Quality EMIS Data:
The Role of Office Staff

Why?

Much of the data you enter will end up being submitted to EMIS and will have a great impact for your district…

- Help determine state and federal funding
- Drive the school and district performance results on the Ohio School Report Cards
- Help determine the support and incentives the Department can provide to districts

Why

What?

Though different staff members may enter different pieces of data, a few of the data categories that are reported to EMIS include the following…

- Enrollment
- Attendance
- Discipline
- Staff/Course
- Calendar
- District
- Building
- Student

What

Office Staff…

…have the important job of entering a vast amount of a district's EMIS data. An increased focus on the completeness and accuracy of data entered will enhance the quality of your district's data.
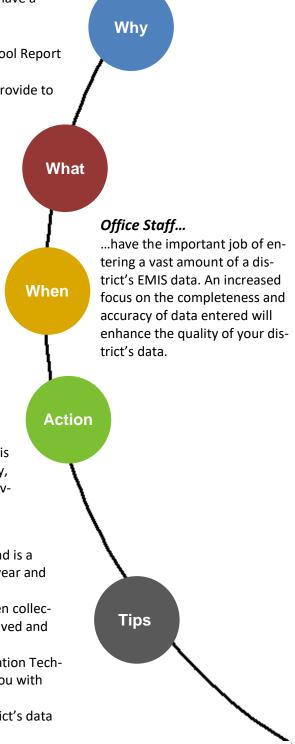
When?

Data collection and EMIS reporting is year-round. There is no EMIS holiday or summer vacation. There are many different collections by which your district reports data to the Department. There is always at least one collection open; often, there are several open at one time.

When

Take Action!

Work with your EMIS coordinator to be sure you are entering data in accordance with EMIS reporting requirements. Also review the sections of the EMIS Manual that cover the data you are entering for your district. This will help you be sure that you are entering data accurately and completely, which will lead to greater data quality and will ensure your district is receiving the funding and services it deserves.

Action

Tips.

1. *EMIS Takes Time.* Entering and reporting a district's data takes time and is a year-round process. Make sure you are entering data throughout the year and not saving it to enter all at once.
2. *Timelines.* Review the EMIS Data Collection Calendar so you know when collections that involve your data open and close. Make sure issues are resolved and data is entered prior to the close.
3. *Training.* Reach out to your EMIS coordinator or your district's Information Technology Center to see if there are trainings available that would assist you with your EMIS-related work.
4. *Regular Data Team Meetings.* Be sure you are a member of your district's data team and be sure to regularly attend team meetings.

Tips

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