FY18 Period L Staff/Course Reporting Checklist

Change Log

Date	Section Number/Name	Change Description
10/25/17	Updates following training on 10/24/17	
10/20/17	Entire Document	Update dates for 17/18

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Period L Staff/Course Checklist

Reporting Windows (tentative) –

	First Window	Second Window
Data Dates Included	7/1/XX – 6/30/XX	7/1/XX – 6/30/XX
Reporting Window	Oct. – Jan.	Feb. – Aug.
		This window replaces data from first window for funding but not for HQT and Licensure
Record Types to Include	CN	CN
	CU	CU
	CM	CM
	CV	CV
	GN	GN

Each reporting window will include transactions from July 1 through the end of the reporting window. 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. As changes are made to the staff and course information and CTRMEMIS is run in update mode, that current data will be reflected in the transfers.

Record Types to Include – Refer to the ODE EMIS Manual for further clarification on records reported in each 'L' window.

Task 1 – Run INVSUBJ to Verify Subject Codes Assigned to Courses

Navigate to *StudentInformation > EMIS > Staff/Course Reporting Collection (L)* and run the Verify Subject Codes (INVSUBJ). Courses will be listed if the Report to EMIS checkbox on the course record is marked but the EMIS Subject Code field is blank or invalid. Additionally, the process will check the EMIS Subject Codes on the Course Section Override tabs.

See the EMIS Manual for an updated list of valid subject codes. Beginning FY17 ODE added 'Senior only' subject codes for CTE Industry Credential courses. These are courses available only for Seniors and are tied to a specific Industry Credential. These Subject Codes are 6 digits, begin with '38' and the last 4 digits are the Assessment Area Code associated with the Industry Credential that can be received. An example would be 38CA06 – Adobe Certified Expert – Acrobat XI Pro.

NEW

The INVSUBJ now displays whether there are students enrolled in the course or course section.

7 Records Displayed

Course Subjects

Building IRN	Building	Course Code	Course Name	EMIS Course Subject Code	Students Enrolled
008250	T069	9629	WORK STUDY 2		☐
008250	T069	PSMARK	PS MARKETING & ADVERT	042030	☐
008250	T069	PSECON102	PRINCIPLES OF ECONOMICS II	042025	☐
008250	T069	OLPARALEG	OL INTRO TO PARALEGAL PROF	140310	☐
008250	T069	7808	MS PERSONAL SKILLS	090050	☑
008250	T069	OLPERFIN	OL PERSONAL FINANCE	091050	☐
008250	T069	2905	Eng 12/World Issues		☐

0 Records Displayed

Course Section Override Subjects

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

Edit the EMIS tab of the course in Course Maintenance to correct the Subject Code.

StudentInformation > Management > School Administration > Scheduling Administration > Course Maintenance > Courses

Task 2 – Run the Wipe and New process

The Wipe and New process should only be run at the beginning of the school year. When it is processed, it overwrites any manual changes that have been made to teacher history records during the school year.

Running the Wipe and New is not a required process but is beneficial for districts beginning the school year to update their teacher history records with the most current information from any changes made to course sections. When School Year Initialization was processed to create the new school year, last year's teacher history records were copied up to this school year. The Wipe and New process will ensure you are reporting the most up-to-date records. Running the Wipe and New process at the beginning of the school year also assists other processes that depend on Teacher History records from the Teacher History Tab.

Wipe and New will update Teacher History records to match the data on the Meeting Times tab of the course section. It overwrites any existing data.

1. On the Wipe and New tab on the Teacher History Maintenance screen, select the school(s) for which you want to create new teacher history records. *Note: If a building is in context, the building is already selected.*
2. Click **Wipe and New**.
3. When the Wipe and New process is completed, StudentInformation displays a message at the top of the page that indicates the number of teacher history records that were created.

StudentInformation > EMIS > Maintenance > Teacher History Maintenance

Teacher History Maintenance

From this screen, you can adjust teacher history records.

There were 1444 teacher course history records created successfully. ✕

| Start and Stop Dates | Wipe And New | Add Missing |

	Building Name	Finalized Schedule	Last Updated Date	Last User
✔	Elementary School	🟢	10/20/2017 1:10:00 PM	Janice.Ditto
✔	HIGH SCHOOL	🟢	10/20/2017 1:10:00 PM	Janice.Ditto
✔	Middle School	🟢	10/20/2017 1:10:00 PM	Janice.Ditto
			Building has a finalized schedule = 🟢	

Wipe And New

Task 3 – Run the Add Missing process to update any Teacher History Records for newly added courses

Add Missing will add a new teacher history record if there is no teacher history record matching the teacher designated on the meeting times tab or if no Teacher History record exists. It does not overwrite any existing data. Add Missing can be run throughout the year.

1. On the Add Missing tab on the Teacher History Maintenance screen, select the school(s) for which you want to add missing teacher history records. *Note: If a building is in context, the building is already selected.*
2. Click **Add Missing**.
3. When the Add Missing process is complete, StudentInformation displays a message at the top of the page that indicates the number of teacher history records created, or if none, the message indicates that no teacher history records were created.

StudentInformation > EMIS > Maintenance > Teacher History Maintenance

Teacher History Maintenance

From this screen, you can adjust teacher history records.

There were 14 teacher course history records created successfully.   ✕

| Start and Stop Dates | Wipe And New | **Add Missing** |

	Building Name	Finalized Schedule	Last Updated Date	Last User
☑	ELEMENTARY SCHOOL	🟢	10/20/2017 1:06:00 PM	Janice.Ditto
☐	HIGH SCHOOL	🔴		
☐	MIDDLE SCHOOL	🔴		

Building has a finalized schedule = 🟢

Add Missing

Task 4 – Run the Start and Stop Dates option to update Teacher History Records (Optional)

If your semester start/stop dates change during the school year due to calamity days, use the Start and Stop Dates tab option to update existing Teacher History Records.

StudentInformation > EMIS > Maintenance > Teacher History Maintenance

Teacher History Maintenance

From this screen, you can adjust teacher history records.

There were 575 teacher course history records updated successfully. ✖

| Start and Stop Dates | Wipe And New | Add Missing |

	Building Name		Last Updated Date	Last User
✔	031120 -	ELEMENTARY SCHOOL	10/20/2017 11:59:00 AM	Janice.Ditto
✔	007401 -	HIGH SCHOOL	10/20/2017 11:59:00 AM	Janice.Ditto

Start Date to Change: [ ] 📅   New Start Date: [ ] 📅

Stop Date to Change: [05/24/2018] 📅   New Stop Date: [05/30/2018] 📅

[Submit]

Task 5 – Verify Courses and Course Sections

CCP Courses – Be certain to check the 'dual credit' checkbox on the Courses General Tab when adding College Credit Plus courses. When setting up courses, districts should set up separate courses for CCP and non-CCP courses. A course should not have some course sections that are CCP and some that are non-CCP.

Curriculum Code – VM Career Technical Education Middle Grade Course
Establishes a class as a middle grade Career-Technical Education class. Middle grade CTE courses are 30-120 hour introductory level courses linked to business, industry, and labor that ensure a seamless pathway from middle school to college careers. CTE middle grade courses may be offered for any pathway with an approved CTE-26 on file. VM courses do not count towards a student's CTE concentrator status and students in VM courses are not subject to CTE technical testing. See the CTE Program Matrix for a complete list of subject codes that may be used in conjunction with the VM curriculum code.

Credit Flex element on EMIS tab of Course record:
- N – Course is not a credit flexibility course (default)
- R – Yes, the course is a credit flex course used for credit recovery work
- Y – Yes, the course is a credit flex course not used for credit recovery

The EMIS Override tab on the course section allows different values in the following fields:

WARNING: You are working with the Current School Year, and not a Future School Year as expected

Course Sections - 101 - Accounting I (1)

From this screen you can display or change information regarding course sections

| General | Meeting Times | Memberships | Attendance | Teacher History | EMIS Override | | Next: 101 #2 > |

EMIS Staff Provider IRN: [   ] 🔍

EMIS Subject Code: [010110 - Communications and Leadership ▼]

Curriculum: [▼]

Delivery Method: [▼]

Student Population: [▼]

Highly Qualified Teacher IRN: [   ] 🔍

Dual Credit: [ ]

[Save Course Section] [Cancel]

If either of the following values is different on the EMIS tab of the course you will need to set up separate courses. Simply adding a separate course section will not work.

- Educational Option
- Credit Flex

1. All Courses K-12 must be broken out into courses by subject.
2. Each of the courses that have been broken out, except for homerooms and other special classes created for the grade book package, needs to be reported in EMIS.
3. Homerooms should not be marked as reportable to EMIS on the Course record.
4. You must report all year long courses and any other courses offered during the school year, such as courses offered second semester only or courses that span five or six week periods.
   a. *Preschool courses* - Are to be reported as self-contained courses. Only one course is reported for each preschool student.
   b. *Students receiving preschool itinerant services* – Do not report course records and subject records for itinerant services.
   c. *Gifted courses* – Students taught by the Gifted Intervention Specialist (GIS) who is considered the "Teacher of Record" should be reported but Supplemental Gifted services/programs provided by the GIS or other staff members are not considered courses and do not need student subject records.
   d. *If the ESC is a contracted agency* - The resident district needs to report the courses and class lists taught by ESC contracted staff.   The ESC instructor should be set up using their credential ID.   The ESC will report the staff demographic, employment, and contractor staff records. Be sure to mark these ESC courses as EMIS reportable, the ESC's IRN is used for the Program Provider IRN, and the proper building IRN is used for the location IRN.
   e. *Home Instruction*: School age students with disabilities who are receiving home instruction are to have one course record per course, reported for each teacher. The course should be reported with the appropriate EMIS Subject Code, Delivery Method, Curriculum, Educational Option, and Student Population in Course Maintenance.

f. *College Credit Plus* courses (fka Post-Secondary) must be set up as a class on the student's schedule. State Staff ID of the staff member should be reported for Employee ID if the staff is employed by the district. Employee ID of all 9s is reported if the staff is employed by the college. A generic CCP teacher should be set up in your district with a State Staff ID of all 9s.

g. *ESP Classes* – A staff class master record is required to be reported with the appropriate art, music or PE subject code for courses taught in grades K-8 for each ESP teacher. ODE does not require student subject records to be reported for each student in an ESP class, however StudentInformation will not include the course without at least one student assigned. You must assign students to ESP classes.

h. *Credit Flex Courses* – A course master record is required to be reported for any course which is a credit recovery course. To qualify, a course must meet the district's board approved credit flexibility policy that provides opportunities for students to earn credits in non-traditional ways. A new field has been added to the course record as well as manual course history to indicate a course is credit flex course. Report the course with the appropriate delivery method. If the delivery method is 'TO', the staff member may have an ID of all 9s.

Update EMIS values in Course Section Maintenance

Teacher IRN Override – Located on the Teacher History tab, this field can be used to enter a co-teacher's Staff Provider IRN if they are not from the district, i.e., from an ESC. This will allow the Staff Course records to correctly report co-teachers and their Staff Provider IRN.

Transfer file:

```
CU 2018L046318OH1373036E202-2120-01        2017082220180524CT1002584048546
```

Team Teaching – If a course section is taught by more than one teacher, both teachers should be marked as the Teacher of Record on the course section Meeting Times tab and as CT - Co-Teacher on the Teacher History tab since both teachers are required to have a Staff Class Master Record reported.

StudentInformation allows course codes up to 15 characters and the first 10 characters must be unique. However, for EMIS reporting no more than 10 character course codes should be used.

Task 6 – Verify Reportable Courses

Navigate to *StudentInformation > EMIS > Staff/Course Reporting Collection (L)* and choose Verify - Reportable Courses to confirm courses being reported to EMIS. Manually update any courses as needed.

Task 7 – Verify course information using the CRSE Report and make any necessary changes

StudentInformation > SIS > Scheduling > Scheduling Reports > Course Curriculum (CRSE)

- The CRSE Course report allows the user to select the types of courses they wish to validate as well as pick which fields they want to display on the report.
- All EMIS fields on the Course record and Course Section EMIS Override values are available to be printed on the report.
- Select the fields you wish to print on the report by moving them to the right in the Fields to Display filter.
- Team Teaching: If a course section is taught by more than one teacher, each teacher should be marked as the Teacher of Record on the course section Meeting Times tab. Each teacher should also have a Teacher History record marked as Co-Teacher since each teacher is required to have a Staff Class Master Record reported. CLISEMIS/CTRMEMIS creates a Staff Course Record for each teacher of record.

REPORT: SI - REPO CRSE   High School   COURSE CURRICULUM

PAGE   1   OF   1

SCHOOLYEAR: 2017-2018

RUN AT 1:57 PM 10/25/2017

COURSE CODE	COURSE NAME	GR	Credit Units	Course Description	Loc IRN	EMIS Sub Cred	EMIS Subject	Indd GPA	Active	Dual Crd	Rept To EMIS	CORE Subj Area
0071	MATH TOPICS:CONS/FINANCIAL MGT	12	1.000000			MTA	110500	Y	Y	N	Y	MTA
0077	ALGEBRA II	12	1.000000		001701	MTA	110302	Y	Y	N	Y	MTA
0079	GEOMETRY	12	1.000000			MTO	111200	Y	Y	N	Y	MTO
0082	ALGEBRA III	12	1.000000		001701	MTA	110030	Y	Y	N	Y	MTA
0088	CP GEOMETRY	12	1.000000		001701	MTO	111200	Y	Y	N	Y	MTO
0089	PRECALCULUS*	12	1.000000		001701	MTA	110600	Y	Y	Y	Y	MTA
0091	QUANTITATIVE REASONING	12	1.000000		001701	MTO	111850	Y	Y	N	Y	MTO
0093	STATISTICS	12	0.500000		001701	MTA	111500	Y	Y	N	Y	MTA
0097	AP CALCULUS*	12	1.000000		001701	MTA	119930	Y	Y	N	Y	MTA
COLTRG	CCP College Trig	12	1.000000	CCP College Trig UC CLermont	062927	MTO	111600	Y	Y	Y	Y	MTA
FINMTHSS	CCP SS Finite math	12	1.000000	Southern State Finite Math MATH 1124	067694	MTA	110302	Y	Y	Y	Y	MTA
I/STATSS	CCP SS Intro to Stats	12	1.000000	CCP Southern State Intro to Stats	067694	MTA	110302	Y	Y	Y	Y	MTA
M18H	Consumer Math	12	1.000000	MD math alg II equivalent	001701	MTA	110500	Y	Y	N	Y	MTA
M/ACCT	CCP Managerial Accounting	12	1.000000	UC Clermont Managerial Accounting ACCT2082	062927	MTO	030100	Y	Y	Y	Y	MTO
WAMA11	Wasserman Math 11	12	1.000000	Wasserman Math 11th grade	046292	MTO	110302	Y	Y	N	Y	MTO

Task 8 – Verify All Staff Members have a Credential ID

The Credential ID is used by Pre-Ident as well as on Staff Class Master records and Program records for contracted staff.

For CCP teachers employed by the college, enter all 9s in the State Staff ID field. For CCP teachers employed by the district, enter their Credential ID in the State Staff ID field. Credit flex teachers may have all 9s in the State Staff ID field if the Delivery Method is 'TO'. Credit flex teachers will have a credential ID in the State Staff ID field if the Delivery Method is not 'TO'. The SSN is no longer used for a Staff EMIS ID.

More than one staff member can have all 9s for the State Staff ID field.

Teacher History records must exist before CTRMEMIS is processed in update mode.

Task 9 – Verify and Update the HQT Field Value for each subject for a teacher

NEW

New for FY18. Social Studies teachers must meet the HQT standards, and have an appropriate HQT value on the Highly Qualified Teacher Update Maintenance page. Currently teachers assigned to courses with a social studies EMIS Subject Code, will receive the following error message when CTRMEMIS Verify is run: Error 41: HQT Definition must be "I" if the Core Subject Area for HQT is "***" or not specified. This error should be ignored if the HQT value is correct. Once we have received all of the requirements for this change, CTRMEMIS Verify and the HQT Worksheets will be updated to reflect this change. Social Studies teachers should not use 'I' for their HQT value (additional clarification expected from ODE regarding the middle school and elementary school social studies teachers).

A course section **must** have a record on the Teacher History tab to create an HQT record. HQT records are not dependent upon CTRMEMIS/CLISEMIS having been run. The courses available to have an HQT value for a teacher are based upon the teacher being marked as teacher of record on the teacher history tab, the subject code, curriculum element, delivery method and student population fields on the course record and on the EMIS overrides tab of the section.

The Highly Qualified Teacher element is required to be reported for all teachers who teach core academic subjects.

A. Print the Highly Qualified Teacher Worksheets and hand out to teachers so teachers can verify and update their HQT status for each subject code they teach.

StudentInformation > SIS > School > Highly Qualified Teacher Worksheet

The HQT Report is available in Excel format which can be downloaded and used to create a Principal's Recording Sheet in a format desired by the user.

StudentInformation > SIS > School > Highly Qualified Teacher Report

B. Updating the Highly Qualified Definition for existing HQT records:

1. Navigate to *__StudentInformation__ » __Management__ » __School Administration__ » __Scheduling Administration__ » __Highly Qualified Teacher Update__*.
2. Select a teacher from the Filter By Teacher: dropdown.
3. Courses the teacher instructs will be displayed based on the combination of Subject Code, Curriculum element, Delivery Method, and Student Population fields on the course record and on the EMIS Overrides tab of the section.
4. Pay careful attention to all four values before editing a record to ensure you are updating the correct one.

5. Click on the ✎ next to the Subject Area to edit the HQT value.
6. Select the appropriate value from the `How the teacher meets highly qualified definition:` dropdown.
7. Click `Save`.

C. Removing Highly Qualified Definitions for courses the teacher no longer instructs. (optional)
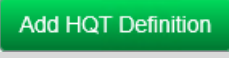
1. Navigate to *StudentInformation* » *Management* » *School Administration* » *Scheduling Administration* » *Highly Qualified Teacher Update*.
2. Select a teacher from the `Filter By Teacher:` dropdown.
3. Courses the teacher instructs will be displayed.
4. Ensure you are deleting the correct record for the Subject Code combination.
5. Click the 🗑 next to the obsolete value.

D. Adding missing Highly Qualified Definitions:

1. Navigate to *StudentInformation* » *Management* » *School Administration* » *Scheduling Administration* » *Highly Qualified Teacher Update*.
2. Select a teacher from the `Filter By Teacher:` dropdown.
3. Courses the teacher instructs will be displayed.
4. Click `Add HQT Definition`.
5. Select the appropriate value in the `EMIS Definition:` dropdown. NOTE: Values in the dropdown are populated from EMIS tab of the course record in Course Maintenance and on the EMIS Overrides tab of the section based on the Subject Code, Curriculum element, Delivery Method, and Student Population fields.
6. Fill in the `How the teacher meets highly qualified definition:` field.
7. Click `Save`.

E. Run the HQT report to verify the values or use the report as a checklist to see which values are missing.

`StudentInformation > SIS > School > Highly Qualified Teacher Report`

Non-core courses are not evaluated for HQT.

Report option `I - Not core course OR course type isn't eval. for HQT ▼` whenever one or more of the following is true:
- Curriculum Element is PS, PI, OC or
- Delivery Method is CC, ET, OL and Ed Option = YS or
- Delivery Method is ID, IM, TO, or CI or
- Student Population is D8, DP, or PR

Task 10 – Verify and Update Student Schedules

Verify student schedules by running the Class List Formatter

StudentInformation > SIS > Marks > Marks Reports > Class List Formatter (R703)

REPORT: R703
FORMAT-02

HIGH SCHOOL

Run Date: 8:43 AM 3/29

CLASS LIST

TEACHER	COURSE NAME	COURSE	SECTION	COURSE TERM	MEETING TIME DESCRIPTION
Teacher583, Ryan	STUDY HALL 2PD 1SEM	SH 2	19	1st Semester	F: 2 (145)

STUDENT NUMBER	STUDENT NAME	GRADE	DISABILITY CONDITION	GENDER	HOMEROOM	PROGRAM	HOME SCHOOL
303137236	Aabbccddee, Mark	11		M	FILL		
149625	Student54188, Ciara	10		F	KIRI	Not applicable	
148156	Student54314, Lucy	10		F	HOEE		
148079	Student54376, Vegas	10		F	MCGO		
148029	Student54429, Connar	10		F	HOEE	Not applicable	
148018	Student54444, Adam	10		M	KIRI		
146073	Student54504, Tyler	10		M	KIRI	Not applicable	
146006	Student54578, Hannah	10		F	OBRE	Not applicable	
145002	Student54749, Hannah	10		F	OBRE		

Student Subject records reported to EMIS are created based off the student's course section assignments.

Make any necessary changes to schedules using the Course Section Assignments page or Request Assignments page.

Refer to the *Student Schedule Changes Procedural Checklist*

Task 11 – Process CLISEMIS/CTRMEMIS in Verify Mode and correct errors

1. Change your context to the district level and the current year.
2. Navigate to ***StudentInformation > EMIS > Staff/Course Transfer – Collection (L)***.
3. On the `Request Type` tab choose the ⦿ Verify Staff/Course Data option.
4. Click `Next >`.
5. On the `Program Selection` tab choose ⦿ Verify/Update - Course and Class List (CLISEMIS/CTRMEMIS) .
6. Click `Next >`.
7. Choose the buildings in the district you would like to run CLISEMIS/CTRMEMIS for.
8. Choose the run type you wish to perform. If you're verifying the data, choose
   Run Type: ⦿ Verify EMIS Reportable Only
9. Next, select how many errors you would like to be displayed per page:
   Number of Courses Per Page: [All ∨]
10. Click `Submit`
11. Once the process is completed the CLISEMIS/CTRMEMIS errors will display on the page.

Correcting errors:

1. CLISEMIS/CTRMEMIS errors are interactive links which allow you to navigate to the screen needing to be corrected without leaving the CLISEMIS/CTRMEMIS page.
2. To correct errors, click on the Link in each error message.

Building IRN	Building	Course Code	Course Name	EMIS Subject Code
010181	ELEE	ART	ART	020012
Staff Messages:		JENNIFER Teacher1493	HQ Definition must be 'I' if the Core Subject Area for HQT is '***' or not specified, or if EMIS Course Type is one of 'S01', 'I00', 'D00', 'D08', 'P08', 'G00', 'X01' or 'X02'	

3. Depending on the error message, you will be taken to the Course screen, the course section or the staff HQT page for corrective action. Links display in blue on the error.
4. Correct the errors and save your changes.
5. After resolving the errors run CLISEMIS/CTRMEMIS again to verify the errors are no longer there.

Refer to the ***CTRMEMIS Error Resolution Guide*** for detailed instructions on how to correct each error.

Task 12 – Run CLISEMIS/CTRMEMIS in Update Mode

Vocational Course sections (Curriculum value begins with V) with zero students assigned will have Student Staff Classroom records created automatically.

CTRMEMIS should be processed in update mode each time you are submitting your data to ODE to catch any schedule changes made since the last submission. This is now an on-going process.

Run AFTER final corrections are made to the CLISEMIS/CTRMEMIS verification report.

Once CLISEMIS/CTRMEMIS has been run in update mode the records may be viewed by going to the following pages:

StudentInformation *»* ***EMIS*** *»* ***Maintenance*** *»* ***Student Staff Classroom***
StudentInformation *»* ***EMIS*** *»* ***Maintenance*** *»* ***Student Subject Record***
StudentInformation *»* ***EMIS*** *»* ***Maintenance*** *»* ***Student Subject Record By Class***

CTRMEMIS looks at the Staff record for the Staff ID for the CN or CU records.

If multiple teachers are considered the teacher of record for a course section, then a CU record will be created for each teacher of record.

Each teacher record (CU) for a course section will have an indicator of either Lead Teacher or Co-Teacher. If two teachers are assigned to a course section as teacher of record, both teachers must be reported as Co-Teachers. You cannot report one teacher as the lead and the other as the Co-Teacher. Highly Qualified Teacher data will also be reported on the CU records.

The course section Teacher History tab must be updated if a teacher starts or stops teaching on a day other than the course term start or stop date. If a teacher's start and stop dates overlap with another teacher for the same course section, both teachers would be considered Co-Teachers. If both teachers did not teach the course section at the same time, make sure there is no overlap with their dates. Both teachers would be considered Lead Teachers.

Start and Stop Dates:
Start dates on the student subject records (GN) will only be reported for students who entered the course after the course term start date of the course section.

> Example: If the course term start date was September 1, 2017 but the student started the course on February 27, 2018, a start date of February 27th will get reported for that student. No start date will be reported for students who have been in the course since day one.

Stop dates on the student subject records (GN) will only be reported for students who withdrew prior to the course term end date.

If the student drops a course before the course term stop date, a drop date will be reported.

If a student was in a course section multiple times, a record will be reported for each time the student was in the course.

GN150 & GN152 – High School Credit Earned & Partial/Override Credit Elements

StudentInformation, with approval of ODE, has handled the reporting of these elements in the following manner:

Description	GN150	GN152	Explanation
Courses that are not 'for high school credit'	Y	0	Indicates these courses do not earn high school credit
Courses that are 'for high school credit'	P	Amount of credit earned including 0 if no credit earned	ODE uses the amount of credit that is reported in the Partial/Override Credit element instead of the credit amount from the CN course master record. This is reported this way in case the amount of credit a student is awarded when the credit is different than what is reported on the course master record.

Task 13 – Verify Vocational Correlated Records have been entered

Once CTRMEMIS has been processed in Update mode, the Local Classroom Codes for all course sections being reported exist in EMIS Maintenance and are available for use on the Correlated Records page.

1. At the building level, navigate to: ***StudentInformation > EMIS > Maintenance > Vocational Correlated Records.***
2. Click on Add Vocational Correlated Records button to add a new record.
3. Choose the proper local classroom code from the dropdown for each of the three fields as applicable.
4. Save the record.

StudentInformation > EMIS > Maintenance > Vocational Correlated Records

Vocational Correlated Records

From this screen, you can create vocational correlated records.

Add Vocational Correlated Record

		Anchor Classroom ▲	First Correlated Classroom	Second Correlated Classroom
🗑	✏	APVS-11022-01 (072105)	APVS-67022-01 (072150)	
🗑	✏	APVS-15001-01 (252525)	APVS-15002-01 (252525)	
🗑	✏	APVS-17001-01 (252525)	APVS-17002-01 (252525)	APVS-17003-01 (050170)
🗑	✏	APVS-21011-01 (no subject record found)	APVS-80002-01 (175004)	
🗑	✏	APVS-22001-01 (no subject record found)	APVS-80043-01 (178019)	

Task 14 – Verify Vocational Mapping Records have been entered

The mapped local classroom code record allows a district to map (combine) the students from a specific class into another class. Mapping means combining (merging) students from two or more classes in EMIS to look like a single class. The students that are reported in the "Mapped from Local Classroom Code" will be mapped (moved) to the "Mapped to Local Classroom Code" and for EMIS reporting, will no longer exist in the "Mapped From Local Classroom Code" in the EMIS flat files.

In order to map classes together, both classes must have the same values in the following elements:
- Subject Code
- Curriculum Element
- Employee ID
- Delivery Method
- Educational Option
- Student Population

Only classes with a Semester Code of '1', '2', or 3 will be eligible to be included in the mapping process. Trimester courses can't be mapped.

NOTE:

This process should only be used for Career Technical Courses.

StudentInformation > EMIS > Maintenance > Mapped Local Classroom Codes

Mapped Local Classroom Codes

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

Add Mapped Local Classroom Code

		Mapped From Classroom Code ▲	Mapped To Classroom Code	Message
🗑	✏	APVS-17002-01 (252525)	APVS-15002-01 (252525)	• Employee IDs do not match
🗑	✏	APVS-41021-01 (330005)	APVS-41023-01 (330005)	

Task 15 – Run CHECK_EMIS for Period L to ensure all updates have been performed before transfers are performed

Run CHECK_EMIS to get an audit trail of what processes have been performed, what hasn't been performed and what processes were performed too early 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 updating 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 that transfers were rerun as well.**
5. Make sure that no process was run too early.

CHECK_EMIS can be processed at anytime during the reporting period for a status report.

Task 16 – Period L Transfer

Once you have completed the data updates, transfer your data to the Data Collector. Navigate to the Staff/Course Reporting Collection (L) menu and choose Select All Transfers.

Task 17 – Run the Collection

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.

☑ All Files data sources		
Data Sources	**Availability**	**Collection Status**
☑ BA-Files	✅ 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.