graduate Collection Transfer - International Baccalaureate (IB)
- Graduate Collection Transfer - OGT (GX)
- Graduate Collection Transfer - SAT (SA)
- Graduate Collection Transfer - Student Program (GQ)
- Graduate Collection Transfer - Student Withdrawal Override (FC)
- Graduate Collection Transfer - WorkKeys (WK)
- 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 Transfer - Student Graduate Demographic/Attributes
- Student Graduate Demographics / Attributes Verify - Graduate Demographic / Attributes

Include the Following Potential Problems:

- Verification Not Run
- Transfer Not Run
- Update Not Run
- Transfer Not Run After Update

Exclude Runs Prior To:

Ashland City Schools

Building	Module	Program	Run Date	Issue
ASHLAND HIGH SCHOOL	Assessment	Student Special Ed. Graduation Requirement		Transfer not run
ASHLAND HIGH SCHOOL	Graduate Collection	ACT (AC)		Transfer not run
ASHLAND HIGH SCHOOL	Graduate Collection	AP (AP)		Transfer not run
ASHLAND HIGH SCHOOL	Graduate Collection	CTE Industry Credential (GW)		Transfer not run

Sample Output for Already Run Option

Not Run
 Already Run
 History


Exclude Runs Prior To:

Ashland City Schools







Building	Module	Program	Verify Run Date	Verify	Update Run Date	Update	Transfer Run Date	Transfer
ASHLAND HIGH SCHOOL	Assessment	Student Ohio Graduation Test	06/27/2017 10:17 AM	<input checked="" type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
ASHLAND HIGH SCHOOL	Student Graduate Demographics / Attributes	Graduate Demographic / Attributes	06/23/2017 11:33 AM	<input checked="" type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
ASHLAND MIDDLE SCHOOL	Assessment	Student Ohio Graduation Test	06/27/2017 10:17 AM	<input checked="" type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Edison Elementary	Assessment	Student Ohio Graduation Test	06/27/2017 10:17 AM	<input checked="" type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Reagan Elementary	Assessment	Student Ohio Graduation Test	06/27/2017 10:17 AM	<input checked="" type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Taft Intermediate	Assessment	Student Ohio Graduation Test	06/27/2017 10:17 AM	<input checked="" type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>

Sample Output for History Option

Not Run
 Already Run
 History

Exclude Runs Prior To: 

126 Records Displayed



Building	Module	Program	Action	User	Run Date ▼
ASHLAND HIGH SCHOOL	Assessment	Student Ohio Graduation Test	Verify		06/27/2017 10:17 AM
ASHLAND MIDDLE SCHOOL	Assessment	Student Ohio Graduation Test	Verify		06/27/2017 10:17 AM
Edison Elementary	Assessment	Student Ohio Graduation Test	Verify		06/27/2017 10:17 AM
Reagan Elementary	Assessment	Student Ohio Graduation Test	Verify		06/27/2017 10:17 AM
Taft Intermediate	Assessment	Student Ohio Graduation Test	Verify		06/27/2017 10:17 AM
ASHLAND HIGH SCHOOL	Assessment	Student Ohio Graduation Test	Verify		06/27/2017 10:17 AM

Update Graduate CORE Summary Records

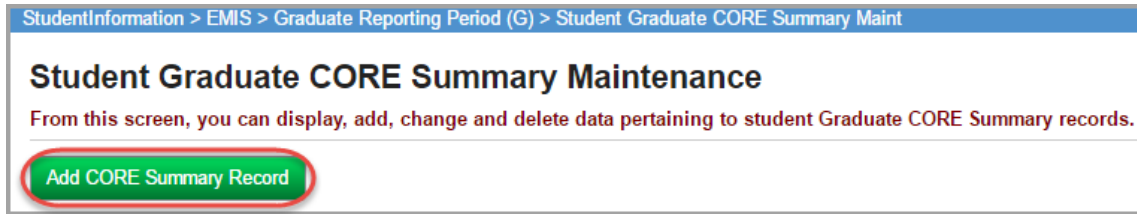
Navigation: StudentInformation – EMIS – Graduate Reporting Period (G) – Student Graduate CORE Summary Maint

CORE summary records report the CORE subject areas in which a student has earned graduation credits/units. This data is populated based on the student's manual course history records as well as courses the student has taken in the district. However, you can add, change, or delete these records for summer graduates and for students who graduated with their class in the spring.

Note: The processes described here are only for students who have never taken a class or have no manual course history in the building for any school year. If students have taken classes or manual course history and you add manual CORE Summary Records, when the update process is run, the CORE Summary Records are deleted. Records are not deleted if the students have no course section assignments or manual course history records. To maintain CORE records for other students in grades 9-12, see ["Update Non-graduate CORE Summary Records."](#)

Note: To delete a record, click . To edit a record, click , and make the needed changes.

1. With the appropriate student in context, on the **Student Graduate CORE Summary Maintenance** screen, click **Add CORE Summary Record**.

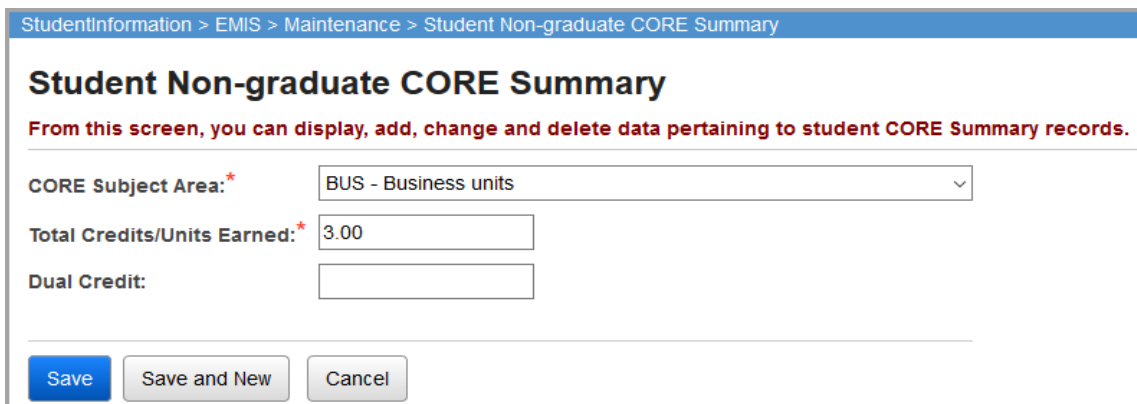


The add-edit version of the screen displays.

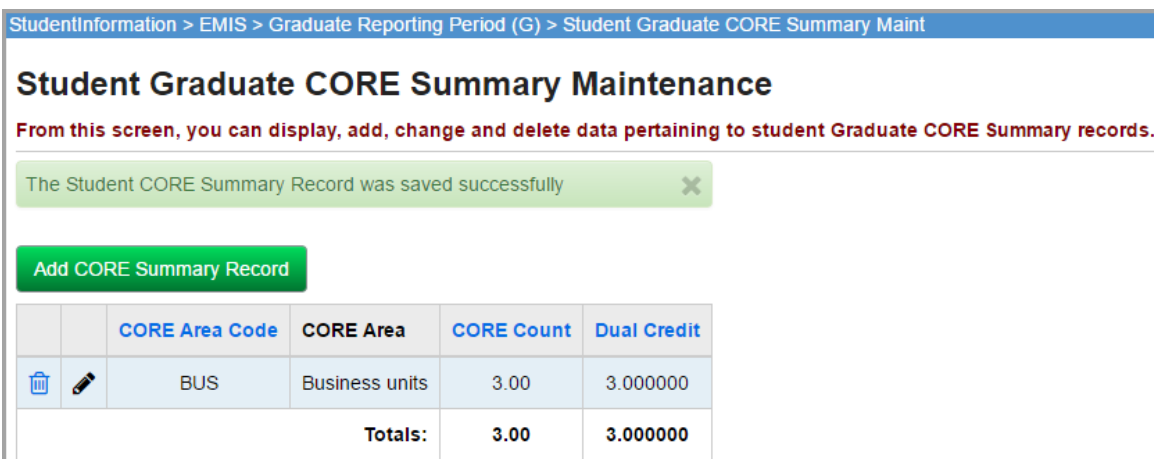
2. In the **CORE Subject Area** drop-down list, select the CORE subject area for which you are creating the record.
3. In the **Total Credits/Units Earned** field, enter the total number of credits or units the student has earned for this CORE subject area.

Note: A student can have only one summary record for each CORE subject area, so you must total the credits for each area into one record.

4. In the Dual Credit field, enter the number of dual enrollment credits the student has earned through a dual enrollment course (that displays on the student’s transcript).
5. Click **Save**. Or, to continue adding CORE summary records, click **Save and New**.



A confirmation message displays, and the new graduate CORE summary record displays in the list.



Power Withdraw

The **Power Withdraw** function in StudentInformation lets you perform a mass withdrawal of students from a school (for instance, to withdraw all graduated students). See [“Mass Withdraw Graduated Students.”](#)

Mass Withdraw Graduated Students

Navigation: StudentInformation – Management – Power Withdraw

You can perform a mass withdrawal of graduated students from a school.

1. On the **Power Withdraw** screen, in the **School** drop-down list, select the school attended by the graduated students you want to mass withdraw.
2. In the **Withdraw Reason** drop-down list, select “99” (completed graduation requirements).
3. In the **Withdraw Date** field, enter or select the students’ graduation date.
4. Search for students to include in the mass withdrawal as follows:
 - a. Select either or both of the following **Search Mode** options:
 - **Search Criteria** – Use as many fields as necessary to find students.
 - **Student Ids** – Enter student ID numbers separated by a comma.
 - b. (Optional) To change whether students returned in the search are initially selected for inclusion in the mass withdrawal, select or de-select the **Students Selected by Default** checkbox.

c. Click **Search**.

StudentInformation > Management > Power Withdraw

Power Withdraw

This screen allows you to perform a mass withdrawal of students from the district.

School:

Withdraw Reason:*

Withdraw Date:*

Withdrawn to IRN: -

Search Mode: Search Criteria Student Ids

Grade Level:

Grade Next Year:

Home School IRN: -

Homeroom: Homeroom Date:

Teacher:

Course Section:

Ad-Hoc Membership:

Public And Private

Membership Group:

Membership:

EMIS Situation:

How Received:

Students Selected by Default

Students matching your search criteria display in a grid at the bottom of the screen.

5. Review the matching students. If necessary, select the checkbox beside a student to include the student in the mass withdrawal. Or, de-select the checkbox to exclude the student.

6. To add the selected students to the mass withdrawal, click **Withdraw**.



Caution: Use extreme caution when using this functionality. Be sure that **ONLY** the students you want to mass withdraw are selected! If you have not made the right selections, you could inadvertently mass withdraw all students!

	Student Name	Student Number	Grade Level Code
<input checked="" type="checkbox"/>	Baldwin, Malcom	04308023	12
<input checked="" type="checkbox"/>	Barber, Gracelyn	04305023	12
<input checked="" type="checkbox"/>	Benson, Shawna	04301023	12
<input checked="" type="checkbox"/>	Bowen, Ilana	04303023	12
<input checked="" type="checkbox"/>	Daniel, Alder	04304023	12
<input checked="" type="checkbox"/>	Griffith, Beverly	04309023	12
<input checked="" type="checkbox"/>	Hines, Patience	04307023	12
<input checked="" type="checkbox"/>	Hubbard, Javier	04311023	12
<input checked="" type="checkbox"/>	Reeves, Lyn	04313023	12
<input checked="" type="checkbox"/>	Salazar, Ohanna	04312023	12
<input checked="" type="checkbox"/>	Sharp, Daryl	04302023	12
<input checked="" type="checkbox"/>	Smith, Fenton	04306023	12
<input checked="" type="checkbox"/>	Stevenson, Wyome	04315023	12
<input checked="" type="checkbox"/>	Valdez, Caesar	04310023	12
<input checked="" type="checkbox"/>	Warner, Tavia	04314023	12

You receive a confirmation message.

StudentInformation > Management > Power Withdraw

Power Withdraw

This screen allows you to perform a mass withdrawal of students from the district.

All selected students were successfully withdrawn

Note: This process updates the **District Withdraw Reason** and **District Withdraw Date** on the student profile **FS-Standing** tab to the values you selected on the **Power Withdraw** screen. In the case of graduated students (**Withdraw Code** of "99"), the **District Withdraw Date** on the student profile is automatically set to the last date of the school year.

Appendix A – StudentInformation Crosswalk

The following sections list all EMIS elements and where they reside in StudentInformation by reporting period or reporting collection. Refer to the appropriate section as follows:

- *“Reporting Collection S”*
- *“Reporting Collection A”*
- *“Reporting Collection L”*
- *“Reporting Collection C”*
- *“Reporting Collection R”*
- *“Reporting Period G”*

Reporting Collection S

Student Demographic Record (GI)

EMIS Element	Location in StudentInformation
	These elements are located on various student profile tab(s) as listed below.
Building IRN	Additional – Primary Building AND FS-Standing – Attending Building IRN
EMIS Student ID Number	FS-Standing
Date of Birth	General – Birthdate
Gender	General – Gender
Racial/Ethnic Group	General – Summative Race
Native Language	General – Native Language
First Name	General – First Name and/or Private – Legal First Name
Middle Name	General – Middle Name and/or Private – Legal Middle Name
Last Name	General – Last Name and/or Private – Legal Last Name
Student Birth Place City	General – Birthplace City
Student Home Language	General – Home Language
Hispanic/Latino	General – Hispanic/Latino

Student Demographic - Race Detail Record (GJ)

EMIS Element	Location in StudentInformation
EMIS Student ID Number	FS Standing
Racial Group	General – Racial Groups (1 record created for each group checked)

Student Standing Record (FS)

EMIS Element	Location in StudentInformation
	These elements are located on various student profile tab(s) as listed below.
Effective Start Date	FS-Standing – Effective Start Date
Admission Date	FS-Standing – District Admission Date
Student Admission Reason	FS-Standing – Admission Reason
Admitted From IRN	FS-Standing – Admitted From IRN
Effective End Date	FS-Standing – Effective End Date
Withdrawal Reason	FS-Standing – Withdraw Reason
Withdrawn To IRN	FS-Standing – Withdrawn To IRN
State Student ID (SSID)	FS-Standing – State Student ID (SSID)
Student Percent of Time	FS-Standing – Percent of Time
Tuition Type	FS-Standing – Tuition Type
District Relationship	FS-Standing – District Relationship
Legal District of Residence	FS-Standing – District of Residence
Attending Building IRN	FS-Standing – Attending Building IRN
Assigned Building Area IRN	FS-Standing – Assigned Building IRN
How Received	FS-Standing – How Received
How Received IRN	FS-Standing – How Received IRN
Sent Reason 1	FS-Standing – Sent To Reason 1
Sent To IRN 1	FS-Standing – Sent to IRN 1
Sent To Percent of Time 1	FS-Standing – Percent of Time 1
Sent Reason 2	FS-Standing – Sent To Reason 2
Sent To IRN 2	FS-Standing – Sent To IRN 2
Sent To Percent of Time 2	FS-Standing – Sent To Percent of Time 2
County of Residence	FS-Standing – County of Residence

Student Attributes – Effective Date Record (FD)

EMIS Element	Location in StudentInformation
	These elements are located on various student profile tab(s) as listed below.
Effective Start Date	FD-Attributes – Effective Start Date
Effective End Date	FD-Attributes
State Equivalent Grade Level	FD-Attributes – State Equivalent Grade

Student Attributes – Effective Date Record (FD)

EMIS Element	Location in StudentInformation
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 – Migrant Status

Student Attributes – No Date Record (FN)

EMIS Element	Location in StudentInformation
	These elements are located on various student profile tab(s) as listed below.
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
Math Diagnostic Result Code	FN-Attributes – Math Diagnostic Result Code
Reading Diagnostic Result Code	FN-Attributes – Reading Diagnostic Result Code
Writing Diagnostic Result Code	FN-Attributes – Writing Diagnostic Result Code
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
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

Student Attributes – No Date Record (FN)

EMIS Element	Location in Student Information
CTE Program of Concentration	FN-Attributes – CTE Program of Concentration
Previous Year District IRN	FN-Attributes – Previous Year District IRN

Student Acceleration Record (FB)

EMIS Element	Location in Student Information
	These elements are located on the Student Acceleration (FB) screen.
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 Special Education Graduation Requirement Record (FE)

EMIS Element	Location in Student Information
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 Program Record (GQ)

EMIS Element	Location in Student Information
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

Student Gifted Education Record (GG)

EMIS Element	Location in Student Information
	All elements are on the Student Gifted Record screen.
Gifted Screening – Superior Cognitive ability	Screening: Superior Cognitive Ability

Student Gifted Education Record (GG)

EMIS Element	Location in Student Information
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
Gifted Identification Date – (SAA) - Science	Identified Date: Specific Academic Ability – Science
Gifted Identification Date – (SAA) – Reading/Writing	Identified Date: Specific Academic Ability – Reading/Writing
Gifted Identification Date – (SAA) – Social Studies	Identified Date: Specific Academic Ability – Social Studies
Gifted Identification Date – Creative Thinking Ability	Identified Date: Creative Thinking Ability
Gifted Identification Date – Visual / Performing Arts	Identified Date: Visual/Performing Arts

Student Gifted Education Record (GG)

EMIS Element	Location in Student Information
Gifted Served - Superior Cognitive Ability	Gifted Served: Superior Cognitive Ability
Gifted Served – (SAA) – Mathematics	Gifted Served: Specific Academic Ability – Math
Gifted Served – (SAA) – Science	Gifted Served: Specific Academic Ability – Science
Gifted Served – (SAA) – Reading/Writing	Gifted Served: Specific Academic Ability – Reading/Writing
Gifted Served – (SAA) – Social Studies	Gifted Served: Specific Academic Ability – Social Studies
Gifted Served – Creative Thinking Ability	Gifted Served: Creative Thinking Ability
Gifted Served – Visual/Performing Arts	Gifted Served: Visual/Performing Arts

Student Special Education Record (GE)

EMIS Element	Location in Student Information
	All elements are on the Student – Special Education screen
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 Student Information
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
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

District Testing – Yearend Record (DT)

EMIS Element	Location in StudentInformation
	All elements are on the District and Building Information screen – District Testing - Year End (DT) tab
Grade Level Assessed	Grade Level Assessed
Local Assessment Number	Local Assessment Number
Number Of Students Taking Assessment	Number Of Students Taking Assessment
Assessed Students With Disabilities Head Count	Assessed Students With Disabilities Head Count
Administered with Accommodations/Modifications	Administered with Accommodations/Modifications
Accommodations/Modifications Head Count	Accommodations/Modifications Head Count
Alternate Assessments Provided	Alternate Assessments Provided
Alternate Assessment Head Count	Alternate Assessment Head Count

Organization General Information Record (DN)

Attribute	EMIS Element	Location in StudentInformation
		All elements are on the District and Building Information screen – District Organization Info (DN) tab and Building 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
PTCONFERN	Attribute Text Attribute Number	Parent-teacher conference FTE
PRFSNLMEET	Attribute Text Attribute Number	Professional teacher meeting hours (community schools only)
PTCONFERN	Attribute Text Attribute Number	Parent-teacher conference hours (community schools only)
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

Organization General Information Record (DN)

Attribute	EMIS Element	Location in StudentInformation
STUPSTCATR	Attribute Name	Count of preschool transition conferences held after 3rd birthday, no disability suspected, no additional evaluation
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 weekend
SIGSUMRSCH	Attribute Number	Increased learning time in summer school
SIGOTHERTM	Attribute Number	Increased learning time in some other time frame not listed above
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
C_STUEEPOL	Attribute Text	Early Entrance for KG (community schools only)

SOES Transportation (FP)

EMIS Element	Location in StudentInformation
	All elements are on the Edit Student Profile screen – Transportation tab.
Student Transported Monday of Countweek	Countweek Transportation Days – Monday
Student Transported Tuesday of Countweek	Countweek Transportation Days – Tuesday
Student Transported Wednesday of Countweek	Countweek Transportation Days – Wednesday
Student Transported Thursday of Countweek	Countweek Transportation Days – Thursday
Student Transported Friday of Countweek	Countweek Transportation Days – Friday
Distance Transported	Countweek Transportation Days – Distance Transported

Reporting Collection A**Student Achievement Test Record (FA-GA)**

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

Student Achievement Test Record (FA-GA)

EMIS Element	Location in Student Information
Test Date	Test Date
Required Test Type	Reqd Test Type
Grade Level of Student at Time of Test	Grade at time of test
Type of Accommodations	Accomm
Score Not Reported	Score Not Reported
Score	Scaled Score for (STE), Raw Score for (ALT)

Student Ohio Graduation Test (OGT) Record (FA-GX)

EMIS Element	Location in Student Information
	All elements located on the Assessment – Student Assessment – OGT Assessment screen.
Assessment Type Code	Always “GX”
Test Grade Level	Always “10”
Assessment Area Code	Part
Test Date	Test Date
Required Test Type	Test Type
Grade Level of Student at Time of Test	Grade at Test Time
Type of Accommodations	Accomm
Score Not Reported	Score Not Reported
Score	Scaled Score (for STR Test Type), Raw Score (for ALT Test Type)

CTE Student Assessment Record (FA-GY)

EMIS Element	Location in Student Information
	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-GO)

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
Test Date	Test Date
Required Test Type	Always “STR”
Grade Level of Student at Time of Test	Always “KG”
Type of Accommodations	Accommodations
Score Not Reported	Score Not Reported
Score	Test Score

Student Preschool Assessment Record (FA-GB)

EMIS Element	Location in StudentInformation
	All elements located on the Assessment – Preschool GGG screen
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-GS)

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)

Student Preschool ASQ/SE Assessment Record (FA-GS)

EMIS Element	Location in StudentInformation
Test Date	Test Date
Required Test Type	Always "STR"
Grade Level of Student at Time of Test	Always "PS"
Type of Accommodations	Always "***"
Score Not Reported	Score Not Reported
Score	Score

Student Preschool ECO Assessment Record (FA-GM)

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 KPRG - Acquiring and Using Knowledge * Skills TRPG - Taking Appropriate Action to Meet Needs
Test Date	Test Date
Required Test Type	Always "STR"
Grade Level of Student at Time of Test	Always "PS"
Type of Accommodations	Always "***"
Score Not Reported	Score Not Reported
Score	Score (where Assessment Area Code = E, K or T) Progress (where Assessment Area Code = EPRT, KPRG, TPRG)

Ohio Test of English Language Acquisition Assessment Record (FA-GF)

EMIS Element	Location in StudentInformation
	All Elements on the Assessment – OELPA Assessment screen
Assessment Type Code	Always “GF”
Test Grade Level	Always “***”
Assessment Area Code	Reading (R) Writing (W) Listening (LIST) Speaking (SPKG)
Test Date	Test Date
Required Test Type	Always “STR”
Grade Level of Student at Time of Test	Grade Level at Time of Test
Type of Accommodations	Accommodations
Score Not Reported	Score Not Reported
Score	Reading Scaled Score (R) Writing Scaled Score (W) Listening Scaled Score (LIST) Speaking Scaled Score (SPKG)

Student CTE Industry Assessment Record (FA-GU)

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

Reporting Collection L**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

Student Course Record (GN)

EMIS Element	Location in Student Information
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

Course Master Record (CN)

EMIS Element	Location in Student Information
	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 Student Information
	All elements are on the Vocational Correlated Records screen
Anchor/Lab/Co-op Local Classroom Code	Anchor Classroom
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 screen
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

Reporting Collection C**Grade Schedule Record (DL)**

EMIS Element	Location in StudentInformation
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

Organization General Information Record (DN)

Attribute	EMIS Element	Location in StudentInformation
		All elements are on the Sub-Calendar Maintenance screen.
CLDRTYPE	Attribute Text	Indicates if the calendar is hours or days
PRFLMEET	Attribute Text Attribute Number	Professional teacher meeting hours this day
PTCONFRC	Attribute Text Attribute Number	Parent-teacher conference hours this day
DCMTYTKN	Attribute Number	Calamity days taken
DPLANNED	Attribute Number	Planned day off
DNOTPLAN	Attribute Number	Unplanned day off, excluding calamity days
DBLZZARD	Attribute Number	Unplanned “Blizzard Bag” day
YWKENDSA	Attribute Number	Students regularly attending on Saturdays
YWKENDSU	Attribute Number	Students regularly attending on Sundays
YWKDAYMN	Attribute Number	Students not regularly attending on Mondays
YWKDAYTU	Attribute Number	Students not regularly attending on Tuesdays
YWKDAYWD	Attribute Number	Students not regularly attending on Wednesdays
YWKDAYTH	Attribute Number	Students not regularly attending on Thursdays
YWKDAYFR	Attribute Number	Students not regularly attending on Fridays
HRSWKEND	Attribute Number	Students attending on weekend who do not regularly attend on weekends
HSHTWEA	Attribute Number	Hours interrupted by weather
HSHTPLN	Attribute Number	Hours shortened for planned reason other than weather
HSHTNOP	Attribute Number	Hours shortened for unplanned reason other than weather
HRSLNGTH	Attribute Number	Actual hours in session for calamity makeup or other reason added to scheduled hours

Reporting Collection R

Student Graduation - Core Summary Record (GC) - Collection R

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

Reporting Period G

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
Credits for Courses in Progress	Graduation / Eligibility – Student Eligibility Details
Credit Amount for Projected Courses	Graduation / Eligibility – Student Eligibility Details
Total Number of Credits Deficient for Graduation	Graduation / Eligibility – Student Eligibility Details
Dual Enrollment Credit Earned	Graduate Reporting Period (G) – Student Graduate Core Summary Maintenance – Student Non-Graduate Core Summary – CORE Count

Non Reporting Period/Collection Specific

CTE Workforce Development Follow-up Record (GV)

EMIS Element	Location in StudentInformation
	This record is not currently stored in StudentInformation.