ProgressBook StudentInformation

FY18 Period S Reporting Checklist
All Districts, All 'S' Windows

Change Log

Date	Section Number/Name	Change Description
4/13/18	Various areas	Updates following Checklist Training of 4/10/18
3/8/18	Task 24 – Verify students are assigned to the proper attendance pattern and attendance calendar	Updated the General Rule section and SubsectionA. Verify
3/8/18	Task 42 – Verify Discipline Data and begin reporting Discipline Data	Provided additional information regarding which incidents are EMIS reportable.
3/8/18	Task 44 – Attupemis Update	Included information pertaining to the Student Attendance Calculation & also where to locate attendance calculation examples.
3/8/18	Task 43 – Run and save a copy of the District Wide Membership Report	Completely rewritten and renamed.
3/8/18	Task 38 – Membership/Program Reporting	Removed 'Expected in 17.1.5 Release', 'Expected in a future release' & added clarification on how to require the staff member to be reported
3/8/18	Task 36 – Update Seniors not graduating from your district	Updated section 'If the student takes and passes the test over the summer'
3/8/18	Task 49 – Period S Transfer	Updated Screenshots
3/8/18	Task 44 – Attupemis	Added helpful AdHoc Reports; added information regarding HB410 attendance calculation

3/8/18	Ad Hoc Reports	Added a section regarding FS Attendance
3/8/18	Task 46 - Student Truancy and Excessive Absence (FT) Record (HB 410)	Creation of this section
10/31/17	Task 36 – Update Seniors not Graduating from your District	Fixed typo
10/31/17	Task 34 – Late Graduates Section	Updated dates
10/30/17	Various updates following checklist training on 10/24/17	
10/9/17	Task 27 – Add Student Withdrawal Override Records (FC)	Reporting Period now required to be selected
10/9/17	Task 16 – Update Military Student Identifier	Screenshots added
9/26/17	Overall Document	Removed references to Feeder School IRN – this field is no longer reported effective FY18
9/1/17	Overall Document	Updated with changes for FY18

Table of Contents

Introduction

FY18 Period S Checklist

For FY18 the Period S checklist has been updated to include all reporting windows for Period S for the Traditional districts (first window, second window and final window) as well as all reporting windows for Period S for the Community/STEM districts (first window and final window). We believe this assists districts in having all needed information quickly updated and located in one place for the Period S reporting.

Please note there are ***three*** tasks that Community/STEM districts must complete that Traditional districts do not complete and those are noted and labeled in a separate section. Traditional users can ignore those three tasks, and do not need to print those sections.

New to this checklist is a list of AdHoc reports that will assist in data verification for reporting.

Collection Requests

Each collection request will include transactions from July 1 through the end of the Collection Request. Reporting is on-going meaning there is no cut-off date. As students are enrolled in your district, their data will be included in the next transfer regardless of enrollment date. Below is a chart of the fields that must be reported for each window for both collections.

Trad. 1st Window	Trad. 2nd Window	Trad. Final Window		CS/Stem 1st Window	CS/Stem Final Window
Sept. – Dec.	Jan. – April	May - July		July- January	February - July
GI	GI	GI		GI	GI
GJ	GJ	GJ		GJ	GJ
FS, exc. FS320, FS330, FS 340	FS	FS		FS, exc. FS320, FS330, FS 340	FS
FD100, FD130, FD110, FD070, FD060, FD170, FD090	FD	FD		FD, exc. FD120, FD140, FD160, FD180, FD190, FD200	FD
FN270	FN270, FN370, FN140, FN380, FN290, FN110, FN220, FN360, FN310, FN120	FN140. FN290, FN110, FN080, FN220, FN360, FN310, FN390, FN120, FN370, FN270, FN380, FN430		FN270, FN400	FN140, FN290, FN110, FN080, FN220, FN360, FN310, FN390, FN120, FN400, FN370, FN270, FN380, FN430
GE	GE	GE		GE	GE
FE	FE	FE		FE	FE
FC	FC	FC		FC	FC
FL	FL	FL		FL	FL
DN Include: INFOTECIRN STUKGBRDAY STUHOMESCL STUNPNTSRV TFRPSESCYS TFRPSESCNO	DN Include: INFOTECIRN STUKGBRDAY STUHOMESCL STUNPNTSRV TFRPSESCYS TFRPSESCNO	DN Include: INFOTECIRN STUKGBRDAY STUHOMESCL STUNPNTSRV STUNPNTELG STUPSTCBTR STUPSTCATR LCLWELLPOL TFRPSESCYS TFRPSESCNO CCPDENIALS CCPREIMBCT CCPRESTITU • All SIG Time		DN Include: C_STUEEPOL INFOTECIRN STUKGBRDAY MGMTCOMPYS MGMTCOMPNO	DN Include: C_STUEEPOL INFOTECIRN STUKGBRDAY LCLWELLPOL CCPDENIALS CCPREIMBCT CCPRESTITU MGMTCOMPYS MGMTCOMPNO • All SIG Time Extended Group Elements • Physical Education Eval Group Elements • Initial IEP Eye Exam Group

Trad. 1st Window	Trad. 2nd Window	Trad. Final Window		CS/Stem 1st Window	CS/Stem Final Window
		Extended Group Attributes • Phys Ed Evaluation Group Attributes • Initial IEP Eye Exam Group Attributes			Elements
GQ (limited codes)	GQ	GQ		GQ (limited codes)	GQ
		DT			DT
	FB	FB			FB
	GG	GG			GG
	GD	GD			GD
				FP -Transportation Records	FP - Transportation Records
				FF	FF
				FG	FG

Ad-Hoc Reports

Each of the reports listed below can be run in an excel format allowing the user to easily isolate the date they need. Examples include but are not limited to, hiding columns or rows, filtering columns on specific items, sorting, custom sorting, and all other excel functionality. Refer to the StudentInformation Ad-Hoc Reporting document for a complete listing of all reports.

FS Tab Data Verification

1. **SSID Search** - Allows a user to search for an SSID within their district and report will provide information for any school year the student has been registered
2. **Sub-Calendar Hours Analysis** - Replacement report from EMIS Sub Calendar Analysis matrix from Report Builder. This report will only return calendars that are reportable to EMIS and any day that is not marked as a Non-Attending Day.
3. **SSID Missing Fields** - Provides a list of students who will not receive an SSID automatically due to missing information.
4. **EMIS FS Standing Attendance Detail** – Displays all fields for each student on the FS Standing tab, including the FS Standing Attendance tab.
5. **STAT Detail** -

FS Attendance Tab Data Verification (HB410 Absence Data)

1. **Attendance Process Warnings Detail** – Identifies absences that are skipped during the calculations and displays messages to indicate the issues.
2. **Attendance Skipped Student Detail** – Identifies students that are skipped during the calculations and displays messages to indicate the issues.

FD Tab Data Verification

1. **EMIS FD Detail** - Displays all fields for each student on the FS Standing tab, including the FS Standing Attendance tab.

FN Tab Data Verification

1. **Third Grade Testing Diagnostic Detail** – Report will show diagnostic results for students in grades KG-3.
2. **Non-Report to EMIS** – Provides a list of each student not marked Report to EMIS along with their EMIS Situation.
3. **MOA Summary** – Report to be run after MOA EMIS process has been run. Pulls Effective FS and FN Data along with District Withdraw Date to verify Non-MOA students. Default Filter to Non-MOA only.
4. **EMIS FN Attributes Detail** – Provides EMIS FN Attribute Tab information on students.
5. **EMIS FN Graduate Detail** – Provides a report showing the fields required on the FN Graduate Tab.
6. **CTE Concentrator Detail** - Displays the CTE Program Area of Concentration for each student.

Other

1. **5 Credit Rule Check** - Report for EMIS Coordinators to run against 9-12 students and see who has met the 5 credit attempted rule for the year and who has not according to their schedule. Best viewed in Excel.
2. **EMIS Admission Calendar Comparison** – Compares the Assigned Calendar field on the General tab to the Reporting Calendar on the FD tab for each student to locate discrepancies.

Reminders

Community Eligibility Provision

Beginning in FY18, any district/building that participates in the Community Eligibility Provision (CEP) of the school lunch program will need to verify they have reviewed every student they are reporting as economically disadvantaged. Please see the new codes in the 'Update Disadvantagement Values on the FD tab' task.

Services Only Students

Students who attend non-public school but receive special education services from your public school need to be reported. They should have a zero FTE since they are not being instructed and are only receiving services.

Home-schooled and Non-public Students

Districts are not required to report home schooled and non-public students who are participating in extra-curricular activities only.

Autism Scholarship Students

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

Jon Peterson Scholarship Students

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

Preschool students found to be ineligible for service

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

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

College Credit Plus Students

Students attending elsewhere as College Credit Plus students (formerly PSEO) must be reported as attending elsewhere for the percent of time they are taking college credit

courses – even if they are taking courses after school hours. Schools will still be funded 100% for the time at their district and the time at the CCP Institution.

STEM School Students

There are two different types of STEM schools
1. District STEM School: STEM school that *is not* considered a building in a regular district
2. Building STEM School: STEM school that *is* part of a regular district.

- Students who attend a District STEM School are withdrawn from their resident district using the normal withdrawal procedures using a withdraw code of "41".
- District STEM Schools report students as non-residents attending using a "How Received" value of "K". The How Received IRN is the IRN of the student's resident district.
- Students from other districts who attend a Building STEM School do so through Open Enrollment and are not withdrawn from their resident district.
- If a resident student attends a Building STEM School, the STEM building IRN is used for the Accountability IRN and the Attending Building Area IRN.

Student Record Updates

Task 1 – Verify Student Admission and Withdrawals

Trad 1st	Trad 2nd	Trad Final		CS/Stem 1st	CS/Stem Final
✔	✔	✔		✔	✔

Use the EMIS FS Standing Attendance Detail Report under Ad Hoc Reports to verify students who have been withdrawn, the withdraw reason and the date of withdraw.

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

Withdrawal Codes to Note

35 – **Resident student** withdrew from educating entity with a Reason Code that indicates the resident district no longer has a responsibility for the student
38 - Student promoted beyond max grade/entity closing
39 - Non-enrolled student no longer receiving services
77 - Withdrew due to 3314.26 (non-tested 2-year e-school)
79 - Reason for enrollment (received reason) no longer valid
81 - Student reported in error- never should have been reported

A. Verify the following types of students are withdrawn from 17/18:

i *No shows* - Students who are new to the district in 17/18 but NEVER show up. These students must be reported in SCR.
   - *Scenario # 11* from the ***17/18 Withdrawal Scenarios*** doc

ii. *Prior Year Withdrawals* – Students who withdrew from the district on or before the last day in 16/17 but were already promoted to 17/18 should be whacked from 17/18 unless they have already been included in SCR.
   - *Scenario #5* from the ***17/18 Withdrawal Scenarios*** doc

iii. *Summer Withdrawals*- Students who were enrolled in 16/17 but withdrew over the summer and will not be attending in 17/18.
   - *Scenario #2* from the ***17/18 Withdrawal Scenarios*** doc

iv. *Summer Graduates* – Students who were enrolled in 16/17 but withdrew from the district prior to the first day of the new school year and who have a Summer diploma date and diploma type. The student's graduate information is reported in 17G but their withdrawal information is reported in 18S.

- *Scenario #34 from the **17/18 Withdrawal Scenarios** doc*

    v. ***Newly Enrolled – Late Start -*** *A new student enrolls and is supposed to start the first day of school but doesn't show until the third day.*
    - *Scenario #17 from the **17/18 Withdrawal Scenarios** doc*

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

Students who have met all their course requirements and were supposed to graduate in 16/17, but didn't because they didn't pass the testing requirements should be handled as follows:

   i. *Enrolled in courses* - If the student is enrolled in courses in the 17/18, report the student with Grade Level 13 on the FD tab. Do *not withdraw the student*. Report summer test results in 18A, Assessment Collection Request

   ii. *Dropout -* If the student drops out in the 17/18 school year, report the student as Grade Level 13 on the FD tab – State Equivalent Grade Level and a withdrawal date and withdraw reason of ***75 – Student Completed course requirements but did NOT pass the appropriate statewide assessments required for Graduation*** on the student's latest FS record. Change the EMIS Grade Next Year on the FN tab to "DR".

   iii. *Dropout who becomes a Graduate during the 17/18 school year* – If the student was a dropout as indicated in (ii) above, and takes and passes the required assessments during the school year, the following steps need to be taken to report the student in both S and G reporting.
   A. Whack the student from 17/18.
   B. Add a Student Summer Withdrawal Record (FL) with the original withdraw date and reason.
   C. Re-enroll the student in 17/18 as a Grad Only student.

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

   i. Previously withdrawn in 16/17 but returning to the district in 17/18
   - Scenario #3 from the ***17/18 Withdrawal Scenarios*** doc

   ii. Expelled in 16/17 and is not receiving instructional services but returned to the district in 17/18
   - Scenarios #14 and #15 from the ***17/18 Withdrawal Scenarios*** doc

Refer to the Admissions and Withdrawals section of the EMIS Manual (2.1.1) and the 17/18 Withdrawal Scenarios document for more admission and withdrawal scenarios.

Task 2 – Reporting Preschool Students

Trad 1st	Trad 2nd	Trad Final		CS/Stem 1st	CS/Stem Final
✔	✔	✔		✔	✔

Use the EMIS Preschool Student Coding Report under Ad Hoc Reports to view the EMIS Situation and situation values for each student.

New 'How Received' codes for reporting PS students in Early Childhood Education were introduced in FY17.

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

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

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

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

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

How Received Values exclusively for PS students:

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

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

Task 3 – Obtain and Verify SSIDs

Trad 1st	Trad 2nd	Trad Final		CS/Stem 1st	CS/Stem Final
✔	✔	✔		✔	✔

Use the Student SSID Missing Fields Report under Ad Hoc Reports to view students who are missing fields required to obtain an SSID.

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

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

JVSs and ESCs must collect all required fields to obtain an SSID during the registration process. If students are sent to the JVS from the home school using the Student Transfer process in StudentInformation the SSID, if available, will come over with the student.

Community and STEM schools must collect all required fields to obtain an SSID during the registration process unless they obtain the SSID from the student's prior district.

For exceptions, the StudentInformation SSID extract may be used.
   a. Perform a sweep of students missing an SSID. IBM will bulk assign the SSIDs.
      StudentInformation > Management > Import/Export > State Student ID Export
   b. Log into the IBM site to obtain the SSIDs manually for individual students

All students must have the mandatory fields filled in to get an ID.

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

B. How to Add/Update an SSID:
   i. *Records returned by the Locator:* If an SSID is returned for a student by the locator, only the current FS record will be updated. Manually enter the SSID

by editing the remaining FS records for the student where no SSID is specified.

ii. *Students previously assigned an SSID now assigned a new SSID:* If the student was previously assigned an SSID and now has a different SSID, add a new FS record recording the new SSID to indicate a change in the value. Do not change the SSID value on prior records. This permits the old SSID associated with the student to still be reported. Invalid SSIDs should be deactivated manually in the IBM system.

Task 4 - Verify Non-reportable Students

Trad 1st	Trad 2nd	Trad Final		CS/Stem 1st	CS/Stem Final
✔	✔	✔		✔	✔

Use the EMIS Non-Report to EMIS report under Ad Hoc Reports to obtain a listing of each student that has Report to EMIS unchecked.

The Verify Non-reportable Students page lists each student who is enrolled in the current school year but their Report To EMIS: checkbox on the FN-Attributes tab is unchecked. This process should be run multiple times throughout the year to make certain all reportable students are being reported in a timely manner. Failure to report in a timely manner can affect funding.

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

StudentInformation > EMIS > Student Reporting Collection (S)

Student Verify/Update - Collection (S)
From this screen, you can transfer Student Collection (S) records.

Request Type | Program Selection

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

[< Back] [Next >] [Cancel]

StudentInformation > EMIS > Verify Non-Reportable Students

Verify Non-Reportable Students - Ada Ex Vill SD
From this screen, you can verify students not marked reportable to EMIS.

● Select All Buildings ○ Clear All Buildings

☑ AVEL - ADA ELEMENTARY ☑ AVHS - ADA HIGH SCHOOL

[Verify] [Cancel]

2 Records Displayed

Report to EMIS	Building ^	Student Number	Student Name	How Received	Percent of Time	EMIS Situation	Admission Date	Withdrawal Date	Status
☐	AVEL		Spade, Kevin	*	100	5 - Resident attending Full Time	08/27/2008		A-ACTIVE RES
☐	AVHS		Elliott, Sam	*	0	88 - Resident attending JVS F/T	10/07/2013		V-APOLLO VOCATIONAL

☐ Select all students

[Save Report to EMIS]

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

Trad 1st	Trad 2nd	Trad Final		CS/Stem 1st	CS/Stem Final
✔	✔	✔		✔	✔

📄 Use the EMIS FS Standing Attendance Detail Report under Ad Hoc Reports to view the EMIS Situation and situation values for each student.

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

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

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

ID	STUDENT NAME	GN	GR	EMIS SITUATION DESCRIPTION	DISABILITY CONDITION
889091629	Aab, Anthony (Kyle)	M	11	5 - Resident attending Full Time	**
889091628	Student22988, JOSHUA	M	09	151 - Resident open enrolled elsewhere F/T	**
889091627	Student22989, KENZIE	F	09	151 - Resident open enrolled elsewhere F/T	**
889091619	Student22990, JOSEPH	M	10	151 - Resident open enrolled elsewhere F/T	**
889091611	Student22991, James	M	11	151 - Resident open enrolled elsewhere F/T	**
889091610	Student22992, Salvatore	M	10	151 - Resident open enrolled elsewhere F/T	**
889091579	Student23004, Mychalela	F	10	151 - Resident open enrolled elsewhere F/T	**
889091575	Aabb, Jinkyung (Kristina)	F	09	5 - Resident attending Full Time	05
889091561	Student23014, Kevin	M	12	151 - Resident open enrolled elsewhere F/T	**
889091558	Student23016, Alicia	F	10	151 - Resident open enrolled elsewhere F/T	09
889091554	Student23019, Kayla	F	09	151 - Resident open enrolled elsewhere F/T	**

REPORT: DASL - REPO STAT   HIGH SCHOOL   RUN AT 7:52 AM 3/29

STUDENT STATUS / ATTENDANCE CODE   PAGE   1 OF   43

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

Trad 1st	Trad 2nd	Trad Final		CS/Stem 1st	CS/Stem Final
✔	✔	✔		✔	✔

📄 Use the EMIS FS Standing Attendance Detail Report under Ad Hoc Reports to view the Percent of Time values for each student.

The percent of time field indicates the percent of time the student is instructed by *your* district's employees. The Percent of Time: field is shared by all buildings in the district.

Recent changes in ODE's definition of Percent of time can be found in section 2.4 Student Standing FS Record chapter of the EMIS manual on ODE's Website.

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

UNIQUE SITUATIONS:

1. <u>Non-preschool ESC students</u>: The Percent of Time: at the resident district should include the time spent receiving instruction from ESC staff.

2. <u>Resident students who attend College Credit Plus and also the JVS</u>:
   The resident district must report the percent of time the student spends at the College Credit Plus institution in the Sent To 2: Percent of Time: field. The Sent To 1: IRN: would point to the JVS but since the JVS is an EMIS reporting entity, the Sent To 1: Percent of Time: would be zero.

3. <u>Students who attend multiple buildings within the same district</u>:
   The Percent of Time: field should reflect the total time spent receiving instruction by all buildings in the district – not just the building the student spends the majority of time in.

4. The amount of time spent at the following entities is NOT included in the student's percent of time.
   a) BDDs (formerly known as MRDD)
   b) Entities providing contracted career technical instruction
   c) Pilot program site

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

Trad 1st	Trad 2nd	Trad Final		CS/Stem 1st	CS/Stem Final
✔	✔	✔		✔	✔

📄 Use the EMIS FS Standing Attendance Detail Report under Ad Hoc Reports to view the County of Residence values for each student.

Note: Casino Counts are taken the Friday of the first full week in October and the Friday of the first full week in May. Funding can be affected if the students do not have the correct County of Residence populated at these times.

The County of Residence code reported should be the code for the county in which the student is living.

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

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

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

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

Trad 1st	Trad 2nd	Trad Final		CS/Stem 1st	CS/Stem Final
✔	✔	✔		✔	✔

📄 Use the EMIS FN Attributes Detail Report under Ad Hoc Reports to view the Fiscal Year Began 9th values for each student.

UNCLEMIS errors will be received in the first window for students who require an update. Use the Student Profile Bulk Update process to mass update the field value for all 9th grade students entering 9th grade this school year.

1. Navigate to **_StudentInformation_ > _Management_ > _Ad-Hoc Updates_ > _Student Profile Bulk Update_** .
2. Create an ad-hoc of all 9th graders in 17/18 and select the ad-hoc membership from the `Ad Hoc:` dropdown.
3. Click `Next >` until the `FN-Attributes-No Date` tab displays.
4. Place a check in the box below `Fiscal Year Began 9th:` and enter 2018.
5. Click `Next >` until the `Review updates` tab displays.
6. Click `Submit`.
7. The following message will display

   `Student Profile Bulk Update was completed successfully.`

8. Finally put a 9th grader in context and go to the `FN-Attributes` tab and verify the `Fiscal Year Began 9th:` field was populated with 2018.

Be sure you do NOT include any **retained** 9th graders from 16/17 in your ad-hoc file. You don't want to change the year they began 9th as it should remain 2017 for retained 9th graders.

Note: Grad Points does not calculate for students if the Fiscal Year began 9th field is not populated.

Task 9 – Update Disadvantagement Values on the FD Tab

Trad 1st	Trad 2nd	Trad Final		CS/Stem 1st	CS/Stem Final
✔	✔	✔		✔	✔

📄 Use the EMIS FD Detail Report under Ad Hoc Reports to view the Disadvantagement values for each student.

In FY17 new disadvantagement codes were added to report that students have been verified as economically disadvantaged. Validation of the disadvantagement value is mandatory for these students. If your school is a Community Eligibility Provision (CEP) district, verification for each student is required to ensure you have documentation proving students have an economic disadvantagement. The new codes are:

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

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

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

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

Students who meet any of the following conditions must be reported as Economically Disadvantaged:
- Eligibility for Free or Reduced-Price Lunch
- Resident of a household in which a member is eligible for Free or Reduced Price lunch
- Student who is a known recipient of Public Assistance
- Title I Application student

Academic Disadvantagement is only to be reported for Career-Technical students and refers to a student who is having an academic problem that is not due to an identified disability condition. A career-technical student should only be reported as academically disadvantaged if he/she:
- Lacks knowledge in one or more of the academic areas of Mathematics, English/Language Arts, Science or Social Studies, and
- Performs two or more years below grade level on standardized tests.

Task 10 – Verify Race/Ethnicity for newly enrolled students

Trad 1st	Trad 2nd	Trad Final		CS/Stem 1st	CS/Stem Final
✔	✔	✔		✔	✔

Any newly enrolled student or a student whose District of Residence changes must have their Race/Ethnicity recollected.

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

Recollected:

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

Not recollected:

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

Race/Ethnicity Coding:

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

Task 11 - Verify Home Language and Native Language Fields

Trad 1st	Trad 2nd	Trad Final		CS/Stem 1st	CS/Stem Final
✔	✔	✔		✔	✔

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

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

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

StudentInformation > SIS > Student > Edit Profile

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

Save   Cancel

Last Modified: 04/28/2015 10:09 AM by User: bataswart

Student Number:	701010772	Auto-Assign	Student Status:*	A - BLSD active resident student
First Name:*	James		Middle Name:	David
Last Name:*	Fallon		Called Name:	
Last Name Suffix:				

Gender:*	M		Birthdate:*	11/23/2000	🗓 Age: 15
Local Ethnic Category:	W - WHITE/NONHISPAN		Verified With:	B - BIRTH CERT.
Hispanic/Latino:*	N - No, the student is not Hispanic/Latino		Birthplace City:	Covington

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

Summative Race:* W - White, Non-Hispanic

Native Language: ENG - English (Default)   Home Language: *** - Neither LEP no

Task 12 - Verify and Update CTE Program of Concentration

Trad 1st	Trad 2nd	Trad Final		CS/Stem 1st	CS/Stem Final
	✔	✔			✔

📄 Use the EMIS CTE Concentrator Detail Report under Ad Hoc Reports to view the CTE Program of Concentration areas for each student.

CRITICAL

The Program Area of Concentration values will affect the CTE Report Card as well as next year's Period D reporting. Check the EMIS manual for a complete list of Program of Concentration Codes.

The Program of Concentration is used when creating Webxam files so it is best to update students as soon as their program of concentration is known. The CTE Program of Concentration field is required to be reported with the FN record.   The CTE Program of Concentration Element designates the program area of concentration for a CTE concentrator.

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

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

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

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

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

Students with a CTE Program of Concentration in the prior year will have that same CTE Program of Concentration on the FN Attributes tab in the current year if Fall Initialization was processed for your district.

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

Task 13 - Update October IEP Outcome field

Trad 1st	Trad 2nd	Trad Final		CS/Stem 1st	CS/Stem Final
✔	✔	✔		✔	✔

Use the EMIS FN Attributes Detail Report under Ad Hoc Reports to verify any values contained in the October IEP Outcome field.

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

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

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

Edit Student Profile

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

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

[Save] [Cancel]

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

EMIS Grade Next Year: 11 - Eleventh Grade

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

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

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

CTE Program Area: _____ **Fiscal Year Began 9th:** 2016

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

Majority Of Attendance IRN: ******

Accountability IRN: ******

Task 14 – Update LEP Option for students

Trad 1st	Trad 2nd	Trad Final		CS/Stem 1st	CS/Stem Final
✔	✔	✔		✔	✔

Use the EMIS FD Detail Report under Ad Hoc Reports to verify the accuracy of the LEP status for each student.

New for FY18: The LEP Reclassification Date is no longer required to be reported. The value will be derived at ODE from other reported records. If you have a value in this field, it will be ignored when submitted to ODE.

For students who are Limited English Proficient, the Limited English Proficiency value on the Student Profile, FD Attributes tab, needs to be updated to the correct value.

The Valid codes for LEP Status are:

N – No – Student is not Limited English Proficient

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

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

M – LEP – Trial Mainstream

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

Task 15 – Update Retained students

Trad 1st	Trad 2nd	Trad Final		CS/Stem 1st	CS/Stem Final
		✔			✔

📄 Use the EMIS FN Attributes Detail Report under Ad Hoc Reports to verify the retention status for all students.

Students who will be retained in their current grade level for the future school year need to be reported in the final period S window of the current year with the appropriate Grade Level Next year and next building IRN value. The retained status element is reported in the summer/fall of the future year during the Retention Reporting Collection.

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

- **General Tab – Grade Level Next Year** – update to the correct grade for next school year
- **FN Attributes Tab – Update EMIS Grade Level Next Year** to the correct grade for next school year
- **FN Attributes Tab – Attending Building IRN Next Year** if the student will be in the same grade level in a different building or if the value was already updated to a different building due to promotion
- If the student has already been promoted to another building for the future school year, withdraw the student from the building and then enroll him in the correct building for the next school year (Scenario 8 of the 17/18 Admissions/Withdrawals documentation)

Task 16 - Update Military Student Identifier

Trad 1st	Trad 2nd	Trad Final		CS/Stem 1st	CS/Stem Final
		✔			✔

Use the EMIS FN Attributes Detail Report under Ad Hoc Reports to verify the values contained in the Military Student Identifier field.

Districts are required to identify students whose parents or legal guardians have been an active member of the Armed Forces or National Guard at any time throughout the current school year. Report the option that best describes the student's Military Student identifier status at any point during the school year. If the student is reported with an 'A' or a 'B' value, and the parent/legal guardian becomes discharged at any point during the school year, continue to report the established value for the entire school year. If a parent or legal guardian's status changes from 'B' to 'A' or vice-versa, report the latest occurring option.

The valid options for this field are:
> ***** – Not applicable (Not a Military Student)
> **A** – Active Duty – Student is a dependent of a member of the Active Duty Forces (Army, Navy, Air Force, Marines Corp or Coast Guard)
> **B** – National Guard – Student is a dependent of a member of the National Guard (Army or Air)

Task 17 - Update Admitted From IRN and Withdrawn To IRN

Trad 1st	Trad 2nd	Trad Final		CS/Stem 1st	CS/Stem Final
✔	✔	✔		✔	✔

📄 Use the EMIS FS Standing Attendance Detail Report under Ad Hoc Reports to verify the accuracy of the Admitted from IRN and Withdrawn to IRN for students who have values other than '******'.

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

Note: The Admitted From IRN will also be reported when the District Relationship of a student changes to a value of '1', from a '2' or '3'. All restrictions for updating this field have been removed from the Edit Student Profile page. It may be updated at any time.

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

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

Student Profile Edit – FS Tab:

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

If the admission reason is '7' and the Admission Date is on or after the first day of school in 17/18, this means the student was previously in the district, left the district and has now returned to the district. Since the student is returning to the district after school has started, you must indicate the IRN of the district the student was in previously. Admission reason '6' could be used for this student because he did go to another district in between enrollments in the current district.

If the student attended your district through the end of the prior school year but withdrew from the district prior to June 30th and was reported in June as withdrawn, but has returned to the district again this year, the student would be re-admitted to your district, admission reason '7' would be used, and you will need to report your own District IRN in the Admitted from IRN field.

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

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

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

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

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

Trad 1st	Trad 2nd	Trad Final		CS/Stem 1st	CS/Stem Final
✔	✔	✔		✔	✔

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

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

Verify that all students who have withdrawn from the district are no longer actively enrolled and have the appropriate student status. Also check the accuracy of the student's Birth Date, Ethnicity, Disability Condition, and EMIS Situation. The Ethnicity value listed on this report is the Local Ethnicity field and not the ethnicity which is part of the Summative Race value.

Task 19 – Run Student Verification (UNCLEMIS) and correct errors

Trad 1st	Trad 2nd	Trad Final		CS/Stem 1st	CS/Stem Final
✔	✔	✔		✔	✔

UNCLEMIS checks are no longer EMIS Reporting Period specific.

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

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

How to run Student Verification at the building level

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

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

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

<mark>Community School *Only*</mark> Tasks (Tasks 20, 21 & 22)

Task 20 – Update FLICS IRN – Attending District IRN Last October

Trad 1st	Trad 2nd	Trad Final		CS/Stem 1st	CS/Stem Final
				✔	✔

Use the EMIS FN Attributes Detail Report under Ad Hoc Reports to verify the accuracy of the Attending District IRN Last October values.

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

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

Attending District IRN Last October: ****** -

Attending Building IRN Next Year:	001693 - Batavia Elementary School ∨
Admission to Current High School Date:	8/14/2014 📅
Attending District IRN Last October:	****** - 🔍

Third Grade Reading Guarantee

Math Diagnostic Result Code:	** - Not Required ∨
Reading Diagnostic Result Code:	** - Not Required ∨
Writing Diagnostic Result Code:	** - Not Required ∨

Latest Third Grade Reading Promotion Status: This student has not taken the 3rd Grade Reading Promotion Assessment
Report To EMIS: ☑

Student Transportation Records

Task 21 – Update Transportation Records for Students who were transported any day of Count Week

<mark>Community School Only Task</mark>

Trad 1st	Trad 2nd	Trad Final		CS/Stem 1st	CS/Stem Final
				✔	✔

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

1. Create an ad-hoc membership group of students whose transportation pattern would be the same.

2. Navigate to ***StudentInformation*** **>** ***Management*** **>** ***Ad-Hoc Updates*** **>** ***Student Profile Bulk Update*** .

3. Select the ad-hoc membership from the **Ad Hoc:** dropdown.

4. Click **Next >** until the **Annual record** tab displays.

5. Choose a value in the 'Distance student was transported from residence to school building' element, select the appropriate value from the dropdown and check the box beside the field to include in the update.

Distance student was transported from residence to school building:

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

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

Countweek Transportation Days:

☑ ☑ Monday ☑ Tuesday ☑ Wednesday ☑ Thursday ☑ Friday

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

Please review all of the profile selections before finalizing.

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

Submit

8. Click **Submit** .

9. The following message will display

Student Profile Bulk Update was completed successfully.

Student Contact Records

Task 22 – Reporting FF – Student Contact Records & FG – Student Contact Address Records

<mark>Community School Only Task</mark>

Trad 1st	Trad 2nd	Trad Final		CS/Stem 1st	CS/Stem Final
				✔	✔

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

Before contacts may be reported, each contact type code to be reported must be mapped to an NCES Contact Type code at the district level on Contact Type Codes Maintenance. If additional information is needed to set up the Contact Type Codes, refer to the ***ProgressBook StudentInformation Student and Registration Guide, Contact Type Codes Maintenance section***. Only contacts with Legal Guardian checked will be reported to EMIS.

> ### Mapping District Level Contacts:
> If contact types are already defined at the district level but haven't been mapped to an NCES Contact Type:
> 1. With the district in context, navigate to ***StudentInformation > Management > School Administration > Student Codes Administration > Contact Type Codes***.
> 2. Edit each applicable code and select a value from the **NCES Contact Type Code:** dropdown. Save the record.

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

FG address records should be reported in the event of an address change for the guardian as well as the date of the change. If a guardian had an address change, the prior address will be reported on one record including the date of the address change. A second address record with the same sequence number will be reported indicating

the date of the new address. If the date field is reported as all zeroes, the data collector will automatically change the date to the date the collection is prepared.

In the event the address has changed after school has ended, no update would be made. However, if the address changed during the school year, but the change isn't being made in StudentInformation until after school has ended, additional steps need to be taken to report the correct date the address changed.

In SOES, this will become the effective date for the new address. In the transfer file, you would see records as follows:

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

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

| FG Contact Record Element	Student Contact Record Element
Sequence	Sequence will correspond to the sequence value for the contact used in the FF file (Starting in FY17, there may be multiple address records with the same sequence number for a contact)
Address Line 1	Address 1 on Contact record
Address Line 2	Address 2 on Contact record
Address Type Code	Will be determined based on the address type on contact: Home = 0765 – Physical Location Address Mailing = 0123 – Mailing address If a contact has multiple addresses, the first address listed will be reported
City	City
State	State
Postal Code	Zip Code
Country Code	Always 'US'
Date of Residency Change	Date of residency change from the contact record. If '00000000', the date of the prepare will be used by ODE.

Reporting Historical Addresses to SOES
When a contact changes residency, it is necessary to report multiple FG contact address records to indicate the date of change for the prior address as well as report the new address of residency.

To submit an address change during the school year:
1. With the building and student in context, navigate to ***StudentInformation > SIS > Student > Contacts Summary***.
2. Click the Edit Pencil for the contact which needs to be updated.
3. Click **⊕ Address** and choose [SOES historical ▾] from the dropdown. Complete the address fields for the SOES Historical address with the 'old' home address information.
4. Then navigate to the

   Legal District of Residence Change Date
   [03/04/2017 📅]   and fill it in with a date that is during the period of time that the address was valid for this student.
5. Return to the **⊕ Address** selection and update the [Home ▾] address section with the new address information.
6. [Save] .

To submit an address change that occurred during the school year but is not being reported until after the school year ends:
1. With the building and student in context, navigate to ***StudentInformation > SIS > Student > Contacts Summary***.
2. Click the Edit Pencil for the contact which needs to be updated.
3. Click **⊕ Address** and choose [SOES historical ▾] from the dropdown. Complete the address fields for the SOES Historical address with the 'old' home address information.
4. Then navigate to the

   Legal District of Residence Change Date
   [03/04/2017 📅]   and fill it in with the date during the school year that this address became valid for the student.
5. Return to the **⊕ Address** selection and update the [Home ▾] address section with the new address information.
6. [Save] .

The **Legal District of Residency Change date** recorded on the contact record should be the date the address changed from the old value in the SOES historical address to the new residency. Two FG record will be reported for the student, one for the SOES historical address and a second record with the new Home address for the contact.

Edit Student Contact - Susie Adams ⊗

Mother ▾

▾ | Susie | Middle | Adams | * Suffix

➕ **Phone Number**

🗑 Home ▾ | 555) 555-1212 | Ext | ☐ Unlisted | Available: Start Time ⊘ to End Time ⊘ | ↕

➕ **Address** ☐ Same As Student Address

Home ▾ | 123 Mockingbird Lane | Address 2 | Anytown | OH ▾ | 45225 | Hamilton ▾ | ↕

🗑 SOES historical ▾ | 645 S. Main St. | Address 2 | Lima | OH ▾ | 45804 | Adams ▾ | ↕

➕ **Email Address**

Place of Employment | **Occupation** | **Custody** ▾

Legal District of Residence Change Date

Change Date 📅

Contact Comments | **Relation...**

Contact Flags

☑ Legal Guardian	☑ Emergency Contact	☑ Living with Student	☐ Copied on Correspondence
☐ Willing to Volunteer	☐ Medical Contact	☐ Available at Work	☐ Migrant Worker
☐ Authorized to Pick up	☐ Publicly Viewable		

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

Legal District of Residence Change date applies to the SOES address

Save **Cancel**

Transferring FF & FG Contact Records

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

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

Calendars, Exception Days and Attendance Patterns

Task 23 – Verify Sub-calendars and EMIS Exceptions are set up correctly

Trad 1st	Trad 2nd	Trad Final		CS/Stem 1st	CS/Stem Final
✔	✔	✔		✔	✔

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

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

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

Sub-Calendar Maintenance

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

Add Sub-Calendar

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

☑ Show Active Only

Hints for setting up new calendars:
- Define a sub-calendar for each group of students that have a different start and/or end date than the general population of the building
- Define a sub-calendar for seniors if their last day of school falls before the rest of the building population
- Define a sub-calendar for groups of students who you are responsible for reporting course information and attendance but the students are educated elsewhere (ex: ESC students)
- Use the Attendance pattern of '**' **ONLY** for the calendar that will have the majority of students assigned to it.
- Assign a unique attendance pattern to each sub-calendar in a building
- If the Daily Start Time or Daily Stop Time are different than those selected on the Master Calendar, these fields need to be filled in with the appropriate times.

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

- **Daily Start Time –** The time that the instructional school day begins for students on this sub-calendar (If different than the Daily Stop Time on the Master Calendar).
- **Daily Stop Time** – The time that the instructional school day ends for students on this sub-calendar (If different than the Daily Stop Time on the Master Calendar).
- **Sub-Calendar Start Date** – The first day of school for students on this sub-calendar.
- **Sub-Calendar End Date** – The last day of school for students on this sub-calendar.
- **Attendance pattern** – indicates the student attendance pattern associated with this calendar (must be unique to this calendar and may not be associated with any other calendar)
- **Grade Levels** – the grade level(s) for students this calendar applies to
- **To Be Reported: Days or Hours** – indicates whether the attendance for this calendar is collected in Days or Hours
- **Hours Per Day:** indicate the average hours per day students attend who are assigned to this calendar (lunch should be excluded in these hours)
  - Exception – For KG students, the number of hours per day to be reported should be a full day even if they only attend a half day. Ex., KG students who attend 3 hours per day should still report the full day hours of 6
- **Exempt from Minimum Total Hours and/or Days –** this new field indicates whether the calendar is a special calendar and is exempt from meeting the minimum hours or days students are required to attend because of special circumstances. ODE has not yet provided the field values to report for this element; these may be provided by ODE on a 'case by case' basis.
- **Ignore Percent of Time in Attendance Calculation** – check only if you do not want FTE taken into consideration when calculating attendance
- **Include in Attendance Calculation** – Check the box if students assigned to this calendar should have attendance calculated for them.
- **Not expected to be in attendance between the first and last day of school on every**: - should only be checked if school is _NOT_ expected to be in session every week on the particular day (Ex: PS students never attend on Fridays)
- **Expected to be in Attendance between the first and last day of school on every (Sat, Sun)** – should only be checked if school _IS_ in session on every Saturday or Sunday during the school year
- **Report to EMIS** – should be checked if the school is using this calendar for EMIS attendance reporting.

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

Task 24 – Verify students are assigned to the proper attendance pattern and attendance calendar

Trad 1st	Trad 2nd	Trad Final		CS/Stem 1st	CS/Stem Final
✔	✔	✔		✔	✔

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

General Rule:
➢ Any student who is enrolled in the district should be assigned to a sub-calendar.
➢ The Hours Per Day on the subcalendar should reflect a number of hours that is for a full day. Ex., if it is a KG subcalendar and the students only attend 3 hours per day, the Hours per Day should say 6. The FTE of 50% will then calculate the student attendance at 3 hours per day.
➢ Greater than 0% of time - The Max Absence Level should be set to Full Absence
➢ 0% of time = Non-Attending Calendar (will be reported to EMIS as default calendar)

A. Verify:
Use the EMIS Admission Calendar Comparison report to verify students are assigned to the correct calendar based on their % of time. Additionally, verify the Admission Calendar and the Reporting Calendar match.

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

EMIS Admission Calendar Comparison

Student Number	Last Name	First Name	Status	Grade	FS Effective Date	Attendance %	EMIS Situation	FD Effective Date	Attendance Pattern	FD Calendar	Admission Calendar
		HELEN	A	12	07/01/2017	0	88 - Resident attending JVS F/T	08/23/2017	SN	Senior Calendar	NON-ATTENDING CALENDAR
		KATIE	A	12	07/01/2017	0	88 - Resident attending JVS F/T	08/28/2017	**	NON-ATTENDING CALENDAR	NON-ATTENDING CALENDAR
		KENT	A	12	07/01/2017	72	9 - Resident attending but takes JVS satellite courses P/T	07/01/2017	ES	Grades 1-5	Senior Calendar
		VERA	O	12	07/01/2017	100	100 - non-res open enrolled	07/01/2017	SN	Senior Calendar	Senior Calendar
		VICKIE	N	12	07/01/2017	0	479 Non-Res. Foster/Court Placed attending JVS FT	07/01/2017	**	NON-ATTENDING CALENDAR	NON-ATTENDING CALENDAR

B. Update:

If a calendar change is required because of a change in the student's EMIS situation or % of Time in the current EMIS situation, a new FS record and a new FD record would be added. If the attendance pattern value is incorrect, the calendar would need to be corrected on the existing FD record to point to the correct calendar/attendance pattern.

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

Follow these steps to make a calendar change for a student.

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

| Attendance Pattern: | MS - Grades 6-8 | Preschool Poverty Level: | N - Not a Preschool student |
| Reporting Calendar: | 6-8 - Grades 6-8 | | |

The Student Profile Bulk Update may also be used to update the calendar on both the General Tab and the FD tab of the student profile.

CTE – Using the Home school calendar for CTE Satellite Students

Career Centers have the option of having ODE use the student's home district calendar for enrollment rather than maintaining and reporting a calendar at the Career Center. The key to accomplishing this is to assign the satellite students to a sub-calendar that is NOT reported to EMIS and has a unique attendance pattern. ODE will look for a matching calendar by attendance pattern in the JVS at the building level. If no match is found, they will check the district level calendars. If no match is found, they will use the student's district of residence and SSID to go back to the home district and see what calendar they are assigned to in their home district. When the match is found, ODE uses the home district calendar to calculate enrollment.

A calendar will still need to be maintained in the CTE building if attendance is to be calculated at the career center for Satellite students.

Student Acceleration Records & Third Grade Guarantee

Task 25 – Add Student Acceleration Records

Trad 1st	Trad 2nd	Trad Final		CS/Stem 1st	CS/Stem Final
		✔			✔

ODE requires some students, in any grade level, to be tested at their accelerated subject level for the Next Generation Assessments. Records are reported only for students who have a referral from the district's Acceleration Evaluation Committee and were placed on a Written Acceleration Plan (WAP).

Acceleration stops being reported if the student is no longer subject or whole grade accelerated. If the student was subject accelerated in Math and Reading, but is no longer subject accelerated in Reading, the acceleration for Reading is no longer reported.

For additional guidance, please see the document 'Testing Rules for Subject-Accelerated Students' by visiting www.ode.state.oh.us and search for *academic acceleration*.

General Guidelines
The Student Acceleration Record (FB) is reported in the final period 'S' window for one or more of the following reasons:
- Student was accelerated in the current school year in one or more of the valid subjects for acceleration collected via this record, or
- Student took a state assessment at an accelerated grade level, regardless of it the acceleration first occurred this year or in a prior year

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

Task 26 – Update Third Grade Reading Guarantee Values

Trad 1st	Trad 2nd	Trad Final		CS/Stem 1st	CS/Stem Final
	✔	✔			✔

Use the EMIS Third Grade Testing Diagnostic Detail report under Ad Hoc Reports to view the values for Math, Reading and Writing Diagnostics for students in Grades K-3.

The Third-Grade Reading Guarantee options are reportable in the 2nd & Final 'S' Collection Requests, however, it is best to update these values as the information is received.

Beginning with the 2017-2018 school year, districts are no longer required to administer the mathematics diagnostic test to students in grades 1-2 and the writing diagnostic to students in grades 1-3 but may do so at the discretion of the district board per ORC 3301.079 (D)(3).

The values for each of these Diagnostic Results can be updated either on the Student Profile, FN Attributes tab or utilizing the **Student Profile Bulk Update**.
Valid Values are:
- ** - Not Required
- RN – Required, not assessed
- AO – Assessed, on Track
- NO – Assessed, Not on Track
- EX – Exempt from Diagnostic Assessment

The Latest Third Grade Reading Promotion Status now displays on the FD record below the Third-Grade Reading Results. This value comes from the Next Generation Assessment Record under Student Assessment. If a student is assessed more than

once for Math during the school year, report the initial assessment result. Students not on track per the initial assessment will remain not on track until scoring on track on the following school year's Math diagnostic.

Student Withdrawal Override and Summer Withdrawal Records

Task 27 – Add Student Withdrawal Override Records (FC)

Trad 1st	Trad 2nd	Trad Final		CS/Stem 1st	CS/Stem Final
✔	✔	✔		✔	✔

ODE has indicated this record also will be used to update an incorrectly reported withdraw reason and/or withdraw date from prior years. This is to assist in eliminating appeals as well as positioning the student into the correct graduation cohort.

This record is now reportable in Period S or Period G. The Reporting Period defaults to Period S when opening this page; however, if the record is to be reported in Period G, the user will need to select 'G' in the dropdown.

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

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

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

Student Withdrawal Override (FC)

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

Reporting Period:*	S ∨
State Student ID Previous Reporting Year:*	XX890890{ ×
Student Last Name:	Smith
Student First Name:	James
Withdrawal Date:*	5/15/2016 📅
Withdrawal Reason:*	40 - Transferred to another school district outside Ohio ∨
Comment:	Student moved to Pennsylvania; documentation received

[Save] [Save And New] [Cancel]

Summer Withdrawal Record

Task 28 – Add Summer Withdrawal record (FL) optional

Trad 1st	Trad 2nd	Trad Final		CS/Stem 1st	CS/Stem Final
✔	✔	✔		✔	✔

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

A student who withdraws over the summer may be reported with a Student Attributes – Effective Date Record (FD), a Student Standing Record (FS), and a Student Demographic Record (GI), OR the student may be reported with a single FL record.

NOTE: If FD/FS/GI records are reported, all elements on those records must have values that are valid for the current school year. If a district reports an FL record, that student cannot also be reported with FD/FS/GI records during the current school year.

Gifted Record Reporting

Task 29 - Update Student Gifted Records

Trad 1st	Trad 2nd	Trad Final		CS/Stem 1st	CS/Stem Final
	✔	✔			✔

The Gifted record is used for the reporting of screening, assessed, identified, and served gifted data. All enrolled students, whether gifted or not, must have a gifted record.

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

Screening, Assessment, and Served values on the gifted record should only reflect screening, assessments, and services performed during the current school year.

Identified values carry over from year to year. If a student was identified as gifted in a prior year they are still considered gifted and the original Identified Date must be reported. If any updates are needed for students who have been Assessed or Identified, or for those who have been Identified and are being Served, you will need to manually update those individuals. Manually update any students who are exceptions to the mass screening defaults.

Task 30 – Run Gifted Students Missing Records Report

Trad 1st	Trad 2nd	Trad Final		CS/Stem 1st	CS/Stem Final
	✔	✔			✔

📄 Use the EMIS Gifted Detail and Gifted Summary reports under Ad Hoc Reports to view the gifted data for each student.

For any student found to have a missing gifted record do either of the following:
- Run the gifted mass update for the default blank rule with the Overwrite Existing unchecked

- Manually update gifted records for individual students by clicking on Save.

Student Special Education Reporting

Task 31 – Create Student Special Education Records

Trad 1st	Trad 2nd	Trad Final		CS/Stem 1st	CS/Stem Final
✔	✔	✔		✔	✔

StudentInformation > SIS > Student > Special Education

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

Returning students:
- Any student with a disability or suspected of having a disability who was enrolled in 16/17 and continues to be enrolled in 17/18 should have a Special Education event record reported for all events that occur from July 1, 2017 through June 30, 2018. Not every student with a disability will have a Special Education record reported in the first or second 'S' traditional Collection Request.

Newly enrolled students:
- Students with a disability or suspected of having a disability that were newly enrolled in 17/18 should have at least one Special Education record reported by the end of the Final Collection Request for the school year
- Since the student is new to the district, it is possible to have a record with a date prior to July 1, 2017.

AIEPs may be reported when any of the following have occurred:
- Change to an existing Outcome ID Element
- Change in IEP Test Type Element
- Change to the Secondary Planning Element
- Change in the exemption from consequences of OGT

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

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

IMPORTANT: Make sure all events that take place on or before 6/30/18 are entered in StudentInformation and reported in FY18S or these students will appear on your FTE Adjustments report and you will not receive the Special Ed weighted funding for these students.

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

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

Task 32 – Create FE Student Graduation Requirement Record

Trad 1st	Trad 2nd	Trad Final		CS/Stem 1st	CS/Stem Final
✔	✔	✔		✔	✔

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

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

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

If the record is being used to report a granting of an exemption in a particular Assessment Type/Area combination, it is reported in the first school year of the IEP determination and every year thereafter, thereby confirming the IEP team has continued the exemption on the IEP. This is true even if there is no change in the granted exemptions from one IEP to the next.

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

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

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

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

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

		IEP Date ▼	Date Type	Assessment Area	Exemption Flag	Event Match	Last Modified	Active
🗑	✏	Sep 12, 2016	TIEP	ELA1	Y	🔵	08/9/2017 4:21 PM By User: janice.ditto	🟢

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

Task 33 – Verify Special Education Records

Trad 1st	Trad 2nd	Trad Final		CS/Stem 1st	CS/Stem Final
✔	✔	✔		✔	✔

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

Each error listed when choosing Download File – Verification messages is an interactive link which brings you to the student's Special Education record. Correct any of the students who have missing events or have errors on any events for the 17/18 school year and rerun the verification to ensure the errors have been corrected.

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

- Traditional First S Window – 10/31/2017
- Traditional Middle S Window – 03/31/18
- Traditional Final S Window – 06/30/18

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

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

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

Graduate End-of-Year Updates

Task 34 – Update Graduation Date and Diploma Type

Trad 1st	Trad 2nd	Trad Final		CS/Stem 1st	CS/Stem Final
		✔			✔

📄 Use the EMIS FN Graduate Detail Report under Ad Hoc Reports to verify values to be reported for graduates.

The following diploma types have been added:
- **4 – International Baccalaureate Honors Diploma**
- **5 – Career Tech Honors Diploma**
- **6 – STEM Honors Diploma**
- **7 – Arts Honors Diploma**
- **8 – Social Science and Civic Engagement Honors Diploma**

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

JVS Students
The JVS does not need to fill in a Graduation Date and Diploma Type. Only the resident district reports the Graduation Date and Diploma Type for students attending the JVS. However, the JVS does need to withdraw the graduation students with a withdraw code of '99'.

Contract Vocational Students
For students who are non-residents attending a contract vocational school district,
- The contract vocational district should report the withdraw date and code of 99 if the student will be graduating from the resident district.
- If the student isn't graduating and is returning to the resident district, the contract vocational school withdraws the student with a withdraw reason of '41'.

Graduating Underclassmen
Any non-senior who will be graduating needs to have his/her graduation date manually entered. If your district considers an 11th grade graduate to be a 12th grader upon graduation, the following steps need to be completed:
- Update the State Equivalent Grade Level on the latest FD record to grade 12
- Update the Grade Level Next Year on the FN tab to 'GR'
- On the general tab, update the student's grade level if you wish to show them as a 12th grade student at that point.

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

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

Late Graduates (after 17/18 ends and before 18/19 begins)
Students who have not finished their course work by the district's graduation date, but who do finish their coursework and graduate before the 1st day of the 18/19 school year are reported in period 17G. Students who graduate after the last day of the school year but before June 30th are reported in the period S Final Window and are also reported in period 18G as graduates. Students who graduate after June 30th should already have been promoted to the 18/19 school year. Upon graduating, these students should be withdrawn in the 18/19 school year as summer graduates with a withdraw date prior to the first day of the new school year.

Grad Only students
A student in 16/17 who should have graduated but did not pass all their required assessments was promoted to 17/18. After obtaining the summer assessment results, the student did not pass, and therefore did not graduate. Student is summer withdrawn with a 7X withdraw code. Sometime during the 17/18 school year, this student re-takes the required assessment(s) and passes. The following steps need to be taken for this student:
1. Whack the student in 17/18.
2. A Student Summer Withdrawal Record needs to be added in 17/18 for this student with the same 7X withdraw code and date originally withdrawn.
3. Re-register this student as a Grad Only student in 17/18 and he will be reported in both FY18G and FY18S.

Continuing Special Education Students
If all the following are true, use grade level '23' as the EMIS grade next year for the student and do not report a graduation date:
- Student has a disability condition
- Student Completes educational requirements
- Student elects to remain in the district for further training
- Student is under age 22
- Student has not graduated

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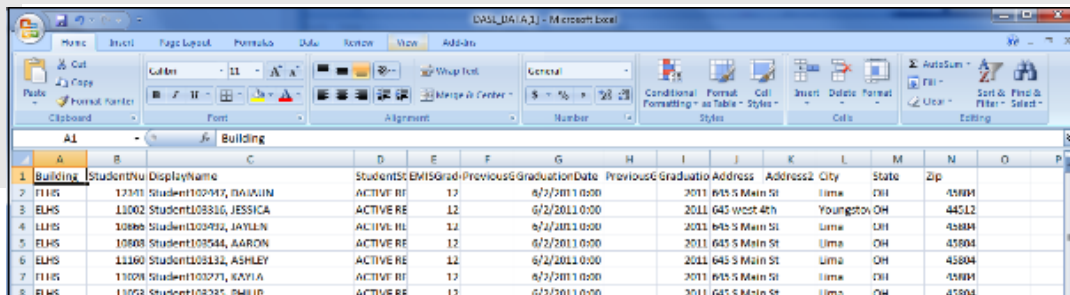
Updating Diploma Date

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

Manually update the Graduation Date and Diploma Type Fields:

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

Bulk Update Student Graduation Date:

1. Change your context to the building level and the current school year.
2. Navigate to ***StudentInformation > Management > Ad-Hoc Updates > Update Graduation Date***.
3. By default, only students with an EMIS Grade Level of 12 are updated. All other grade levels will need to be updated manually.
4. Select the applicable status codes in the `Select the Student Statuses to be included:` dual select.
5. In the `File Download Options` section select
   `CSV`   `Download`
6. Enter the graduation date in the `Graduation Date:` field.
7. If `Override Existing: ✔` is marked, any student who is a 12th grader and matches the status codes selected above will have their graduation date updated.
8. Next select `◉ Verify` in the `Run Type:` section.
9. Click `Submit`. View the output file and verify the students who will be updated with the correct date.
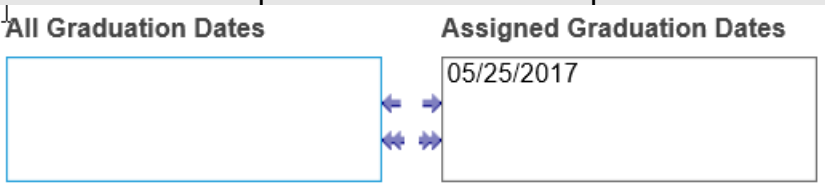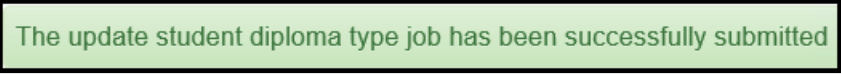

10. Once you have verified the output, choose `Run Type:` `◉ Update`.

11. Once the process is complete the following message will be displayed:

> There were 4 EMIS graduation dates and 4 SIS graduation years updated ✕

12. Now navigate to a student's profile.

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

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

Bulk update Diploma Type:

1. Navigate to ***StudentInformation*** **»** ***Management*** **»** ***Ad-Hoc Updates*** **»** ***Update Diploma Type*** .

2. In the `Assigned Graduation Dates` dual select pull over the graduation date you used in the Bulk Update Graduation Date process above.

All Graduation Dates	Assigned Graduation Dates
	05/25/2017

3. Choose a diploma type from the `Set diploma type to:` dropdown.

4. If you would like to use Graduation Verification rules to further narrow down students who will be updated with the selected diploma type, fill in the `for students passing rule:` and `Mark Type:` fields.

5. Click **Submit** .

6. The following message will be displayed:

> The update student diploma type job has been successfully submitted

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

Note: When using the Bulk Update Process for Diploma Type, for students who do not have the 'Diploma Type' that the majority of students have, districts will either need to be manually update their Diploma Type or use the Student Profile Bulk Update to change the Diploma Type.

Task 35 – Power Withdraw graduating Seniors from your district

Trad 1st	Trad 2nd	Trad Final		CS/Stem 1st	CS/Stem Final
		✔			✔

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

THIS TASK IS NOT RUN UNTIL NEAR THE END OF THE SCHOOL YEAR!

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

CRITICAL

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

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

CRITICAL

If you fail to withdraw graduating students in 17/18, they will show on the Missing Student Report for FY19 Period S – First Window.

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

1. At the building level navigate to **_Home_** » **_Management_** » **_Power Withdraw_**.
2. The School: dropdown will default to the building in context.
3. In the Withdraw Reason: dropdown select 99 - Completed High School Graduation Requirements.
4. The Withdraw Date: will default to the last day of school and can be changed if desired.
5. The Withdrawn to IRN: will default to ******.
6. In the Search Mode: section select the Search Criteria radio button.
7. Use the filters to narrow down your search criteria.
8. Ensure ☑ Students Selected by Default is checked.
9. Click Search.
10. Verify the students on the list are correct.

11. Uncheck the students who won't be graduating and don't need withdrawn.
12. Double check the list to make sure it is correct before continuing.
13. Click **Withdraw**.
14. The following message will display when the process is complete

All selected students were successfully withdrawn

15. If errors occur the following message will be displayed

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

16. The students will be listed below the Search Mode: section.
17. View the students and correct the errors.
18. Rerun the Power Withdraw if needed.

Task 36 – Update Seniors not graduating from your district

Trad 1st	Trad 2nd	Trad Final		CS/Stem 1st	CS/Stem Final
		✔			✔

UNLESS YOU HAVE EARLY GRADS, THIS TASK IS NOT COMPLETED UNTIL NEAR THE END OF THE SCHOOL YEAR!

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

Students who pass course requirements, but not the Graduation Requirements in 17/18
For yearend reporting, if there is a possibility the student will take the assessments over the summer, the district should keep the student enrolled in 17/18 and promote him to the 18/19 school year. Next Update the student's EMIS Grade Next Year: on the FN Attributes Tab to grade level '13' for period S Final collection.

If the student takes and passes the test over the summer
The student must be reported as a summer graduate in period G.
1. Whack the student in 17/18.
2. A Student Summer Withdrawal Record needs to be added in 17/18 for this student with the same 7X withdraw code and date originally withdrawn.
3. Re-register this student as a Grad Only student in 17/18 and he will be reported in both FY18G and FY18S.

If the student doesn't take or pass the test and doesn't enroll in courses in 17/18
Report the student as a summer withdrawal (withdrawing the student in the 17/18 school year) with a withdrawal reason code of '75'.

If the student doesn't take or pass the test but enrolls in courses in 17/18
Do not withdraw the student. Report the student in 17/18 with Grade Level '13' on the FD Attributes Tab.

District & Building Records

Task 37 – Update the District and Building Records: DN, DL & DT

Trad 1st	Trad 2nd	Trad Final		CS/Stem 1st	CS/Stem Final
✔	✔	✔		✔	✔

DN District Records

- *The following attributes were added to the district DN record in FY17:*
  - *CCPDENIALS – the count of CCP students denied participation because they did not give notice of CCP participation by the deadline date*
  - *CCPREIMBCT – the count of students who failed or dropped a course where districts sought reimbursement from the student for the cost of the course*
  - *CCPRESTITU – the total dollar amount a district is seeking for CCP reimbursement due to a dropped or failed course for all students*

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

If an attribute on the Maintenance page contains a value, a record for that attribute will be included in the transfer file. All calendar related attributes will be reported in period C.

If you submit data through a different ITC, the **Reporting ITC IRN:** field will need updated.

The following attributes are required to be reported during the first 'S' Collection Request:

- **PHYSEDPLOT –** Report in the organization IRN field the building that is participating in the pilot. A separate record is required for each building participating.
- **INFOTECIRN** – Reporting ITC IRN
- **STUKGBRDAY** – Date Student is required to be five years old to be admitted into kindergarten
- **STUHOMESCL –** Count of home schooled resident students
- **STUNPNTSRV –** Count of resident and non-resident nonpublic students within district boundaries eligible for special education services but not being served by the district
- **TFRPSESCYS –** Valid IRN of a traditional district or ESC if an ESC is providing preschool special education services for resident children and the district has authorized ODE to transfer funds for preschool special education students to the ESC providing those services
- **TFRPSESCNO –** Valid IRN of a traditional district or ESC if an educational service center (ESC) is providing preschool special education services for

resident children and the district has not authorized ODE to transfer funds for preschool special education students to the ESC providing those services

The following attributes are required to be reported during the second 'S' Collection Request:

- **Feeder School** – Effective FY18, this field is no longer reported

- **All** attributes for the first 'S' Collection Request AND
- **SIG Time Extended Group** attributes – Required only for districts with a School Improvement Grant
  - **SIGEXTNDYR** - increased learning time by extending the school year
  - **SIGEXTNDDY** - increased learning time by extending the school day
  - **SIGBEFNAFT** - increased learning time in before and after school settings
  - **SIGSUMRSCH** - increased learning time in summer school
  - **SIGWEEKEND** - increased learning time on the week end
  - **SIGOTHERTM** - increased learning time in some other time frame not listed above

The following attributes are required to be reported during the final 'S' Collection Request:

- **All** attributes for the first and second 'S' Collection Requests AND
- **STUNPNTELG** – Count of resident and non-resident nonpublic students within district boundaries evaluated and determined ineligible for special education services
- **STUPSTCBTR** – Count of preschool transition conferences held by 3rd birthday, no disability suspected, no additional evaluation
- **STUPSTCATR –** Count of preschool transition conferences held after 3rd birthday, no disability suspected, no additional evaluation
- **LCLWELLPOL –** Local wellness policy
- **Comprehensive Eye Exam –** required to be reported at district level. These values are a summative count which apply to special education students only.

District and Building Information

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

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

Information Technology Center Group

Reporting ITC IRN:*	085639 - NOACSC

Student Group

Date student is required to be five years old to be admitted into kindergarten:*	A - September 30th
Count of home schooled resident students:	6
Amount of time a student is required to attend district to be eligible for extracurricular activities: *Effective FY18, this highlighted field is no longer reported*	
Count of resident and non-resident nonpublic students within district boundaries eligible for special education services but not being served by the district:	5
Count of resident and non-resident nonpublic students within district boundaries evaluated and determined ineligible for special education services:	14
Count of preschool transition conferences held by 3rd birthday, no disability suspected, no additional evaluation:	11
Count of preschool transition conferences held after 3rd birthday, no disability suspected, no additional evaluation:	22

Local Wellness Policy

Local Wellness Policy:*	Yes

Preschool Special Education Agreements

IRN of entity providing Preschool Special Ed Services that district has authorized ODE to transfer funds to:	045740	Allen Educ Serv Cntr
IRN of entity providing Preschool Special Ed Services that district has NOT authorized ODE to transfer funds to:	048546	Mercer Educ Serv Cntr

[Add] [Cancel]

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

Comprehensive Eye Exams

Include a numerical value in each of these fields, even if the value is Zero

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

DN Building Record:

The items contained in the Teacher Group section and Calamity Group section below do not need to be completed on the DN record. ODE derives this information using the reported exceptions in the Calendar Collection Request.

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

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

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

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

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

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

1. Only report a value for Grade Bands that are in the building being reported in the Building Organization Info record. Example, if you are completing the high school building DN record, and only have grades 9-12 in that building, you would only fill in values for the 09-12 grade bands. The other grade bands would be left blank.

2. Total Students Not Applicable should only be completed for a grade band if a building in the district includes one or more of the grades in the grade band, but the students are not evaluated at that building. For example, if a district has a Kindergarten only building, but the district elects to evaluate students in 2nd grade only, then at the Kindergarten only building, you would complete the number of students not being evaluated and insert that on the Total Students Not Applicable field for the KG-02 grade band.

3. If a specific school building's grade levels served as reported in ODE's OEDS system overlap a grade band, the building should either have the first options reported (Limited, Proficient, Advanced, Not Evaluated) or report only the ** (Not Applicable); it cannot be both.

4. Report zeroes if no value applies to an attribute (Limited, Proficient, or Advanced) in the building. For example, if a building only has proficient students in a grade band, enter zeros for the limited and advanced levels in that same grade band.

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

Membership/Program Reporting

Task 38 – Verify and Update Membership Codes with Staff or Program Provider

Trad 1st	Trad 2nd	Trad Final		CS/Stem 1st	CS/Stem Final
✔	✔	✔		✔	✔

All buildings must report student programs from the EMIS Manual, Section 2.9 Student Program Record for any student participating in the program during the current school year.

Certain program codes require that a staff member be reported. With the building level in context, navigate to **_StudentInformation_ > _Management_ > _School Administration_ > _Membership Groups_** and click interactive blue link for the area where the membership you need to update is stored, ex. Specialized Instructions. Then click the edit pencil for the code which needs to be updated, ex. 206080. Check the Require Staff Member: checkbox and select the default staff member from the dropdown. Save.

The following EMIS program codes require a staff member to be reported:
        305003 – Career Assessment program code
        206XXX – Gifted program codes
        220100 – Preschool Itinerant Services program code (requires staff member and dates)

New program codes for FY18:

- 205090   Innovative Services
- 206090   Innovative Services
- 205067   International Baccalaureate course
- 205095   Services through a trained arts instructor
- 221005   Participation in Coordinated Early Intervening Services – Student has participated during this school year in Coordinated Early Intervening Services (CEIS) that were funded as a result of mandatory or voluntary redirection of federal special education funding.

Name Change Only for FY18:
- 205055   Regular Classroom with Early Entrance to Kindergarten or First Grade

The following gifted program codes were removed for FY18:
- 205040
- 205047
- 206040
- 206045
- 206050
- 206052
- 206055
- 206065
- 206075

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

Memberships with Contracted Staff:
Fill out the following default values on the membership:
Credential ID (aka State Staff ID on Staff record in StudentInformation)
Program Provider element

Memberships with Non-Contracted Staff
EMIS ID
Program Provider should be ******

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

Task 39 – Add/Update Student Memberships (Programs)

Trad 1st	Trad 2nd	Trad Final		CS/Stem 1st	CS/Stem Final
✔	✔	✔		✔	✔

All other Program/Memberships
Student memberships may be entered in multiple places in StudentInformation.

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

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

Report Program Codes according to the following table:

Code Category	Program Series	S Traditional CS/STEM Initial	Mid	CS/STEM Final	Report Staff	Report Dates
Educational Options	115XXX		√	√		
Early College High School	120010		√	√		
Chartered Non-Public or Private Sch	160110		√	√		
Gifted Education Programs	205XXX		√	√		
	206XXX		√	√	√	
Alt. Placement for Students With Disability Conditions	211001		√	√		
Preschool Itinerant Services	220100	√	√	√	√	√
Academic Intervention – Summer	151490		√	√		
Academic Intervention – Regular School Year	152330		√	√		
Reading Improvement and Monitoring Plan Intervention – Summer	151500		√	√		
Reading Improvement and Monitoring Plan Intervention Regular School year	152500-152699		√	√		
Title I Subject Areas	231001-231010		√	√		
Title I Subject Areas – Summer Sch	231101-231110		√	√		
Title I Supporting Areas	232001-232007		√	√		
Title I Supporting Areas – Summer School	2321XX		√	√		
Title I Services	233XXX		√	√		
Title I Students Attending Neglected or Delinquent School	2340XX		√	√		
Title I Students Attending Neglected or Delinquent Summer School	2341XX		√	√		
Limited English Proficient (ESL)	235XXX		√	√		
Emergency Immigrant Education	240XXX		√	√		
Career Technical Programs Except 305003 – Career Assessment	305XXX	√	√	√	√	
CTE – Career Placement	305003		√	√		
CTE Single Parent Subgroup	305010		√	√		

Code Category	Program Series	S Traditional CS/STEM Initial	S Traditional Mid	S Traditional CS/STEM Final	Report Staff	Report Dates
Academic/Extracurricular Programs & Services	405XXX		√	√		
Academic Intracurricular Descriptions	410XXX		√	√		
School Related Service	415XXX		√	√		
Athletics & Related Programs/Interscholastic Athletics	420XXX		√	√		
Previous Dropout Codes	50000X		√	√		

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

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

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

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

Task 40 – Run Student Roster by Membership (R102) to verify student memberships

Trad 1st	Trad 2nd	Trad Final		CS/Stem 1st	CS/Stem Final
✔	✔	✔		✔	✔

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

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

Report: R102
Printed Mon, Aug 03,   2:20 PM

High School

Student Roster By Membership

STUDENT CONTROL GROUP: 20   Specialized Instructions   Membership Date Range: ALL DATES

ID	STUDENT NAME AND ADDRESS	TELEPHONE	AGE	ST	GR	GD	HMRM	STUDENT MEMBERSHIP CODE	EFFECTIVE DATE
11079	Student53855, NATHANIEL 645 S Main St Lima, OH 45804-1241	(555) 555-5555	16	A	11	M		206070 Resource/Pull-Out Room for Gifted Students led by GIS	Start Date: 8/26/2009 Stop Date:

Task 41 – Run MEMBEMIS to verify student memberships

Trad 1st	Trad 2nd	Trad Final		CS/Stem 1st	CS/Stem Final
✔	✔	✔		✔	✔

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

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

Running MEMBEMIS

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

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

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

StudentInformation > SIS > School > Membership Members   👥 [Find Students] 🔍

Membership Members

From this screen, you can maintain the students associated with the selected membership.

Membership
Group: [20 - Specialized Instructions ▼]   **Membership:** [205040 - Guidance Services ▼]

◉ Show Active Members   ◯ Show Members From: [10/2/2014] 📅 **To:** [10/2/2014] 📅 [Go]

[Add Students to Membership] [Bulk Addition of Students]

	ID	Name ˄	Homeroom	Staff Member	Start	End	Grade	Prog Prov IRN
✕	00001111	**Banter, Susan**	217		Sep 01, 2014			******
✕	00002222	**Banters, Lucy**	217		May 31, 2014			******
✕	00003333	**Bantersmith, Bobo**			Sep 01, 2014			******
✕	00004444	**Bantersmithly, Donald**			Sep 01, 2014			******

Discipline Reporting

Task 42 – Verify Discipline Data and begin reporting Discipline Data

Trad 1st	Trad 2nd	Trad Final		CS/Stem 1st	CS/Stem Final
	✔	✔			✔

Use the Discipline Detail Report and/or the Students without Discipline Report under Ad Hoc Reports assist in accurate discipline reporting.

The reporting of discipline data is on-going. Beginning in the 2nd Traditional collection period and in the Final CS/STEM collection period, districts may verify their discipline information and report any records that exist. The DISCEMIS process is only a verify process, there is no 'update'. Districts should now run DISCEMIS periodically to clear up any errors on any existing discipline incidents.

Every discipline incident with an EMIS reportable action is required to be reported to EMIS. For an EMIS reportable action to be included in the transfer files, it must also have an EMIS reportable infraction. If a discipline incident has an EMIS reportable action, but no EMIS reportable infraction was listed, the infraction should be updated to the closest EMIS reportable infraction that applies. This will allow the incident to be reported as required.

In addition to DISCEMIS being only a 'verify' process, **all discipline incident data that is to be reported to EMIS MUST be entered as an incident record in the discipline module. This will be the only source for EMIS discipline data.** Refer to the Discipline Step by Step Checklist for instructions on how to add discipline incidents in the discipline module.

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

StudentInformation > EMIS > Student Reporting Collection (S)

Student Verify/Update - Collection (S)

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

Request Type | Program Selection

🔘 Verify - Discipline (DISCEMIS)

⚪ Verify - EMIS Run Requests (CHECK_EMIS)

⚪ Verify - Membership Programs (MEMBEMIS)

⚪ Verify - Non-reportable Students

⚪ Verify - Student Demographic (UNCLEMIS)

⚪ Verify - Student Gifted Records

⚪ Verify - Student Special Education

⚪ Verify/Update - Majority of Attendance IRN (MAJOREMIS)

⚪ Verify/Update - Student Attendance (ATTUPEMIS)

[< Back] [Next >] [Cancel]

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

Error messages with "W" at the end of the code are warning messages. Corrective action may or may not be necessary. Error messages ending with "E" must be corrected.

Once you have corrected your errors, include the GD – Student Discipline records in your next 'S' Collection Request Transfer.

Attendance Reporting

Task 43 – Run and save a copy of the EMIS FS Standing Attendance Detail Report

 Use the EMIS FS Standing Attendance Detail report under Ad Hoc Reports to obtain an up-to-date listing of each student with their Attendance Hours including excused and unexcused absence hours. The student's percent of time is taken into consideration when these attendance hours are calculated.

This report provides you with details of the hours present and the excused and unexcused absences for a specified time period. You may wish to run a copy of this report the first day of school, at the end of each 'S' Collection Request and again the last day of school. Since there is no longer a count week for attendance, you may use this report for your own purposes. All attendance updates for the school year should be completed prior to running the 'final' report for the end of the year.

Task 44 – ATTUPEMIS Update

Trad 1st	Trad 2nd	Trad Final		CS/Stem 1st	CS/Stem Final
	✔	✔		✔	✔

Remember....

📄 Use the EMIS Attendance Hours report under Ad Hoc Reports to view up-to-date attendance values for students.

📄 Use the Absence Thresholds Detail and Absence Thresholds Summary reports under Ad Hoc Reports to view up-to-date excessive absences and habitual truancy trigger dates.

📄 Use the Attendance Process Warnings and Attendance Process Warnings Detail reports under Ad Hoc Reports to view and correct warnings that may adversely affect the students' attendance calculations.

Students attending CCP part time will have attendance calculated for the time they are attending the district and attending CCP. The Percent of Time and the Sent to Percent of Time for the CCP will be added together for total attendance.

1. *Student attends CCP at the School District. Both FS Attendance and HB410 attendance will include all absences reported for the student based on the total Percent of Time.*
2. *Student attends CCP online or at the College. Both FS Attendance and HB410 attendance will include all absences reported for the student based on the total Percent of Time. When a student attends the school district part time (ex. 60%) and leaves early each day to go to the CCP courses, and the student is absent from the school district, an absence should be entered for the student with a partial qualifier indicating the time in and out that was missed at the school district. Utilizing this method, the remaining Percent of Time (ex. 40%) for CCP time at the college will not be included in the HB410 calculations for attendance.*

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

new

In the 17.3.1 ProgressBook Release, an update has been made for the Attendance Calculation. Previously districts were required to wait until after the nightly Attendance Calculation was run at an ITC to see the changes made when making absence corrections/updates. Now, when a district runs Attupemis at any time, the Attendance Calculation completes and the updates to FS Attendance values as well as the HB410 reports will be seen immediately. The nightly Attendance Calculation will still run at the

ITC level, however, districts that need to view more immediate results for their changes can do so.

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

Due to the attendance reporting requirements for the 2nd & Final Collections, Attupemis should be run in update mode **prior to every submission** so that it contains the most up to date attendance information available.

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

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

Students who are on a subcalendar that has the Include in Attendance Calculation: ☐ field unchecked, will not be included in the Attendance Calculations, and the Student Truancy records will not be created and included in the Transfer file.

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

For examples of how the attendance is calculated, refer to the HB410 District Task List documentation found under the Procedural Checklists, subsection Students.

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

Edit Student Profile

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

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

	Start Date	Withdraw Date	Withdraw Reason	School Year Attendance Hours	School Year Excused Absence Hours	School Year Unexcused Absence Hours	Other SY Attendance Hours	Other SY Excused Absence Hours	Other SY Unexcused Absence Hours
✎	7/1/2017		**	45.50	0.00	6.50	0.00	0.00	0.00

☑ Show Current Year Only

[Save] [Cancel]

Effective Start Date: 7/1/2017
District Withdraw Date:

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

	Current Entity		Other Entity	
	Days	Hours	Days	Hours
Attendance	7.00	45.50	0.00	0.00
Excused Absence	0.00	0.00	0.00	0.00
Unexcused Absence	1.00	6.50	0.00	0.00

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

Task 45 – Manually enter attendance on the FS Attendance Tab for non-preschool students who attend the ESC, Board of DD Students, JVS Satellite Students and non-public students who are placed at district expense

Trad 1st	Trad 2nd	Trad Final		CS/Stem 1st	CS/Stem Final
	✔	✔		✔	✔

Use the EMIS Attendance Hours report under Ad Hoc Reports to view up to date attendance values for students.

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

Examples of students who may need to have their attendance calculated manually:
4. JVS Satellite Students (reported by JVS)
5. Non-Preschool Students attending the ESC
6. Students at the Board of DD
7. Non-public Students placed at District Expense

Attendance is calculated for the time students attend the CCP as if they have perfect attendance. If the student had an absence while at the CCP and no absence event was reported in StudentInformation for that time, you will need to adjust the hours totals accordingly.

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

Task 46 – Student Truancy and Excessive Absence (FT) Record (HB 410)

Trad 1st	Trad 2nd	Trad Final		CS/Stem 1st	CS/Stem Final
	✔	✔			✔

Use the Absence Thresholds Detail and Absence Thresholds Summary reports under Ad Hoc Reports to view up to date excessive absences and habitual truancy trigger dates.

Use the Attendance Process Warnings and Attendance Process Warnings Detail reports under Ad Hoc Reports to view and correct warnings that may adversely affect the students' attendance calculations.

Use the Attendance Skipped Student and Attendance Skipped Student Detail reports under Ad Hoc Reports to view and correct attendance issues that may adversely affect the students' attendance calculations.

Students who are on a subcalendar that has the Include in Attendance Calculation: ☐ field unchecked, will not be included in the Attendance Calculations, and the Student Truancy records will not be created and included in the Transfer file.

This record is reported by all EMIS reporting entities who provide education to students in grades kindergarten and above. An absence event element is to be reported for students when the events outlined in House Bill 410 occur.

The four Absence Event elements to be reported are as follows:
- A – Parent Notified of Excessive Absences
- B – Student becomes Habitually Truant
- C – Habitual Truant Violates Court Order
- D – Absence Intervention Plan Implemented

Absence Event elements A, B and D are only reported once for each student. Absence event element C is reported for each date the habitually truant student violates the court order.

The table below outlines the absence thresholds that students can trigger:

|	Consecutive Hours/Month	Hours/Month	Hours/Year
Habitual Truancy	30 hours unexcused	42 hours unexcused	72 hours unexcused
Excessive Absences		38 hours excused or unexcused	65 hours excused or unexcused
Chronic Absenteeism			10% of hours excused or unexcused

To assist districts in tracking their student's absences which result in habitual truancy or excessive absences, a Student Absence Intervention page has been added. It can be

reached by navigating to the FS Attendance tab for the student, and clicking the interactive link, Absence Alerts & Interventions (see below)
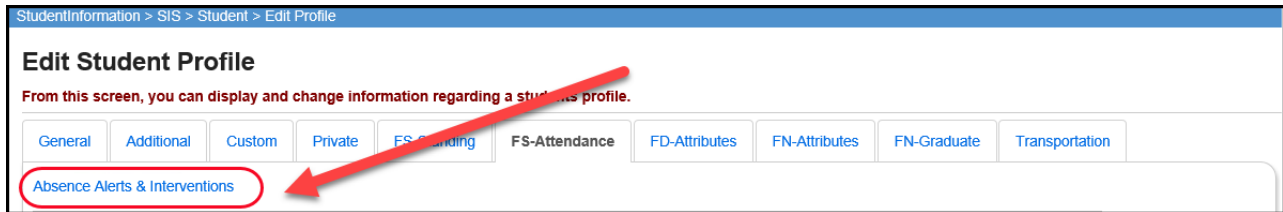
or by navigating to **_StudentInformation_** > **_SIS_** > **_Student_** > **_Attendance_** > **_Student Absence Intervention_** which brings you to the Student Absence Intervention page.

The Student Absence Intervention page is a tool that districts can use to assist in tracking the activities that are required for students with excessive absences or habitual absences. This page is also the location where the required data to create transfer records for the FT records are maintained.
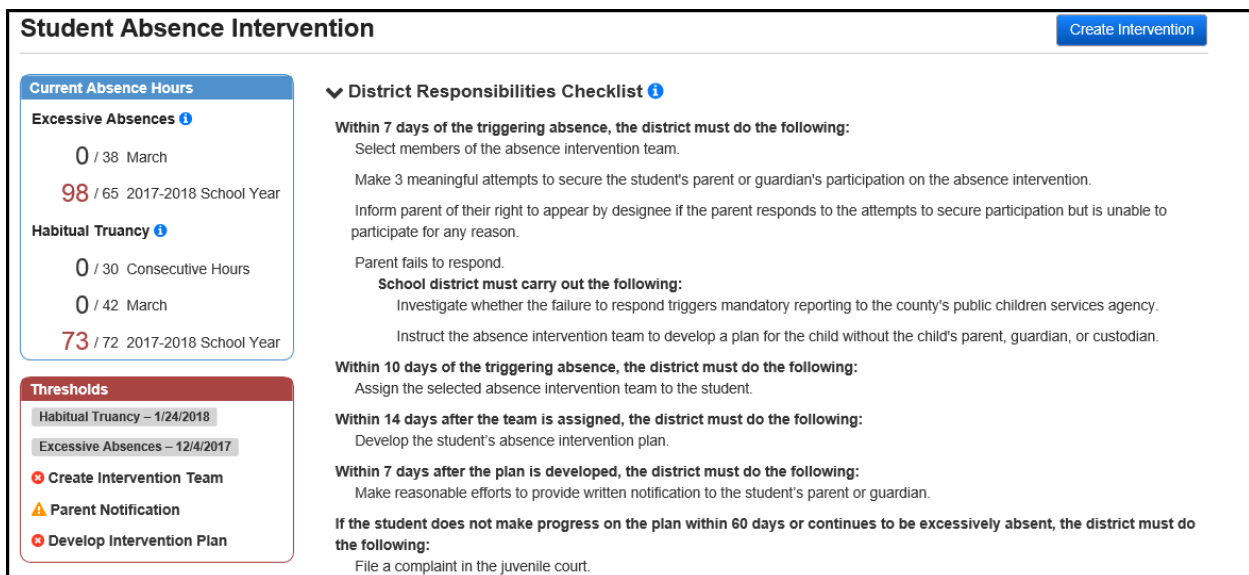
The screenshot above is the 'first page' of the Student Absence Intervention process. When clicking the Create Intervention button at the top of this page, the screen will change to the screenshot below (next page).

Districts can complete the District Responsibilities Checklist to assist in tracking what measures have been completed for each student who has excessive absences or habitual truancy.

Underneath the Intervention Team section are the areas that will need to be completed for the Absence Elements of A, C and D to be reported to EMIS. To save any data on this page, the Update Intervention button will need to be selected prior to leaving the page.

To generate the FT Transfer records that are EMIS reportable for the Absence Event Elements, the following items must be created.

Absence Event Elements:

- *A – Parent Notified of Excessive Absences*
  When the student has triggered the Excessive Absences threshold, the trigger date will be indicated in the thresholds area of this page. Districts are required to provide written notification to the parents of the excessive absences within 7 days of the absence that caused the student to become excessively absent.

To report this absence event element, click the plus sign next to the Parent Involvement area. From there, complete the Parent/Contact dropdown, choose the Written Notification, complete the date the letter was sent and select Excessive Absences. The Comments field is for your use only at this time. Click the Update Intervention button to save your work. Once completed and saved, this information creates the FT transfer record with the Absence Element of 'A'.

- *B – Student Becomes Habitually Truant*
  The FT Transfer record with the Absence Element of 'B' is automatically created for a student once the Habitual Truancy threshold has been triggered. The Habitual Truancy trigger date appears in the threshold area of the Student Absence Intervention page. See example to the right. An FT Record with a date of 1/24/18 and the absence element 'B' would be created and included in the FT transfer file for this student.

- *C – Habitual Truant Violates Court Order*
  This is the only one of the Absent Elements that can be reported multiple times for a student. It should be reported with each date that the student violates the court order. To enter the values for this absent element, click the plus sign by Judicial Contact and enter the Contact name, select the 'Violates a court order' option, complete the date and choose Habitual Truancy. Save by clicking the Update Intervention button. An FT Transfer record with the Absence Event element of 'C' will be created for each violation record entered.

- *D – Absence Intervention Plan Implemented*
  An FT Transfer record with the Absence Element of 'D' is reported once the Absence Intervention Plan has been implemented. The data for this element is entered in the Intervention Team Area. The Team Created On and Plan Created On dates can be entered without entering the intervention team members. Multiple team members can be added.   The transfer record with the absence element of 'D' will be created when the Plan Created On field is populated with a date. The date value should be the date the plan is implemented. To save the record, click the Update Intervention button.

Majority of Attendance Reporting

Task 47 – Run MAJOREMIS to calculate Majority of Attendance IRN

Trad 1st	Trad 2nd	Trad Final		CS/Stem 1st	CS/Stem Final
	✔	✔			✔

Use the EMIS MOA Summary report under Ad Hoc Reports to view majority of attendance data for students.

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

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

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

- If the student was continuously enrolled in the building for the designated time period, the student's majority of attendance IRN will be equal to the building IRN
- If the student is continuously enrolled in the district but has changed buildings in the district during the designated time period, the student's majority of attendance IRN will be equal to the district IRN

- If the student was not continuously enrolled within the building or district during the designated time period, the student's majority of attendance IRN will be equal to '******'.

The resident district is responsible for reporting the Majority of Attendance IRN using the above rules for the following students:
- Post-Secondary Institution
- MRDD
- JVS
- Contract Career-Technical
- School age ESC

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

EMIS Subject Codes used for MOA determination.

Ohio | Department of Education

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

Running MAJOREMIS

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

Student Verify/Update - Collection (S)
From this screen, you can transfer Student Collection (S) records

Request Type **Program Selection**

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

[< Back] [Next >] [Cancel]

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

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

Updates must be completed for each of the student groups below

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

Grades 3-8 Tab

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

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

Updates must be completed for each of the student groups below

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

Include Buildings: *

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

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

Update not run yet

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

☁ File Download Options

[Select A File Type ∨] [Select A Download Method ∨]

[Submit] [Cancel]

9th Prior to FY15

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

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

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

Updates must be completed for each of the student groups below

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

Include Buildings: *

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

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

Update not run yet

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

☁ File Download Options

[Select A File Type ∨] [Select A Download Method ∨]

[Submit] [Cancel]

9th on/after FY15

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

The courses listed in the dual selection boxes need to be pulled over in order to calculate the MOA for students. The best practice is to pull over the courses where the students are being tested for that subject area so that the correct end date value is applied to the MOA IRN calculation.

Untested and Alternate Assessment

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

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

Updates must be completed for each of the student groups below

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

Include Buildings: *
- ☑ **Select all buildings**
- ☑ E128 - Batavia Elementary
- ☑ E127 - Batavia High School
- ☑ E129 - Batavia Middle School

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

Ad-Hoc Membership for Alternative Assessment Students:

-- Select an Ad-Hoc Membership -- ▽

Public And Private ☐

Update not run yet

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

☁ **File Download Options**

Select A File Type ▽ Select A Download Method ▽

[Submit] [Cancel]

Running MAJOREMIS In Verify Mode

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

- StudentNumber – student's local ID number
- EMISId – Student's EMIS ID
- DisplayName – Student's name
- IRN – School IRN of the student
- Building – Building Code
- StateEquivalentGradeLevel – Grade level reported to EMIS for student
- IRNMajorityAttendance – the calculated Majority of Attendance IRN that will be updated to the student when processed in Update mode
- MatchTypeID – Internal value indicating the type of match that was determined for the student. Values are:
    - 1 – School IRN will be used for MOA IRN for the student
    - 2 – District IRN will be used for MOA IRN for the student. The student was continuously enrolled in the district but was not continuously enrolled in a specific building
    - 3 - ****** will be used for MOA IRN as student was not continuously enrolled in the district

Running MAJOREMIS In Update Mode

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

Data Submission

Task 48 – Run CHECK_EMIS for Period S

Trad 1st	Trad 2nd	Trad Final		CS/Stem 1st	CS/Stem Final
✔	✔	✔		✔	✔

CHECK_EMIS is available on each reporting period menu. The version under each menu will check only those processes specific to that particular reporting period.

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

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

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

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

Task 49 - Period S Transfer

Trad 1st	Trad 2nd	Trad Final		CS/Stem 1st	CS/Stem Final
✔	✔	✔		✔	✔

Once you have completed the data updates, transfer your data to the Data Collector. Navigate to the Student Reporting Collection (S) menu and choose Select All Transfers. Individual file transfers for a specific record type may be performed as needed.

Traditional

StudentInformation > EMIS > Student Reporting Collection (S)

EMIS - Create Flat Files - Select Files

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

Request Type | **Program Selection**

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

Transfer Type:*

- ○ Flat file transfer
- ● Flat file transfer for Data Collector

[< Back] [**Submit**] [Cancel]

CS/STEM

StudentInformation > EMIS > Student Reporting Collection (S)

EMIS - Create Flat Files - Select Files

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

| Request Type | Program Selection |

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

Transfer Type:*

◯ Flat file transfer
⦿ Flat file transfer for Data Collector

[< Back] [Submit] [Cancel]

Task 50 – Run the Collection

Trad 1st	Trad 2nd	Trad Final		CS/Stem 1st	CS/Stem Final
✔	✔	✔		✔	✔

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.