FY27 Period L Staff/Course Reporting Checklist

Change Log

Date	Section Number/Name	Change Description
8/10/26	Entire Document	Update dates for 26/27

Table of Contents

Task 1 – Run INVSUBJ to Verify Subject Codes Assigned to Courses 4
Task 2 – Run the Wipe and New process 6
Task 3 – Run the Add Missing process to update any Teacher History tab for newly added courses 7
Task 4 – Run the Start and Stop Dates option to update Teacher History Records (Optional) 8
***Courses* 9**
Task 5 – Courses - General Tab 9
Task 6 – Courses - Marks Tab 11
Task 7 – Courses – EMIS Tab 12
Task 8 – Courses – EMIS Override Tab 13
Task 9– Course Reminders 15
Task 10 – Electives, Subject Area for Credit & Core Subject Area 17
Task 11 – Verify Reportable Courses 19
Task 12 – What Happens to Courses for Expelled Students 20
Task 13 – Verify Course Information and make any necessary changes 21
Task 14 – Verify All Staff Members have a Credential ID 22
Task 15 – Verify and Update Student Schedules 23
Task 16 – Process CLISEMIS/CTRMEMIS in Verify Mode and correct errors 24
Task 17 – Run CLISEMIS/CTRMEMIS in Update Mode 25
Task 18 – Verify Vocational Correlated Records have been entered 27
Task 19 – Verify Vocational Mapping Records have been entered 28
Task 20 – Update Student College Credit values for Dual Credit Courses 29
Task 21 – Updates for the Student Course Grade (FR) Records 31
Task 22 – Run CHECK_EMIS for Period L to ensure all updates have been performed before transfers are performed 35
Task 23 – Transfer the Staff/Course Records to the Data Collector 36

Period L Staff/Course Checklist

Reporting Windows –

	First Window	Second Window
Data Dates Included Reporting Window	7/1/XX – 6/30/XX	7/1/XX – 6/30/XX
	August – February	February - July
		This window replaces data from first window for funding but not for Licensure
Record Types to Include	CN	CN
	CU	CU
	CM	CM
	CV	CV
	GN	GN
Student Grade Course Collection for the FY27 FR records runs from Sept. 17, 2026, thru Sept. 10, 2027	FR	FR

Record Types to Include for Period L – (All record types listed above) Refer to the ODE EMIS Manual for further clarification on records reported in each 'L' window.

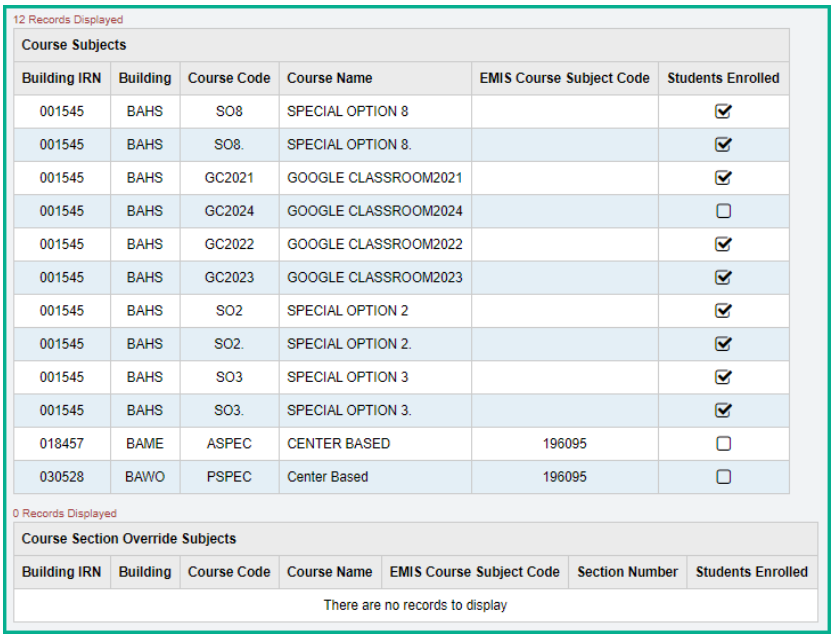
Each reporting window will include transactions from July 1 through the end of the reporting window. Reporting is on-going meaning there is no cut-off date. As students are enrolled in your district, their data will be included in the next transfer regardless of enrollment date. As changes are made to the staff and course information and CTRMEMIS is run in update mode, that current data will be reflected in the transfers.

NOTE: The section previously in this document that pertained to OTC Courses, has been recreated as a separate checklist titled **OTC Courses/Calendar Set-up**.

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, Chapter 4.7, for an updated list of valid subject codes.**

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



12 Records Displayed

Course Subjects

Building IRN	Building	Course Code	Course Name	EMIS Course Subject Code	Students Enrolled
001545	BAHS	SO8	SPECIAL OPTION 8		☑
001545	BAHS	SO8.	SPECIAL OPTION 8.		☑
001545	BAHS	GC2021	GOOGLE CLASSROOM2021		☑
001545	BAHS	GC2024	GOOGLE CLASSROOM2024		☐
001545	BAHS	GC2022	GOOGLE CLASSROOM2022		☑
001545	BAHS	GC2023	GOOGLE CLASSROOM2023		☑
001545	BAHS	SO2	SPECIAL OPTION 2		☑
001545	BAHS	SO2.	SPECIAL OPTION 2.		☑
001545	BAHS	SO3	SPECIAL OPTION 3		☑
001545	BAHS	SO3.	SPECIAL OPTION 3.		☑
018457	BAME	ASPEC	CENTER BASED	196095	☐
030528	BAWO	PSPEC	Center Based	196095	☐

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

EMIS Subject Codes added in FY27:

- 176045 – Fluid Mechanics
- 176050 – Manufacturing Processes
- 176055 – Automation Technologies
- 176060 – Battery Technology
- 176065 – Aerospace Engineering
- 400010 – Energy Capstone

EMIS Subject Codes removed in FY27

- 010090 – Energy and Power
- 010995 – Oil and Gas
- 010999 – Clean Energy
- 145025 – Computer Hardware
- 145030 – Computer Software
- 145040 – Network Operating Systems
- 145055 – Routing and Switching
- 145999 – Integrated Production Technologies
- 175990 – Automated Materials Joining Technology
- 175995 – Innovations in Science and Technology
- 175999 – Innovations in Science and Technology
- 176010 – Principles of Manufacturing
- 340001 – Arts and Communication Primer
- 340250 – Stagecraft
- 340255 – Stage Design and Construction

EMIS Subject Codes descriptions updated in FY27

- 120500 – Instrumental Music
- 340310 – Introduction to Visual Design
- 340110 – Introduction to Media Arts
- 340210 – Introduction to Performing Arts
- 145005 – Introduction to Information Technology

Note: The prior EMIS Subject Codes titled 'Senior Only Industry Credentials' have been updated to 'Industry Credential Only Program Course'. These are the subject codes that begin with a '38' and end with the four character Assessment Area Code. Below is a note referencing the name changes.

Table 46. ~~Senior Only Industry Credential~~Industry Credential Only Program Course Codes (38xxxx)

Subject Code	Description	Core Subject Area (for proper cert)
These subject codes start with "38" and end with the four character Assessment Area Code (FA205; see EMIS Manual Section 2.8 Student Assessment Record) of the Industry Credential Code that is associated with the course. Only assessment codes that are valid for the current fiscal year may be used as the basis for an Industry Credential Only Program course~~ senior only credential course~~ in the current year.		

We do not enter a '38' code into the EMIS Subject Codes in StudentInformation for every Industry Credential Code as there are too many. If you find your district needs an EMIS Subject Code with the '38' prefix that is not available in the application, your ITC can reach out to request the code be added.

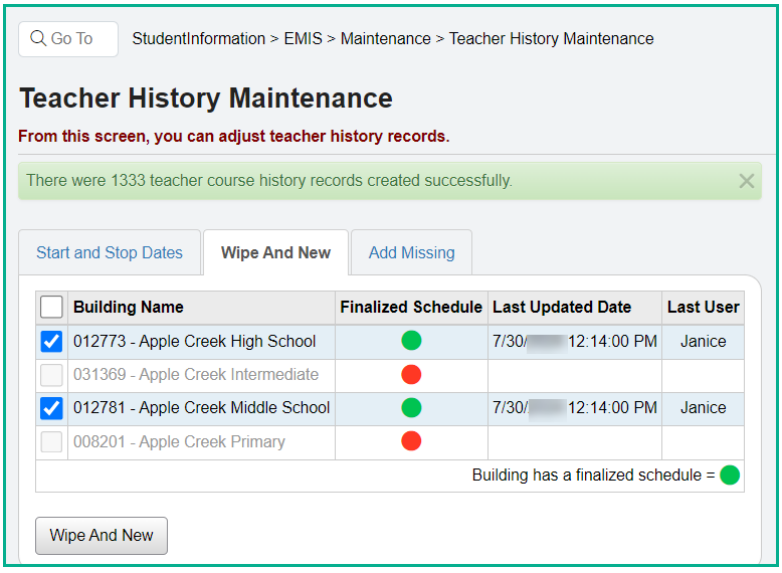
Task 2 – Run the Wipe and New process

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.

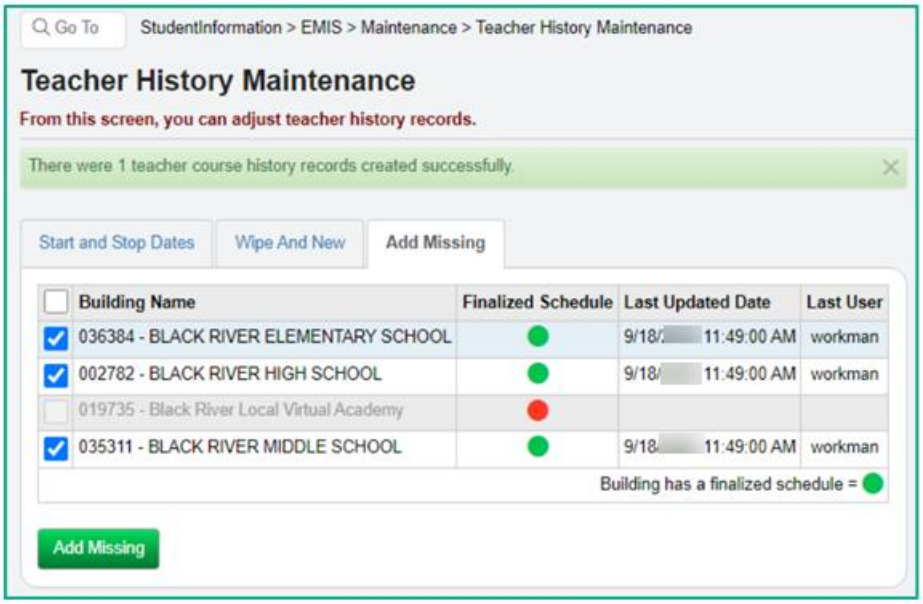


Note: Wipe and New cannot be run for a building that has not yet finalized its schedule.

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

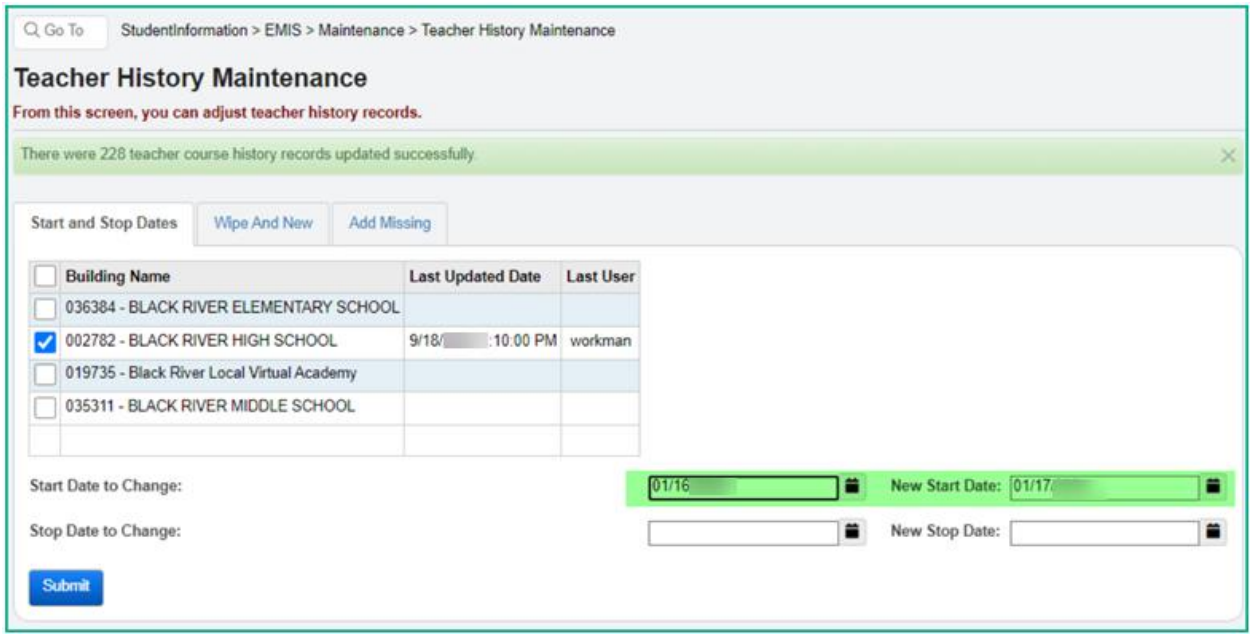
Add Missing will add a new teacher history record if there is no teacher history record matching the teacher designated on the meeting times tab or if no Teacher History record exists. It does not overwrite any existing data. Add Missing can be run throughout the year.

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.

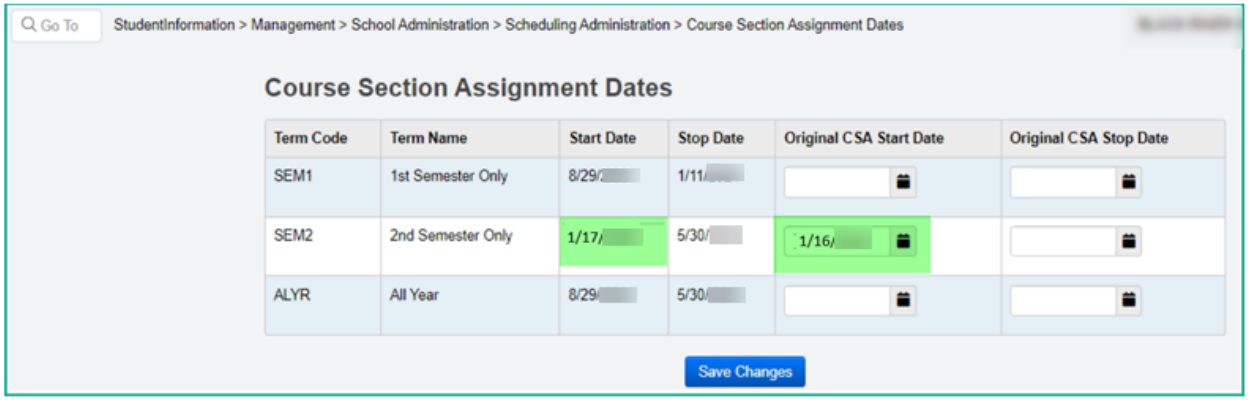


Task 4 – Run the Start and Stop Dates option to update Teacher History Records (Optional)

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



NOTE: If the change in the start and stop dates affects the stop and start dates for the Course Section Assignments for students, you will want to use the Course Section Assignment Dates page (at building level) to make any updates that are needed. These updates should be made at the building level.



Courses

Task 5 – Courses - General Tab

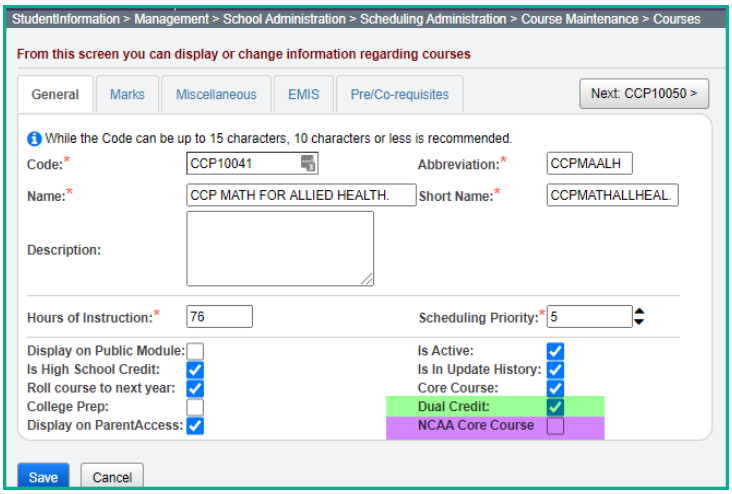
Scheduling – Course Detail – lists all course information in a spreadsheet format.

Eligibility – NCAA Division I Eligibility Worksheet – provides a completed Division I Worksheet based on the NCAA-approved courses that the specified student has taken.

Eligibility – NCAA Division II Eligibility Worksheet – provides a completed Division II Worksheet based on the NCAA-approved courses that the specified student has taken

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.

Courses - General Tab



CCP Courses – Be certain to check the 'dual credit' checkbox on the Courses General Tab when adding College Credit Plus courses. The Dual Credit field is used for the college coursework calculations in graduations points. 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.

Credits transcripted by a college after the student has left secondary education can be included on the record as long as the work (such as through a CTE course or an AP or IB course and tests) was completed before the student graduated from secondary education.

NCAA Core Course
The NCAA Division I and Division II Eligibility Worksheets (Ad-Hoc Reports) have been updated to include courses with the same name, credits and grade if a student took more than one course with the same name, credits and grade.

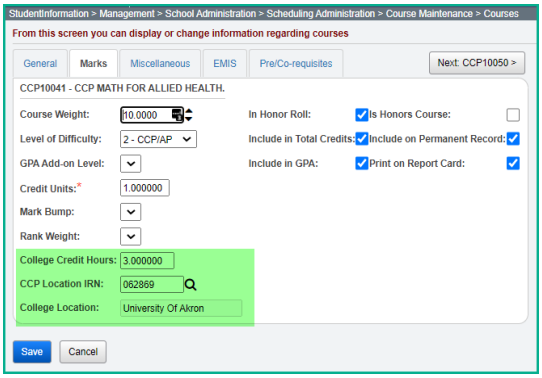
The NCAA Core Course located on the General Courses tab must be checked in order for a course to count as a NCAA Core Course. This field is used to designate which courses meet the eligibility requirements for Division I and Division II colleges. Additional information pertaining to the eligibility requirements can be found at https://www.ncsasports.org/ncaa-eligibility-center/eligibility-requirements.

Once your district has determined which courses should have this box checked, they may want to verify this has been completed for the past 3-4 years and if it hasn't been, go back and update the NCAA Core Course box for those previous years as well. This will allow districts to be able to verify that students who are currently in the higher grades and considering athletics in college, will meet the requirements needed.

Changing Marking Patterns When moving a course section from one marking pattern to another, it is imperative that any marks entered for students be removed from the course section prior to moving said course section to a different marking pattern. The applicable marks will need to be added to the Student Marks for the new marking pattern once established. Failure to remove the marks prior to changing the marking pattern will create the following issues: (1) the marks entered prior to the marking pattern change are no longer displayed in the application; (2) the marks entered prior to the marking pattern change will continue to be reported in the Student Course Grade Record (FR) causing duplicates which will fatal in the data collector. Since the original set of marks aren't seen in the application once the course section has moved to a different marking pattern, districts are unable to remove them after the change is made which then requires the data to be fixed by the DBA.

Courses with Integrated Credit
A brief description for courses with integrated credit is when a student is taking one course that provides core credit for 2 different areas. At the present time, both core areas cannot be included on the course in StudentInformation. In order to create the appropriate credits in the selected core areas, one work around for this situation is to create one course for a specific core area and the amount of credit that would be applicable to that area. Once students have completed the course, and marks have been entered, they would receive the core credit for that one area. Then the district can add a manual course entry for the remaining specific core area with the amount of credit that would be applicable to that area. Both will be counted in the core summary and the graduate core summary areas.

Task 6 – Courses - Marks Tab



Courses – Marks Tab

According to the EMIS Manual, the EMIS Location IRN (**on the Courses – EMIS tab**) generally is the IRN of the physical location where the course is being held. Exceptions are as follows:

CCP Courses – Report the IRN of the post-secondary institution that is giving credit for the course.

CCP Courses with a CP Delivery Method (Career Tech CCP Course) – Report the IRN of the actual location of the course, not the IRN of the Post-Secondary Institution.

- **College Credit Hours -** should be filled in with the number of possible college credits the student can earn for the course. This value on the marks tab is not EMIS reportable, but instead populates the value to the College Credit Management screen, allowing districts to indicate once the earned credit for each student. These values are included in the core summary records when the update process is run, and included in the GC records reported via the data collector.

- **CCP Location IRN** – When a CCP Course has a Delivery Method of CP, the CCP Location IRN on the Marks tab should be filled in with the college IRN. Transcripts include this information by listing the first IRN located when searching each of these fields in the order below:
  - Course Section EMIS Override Location IRN
  - CCP Location IRN (Course>Marks tab)
  - EMIS Location IRN (Course>EMIS tab)
  - School Name

  This value on the marks tab is utilized for the student's transcripts, it is not the EMIS value reported to the data collector.

College Location – This field is populated when a value is entered in the CCP Location IRN field. If the college is an out-of-state college, the **CCP Location IRN** should be completed with '999999' and you can type in the name of the college in the **College Location** field. This is particularly important for any CTE Courses. This value on the marks tab is utilized for the student's transcripts, it is not the EMIS value reported to the data collector.

Task 7 – Courses – EMIS Tab

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.

Delivery Method CI – Computer as Instructor
A certificated staff member must be the Teacher of Record for courses with Delivery Method of CI. The staff member can be a superintendent, principal, teacher or school counselor. The Staff ID cannot be '9999999999'.

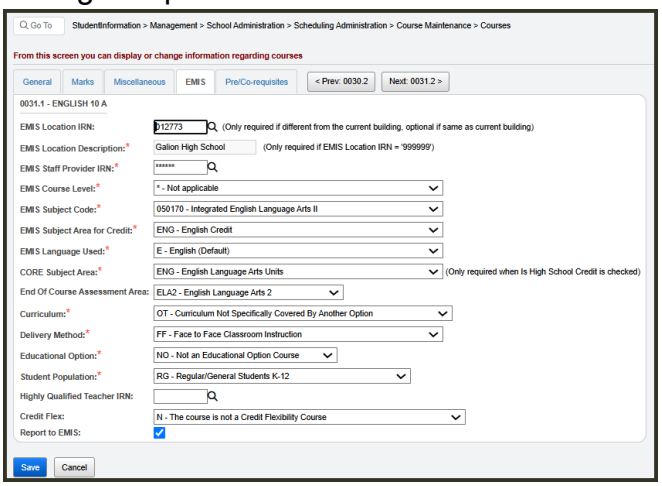
Delivery Method – TC, CTE course or Senior Only Industry Credential course that is delivered at an Ohio Technical Center (OTC) via a contract under ORC §3313.901
This new delivery method allows districts to indicate that a course being taken is a CTE course that is being delivered at an Ohio Technical Center as set forth above. Students can be enrolled in a traditional district and/or JVSD district when taking these courses, but the courses must be on the approved CTE-26 for the JVSD. Community schools are excluded from offering OTC courses. Additional information contained in the OTC Courses/Calendar Set-up documentation.

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

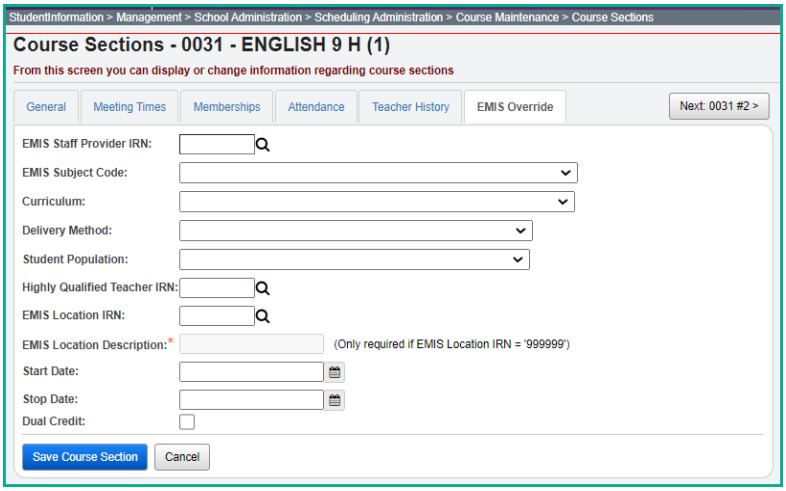
If either of the following values is different on the EMIS tab of the course, you will need to set up separate courses. Simply adding a separate course section will not work.

- Educational Option
- Credit Flex



Task 8 – Courses – EMIS Override Tab

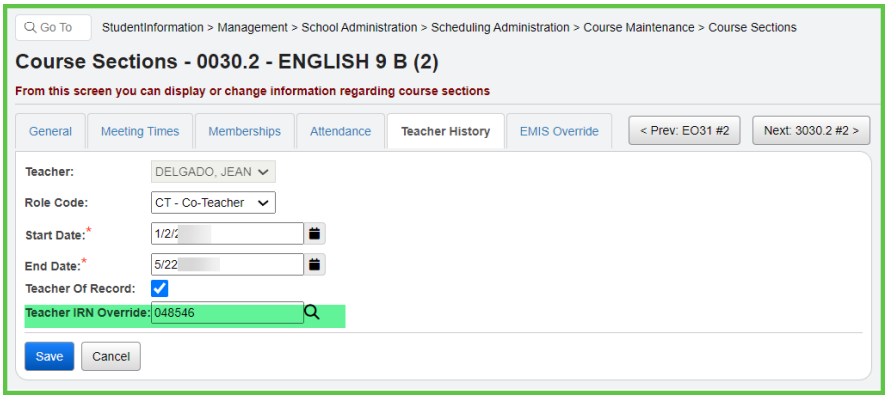
The EMIS Override tab on the course section allows different values in the following fields:



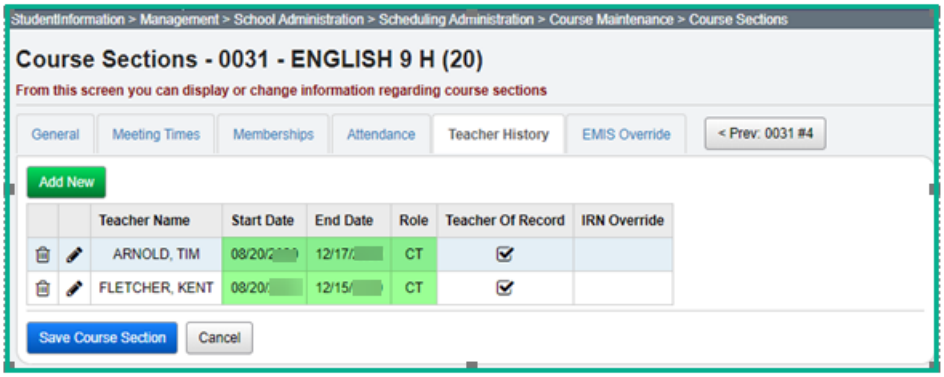
Start Date and Stop Date - If a course section has a different start and/or end date than the rest of the course sections for a particular course, those values can be updated on the EMIS Override tab.

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.



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.



Task 9 – Course Reminders

Reminders:

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, need 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 week or six week periods.
    a. *Preschool courses* - Are to be reported as self-contained courses. Only one course is reported for each preschool student. **EMIS Subject Code 180108** is required to be reported for all Preschool courses. Special Ed courses will be differentiated by the value selected in the Student Population field on the EMIS tab of Courses. The valid values for Student Population for this EMIS Subject Code are DP, D8 and PR.
        - **D8** student population should be reported for a class that is designed primarily for students *with* disabilities (i.e., have IEPs). This includes classes designed primarily for students with disabilities into which peer models are also enrolled.
        - **PR** student population should be reported for a center-based class that is designed primarily for students *without* disabilities. This includes classes designed primarily for students without disabilities into which students with disabilities are also enrolled.
        - **DP** student population should be reported for a class that is designed for students *with* disabilities who have hearing and/or visual impairments.
    b. *Students receiving preschool itinerant services only* – Do not report course records and subject records for itinerant services. However, the appropriate Program Code (220205, 220210, or 220215) should be reported for students receiving itinerant services per their IEP. Students enrolled in a Preschool class AND receiving itinerant services per their IEP should also have the appropriate Program Code.
    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. The appropriate program codes should be reported if receiving Gifted services.
    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 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. **The term 'Home Education' is being utilized in Section 2.1.1 of the EMIS Manual as well as in Chapter 2.4 of the EMIS Manual with reference to Withdraw Reason '43 – Transferred to Home Education'; 'homeschooling' is being used in all other sections of the EMIS Manual.** This is to clearly separate students being educated at home by a parent or guardian from students who are enrolled in school and receiving instruction in their homes from district staff (i.e., home instruction).
f. *College Credit Plus* courses (fka Post-Secondary) must be set up as a class on the student's schedule. The 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 (Educational Service Personnel)* – A staff class master record is required to be reported with the appropriate art, music or PE subject code (02XXXX, 08XXXX, or 12XXXX) for courses taught in grades K-8 for each ESP teacher. DEW 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.

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 10 – Electives, Subject Area for Credit & Core Subject Area

In the past when reporting some of the elements on the courses, as well as the Non-Graduate Core and Graduate Core values, these values were not always utilized as expected. We have been advised that these values have greater emphasis for FY24 forward. It is important that courses are aligned with the correct Subject Area for Credit (CN210) and Core Subject Area Code (GC60). Additionally, it will be a rare occasion that districts code courses as an elective (ELE). More descriptive elective codes are available for both Subject Area for Credit and Core Subject Area, and displayed below.

- **ELE** - Elective units that are not counting as elective credit for state graduation requirements
- **ENE** - English when counting as elective credit for state graduation requirements, not as part of 4 English Language Arts credits
- **MTE** - Math when counting as elective credit for state graduation requirements, not as part of 4 Math credits.
- **SCE** - Science when counting as elective credit for state graduation requirements, not as part of 3 Science credits
- **SOE** - Social studies when counting as elective credit for state graduation requirements, not as part of 3 Social Studies credits

The Subject Area for Credit values are listed in Chapter 4.2 Course Master (CN) Record of the EMIS Manual. Districts need to verify that their (EMIS) Subject Area for Credit is a valid value for their courses. They also need to verify the Core Subject Area codes are valid values for their courses. These are located in Chapter 2.15 Student Graduation-Core Summary (GC) Record.

Should these values need updated on prior year courses, course history or Core Summary records, those updates can now be made so that the student's records reflect the correct values. The following links will assist in updating this data:

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

Districts need to use the most relevant coding for the course.

NOTE: Be sure to review your selections closely when using the Bulk Course Update or the Bulk Manual Course Update and verify exactly which values are being updated. If an incorrect selection is made, it can affect multiple years of data.

Electives

We have been advised that the majority of courses that a district deems to be an 'elective' possibly should not be coded as an 'elective'. The following is copied from the EMIS Manual, Section 2.15:

"Reporting Instructions. Report the most specific option that would apply. For example, if a student takes a business course as an elective report the 'BUS' option instead of the 'ELE' option since the 'BUS' option is more specific.

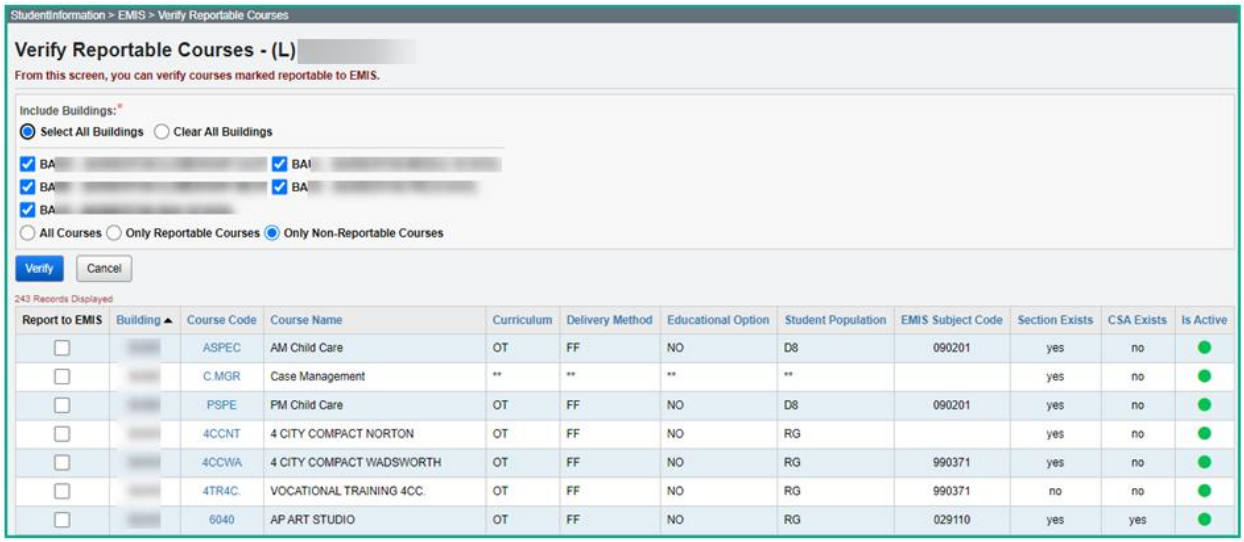
This count (or sum) is across all years and courses that meet each CORE Area requirement. The count is cumulative across districts in that each CORE Area's total may include:

- courses taken in the district that will award the diploma,
- courses taken at other education organizations but transferred to and accepted for credit by the district that will award the diploma, and
- any other experiences for which the district that will award the diploma has awarded credits towards graduation for the student, subject to any relevant local and state policies.

Computer science units that otherwise meet the relevant requirements may not be used as a substitute for both algebra II and advanced science requirements. Therefore, a particular earned credit should only be reported under either the TEM or the TES code if it could meet either requirement. However, a credit used for a math or science requirement may be used to meet a local world language requirement. Since world language requirements are local requirements, a credit used for both a math/science and a world language requirement would only appear in EMIS as a part of the total credits for TEM or TES."

Task 11 – Verify Reportable Courses

Navigate to *StudentInformation > EMIS > Staff/Course Reporting Collection (L)* and choose Verify - Reportable Courses to confirm courses being reported to EMIS. You have the options of selecting ◯ All Courses ◯ Only Reportable Courses ◉ Only Non-Reportable Courses. Manually update any courses as needed.



Task 12 – What Happens to Courses for Expelled Students

Students who are expelled are no longer withdrawn from the district. Previously, when expelled students were withdrawn, their courses dropped automatically.

Expelled Students Not Receiving Instruction/Services

Courses should not be reported for students who are expelled and are not receiving services/instruction. For this reason, the courses will need to be dropped **one day prior** to the start of the expulsion date. Once the expulsion has ended, if the student is still enrolled at the district, the student can be enrolled into courses as needed.

Expelled Students Receiving Instruction/Services

If the student is receiving instruction/services in all the courses on their schedule, keep the schedule. If the student is receiving instruction/services in some of the courses on their schedule, keep those courses and drop the other courses one day before the expulsion begins. If the student is not receiving instruction/services for any courses on their schedule, drop those courses the day before their expulsion begins.

Note: On the FS Standing tab, the **Sent To 1: Percent of Time** is based on the student′s assigned attendance sub-calendar hours. Divide hours of service provided by total possible hours for the week.

Example: 10 hours service per week during expulsion divided by 30 hours per week on assigned calendar = .33 percent

Task 13 – Verify course information and make any necessary changes

Course Detail Report – provides all course information in an excel friendly format.

- The Course Detail Report provides a complete listing of all courses at a specific building that the user wishes to validate.
- All possible Course related fields are displayed on the Excel report. The options begin in Column A and continue through Column BO. Users can hide the columns they don't wish to see.
- As an Excel report, users can then sort the data how they want to see it displayed.
- A second report called Course Curriculum (CRSE) is available within the application at StudentInformation>SIS>Scheduling>Scheduling Reports>Course Curriculum (CRSE). For this report, you can choose up to ten fields you wish to display.

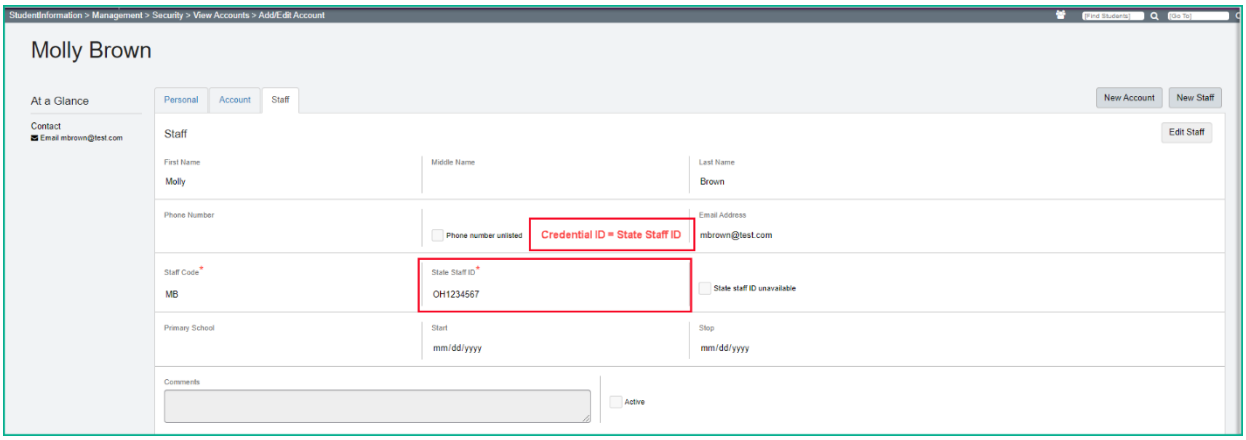
NOTE: At this time, the Course Curriculum (CRSE) report is the only report that includes any values that may be on the EMIS Override Tab for a course section.

Course Detail Report

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
Course Code	Course Name	Course Description	Abbreviation	Course Short Name	Hours of Instruction	Scheduling Priority	Display on Public Module	Is High School Credit	Roll Course to Next Year	College Prep	Display on Parent Access	Is Active	Is in Update History	Core Course
216	216		216	9th H 216	0	5	Y	Y	Y	N	Y	N	Y	Y
4CCNT	4 CITY COMPACT NORTON		4CCNT	4CCNT	75	5	Y	N	Y	N	Y	Y	N	N
4CCWA	4 CITY COMPACT WADSWORTH		4CCWA	4CCWA	75	5	Y	N	Y	N	Y	Y	N	N
9HG	9th Grade Honors		9GH	9th H 216	0	5	Y	Y	Y	N	Y	Y	Y	Y
5041	ACCOUNTING 1		ACCT 1	ACCOUNTING 1	75	6	Y	Y	Y	N	Y	Y	Y	Y
9090	ACT Prep (Eng/Reading)		ACTPE&R	ACTPENG/READ	76	5	Y	Y	Y	N	Y	Y	Y	Y
9091	ACT PREP (Math/Sci)		ACTPM&S	ACTPMATH&SCI	76	5	Y	Y	Y	N	Y	Y	Y	Y
ACTP10	ACTPREP 10		ACTP10	ACTPREP10	75	5	Y	Y	Y	N	Y	Y	Y	Y
ACT10	ACTPREP10		ACTP10	ACT10	0	5	Y	Y	Y	N	Y	Y	Y	Y
ACTP10.	ACTPREP10.		ACTTP10.	ACTPREP10.	75	5	Y	Y	Y	N	Y	Y	Y	Y
8878	ADV ENGINEERING & PROGRAMMIN.		ADVE&P	ADV ENG & PROG.	152	9	Y	Y	Y	N	Y	Y	Y	Y

Task 14 – Verify All Staff Members have a Credential ID

Staff Detail Report – provides all Staff with their State Staff ID in an excel friendly format.



The Credential ID is used by Pre-Identification exports 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'. ESC teachers will have their credential ID in the State Staff ID field.

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

Task 15 – Verify and Update Student Schedules

Student Schedules Report – displays all student schedule information in a spreadsheet format.

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.

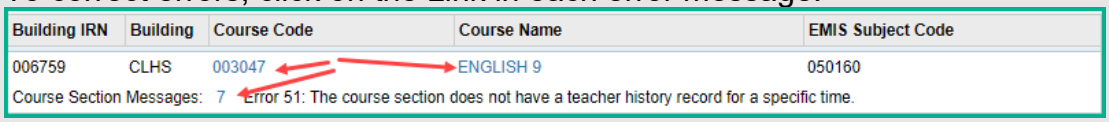
Refer to the ***Schedule Changes Procedural Checklist***

Task 16 – 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 Reporting 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.

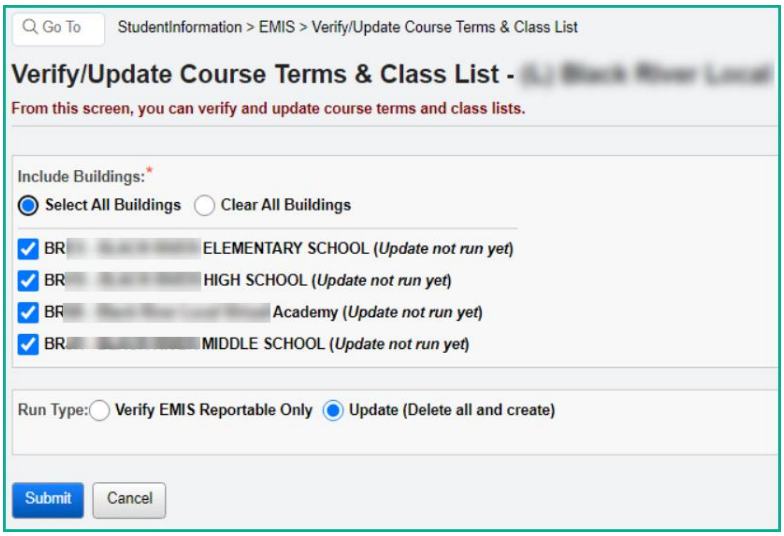


3. Depending on the error message, you will be taken to the Course screen, the course section or the staff HQT page for corrective action. Links display in blue on the error.
4. Correct the errors and save your changes.
5. After resolving the errors run CLISEMIS/CTRMEMIS again to verify the errors are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

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

Task 17 – Run CLISEMIS/CTRMEMIS in Update Mode

CTRMEMIS should be processed in update mode each time you are submitting your data to DEW to catch any schedule changes made since the last submission. This is an all year, 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.

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. Each teacher would be considered a Lead Teacher for their respective time frame.

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, 2026, but the student started the course on February 27, 2027, 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

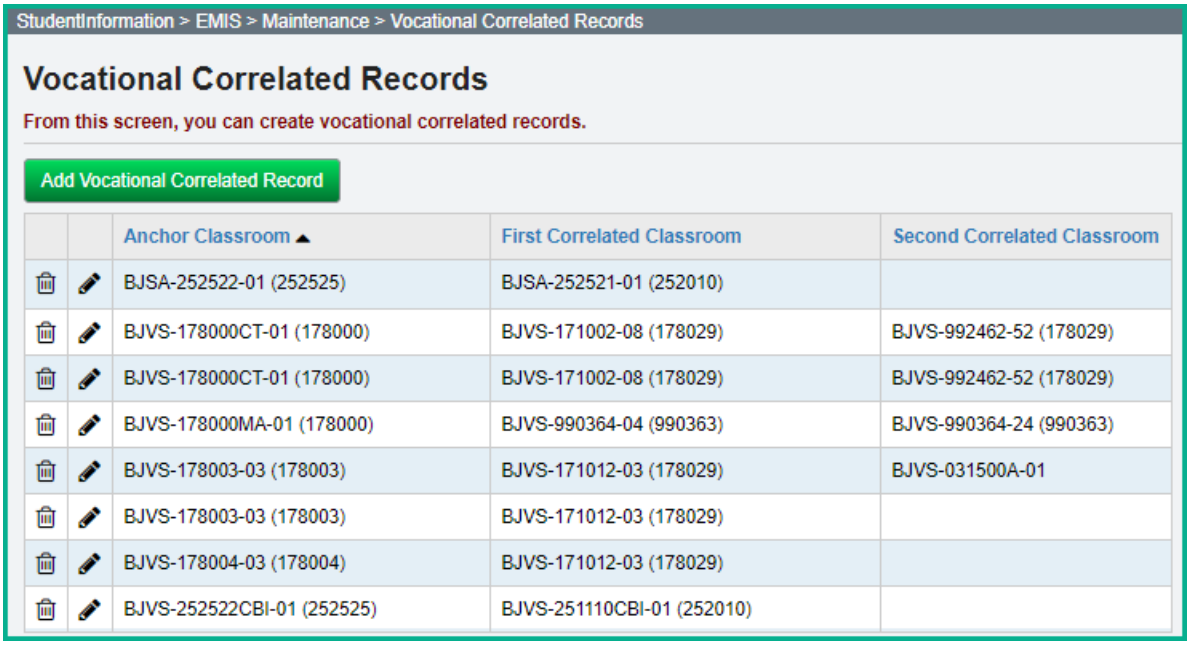
StudentInformation, with approval of ODE, has handled the reporting of these elements in the following manner:

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	DEW 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 18 – 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.



NOTE: EMIS Change 26-47 updated the valid options for V3 Career Technical Education Related/Correlated as follows: The Curriculum Element option PS has been added to the VN, VP and VT as a valid selection. Additionally, up to two correlated class (CV) records may be used for a career-technical anchor class.

Task 19 – 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:

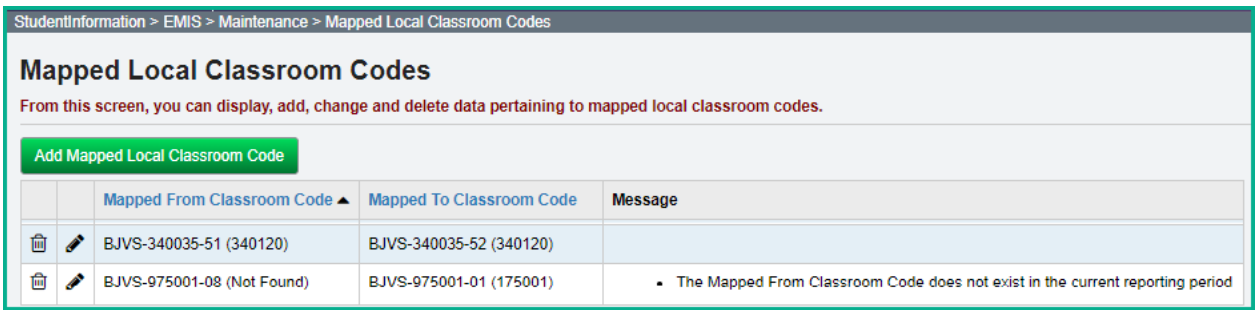
- Subject Code
- Curriculum Element
- Employee ID
- Delivery Method
- Educational Option
- Student Population

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

NOTE: Districts who are true Semester districts, can map a Semester 1 course to a Semester 2 course, with students in both of those courses, however, the course should be a different course. Ex. Algebra 1 Part 1, 1st sem, mapped to Algebra 1 Part 2, 2nd sem. It should be a different course **with a different course code,** not a different section of the same course. This works because it is two different courses.

Students should not be in multiple course sections of the same course that is mapped together.

This process should only be used for Career Technical Courses.



Task 20 – Update Student College Credit values for Dual Credit Courses

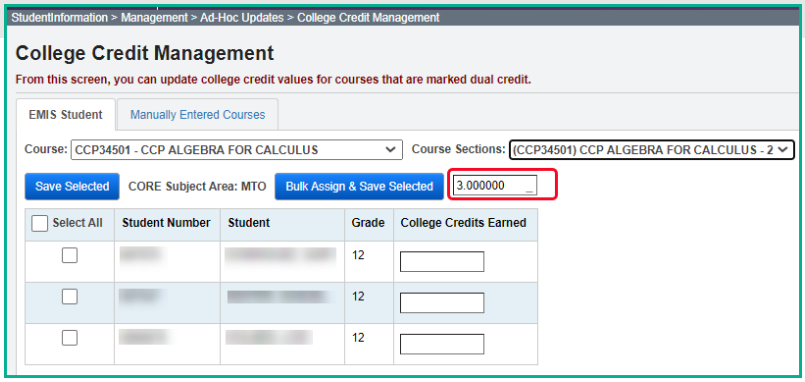
These records are not reported in Period L, but need to be updated annually to be available to create the dual credit Core Summary records which are reported in both Period S and Period G.

For any student who earned transcripted college credit for Dual Credit, update the college credit amount students earn. The college credit earned will be reported on the GC Core Summary Records. The college credit amount must be the transcripted college credit amount that will appear on the student's college transcript. Use the College Credit Management page to update the values based on the courses and/or manual course history records flagged as dual credit courses. Students must earn a passing mark in the course. **Courses must be marked 'Dual Credit' to be included on the College Credit Management course sections.**

1. Change Context to the building level and 26/27.
2. Navigate to ***StudentInformation » Management » Ad-Hoc Updates » College Credit Management***

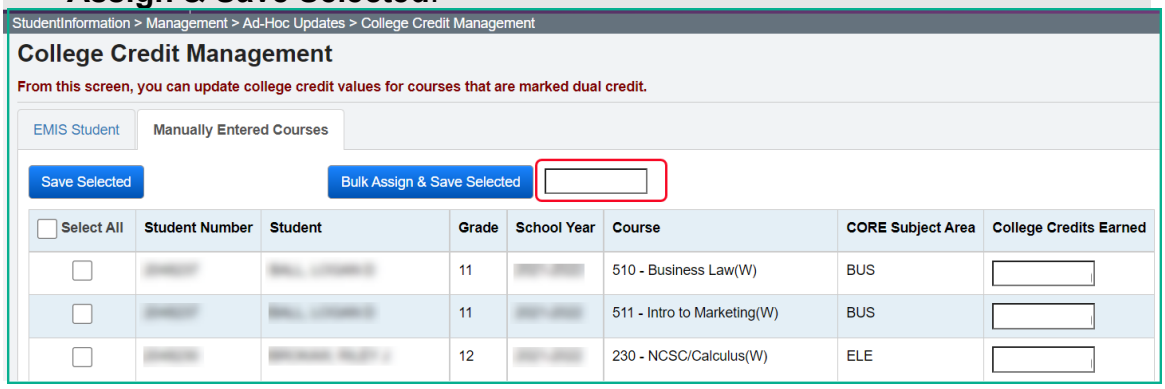
EMIS Student Tab Updates

3. On the **EMIS Student tab,** select the dual credit Course whose college credit value you want to update for any student.
4. In the course Sections drop-down list, select the appropriate course section for which you want to perform the update.
5. Select the Check box in the row of each student whose college credit you want to update for the selected course section. (You can also select **Check All** to select all students).
6. Enter the college credit for the selected students using one of the following methods:
   A. Update selected students individually - In the row of each student, in the **College Credit** column, enter the college credit the student earned in the course section; Click **Save Selected**.
   B. Bulk update selected students - In the text box above the grid, enter the amount of college credit earned by all the selected students; Click **Bulk Assign & Save Selected**.



Manually Entered Courses

1. On the **Manually Entered Courses tab,** when the tab is selected, any student who has a manual course history record with the College Credit flag set will appear on a grid on the page.
2. Select the Check box in the row of each student whose college credit you want to update for the selected course section. (You can also select **Check All** to select all students).
3. Enter the college credit for the selected students using one of the following methods:
   A. Update selected students individually - In the row of each student, in the **College Credit** column, enter the college credit the student earned in the course section; Click **Save Selected**.
   B. Bulk update selected students - In the text box above the grid, enter the amount of college credit earned by all the selected students; Click **Bulk Assign & Save Selected**.



Task 21 – Updates for the Student Course Grade (FR) Records

If a student is in a course and they complete at least half of the course, they need to have a grade reported OR if they earn credit in a course, they need to have a grade reported. If they drop the class in the first half of the course, (halfway point between start and end date of course), and they are not reported as earning credit, they will no longer appear on the course grade missing report.

Any EMIS Reporting entity that reports Course Master (CN) and Student Courses (GN) records showing students could earn high school graduation credit in a course, must report the Student Course Grade (FR) Records.

DEW accepts Student Course Grade (FR) records for middle school (grades 6-8) math and English courses as they will be utilized in the Early Warning System. At the current time, they are not required to be reported. The following items will be included in the Student Course Grade (FR) records for grades 6-8. DEW encourages the reporting for grades 6-8 as the values are used as part of the Early Warning System.

- **Subject codes for 6-8 Math**:
- 110150 - Mathematics 4-6
- 110175 - Mathematics 7-8
- 110060 - Advanced Mathematics 7
- 110065 - Advanced Mathematics 8

- **Subject codes for 6-8 English**
- 050154 - Integrated English Language Arts 4-6
- 050156 - Integrated English Language Arts 7-8

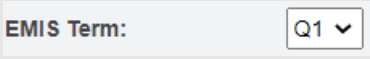
Districts will need to map the following records so that the data is available to be included in the Student Course Grade transfer records. This must be completed for each building that has students to be reported. Example – if your district is reporting records for grades 6-8, they will need to make these updates in the building where those students are housed as well.

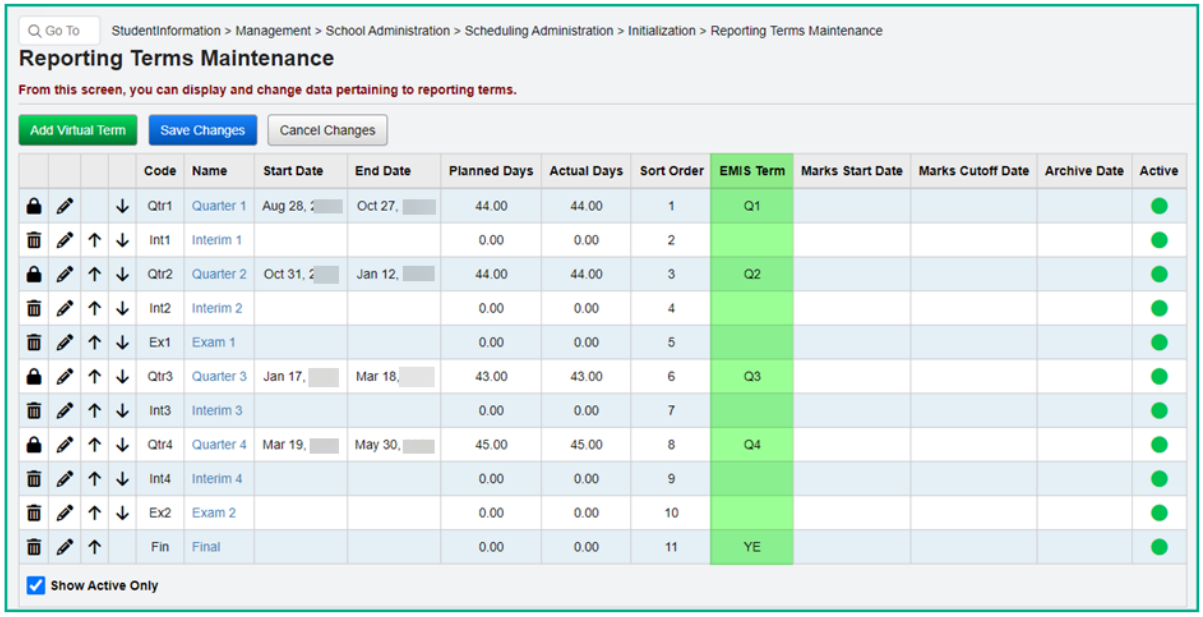
1. Reporting Terms Maintenance – add EMIS Term
2. Marks Maintenance – map the mark to an EMIS Grade
3. Grade Status – automatically calculated

Running CLISEMIS/CTRMEMIS is not required to create or update the data contained in the Student Course Grade FR records.

Reporting Terms Maintenance/EMIS Term

For each **building** that offers courses that are 'for high school credit' as well as buildings housing grades 6-8 (if your district is reporting these), you will want to update the Reporting Terms Maintenance with an EMIS Code value.

1. Change Context to the building level and 26/27.
2. Navigate to ***StudentInformation » Management » Scheduling Administration » Initialization » Reporting Terms Maintenance***
3. For each Reporting Term that grades should be reported for, an EMIS Term needs to be added. For example, to report the 1st 9 week grade, you would click on the with 1st 9 week, and update the  with the Q1 Emis Term value.
4. Once the update is made, click .
5. Repeat as needed for each of the Reporting Terms that grades will be reported.
6. **Note:** What districts typically think of as an interim (a report between grading periods) does not need to have an EMIS Term assigned to it, as those do not need to be reported to ODE. See sample below:

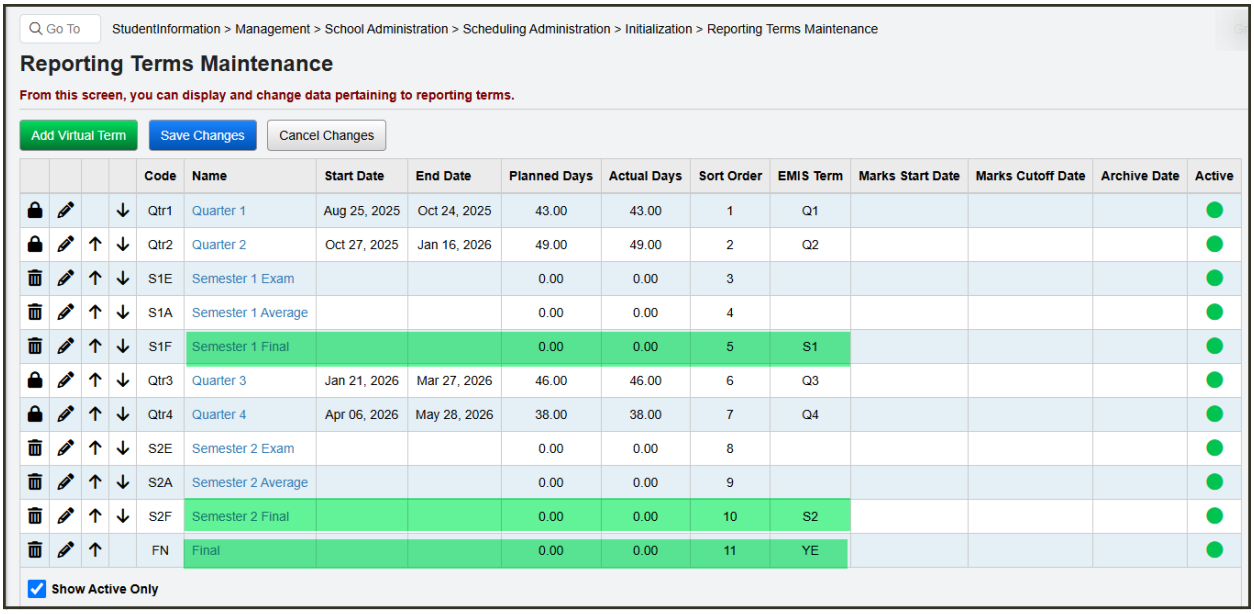


Note: Reporting Term EMIS Term are mapped when Calendar Wizard is run and can be changed later on Reporting Terms Maintenance if needed.

Setting up EMIS Term values for districts that use Semester 1, Semester 2 and Full Year courses that award credit at the end of each semester.

We have received reports of fataled records for FR duplicates at districts that have Sem1, Sem2 and full year courses that award credit at the end of each semester. Typically the cause of the fatal records is due to the district setting up the Sem1 EMIS Term value as YE, the Sem2 EMIS term value as YE and the Final EMIS term value as

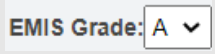
YE. If a student is taking a full year course and receives a grade for Sem1 and withdraws during Sem2, then the FR records that would be created would include multiple YEXX records. In this situation, the following FR records would be created: YEAF for Sem1, a YEWF for Sem2 and possibly a YEWF for Final, all for the same course. The Data Collector will fatal the records as duplicates because they have multiple YEXX records for the same course. Below is a screenshot of how to set up the EMIS Term values for a district with the Sem1, Sem2 and all Year courses that award credit at the end of the semester.



Code	Name	Start Date	End Date	Planned Days	Actual Days	Sort Order	EMIS Term	Marks Start Date	Marks Cutoff Date	Archive Date	Active
Qtr1	Quarter 1	Aug 25, 2025	Oct 24, 2025	43.00	43.00	1	Q1				
Qtr2	Quarter 2	Oct 27, 2025	Jan 16, 2026	49.00	49.00	2	Q2				
S1E	Semester 1 Exam			0.00	0.00	3					
S1A	Semester 1 Average			0.00	0.00	4					
S1F	Semester 1 Final			0.00	0.00	5	S1				
Qtr3	Quarter 3	Jan 21, 2026	Mar 27, 2026	46.00	46.00	6	Q3				
Qtr4	Quarter 4	Apr 06, 2026	May 28, 2026	38.00	38.00	7	Q4				
S2E	Semester 2 Exam			0.00	0.00	8					
S2A	Semester 2 Average			0.00	0.00	9					
S2F	Semester 2 Final			0.00	0.00	10	S2				
FN	Final			0.00	0.00	11	YE				

Marks Maintenance/EMIS Grade

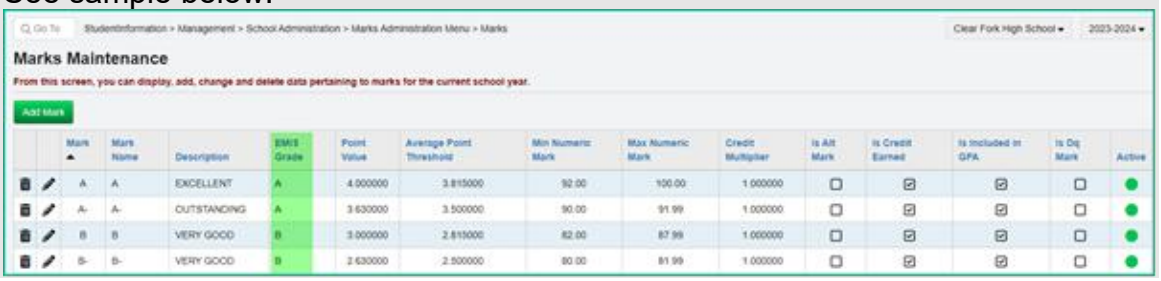
For each **building** that offers courses that are 'for high school credit' as well as buildings housing grades 6-8 (if your district is reporting these), you will want to map the Marks to an EMIS grade.

1. Change Context to the building level and 26/27.
2. Navigate to ***StudentInformation » Management » School Administration » Marks Administration Menu » Marks***
3. An EMIS Grade needs to be mapped to each Mark. The EMIS Grades do not include '+' or '-'. An A+, A or A- would all be mapped to 'A'.
4. For each EMIS Grade being added, click the , and update the 

with the appropriate value for the mark.
5. Once the update is made, click

.
6. Repeat as needed for each of the Marks that will be reported.

7. See sample below:



The EMIS Grade on Marks Maintenance is copied up during SYI when task Marks: Mark Configuration is run. These can be updated on StudentInformation > Management > School Administration > Marks Administration Menu > Marks if needed. Districts will want to be certain that they have reviewed the EMIS Grade values to verify they are what they want for the current school year.

Note: If a district is using numeric marks, it is imperative that none of the values in **Min Numeric Mark** and **Max Numeric Mark** overlap. If there are overlapping records, the FR records will be adversely affected.

Grade Status

The Grade Status is also required to be reported as part of the Student Course Grade (FR) records. This value indicates whether the grade reported is a final mark or an interim mark (grade that hasn't earned credit but is printed on a report card or transcript).

This value is automatically calculated as follows when the course is marked Report to EMIS and a mark record is created:

- Reporting Term is Progress1 = 'I'
- Reporting Term is Progress2 = 'I'
- Reporting Term is Progress3 = 'I'
- Reporting Term is Progress4 = 'I'
- Reporting Term is Earned = 'F'
- Reporting Term is Not Used = no record generated

Note: Although the value of 'P' is also an acceptable value to be reported, this process will not select the 'P' value since it is for grades in progress, such as assignment grades collected in GradeBook.

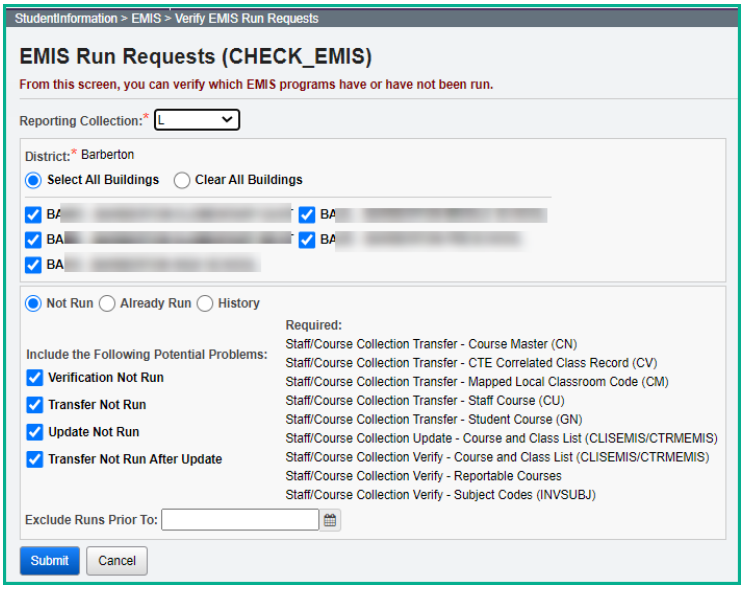
Task 22 – Run CHECK_EMIS for Period L to ensure all updates have been performed before transfers are performed

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 are rerun, also make sure that the transfer is 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.

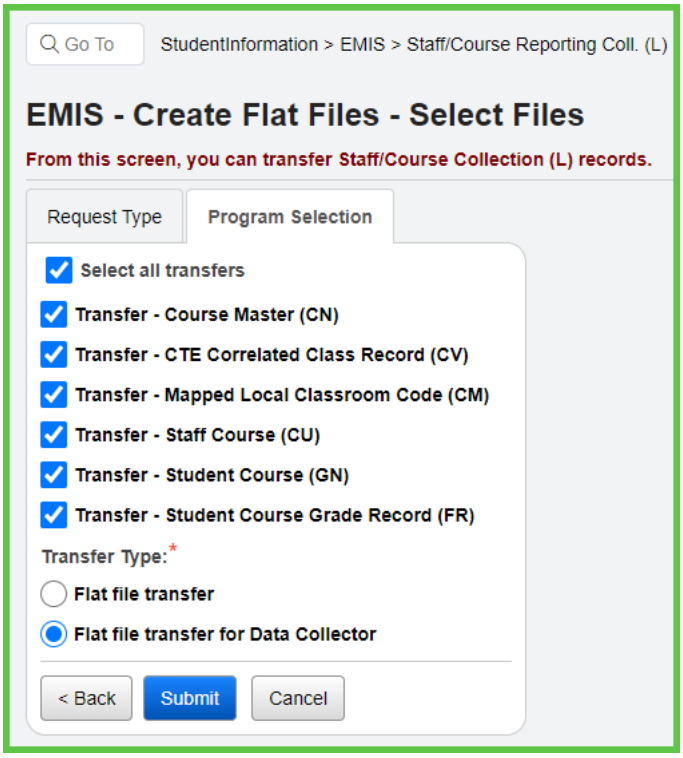


Task 23 – Transfer the Staff/Course Reporting Records to the Data Collector

The staff/course transfer process is available on the Staff/Course Transfer – Collection (L) Menu under EMIS. Each reporting period has its own menu containing options specific to that reporting period.

The transfer process for staff/course records provides the ability for the user to select only those records they wish to include in the transfer. This provides control over the data you wish to submit. It is **strongly** recommended that all staff/course records be reported each time you submit data to the Data Collector.

You must have the district in context to transfer staff/course records to the data collector.



Once you correct errors and rerun any required updates in StudentInformation, a new transfer to the Data Collector must be performed.