



# Community School New Coordinator Training

August 2014

**Ohio** | Department  
of Education

# Overview

- ▶ EMIS reporting entities
- ▶ EMIS manual
- ▶ Reporting windows
- ▶ Helpful information
- ▶ Other reporting requirements
- ▶ Getting help
- ▶ Questions

# Education Management Information System

- ▶ EMIS is the statewide data collection system for Ohio primary and secondary education
- ▶ Data import system
  - ▶ Local student, HR, and finance systems
  - ▶ Rely on software vendors
  - ▶ Standardized definitions and exports

# Major Functions of EMIS

- ▶ Streamlines State and Federal reporting
- ▶ Determines funding and distribution of payment
- ▶ Center of Academic Accountability System
- ▶ Generates reports

# Data Collected in EMIS

- ▶ Student data
- ▶ Staff data
- ▶ District and building data
- ▶ Financial data

# Who Reports to EMIS?


## Public School Districts

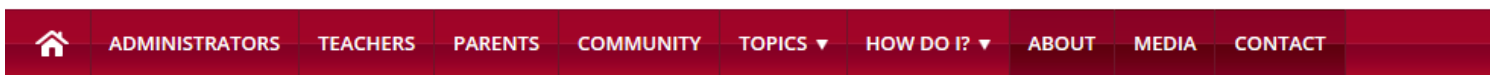

- City, local, and exempted village
- Community schools
- Department of Youth Service (DYS)
- Educational Service Centers (ESCs)
- Joint Vocational Schools (JVSs)
- State Schools
  - School for the Blind
  - School for the Deaf

# Importance of EMIS Reporting

- ▶ Data validation
  - ▶ Missing data
  - ▶ Invalid values and combinations
  - ▶ Cross-district checks
- ▶ Feedback, funding, and accountability
  - ▶ Implement calculations for many ODE areas
  - ▶ Nearly all district funding
  - ▶ Prepare and preview Report Card

# EMIS Manual, Contents

SAFE | State Agencies | Online Services 



[Home](#) > [Data](#) > [EMIS](#) > [Documentation](#) > [Current EMIS Manual](#)

1. General Info
2. Student
3. Staff
4. Course
5. District/Building
6. Financial
7. Five-Year Forecast
8. Special Collections



# EMIS Manual, Website

Home > Data > EMIS > Documentation > Current EMIS Manual

## QUICK LINKS

- » EMIS Basics
- » Documentation
  - Current EMIS Manual**
  - FY14 EMIS Validation and Report Explanation Documentation
  - FY13 EMIS Validation and Report Explanation Documentation
  - Statewide Student Identifier Archives
- » Reporting Responsibilities
- » Reference Lists
- » Resources
- » Technical Documentation
- » Certification and Licensure Search

## LATEST NEWS

EMIS Newsflash – July 17, 2014

EMIS Newsflash – July 14, 2014

## Current EMIS Manual

The content of the EMIS Manual includes data definitions, requirements, and procedures for reporting and transferring data to the Department. The intended audience of the manual is primarily EMIS Coordinators and ITC sites.

The version of each section to be used for a particular reporting period is represented by the version number below. The version number links to the appropriate version for a reporting period if that version is currently available. If a version number is listed but no link is provided, the version will be forthcoming in the future. If there is a gray box rather than a number, then that record is not reported in that reporting period.

			Fiscal Year Versions								
Section	Title	Record Type	FY13	FY2014						FY15	
				P	K	D	N	G	H	C	S
<b>1</b>	<b>GENERAL INFORMATION</b>		All	P	K	D	N	G	H	C	S
1.1	EMIS Overview	N/A	<a href="#">1.0</a>	<a href="#">1.0</a>	<a href="#">1.0</a>	<a href="#">1.0</a>	<a href="#">1.0</a>	<a href="#">1.0</a>	<a href="#">1.0</a>		
1.2	General Data Characteristics	N/A	<a href="#">1.0</a>	<a href="#">1.0</a>	<a href="#">1.0</a>	<a href="#">1.0</a>	<a href="#">1.0</a>	<a href="#">1.0</a>	<a href="#">1.0</a>		
<b>2</b>	<b>STUDENT RECORDS</b>		All	P	K	D	N	G	H	C	S
2.1	Student Records Overview	N/A	<a href="#">1.0</a>		2.0						
2.1.1	Student Enrollment Overview	N/A	N/A		N/A		<a href="#">1.0</a>	<a href="#">1.0</a>			
2.2	Student Demographic Record	GI	<a href="#">1.0</a>		<a href="#">1.0</a>		<a href="#">1.0</a>				

# EMIS Manual, Section Contents

- ▶ Revision history
- ▶ Required reporting windows
- ▶ General guidelines
- ▶ Elements
- ▶ File layout

# EMIS Manual, Revision History & Required Reporting

## REVISION HISTORY

The revision history provides a means for the readers to easily navigate to the places in the manual where updates have occurred. Where there has been a significant change or update it will be highlighted. Minor changes, such as typos, formatting, and grammar are not highlighted.

Version	Date	Effective Date (FY & Reporting Period)	Change #	Description
2.0	9-20-12	FY13 October (K)	907	Deleted the following subject codes: 010301, 010201, 010901, 012000, 011001, 010601, 010701, 010801, 010150



## Required Reporting Periods

The Student Standing Record and the relevant elements are to be reported as follows.

Record Field Number	Data Element	October (K)	Yearend (N)	E- Transcript (E)	Student Record Ex- change (X)
FS070	<i>Admission Date Element</i>	√	√	√	√
FS350	<i>Admitted From IRN</i>	√	√		

# EMIS Manual, Elements

- ▶ Record field number
- ▶ Definition
- ▶ Valid options
- ▶ Reporting instructions

## ☀ *Date of Birth Element*

Record Field Number	GI070
Definition	The date on which the individual being reported was born.

### *Valid Options*

YYYYMMDD

Year, Month, Day

**Reporting Instructions.** A birth date of August 11, 2000, is to be reported as 20000811. Date of birth is used by ODE to calculate student age.

# EMIS Manual, File Layouts

- ▶ Specified by ODE
- ▶ Create uniformity in EMIS processing
- ▶ Data is extracted from district systems in the formats prescribed by these sections

Number	Position	Name	PIC/Size
	1-8	Filler	PIC 9(8)
GI010	9-10	Sort Type	PIC X(2)
		Always "GI"	
	11	Filler	PIC X
GI020	12-15	Fiscal Year, e.g., 2010 (CCYY)	PIC X(4)
GI030	16	Reporting Period	PIC X
		K – October N –Yearend G –Graduate	
GI040	17-22	Building IRN	PIC X(6)

# EMIS REPORTING WINDOWS

# FY15 EMIS Reporting Windows

FY15 COLLECTION REQUEST PLANNING TOOL

	May-14	Jun-14	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	
(C)Calendar	Green	Green	Green																	
(G)Graduate FY14G	Purple	Purple																		
(S) SOES/EMIS			Red	Red	Red	Red	Red	Red	Red											
(S) SCR			Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red				
(C)Calendar			Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green					
(S) Retention			Red	Red																
(A)OAA Summer Reading			Yellow	Yellow																
(S) TD EMIS				Red	Red	Red	Red	Red												
(L) Staff/Course						Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue
(A) Preschool Fall						Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow
(A) Kindergarten						Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow
(A)OAA Fall Reading						Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow
(A)OGT Summer/Fall						Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow
(S) TD EMIS									Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red
(S) SOES/EMIS									Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red
(L)Staff/Course									Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue
(D)CTE Follow-UP									Orange	Orange	Orange	Orange	Orange	Orange	Orange	Orange	Orange	Orange	Orange	Orange
(A) Preschool Spring									Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow
(A) OGT Spring									Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow
(A) OTELA									Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow
(A) Non-State for LRC									Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow
(A) CTE									Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow
(A) OAA Spring									Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow
(S) TD EMIS									Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red
(G)Graduate FY15G														Purple	Purple	Purple	Purple	Purple	Purple	Purple
(R) Core Requirements														Grey	Grey	Grey	Grey	Grey	Grey	Grey
(S) Special Ed Post																Red	Red	Red	Red	Red
(A) PARCC																				
(A) DORP Growth																				
(P) 5 Year Forecast																				
(P) 5 Year Forecast																				
(P) 5 Year Forecast																				
(P) 5 Year Forecast																				
(H) Financials																				
(H) Financials																				
(F) SE Federal Follow-UP																				
(E)Electronic Transcript																				

DRAFT

	Calendar		Staff/Course
	Graduate		CTE Follow Up
	Student		Non Grad CORE
	Assessment		

# FY15 EMIS Reporting Windows

REPORTING PERIOD	CODE	FY DATA	OPEN DATE	END DATE	COMMENTS
SOES	S		July	July	Student data for funding and accountability
SCR	S		July	July	Basic enrollment information only
Traditional District- start to Oct 31	S		September	December	Only data required for funding and Federal Child Count
Traditional District- start to Mar 31	S		January	April	Adds most data needed for accountability; replace prior window
Traditional District- start to June 30	S		May	July	Full student data; replaces prior windows except for Federal Child Count
Special Ed Post Year End	S		August	September	Extended Special Ed Event reporting; GE, FE, & District testing (DT)
Assessment- PS and KG	A		October	January	3 preschool assessments fall admin and KRA
Assessment- PS spring only	A		March	June	3 preschool assessments spring admin
Assessment- Summer/Fall OGT	A		November	January	
Assessment- Fall 3rd Reading	A		October	January	
Assessment- Spring 3rd Reading	A		May	July	
Assessment- PARCC	A		???	???	May be more than one period/window
Assessment- Spring OGT	A		March	June	
Assessment- OTELA	A		March	June	
Assessment- CTE	A		April	September	
Assessment- LRC	A		March	June	Non-state assessments for LRC- SAT, ACT, AP, IB, Ind Cred?
Calendar	C		May	July	Initial submission, only district or building level (DL/DN only)
Calendar	C		August	July	Detailed submission to match reported students (DL/DN only)
Graduate	G		May	November	No change from prior years
Staff/Course	L		October	January	All staff (C*) record types, plus Student Course (GN), includes all classes for year
Staff/Course	L		February	August	All staff (C*) record types, plus Student Course (GN), includes all classes for year; replaces data from first window for funding but not for HQT and Licensure
March	D		February	April	No change from prior years
Grad Requirements Progress	R		May	November	Non-graduates, GC and other CORE items from FN



# Student (S) Reporting

- ▶ Multiple collections throughout the year
  - Each collection has a different data focus
- ▶ Students must be entered within 30 days
  - Start of school year
  - Status changes – new admissions
- ▶ Student retention
  - FN070 – reported for *all* students
  - August 15 – September 12, 2014
  - This is the *only* opportunity to report retention

# Student Records

2	STUDENT RECORDS		All	P	K	D	N	G	H	C	S
2.1	Student Records Overview	N/A	1.0		2.0						
2.1.1	Student Enrollment Overview	N/A	N/A		N/A		1.0	1.0			
2.2	Student Demographic Record	GI	1.0		1.0		1.0				
2.3	Student Demographic Record - Race Detail Record	GJ	1.0		1.0		1.0				
2.4	Student Standing Record	FS	3.0		4.0						
2.5	Student Attributes - Effective Date Record	FD	1.0		3.0		3.0				
2.6	Student Attributes - No Date Record	FN	3.0		4.1		4.2	4.2			
2.7	Student Acceleration Record	FB	1.0		1.0						
2.8	Student Assessment Record	FA	3.0		4.0						
2.9	Student Program Record	GQ	3.0		4.0		4.1				
2.10	Student Gifted Education Record	GG	1.0				1.0				
2.11	Student Discipline Record	GD	1.0				1.0				
2.12	CTE Workforce Development Follow-up Record	GV	1.0			1.0					
2.13	Student Special Education Record	GE	3.0		3.1		3.2				
2.14	Student Special Education Graduation Requirement Record	FE	3.0		3.0		3.0				
2.15	Student Graduation - Core Summary Record	GC	1.0		1.0						
2.16	Graduation-Only Test Record	GP	1.0								
2.17	Student Missing Override Record	FC	1.0		1.0		1.0				
2.18	Student Summer Withdrawal	FL	NA		1.0						

# Calendar (C) Reporting

## Two reporting windows

- May – July
  - Initial submission of at least a district calendar
- August – July
  - Detailed calendars required prior to any submission of student data
  - Planned exceptions to district calendar
  - Unplanned exceptions, e.g., calamity days

# District/Building Records

5	DISTRICT/BUILDING RECORDS		All	P	K	D	N	G	H	C	S
5.1	District/Building Records Overview	N/A	1.0		1.0						
5.2	Grade Schedule	DL	1.0		2.0					2.0	
5.3	Organization - General Information	DN	2.0		3.0						
5.4	District Testing- Yearend	DT	1.0				1.0				

# Assessment (A) Reporting

- Summer OAA
- Fall Preschool and KG (Oct-Jan)
- Fall 3<sup>rd</sup> Grade OAA (Oct-Jan)
- Summer/Fall OGT (Nov-Jan)
- Spring Preschool Only (March-June)
- Spring OGT (March-June)
- OTELA (March-June)
- Non-state: SAT, ACT, AP, IB, and Industry Credential (March-June)
- Spring OAA (May-July)
- CTE (April-Sept)
- PARCC (???)

2	STUDENT RECORDS		All	P	K	D	N	G	H	C	S
2.8	Student Assessment Record	FA	3.0		4.0						

# Staff/Course (L) Reporting

- ▶ Two reporting windows
  - ▶ Oct – January
  - ▶ Feb – June
    - ▶ CTE funding impact
    - ▶ PARCC assessments
- ▶ Record types
  - ▶ All staff records (CI, CK, etc.)
  - ▶ Student course records (GN)

# Staff Records

3	STAFF RECORDS		All	P	K	D	N	G	H	C	S
3.1	Staff Records Overview	N/A	1.0		2.0		2.0				
3.2	Reporting Contracted Staff	N/A	1.0		2.0						
3.3	Staff Demographic Record	CI	1.0		1.0		1.0				
3.4	Staff Employment Record	CK	1.0		2.0						
3.5	Contractor Staff Employment Record	CJ	1.0		2.0						
3.6	Contract Only Staff Record	CC	1.0		1.0		1.0				
3.7	Staff Summer Employment Separation Record	CL	1.0		1.0						
3.8	Staff Missing Override Record	CP	1.0		1.0		1.0				
3.9	Position Codes	N/A	1.0		2.0		2.0				

# Course Records

4	COURSE RECORDS		All	P	K	D	N	G	H	C	S
4.1	Course Records Overview	N/A	1.0		1.0						
4.2	Course Master Record	CN	1.0		2.0						
4.3	Staff Course Record	CU	1.0		2.0		2.0				
4.4	Student Course Record	GN	1.0		2.0						
4.5	Career-Technical Education Correlated Class Record	CV	1.0		2.0						
4.6	Mapped Local Classroom Code Record	CM	1.0		1.0		1.0				
4.7	Subject Codes	N/A	2.0		3.2		3.3				



# Graduate (G) Reporting

- ▶ Collection window open from late May through mid November
- ▶ Collect graduation requirements on FN and GC records
- ▶ Only students that received a diploma from your school

2	STUDENT RECORDS		All	P	K	D	N	G	H	C	S
2.6	Student Attributes - No Date Record	FN	3.0		4.1		4.2	4.2			
2.15	Student Graduation - Core Summary Record	GC	1.0		1.0						

# Grad Requirements Progress (R) Reporting

- ▶ Collect graduation requirements on FN and GC records
- ▶ Pick up students enrolled prior year

2	STUDENT RECORDS		All	P	K	D	N	G	H	C	S
2.6	Student Attributes - No Date Record	FN	3.0		4.1		4.2	4.2			
2.15	Student Graduation - Core Summary Record	GC	1.0		1.0						

# CTE Follow-Up (D) Reporting

- ▶ Window open from mid February through late April
- ▶ Information for students reported as career tech concentrators in the previous school year

2	STUDENT RECORDS		All	P	K	D	N	G	H	C	S
2.12	CTE Workforce Development Follow-up Record	GV	1.0			1.0					

# Financial (H, P) Reporting

## ▶ Financials (H)

- ▶ District/Building revenue, expenditures, and receipts
- ▶ Federal and state reporting requirements

## ▶ Five-Year Forecast (P)

- ▶ Historical – 3 years
- ▶ Projected – current +4 years
- ▶ District revenue, expenditures, and other funding items
- ▶ State reporting requirements

# Financials (H)

6	FINANCIAL RECORDS		All	P	K	D	N	G	H	C	S
6.1	Financial Records Overview	N/A	1.0								
6.2	Cash Record	QC	1.1								
6.3	Expenditure Record	QC	1.1								
6.4	Receipt Record	QC	1.1								
6.5	Operational Unit (OPU) Description Record	QC	1.1								
6.6	Capital Assets	QC	1.1								
6.7	Miscellaneous Financial Records	QC	1.0								

# Five-Year Forecast (P)

7	FIVE-YEAR FORECAST RECORDS		All	P	K	D	N	G	H	C	S
7.1	Five-Year Forecast Overview	N/A	1.0	1.0							
7.2	Five-Year Forecast Record	QF	1.0	1.0							
7.3	Five-Year Forecast Notes Record	QN	1.0	1.0							

# HELPFUL INFORMATION

# Data Concerns

## Data Security

- Legislation
  - FERPA, HIPPA, IDEA
- Student
  - ODE cannot have student name or SSN
  - Reason for State Student Identifier (SSID)
  - SSID crosswalk protected
  - SSID to be used for EMIS reporting only, unless otherwise designated

# Impacts of EMIS Reporting

## ▶ Funding

- ▶ Student average daily membership (ADM)
- ▶ Special ed weighted funding
- ▶ Preschool state funding
- ▶ CTE funding
- ▶ Federal programs

## ▶ Accountability

- ▶ District
- ▶ Teacher
- ▶ Student



# References and Tools

- ▶ EMIS Manual
- ▶ Data Collector Preview Reports
- ▶ EMIS Processing Schedule
- ▶ EMIS Submission Requirements
  - ▶ Gen Missing Report
- ▶ Report Explanations
- ▶ EMIS Newsflashes
- ▶ Your ITC

# ODE Reports

- ▶ Level 1 and Level 2 validation reports
  - ▶ Found in Data Collector
- ▶ Post processing reports
  - ▶ Most copied to ITC twice weekly
  - ▶ May be augmented with additional information found only at ITC
- ▶ Secure Data Center (SDC) reports
  - ▶ Staff
  - ▶ Accountability/LRC
  - ▶ ADM
  - ▶ Others

# Other Data Systems

- ▶ **OEDS (Ohio Educational Directory System)**
  - ▶ Districts responsible for maintaining information
  - ▶ Roles define level of access to other applications
- ▶ **SAFE (Security Application for Enterprise)**
  - ▶ Works with OEDS
  - ▶ Provides access to secure applications
- ▶ **SSID (Statewide Student Identifier)**
  - ▶ Used to obtain unique student IDs

# Where to Go For Help

## ▶ ODE business centers

- ▶ Regarding policy issues (not EMIS reporting instructions)

<http://education.ohio.gov/Topics/Data/Accountability-Resources>

- ▶ Area finance coordinators
- ▶ SSID/IBM helpdesk via the ITC

## ▶ Personal documentation

- ▶ In order to refer back to an answer for another situation or at another time, be sure to have it in writing

# Additional Help

- ▶ District coordinators
  - ▶ Special education coordinator
  - ▶ Testing coordinator
  - ▶ Curriculum coordinator
- ▶ Other EMIS coordinators
  - ▶ Develop a partnership with other districts
- ▶ ITCs
- ▶ ODE EMIS via the helpdesk
- ▶ ODE website – <http://education.ohio.gov/>

# Questions?



[education.ohio.gov](http://education.ohio.gov)

# Social Media

**facebook**

Ohio Families and Education  
Ohio Teachers' Homeroom

**Linked in**

ohio-department-of-education

**Storify**

storify.com/ohioEdDept

**twitter**

@OHEducation

**You Tube**

OhioEdDept