



## A CHECKLIST FOR OCTOBER EMIS PROCESSING

Sep-2007

### **Preliminary Steps which you should be doing now.**

#### **EMIS Demographic Information**

- Make sure you have processed these types of student withdrawals:
  - NO-SHOWS - (students who were enrolled but have NEVER ATTENDED YOUR DISTRICT) For students who enrolled after June 30th, but do not show up and never attend, withdraw them with a "D" SIS status. Mark them as not reportable to EMIS.
  - PRIOR-YEAR withdrawals (students who were previously enrolled and ATTENDED BUT WITHDREW ON OR BEFORE THE LAST DAY OF THE OLD SCHOOL YEAR) These students should have their withdrawal date and code reported in the June database. Since their records are no longer needed, make sure they are showing in SIS with a "D" status and withdrawal information and mark them as not reportable to EMIS. HOWEVER, if you did *not* report the withdrawal in the June database, you'll have to report it in LIVE EMIS since June data is now closed. Withdraw the student with the proper date and code and leave checked as reportable to EMIS.
  - SUMMER withdrawals (students who were previously enrolled and ATTENDED BUT WITHDREW AFTER THE LAST DAY OF THE OLD SCHOOL YEAR BUT BEFORE THE FIRST DAY OF THE NEW SCHOOL YEAR) These students need to have their summer withdrawal information reported in the October database. Make sure they are marked as EMIS reportable.

**Summer Graduates** need to be reported in October. Withdraw them, using a summer withdrawal date and w/d code of '99' (if they graduated from your district). Enter their summer graduation date. Update the Diploma Type on EMIS Tab 2. Then you may give the student a SIS status of "D"

99 = Completed graduation requirements- student completed course requirements and passed the appropriate statewide assessments required for graduation.

Note: If a resident graduates from another district, withdrawal code "41", not "99", is to be used.

**Reminder to JVS schools:** The JVS do not report a graduation date or diploma type in EMIS. You should still report the withdrawal using code "99".

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**If the student was supposed to graduate last school year, but didn't only** because of not having passed testing requirements, AND the student still did not graduate over the summer, then follow the appropriate step below:

1. If the student enrolls in courses in the fall, report the student with Grade Level 13. Do not withdraw. Report test results on the test records reported at Yearend, if the student does not withdraw prior to funding count week.
2. If the student drops out in the fall, report the student with Grade Level 13. Report a withdrawal date and withdrawal reason of '75'.

75 = Student completed course requirements but did NOT pass the appropriate statewide assessments required for graduation.

**Previous withdrawals, including expelled students, returning to the district** - If a student was reported in June as withdrawn but has now returned to the district, you will need to re-admit the student, leaving the previous withdrawal date and code alone. The student will then be counted as a returning withdrawal.

**Withdraw reason codes have changed from time to time. Be sure to use a current code.**

FY08	Definitions
36	PS student has withdrawn from the preschool program (for any reason)
37	Withdrew from Kindergarten – KG student has withdrawn because it has been deemed to be in the best interest of the student if he/she waits one more year until starting his/her KG experience; may only be used by students with a grade level of KG.
40	Transferred to another School District Outside of Ohio
41	Transferred to another Ohio School District-local, ex village, city
42	Transferred to a private school
43	Transferred to home schooling
45	Transferred by Court Order/Adjudication (If Court has designated a public district other than yours as district responsible for paying for the education) ( <i>Don't</i> withdraw DYS students!)
46	Transferred out of the U.S.
47	Withdrew pursuant to Yoder vs. Wisconsin
48	Expelled

## Checklist for October EMIS Processing

51	Verified Medical Reasons (doctor's authorization on file)
52	Death
71	Withdrew due to truancy/nonattendance
72	Pursued employment/work permit
73	Over 18 years of age
74	Moved; not known to be continuing
75	Student completed course requirements but did NOT pass the appropriate statewide assessments required for graduation
99	Completed H.S. graduation requirements- student completed course requirements and passed the appropriate statewide assessments required for graduation.

**Reminder 1: Withdrawal for GED or Adult Based Education are both considered dropout reasons and fall under code 72 (or possibly 73).**

**Reminder 2:** Any students who have been attending the home district and then leave to go to a Community school are to be withdrawn with code 41. Any students moving into a home district, but attending a Community school are not to be reported by the home school. The Community school reports the student.

### **EXPULSIONS:**

**Reminder:** Expelled students are withdrawn unless they are receiving instructional services. When a student is expelled, the student is withdrawn from the school district on the date of expulsion and re-enrolled when the expulsion period has ended and the student returns to the district. The admission date would then be updated.

The EXCEPTION is students receiving instructional services from the school district while expelled (if the school district has adopted a policy as stated in paragraph G)(1)(g) of Rule 3301-51-13 of the Ohio Administrative Code). **These students are not withdrawn and are counted as in attendance.** You will still need to report a detailed discipline record - just don't withdraw the student from the district. (The district must have adopted a policy per the guidelines stated in the Ohio Administrative Code for instructional services).

An expulsion does not count as a dropout. However, if the student does not return, the updated withdrawal code must be reported. Re-admit the student with a summer re-admission date and then withdraw the student a day later using the withdrawal code that shows why the student isn't returning. \*We cannot find anything in the current manual about this, so we need to check on.

### **\_\_\_\_\_ Enter New student data on STUD and verify with a R101.**

When entering a new student, make sure to use the proper coding combinations for the STUD status and ATT fields. This includes students who are residents of your district but who do not attend your district (ex: tuition students, students attending a county unit, MR/DD or State school, and open enrollment students who are attending another district). If you're unsure what

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Status codes to use, refer to the latest Status/ATT code listing which can be found on the NEOnet Homepage:

[http://www.neonetda.org/services/emis/emis\\_doc/Status\\_ATT\\_code\\_standardization\\_tables.pdf](http://www.neonetda.org/services/emis/emis_doc/Status_ATT_code_standardization_tables.pdf)

### SPECIAL CODING SITUATIONS

**NEW FOR FY08!:** ODE has added a new EMIS Student Status of “Z” for students in the **Autism Scholarship Program**.

Check coding and report student records on **non-Preschool ESC students who attend an ESC (contracted situation.)** The district is required to report all student records for non-preschool ESC students if there is a contract between the ESC and the district. This includes classes, Student Subject records, Program records, Discipline records, etc. For October and June report the combined attendance from the resident district and ESC on non-PS students. See sections in this handout regarding coding, courses, etc.

The percent of time should include the percent spent in instruction at the ESC. These students *could* be coded as a regular resident attending, but most districts will want to use a specific code so that the students can be identified easily, especially since the district will not point to the ESC. Use the following option:

#### **Resident, non-PS, attends ESC full time**

If a non-PS student is attending both an ESC and another district, then the home school would code the student as a resident part-time attending the home district and part time attending the other entity. For example if a student is attending the ESC and a contract vocational school, the resident district would use “Attends another district as a contract vocational student part-time” and show the percent of time for the ESC. There would be nothing in this case to show the student is part-time ESC (except for courses and program codes), but currently we can't point to both entities anyway.

The coding for preschool students attending an ESC unit will remain the same as it has been. You will still point to the ESC on preschool students.

#### **Resident, attends County unit full-time (PRESCHOOL ESC students only!)**

Preschool Students ages 0-2: There is a grade level of "IN" for "Infant/Toddler (Ages 0-2). Districts are required to report preschool students ages 0-2 that are served in PS programs funded by Title I. (Districts are *not* required to report other PS students ages 0-2.)

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       **Update the Percent of time** This should show the percent of time that the student is instructed by *your* district's employees (except in the case of non-preschool ESC students).

- Preschool (taught by your teachers) - Indicate % of a week that a child attends school:

50% - Less than 19 hours per week

100% - 20+ hours per week

- Non-preschool ESC students:

Resident districts include time spent in instruction with ESC employees for non-preschool children when there is a contract agreement between the two entities.

- Postsecondary % of time and attendance rules for October (see pages 60-62 in Chapter 2):

Resident districts do not include time spent in classes taught by employees of postsecondary institutions unless the student also attends a JVS or contract vocational school. The resident district must report attendance for the postsecondary students in this situation.

From Roger Holbrook: For October and February, the attendance reported is tied to the percent of time that is reported for the student. If the student is PSEO 100% then the district would be reporting zero percent of time so they would also report zero attendance. If the student is part time PSEO the district would report attendance based upon the percent of time that they are educating the student. Remember that when a student is going to a JVS and also going PSEO the district is to include the percent of time that the student is in PSEO in the percent of time the district reports for the student.

□ **Update all students with the proper calendar code.** If a student attends all day every day he/she should be on calendar 1. The default calendar is calendar 1. Make sure all half day students, such as half-day KG students, are on a half day calendar. Students who attend one district for vocational courses in the morning and then attend a different district in the afternoon also need to be on a half day calendar. General rule:

- If 50% or less – ½ day calendar
- If over 50% - full day calendar

□ The **Statewide Student Identification Number (SSID)** is *mandatory in order for students to be counted.* Districts should complete the mandatory fields, most of which are found on the **SSID screen** so that the SSID can be assigned. Required data is sent electronically by the ITC to IBM, a third party vendor who will assign the SSID. SSID's assigned through the extraction will be loaded electronically into the SSID screen. However, on students who have been in an Ohio public school before, we strongly encourage you to obtain the SSID from the previous district or the IBM website. Enter the SSID into the SSID screen. Be careful that you are entering the correct letters/numbers of the SSID.

## Checklist for October EMIS Processing

The SSID's will be moved into the Alpha EMIS when you process UNCLEMIS.

If a student has more than one legal middle name, enter all middle names on the middle name line. If a student has no legal middle name, then put in an "\*". Leaving the field blank will keep the student from being picked up in the SSID extraction.

The Name Suffix is optional and can be used for students with a suffix to the last name, such as JR, SR, I, II, III, etc.

The Birth City is required. Enter the city from the birth certificate. If the city is not listed, but a county or state is, enter the county or state. For the Birth City, only enter the city name itself; do not include the state name with it. For example, Lima should simply be listed as LIMA (\_not\_ LIMA, OH).

Mother's maiden name is optional, but you may wish to go ahead and enter this if you have it since it can be used as a matching criteria in case of a possible match.

The Native Language field is required.

An SSID Admission Reason is required in order to obtain an SSID. **NEW for FY08!:** The SSID Admission Reason is now a required field for EMIS reporting in general. Even if you have a SSID, you must enter an Admission Reason. For SIS users this will be pulled from the SSID screen in POISE with UNCLEMIS.

- 1 - Student transferred from Home School in Ohio
- 2 - Student transferred from out of state/out of country
- 3 - Student transferred from a nonpublic school in Ohio
- 4 - Student enrolling for first time in Ohio public school/community school because of age (PS/KG)
- 5 - Not enrolled in an Ohio public district or community school since 2003 for a reason other than listed above.
- 6 - Transferred from another Ohio public district/community school
- 7 - Not newly enrolled in this school district

Once UNCLEMIS has been processed the EMIS Coordinators may use the EMSSID report in Alpha EMIS to get a listing of students who are missing the SSID. Use the report to see if students are missing mandatory information that is keeping the student from being picked up in the SSID sweep.

## Checklist for October EMIS Processing

### \_\_\_\_ **UPDATE OTHER EMIS STUDENT DEMOGRAPHY/ATTENDANCE FIELDS**

Make sure the following fields are correct on the EMIS Tabs found on the Student Profile record.

- **Disability Code** Make sure that all students who are on an IEP have the proper disability condition coded.
- **Special Education Exit Date** This field only applies to students who were re-evaluated and found to no longer be handicapped, yet they are still enrolled.
- **District of Residence IRN** (If other than your district)
- **Attending/Home IRN** (update only for residents attending elsewhere or non-residents attending)
- **Student Status and Attending/Home IRN indicator** (Manually update on 3 district situations)
- **Section 504 Plan.** You will need to update this field by checking the box for any students on a 504 Plan.
- **State Equivalent Grade Level.** This field can be used by districts for UG (ungraded) students to indicate the grade level in which the student will be included for state accountability purposes. If the Grade Level for a student is UG, and the State Equivalent Grade Level is not completed, ODE will calculate this element based on the age of the student.

**New for FY08!:** The **Prior Disability Condition** will no longer be reported in EMIS.

- **Disadvantage** A Waiver of Confidentiality is not needed in order to count students on Free and Reduced Lunch towards Disadvantage.
- **Homeless Status** - Reported in October and June. Homeless Status is reported only once, even if there have been multiple instances. The reporting period for Homeless runs from July 1 through June 30.
- **Homeless Unaccompanied Youth.** "Indicates a homeless student not in the physical custody of a parent or guardian. This includes (but is not limited to) youth living in runaway shelters, abandoned buildings, cars, the streets, or other inadequate housing; youth denied housing by their families (sometimes referred to as "throwaways"); and school-age unwed mothers who live in homes for unwed mothers and have no other housing available."
- **Migrant Status**
- **Retained Status** - The field is currently defaulted to "\*". Update this field for students who were retained in June. 1= Previously retained at end of school year, and still retained; 2= Previously retained at end of school year, but advanced because of successful completion of summer school. 3 = Student was retained at the end of the previous school year, but advanced at parent request. 4 = Student was retained at the end of the previous school year, but advanced for a reason other than completion of summer school or parents' request.

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- **Diploma Date and Diploma Type** - Update for students who graduated due to summer school.
- **Fiscal Year student began 9th grade**. This is reported for 9th – 12<sup>th</sup> graders. Also update for students in grade 13 and UG, if applicable.
- **Limited English Proficiency** . Valid options are:
  - N No, the student is not Limited English Proficient
  - Y Yes. Limited English Proficient student who has been enrolled in U.S. schools for more than 180 school days OR Previously exempted from taking the spring administration of either of the State’s English language arts assessments (reading or writing.)
  - L LEP – Enrolled in U.S. Schools for the First Time
  - M LEP Trial Mainstream
- **OGT Graduation Alternative** A student may meet the passing standard for one graduation test provided he/she has met all identified alternative requirements. This alternative can only be used for one of the five OG tests. The field will be defaulted to “0”, with the only other option being a ‘1’. It can only be used for students in grades 12 or 13. **ADJUSTMENT FOR FY08:** Include summer graduates who have used the OGT Graduation Alternative option to meet part of the testing requirements for graduation.
- **PS Poverty Level**
- **Attendance Pattern** Report the option that best describes the attendance pattern for each PS or KG student receiving instructional services in the reporting district.

       **Student Special Education Record** This record is to be reported for students with a disability and for students suspected to have a disability. All EMIS reporting entities except JVS’s must report the record if the entity is providing education or services to the disabled student. There are two exceptions to this rule:

- If a student attends a district as a contract vocational school, the contract vocational school does not submit the Special Ed event record
- If a student attends a DYS, the DYS reports the Special Ed event record. The resident district does not.

The record reports all event dates related to determination of a student’s disability and his/her planned service. The date, the type of event, the outcome and the non-compliance reason are to be reported.

**NEW For FY08!** In October, all events occurring from 6-1-07 through **December 1st** must be reported. ODE will allow Special Ed records from prior school years to be reported for newly enrolled students. If you have Preschool students who were evaluated but found ineligible for special ed services, the resident district is to enroll these students using the date of the Evaluation

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Team Report (ETR) for both the Admission and Withdrawal date. This student should be reported with a zero FTE. A new EMIS situation is being added to accommodate students in this situation.

Preschool Transition Conference (PSTC) is to be reported for all PS students who are, or will be age 3, have received "Part C" services, and who are suspected of having a disability. This needs to be reported even if the ETR determines that the pre-school student needs no further services. If it is determined at the PSTC that the student is not suspected of having a disability, then the student is counted in the new elements on the District record and a special ed record is not required.

### Update the District and Building Records on the Alpha (usually by EMIS Coordinator)

It is very important that at least one person in your district makes sure that the Building and District Records, found on the EMSGCN menu, are up-to-date for the FY08 school year.

### Update EMSMDF - Building Fall Information

Be sure to update each building in your district and to complete each screen for each building. Use F10 to scroll through the buildings, but use your Next Screen Key (Page Down) to go through each screen for the building you have pulled up.

**NEW FOR FY08!:** The Violent Criminal Offense field is being removed.

### Update EMSGEN – District General Information – October

**NEW FOR FY08!:** Some fields that were needed for FY07 reporting only are being removed for FY08. These fields include

- Prior year nonpublic students evaluated for special education – ineligible
- Prior Year preschool transition conferences held by 3<sup>rd</sup> birthday – no disability suspected
- Prior Year preschool transition conferences held after 3<sup>rd</sup> birthday – no disability suspected
- Preschool transition conferences held by 3<sup>rd</sup> birthday – no disability suspected
- Preschool transition conferences held after 3<sup>rd</sup> birthday – no disability suspected
- Nonpublic students evaluated for special education, ineligible

## EMIS DISTRICT GENERAL FALL INFORMATION

District IRN 049999 ABC Local SD

Fiscal Year 2008

Participation Eligibility 0.00

<----- **MAKE SURE THIS IS CHANGED TO 2008!!!!**

## Checklist for October EMIS Processing

KG Entrance Birthdate

# of eligible non-public students w/disabilities who are not being served

**Clarification for FY08: If a district does not report a value for the Participation Eligibility field, a student will be counted as eligible for extra-curricular activities if the student's percent of time is greater than zero.** For those districts that have an adopted policy indicating the amount of time a student must be attending the district in order to participate in extra curricular activities in the district, this element can be used to enter the FTE equivalent necessary for participation.

Example: District policy indicates the student must be receiving services for 0.25 of FTE in order to participate. Then enter 0.25 in this field. This element will then be used to calculate eligibility criteria.

“Total number of Home schooled Students”. Districts will use this field to report the total number of resident students receiving home schooling based on the receipt by the district of a Home Education Notification Form.

### COURSES AND CLASS LISTS

**All courses K-12 must be broken out into courses by subject.**

Each of the courses that have been broken out, except for the home room, needs to be reported in EMIS.

Students receiving Preschool itinerant services should not have course records and subject records reported for these itinerant services. There is an itinerant program code instead. Gifted courses taught by the Gifted Intervention Specialist (GIS) who is considered the "teacher of record" should continue to be reported but Supplemental Gifted services/programs provided by the GIS or other staff members are not considered courses. Therefore, they will not have Student Subject records. Instead they will need program codes.

**Important Reminder:** If the ESC is a contracted agency, the home district needs to report the courses and the class lists. Set up the ESC instructor as you do other teachers using their actual SSN. Normally your Security Administrator is the one to do this through Security – Staff. (The ESC will report the staff demo/employment records.) Be sure to mark these ESC courses as EMIS Reportable when you set them up on the Course Screen. Make sure to use the correct Course Type, such as D01 if it is special ed instruction, the ESC's IRN for the Program Provider IRN, and the proper building IRN for the Location IRN.

**Home Instruction:** School-age students with disabilities receiving Home Instruction are to have one course record per course, reported with the local classroom code of the teacher. This teacher should be reported with a course type of “D02” and the appropriate subject code in the Course Type and Subject Code Elements on his/her Course Master Record.

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Be sure to enter all **postsecondary** courses that your students are taking. Enter the class lists as well. A “postsecondary” teacher should be set up in your district with a ssn of all 9’s.

For EMIS reporting, it’s important that the **Hours of Instruction** is correct. If the Hours of Instruction has changed on any courses, update the field on the CRSE screen.

### **Define P414, version 98, if the courses are for High School credit.**

The ‘High School Credit’ field on the Staff Master Record in EMIS is required to be used for courses offered at the High School and Middle School level that are for High School credit. By setting these courses up on the P414, version 98, in the High/Middle Schools, CTRMEMIS will be able to complete the field in EMIS for you.

**New for FY08!** More Subject Codes were added, deleted or modified this year. Make sure that you are using the proper subject codes from Appendix C of the FY08 EMIS Guide.

You can run the program **INVSUBJ**, from the menu prompt, to check for invalid subject codes.

### **COURSE TYPES**

Preschool Courses:

- D08 - Center-based for Preschoolers with a disability
- P08 - Center-based for PS students without disabilities

Regular Courses:

- R00 - Regular Instruction

Students with Disabilities Courses:

- D00 - Interactive Distance Learning - Special Ed. Instruction
- D01 - Special Education (not to be used for PS Spec. Ed.)
- D02 - Home Instruction (Special Ed.)

Gifted Courses:

- G00 - Interactive Distance Learning - Gifted
- G03 - Gifted Ed. delivered in a self-contained classroom of gifted students
- G04 - Gifted Ed. in the Arts delivered by a trained arts instructor

Career-technical and Adult Ed. courses:

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- VT1 - Tech Prep **ADJUSTMENT FOR FY08** – This course type should not be used for 9<sup>th</sup> and 10<sup>th</sup> grade sections of a pathway leading to a Tech Prep program, except for subject code 171815. See manual for additional details.
- VV1- Anchor
- VV2 - Anchor, Cooperative
- VV3 - Career-Technical, other
- VA1 - Applied Academic
- V91 - Career-Technical Contract Program
- V99 - Can't be described with one of the above; must be approved
- V00 - Interactive Distance Learning designed specifically to serve CTAE students

(To see the valid course types for all CTAE courses, please review the Secondary WFD Program Matrix on CTAE's website.)

Educational Options courses:

- X01 - Correspondence Courses/On-line Learning
- X02 - Educational Travel
- X03 - Independent Study
- X04 - Other Educational Options
- S01 - Postsecondary enrollment option course
- I00 - Interactive Distance Learning - regular education

The "**Subject Area for Credit**" field needs to be correct for any course where high school credit is earned. The code for this field will be defaulted from the suggested values per subject code in Appendix C. If you feel the subject area should be different for a course, make the change.

The "**Language used in Teaching Course**" defaults to a value of "E - English" when you initially add the course.

**NEW for FY08!:** The **Teacher Certification Intentions field** is no longer required.

If you have a Dxx course comprised of students with Hearing or Visual Disabilities, you must enter the appropriate code - Y or N in the "**Special Population**" field.

\_\_\_\_\_ Update the **HQT** field on the Course Master record. **Once CTRMEMIS is run and courses are moved to EMIS and STAFF records have been moved to EMIS, notify NEOnet to run the extraction program**

If the teacher is not Highly Qualified, then use an "N" unless the course is not a core course or the course type is one that is not evaluated for HQT. In that case, use an "I". Course types not evaluated for HQT are: S01, I00, D00, D08, P08, G00, X01, X02.

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The Principal's Recording Sheet is on the EMIS\_RPT list: HQTPRS - EMIS HQT Principal's Recording Sheet. The HQT Teacher's Status Sheet is there as well: HQT\_STAT - EMIS HQT Teacher's Status Sheet.

The quick entry screen is on the EMSTCN menu. EMSHQT - Maintain Highly Qualified Teacher Data

For ESC courses, fill in the Program Provider IRN on the EMIS Staff Course Master Screen, using the IRN of the ESC. Also, use the correct Location IRN.

### □ CLASS LISTS

**REMINDER:** All courses, including 2nd semester only courses, must have Student Subject Records reported in the October database. Therefore, CLISEMIS will also look at REQU records to create subject records for 2nd semester classes. Classes that are defined on the CRSE file and that have an assigned request and that are defined on the P148 or marked on CRSE with "N" for "Other Restrictions" will be reported to EMIS, along with the corresponding class lists.

If you have students enrolled in post-secondary courses, you will need to add subject records in EMIS for those courses if the courses and subject records **weren't set up in SIS**. Enter these records after CLISEMIS has been run.

Update the **CTA Concentrator field** on the Student Subject Screen in EMIS for applicable CTA students. **Revised Definition for FY08:** "Designates if a student has completed a minimum of 50% of the high school credits allowed for a single CTE workforce development program and has enrolled for additional credit in the same CTE program."

**Note: NEW For FY08!:** The CTA Completer field is no longer to be reported.

### □ PROGRAMS/(MEMBERSHIPS)

□ **All buildings must report student program codes from Appendix E of the EMIS guide for each student.** See Table 10 under the Program Section of Chapter 2 for the program codes that have to be reported in October.

**New for FY08!:** There are a few adjustments to the Program codes. Check Appendix E in the guide to make sure you are reporting all of the correct program codes. The following program code was deleted **for FY08 reporting:**

- 212100 Autism Scholarship - Program code deleted

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**CLARIFICATION FOR FY08:** See Appendix E for clarification of when to use Academic Intervention codes.

Reminder: Handicapped students 16 years or older should have either a 211100 or 211105 code.

The resident district will report the Student Program record with the **Program Provider IRN** of the contracted entity and the **Employee ID** ( Ohio Credential ID) of the contracted employee. (Only fill in the Provider IRN when contracted staff are involved.)

The employee ID is required on the following program codes:

- 305003 Career Assessment (yearend)
- 206xxx Gifted program codes
- 220100 Preschool Itinerant Services program code (Only reported by the entity providing the Itinerant PS services.)

**NEW For FY08!:** No employee ID is required on any of the 215xxx program codes.

**Reminder:** Although some program codes are not reported until June, you are encouraged to enter any program code in October that you know applies to a student, regardless of the reporting period it is required in. This reflects a more accurate picture of your data at the time you are submitting it.

**Summer School program code reminder!:** There is no separate reporting period for summer school, but there are some specific summer school program codes that are to be reported in the October database. See Appendix K in the EMIS Guide. There are program codes for Academic Intervention and Title I. Be sure to report summer graduates in October.

**Reminder:** Gifted students are more likely to need a gifted program code rather than a course. Gifted program codes in the 206xxx series require that the Employee ID (SSN) be reported on the Program record.

Run MEMBEMIS to move program codes to EMIS.

**Run PSPRGMEMIS on the Alpha side to check for students with no Special Ed. Program codes.** (This program includes school-aged as well as PS students). Make sure you have run MEMBEMIS in Update mode and Transferred the Program record to the Alpha before trying PSPRGMEMIS or you won't like the results of the report!

PSPRGMEMIS creates a report of all students who are missing special ed. program codes. You may run this report periodically to check for problems.

**Discipline Information.** Detailed Discipline information is required to be reported again this year for June reporting. We are putting a reminder here in the October checklist since you will need to keep track of the Discipline information throughout the year. (In June you will run

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DISCEMIS to move the information over to the Discipline screen in EMIS Maintenance for Transferring to the Alpha and reporting to ODE.)

The following elements will be required to be reported in June, again this year:

1. Date of Discipline
2. Type of Discipline
3. Discipline Reason
4. Total Discipline Days each occurrence
5. Discipline Modified on Per Exception Basis
6. Referred for Alternate Program

The Discipline record in EMIS replaced the suspension and expulsion elements that were on the Demo/Att screen several years ago. (The Corporal Punishment field remains on the Demo/Att screen. Expulsions, In school and out-of school suspensions, and In school alternative discipline class/program/building are to be reported. You are also to report Emergency Removals by District Personnel and Removals by a Hearing Officer. Reminder: Saturday school is not EMIS reportable.

Make sure that the entries on the **Discipline Action** and **Discipline Infraction** screens are set up correctly. Only those codes with an EMIS Type (Action) and an EMIS Discipline Reason (Infraction), will get moved to the EMIS Maintenance Discipline Screen and then get Transferred over to the Alpha for reporting. Make sure that codes that are not EMIS reportable are left blank, not an \*.

The Discipline Action and Infraction screens can be found under Management – School Administration – Discipline Administration.

Building IRN of Where Discipline Incident Took Place. This IRN could possibly reflect another building within the reporting district, a building outside the reporting district or the IRN of another EMIS reporting entity. (This is defaulted to your building IRN and then you need to change any exceptions.)

There is a Discipline Sequence number so that if more than one incident occurs for a student during the course of a day, you will be able to report both incidents.

The fields for Exception and for Referred to Alternate Program apply when a student was expelled for reason 06 or 08. "Y" or "N" can only apply in this situation. Otherwise the field should be "\*\*".

### TESTING RECORDS

## Checklist for October EMIS Processing

**NEW FOR FY08!:** If a student is a summer graduate because of passage of the graduation test, the OGT summer test results are to be reported during the October reporting period.

Even though all other EMIS Testing Records for OGT and Achievement aren't reported until June, you will need to enter testing records for applicable new students.

**NEW For FY08!:** The Test type of “NRE” has been deleted. The “MOV” option may be used for students that are enrolled at the beginning of the test administration window but move out of the district before the subject test is administered. It may also be used for students that move into the district at the very end of the administration window and there is not enough time to test the student in all required areas. Please refer to the assessment information on ODE’s website for further information.

There is no testing vendor involved; districts administer and score the tests themselves, so there will not be a disk for us to load results for you. There will only be one line per KG student - for Reading. A score of 15 is to be entered as 015, for example.

The district of residence is responsible for reporting the KRAL for MR/DD students.

If a KG student takes the KRAL in one district and then moves to a different district prior to October Count Week, then the district in which the student is enrolled during October Count Week is responsible for reporting the KRAL record for the student.

Retained KG students are not required to be administered the KRAL. Therefore, do not submit a KRAL record for students who are retained.

### **Preschool Assessment Record (Get It, Got It, Go)**

Enter the Preschool Assessment records in EMIS.

All PS students with disabilities who receive preschool education and/or related services are required to be assessed regardless of funding source or type of service provided. This record is also to be reported for PS students without disabilities, ages 3-5 as of December 1, who are enrolled in a PS program funded or administered by the by Office of Early Learning and School Readiness as follows:

- Ohio’s Early Childhood Education Programs, formerly “State Funded Public Preschool Grantee’s”
- State Funded Special Education Preschool Teacher Units (about 324 entities)
- Public School Districts receiving Early Learning Initiative funds from the Ohio Dept. of Jobs and Family Services

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There is no testing vendor involved; districts administer and score the tests themselves, so there will not be a disk for us to load results for you. Report a score of 45 as “045” and report a score of 5 as “005”.

MR/DD students – The resident district must report the PS Assessment record for special ed students who attend an MR/DD. A typically developing peer at an MR/DD is to be tested, but the results *aren't* reported in EMIS.

Enter into **EMIS**:

### \_\_\_\_\_ **Student Preschool ASQ/SE Assessment Record**

ASQ/SE stands for “Ages & Stages Questionnaire/Social Emotional. This record is to be reported for all students enrolled in a PS special education program. Scores for typically developing peers in the special ed program are NOT to be reported in EMIS.

The school district or ESC providing the PS special education program is required to submit the PS assessment record. The test is administered and scored at the local level.

If a child is served by an MR/DD, the district of residence responsible for placement, submits the ASQ/SE record.

\_\_\_\_\_ **NEW FOR FY08!:** Report the **PS ECO ASSESSMENT** Record. These scores must be reported in October for all PS students with an ‘11’ handicap code who is enrolled for one or more days between the first day of the district’s October Count week and December 1<sup>st</sup>. (A record will also be reported at yearend.)

There will be 3 records reported per student in each applicable reporting period:

- E – Positive Social-Emotional Skills
- K – Acquiring and Using Knowledge and Skills
- T – Taking Appropriate Action to Meet Needs

**9<sup>th</sup> GRADE PROFICIENCY** Records may still need to be reported for some students. Based on House Bill 276, a student who entered the ninth grade before July 1, 2003, in a school district, community school, or chartered non-public school continues to be eligible to receive a diploma based on passage of 9<sup>th</sup> grade proficiency tests.

Note: The Proficiency-Only record is being re-named “**GRADUATION-ONLY TEST RECORD.**” This record is to be reported **at yearend** for students who are no longer enrolled in

## Checklist for October EMIS Processing

the district, but subsequently complete testing requirements and therefore, having met graduation requirements, have been issued a diploma.

**AS COUNT WEEK COMES TO AN END, work on the following.**

**Enter attendance for the first full week of October.**

Make sure your attendance data for the first full week of October is completed as quickly as possible in SIS. **Reminder: Out-of-school suspensions are not to be counted as excused absences. They are to be counted as unexcused absences unless the student is receiving instructional services.**

Remember, Unexcused absence days are not included in the October ADM count for funding purposes.

         **Run ATTUPDEMIS in VERIFY mode.** At this time, ATTUPDEMIS should just be processed to verify attendance. Do not run ATTUPDEMIS to update attendance to EMIS until after all Count Week attendance is complete and has been verified. (Attupdemis will be run once for the district in update mode in a step later on in the checklist - after count week is complete.)

### **Checking ATTUPDEMIS.TXT**

When ATTUPDEMIS is processed in verify mode, each student on the report will have the message "Verify Mode, EMIS not updated". Student attendance that is missing in EMIS will be excluded from aggregations. This could mean lost funding.

Attupdemis takes FTE into account when calculating attendance for count week.

**District-Wide Membership Report (R500)** Some auditors are requesting the R500 for the week before, the week of, and the week after count week. Run the R500 for these time periods.

### **\*\*EMIS PROCESSING AT THE END OF COUNT WEEK\*\***

**EMIS Coordinator - Run ATTUPDEMIS ONE time only in Update Mode** to load district attendance into EMIS. If you need to reprocess for any reason you must contact us.

**Additional Attendance:**

## Checklist for October EMIS Processing

Preschool ESC attendance is NOT reported by the home district for October reporting. (Combined attendance is only reported in June.) However, since school-aged ESC students are no longer being reported by the ESC, the homeschool will need to report the attendance. You will need to get the attendance/absences from the ESC and add it manually into EMIS \_after\_ ATTUPDEMIS has been run in Update mode.

**NOTE:** JVS students do not have combined attendance reported in October – only at yearend. In other words, for period K, the homeschool reports homeschool attendance and the JVS reports JVS attendance.

After the attendance is loaded and you Transfer the Demo/Attendance record to the Alpha, run R\_EMISATND on the Alpha from the MENU> prompt and view or print the report to check and see if all student attendance in EMIS is correct. If a student's attendance is missing in EMIS he will be excluded from the aggregations. **This could mean lost funding! Double check your Agg6 (once aggregations are available).**

### □ UPDATE NON-ATTENDING REASON

Any student who was not in attendance for \_all\_ five days in that first full week of October will need a non-attending reason entered in EMIS on the attendance screen \_if\_ he/she \_should\_ be counted for funding.

Valid Non-Attending Reasons:

- \* Not applicable
- 1 Personal illness
- 2 Illness in the family
- 3 Quarantine of home
- 4 Death of relative

**NEW For FY08!:** Reason 5 - Home work because of illness of parents or guardians – is eliminated.

- 6 Observance of religious holiday
- 7 Superintendent's judgement

**NEW FOR FY 08!:** The following Non-Attending Reasons were added:

8 – Medical or Dental Appointment

9 – College Visitation

**Note:** Students missing a non-attending reason who are absent all five days of the first week of October will be excluded from funding. This field will get moved over to the Alpha when you do a transfer of the Demo/Attendance record.

## Checklist for October EMIS Processing

**RUN CTRMEMIS in updated mode** - This program moves the master course records from POISE into the EMIS database.

**RUN CLISEMIS in update mode** – This program moves student class records from POISE into the EMIS database.

\_\_\_\_\_ Update the **HQT** field on the Course Master record. **Once CTRMEMIS is run and courses are moved to EMIS and STAFF records have been moved to EMIS.**

The **Principal's Recording Sheet** on the Alpha is on the EMIS\_RPT list: HQTPRS - EMIS HQT Principal's Recording Sheet. The **HQT Teacher's Status Sheet** is there as well: HQT\_STAT - EMIS HQT Teacher's Status Sheet.

The quick entry screen is on the EMSTCN menu. EMSHQT - Maintain Highly Qualified Teacher Data

**EMIS REPORTS – EMSREP2, EMSRT5, and EMSREP6** on the Alpha

EMSREP2 – This report gives you a way to see which courses you have in EMIS on the Alpha side. Make sure that all subjects taken in KG-12 are showing as individual classes. Make sure that all Art, Music, and PE teachers have a course record.

EMSRT5 - Run this report to verify your student counts for each classroom. You may also run EMSREP6-Student List By Classroom for a detailed list of students who are in each classroom if you feel there is a discrepancy.

**Run EC\_EMP on the Alpha to check early childhood classes and teachers.**

If you have preschool units in your building, run EC\_EMP to create a listing of teachers and the students in their classes. Student percent of time will be checked against the course type to ensure students are being reported with the correct percent of time.

**MEMBEMIS** – After you have entered your membership codes, you should run MEMBEMIS. This will move the Program codes from POISE to EMIS.

**ADD VOCATIONAL CORRELATED RECORDS on the Alpha**

If you have a vocational unit in your district for which you receive vocational funding, you may need to add a correlated record for your unit.

Vocational Correlated records are entered manually on the **EMSVEP** screen.

When making an entry on this screen, the local classroom code which represents your Lab class will **ALWAYS** be the first code you will enter in the "Class Code" column. Courses which are to be correlated such as the relateds and/or academic courses will always be entered in the columns "Class Code 1" and/or "Class Code 2".

## Checklist for October EMIS Processing

### Example:

Class Code	Class Code 1	Class Code 2
TEST-1104-01	TEST-21220-01	TEST-1103-01
TEST-1120-01	TEST-21211-04	TEST-1108-01
TEST-2124-01	TEST-21223-02	TEST-21202-01
TEST-2131-01	TEST-21532-01	TEST-21230-01
TEST-1100-01	TEST-180-06	
TEST-1104-01	TEST-1103-02	TEST-1103-01
TEST-1108-01	TEST-1107-02	TEST-1107-01
TEST-1110-01	TEST-1109-02	TEST-1109-01
TEST-1112-01	TEST-1111-02	TEST-1111-01

**Note: Records from last year may NOT have been retained for this year.**

### **ADD VOCATIONAL MAPPING RECORDS, if applicable, on the Alpha.**

Vocational Mapping records are added manually in the **EMSVXR** screen in EMIS, unless your district still uses the E906 in SIS.

Guidelines for when to map:

Mapping is still required when a district schedules a class that meets all year as separate semester classes (except in the case of Work and Family Life classes (0901XX)) or when a district schedules a class for separate age groups, grade levels, etc.

For example: A District has a 1st period class with a teacher in Room 309 from 8:00AM to 8:45AM. The district schedules this class for grading purposes as a 1st semester and a 2nd semester class when it is truly only one class that meets all year 1st period with the same teacher.

Another example is a district that has a 1st through 3rd period Career-Technical Lab class that meets from 8:00am to 10:30am. The class contains both 1st and 2nd year students. The class meets all year. Again for grading purposes the district schedules two classes one for the 1st year students and 1 for the 2nd year students even though this is one class that contains all the students with this teacher.

Mapping is critical to avoid errors in length of scheduled instruction on CTAE courses.

### **EMIS COORDINATORS - RUN OCTOBER AGGREGATIONS (on the Alpha)**

## Checklist for October EMIS Processing

BE SURE THAT YOU HAVE FIRST TRANSFERRED ALL RECORDS NEEDED FOR OCTOBER REPORTING TO THE ALPHA. Otherwise the data on the Alpha will not be up to date.

Once attendance has been updated to EMIS, you may begin to run the October Aggregation programs against your files (once the aggregations have been received from ODE). To submit the aggregations for October data, run AGGREGATE from the MENU> prompt. Print or View the EMSAGG5 report and check for any errors. Print or View the EMSAGG6 report for a list of excluded students. Check any students who are being excluded and should not be. Continue to reprocess as necessary.

You may also wish to view the EMSVLD report, but the ODE Programmers don't recommend using this report once the aggregations are available. (The emsvld report is generated as part of the aggregations, but can also be run separately at the Menu prompt by typing EMSVLD and choosing period K.) However, EMSVLD was changed several years ago to just validate data not specific to any reporting period so you have to take it with a grain of salt. For example, you might see proficiency errors listed on EMSVLD, however, proficiency isn't reported until the June EMIS Reporting period. The EMSAGG5.TXT report will show those errors encountered during the aggregation process which are specific to the reporting period you're processing.

IT WILL BE UP TO EACH DISTRICT'S EMIS COORDINATOR TO OVERSEE AND KEEP TRACK OF THE DISTRICT CLOSEOUT. THE EMIS COORDINATOR SHOULD KEEP EACH BUILDING INFORMED AS TO THE DISTRICT'S STATUS.

**Run Oct\_Test** at the menu prompt on the Alpha. This program produces a series of reports to help check your data. **Some of these reports need to be updated yet for FY08.**

**Run STU\_AH from the EMIS\_RPT menu on the Alpha. (Optional but recommended)**

This procedure generates a report of all students who were reported to EMIS as either attending or residing in another district. The aggregations (EMSAGG) must have already been run before STU\_AH can be processed.

Enter the IRN of the district you want to compare your district to, or leave blank for \_all\_ other districts.

The report may be helpful when resolving conflicts between districts concerning the number and demographic information of students. You may generate the report for all districts or for an individual district. The individual report may be appropriate for sending to the other district.

           **Run the following reports (optional) found on EMIS\_RPT on the Alpha:**

## Checklist for October EMIS Processing

DISADV\_SUM (EMIS Disadvantage Student Summary)

HANDICAP (EMIS Summary Report of Handicap Students)

OE\_COMING (EMIS Open Enrollment - Students Coming Report)

OE\_GOING (EMIS Open Enrollment - Students Going Report)

COURSE (EMIS Course Master Listing)

Check the EMIS\_RPT menu for other reports that you might find helpful.

### **PROCESS EMIS\_ODE REPORTS on the Alpha**

ODE has provided a series of reports which partially simulate the reports received from ODE once data is submitted. These reports do some error checking but not all the checking contained in the reports ODE creates. By checking these reports before data is submitted, you may catch some additional errors that were not encountered by validations or aggregations. Some of the reports are generated from files created for the aggregations so it may be necessary to process October aggregations first. ODE simulation reports may be found on the EMIS\_ODE menu listed on EMIS Main Menu and include:

1. EFM\_LOCAL Expenditure FLOW Model reports
2. EMS\_CHILDC December Disability Child Counts (DCC\_RLEVEL) \* (For December reporting)
3. EMS\_EDTADM Student Aggregation Summary by Building (EDIT-ADM) \* (October Enrollment report)
4. EMS\_ESP Education Service Personnel (ESP-STAFF)
5. EMS\_PSUNIT Preschool Unit Inclusion Report
6. EMS\_SEUNIT Special Ed Approved Units Report (SPEC\_ED) \*
7. EMS\_STAFF Staff Demographics/Employment Report (DEMO\_JOB)

Note: Reports with '\*' after the description require that the aggregation routines (EMSAGG) have already been executed

### **SUBMIT DATA TO ODE/ARCHIVE EMIS OCTOBER FY08**

**Note:** It is important that you check and resolve all errors appearing on the aggregation reports. Fatal errors result in a loss of funding.

## Checklist for October EMIS Processing

The “normal” October Count week this year is October 1<sup>st</sup> through the 5<sup>th</sup>. We will inform all districts of the date on which we will take the snapshot for period 08K.

**REMINDER:** Because of the Accountability system, it is imperative that your data is submitted and accurate according to the ODE deadlines. The timeline is even shorter this year with the last processing opportunity falling on the weekend of **February 1st**.

Be sure to check the reports as they come back from ODE. The ODE website has report explanations for many of their reports.

### UPCOMING ITEMS:

**3<sup>rd</sup> Grade Achievement:** In the past, if the student took and passed the 3<sup>rd</sup> grade reading (STR) test in October, the district still had to report a test record for the March administration using the new “H = Previously Passed” waiver reason. This requirement is being eliminated. “H” is no longer an option.

Reporting period “C” for **February is NOT going away**. The Special Ed event record will be included in February reporting.

**MR/DD Attendance:** The resident district will have to report combined MR/DD attendance at yearend.

The **Student Transfer Course** record is being added for Yearend reporting. The record will primarily be reported for students that transfer into the district from outside the Ohio Public School system and will allow districts to report the courses that they are accepting from other educational entities outside of the Ohio Public School System. See Page 218 of Chapter 2 in the EMIS guide for further information.

A new field is being added to the Student Subject Records – “**High School Credit Earned**”. The options will be

- Y – the student received credit for the course
- N – the student did not receive credit for the course
- \* - course does not earn high school credit

Please note – a problem with partial credits was noted at the OEDSA conference. Watch for further updates on this new field.

**Career Passport** is being removed.

There are quite a few changes to the **March CTAE Follow-up** record (Period D)

A **CTE Industry Assessment Record** will be added.

## Checklist for October EMIS Processing

The EMIS student status of **“L” will be deleted.**

### **Further Information:**

The EMIS manual for FY08 can be found on ODE's web page at:

<http://www.ode.state.oh.us/GD/Templates/Pages/ODE/ODEPrimary.aspx?Page=2&TopicID=3&TopicRelationID=367>

See Appendix A for further details about contracted staff reporting.

See the FY2008 EMIS Change list on ODE's website for a complete list of all types of changes.