


# EMIS

The EMIS Review Report enables you to view and print the EMIS Data Collection Form for one or more students once the associated task is completed. You can run the EMIS Review Report from the EMIS Tools screen by clicking the EMIS  button on the Web site banner.



*Note: Users with the appropriate security privileges can also access the following EMIS Tools: Build EMIS Extract, Process EMIS Extract and View EMIS Transmission Log. For more information about the EMIS Tools, see the Special Services Administrator Guide.*

**ProgressBook Special Services 9.1.4**  
 Welcome, Teacher3 Logout

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**Select EMIS Report Criteria:**

Select Class: Algebra 2: 01  
 Display Type: EMIS Code  
 Sort by: Student Name  
 Start Date: 06/01/2009 End Date: 05/31/2010


**Select EMIS Report Fields to view:**

<input type="checkbox"/> StudentName	<input type="checkbox"/> Grade Level Writing	<input type="checkbox"/> CNST Outcome ID:
<input type="checkbox"/> DistResidenceIRN	<input type="checkbox"/> WritingAssessment	<input type="checkbox"/> IETRDate
<input type="checkbox"/> DistServiceIRN	<input type="checkbox"/> WritingAccomm	<input type="checkbox"/> IETR Outcome ID:
<input type="checkbox"/> BldgAttendanceIRN	<input type="checkbox"/> WritingReq4Grad	<input type="checkbox"/> IETR Non-compliance ID:
<input type="checkbox"/> GradeLevel	<input type="checkbox"/> stMath	<input type="checkbox"/> IIEPDate
<input type="checkbox"/> BirthDate	<input type="checkbox"/> dtMath	<input type="checkbox"/> IIEP Outcome ID:
<input type="checkbox"/> IEPCreateDate	<input type="checkbox"/> Grade Level Math	<input type="checkbox"/> IIEP Start Date
<input type="checkbox"/> IEPEndDate	<input type="checkbox"/> MathAssessment	<input type="checkbox"/> IIEP End Date
<input type="checkbox"/> DisabilityCode	<input type="checkbox"/> MathAccomm	<input type="checkbox"/> IIEP Non-compliance ID:
<input type="checkbox"/> DisabilityStartDate	<input type="checkbox"/> MathReq4Grad	<input type="checkbox"/> RETRDate
<input type="checkbox"/> SecondaryPlanning	<input type="checkbox"/> stScience	<input type="checkbox"/> RETR Outcome ID:
<input type="checkbox"/> ServiceCodes	<input type="checkbox"/> dtScience	<input type="checkbox"/> RETR Non-compliance ID:
<input type="checkbox"/> Service Start Date	<input type="checkbox"/> Grade Level Science	<input type="checkbox"/> RIEPDate
<input type="checkbox"/> Service End Date	<input type="checkbox"/> ScienceAssessment	<input type="checkbox"/> RIEP Outcome ID:
<input type="checkbox"/> IEPTestType	<input type="checkbox"/> ScienceAccomm	<input type="checkbox"/> RIEP Start Date
<input type="checkbox"/> SpecialEdDeptAppr	<input type="checkbox"/> ScienceReq4Grad	<input type="checkbox"/> RIEP End Date
<input type="checkbox"/> TestingCoordAppr	<input type="checkbox"/> stCitizenship	<input type="checkbox"/> RIEP Non-compliance ID:
<input type="checkbox"/> stReading	<input type="checkbox"/> dtCitizenship	<input type="checkbox"/> TETRDate
<input type="checkbox"/> dtReading	<input type="checkbox"/> Grade Level Citizenship	<input type="checkbox"/> TETR Outcome ID:
<input type="checkbox"/> Grade Level Reading	<input type="checkbox"/> CitizenshipAssessment	<input type="checkbox"/> TETR Start Date
<input type="checkbox"/> ReadingAssessment	<input type="checkbox"/> CitizenshipAccomm	<input type="checkbox"/> TETR End Date
<input type="checkbox"/> ReadingAccomm	<input type="checkbox"/> CitizenshipReq4Grad	<input type="checkbox"/> TIEPDate
<input type="checkbox"/> ReadingReq4Grad	<input type="checkbox"/> PSTCDate	<input type="checkbox"/> TIEP Outcome ID:
<input type="checkbox"/> stWriting	<input type="checkbox"/> RFRLDate	<input type="checkbox"/> TIEP Start Date
<input type="checkbox"/> dtWriting	<input type="checkbox"/> CNSTDate	<input type="checkbox"/> TIEP End Date

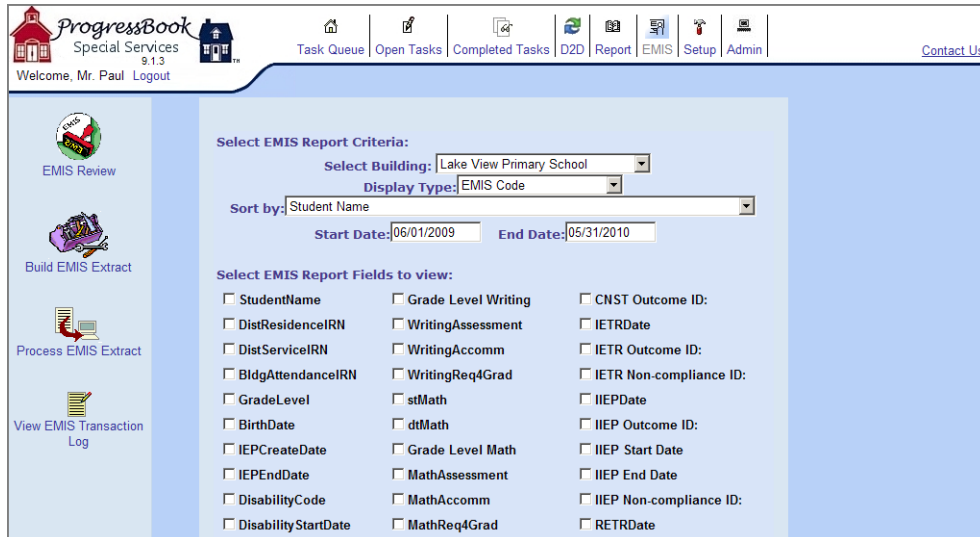
Select All | Deselect All | View Report

## View the EMIS Data Collection Form for Completed Tasks

The EMIS Review report lists all of the students whose information is available for reporting to EMIS within a specified date range and enables you to access the EMIS Data Collection Form after the task has been completed. You can select the information you want to display about the student on the report.

1. Click **EMIS**  on the Web site banner.

The EMIS Tools screen displays with the options for the EMIS Review Report.



2. In the Select EMIS Report Criteria section of the EMIS Selection Form, select the **building** or **class** for which you want to run the EMIS Review report.



*Note: Depending on your level of access, either the Building or Class list displays on the EMIS Selection Form screen.*

3. Select the **field** by which you want the system to sort the information on the report in the Sort by list.
4. Enter the **date range** for which you want to run the report in the Start Date and End Date fields. The students whose task has an event date that falls within the specified range displays on the report.
5. In the Select EMIS Report Fields to view section, select the **check box** next to the fields you want to display on the EMIS Review report.



*Note: To quickly display the report, it is recommended to select Student Name, IEP Create Date and IEP End Date.*

6. Click **View Report**.

The EMIS Review report displays all of the students whose information falls within the selected criteria.

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Welcome, Mr. Paul Logout

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View Selected

<input type="checkbox"/>	Edit	StudentName	EMIS_ID	IEPCreateDate	IEPEndDate	FinalizedFormGroupID
<input type="checkbox"/>		Dorsey, Amy	999001144	Aug 1 2009	Aug 1 2010	278
<input type="checkbox"/>		Dorsey, Amy	999001144	Aug 1 2009	Aug 1 2010	279
<input type="checkbox"/>		Dorsey, Amy	999001144	Aug 1 2009	Aug 1 2010	280
<input type="checkbox"/>		Jotjos, Andrew	999000721	Aug 1 2009	Aug 1 2010	271

View Selected

- Select the **check box** next the name of each student whose EMIS Data Collection Form you want to view, and then click **View Selected**.

The EMIS Data Collection Form for the student you selected displays in a new window. If you selected multiple students, all of the forms are merged into a single file.

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Close

EMIS 2009-2010 Data Collection Form for Students with Disabilities PB Training School District  
Emma Moleski

**CHILD'S INFORMATION**

NAME: [Emma Moleski](#) DISTRICT OF RESIDENCE: \_\_\_\_\_  
 ID NUMBER: [999961391](#) GRADE: [09](#) / [09](#) DISTRICT OF SERVICE: \_\_\_\_\_  
 DATE OF BIRTH: [09/27/1992](#) GENDER: [F](#) DISABILITY CATEGORY: [Not Applicable](#)  
 BUILDING OF ATTENDANCE: [Lake View High School](#) DISABILITY START DATE (if changed): [07/13/2009](#)

**SPECIAL EDUCATION EVENTS**

CODE	EVENT DATE	OUTCOME ID	START DATE	END DATE	NON-COMPLIANCE ID
PSTC		---	---	---	---
RFRL		---	---	---	---
CNST		---	---	---	---
IETR		---	---	---	---
IIEP	<a href="#">07/13/2009</a>	<a href="#">Special education outside regular classes</a>	<a href="#">07/13/2009</a>	<a href="#">07/13/2010</a>	<a href="#">Not Out of Compliance</a>
RETR		---	---	---	---
RIEP		---	---	---	---
TETR		---	---	---	---
TIEP		---	---	---	---
FIEP		---	---	---	---

**SECONDARY PLANNING ELEMENT** (Transition Plan reported for students 16 years or older by June 1, 2009): [Not Applicable](#)

- To print, click on the toolbar.
- Click **Close** to return to the EMIS Review report.