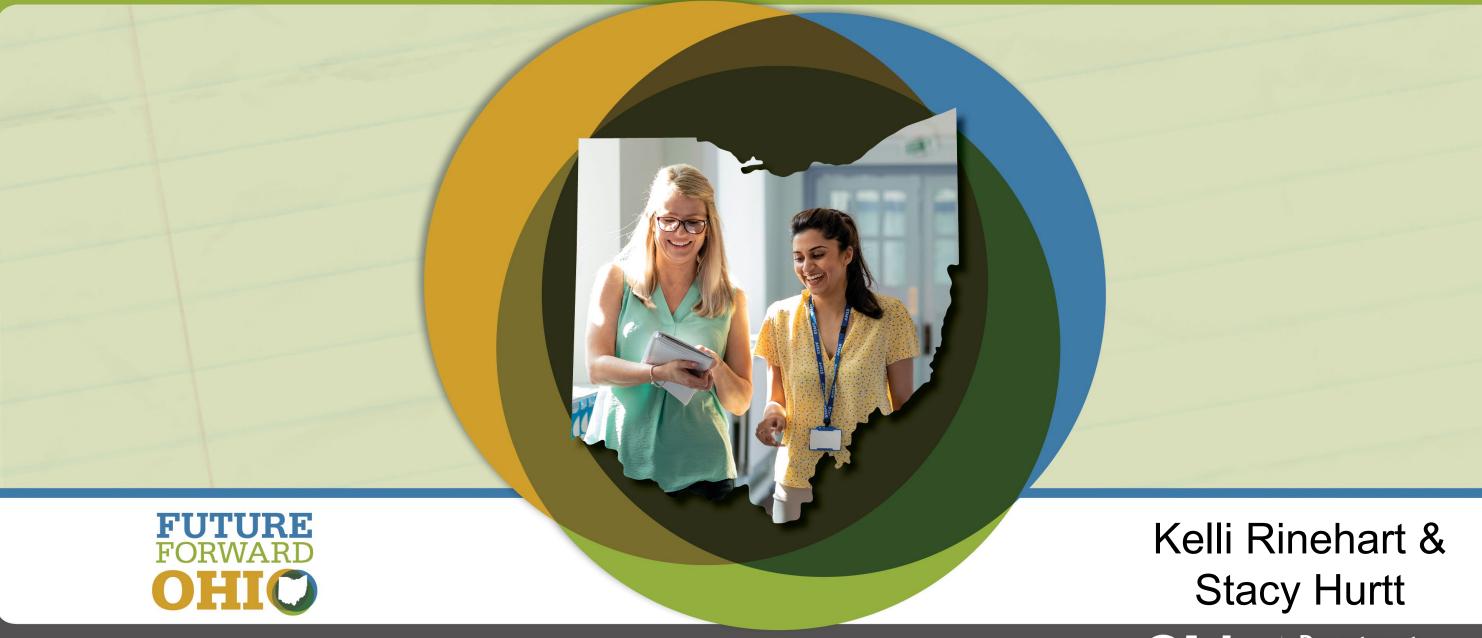# Please Note

This presentation is being provided for informational purposes only.

The information in this presentation may have changed since it was created.

This presentation is not meant to provide detailed reporting instructions and is not a replacement for the EMIS Manual, Report Explanations, or other documentation provided by ODE.

The Usual Reminders

- Manual sections posted after this training prevail in a conflict between this presentation and the manual

- Some questions may be deferred to helpdesk

- Hierarchy of support
  - EMIS Manual
  - EMIS Coordinator
  - ITC
  - Helpdesk

Topics

- Remaining FY23 Reporting
  - Student, 4
  - Exiting Student Follow-Up, 9
  - Staff and Course, 11
  - Calendar, 17
- Summer FY23 Data Appeals, Review and Verification, 20
- FY24 Retention/Promotion – Grade 3 Only, 24
- FY24 EMIS Changes, 28
- Resources, 37

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Remaining FY23 Reporting – Student

Withdrawing Seniors

- Effective End Date (FS090)
  - Regular grad = last day of school per calendar
  - Summer grad = after last day of current year, before first day of next year
- Withdrawal Reason (FS100)
  - District issuing diploma = 99
  - Shared students, sending district = 41
  - JVS = 99 or 41
  - Non-grad not returning = 7x

Majority of Attendance IRN (FN220)

- Building or district IRN when Full Academic Year (FAY) criteria met
  - FAY is Friday of first full week in October through March 31
- ****** when FAY not met
- Accountability IRN (FN140) will override MOA IRN when different
- Verify reporting with (WKCD-001) Where Kids Count
- Removal of preschool from WKC report (23-113)
  - No need to correct reporting

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Student Program (GQ) Record

- Extended school year services

- Apprenticeship

- Preschool Itinerant

- Graduation seals
  - Plans to earn
  - Earned

- Graduation and alternative competency pathways

- Interventions

- Extracurriculars and intracurriculars

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(ENRL-003) Student English Learner Status

- Traditional districts, JVSs, community schools and STEM schools receive new Level 2 report (23-120)

- Lists students
  - EL status (FD170) = L or S and student approaching or beyond time limits
  - EL status = N, but FY22 OELPA results reported
  - EL status ≠ N, but FY22 OELPA score proficient
  - EL status ≠ N, but no Student Home Language (GI570) reported
  - EL status updated to N, but no proficient FY22 OELPA score

- Report explanation available

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Remaining FY23 Reporting – Exiting Student Follow-Up

New Reports

- Grad Follow-Up Value (FLUP-004) Report
  - Available with FY23 Final Exiting Student (S) Follow-Up Collection, v3
  - Useful when student is included in multiple areas
  - Displays when values from another accountable district used
- SWD Follow-Up Value (FLUP-005) Report
  - Currently under development
  - Similar to FLUP-003 and FLUP-004
- EMIS Change (23-106)

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Remaining FY23 Reporting – Staff and Course

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Final Staff and Course (L) Collection Overview

- Report all staff employed for FY23
  - Current
  - Separated
  - Supplementals
- Split FTE requires salary to be split proportionally
- Correct errors carried over from Initial Staff and Course (L) Collection

Staff Separation

- Worked any this year
  - Position Separation Date (CK300) reflects last day worked
  - Position Separation Reason (CK230) new reason added and definition of option 7 updated (23-81)
  - Position Status (CK070) remains the same
    - Do not change to option U

- General Issues check 481 displays staff who worked days in current year and reported with Position Status option U

Staff Demographic (CI) Record

- Absence Days (CI150)

  – Total number of days absent, including long-term illness

  – All position codes except 800 – 899

- Absence Days/Long-term Illness (CI155)

  – At least 15 consecutive days absent

  – Staff member, spouse, child, or parent

- Attendance Days (CI140)

  – Total days in attendance

  – July 1, 2022 – June 30, 2023

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Student Course (GN) Record

Verify accuracy of earned credit reporting
- –High School Credit Earned (GN150)
- –Partial/Override Credit (GN152)

Credit Earned	High School Credit (CN200)	High School Credit Earned (GN150)	Partial/Override Credit (GN152)
Full	1.00	Y	0.00
Partial	1.00	P	credit amount earned
None	1.00	N	0.00
None offered	0.00	Y	0.00

Student Course Grade (L) Collection

- Sept. 15, 2022 – Sept. 13, 2023
- Student Course Grade (FR) Record
  - Grade (FR080): A-F, I-incomplete, P-pass, U-unknown, W-withdrew before earning credit
  - Term (FR070): YE-year end, S1-first semester, Q1-first quarter/9 weeks, X1-first 6 weeks, and others
  - Grade Status (FR090): F-final, I-interim, P-in progress
- Required by all EMIS reporting entities reporting Course Master (CN) and Student Course (GN) records

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Remaining FY23 Reporting – Calendar

Grade Schedule (DL) Record

- Verify all students are assigned to a valid calendar
    - District IRN (DL040)
    - Building IRN (DL050)
    - Grade (DL060)
    - Attendance Pattern (DL070)
- Confirm Hours Per Day (DL100) reporting

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Organization–General Information (DN) Record

- Verify reporting of all exceptions
  - Calamity days = C_DCMTYTKN
  - Blizzard Bag days = C_DBLIZZARD
  - Shortened days, weather = C_HSHRTWEA
  - Full unplanned days = C_DNOTPLAN
  - Shortened days = C_HSHRTNOP
- Verify supplemental hours reporting
  - Staff professional development = C_PRFLMEET
  - Parent-Teacher Conference meetings that occurred between first and last days of school = C_PTCONFRC

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Summer FY23 Data Appeals and Data Review and Verification

July Appeals

July 20 – 26

- Dropout Prevention & Recovery Assessment

- Fall 3rd Grade ELA & Reading

- Spring End of Course Assessment

- Spring State Assessment Grades 3-8

- Student: Only opportunity to correct district data impacting funding and accountability

August Appeals

- Aug. 7 – 18
  - Alternate Assessment
  - Ohio English Language Proficiency Assessment (OELPA)
  - Final Staff and Course
  - Final Calendar
  - CTE Assessment
- Aug. 10 – 18
  - Other Accountability Assessment

- Aug. 21 – 25
  - Summer 3rd Grade Reading
- Aug. 28 – Sept. 8
  - Early Learning Assessment
  - Child Outcome Summary Assessment

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FY23 Report Card Data Review

- Aug. 21 – Sept. 8

- Accessible through OH|ID portal

- One review for all report card-related data
  - Student
  - Calendar
  - Staff and Course
  - Assessment

https://education.ohio.gov/Topics/Data/EMIS/Reporting-Responsibilities/EMIS-Data-Review-Verification

FY24 Retention/Promotion – Grade 3 Only

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Overview

- Legislation *may* remove retention provision from Third Grade Reading Guarantee

- For now, retention/promotion reporting **required**

- No more COVID flexibility

- English Language Arts promotion score = 685
  - Reading sub-score = 47

- Grade 3 students enrolled through the end of the 2022-2023 school year will appear on Missing list until status reported

Retained/Promoted Status Options, 1

- * = only for students who met required promotion score on 3rd Grade English Language Arts assessment

- 1 – 4 = Retained for reasons other than Third Grade Reading Guarantee

- 5 = Demonstrated adequate performance on a TGRG Alternative Assessment, retained for other reasons

Retained/Promoted Status Options, 2

- A = Retained at end of previous school year due to TGRG, still retained

- D–G = Not retained, met one of the exemptions

- H = Retained end of previous year, not currently enrolled

- J –N = Not retained, met promotion score on a TGRG Alternative Assessment

FY24 EMIS Changes

Student

- 24-6: Updates the Foreign Exchange Student Graduation Plan (FD190) element name and options
- 24-32: Updates SSID guidance for students with multiple SSIDs
- 24-53: Adds DN attributes to collect district SIS
- 24-75: Adds program codes for non-public student competency

Preschool

- 24-11: Updates Jon Peterson Scholarship Program reporting guidance and validation for preschool students
- 24-12: Clarifies Majority of Attendance IRN (FN220) reporting for preschool students
- 24-63: Updates Percent of Time (FS120) and calendar reporting guidance for preschool and kindergarten students
- 24-81: Clarifies Preschool Poverty Level (FD120) reporting guidance

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24-18: New EMIS Manual Section 5.1.1

- 5.1.1 Reporting Calendars Overview
- Assist in the understanding of calendars and calendar reporting
  - What is a calendar?
  - Collection Requests: initial vs final
  - Calendar Reporting: district, building, grade-level, attendance pattern-level
  - FAQ

24-82: Updates Withdrawal Reporting

- Adds Updated Exit Status (FS380)
  - Updated reason for student's exit
  - Valid options the same as withdrawal reasons
  - Documentation requirements the same
- New information received regarding changes that occur *after* reported withdrawal date
  - Report via Updated Exit Status
  - Withdrawal date is not changed
- Does not require a new FS Record

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Staff and Course

- 24-4: Updates to CTE-related curriculum codes
- 24-20: Adds separation reason to EMIS Manual sections
  - 3.7 Staff Summer Employment Separation (CL) Record
  - 3.8 Staff Missing Override (CP) Record
- 24-31: Clarifies staff override reporting
- 24-40: Encourages Student Course Grade reporting for non-credit courses
  - Enhance Early Warning System

24-17: Chapter 3 Review and Revision

- Restructured, clarified, removed duplicative information

- Deleted grade levels assigned, high and low

- Removed/updated situations in Section 3.2 Reporting Contracted Staff

- Many clarifications based on frequently asked questions

  - Absence days

  - Experience years

  - Staff in multiple buildings

  - Staff overrides

  - Staff separations

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Assessments

- 24-5: Adds Type of Accommodation (FA225) options
- 24-8: Clarifies Score Not Reported (FA235) option L
- 24-13: Adds dyslexia screener reporting
- 24-14: Adds Alt OELPA to reporting
- 24-64: Updates KRA test dates
- 24-67: Changes reading diagnostic reporting
- 24-79: Clarifies assessment test window DN attribute reporting

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Resources

Training Evaluation

Your evaluations of our trainings are now being collected via an online form. This will give us access to better, more immediate feedback and statistics about these trainings, which will allow us to be even more responsive to your input. This will also be easier for you as you will no longer have to email anything to us.

After completing the evaluation and clicking submit, you will see a message thanking you for your feedback and acknowledging your attendance at a training. If this is information you need, be sure to capture or print the page and retain it for your records. Once the evaluation period for the session ends (2 weeks after the final session), you will no longer be able to submit a response or receive an attendance acknowledgement. *Note that this is the only way to receive this acknowledgement. We will no longer be emailing this information to participants.*

http://education.ohio.gov/Topics/Data/EMIS/Resources-for-EMIS-Professionals/Training-Evaluation

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EMIS Training Webpage

- A recorded version of this presentation will be posted

- The Q and A will be posted

- The next EMIS General Training is Sept. 25 – 29, 2023

  - Prior registration is not required

  - A link to join the training—along with the presentation handout—will be available on the EMIS Training webpage

  http://education.ohio.gov/Topics/Data/EMIS/Resources-for-EMIS-Professionals/EMIS-Training

EMIS Manual, 1

- 2.4 Student Standing (FS) Record
- 2.5 Student Attributes – Effective Date (FD) Record
- 2.6 Student Attributes – No Date (FN) Record
- 2.8 Student Assessment (FA) Record
- 2.9 Student Program (GQ) Record
- 2.23 Exiting Student Follow-Up (FW) Record

EMIS Manual, 2

- 3.3 Staff Demographic (CI) Record
- 3.4 Staff Employment (CK) Record
- 4.2 Course Master (CN) Record
- 4.4 Student Course (GN) Record
- 4.8 Student Course Grade (FR) Record
- 5.2 Grade Schedule (DL) Record
- 5.3 Organization – General Information (DN) Record

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Report Explanations

- (ENROLL-003) Student English Learner Status

- (FLUP-004) Grad Follow-Up Value

- (WKCD-001) Where Kids Count

(GNIS-xxx) General Issues

- Level 2 reports generated by business offices on student, staff/course, assessment, and financial data

- Announced via Release Notes
  - http://education.ohio.gov/Topics/Data/EMIS/Technical-Documentation/EMIS-Release-Notes

- For assistance, contact data manager on report and in report explanation

- Do *not* include student identifiable information in communications

Other

- EMIS Changes
  - http://education.ohio.gov/Topics/Data/EMIS/EMIS-Documentation/EMIS-Changes-1

- ODDEX Help
  - https://wiki.ssdt-ohio.org/pages/viewpage.action?pageId=21135503
-

Office of Data Quality

- EMIS Data Appeals
  - http://education.ohio.gov/Topics/Data/EMIS/Reporting-Responsibilities/Data-Appeals

- EMIS Data Review & Verification
  - http://education.ohio.gov/Topics/Data/EMIS/Reporting-Responsibilities/EMIS-Data-Review-Verification

- Contact information
  - dataquality@education.ohio.gov
  - (614) 466-7144

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OH|ID Portal

- Help
  - http://education.ohio.gov/Topics/Department-of-Education-OH-ID-Portal-Help

- FAQ
  - http://education.ohio.gov/Topics/Department-of-Education-OH-ID-Portal-Help/Department-of-Education-OH-ID-Portal-Help-Frequent
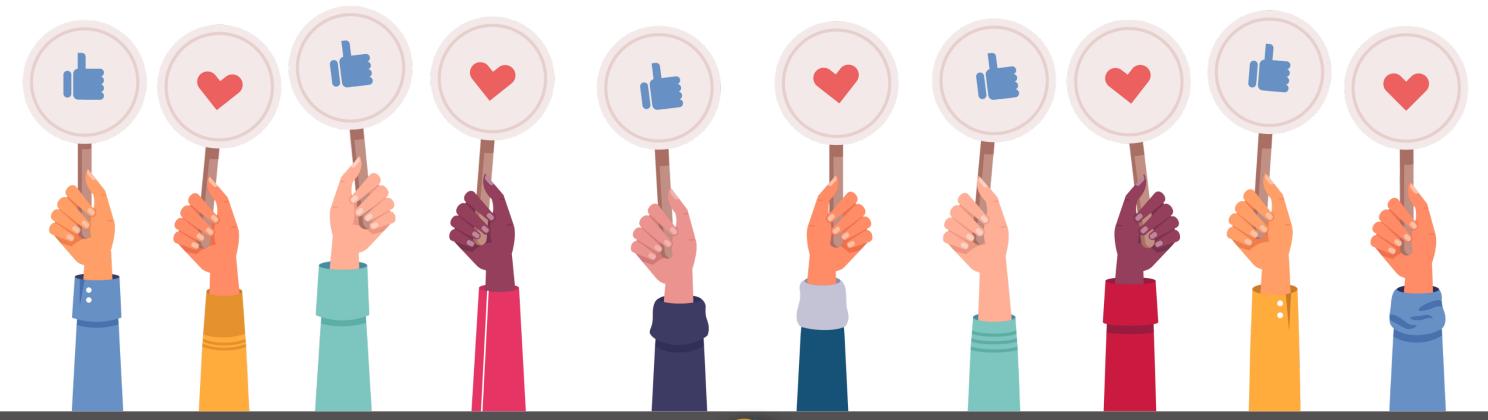
- Contact
  - Profile.Help@education.ohio.gov

@EMISOhio

education.ohio.gov/Topics/Data/EMIS

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