



FY17 Period S SOES Reporting Period Checklist for Community & STEM Districts - Final Window

Change Log

Date	Section Number/Name	Change Description
4/19/17	Overall Document	Updates following EMIS Checklist training
3/22/17	Task 45	Majority of Attendance, updated the EOC Exam Chart
1/11/2017	Overall Document	Updated for FY17 Final Window processing
4/29/16	Student Record Updates – Community Eligibility Provision	Fix task reference
4/5/16	Task #19	Updated to include the new SOES Historical Address type
2/9/2016	Overall document	Updates for FY16 Final window processing

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Period S Checklist for Community & STEM Districts for the Final SOES Window

Collection Requests (tentative) –

	SOES First Window	SOES Final Window
Collection Request Record Types to Include	July- January	February - July
<p>Each Collection Request will include transactions from July 1 through the end of the Collection Request. Reporting is on-going meaning there is no cut-off date. As students are enrolled in your district, their data will be included in the next transfer regardless of enrollment date.</p>	GI	GI
	GJ	GJ
	FS	FS
	FD, excl. FD120, FD140, FD160, FD180, FD190, FD200	FD
	FN270, FN400 only	FN – FN140, FN290, FN110, FN080, FN210, FN220, FN360, FN310, FN390, FN120, FN400, FN370, FN270, FN380
	GE	GE
	FE	FE
	FC	FC
	FL	FL
	DN (Select attributes by period) Include: <ul style="list-style-type: none"> • C_STUEEPOL • INFOTECIRN • STUKGBRDAY • STULNCHFRE • STULNCHRDC • STULNCHNOT • STUELGEXAC 	DN (Select attributes by period) Include: <ul style="list-style-type: none"> • SIG Time Extended Group Elements • C_STUEEPOL • INFOTECIRN • STUKGBRDAY • STUELGEXAC • STULNCHFRE • STULNCHRDC • STULNCHNOT • LCLWELLPOL • CCPDENIALS • CCPREIMBCT • CCPRESTITU • Physical Education Eval Group Elements • Initial IEP Eye Exam Group Elements
		DT
	GQ (limited codes)	GQ
		FB
		GG
		GD
	FP - Transportation Records	FP - Transportation Records
	FF	FF
FG	FG	

Student Record Updates

Community Eligibility Provision

Beginning in FY17, any district/building that participates in the Community Eligibility Provision (CEP) of the school lunch program will need to verify they have reviewed every student they are reporting as economically disadvantaged. Please see the new codes in task 10 – Update Disadvantagement Values.

Autism Scholarship Students

Autism Scholarship Program students (ASP) are required to be reported to EMIS, and are included in the Federal October Child count. They should not be withdrawn from the resident district. See EMIS Manual section 2.1 for details.

Jon Peterson Scholarship Students

If you are the resident district sending a student out on a JPS, use EMIS situation 473, even if the JPS program is housed at a non-pub. If your district is not the resident district of a JPS student at a non-pub, use a services only EMIS situation.

Preschool students found to be ineligible for service

PS students found ineligible for services must be admitted and withdrawn on the same day. Remember to put these students on a non-attending calendar so they aren't reported with any attendance hours when ATTUPEMIS runs.

NOTE: If the PS student doesn't have an SSID, register the student and wait for an SSID to be returned before withdrawing the student. The SSID Locator does not process withdrawn students.

College Credit Plus Students

Students attending elsewhere as College Credit Plus students (formerly PSEO) must be reported as attending elsewhere for the percent of time they are taking college credit courses – even if they are taking courses after school hours. Schools will still be funded 100% for the time at their district and the time at the CCP Institution.

STEM School Students

There are two different types of STEM schools

1. District STEM School: STEM school that *is not* considered a building in a regular district
 2. Building STEM School: STEM school that *is* part of a regular district.
- Students who attend a District STEM School are withdrawn from their resident district using the normal withdrawal procedures using a withdraw code of "41".
 - District STEM Schools report students as non-residents attending using a "How Received" value of "K". The How Received IRN is the IRN of the student's resident district.

- Students from other districts who attend a Building STEM School do so through Open Enrollment and are not withdrawn from their resident district.
- If a resident student attends a Building STEM School, the STEM building IRN is used for the Accountability IRN and the Attending Building Area IRN.

Task 1 – Verify Student Admission and Withdrawals

Collection Request	All 'S' Collections
--------------------	---------------------

Verify student admissions and withdraws. Because of the addition of the new Student Cross Reference system reporting, **it is no longer appropriate to whack no-shows**. Once a student is reported for the school year, you must continue to report them all year long.

Last year, the new Withdraw reason '76 – Non-Attendance according to the 105-hour rule' withdraw reason was added for students who were withdrawn due to truancy/non-attendance. This withdraw reason is still valid for FY17 for community schools only.

Withdrawal Reasons to Note

- 77 – Withdrew due to 3314.26 (non-tested 2 year e-school)
- 38 – Student promoted beyond max grade/entity closing
- 81 – Student reported in error – never should have been reported
- 39 – Non-enrolled student no longer receiving services
- 79 – Reason for enrollment (received reason) no longer valid

A. Verify the following types of students are withdrawn from 16/17:

- i. **No shows** - Students who are new to the district in 16/17 but NEVER show up. These students must be reported in SCR.
 - *Scenario # 11* from the **16/17 Withdrawal Scenarios** doc
- ii. **Prior Year Withdrawals** – Students who withdrew from the district on or before the last day in 15/16 but were already promoted to 16/17 should be whacked from 16/17 unless they have already been included in SCR.
 - *Scenario #5* from the **16/17 Withdrawal Scenarios** doc
- iii. Summer **Withdrawals**- Students who were enrolled in 15/16 but withdrew over the summer and will not be attending in 16/17.
 - *Scenario #2* from the **16/17 Withdrawal Scenarios** doc
- iv. **Summer Graduates** – Are handled the same as summer withdrawals except a Diploma Type, Diploma Date, Withdraw Date prior to the first day of the new school year and a Withdrawal Reason code of 99 are entered. The student's graduate information is reported in 16G but their withdrawal information is reported in 17S.
 - *Scenario #34* from the **16/17 Withdrawal Scenarios** doc
- v. **Newly Enrolled – Late Start** - A new student enrolls and is supposed to start the first day of school but doesn't show until the third day.
 - *Scenario #17* from the **16/17 Withdrawal Scenarios** doc

B. Process Students who were supposed to graduate last year but didn't

Students who have met all the course requirements and were supposed to graduate in 15/16, but didn't because they didn't pass the testing requirements should be handled as follows:

- i. *Enrolled in courses* - If the student enrolls in courses in the 16/17, report the student with Grade Level 13 on the FD tab. Do *not withdraw the student*. Report summer test results in 16A, Assessment Collection Request
- ii. *Dropout* - If the student drops out in the 16/17 school year, report the student as Grade Level 13 on the FD tab – State Equivalent Grade Level, on the student's latest FS record, and a withdrawal date and reason of **75 – Student Completed course requirements but did NOT pass the appropriate statewide assessments required for Graduation**. Change the EMIS Grade Next Year on the FN tab to "DR".

C. Register students who were previously withdrawn and have returned to the district, including expelled students

- i. Previously withdrawn in 15/16 but returning to the district in 16/17
 - o Scenario #3 from the **16/17 Withdrawal Scenarios** doc
- ii. Expelled in 15/16 and is not receiving instructional services but returns to the district in 16/17
 - o Scenarios #14 and #15 from the **16/17 Withdrawal Scenarios** doc

Refer to the New Admission and Withdrawals section of the EMIS Manual (2.1.1) and the 16/17 Withdrawal Scenarios document for more admission and withdrawal scenarios.



Task 2 – Reporting Preschool Students

Collection Request	All 'S' Collections
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New Reporting Instructions for Preschool Students beginning in FY17

New 'How Received' codes for reporting PS students in Early Childhood Education have been introduced this year.

Students in ECE, regardless of the resident district are to have 'E' reported for their How Received Element. A student cannot be enrolled in more than one program at a time. In addition, a student can have a How Received value of 'E' and also be receiving special education services.

If a resident preschool student is enrolled in Federal Head Start, then '**' is reported for the How Received Element.

Non-resident preschool students enrolled in a traditional district who are not ECE, should be reported with the appropriate How Received value for their situation as well as the How Received IRN. Any of the EMIS Situations contained in the EMIS Situations document for traditional districts can be used for preschool students.

Students enrolled in an ESC who are not in an ECE program are to have 'H' reported for the How Received element. Students who are not in an ECE program and are enrolled in a traditional district that is not their resident district are to be reported with a How Received code that accurately reflects how they arrived at the district (i.e., through open enrollment, court placement, etc.). If the student is enrolled in special education and ECE, then 'E' is reported for the How Received element.

Options 'E' and 'H' are only valid for Preschool students. A How Received IRN value is also required to be reported. These options take precedence over reporting the type of entity.

How Received Values exclusively for PS students:

- E – Preschool ECE Early Childhood Education Grant
- H – ESC Providing Instruction and Related Services (ESC Only)
- I – Student receiving non-instructional, supplementary or related services

In the student's district of residence, How Received options used currently for school aged students are also now available to be reported.

Task 3 – Verify Student SSIDs

Collection Request	All 'S' Collections
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Obtain:

If all the following required fields are filled in during registration, an SSID will automatically be assigned as part of the registration process by the SSID Locator.

- First Name or Legal Name if first name is not the legal name.*
- Middle Name or Legal Name if middle name is not the legal name*
- Last Name or Legal Name if last name is not the legal name*
- Date of Birth*
- Gender*
- Native Language*
- Ethnicity*
- Birthplace City*
- Admission Reason*

Community and STEM schools must collect all required fields to obtain an SSID during the registration process unless they obtain the SSID from the student's prior district. For exceptions, the StudentInformation SSID extract may be used. If students are sent to the community school electronically from another district using the Student Transfer process in StudentInformation the SSID, if available, will come over with the student.

- a. Perform a sweep of students missing an SSID. IBM will bulk assign the SSIDs.

[StudentInformation > Management > Import/Export > State Student ID Export](#)

- b. Log into the IBM site to obtain the SSIDs manually for individual students. All students must have the mandatory fields filled in to get an ID.

A. Verify:

Run the SSID report to verify all students have an SSID. The report will list students missing elements which would prevent them from receiving an SSID. Once the missing elements are filled in, the SSID Locator system will automatically obtain an SSID and write it to the latest FS record.

B. How to Add/Update an SSID:

- i. Records returned by the Locator: If an SSID is returned for a student by the locator, only the current FS record will be updated. Manually enter the SSID by editing the remaining FS records for the student where no SSID is specified.
- ii. Students previously assigned an SSID now assigned a new SSID: If the student was previously assigned an SSID and now has a different SSID, add a new FS record recording the new SSID to indicate a change in the value. Do not change the SSID value on prior records so that the old SSID associated with the student may still be reported. Invalid SSIDs should be deactivated manually in the IBM system.

Task 4 – Verify Non-reportable Students

Collection Request	All 'S' Collections
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The Verify Non-reportable Students page lists each student who is enrolled in the current school year but their **Report To EMIS:** checkbox on the **FN-Attributes** tab is unchecked.

Any student listed that needs to be reported to ODE may be updated by marking the **Report To EMIS:** checkbox next to their name and clicking Save.

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

StudentInformation > EMIS > Verify Non-Reportable Students

Verify Non-Reportable Students - SD

From this screen, you can verify students not marked reportable to EMIS.

Select All Buildings Clear All Buildings

AVEL - ADA ELEMENTARY AVHS - ADA HIGH SCHOOL

Verify Cancel

2 Records Displayed

Report to EMIS	Building	Student Number	Student Name	How Received	Percent of Time	EMIS Situation	Admission Date	Withdrawal Date	Status
<input type="checkbox"/>	AVEL		Spade, Kevin	*	100	S - Resident attending Full Time	08/27/2008		A-ACTIVE RES
<input type="checkbox"/>	AVHS		Elliott, Sam	*	0	88 - Resident attending JVS F/T	10/07/2013		V-APOLLO VOCATIONAL

Select all students

Save Report to EMIS

Task 5 – Run the STAT report to verify students’ EMIS situation assignments

Collection Request	All ‘S’ Collections
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The STAT report provides a list of students and their EMIS situation. The report may be used to verify that each student has the proper EMIS situation assigned. The report will include the EMIS situation from the latest FS record for the current school year.

Any student missing an EMIS Situation will have a blank value in the EMIS Situation Description column. Students missing FS records will also have a blank value in the EMIS Situation Description column.

StudentInformation > SIS > School > Student Reports > Student Status/Attendance Code (STAT)

REPORT: DASL - REPO STAT		HIGH SCHOOL				RUN AT 7:52 AM 3/29	
		STUDENT STATUS / ATTENDANCE CODE				PAGE 1 OF 43	
ID	STUDENT NAME	GN	GR	EMIS SITUATION DESCRIPTION	DISABILITY CONDITION		
889091629	Aab, Anthony (Kyle)	M	11	5 - Resident attending Full Time	**		
889091628	Student22988, JOSHUA	M	09	151 - Resident open enrolled elsewhere F/T	**		
889091627	Student22989, KENZIE	F	09	151 - Resident open enrolled elsewhere F/T	**		
889091619	Student22990, JOSEPH	M	10	151 - Resident open enrolled elsewhere F/T	**		
889091611	Student22991, James	M	11	151 - Resident open enrolled elsewhere F/T	**		
889091610	Student22992, Salvatore	M	10	151 - Resident open enrolled elsewhere F/T	**		
889091579	Student23004, Mychalela	F	10	151 - Resident open enrolled elsewhere F/T	**		
889091575	Aabb, Jinkyung (Kristina)	F	09	5 - Resident attending Full Time	05		
889091561	Student23014, Kevin	M	12	151 - Resident open enrolled elsewhere F/T	**		
889091558	Student23016, Alicia	F	10	151 - Resident open enrolled elsewhere F/T	09		
889091554	Student23019, Kayla	F	09	151 - Resident open enrolled elsewhere F/T	**		

Task 6 – Verify the Percent of Time field for students who don’t attend 100% of time

Collection Request	All ‘S’ Collections
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The percent of time (FTE) field indicates the percent of time the student is instructed by *your* district’s employees. The **Percent of Time:** field is shared by all buildings in the district.

Beginning March 23, 2015, high school students (Grades 9 and above) were considered to be full-time (100% of time) students if they attempted to earn 5 credits during that school year. Beginning February 1, 2016, the percent of time for high school students is determined based on the same reporting instructions that were in effect prior to March 23, 2015. However, in those cases where a high school student is enrolled in courses that would generate a higher percent of time using the credit method, the percent of time may still be determined based on the rule that five credits is equivalent to full-time enrollment. Refer to chapter 2.4 Student Standing (FS) Record Chapter of the EMIS manual for more details.

The Percent of time field is shared by all buildings in the district. If a student is enrolled in more than one building within the district at the same time, the Percent of time should reflect the total time he is receiving instruction in both buildings.

UNIQUE SITUATIONS:

1. Non-preschool ESC students: The **Percent of Time:** at the resident district should include the time spent at the ESC.
2. Students who attend College Credit Plus and also the JVS:
The Community or STEM school must report the percent of time the student spends at the College Credit Plus Institution in the **Sent To 2: Percent of Time:** field. The **Sent To 1: IRN:** would indicate the JVS but since the JVS is an EMIS reporting entity the **Sent To 1: Percent of Time:** would be zero.
3. Students who attend multiple buildings within the same district:
The **Percent of Time:** field should reflect the total time spent receiving instruction by all buildings in the district – not just the building the student spends the majority of time in.
4. The amount of time spent at the following entities is NOT included in the student’s percent of time.
 - a) BDDs (formerly known as MRDD)
 - b) Entities providing contracted career technical instruction
 - c) Pilot program site

Task 7 – Verify/Update County of Residence on FS tab

Collection Request	All 'S' Collections
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The code reported should be the code for the county in which the student is actually living.

- If the student is living with parents, report the county of the parents' home address. If the parents are not living together, report the county of the parent who has primary custody of the student.
- For a student who is not living with parents, report the county in which the student is domiciled. If foster placed, for example, it would be the county of the home of the foster parent(s).
- If a student is homeless and has an established residence, such as a homeless shelter or is in a doubled-up situation, the county of that residence should be reported. Otherwise report the county code where the student spends the night.
- If the domicile of the student is out of state, use "***".

DYS does not need to report this element. For students with a Sent Reason (FS200 or FS230) = "FP", the value in this element will not be used.

If the County of Residence Code changes during the duration of the student's enrollment in the district, the existing Student Standing record should be closed and a new one opened using the new Effective Start Date as the day the student began to live at the new address.

District Relationship:	1 - Stud. rcvg instr. in whole/part from rep. dist	District of Residence:	045328	-	Columbiana Ex VIII SD	Q
How Received:	* - Not Applicable	How Received IRN:	*****	-		Q
Percent of Time:	100	Tuition Type:	N - Non-tuition student (default)			
Attending Building IRN:	007062 - Columbiana High School	Assigned Building IRN:	*****			
County of Residence: *	15 - Columbiana					

Task 8 – Update Fiscal Year Began 9th for all incoming freshmen

Collection Request	Final Window
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Use the Student Profile Bulk Update process to mass update the field value for all 9th grade students entering 9th grade this school year.

1. Navigate to **StudentInformation** > **Management** > **Ad-Hoc Updates** > **Student Profile Bulk Update**.
2. Create an ad-hoc of all 9th graders in 16/17 and select the ad-hoc membership from the **Ad Hoc:** dropdown.
3. Click **Next >** until the **FN-Attributes-No Date** tab displays.
4. Place a check in the box below **Fiscal Year Began 9th:** and enter 2017.
5. Click **Next >** until the **Review updates** tab displays.
6. Click **Submit**.
7. The following message will display

Student Profile Bulk Update was completed successfully.

8. Finally, put a 9th grader in context and go to the **FN-Attributes** tab and verify the **Fiscal Year Began 9th:** field has been populated with 2017.

Be sure you do NOT include any retained 9th graders from 15/16 in your ad-hoc file. You don't want to change the year they began 9th as it should remain 2016 for retained 9th graders.

Task 9 – Update FLICS IRN – Attending District IRN Last October

Collection Request	All Collections
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Students who are new to the community school this school year who attended a non-public district or were home schooled last year must have the ‘Attending District IRN Last October’ value reported to indicate the district in which they resided last school year. For students who came from another public district or attended the community school last year, report ‘*****’ for the IRN. This element resides on the FN – Attributes tab of the Edit Student Profile page.

1. Navigate to **StudentInformation** > **SIS** > **Student** > **Edit Student Profile**.
2. With the student in context, select the **FN-Attributes** tab.
3. Enter the IRN of the non-public district or the IRN of the district the student resided in last year if the student was home schooled.

Attending District IRN Last October:	*****	-	
Majority Of Attendance IRN:	*****		
Accountability IRN:	*****		
Attending Building IRN Next Year:	*****		
Admission to Current High School Date:	8/1/2016		
Attending District IRN Last October:	044222	-	Lima City SD
Third Grade Reading Guarantee			
Math Diagnostic Result Code:	** - Not Required		
Reading Diagnostic Result Code:	** - Not Required		
Writing Diagnostic Result Code:	** - Not Required		
Latest Third Grade Reading Promotion Status:	This student has not taken the 3rd Grade Reading Promotion Assessment Report To EMIS: <input checked="" type="checkbox"/>		
<input type="checkbox"/> Exclude FN Records from Fall Initialization Updates			

Task 10 – Update Disadvantage values on the FD Tab

Collection Request	All Collections
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Beginning FY17, new disadvantage codes have been added to report that students have been verified as economically disadvantaged. Validation was optional for FY16 but mandatory for FY17. If your school is a CEP district, verification for each student is required to ensure you have documentation proving student(s) have an economic disadvantage. The new codes are:

4 – Economic Disadvantage in a CEP building or LEA where the student has not been determined to meet one of the 4 conditions listed in the Economic Disadvantage reporting instructions

5 – Both Economic and Academic Disadvantage in a CEP building or LEA where the student has not been determined to meet one of the 4 conditions listed in the Economic Disadvantage reporting instructions

6 – Economic Disadvantage in a CEP building or LEA where the student has been determined to meet one of the 4 conditions listed in the Economic Disadvantage Reporting Instructions.

7 – Both Economic and Academic Disadvantage in a CEP building or LEA where the student has been determined to meet one of the 4 conditions listed in the Economic Disadvantage Reporting Instructions.

Students who meet any of the following conditions must be reported as Economically Disadvantaged:

- Eligibility for Free or Reduced-Price Lunch
- Resident of a household in which a member is eligible for Free or Reduced Price lunch
- Student who is a known recipient of Public Assistance
- Title I Application student

Academic Disadvantage is only to be reported for Career-Technical students and refers to a student who is having an academic problem that is not due to an identified disability condition. A career-technical student should only be reported as academically disadvantaged if he/she:

- Lacks knowledge in one or more of the academic areas of Mathematics, English/Language Arts, Science or Social Studies, and
- Performs two or more years below grade level on standardized tests.

Task 11 – Verify Race/Ethnicity for newly enrolled students

Collection Request	All 'S' Collections
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Any newly enrolled student or a student whose District of Residence changes must have their Race/Ethnicity recollected.

The Local Ethnic Category field is not used for EMIS purposes but is the value used on most StudentInformation reports.

Recollected:

Gender:	F	Birthdate:	1/19/1993	Age:	17
Local Ethnic Category:	W - WHITE	Verified With:	B - BIRTH CERT		
Hispanic/Latino:	Y - Yes, the student is Hispanic/Latino	Birthplace City:			
Racial Group(s):	<input checked="" type="checkbox"/> A-Asian <input type="checkbox"/> B-Black or African American <input type="checkbox"/> I-American Indian or Alaska Native <input type="checkbox"/> P-Native Hawaiian or Other Pacific Islander <input type="checkbox"/> W-White				
Summative Race:	H - Hispanic/Latino				
Native Language:	ENG - English (Default)	Home Language:	*** - Neither LEP nr		

Not recollected:

Gender:	F	Birthdate:	10/20/1992	Age:	17
Local Ethnic Category:	W - WHITE	Verified With:	B - BIRTH CERT		
Hispanic/Latino:	* - Not Re-Collected	Birthplace City:			
Racial Group(s):	<input type="checkbox"/> A-Asian <input type="checkbox"/> B-Black or African American <input type="checkbox"/> I-American Indian or Alaska Native <input type="checkbox"/> P-Native Hawaiian or Other Pacific Islander <input type="checkbox"/> W-White				
Summative Race:	W - White, Non-Hispanic				
Native Language:	ENG - English (Default)	Home Language:	*** - Neither LEP nr		

Race/Ethnicity Coding:

Student Situation	Hispanic/Latino Element Value (GI580)	Summative Race Element Value (GI090)	Race Detail Value (GJ record – one per response)
Information Not Recollected	*	Same as FY10 Yearend – W, B, H, A, I, P, M	No GJ Record Reported
Recollected – Student is of Hispanic/Latino Heritage	Y	H	All Races Chosen from the Following: W, B, A, I, P
Recollected – Student is not of Hispanic/Latino Heritage – only one race being chosen	N	Race Chosen – Only one of the following: W, B, A, I, P	No GJ Record Reported
Recollected – Student is not of Hispanic/Latino Heritage - more than one race being chosen	N	M	All Races Chosen from the Following: W, B, A, I, P

Task 12 – Verify Home Language and Native Language Fields

Collection Request	All 'S' Collections
--------------------	---------------------

The **Home Language:** field is the language spoken at home. This field is required for LEP and immigrant students. All other students will have ****.

The **Native Language:** field is the language spoken at the onset of speech.

Both the **Home Language:** and **Native Language:** fields can be updated using the Student Profile Bulk Update.

StudentInformation > SIS > Student > Edit Profile

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

Save Cancel

Last Modified: 10/1/2014 2:36 PM by User: janice

Student Number: 999999999 x Auto-Assign Student Status: A - Active Resident

First Name: Johnny Middle Name:

Last Name: Cash Called Name:

Last Name Suffix:

Gender: F Birthdate: 9/3/1995 Age: 19

Local Ethnic Category: W - White Verified With:

Hispanic/Latino: N - No, the student is not Hispanic/Latino Birthplace City:

Racial Group(s): A-Asian B-Black or African American I-American Indian or Alaska Native P-Native Hawaiian or Other Pacific Islander W-White

Summative Race: W - White, Non-Hispanic

Native Language: ENG - English (Default) Home Language: ENG - English

Task 13 – Verify and Update CTE Program of Concentration

Collection Request	Final
--------------------	-------

While this value isn't reported until a later Collection, it is used when creating Webxam files so it is best to update students as soon as their program of concentration is known. The Program Area of Concentration values will affect the CTE Report Card as well as next year's Period D reporting.

The CTE Program of Concentration field is required to be reported with the FN record. The CTE Program of Concentration Element designates the program area of concentration for a CTE concentrator

A "CTE Concentrator" is a secondary student who has completed a minimum of 50% of the high school credits allowed for a single career and technical education (CTE) workforce development program (e.g., health sciences or marketing), and has enrolled for additional credit at the secondary level. For guidance (and examples) in identifying when a secondary student becomes a CTE Concentrator, see *Career-Technical Education Programming and EMIS Reporting* on the Ohio Department of Education Website (Career-Technical Education section).

The Office of Career-Technical Education will develop guidance to help districts determine how to identify the correct CTE Workforce Development Program Code to report for each CTE Concentrator.

The district that employs the workforce development teacher is responsible for identifying and reporting CTE concentrators and the CTE Program of Concentration. Only the code for one area of concentration may be reported for a student within a reporting period. Once a student is identified as a CTE concentrator, the student is a CTE concentrator for the rest of his/her schooling. Current grade level has no relationship to whether or not a student is identified as a concentrator; i.e., a student can be a junior and be identified as a concentrator.

Update the CTE Program of Concentration field on the FN Attributes tab for applicable CTE students. First, select the area of Concentration from the CTE Program Area dropdown and then select the specific code from the CTE Program of Concentration dropdown.

The CTE Program of Concentration field may be updated using the Student Profile Bulk Update.



StudentInformation > Management > Ad-Hoc Updates > Student Profile Bulk Update [Find Students]

Student Profile Bulk Update

Make bulk updates to students' profiles

Number of Students in selected Ad Hoc: 0

Select Ad-Hoc: [Student record](#) | [Annual record](#) | [FS-Standing & FD-Attributes-Effective Date](#) | [FN-Attributes-No Date](#) | [FN-Graduate](#) | [Review updates](#)

Mark the check box next to field(s) you wish to edit.
If the value is left blank and the check box is checked any value in the field(s) will be cleared, unless otherwise noted as required.

[< Back](#) | [Next >](#)

Grade Next Year:

Fiscal Year Began 9th:

CTE Program

CTE Program Area: CTE Program of Concentration:

Tech Prep Completed:

Accountability IRN:

Admission to Current High School Date:

Attending Building IRN Next Year:

Attending District IRN Last October:

Third Grade Reading Guarantee

Math Diagnostic Result Code:

Reading Diagnostic Result Code:

Writing Diagnostic Result Code:

The CTE Program of Concentration may also be updated via the CTE Management page.

StudentInformation > SIS > Scheduling > CTE Management

CTE Management

From this screen, you can view student vocation course section assignments based on the teacher of the vocational course.

Teacher: Section:

CTE Program Area:

CTE Program Of Concentration:

Check All	Student Number	First Name ^	Last Name	CTE Program Of Concentration
<input type="checkbox"/>	747	ALAN	Student83314	** - Student is not a concentrator in any CTE Program
<input type="checkbox"/>	367	BRADY	Student83702	** - Student is not a concentrator in any CTE Program
<input type="checkbox"/>	5014	CHANNING	Student78168	** - Student is not a concentrator in any CTE Program
<input type="checkbox"/>	704	Colin	Student83377	** - Student is not a concentrator in any CTE Program
<input type="checkbox"/>	361	KYLE	Student83709	** - Student is not a concentrator in any CTE Program
<input type="checkbox"/>	4949	NICHOLAS	Student78268	** - Student is not a concentrator in any CTE Program
<input type="checkbox"/>	4163	ROBERT	Student79301	** - Student is not a concentrator in any CTE Program
<input type="checkbox"/>	4245	RONALD (PAUL)	Student79206	** - Student is not a concentrator in any CTE Program
<input type="checkbox"/>	703	Tanner	Student83379	** - Student is not a concentrator in any CTE Program
<input type="checkbox"/>	4942	TIMOTHY	Student78279	** - Student is not a concentrator in any CTE Program
<input type="checkbox"/>	4936	TOBY	Student78291	** - Student is not a concentrator in any CTE Program
<input type="checkbox"/>	4080	TRAVIS	Student79404	** - Student is not a concentrator in any CTE Program

Task 14 - Update October IEP Outcome field

Collection Request	All 'S' Collections
--------------------	---------------------

F.Y.I.

This element is reported for those students with a change in their Least Restrictive Environment (LRE) since their most recent IEP as of October. In general, the LRE will not change without a new IEP being completed and reported, but there are some cases, especially with IEPs reported in the prior year that are still in effect as of the end of October, where the LRE could change. Examples include but are not limited to a student whose parent originally consented to services but pulled the student from services prior to October 31st and situations where an expelled student is given an alternative placement that will be in effect on October 31st. In addition, for a preschool student (especially for those who are part time,) a parental placement in a private preschool program could change the LRE for that student.

When completing the Federal Child Count, ODE will review the LRE on the latest reported IEP event effective (including IEPs reported in the prior yearend and IEP events reported in the current 'S' reporting period) and the value of this element. The value of this element will take precedence.

For this element to be valid for the Federal Child Count, the student must already have an IEP reported to ODE that is valid on October 31st (e.g., October 31st is between the reported Outcome Beginning and End dates on a IEP that was reported to ODE in the prior yearend or in the current reporting period.) If no reported IEP is valid on October 31st, the value in this element will be ignored.

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

Save Cancel

Last Modified: 04/21/2016 10:47 AM by User: bataswart

EMIS Grade Next Year: 11 - Eleventh Grade

Changing the EMIS Grade Next Year does not change the District Grade Next Year. The General tab can be used to change the District Grade Next Year.

Retained Status: * - Student was not retained at the end of the previous school year

Oct Childcount IEP Outcome: ** - No Change from latest IEP reported to ODE**

CTE Program Area: Fiscal Year Began 9th: 2016

CTE Program of Concentration: ** - Student is not a concentrator in any CTE Program Tech Prep Completer: N

Majority Of Attendance IRN: *****

Accountability IRN: *****

Task 15 – Update LEP Option for students

Collection Request	All 'S' Collections
--------------------	---------------------

For students who are Limited English Proficient, a new code has been added to indicate a student is in his 2nd year of LEP Status. This new code was optional for FY16 but is required for FY17. It is required to be reported in FY17. The new code is 'S – LEP – Enrolled in U.S. Schools for 2nd Year.

The screenshot shows a web form titled "New Student Attributes". At the top, there are buttons for "Save", "Cancel", and "New Student Attributes". The form contains several fields and dropdown menus:

- Effective Start Date:** 7/1/2015
- District Withdraw Date:** (empty)
- Withdraw Reason:** ** - Not Applicable, Did not withdraw/was not truant
- State Equivalent Grade:** 10 - Tenth Grade
- Disability Condition:** ** - Not Applicable
- Section 504 Plan:** N
- Disadvantage:** 1 - Economic Disadvantage
- Free/Reduced Lunch Status:** None
- Limited English Proficiency:** S - Enrolled in U.S. Schools for 2nd Year (highlighted with a green oval)
- LEP Declass Date:** (empty)
- Homeless Status:** - Not Applicable
- Homeless Unaccompanied Youth:** *
- Migrant Status:** N
- Immigrant Status:** N

A note below the State Equivalent Grade field states: "Changing the State Equivalent Grade does not change the Building Grade. The General tab can be used to change the Building Grade."

The Valid codes for LEP Status are:

N – No – Student is not Limited English Proficient

Y – Yes – Limited English Proficient student who has been enrolled in U.S. Schools for more than 360 school days (or the equivalent of two school years) OR Previously exempted from taking the spring administration of either of the State' English Language arts assessments (reading or writing)

L – LEP – Enrolled in U.S. Schools for First Time – A recently arrived Limited English Proficient student who has been enrolled in US schools for **no** more than 180 school days

M – LEP – Trial Mainstream

S – LEP Enrolled in U.S. Schools for 2nd Year – A recently arrived Limited English Proficient student who has been enrolled in US schools for more than 180 school days and less than 360 days (or the equivalent of two school years).

Task 16 – Update Retained Status Students

Collection Request

Final 'S' Collections

Students who will be retained in their current grade level for the upcoming school year need to be reported in the final period S window as retained in their current grade as well as the proper building they will be attending next year. The actual retained status element isn't reported until next Fall.

The following elements need to be updated on the student profile page to indicate the student I retained:

- **General Tab – Grade Level Next Year** – update to the correct grade for next school year
- **FN Attributes Tab – Update EMIS Grade Level Next Year** to the correct grade for next school year
- **FN Attributes Tab – Attending Building IRN Next Year** if the student will be in the same grade level in a different building or if the value was already updated to a different building due to promotion
- If the student has already been promoted to another building for the upcoming school year, withdraw the student from the building he was originally promoted to and enroll him in the correct building for the next school year.

Task 17 - Update Admitted From IRN and Withdrawn To IRN

Collection Request	All 'S' Collections
--------------------	------------------------

Districts are required to report the IRN of the district a student comes from when registering into your district for the first time. If the student is newly enrolled in the current school year and the student's admission reason is '3', '6', or '7', the admitted from IRN will need to be reported.

New starting in FY17: The Admitted From IRN will also be reported when the District Relationship of a student changes to a value of '1', from a '2' or '3'. All restrictions for updating this field on the Edit Student Profile page have been removed.

This IRN value must be a district IRN. If the student is not new to the district in this school year or had a change in District Relationship, the field value will default to "*****". The Admitted from IRN field can be found on the following pages in StudentInformation:

- Student Profile Edit – FS Tab
- Registration Wizard
- Student Registration
- EZQuery Student Demographics
- EZQuery SIS Student Search
- Home School Import – Students tab

Student Profile Edit – FS Tab:

District Admission Date: 5/10/2011
Admission Reason: 7 - Not newly enrolled in this school district
Admitted From IRN: ***** -
District Withdraw Date: [] Withdraw
Withdraw Reason: ** - Not Applicable, Did not withdraw/was not truant
Withdrawn To IRN: ***** -

When the student is admitted from a non-public school, use the IRN of the non-public school for the Admitted from IRN value and not the IRN of the Diocese.

If the admission reason is '7' and the Admission Date is on or after the first day of school in 16/17, this means the student was previously in the district, left the district and has now returned to the district. Since the student is returning to the district after school has started, you must indicate the IRN of the district the student was in previously. Admission reason '6' could be used for this student because he did go to another district in between enrollments in the current district.

If the student attended your district through the end of the prior school year but withdrew from the district prior to June 30th and was reported in June as withdrawn, but has returned to the district again this year, the student would be re-admitted to your district,

admission reason '7' would be used, and you will need to report your own District IRN in the Admitted from IRN field.

If the student attended your district last year, dropped out of school and is now returning to your district, admission reason '7' would be reported for the student and the Admitted From IRN would be the IRN of your district.

Districts are required to report the IRN of the district a student is going to upon withdrawing from their own district. The Withdraw to IRN value must be reported any time a student withdraws from your district to attend another district. Students with withdraw reason '41', '42', and '45' must have a value in the Withdraw to IRN field.

StudentInformation > SIS > Student > Withdraw Student

Withdraw Student

From this screen, you can withdraw a student from the working school.

i In order to withdraw a student from the working school for the current school year, please enter a withdraw date and select a valid withdraw code. If you are **sure** you want to withdraw the student, please select the submit button from below.

Building | **District**

Admission Date: 8/17/2016

Withdraw Date:* 8/30/2016

Withdraw Reason:* 41 - Tr. to another Ohio SD, local/exem vill/city, tr.

Withdraw to District IRN: 044222 - Lima City SD

Withdraw to District Comments:

Student Status:* I - Inactive

Remove Locker Assignment:

Remove Homeroom Assignment:

Submit **Cancel**

If the student is withdrawing to attend a non-public school, use the non-public school building IRN for the withdraw to IRN value. If the non-public school does not have a valid IRN, report 999999.

The Withdraw to IRN value is stored on the student's latest FS record at the time of the district withdrawal.

District Admission Date: 8/23/2006

District Withdraw Date: 8/30/2016 **Withdraw**

Admission Reason:* 4 - Student enroll. first time in Ohio pub sch/comm sch age (PS or KG)

Admitted From IRN: ***** -

Withdraw Reason: 41 - Tr. to another Ohio SD, local/exem vill/city, tr. req on file

Withdrawn To IRN: 044222 - Lima City SD

Task 18 – Run the Student Roster Detail (R101A) to verify student demographic and disability information is correct

Collection Request	All 'S' Collections
--------------------	---------------------

Use R101A to verify the details of the student’s demographic records and disability condition as well as rosters of students – both active and inactive in each grade level.

Verify that all students who have withdrawn from the district are no longer actively enrolled and have the appropriate student status. Also check the accuracy of the student’s Birth Date, Ethnicity, Disability Condition, and EMIS Situation.

StudentInformation > SIS > School > Student Reports > Student Roster Detail (R101-A)

Report: R101A								HIGH SCHOOL		
Printed Thu, Aug 12, .		8:15 AM								
Student Roster Detail										
AGE RANGE: ALL AGES										
ID	STUDENT NAME	STATUS	GR	GN	HMRM	HOME SCHOOL	PARENT/GUARDIAN NAME	TELEPHONE	ETHNICITY	ETHNICITY CODE
SCH CD	STUDENT ADDRESS	DISAB	AGE	BIRTHDATE					PROGRAM	PROGRAM CODE
	HOME SCHOOL NAME	EMIS SITUATION								
200800073	Student1003, Morgan 645 S Main St Lima, OH 45804-1241	ROE	12	F	**	17	04/03/1993	(555) 555-5555	WHITE	- W
		151 - Resident open enrolled elsewhere F/T								-
200800070	Student1005, JAMES (JAMES) 645 S Main St Lima, OH 45804-1241	ROE	09	M	**	14	03/22/1996	(555) 555-5555	WHITE	- W
		151 - Resident open enrolled elsewhere F/T								-
200800048	Student1027, JAMIL 645 S Main St Lima, OH 45804-1241	ROE	12	M	**	17	09/18/1992	(555) 555-5555	BLACK, NON-HISP	- B
		151 - Resident open enrolled elsewhere F/T								-

Student Transportation Records

Task 19 – Update Transportation Records for Students who were transported any day of Count Week

Collection Request	All Collections
--------------------	-----------------

Use the transportation tab of the Edit Student Profile Page to collect the values for Count Week Transportation days for each student who was transported any day during count week. Select a value from the dropdown for **Distance student was transported from residence to School Building** and set the appropriate checkbox for each day of the week the student was transported by the Community School. Use Student Profile Bulk Update to mass update the flag. Only students who were transported must have a record reported. Reporting records for students not transported is optional. Leaving the boxes unchecked indicates the student was not transported.

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**

Save Cancel

Last Modified: 07/6/2015 10:03 AM by User: cgaadillingham

Parking Permit:

Assigned Space:

Vehicle Description:

License Plate:

Driver's License Number: **State:**

Bus Number 1:

Bus Number 2:

Comments:

Distance To School:

Transportation: Student Drives Student is Bussed Student Walks

Distance student was transported from residence to school building:
M1 - More than one mile but less than one and a half miles

Countweek Transportation Days
 Monday Tuesday Wednesday Thursday Friday

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1. Create an ad-hoc membership group of students whose transportation pattern would be the same.
2. Navigate to **StudentInformation > Management > Ad-Hoc Updates > Student Profile Bulk Update**.
3. Select the ad-hoc membership from the **Ad Hoc:** dropdown.

- Click **Next >** until the **Annual record** tab displays.
- If updating the 'Distance student was transported from residence to school building' element, select the appropriate value from the dropdown and check the box beside the field to include in the update.

Distance student was transported from residence to school building:

M1 - More than one mile but less than one and a half miles ▼

- Place a check in the first checkbox in the Count Week Transportation Days block and check any of the weekday checkboxes that apply to the group of students you're updating.

Countweek Transportation Days:

Monday Tuesday Wednesday Thursday Friday

- Click **Next >** until the **Review updates** tab displays. Depending on your selections for updating, the review tab will display the values you've chosen to update.

Please review all of the profile selections before finalizing.

Profile Item	New Values
Distance student was transported from residence to school building:	M1 - More than one mile but less than one and a half miles
Countweek Transportation Monday:	True
Countweek Transportation Tuesday:	True
Countweek Transportation Wednesday:	True
Countweek Transportation Thursday:	True
Countweek Transportation Friday:	True

Submit

- Click **Submit**.
- The following message will display

Student Profile Bulk Update was completed successfully.

Student Contact Records

Task 20 – Reporting FF – Student Contact Records & FG – Student Contact Address Records

Collection Request	All Collections
--------------------	-----------------

Starting in FY15, Community schools were required to report a contact record for the Parent or Guardian of each student attending the community school. This record is used to determine the residency of the parent/guardian in the same manner as was used in the SOES system previously. Each contact reported must have at least one address record reported to indicate residency. Each student is required to have at least one FF and one FG record reported.

Beginning in FY16, additional FG address records should be reported in the event of an address change for the guardian as well as the date of the change. If a guardian had an address change, the prior address will be reported on one record including the date of the address change. A second address record with the same sequence number will be reported indicating the date of the new address. If the date field is reported as all zeroes, the data collector will automatically change the date to the date the collection is prepared. In SOES, this will become the effective date for the new address. In the transfer file, you would see records as follows:

- Record one, Sequence 001, old address, date of address change
- Record two, Sequence 001, new address, date of 00000000

Before contacts may be reported, each contact type code to be reported must be mapped to an NCES Contact Type code at the district level on Contact Type Codes Maintenance. If your contacts are defined at the building level, you'll need to take the following steps to define contact types at the district level and perform the mapping to NCES in preparation for reporting:

Setting up District Level Contacts:

1. With the district in context, navigate to **StudentInformation > Management > School Administration > Student Codes Administration > Contact Type Codes**.
2. Use existing contact type codes or define new contact type codes with types in mind that correspond to the types in section 2.19 Student Contact Records in the EMIS manual. These types are how ODE expects contacts to be categorized. Additional contact types may be used, however any contact that is reported to EMIS must be mapped to one of ODE's contact type codes.
3. Add the Contact type code, Name, and Description.
4. Check any of the options for Default Settings for Contacts of this type which apply. Only contacts with Legal Guardian checked will be reported to EMIS.
5. Make sure the IsActive box is checked.

6. From the NCES Contact Type code dropdown, select the corresponding NCES contact type that most closely represents this contact type.
7. Save the record.
8. Change context back to the building level.
9. Navigate to **StudentInformation** > **Management** > **School Administration** > **Student Codes Administration** > **Contact Type Codes**.
10. Map each applicable building level contact type to a district level contact by selecting a district code value from the **District Codes** dropdown. (Note: Only contacts that have a count > 0 may be mapped.)
11. Once the district codes have been selected, click on **Map Contact Codes** above the grid. Once the mapping is complete, the contact type will no longer appear on the list. This building level contact is now mapped to a district level contact.

Mapping District Level Contacts:

If contact types are already defined at the district level but haven't been mapped to an NCES Contact Type:

1. With the district in context, navigate to **StudentInformation** > **Management** > **School Administration** > **Student Codes Administration** > **Contact Type Codes**.
2. Edit each applicable code and select a value from the **NCES Contact Type Code:** dropdown. Save the record.

In addition to updating contact types, it will be necessary to make sure an address is included on the contact record(s) that will be reported for a student. Every student must have at least one record reported. In the FF – Student Contact Record transfer file, there will be a record for the student containing any additional record(s) for any contact that is flagged as the Guardian. The contact type of 'SELF' should only be reported for students who are their own legal guardian. In that situation, a contact record must be defined indicating the student's information.

The FG – Student Contact Address records are reported for each of the contacts included in the FF – Student Contact record file. Each contact record must have an address reported. If the address has changed, make sure to indicate a Date of Residency Change. The FG Transfer will use the following values from the contacts specified as Guardian:

FG Contact Record Element	Student Contact Record Element
Sequence	Sequence will correspond to the sequence value for the contact used in the FF file (Starting in FY16, there may be multiple address records with the same sequence number for a contact)
Address Line 1	Address 1 on Contact record
Address Line 2	Address 2 on Contact record
Address Type Code	Will be determined based on the address type on contact:

	Home = 0765 – Physical Location Address Mailing = 0123 – Mailing address If a contact has multiple addresses, the first address listed will be reported
City	City
State	State
Postal Code	Zip Code
Country Code	Always 'US'
Date of Residency Change	Date of residency change from the contact record. If '00000000', the date of the prepare will be used by ODE.

Reporting Historical Addresses to SOES

When a contact changes residency, it is necessary to report multiple FG contact address records to indicate the date of change for the prior address as well as report the new address of residency. The address portion of the contact record has an Address type called SOES Historical address. This address is to be reported with the value of the contact's prior (historical) address when a legal guardian contact has a change of residency. The **Legal District of Residency Change date** recorded on the contact record should be the date the address changed from the old value in the SOES historical address to the new residency. Two FG record will be reported for the student, one for the SOES historical address and a second record with the new Home address for the contact. The change date on the contact record will be reported with the Historical record. A date of all '00000000' will be reported on the new contact address record.

Home address indicates the current address. SOES Historical Address indicates the contact's prior address

Legal District of Residence Change date applies to the SOES address

Transferring FF & FG Contact Records

1. With the district in context, navigate to **StudentInformation** > **EMIS** > **Student Collection Request (S)**
2. Select the Transfer Student Data and click Next.
3. From the Program Selection menu, Select the Student Contact (FF) and Student Contact Address (FG) options.
4. Select Flat file transfer for Data Collector from the Transfer Type options.
5. Click Submit. Upon completion, the Contact records will be transferred to the data collector.

Reminder

If you're changing a contact's address and the change results in a district of residence for the student, make sure to add a new FS record reflecting the change.

Calendars, Exception Days and Attendance Patterns

Task 21 – Verify Sub-calendars and EMIS Exceptions are set up correctly

Collection Request | All 'S' Collections



Use the EMIS Sub-Calendar Analysis Report under Ad Hoc Reports to verify the accuracy of your calendars. The report includes all exceptions on any calendar.

Sub-Calendars will be used to calculate a student's hourly attendance values. It is important that all sub-calendars correctly reflect the days in session as well as any exception types, which will be reported in the Calendar reporting period.

StudentInformation > Management > School Administration > Scheduling Administration > Sub-Calendars

Sub-Calendar Maintenance

From this screen, you can display, add, change and delete data pertaining to Sub-Calendars.

[Add Sub-Calendar](#)

				Code	Name ▲	Max Absence Level	Active
				1	Full Day every Day All Grades	1.00	
				KDG1	KDG 1	1.00	
				KDG2	KDG 2	1.00	
				Non	Non Attending	0.00	

Show Active Only

Hints for setting up new calendars:

- Define a sub-calendar for each group of students that have a different start and/or end date than the general population of the building
- Define a sub-calendar for seniors if their last day of school falls before the rest of the building population
- Define a sub-calendar for groups of students who you are responsible for reporting course information and attendance but the students are educated elsewhere (ex: ESC students)
- Use the Attendance pattern of '**' ONLY for the calendar that will have the majority of students assigned to it.
- Assign an attendance pattern to only one calendar

The following elements must be set up to ensure attendance will be calculated correctly for students:

- **Sub-Calendar Start Date** – The first day of school for students on this sub-calendar

- **Sub-Calendar End Date** – The last day of school for students on this sub-calendar
- **Attendance pattern** – indicates the student attendance pattern associated with this calendar
- **Grade Levels** – the grade level(s) for students this calendar applies to
- **To Be Reported: Days or Hours** – indicates whether the attendance for this calendar is collected in Days or Hours
- **Hours Per Day:** indicate the average hours per day students attend who are assigned to this calendar
 - Exception – For KG students, the number of hours per day to be reported should be a full day even if they only attend a half day. Ex., KG students who attend 3 hours per day should still report the full day hours of 6
- **Exempt from Minimum Total Hours and/or Days** – this new field indicates whether the calendar is a special calendar and is exempt from meeting the minimum hours or days students are required to attend because of special circumstances. ODE has not yet provided the field values to report for this element.
- **Ignore Percent of Time in Attendance Calculation** – check only if you do not want FTE taken into consideration when calculating attendance
- **Include in Attendance Calculation** – Check the box if students assigned to this calendar should have attendance calculated for them.
- **Not Expected to be in attendance between the first and last day of school on every (Mon, Tue, Wed, Thur, Fri)** – should only be checked if school is not in session on any Mon, Tue, etc. for this calendar.
- **Expected to be in Attendance between the first and last day of school on every (Sat, Sun)** – should only be checked if school is in session on every Saturday or Sunday during the school year
- **Report to EMIS** – should be checked if the school is using this calendar for EMIS attendance reporting.

Please consult the ***Editing the Master Calendar and Sub-calendars Step by Step Checklist with EMIS Exceptions*** document for step by step directions on setting up sub calendars. The ***Calendar and Exception Days Quick Reference*** will also be helpful for verifying specific exception attributes required with each calendar.

Task 22 – Verify that students are assigned to the proper attendance pattern and attendance calendar

Collection Request	All 'S' Collections
--------------------	---------------------



Use the EMIS Admission Calendar Comparison Report under Ad Hoc Reports to verify the accuracy of student calendar assignments. If a student is assigned to a calendar from the wrong building, the student will be highlighted in red on the report.

General Rule:

Any student who is enrolled in the district should be assigned to a sub-calendar. If 50% of time or less use a ½ day calendar for attendance purposes or use default full day calendar

If over 50% = full day calendar

0% of time = Non-Attending Calendar (will be reported to EMIS as default calendar)

While FTE is used in the calculation for EMIS attendance, it is not used for daily attendance. The calendar Max Absence level determines the maximum amount of a day a student can be absent for non-EMIS attendance.

A. Verify:

Run R500 to verify students are assigned to the correct calendar based on their % of time.

StudentInformation > SIS > Attendance > Attendance Reports > District-wide Membership Report (R500)

Bldg: ELHS Grade: 09												Admission - Withdraw		Membership Days				
Id	Student Name	Stat	Prgm	Sex	Grd	Dist of Res.	Cal	Hm Rm	Date	Cde	FTE (%)	All	Pres.	Exc	Tardy	Unexc		
200800009	Student49200, SHELBY	R		F	09	045773	DNAC		09/01/09	-	0	0.0	0.0	0.0	0.0	0.0		
00241865	Student49219, HAYLIE	R		F	09	045773	DNAC		09/01/09	-	0	0.0	0.0	0.0	0.0	0.0		
00241405	Student49230, ARYANNA	R		F	09	045773	DNAC		09/01/09	-	0	0.0	0.0	0.0	0.0	0.0		
00240347	Student49267, ERICK	R		M	09	045773	DNAC		09/01/09	-	0	0.0	0.0	0.0	0.0	0.0		
00239910	Student49271, JASMINE	R	**	F	09	045773	DNAC		09/01/09	-	0	0.0	0.0	0.0	0.0	0.0		
00239680	Student49274, MARCUS	A	**	M	09	045773	1		09/01/09	-	100	170.0	170.0	0.0	0.0	0.0		

B. Update:

If a calendar change is required because of a change in the student’s EMIS situation or % of time in the current EMIS situation, a new FS record and a new FD record would be added. If the value is incorrect, the calendar change would need to be corrected on the existing FD record.

When a student has a calendar change, the calendar needs to be updated both on the General tab and the FD tab of the Student Profile.

Follow these steps to make a calendar change for a student on the FD tab.

1. With the building in context, navigate to: **StudentInformation** > **SIS** > **Student** > **Edit Profile.**
2. Find the student you wish to perform a calendar change for.
3. On the General Tab, select the appropriate calendar from the **Attendance Calendar:** dropdown.
4. Click Save.
5. A new screen will appear indicating the student's previous calendar assignment, their new calendar assignment and a Calendar Change Effective Date field.
6. Enter the Effective Date of the calendar Change. The date selected must be a day within the school year.
7. Click Save.
8. Next, select the FD – Attributes Tab.
9. You will need to add a new Attributes record with the updated attendance calendar if this is a true calendar change and not a correction to existing calendar assignment.
10. Enter the Effective Start Date. Use the same date that was used on the General Tab for the Calendar Change Date.
11. Select the appropriate Calendar from the Reporting Calendar Dropdown. When a calendar is selected, the Attendance Pattern value will change to show the attendance pattern associated with that calendar.
12. Click Save to save the record.

Attendance Pattern:	AS - Alternative Schedule
Reporting Calendar:	GR - Graduates/Early release

Exclude FD Records from Fall Initialization Updates

The Student Profile Bulk Update may also be used for this step if updating multiple student calendars. The Student Profile Bulk Update may be used to update the calendar on the general tab as well as the calendar on the FD tab.

Third Grade Reading Guarantee

Task 23 – Update Third Grade Reading Guarantee Values

Collection Request	All Collections
--------------------	-----------------

The Third-Grade Reading Guarantee options are reportable in the Final ‘S’ Collection Requests, however, it is best to update these values as the information is received.

StudentInformation > SIS > Student > Edit Profile [Find Students]

Edit Student Profile

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

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

Save Cancel

Last Modified: 10/27/2014 1:43 PM by User: Bberelsman

EMIS Grade Next Year: 05 - Fifth Grade

Changing the EMIS Grade Next Year does not change the District Grade Next Year. The General tab can be used to change the District Grade Next Year.

Retained Status: ** - Student was not retained at the end of the previous school year

Oct Childcount IEP Outcome: **** - No Change from latest IEP reported to ODE

CTE Program Area: Fiscal Year Began 9th:

CTE Program of Concentration: ** - Student is not a concentrator in any CTE Program Tech Prep Completer: N

Majority Of Attendance IRN: Accountability IRN:

Attending Building IRN Next Year: 012120 - Franklin Elementary School

Admission to Current High School Date: 8/30/2010

Attending District IRN Last October:

Third Grade Reading Guarantee

Math Diagnostic Result Code: ** - Not Required

Reading Diagnostic Result Code: ** - Not Required

Writing Diagnostic Result Code: ** - Not Required

Report To EMIS:

Exclude FN Records from Fall Initialization Updates

The values for each of these Diagnostic Results can be updated either on the Student Profile, FN Attributes tab or utilizing the **Student Profile Bulk Update**.

Valid Values are:

- ** - Not Required
- RN – Required, not assessed
- AO – Assessed, on Track
- NO – Assessed, Not on Track
- EX – Exempt from Diagnostic Assessment

If a student is assessed more than once for math and more than once during the school year, report only the initial assessment results. Students not on track per the initial assessment will remain not on track until scoring on track on the following school year’s math diagnostic assessment.

Student Acceleration Records

Task 24 – Add Student Acceleration (FB) Records

Collection Request	All 'S' Collections
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ODE requires some students to be tested at their accelerated subject level for the Next Generation Assessments. For guidance regarding which students are required to be tested at the accelerated subject level, accountability information, reporting considerations and who to contact with questions, please see the document 'Testing Rules for Subject-Accelerated Students' by visiting <http://education.ohio.gov> and searching keywords *academic acceleration*.

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: M - Mathematics

Accelerated Level Count: 1

Accelerated Assessment Flag: N

Accelerated Assessment Accountability IRN: ***** -

Save Save and New Cancel

General Guidelines

The Student Acceleration Record (FB) is reported in the final period 'S' window for one or more of the following reasons:

- Student was accelerated in the current school year in one or more of the valid subjects for acceleration collected via this record, or
- Student took a state assessment at an accelerated grade level, regardless of whether the acceleration first occurred this year or in a prior year

“Accelerated in the current school year” means that the student received instruction at the accelerated grade level in the current year. If the decision to accelerate a student is made this year but will be implemented next year, the acceleration record would be reported next year. A separate record is required for each subject area in which the student is accelerated.

This record is not required for students who are not accelerated. For detailed information concerning the required elements for the Student Acceleration (FB) record, see the ODE EMIS Manual, Section 2.7.

Student Withdrawal Override and Summer Withdrawal Records

Task 25 – Add Student Withdrawal Override Records (FC)

Collection Request	All 'S' Collections
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ODE has indicated this record also will be used to update an incorrectly reported withdraw reason and/or withdraw date from prior years. This is to assist in eliminating appeals as well as positioning the student into the correct graduation cohort. The current Period S Collection will fatal these types of records; however, ODE will be updating the collection in the near future to accept them.

Student Withdrawal Override (Formerly Student Missing Override) Records are to be reported for SSIDs appearing on the Missing Student Override report where an override is warranted. Once reported, the FC record should continue to be reported for the remainder of the S collections for the fiscal year.

If a student withdrew from school prior to the last day of the prior school year, and was not reported as withdrawn in the prior school year or as a summer withdrawal, the SSID would be reported for this record. The SSIDs entered into this record are not checked against prior year data. These records are school year specific. The comments section of the record is not reported to ODE, but is only for user reference.

See Section 2.17 of the ODE EMIS Manual for additional information regarding the Student Missing Override Record.

The screenshot shows a web application interface for 'Student Missing Override Record'. The breadcrumb trail at the top reads 'StudentInformation > EMIS > Maintenance > Student Missing Override Record'. There is a search box labeled '[Find Students]' and a magnifying glass icon. The main heading is 'Student Missing Override Record' in blue. Below the heading is a red instruction: 'From this screen, you can display, add, edit and delete data pertaining to student missing override records.' The form contains several fields: 'SSID:' with the value 'XX2223333' and a lightning bolt icon; 'Student Last Name:' with the value 'Smith'; 'Student First Name:' with the value 'John'; 'Withdrawal Date:' with the value '05/15/2014', a calendar icon, and a lightning bolt icon; 'Withdrawal Reason:' with a dropdown menu showing '41 - Transferred to another Ohio School District' and a lightning bolt icon; and a 'Comment:' text area containing the text 'Student Not reported as withdrawn last year'. At the bottom of the form are three buttons: 'Save', 'Save And New', and 'Cancel'.

Task 26 – Add Summer Withdrawal record (FL) optional

Collection Request	All 'S' Collections
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A Student Summer Withdrawal Record (FL) may be reported for any student who was enrolled in the district at the end of the prior school year but withdrew from the district prior to the start of the current school year. If a student attends even a single day of the current school year in the district, the FL record may not be used to report the student's withdrawal.

A student who withdraws over the summer may be reported with a Student Attributes – Effective Date Record (FD), a Student Standing Record (FS), and a Student Demographic Record (GI), or the student may be reported with a single FL record. Note that if FD/FS/GI records are reported, all elements on those records must have values that are valid for the current school year. If a district reports an FL record, then that student cannot also be reported with FD/FS/GI records during the current school year.

StudentInformation > EMIS > Maintenance > Student Summer Withdrawal Record

Student Summer Withdrawal Record

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

SSID: ⚡

Student Last Name:

Student First Name:

Withdrawal Date: 🗑️ ⚡

Withdrawal Reason: ▼ ⚡

Withdrawn to IRN: - 🔍 ⚡

Comment:

Gifted Record Reporting

Task 27 – Update Student Gifted Records

Collection Request	2 nd & Final Window
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The Gifted record is used for the reporting of screening, assessed, identified, and served gifted data. All enrolled students, whether gifted or not, must have a gifted record.

Community schools do not need to report a gifted record for students attending elsewhere full-time if that entity is required to report the record, but they do need to report the gifted record for students going full-time to a JVSD, ESC, or College Credit Plus institution. For districts who run their own mass updates for gifted records, please refer to the Gifted Step by Step Checklist for instructions on maintaining your gifted records. If your ITC does the mass update for you, let them know the grade level(s) and which of the Gifted Areas are to be updated to ‘Y’ for Screening.

Screening, Assessment, and Served values on the gifted record should only reflect Screening, Assessments and Services performed during the current school year. Identified values carry over from year to year. If a student was identified as gifted in a prior year, he is still considered gifted and the original Identified Date must be reported. If any updates are needed for students who have been Assessed or Identified, or for those who have been Identified and are being Served, you will need to manually update those individuals. Manually update any students who are exceptions to the mass screening defaults.

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 type="checkbox"/>	<input type="checkbox"/>	
Specific Academic Ability - Math	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Specific Academic Ability - Science	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Specific Academic Ability - Reading/Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	03/10/2015
Specific Academic Ability - Social Studies	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	03/10/2015
Creative Thinking Ability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Visual/Performing Arts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Task 28– Run Gifted Students Missing Records Report

Collection Request	Final Window
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StudentInformation > SIS > School > Student Reports > Gifted Students Missing Records

Gifted Students Missing Records

From this screen, you can select parameters to generate a report.

Selection Criteria | Selection Summary | Load Settings

School

E127 - Batavia High School
E129 - BATAVIA MIDDLE SCHOOL

E128 - BATAVIA ELEMENTARY

Sorting Options

Student Name (DESC)
Grade Level (DESC)
Ethnicity (ASC)

Student Name (ASC)
Grade Level (ASC)

Delivery Method: Pickup

Email Address: debbie@noacsc.org

Report Format: Adobe PDF

Description:

For any student found to have a missing gifted record, do either of the following:

- Run the gifted mass update for the default blank rule with the Overwrite Existing box unchecked. (this will leave existing records intact and only create new records for students missing a record) OR
- Manually update gifted records for individual students by clicking Save on the Student Gifted Maintenance record.

StudentInformation > Management > School Administration > EMIS > Gifted > Gifted Mass Update

WARNING: You are about to delete records.

Gifted Mass Update

This screen allows for a mass update of student gifted records.

Gifted Rules:

1st grade screening rule
2nd grade screening rule
3rd grade screening rule
4th grade screening rule
5th grade gifted rule
6th grade gifted rule
7th grade gifted rule
8th grade gifted rule
9th grade gifted rule
10th grade gifted rule

DEFAULT

Overwrite Existing Student Gifted records:

Display results:

Instructions: Use this section for resetting all served values on student gifted records.

Grade Level:

Graduate End-of-Year Updates

Task 29 – Update Graduation Date and Diploma Type

Collection Request	All 'S' Collections
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New for FY17 – The following diploma types have been added:

- 4 – International Baccalaureate Honors Diploma**
- 5 – Career Tech Honors Diploma**
- 6 – STEM Honors Diploma**
- 7 – Arts Honors Diploma**
- 8 – Social Science and Civic Engagement Honors Diploma**

The Graduation Date and Diploma Type fields may be updated during the school year so the information will be available for final transcripts and for the final window for period S reporting. The actual Graduation date and Diploma Type will not be reported until period G data is submitted.

Graduating Underclassmen

Any non-senior who will be graduating needs to have his/her graduation date manually entered. If your district considers an 11th grade graduate to be a 12th grader upon graduation,

- Update the State Equivalent Grade Level field on the latest FD tab to grade 12
- Update the Grade Level Next Year on the FN tab to 'GR'
- On the general tab, update the student's grade level if you wish to show them as a 12th grade student at that point

Early Graduates

Student who graduated after the first day of school but before the end of the school year should already be withdrawn using withdraw reason '99'. Make sure their Graduation Date and Diploma Type values are filled in to reflect the actual date of graduation from your district.



Create a student status code named EG: Early Graduate with an overall status of Active. Assign this status code to all early graduates so the students will still be included in GPA calculations, honor roll and ranking even though they are withdrawn.

Late Graduates for the 16/17 School Year

Students who have not finished their course work by the district's graduation date, but who do finish their coursework and graduate before the 1st day of the 17/18 school year

are reported in period 17G. Students who graduate after the last day of the school year but before June 30th are reported in the period S Final Window and are also reported in period 17G as graduates. Students who graduate after June 30th should already have been promoted to the 17/18 school year. Upon graduating, these students should be withdrawn in the 16/17 school year a summer graduates with a withdraw date prior to the first day of the new school year.

Continuing Special Education Students

If all the following are true, use grade level '23' as the EMIS grade next year for the student and do not report a graduation date:

- Student has a disability condition
- Student completes education requirements
- Student elects to remain in the district for further training
- Student is under the age of 22
- Student has not graduated

On-time Graduating Students

Use the bulk updates available to update Diploma Date and Diploma Type. Best practice would indicate that this option should be applied no more than 10 days prior to the end of the school year.

Updating Diploma Date

Student Diploma dates may be updated individually by student on the Edit Student Profile page or using the bulk updates.

Manually update the Graduation Date and Diploma Type Fields

1. Change context to the building level and the current school year.
2. Navigate to ***StudentInformation*** > ***SIS*** > ***Student*** > ***Edit Profile***.
3. On the FN Graduate tab, fill in the student's graduation date in the **Graduation Date:** field.
4. Next, select the appropriate diploma type from the **Diploma Type:** dropdown.
5. Click .

Bulk Update Student Graduation Date:

1. Change context to the building level and the current school year.
2. Navigate to ***StudentInformation*** > ***Management*** > ***Ad-Hoc Updates*** > ***Update Graduation Date***.
3. By default, only students with an EMIS Grade Level of 12 are updated. All other grade levels will need to be updated manually.
4. Select the applicable status codes in the **Select the Student Statuses to be included:** dual select.

- In the **File Download Options** section select **CSV** and **Download**.
- Enter the graduation date in the **Graduation Date:** field.
- If **Override Existing:** is marked, any student who is a 12th grader and matches the status codes selected above will have their graduation date updated.
- Next select **Verify** in the **Run Type:** section.
- Click **Submit**. View the output file and verify the students who will be updated with the correct date.

StudentID	StudentName	Status	Graduation Date
12345	12345 Student123456789	ACTIVE	05/27/2016
12346	12346 Student123456789	ACTIVE	05/27/2016
12347	12347 Student123456789	ACTIVE	05/27/2016
12348	12348 Student123456789	ACTIVE	05/27/2016
12349	12349 Student123456789	ACTIVE	05/27/2016
12350	12350 Student123456789	ACTIVE	05/27/2016

- Once you have verified the output, choose **Update** in the **Run Type:** section.
- Once the process is complete the following message will be displayed:

There were 109 EMIS graduation dates and 109 SIS graduation years updated

12. Now navigate to a student's profile.

- Verify the student's **Graduation Date:** on the **FN-Graduate** tab has been updated and the **Graduation Year** field on the **Additional** tab has also been updated.



Students included in the output file who aren't going to graduate will need to have the Graduation Date manually removed from their FN-Graduate tab.

Bulk update Diploma Type:

- Navigate to **StudentInformation » Management » Ad-Hoc Updates » Update Diploma Type**.
- In the **Assigned Graduation Dates** dual select, select the graduation date you used in the Bulk Update Graduation Date process above.

- Choose a diploma type from the **Set diploma type to:** dropdown.
- If you would like to use Graduation Verification rules to further narrow down students who will be updated with the selected diploma type, fill in the **for students passing rule:** and **Mark Type:** fields.

5. Click **Submit**.

6. The following message will be displayed:

The update student diploma type job has been successfully submitted

7. Verify the **Diploma Type:** field on the **FN-Graduate** tab has been updated.

Task 30- Power Withdraw graduating Seniors from your district

Collection Request

All 'S' Collections



Power Withdraw is a very powerful tool. Verify the list of students to withdraw before executing the bulk withdrawal

Power Withdraw has the ability to select students by ad-hoc membership, Grade Next Year, or Home School IRN.



Seniors should be withdrawn using the last day of student attendance, not the last day of school.

The Power Withdraw process doesn't perform a complete withdrawal. Power Withdraw only enters a withdraw date and code. Power Withdraw doesn't drop course section assignments, apply fee waivers, or change the student's status. If seniors are Power Withdrawn prior to running their final transcripts, their transcripts will include their withdrawal date.



If you fail to withdraw graduating students in 16/17, they will show on the Missing Student Report for FY18 Period S – First Window.

The Honor Roll Report is one of the few reports in StudentInformation that honors the homeroom date on the submission screen. If attempting to generate an Honor Roll for seniors that have already been power withdrawn, make sure you use their withdrawal date as the homeroom date on the Honor Roll Report submission screen.

1. At the building level navigate to **Home » Management » Power Withdraw**.
2. The **School:** dropdown will default to the building in context.
3. In the **Withdraw Reason:** dropdown select
4. The **Withdraw Date:** will default to the last day of school and can be changed if desired.
5. The **Withdrawn to IRN:** will default to *****.
6. In the **Search Mode:** section select the **Search Criteria** radio button.
7. Use the filters to narrow down your search criteria.
8. Ensure **Students Selected by Default** is checked.
9. Click **Search**.

10. Verify the students on the list are correct.
11. Uncheck the students who won't be graduating and don't need withdrawn.
12. Double check the list to make sure it is correct before continuing.

13. Click .

14. The following message will display when the process is complete

All selected students were successfully withdrawn

15. If errors occur the following message will be displayed

Errors occurred while withdrawing students. Students with errors were not withdrawn unless otherwise noted.

16. The students will be listed below the **Search Mode:** section.

17. View the students and correct the errors.

18. Rerun the Power Withdraw if needed.

Task 31 – Update Seniors not graduating from your district

Collection Request	Final 'S' Window
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Students Graduating Elsewhere

For those seniors who are residents of your district attending elsewhere and graduating from another district (such as open enrollment students), do NOT report a graduation date or diploma type. These students will need to be withdrawn with a withdraw reason of '41' or '45' and the Withdrawn to IRN should be the district they are graduating from. This applies to any senior attending elsewhere as open enrollment, special education cooperative, tuition students and proprietary school students. The resident district should either use their own senior withdrawal date or their own last day of school and not the attending school's withdrawal date.

Students who pass course requirements, but not the OGT in 16/17

For yearend reporting, if there is a possibility the student will take the test over the summer, the district should keep the student enrolled in 16/17 and promote him to the 17/18 school year. Next Update the student's **EMIS Grade Next Year:** on the FN Attributes Tab to grade level '13' for period S Final window reporting.

If the student takes and passes the test over the summer

The student must be reported as a summer graduate in period G.

If the student doesn't take or pass the test and doesn't enroll in courses in 17/18

Report the student as a summer withdrawal (withdrawing the student in the 17/18 school year) with a withdrawal reason code of '75'.

If the student doesn't take or pass the test but enrolls in courses in 17/18

Do not withdraw the student. Report the student in 16/17 with Grade Level '13' on the FD Attributes Tab.

Task 32 – Run Student Verification (UNCLEMIS) and correct errors

Collection Request	All 'S' Collections
--------------------	---------------------

Unclemis checks are no longer EMIS Reporting Period specific.

1. Change context to the district level and the current year.
2. Navigate to **StudentInformation > EMIS > Student Collection Request (S)**.
3. On the **Request Type** tab choose the **Verify Student Data** option.
4. Click **Next >**.
5. On the **Program Selection** tab select **Verify - Student Demographic (UNCLEMIS)**.
6. Click **Next >**.
7. Next, choose the buildings in the district you would like to run Student Verification for.
8. Choose how many students you would like to see per page in the **Number of Students Per Page:** dropdown.
9. Click **Verify**.
10. Once the process is complete the Student Verification errors will display on the page.

Depending on your StudentInformation security role you may have access to run UNCLEMIS only at a specific building. Contact the Security Administrator at your district or ITC if you have questions concerning your StudentInformation security role.

How to run Student Verification at the building level

1. Change context to the building level and the current year.
2. Navigate to **StudentInformation > EMIS > Student Verification**.
3. Choose how many students you would like to see per page in the **Number of Students Per Page:** dropdown.
4. Click **Verify**.
5. Once the process is complete the Student Verification errors will display at the bottom of the page.

Unclemis errors are interactive links which allow you to navigate to the profile of the student with the error and correct the error without leaving the Unclemis page.

Please review the **UNCLEMIS Error Resolution** document for detailed explanations on how to correct each Student Verification error.

Student Special Education Records

Task 33 – Create Student Special Education Records

Collection Request	All 'S' Collections
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Report all events that occur from July 1, 2016, through June 30, 2017.

StudentInformation > SIS > Student > Special Education

Items to note:

- **NIEP** – No IEP is used for students who continue to receive services even though they have no active IEP. Outcome Begin Date would be the same as Event Date. The Outcome End Date is usually left blank.
Non-Compliance IDs to be used with NIEP:
 - **10 – Student newly transferred in** – IEP adoption determination not complete, service being provided based on prior IEP
 - **11 – IEP expired, new IEP not in place** – service being provided based on prior IEP
 - **12 – IEP current but not reported in EMIS in prior reporting period** - services provided based on current IEP
- **SEMD** – Special Education Manifestation Determination Date Type is used for students with a disability who have accumulated more than 10 days of suspension or expulsion. The actual manifestation determination meeting is required to be held within 10 days of the date the district decided to suspend or expel the student that causes the number of suspensions/expulsion days for the student for the school year to exceed 10 days.

Returning students:

- Any student with a disability or suspected of having a disability who was enrolled in 15/16 and continues to be enrolled in 16/17 should have a Special Education record reported for all events that occur from July 1, 2016 through June 30, 2017. Not every student with a disability will have a Special Education record reported in the first or final 'S' Collection Request.

Newly enrolled students:

- Students with a disability or suspected of having a disability that were newly enrolled in 16/17 should have at least one Special Education record reported by the end of the Final Collection Request for the school year
- Since the student is new to the district, it is possible to have a record with a date prior to July 1, 2016.

AIEPs may be reported when any of the following have occurred:

- Change to an existing Outcome ID Element
- Change in IEP Test Type Element

- Change to the Secondary Planning Element
- Change in the exemption from consequences of OGT or EOC

CIEP – Parent withdrawals consent

A CIEP event is reported when a parent/guardian of a special education student with an IEP withdraws consent to the current IEP. CIEP cannot be reported unless a TIEP, RIEP, or IIEP is already in effect. Once a CIEP Date Type is reported, the student immediately becomes a non-special education student. Accordingly, if a parent changes their mind after withdrawing IEP consent, the student will go through the same process as a student entering special education for the first time. Once a CIEP Date Type is reported, modifications to the FD record and/or the Accommodations Elements on all applicable tests may be needed. When a CIEP Date Type is reported, the only other Student Special Education Record data element reported with a value other than “Not Applicable” is the Outcome ID and Date Elements.

The **Secondary Planning:** element on the Special Education record is used for students age 14 and above and determines when a student will have completed coursework and will graduate, or will have completed coursework but needs additional education services in preparation for employment or enrollment in college.

IMPORTANT: Make sure all events that take place on or before 6/30/17 are entered in StudentInformation and reported in FY17S or these students will appear on your FTE Adjustments report and you will not receive the special education weighted funding for these students.

In addition, if you had students in 17S that were not funded because their spring IEP event was not reported in 16S, make sure you code this year’s IEP event for those students with the 09 out-of-compliance code. This will let ODE know you were not out of compliance - you only failed to report the data correctly in EMIS last year.

ESCs do not report Special Education records for Preschool students. The resident district is responsible for reporting the Special Education records.

Task 34 – Create FE Student Graduation Requirement Record

Collection Request All 'S' Collections

End of Course exams and OGT Subject Areas are available in the Assessment Area options for the Special Education Graduation Requirement Records.

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 Cancel

gradua ▾

- OGT - C - Social Studies/Citizenship
- OGT - M - Math
- OGT - R - Reading
- OGT - S - Science
- OGT - W - Writing
- End of Course - ALG1 - Algebra 1
- End of Course - BIOL - Biology
- End of Course - ELA1 - English Language Arts 1
- End of Course - ELA2 - English Language Arts 2
- End of Course - GEOM - Geometry
- End of Course - GOVM - American / United States Government
- End of Course - HIST - American / United States History
- End of Course - MTH1 - Mathematics 1
- End of Course - MTH2 - Mathematics 2
- End of Course - PHYS - Physical Sciences

An FE record is to be reported for **any** student who is exempt from the Graduation Requirement. This includes students who are taking Alternate Assessments.

This record is reported whenever an IEP determination is made to add, confirm, or cancel an exemption from the consequences of any graduation assessment and/or individual graduation assessment areas. FE records are reported in all Period S Collections.

If the record is being used to report a granting of an exemption in a particular Assessment Type/Area combination, it is reported in the first school year of the IEP determination and every year thereafter, thereby confirming the IEP team has continued the exemption on the IEP. This is true even if there is no change in the granted exemptions from one IEP to the next. **End of Course Exemptions must exist on the latest IEP event in order for the student to be considered Exempted from the subject assessment. If the student had exemptions on a prior IEP but not on the most recent, the student will no longer be considered exempt from the assessment.**

If the record is being used to report removing or cancelling an exemption in a particular Assessment Type/Area combination, removal of the exemption is reported in the initial year of the IEP change and optionally thereafter.

If a student is never exempted from a particular Assessment Type/Area combination, then it is not necessary to report a Student Special Education Graduation Requirement Record for that combination.

Separate records are submitted per graduation Assessment Type/Area. For example, if the student no longer needs to meet the passing requirements of three of the five OGT subjects, then three records must be reported.

NOTE: When this record is reported, a matching Student Special Education Record (GE), matching on Date and Date Type, **MUST** be reported for the IEP that reflects the determination of the exemption(s).

NOTE: Who Needs It, Graduation Eligibility, and Transcripts still look at the 'Required for Graduation' checkbox on the test record.

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

	IEP Date	Date Type	Assessment Area	Exemption Flag	Event Match	Last Modified	Active
✕	Sep 16, 2015	IIIEP	M	N	✔	10/5/2015 1:11 PM By User: DEBBIE	💡

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

Task 35 – Verify Special Education Records

Collection Request	All 'S' Collections
--------------------	---------------------

Once Special Ed Event records have been entered, run the Special Education Verification at the district level to check for errors.

Each error listed when choosing Download File – Verification messages is an interactive link which brings you to the student’s Special Education record. Correct any of the students who have missing events or have errors on any events for the 16/17 school year and rerun the verification to ensure the errors have been corrected.

If you are running Verify Special Education for a specific S Collection Request, populate the Run Date with the last reportable date for that period

- SOES First S Window – 1/31/17
- SOES Final S Window – 06/30/17

To view a report of missing Special Ed events, choose the following

StudentInformation > EMIS > Verify Special Education

Verify Special Education - Batavia Local SD

From this screen, you can verify and update special education information.

Include Buildings:*

Select All Buildings Clear All Buildings

E128 - Batavia Elementary (Update not run yet)

E127 - Batavia High School (Update not run yet)

E129 - Batavia Middle School (Update not run yet)

Run Date:* 06/30/2017

Screen output:

Number of students per page: All

File output:

Download File: Verification messages Student Special Ed. Events Student Special Ed. Grad. Req.

File Download Options

CSV Download

Submit Cancel

To receive a report of all special education events, not just the students with errors, choose Download File – Student Special Ed. Events.

StudentInformation > EMIS > Verify Special Education

Verify Special Education - Batavia Local SD

From this screen, you can verify and update special education information.

Include Buildings:*

Select All Buildings Clear All Buildings

E128 - Batavia Elementary (Update not run yet)

E127 - Batavia High School (Update not run yet)

E129 - Batavia Middle School (Update not run yet)

Run Date: * 06/30/2017

Screen output:

Number of students per page: All

File output:

Download File: Verification messages Student Special Ed. Events Student Special Ed. Grad. Req.

Event range: 07/01/2016 to 06/30/2017

File Download Options

CSV Download

To receive a report listing all of the Student Special Education Graduation Requirements choose Download File – Student Special Ed. Grad. Req.

StudentInformation > EMIS > Verify Special Education

Verify Special Education - Batavia Local SD

From this screen, you can verify and update special education information.

Include Buildings:*

Select All Buildings Clear All Buildings

E128 - Batavia Elementary (Update not run yet)

E127 - Batavia High School (Update not run yet)

E129 - Batavia Middle School (Update not run yet)

Run Date: * 06/30/2017

Screen output:

Number of students per page: All

File output:

Download File: Verification messages Student Special Ed. Events Student Special Ed. Grad. Req.

File Download Options

CSV Download

District & Building Records

Task 36 – Update the DN District and Building Records: DN & DT

DN District Records

Collection Request	All 'S' Collections
--------------------	---------------------

NEW for FY17: The following attribute changes are new for end of year reporting:

- The attributes *TRANSPTCNT* and *TRANSPTMIL* are no longer reported.
- The following attributes were added to the district DN record (Available in 16.3.5):
 - **CCPDENIALS** – the count of CCP students denied participation because they did not give notice of CCP participation by the deadline date
 - **CCPREIMBCT** – the count of students who failed or dropped a course where districts sought reimbursement from the student for the cost of the course
 - **CCPRESTITU** – the total dollar amount a district is seeking for CCP reimbursement due to a dropped or failed course for all students

For the three new attributes, it is possible that the value should be zero for some districts, if not applicable, then leave the field blank.

If an attribute on the Maintenance page contains a value, a record for that attribute will be included in the transfer file for the Calendar Collection (C).

If you submit data through a different ITC, the **Reporting ITC IRN:** field will need updated. Use the following table to determine when to report each attribute.

1 st	Final	Attribute	Description
✓	✓	C_STUEEPOL	Early Entrance to Kindergarten Policy
✓	✓	INFOTECIRN	Reporting ITC IRN
✓	✓	STUKGBRDAY	Date student is required to be 5 years old to be admitted to kindergarten
✓	✓	STULNCHFRE	Count of students attending this building who are eligible to receive free lunches
✓	✓	STULNCHRDC	Count of students attending this building who are eligible to received reduced price lunch
✓	✓	STULNCHNOT	School does not participate in free/reduced Lunch
✓	✓	STUELGEXAC	Amount of time a student is required to attend district to be eligible for extracurricular activities
	✓	SIG Time Extended Group, all Attributes	Required only for districts with a School Improvement Grant
	✓	Physed Evaluation Group	All attributes

	✓	LCLWELLPOL	Local Wellness Policy
	✓	Initial Eye Examination Group	All Attributes (see below)
	✓	STUNPNTLGL	Count of resident and non-resident public students within the district boundaries evaluated and determined ineligible for special ed services
	✓	STUPSTCBTR	Count of Preschool transition conferences held by 3 rd birthday, no disability suspected, no add'l eval
	✓	STUPSTCATR	Count of Preschool Transition conferences held after 3 rd birthday, no disability suspected, no add'l eval

Comprehensive Eye Exam values are required to be reported at the district level. These values are a summative count which apply to special education students only.

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)

Information Technology Center Group

Reporting ITC IRN: 085639 - NOACSC

Student Group

Date student is required to be five years old to be admitted into kindergarten: A - September 30th

Count of home schooled resident students: 9

Amount of time a student is required to attend district to be eligible for extracurricular activities:

Count of resident and non-resident nonpublic students within district boundaries eligible for special education services but not being served by the district: 3

Count of resident and non-resident nonpublic students within district boundaries evaluated and determined ineligible for special education services: 13

Count of preschool transition conferences held by 3rd birthday, no disability suspected, no additional evaluation: 14

Count of preschool transition conferences held after 3rd birthday, no disability suspected, no additional evaluation: 22

Local Wellness Policy

Local Wellness Policy: Yes

Preschool Special Education Agreements

IRN of entity providing Preschool Special Ed Services that district has authorized ODE to transfer funds to:

IRN of entity providing Preschool Special Ed Services that district has NOT authorized ODE to transfer funds to:

Add Cancel

District Transportation

Count of qualified riders: 1235

Miles students are transported: 122685

Comprehensive Eye Exams	
Number of students with an IIEP written within the stated timeframe:	<input type="text" value="68"/>
Number of students with an IIEP written within the stated timeframe who received an eye exam within three months of beginning services:	<input type="text" value="45"/>
Number of students with an IIEP written within the stated timeframe who received an eye exam more than three months after beginning services:	<input type="text" value="14"/>
Number of students with an IIEP written within the stated timeframe who received an eye exam within nine months immediately prior to being identified with disabilities:	<input type="text" value="2"/>
Number of students with an IIEP written within the stated timeframe who did not receive an eye exam due to withdrawing within three months of beginning services:	<input type="text" value="0"/>
Number of students with an IIEP written within the stated timeframe who did not receive an eye exam due to the student's hospitalization:	<input type="text" value="0"/>
Number of students with an IIEP written within the stated timeframe who did not receive an eye exam due to parent refusal:	<input type="text" value="2"/>
Number of students with an IIEP written within the stated timeframe who did not receive an eye exam due to the lack of a conveniently available provider:	<input type="text" value="0"/>
Number of students with an IIEP written within the stated timeframe who have not received an eye exam and are still within three months of beginning services:	<input type="text" value="0"/>
Number of students with an IIEP written within the stated timeframe who did not receive an eye exam due to a reason not accounted for by another attribute name:	<input type="text" value="0"/>

Enter zeroes for fields that have zero values

SOES only	
Early Entrance for KG:	<input type="text" value=""/>

DN Building Record

Collection Request	All 'S' Collections
--------------------	---------------------

Due to the new calendar reporting attributes, the items contained in the Teacher Group section and Calamity Group section below do not need to be completed on the DN record. ODE will derive this information using the reported exceptions in the calendar Collection Request.

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:

Feeder School Group

Feeder School:

Teacher Group

Professional Teacher Meetings FTE: Parent/Teacher conference FTE:

Only community schools whose contracts are in hours, not days, should report the Professional Teacher Meetings hours and the Parent/Teacher conference hours.

Professional Teacher Meetings hours: Parent/Teacher conference hours:

Calamity Group

Calamity days taken: Calamity days made up:

Shortened days due to weather: Shortened days, non-weather:

First Day Next Year Group

First Day Next Year:

PE Performance Measures

Enter counts for grade bands that are needed. Enter zeroes for the remaining fields in the grade band if no values apply. If the building being reported does not have any students in a specific grade band, leave all fields for that grade band blank. Only enter a value for "Evaluation not conducted at this grade band for the building" if a building in the district includes one or more of the grades in a band, but the students are not evaluated at that building.

KG-02 Total students scoring limited:	<input type="text"/>	06-08 Total students scoring limited:	<input type="text"/>
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"/>

SIG Time Extended Group

Increased learning time by extending the school year:

Increased learning time by extending the school day:

Increased learning time in before and after school settings:

Increased learning time on the week end:

Increased learning time in summer school:

Increased learning time in some other time frame not listed above:

Free and Reduced Price Lunch

Free Lunch count:

Reduced Lunch count:

The Physed Evaluation Group reported under **PE Performance Measures** are to be reported during Period S for each city, local, exempted village school district, community school and STEM districts. The PhysEd Evaluation building records include students who are enrolled in the building for each grade range.

The four bands of grade ranges to be reported are as follows:

- Grades KG-2
- Grades 3-5
- Grades 6-8
- Grades 9-12

Each Grade Band will have 5 different options to be reported. These values indicate the count of students by ability level at each grade band. They are as follows:

- Total students scoring Limited

- Total students scoring Proficient
- Total students scoring Advanced
- Total students Not Evaluated
- Total students not Applicable

On the Building Organization Info (DN) tab, when reporting the values for each grade band, note the following:

1. Only report a value for Grade Bands that are in the building being reported in the Building Organization Info record. Example, if you are completing the high school building DN record, and only have grades 9-12 in that building, you would only fill in values for the 09-12 grade bands. The other grade bands would be left blank.
2. Total Students Not Applicable should only be completed for a grade band if a building in the district includes one or more of the grades in the grade band, but the students are not evaluated at that building. For example, if a district has a Kindergarten only building, but the district elects to evaluate students in 2nd grade only, then at the Kindergarten only building, you would complete the number of students not being evaluated and insert that on the Total Students Not Applicable field for the KG-02 grade band.
3. If a specific school building's grade levels served as reported in ODE's OEDS system overlap a grade band, the building should either have the first options reported (Limited, Proficient, Advanced, Not Evaluated) or report only the ** (Not Applicable); it cannot be both.
4. Report zeroes if no value applies to an attribute (Limited, Proficient, Advanced) in the building. For example, if a building only has proficient students in a grade band, enter zeroes for the limited and advanced levels in that same grade band.

DT Records

Create a record for each off-year assessment test administered for each grade level. If a district does not have any test records to be reported, a single record must be reported with the 'NT' None Tested value. Third Grade Reading Guarantee Assessments are not included in the DT records.

Membership/Program Reporting

Task 37 – Verify and Update Membership Codes with Staff or Program Provider

Collection Request	All 'S' Collections
--------------------	---------------------

All buildings must report student programs from the EMIS Manual, Section 2.9 Student Program Record, for the program codes that have to be reported in each 'S' Collection Request.

Certain program codes require that a staff member be reported. Navigate to **StudentInformation > Management > School Administration > Membership Groups > Memberships** and edit the membership code. Check the

Require Staff Member: checkbox and select the staff member from the dropdown.

The following EMIS program codes require a staff member to be reported:

305003 – Career Assessment program code

206XXX – Gifted program codes

220100 – Preschool Itinerant Services program code

StudentInformation requires start dates on all memberships, but not stop dates. Preschool Itinerant 220100 is the only program code which requires effective start and end dates to be reported. Edit the program code through the breadcrumb trail above and check the **Require Dates:** checkbox. If Preschool Itinerant services are given through the ESC, the resident district does not report the program code.

Memberships with Contracted Staff:

Fill out the following default values on the membership:

Credential ID (aka State Staff ID on Staff record in StudentInformation)

Program Provider element

Memberships with Non-Contracted Staff

EMIS ID

Program Provider should be *****

NOTE: Any student assigned to the membership will show the default staff member and Program Provider IRN. If the staff member or Program Provider IRN differs from the default value assigned, edit the student's membership record and change the value of the credential id or program provider IRN element.

Task 38 – Add/Update Student Memberships (Programs)

Collection Request	All 'S' Collections
--------------------	---------------------

New for FY17

The following programs should no longer be reported:

- 120030 – Closing the Gap
- 120020 – Seniors to Sophomores
- 121001 – The Metro School

All other Program/Memberships

Student memberships may be entered in multiple places in StudentInformation.

StudentInformation > SIS > Student > Edit Memberships
StudentInformation > SIS > School > Membership Members

It is best to get your program/membership records added now regardless of the collection the program gets reported in.

Program codes should be reported according to the following table:

Code Category	Program Series	S Traditional			Report Staff	Report Dates
		Initial	Mid	Final		
Educational Options	115XXX		√	√		
Early College High School	120010		√	√		
Chartered Non-Public or Private Sch	160110		√	√		
Gifted Education Programs	205XXX		√	√		
	206XXX		√	√	√	
Alt. Placement for Students With Disability Conditions	211001		√	√		
Preschool Itinerant Services	220100	√	√	√	√	√
Academic Intervention – Summer	151490		√	√		
Academic Intervention – Regular School Year	152330		√	√		
Reading Improvement and Monitoring Plan Intervention – Summer	151500		√	√		
Reading Improvement and Monitoring Plan Intervention Regular School year	152500-152699		√	√		
Title I Subject Areas	231001-231010		√	√		
Title I Subject Areas – Summer Sch	231101-231110		√	√		
Title I Supporting Areas	232001-232007		√	√		
Title I Supporting Areas – Summer School	2321XX		√	√		
Title I Services	233XXX		√	√		
Title I Students Attending Neglected or Delinquent School	2340XX		√	√		
Title I Students Attending Neglected or Delinquent Summer School	2341XX		√	√		
Limited English Proficient (ESL)	235XXX		√	√		
Emergency Immigrant Education	240XXX		√	√		
Career Technical Programs Except	305XXX	√	√	√	√	

Code Category	Program Series	S Traditional			Report Staff	Report Dates
		Initial	Mid	Final		
305003 – Career Assessment						
CTE – Career Placement	305003		√	√		
CTE Single Parent Subgroup	305010		√	√		
Academic/Extracurricular Programs & Services	405XXX		√	√		
Academic Intracurricular Descriptions	410XXX		√	√		
School Related Service	415XXX		√	√		
Athletics & Related Programs/Interscholastic Athletics	420XXX		√	√		
Previous Dropout Codes	50000X		√	√		

Use the Program Provider IRN field to indicate the service being reported is provided by a contracted entity. Blank values in the Program Provider IRN are not valid. StudentInformation will default a blank value to *****.

The 215XXX Service Codes are no longer EMIS reportable, but can continue to be maintained on the Services tab of the student’s Special Education page, if so desired.

Reading Improvement and Monitoring Plan Intervention Programs.

Reading Improvement and Monitoring Plans are required for K-3 students identified by the reading diagnostic assessment as not reading at grade level. Districts and community schools are required to report reading improvement interventions/programs provided during the school year in EMIS during the ‘S’ data collection. One or more interventions (RIMP) must be reported for any K-3 student identified who is not on track for reading.

Copy Membership functionality

- Allows selected student membership assignments to be copied from the previous year to the current year
- Will not copy memberships from one building to another if student changed buildings this year
- If the membership code has already been added to the student’s memberships for the current year, the student will not appear on the list of students available to copy up for that membership.

The screenshot shows the 'Student Membership Copy' web application. The breadcrumb trail is 'StudentInformation > Management > Ad-Hoc Updates > Student Membership Copy'. The page title is 'Student Membership Copy' with a sub-note: 'From this screen, you can promote Student Memberships.' There are search criteria tabs for 'Select Student Memberships'. A help message states: 'The dual select boxes work independently of one another. To choose only one program code from a membership group, make selection in only the Membership dual select box.' The interface features two main sections: 'Membership Group' with a list of codes (10-10, 11-Intervention, 12-Post-secondary Enrollment Options Program, 13-13) and 'Membership' with a list of codes (115002-Educational travel, 115004-Mentor program, 115005-Tutorial program, 120010-Early College high School). There are dual select boxes for each section, with arrows indicating the copy direction. A checkbox for 'Include Student Memberships with Stop Dates' is present, and a 'Search' button is at the bottom.

Task 39 – Run Student Roster by Membership (R102) to verify student memberships

Collection Request	All 'S' Collections
--------------------	---------------------

For each Collection Request, run Student Roster by Membership and verify the student memberships to ensure that the proper students are appearing with the correct membership records.

StudentInformation > SIS > School > Student Reports > Student Roster By Membership (R102)

Report: R102		High School	
Printed Mon, Aug 03, 2:20 PM			
Student Roster By Membership			
STUDENT CONTROL GROUP: 20 Specialized Instructions		Membership Date Range: ALL DATES	
ID	STUDENT NAME AND ADDRESS	TELEPHONE	AGE ST GR GD HIGH
11075	Student63855, NATHANIEL 646 S Main St Lima, OH 45804-1241	(555) 555-5555	16 A 11 H
			STUDENT MEMBERSHIP CODE
			206070
			Resource/Pull-Out
			Room for Gifted
			Students led by GIS
			EFFECTIVE DATE
			Start Date: 8/26/2009
			Stop Date:

Task 40 – Run MEMBEMIS to verify student memberships

Collection Request	All 'S' Collections
--------------------	---------------------

Process MEMBEMIS to determine if there are any issues with existing student memberships and services that will be reported. If errors are encountered, make the corrections and then rerun MEMBEMIS to verify that the issue has been taken care of.

MEMBEMIS runs in verify mode only. Any EMIS reportable membership added for a student will be included in the transfer file regardless of which Collection ODE will be looking for them in. ODE will ignore any program that is not to be reported in the Collection of a collection.

Running MEMBEMIS

StudentInformation > EMIS > Verify/Update Memberships

Verify/Update Memberships - Ada Ex Vill SD

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

AVEL - ADA ELEMENTARY
AVHS - ADA HIGH SCHOOL

Run Type: Verify Memberships Verify Special Education Services

File Download Options

CSV

MEMBEMIS has an option to verify Special Education Services separately from all other memberships. The verification process for Special Education Services can still be used to verify any service codes that you may have entered.

How to correct **Student Membership outside the range of the fiscal year** MEMBEMIS errors:

1. Navigate to **StudentInformation** » **Management** » **School Administration** » **Membership Groups**.
2. Click on the blue link of the membership code in the **Name** column.
3. The page will refresh and you will be brought to the Memberships page where a listing of all memberships for the two-digit code will display
4. Click on the corresponding blue link of the membership
5. The page will refresh and the **StudentInformation** » **SIS** » **School** » **Membership Members** will display.
6. Choose the membership group from the **Membership Group:** dropdown.
7. Select **Membership:** from the dropdown.
8. Click **Go**.
9. Verify each student has a start or end date within the school year.

F.Y.I.

Discipline Reporting

Task 41 – Verify Discipline Data and begin reporting Discipline Data

Collection Request	Final S Window
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The reporting of discipline data now occurs earlier in the reporting cycle and is on-going. From now until the end of the school year, districts may verify their discipline information and report any records that exist. The DISCEMIS process is now only a verify process, there is no 'update'. Districts should now run DISCEMIS periodically to clear up any errors on any existing discipline incidents.

In addition to DISCEMIS being only a 'verify' process, **all discipline incident data that is to be reported to EMIS MUST be entered as an incident record in the discipline module. This will be the only source for EMIS discipline data.** Records may no longer be added manually on the EMIS Discipline Maintenance records. Refer to the Discipline Step by Step Checklist for instructions on how to add discipline incidents in the discipline module.

To run DISCEMIS in Verify mode, with the district in context, navigate to StudentInformation > EMIS > Student Reporting Collection (S) and select Verify Student Data:

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

From the DISCEMIS Verify page, select the schools you wish to verify and the output method. Errors will display in the lower portion of the page with interactive links to assist in correcting the records.

Error messages with “W” at the end of the code are warning messages. Corrective action may or may not be necessary.

Error messages ending with “E”, must be corrected.

Once you have corrected your errors, include the GD – Student Discipline records in your next period ‘S’ Collection request transfer.

Attendance Reporting

Task 42 – Run and save a copy of the District Wide Membership Report (Optional)

StudentInformation > SIS > Attendance > Attendance Reports > District-wide Membership Report (R500)

The District Wide Membership Report (R500) provides you with a report of the days present, excused and unexcused absences for a specified time period. You may wish to run a copy of this report the first day of school, at the end of each ‘S’ Collection Request and again the last day of school. Since there is no longer a count week for attendance, you may use this report for your own purposes. All attendance updates for the school year should be completed prior to running the R500 for the end of year report.

Report: R500										ELEMENTARY							
Printed Thu, Mar 29, 9:11 AM										District Wide Membership Report							
Grade: KG										Admission - Withdraw		Membership Days					
Id	Student Name	Stat	Prgm	Sex	Grd	Dist of Res.	Cal	Hm Rm	Date	Cde	FTE (%)	All	Pres.	Exc	Tardy	Unexc	
00099019	Student59851, Bailey	A	**	F	KG	043984	DFLT	RADA	08/24/11	-	100	141.0	135.0	6.0	0.0	0.0	
00099034	Student59828, Ethan	A		M	KG	043984	DFLT	REDMA	08/24/11	-	100	141.0	137.0	4.0	1.0	0.0	
00099069	Student59770, Alana	T		F	KG	043984	DFLT	RADA	08/24/11	-	100	141.0	140.5	0.5	4.0	0.0	
00099075	Student59761, Danny	N		M	KG	043992	DFLT	BRINK	08/24/11	-	100	141.0	139.5	1.5	2.0	0.0	
00099092	Student59743, Riley	A		M	KG	043984	DFLT	RADA	08/24/11	-	100	141.0	141.0	0.0	0.0	0.0	

Attendance on the District Wide Membership Report does not take the student’s percent of time into consideration.

Task 43 - Run ATTUPEMIS in Update mode

Collection Request	All 'S' Collections
--------------------	---------------------

New for FY17: Student's attending CCP part time will have attendance calculated for the time they attending the district and attending CCP. If any absences occurred at the CCP institution that are not in StudentInformation, you must make manual adjustments to the attendance totals on the FS Attendance Tab of the Student Profile.

For students who are attending CCP 100% of the time, if they are on a DNAC their attendance will not be automatically calculated for them and will need to be calculated manually. However, if these students are placed on an attending calendar, their attendance will be calculated according to the days set forth on that calendar when running Attupemis.

Run ATTUPEMIS in update mode to calculate attendance for students prior to submitting the data. Your ITC may be running ATTUPEMIS in update mode nightly, however, it is a good idea to refresh your attendance prior to submitting a collection.

Attupemis calculates attendance in hours and days, although the 'days' field displays on the FS Attending tab as a reasonableness check.

Due to the attendance reporting requirements for the Final Collection, Attupemis should be run in update mode **prior to every submission** so that it contains the most up-to-date attendance information available.

StudentInformation > EMIS > Verify/Update Student Attendance

Verify/Update Student Attendance (ATTUPEMIS)

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

Buildings:

- T066 - AMITY ELEMENTARY
- T069 - Deer Park Junior/Senior High School
- T067 - HOLMES ELEMENTARY

Run Type: Verify Attendance Update Attendance

Submit Cancel

Attupemis calculates the attendance for each student using the attributes of the Reporting Calendar the student is assigned to on the FD Attributes tab of the Student Profile. For a Reporting Calendar to be included in the Attupemis process, the

Include in Attendance Calculation: must be checked on the Sub-calendar.

Student Attendance Calculation: The student's School Year Attendance Hours are calculated based on the number of hours of expected attendance for each day they are in session according to their calendar assignment minus the School Year Excused Absence Hours and the School Year Unexcused Absence Hours. The student's FTE is

applied to both the number of hours in attendance and the number of absence hours. Any student EMIS exceptions on the Reporting Calendar are included in the calculation.

Example 1A, John Smith is on a calendar that begins August 26 and ends May 15. His reporting calendar has an 'Hours per Day' value of 6. The school expected to have 180 days in session. The student's FTE is 100%.

This calendar had 2 weather related school delays where they attended 4 hours each day. They also had 2 calamity days that they did not attend at all. EMIS Exceptions were reported for all four of these incidents.

John Smith missed 2 days due to illness (excused absence).

Calculation:

180 days minus the 4 days with EMIS Exceptions = 176 days.
 $176 \times 6 = 1056$ hours

2 days (delay days) with EMIS Exceptions with 4 hours attendance
 $2 \times 4 = 8$ hours

2 days (calamity days) with EMIS Exceptions with 0 hours attendance
 $2 \times 0 = 0$ hours

2 days of excused absences at 6 hours per day
 $2 \times 6 = 12$ hours

$(1056 + 8 + 0) - 12 = 1064 - 12$
 $1064 - 12 = 1052$ hours of attendance and 12 hours of excused absences

Example 1B, Jane Smith is on a calendar that begins August 26 and ends May 15. Her reporting calendar has an 'Hours per Day' value of 6. The school expected to have 180 days in session. The student's FTE is 75%.

This calendar had 2 weather related school delays where they attended 4 hours each day. They also had 2 calamity days that they did not attend at all. EMIS Exceptions were reported for all four of these incidents.

Jane Smith missed 2 days due to illness (excused absence).

Calculation:

180 days minus the 4 days with EMIS Exceptions = 176 days.
 $176 \times (6 \times .75) = 792$ hours

2 days (delay days) with EMIS Exceptions with $(4 \times .75) = 3$ hours attendance
 $2 \times 3 = 6$ hours

2 days (calamity days) with EMIS Exceptions with 0 hours attendance
 $2 \times 0 = 0$ hours

2 days of excused absences at $(6 \times .75) = 4.5$ hours per day
 $2 \times 4.5 = 9$ hours

$(792 + 6 + 0) - 9 = 798 - 9$

$798 - 9 = 789$ hours of attendance and 9 hours of excused absences

Half day calendars. The student's School Year Attendance Hours is based on the number of hours of expected attendance for each day they are in session, minus the School Year Excused Absence Hours and the School Year Unexcused Absence Hours. The student's FTE is applied to both the number of hours in attendance and the number of absence hours. Any student EMIS exceptions on the Reporting Calendar are included in the calculation. Students on these calendars are 50% FTE or less with a Max Absence Level of a half day (0.50).

When applying days shortened or days lengthened EMIS exceptions to a half day calendar, districts must take into consideration that the student is going 50% of time. If a student typically attends 3 hours, but school is delayed for 1 hour, they need to report an EMIS unplanned shortened day with 4 hours instead of 5. If they report 5 hours, the student would receive 2.5 hours of attendance, which would be incorrect. If they report the exceptions with 4 hours, then the student receives the correct attendance of 2 hours. This is not just for the hours reporting in StudentInformation, but we have been advised that this is how ODE will be calculating hours for the EMIS exceptions as well.

Example 2A, James Smith is on an a.m. calendar that begins August 26 and ends May 15. His reporting calendar has an Hours per Day value of 6. The school expected to have 180 days in session. The student's FTE is 50%.

This calendar had 2 weather related school delays where they were delayed 1 hour each day. The EMIS Exceptions for C_HSHRTWEA would be reported with 4 hours for each of those delayed days. They also had 2 calamity days that they did not attend at all. EMIS Exceptions were reported for all four of these incidents.

James Smith missed 2 days due to illness (excused absence).

Calculation:

180 days minus the 4 days with EMIS Exceptions = 176 days.

$176 \times (6 \times .5) = 528$ hours

2 days (delay days) with EMIS Exceptions with $(4 \times .5) = 2$ hours attendance
 $2 \times 2 = 4$ hours

2 days (calamity days) with EMIS Exceptions with 0 hours attendance
 $2 \times 0 = 0$ hours

2 days of excused absences at $(6 \times .5) = 3.0$ hours per day
 $2 \times 3 = 6$ hours

$(528 + 4 + 0) - 6 = 532 - 6$
 $532 - 6 = 526$ hours of attendance and 6 hours of excused absences

Attupemis Update populates the Current Entity fields circled in the screenshot below.

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		**	658.13	20.25	10.13	0.00	0.00	0.00

Show Current Year Only

Save Cancel

Last Modified: 04/21/2016 10:43 AM by User: bataswart

Effective Start Date: 7/1/2016

District Withdraw Date:

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	97.50	58.13	0.00	0.00
Excused Absence	3.00	20.25	0.00	0.00
Unexcused Absence	1.50	10.13	0.00	0.00

If any additional hours are specified in the 'Other Entity' attendance fields, the values are added to the Current Entity values and reported as a combined total in the FS Transfer file. See the next task for details on manually entered attendance.

Task 44 – Manually enter attendance on the FS Attendance Tab for non-preschool students who attend the ESC or Board of DD students, College Credit Plus or non-public students placed at the district’s expense

Collection Request	All ‘S’ Collections
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For students who attend the ESC, Board of DD, College Credit Plus or non-public students placed at the district’s expense, attendance will need to be entered manually on the FS Attendance tab if you are not tracking it in StudentInformation.

Attupemis now calculates attendance in hours instead of days, although the ‘days’ field displays too. The values in the Other Entity field are manually entered and are not updated by Attupemis. These can be used for reporting attendance for students that are not on a calendar within your district that calculates attendance.

Examples of students who may need to have their attendance calculated manually:

1. Non-Preschool Students attending the ESC
2. Students at the Board of DD
3. Full Time College Credit Plus Students
4. Non-public Students placed at District Expense

During the transfer process, the FS EMIS record transfer adds together the values in the current entity hours of attendance fields to the other entity attendance and reports the total on the FS records.

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
	9/27/2016		**	904.50	0.00	0.00	0.00	0.00	0.00

Show Current Year Only

Last Modified: 04/4/2017 1:34 PM by User: melissa.bauer

Effective Start Date:

District Withdraw Date:

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="134.00"/>	<input type="text" value="904.50"/>	<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"/>

Majority of Attendance Reporting

Task 45 – Run MAJOREMIS to calculate Majority of Attendance IRN

Collection Request	Second & Final
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Majority of Attendance is the IRN of the building or district where a student is continuously enrolled from the end of October Count Week through the spring test administration date. The following chart indicates the end dates used for each of the subgroups of students.

Grade	Test	MOA End Date	Participation Date
Students in grades K-8 and untested students			
Any	Untested	March 19	NA
	Alternate Assessment: ELA, Math	March 19	March 19
3	Next Gen Spring: All Subject	April 13	April 13
Students who were first time ninth graders <i>before</i> July 1, 2014			
9-12	OGT (Reading, Writing, Math, Science, Social Studies); <i>not</i> taking American History or American Government	March 19	March 19 (R/M only)
9-12	OGT (Reading, Writing, Math, Science, Social Studies); <i>taking</i> American History or American Government	April 13th	March 19 (R/M only)
Students who were first time ninth graders <i>on or after</i> July 1, 2014			
9-12	Next Gen Fall Block: taking ELA or Math and not taking any spring assessments	April 13	December 15
	Next Gen Spring: All spring Assessments	April 13	April 13

Majority of attendance will never be an IRN outside of the district boundary. When the determination is made, the following rules are applied:

- If the student was continuously enrolled in the building for the designated time period, the student’s majority of attendance IRN will be equal to the building IRN
- If the student is continuously enrolled in the district but has changed buildings in the district during the designated time period, the student’s majority of attendance IRN will be equal to the district IRN
- If the student was not continuously enrolled within the building or district during the designated time period, the student’s majority of attendance IRN will be equal to “*****”.

The resident district is responsible for reporting the Majority of Attendance IRN using the above rules for the following students:

- Post-Secondary Institution
- MRDD
- JVS
- Contract Career-Technical
- School age ESC

The ESC is responsible for reporting the Majority of Attendance element for preschool students. **Majority of Attendance fields are used for the Local Report Card, so you will want to be certain the data is as accurate as possible.**



EMIS Subject Codes used for MOA determination.



High school end of course exam	High school course(s) expected to take end of course exam		Notes/clarification
	EMIS Course code	Course Title	
English Language Arts I	050160	Integrated English Language Arts I	District course titles may include English 9, Freshman English, Humanities 9
English Language Arts II	050170	Integrated English Language Arts II	District course titles may include English 10, Sophomore English, Humanities 10
Algebra I	110065	Advanced Mathematics 8	All students should be taking an end-of-course exam, either Algebra I or Math I.
	110301	Algebra I	
	110480	Applied Algebra or Applied Mathematics I	These students may not take an end-of-course exam if used as first year of a two-year program.
Geometry	111200	Geometry	
	110490	Applied Geometry or Applied Mathematics II	These students may not take an end-of-course exam if used as first year of a two-year program.
Integrated Math I	110065	Advanced Mathematics 8	All students should be taking an end-of-course exam, either Algebra I or Math I.
	110010	Mathematics I (Integrated math course)	
Integrated Math II	110480	Applied Algebra or Applied Mathematics I	These students may not take an end-of-course exam if use as first year of a two-year program.
	110020	Mathematics II (Integrated math course)	
	110490	Applied Geometry or Applied Mathematics II	These students may not take an end-of-course exam if use as first year of a two-year program.
Physical Science	132220	Physical Science	
Biology	132230	Biology	
	132330	Advance Biology	
American History	150810	History (American)	
	152300	History (Integrated)	
American Government	150300	Government (American)	
	150308	Government/Economics (American)	
	159950	Government & Politics (United States)	

Running MAJOREMIS

MAJOREMIS is located on the Period S Menu of options. When selecting the period S Student Reporting Collection option from the menu, select 'Verify Student Data'. Next, select Verify/Update – Majority of Attendance IRN (MAJOREMIS) from the program selection menu.

Student Verify/Update - Collection (S)

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

Request Type	Program Selection
<input type="radio"/>	Verify - Discipline (DISCEMIS)
<input type="radio"/>	Verify - EMIS Run Requests (CHECK_EMIS)
<input type="radio"/>	Verify - Membership Programs (MEMBEMIS)
<input type="radio"/>	Verify - Non-reportable Students
<input type="radio"/>	Verify - Student Demographic (UNCLEMIS)
<input type="radio"/>	Verify - Student Gifted Records
<input type="radio"/>	Verify - Student Special Education
<input checked="" type="radio"/>	Verify/Update - Majority of Attendance IRN (MAJOREMIS)
<input type="radio"/>	Verify/Update - Student Attendance (ATTUPEMIS)

< Back Next > Cancel

The next tab will display a series of tabs needed to complete both the verify and update process. It is **imperative** that both the verify and update process is run for each tab. If only the verification is run, the MOA field on the Student Profile FN Attributes tab **will not be** updated with the MOA value. Each tab works with a specific group of students according to the effective end date of the period Majority is calculated for according to the table above.

Verify/Update Majority of Attendance IRN - (S) Ba

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
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Grades 3-8 Tab

This tab will verify or update the Majority of Attendance IRN for all students in Grades 3-8 using the correct MOA end date dependent upon the options chosen.

The screenshot shows a web application interface for 'Verify/Update Majority of Attendance IRN - (N) Batavia Local SD'. The browser address bar shows 'StudentInformation > EMIS > Verify/Update Majority of Attendance IRN'. The page title is 'Verify/Update Majority of Attendance IRN - (N) Batavia Local SD'. Below the title, there is a warning: 'Updates must be completed for each of the student groups below'. The main content area has a tab for 'Grade 3-8' and three sub-tabs: '9th Prior to FY15', '9th on/after FY15', and 'Untested and Alternate'. The '9th Prior to FY15' sub-tab is selected. Under 'Include Buildings:', there are three checked items: 'Select all buildings', 'E128 - Batavia Elementary', 'E127 - Batavia High School', and 'E129 - Batavia Middle School'. A blue information icon indicates: 'This tab will verify or update the Majority of Attendance IRN for all students in Grades 3-8.' Below this, it says 'Update not run yet'. The 'Run Type:' section has 'Verify' selected with a radio button and 'Update (You must have all buildings selected for update)' with an unselected radio button. The 'File Download Options' section has two dropdown menus: 'Select A File Type' and 'Select A Download Method'. At the bottom right, there are 'Submit' and 'Cancel' buttons.

9th Prior to FY15

This tab will verify or update the Majority of Attendance IRN for all students who took the OGT or were supposed to take the test and did not ***and*** were first time 9th graders before July 1, 2014 according to their 'Fiscal Year Began 9th' on the FN Attributes Tab of the student profile. The update process will use EMIS subject codes 150300 and 150810 to determine if a student in this group is taking American History or American Government.

If the student ***IS NOT*** taking American History or American Government, their MOA Effective date is March 19th. If the student ***IS*** taking American History or American Government, the MOA Effective date is April 13th.

This screenshot is similar to the one above but shows the '9th Prior to FY15' sub-tab selected. The 'Include Buildings:' section is the same. The blue information icon now reads: '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 and 150810 to determine if a student is taking American History or American Government.' The 'Run Type:' section remains the same with 'Verify' selected.

9th on/after FY15

This tab will verify or update the Majority of Attendance IRN for all students who took the OGT or who were required to take the test but did not ***and*** who were first time ninth graders on or after July 1, 2014. Their MOA effective date is dependent upon the EMIS Subject Codes for specific courses the students may have taken, as well as the End of Course Assessment Area value for those courses. The subject codes used are from the Ohio Department of Education table displayed earlier in this task for all subjects with End of Course Exams.

The courses listed in the dual selection boxes no longer need to be pulled over in order to calculate the MOA for students. These dual entry course selections will be removed from the screen at a later date.

Due to the limited number of MOA effective dates, the AdHoc Membership for Science or Social Studies no longer needs to be included when processing Majoremis in verify or update mode, and they will also be removed from the screen at a later date.

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

Include Buildings: *

- Select all buildings
- E128 - Batavia Elementary
- E127 - Batavia High School
- E129 - Batavia Middle School

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	Subject Codes Selected
E127 - 0005 - 23 - ENGLISH 9	
E127 - 0005 - 53 - ENGLISH 9	
E127 - 0005 - 93 - ENGLISH 9	
E127 - 0009 - 43 - CP ENGLISH 12	

Next Gen Spring ELA or Math

Subject Codes Available	Subject Codes Selected
E127 - 0005 - 23 - ENGLISH 9	
E127 - 0005 - 53 - ENGLISH 9	
E127 - 0005 - 93 - ENGLISH 9	
E127 - 0009 - 43 - CP ENGLISH 12	

Next Gen Spring Block ELA or Math

Subject Codes Available	Subject Codes Selected
E127 - 0005 - 23 - ENGLISH 9	
E127 - 0005 - 53 - ENGLISH 9	
E127 - 0005 - 93 - ENGLISH 9	
E127 - 0009 - 43 - CP ENGLISH 12	

Next Gen Spring: Science or Social Studies Only

-- Select an Ad-Hoc Membership --

Public And Private

Next Gen Spring Block: Science or Social Studies Only

-- Select an Ad-Hoc Membership --

Public And Private

Untested and Alternate Assessment

Contact your Special Ed Coordinator for a list of alternate assessment students. This tab will verify or update students who are in the untested grade levels of KG, 01, 02, PS and Alternate Assessment students. It is recommended that this task be updated last, however, you may process the tabs out of order. To update the students who took the alternate assessments, add them to the Alternate Assessment ad-hoc membership group used on this tab. If the students were supposed to take an alternate assessment but did not test, include them in the ad-hoc group anyway. Untested students and alternate assessment students all have the same Majority of Attendance Effective end date of March 19th.

StudentInformation > EMIS > Verify/Update Majority of Attendance IRN

Find Students | Go To

Verify/Update Majority of Attendance IRN - (N) Batavia Local SD

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
 E128 - Batavia Elementary
 E127 - Batavia High School
 E129 - Batavia Middle School

This tab will include students in all untested grade levels and use the appropriate MOA end date for any student listed in the Alternate Students ad-hoc group if chosen. This update should be run last to ensure all students listed in the Alternate ad-hoc group are given the correct MOA value.

Ad-Hoc Membership for Alternative Assessment Students:
-- Select an Ad-Hoc Membership --
Public And Private

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

Running MAJOREMIS In Verify Mode

On each tab, a verify option is available. Rather than working with the entire district, MAJOREMIS works with only the students affected by the tab you're currently working on. In addition, when running MAJOREMIS in Verify mode, you can verify each building individually or all buildings at the same time. When you select the option to verify, the output report you receive only indicates the students being updated by that tab. The following columns will appear on the Verify report:

- StudentNumber – student's local ID number
- EMISId – Student's EMIS ID
- DisplayName – Student's name
- IRN – School IRN of the student
- Building – Building Code
- StateEquivalentGradeLevel – Grade level reported to EMIS for student

- IRNMajorityAttendance – the calculated Majority of Attendance IRN that will be updated to the student when processed in Update mode
- MatchTypeID – Internal value indicating the type of match that was determined for the student. Values are:
 - 1 – School IRN will be used for MOA IRN for the student
 - 2 – District IRN will be used for MOA IRN for the student. The student was continuously enrolled in the district but was not continuously enrolled in a specific building
 - 3 - ***** will be used for MOA IRN as student was not continuously enrolled in the district

Running MAJOREMIS In Update Mode

On each tab, when processing MAJOREMIS in Update mode, all buildings must be selected to update. Once the update is complete, an output report is created to show the results of the students updated for that tab. Each tab may be processed in update mode again independently of another tab.

Data Submission

Task 46 – Run CHECK_EMIS for Period S to ensure all updates have been completed before transfers are performed

Collection Request	All 'S' Collections
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CHECK_EMIS is available on each reporting period menu. The version under each menu will check only those processes specific to that particular reporting period.

Run CHECK_EMIS to get an audit trail of what processes have been performed for each building in your district. The CHECK_EMIS page lists which EMIS Verify, Update, and Transfer processes have been run. The CHECK_EMIS report will provide you with a listing of when each process was run, what time, and which user completed the process for each building in the district.

At this point in the checklist, it is important to verify the following has been completed:

1. Make sure all processes have been run in Verify mode for each building
2. Make sure all update processes have been run in Update mode at least one time for the district
3. Make sure all the necessary transfers were performed after the update processes were run
4. **If updates were rerun, also make sure transfers were rerun as well**
5. If any processes were run too early, make sure they are rerun during the appropriate timeframe.

CHECK_EMIS may be processed at any time during the reporting period for a status report.

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

Task 47 - Period S Transfer

Collection Request	All 'S' Collections
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Once you have completed the data updates, transfer your data to the Data Collector. Navigate to the Student Collection Request (S) menu and choose Select All Transfers. Transfers that are not required for the first, second or final 'S' Collection Requests will be grayed out and unavailable until required for reporting.

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 Missing Override (FC)
- 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 Type:*

Flat file transfer

Flat file transfer for Data Collector

< Back | Submit | Cancel

Task 48 – Run the Collection

Collection Request	All 'S' Collections
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Before running the Data, Collector make sure the most recent version of the manifest is downloaded.

1. While logged into the Data Collector, click on the **Collection Requests** tab.
2. Begin the collection.
3. Mark the Data Sources section.

Data Sources	Availability	Collection Status
<input checked="" type="checkbox"/> BA-Files	<input checked="" type="checkbox"/> Ready	Not Started

4. Once the collection has been completed, proceed to the Prepare step.
5. Once the Prepare has completed, review the Level 1 Validation errors.
6. Return to StudentInformation to make corrections and updates resolving the Level 1 Validation errors.
7. After creating a new transfer file in StudentInformation and submitting it to the Data Collector, begin a new collection.
8. If satisfied with the results, go ahead and submit the collection to ODE for processing.
9. Once the collection has been processed by ODE, you should receive Level 2 Report errors. Review the Level 2 Report errors and make corrections in StudentInformation.



Don't forget – once you correct errors and rerun any required updates in StudentInformation, a new transfer to the Data Collector must be performed. Once the transfer is complete rerun your collection.