

## Checklist for Year End Processing FY07

Included Below are a series of steps the building personal should follow to complete the End of Year EMIS Reporting

The end of the year is such a busy time. In preparing for 07N reporting, the following items are things that can be done now before the end-of-the-year rush begins.

\_\_\_\_\_ **Obtain SSID's** for all EMIS Reportable Students. Obtain the SSID from the previous Ohio school district that the child attended or from IBM's website and have the EMIS Coordinator enter it on the SSID screen. Or set up an SAID/SSID screen with the mandatory fields completed so that an SSID extraction can be done for your district. UNCLEMIS will move the SSID into EMIS.

\_\_\_\_\_ **UNCLEMIS** - Continue to check the UNCLEMIS reports for errors and make corrections. Remember, some errors actually keep students from being moved over to EMIS, so it is important to clear up any problems.

Please DON'T withdraw students who finish the school year and withdraw prior to July 1st. The aggregations will count this student as leaving the district prior to the end of the school year. You will need to enter these students as leaving the district in July or August. If you want to withdraw them, use a withdraw date after July 1st, 2007 and leave the status "1". This may be done in SIS **after** all your SIS reports have been processed.

\_\_\_\_\_ **RETENTIONS** - Anyone having students who will not be promoted to the next grade level needs to update EMIS-EMSTCN and use the EMSUDM option to modify the GRADE LEVEL NEXT YEAR field on the student demographic record in EMIS. *Do not make any changes at this time on STUD for any student not advancing!*

\_\_\_\_\_ **GRADUATION DATE:** Buildings with grade 12 seniors, notify us of the graduation date so that we can mass update the graduation date field on STUD for you. **Once your students are updated, you'll need to remove the date on STUD for any senior who is not graduating from your district.**

When UNCLEMIS is run, the graduation date will be pulled into the CERTIFICATE/DIPLOMA RECEIVED field on the attendance record. The graduation date will also be moved into the withdrawal date field with a withdrawal code of 99. Grade level next year will also be updated to "GR". Therefore, as soon as you receive notice that your graduation dates have been updated, blank out the date on STUD for any student who was updated but will not graduate. If you delete the graduation date before UNCLEMIS is processed, the graduation date and withdrawal date will not be updated to EMIS. If UNCLEMIS is processed before the graduation date is removed on STUD, you will need to update the student's EMIS record, zeroing out the diploma date and the withdrawal date field. You will also need to change the withdrawal code to "\*\*\*" and make sure the Grade Level Next Year is correct.

In situation where a resident student attends a different district 100% of the time (such as students enrolled open enrollment, superintendent's agreement, grandparent's legislation, etc), at the time of graduation the resident district withdraws this student using a w/d code of "41" or "45". In these cases, the resident district is not issuing a diploma to the student; and therefore does not report the Diploma Date Element or Diploma Type Element. The Withdrawal Date Element is required to be report by both district and is reported with the date of the student's last day of school.

It is the responsibility of the district issuing the diploma to report the w/d code of "99", and to complete the Diploma Date Element, Diploma Type Element, and Withdrawal Date Element for these students.

**Students Completing Course Work, but not passing all 9th grade proficiency: If a student completes all course requirements for graduation but has not passed all portions of the proficiency test, then ODE's decision tree in Appendix F should be followed: \*\*\* The following was in Appendix F for FY06, but isn't in FY07. We're checking on this with ODE.**

**Completed Course Requirement – Appendix F**

**Note:** The "Diploma Date" on the STUD screen should be removed, before processing UNCLEMIS

**Appendix F**

**Student Withdraws at Yearend**

When reporting the 12<sup>th</sup> grade student as a dropout or withdrawn at the end of his/her 12 grade year, report the following:

Grade Level = 12  
Grade Level, Next Year = DR  
Withdrawal Code = 75

**Student Does Not Withdraw at Yearend**

When reporting the student as not withdrawn at the end of his/her 12<sup>th</sup> grade year, report the following:

Grade Level Element = 12  
Grade Level, Next Year Element = 13  
No withdrawal code/date

**Under Classman Graduates** - Any non-seniors who will be graduating will need to have a graduation date entered manually on STUD. Change their Grade Level to 12 only if that is accurate. If the student is going to graduate with 11 as their grade level, you will need to manually change the Grade Level Next Year field to GR.

**Career-technical students who are graduates** – Though a career technical student will graduate from their home district, Joint Vocational and contract vocational schools must also report diploma date and diploma type for career-technical students enrolled in CTAE programs. The home district also reports this information.

**Special Education students** who have been identified as having a disability condition, has completed educational requirements and elects to remain for further training, and is under age 22 and has not graduated, use '23' for the Grade Level Next Year in EMIS. (Do not report a graduation date)

NEOnet will mass update the "Diploma Type" (1). **Any exceptions will need to be manually updated in EMIS.** Make necessary changes to:

\_\_\_\_\_ **DIPLOMA TYPE** in EMIS - For any graduating student, indicate the type of diploma received.

Valid options are:

- \* - Not applicable
- 1 - Regular Diploma
- 2 -Diploma with Honors

\_\_\_\_\_ **CAREER PASSPORT** - Update this field to "Y" for those students in workforce development programs who have been issued a Career Passport.

\_\_\_\_\_ Fiscal Year student Began Ninth Grade.

\_\_\_\_\_ **STATE EQUIVALENT GRADE LEVEL.** This element should only be completed for students reported as "UG" (Ungraded) in data element Student Grade Level. Report the grade level in which the student will be included for state accountability purposes.

If the Grade Level element is UG and the State Equivalent Grade Level is not completed, ODE will calculate this element based on the age of the student. NOTE: If Student Grade Level is NOT UG, then report “\*\*\*” in this element.

\_\_\_\_\_ **DISADVANTAGEMENT** - Note: For Yearend N reporting, districts should report student’s disadvantage status as of the student’s last day of school.

\_\_\_\_\_ **LIMITED ENGLISH PROFICIENCY STATUS**

- N = No, student is not Limited English Proficient
- Y = Yes, the student is an LEP student who has been enrolled in US 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). **(REVISED FY07)**
- L = Yes, the student is an LEP student who has been enrolled in US schools for no more than 180 school days AND not previously exempted from taking the spring administration of either of the State’s English language arts assessments (reading or writing). **(REVISED FY07)**
- M = LEP – Trial-Mainstream. The student is of Limited English Proficiency and is in his/her trial-mainstream period.

\_\_\_\_\_ **NATIVE LANGUAGE** – Native Language moves from the SAID/SSID screens to EMIS.

\_\_\_\_\_ **HOMELESS STATUS** – Homeless ANY time during school year.

\_\_\_\_\_ **HOMELESS UNACCOMPANIED** – Student not in physical custody of parent/guardian.

\_\_\_\_\_ **MIGRANT STATUS** – Student whose parent, spouse or guardian is a migrant worker.

\_\_\_\_\_ **LATE OPEN ENROLLED STUDENTS.** Check students who were residents of your district during count week, were counted in your October ADM, but moved out of your district and now attend your district as Open Enrollment. As the attending district, you must report the student with a residency status of "L" in June to show he open enrolled late. (Use status/ATT combo N/2 on STUD). Check the OE\_LATE.TXT report in June\_test for a list of students.

\_\_\_\_\_ **Update the Section 504 Plan field**

Valid Options: N = No, student is not being served by a 504 plan (Default)  
Y = Yes, student is being served by a 504 plan

\_\_\_\_\_ **Disability Condition** - Using STUD (program field) or EMSTCN –EMIS Demographic screen

\_\_\_\_\_ **Prior Disability** – The Prior Disability condition needs to be reported during the June reporting period following the student’s exit from Special Education and remains in school district. The IEP team determines the effective exit date. Check PRIOR\_DISAB.TXT report/June\_test

\_\_\_\_\_ **Special Education Exit Date** - Reported when student exits special education during the current year and remains in general education. (This includes non-public school students who are no longer considered handicap)

\_\_\_\_\_ **NEW FOR FY07! Update the Preschool Poverty Level** (pg 46-47) **for preschool students and the Attendance Pattern** (pg 71) **for preschool and KG students**

\_\_\_\_\_ **NEW FOR FY07! Update the OGT Graduation Alternative field** (page 83 of the EMIS guide), if you have any students who meet the criteria of Section 3313.615 of the revised code. The default is 0 for “not used”. It should be rare to have to update this field to a ‘1’ for “Used for one test not yet passed.”

**Alternative Conditions for Eligibility for a Diploma.** Section 3313.615 of the Ohio Revised Code provides an alternate pathway to graduation for students in the Class of 2007 and beyond who have passed four of the five required Ohio Graduation Tests and meet certain other criteria. Among the criteria is maintaining at least a 2.5 grade point average in the OGT subject not yet passed based on a 4.0 scale created by the State Board of Education. The process of determining if a student meets this alternate pathway is made by the school district, but the conversion of letter grades to point values must follow the scale set by the State Board of Education, which is available on the ODE Web site. To access helpful worksheets, a timeline, a conversion scale for grades, forms, a fictional student scenario sample, and more information about this process, go to <http://www.ode.state.oh.us> and enter the keyword search, "Alternative Pathway" which will take you to the *Alternative Pathway for Eligibility for a Diploma Web page*. Questions can be directed to Judy Feil, Director of Assessment at [Judy.Feil@ode.state.oh.us](mailto:Judy.Feil@ode.state.oh.us).

\_\_\_\_\_ **Graduation Credit Units** – Indicate, for grades 9-12, The Carnegie units (1 unit = 120 hrs.) successfully completed for the current school year. Students educated by multiple districts, each entity should report ONLY those units the reporting school offers.

\_\_\_\_\_ **Majority of Attendance IRN**

**Reminder:** Majority of Attendance is important for calculations used on the LRC, so you'll want to make sure the data is as accurate as possible.

**NEW FOR FY07!:** The definition of the Majority of Attendance has changed. It is now 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, designated as follows:

- March 19 for all grades except 3-8 \*
- May 10 for grades 3-8

\* Include students in grades 3-8 if they take the Alternate Assessment given in March. You'll need to update these manually. (We're hoping to have a tool to assist you in this task.)

The Majority of Attendance field will be used to determine if a student meets the Full Academic Year for Local Report Card purposes (unless the Accountability IRN overrides the MOA IRN.) REMEMBER, the Majority of Attendance IRN is never an IRN outside of your district.)

\_\_\_\_\_ **Accountability IRN** In the *Accountability IRN Element*, a district may enter the IRN of a specific building within their district to be accountable for a specific student's performance results when both of the following criteria are true:

1. Student was enrolled in a building for a 'Full Academic Year'
2. Student is simultaneously enrolled in two or more buildings in the district or participates in a special program in another building (other than the building that would be his/her "home" school.

Status P – All court ordered institutional placements other than foster care and  
Status T – All institutional placements, that are not court ordered foster care, will be included in their own state level group for accountability purposes.

\_\_\_\_\_ **Fiscal Year Began 9<sup>th</sup>**. Enter the fiscal year in which the student began 9<sup>th</sup> grade for any 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, 12<sup>th</sup>, 13<sup>th</sup> and 23 graders who are exceptions to the default.

**PROFICIENCY TEST REPORTING, OGT TEST REPORTING, ACHIEVEMENT TEST REPORTING**

– See Testing section in Chapter 2 of the EMIS Guide – found under “What’s New” on ODE’s Web page.

**New Assessments Added for FY07.**

Achievement Tests

- 5<sup>th</sup> grade Science and Social Studies
- 7<sup>th</sup> grade Writing
- 8<sup>th</sup> grade Science and Social Studies

You will need to manually enter records for students

- who enroll in your district but were tested in another district
- who should have been tested, but weren’t. A waiver reason, other than \*, is required.
- who took the Alternate Assessment and the results were not loaded through the testing company/ITC

Resident districts need to report results for students who attend an MR/DD 100% of the time. Home-schooled students who are taking a Core Curriculum course(s) at the public school are required to take the corresponding statewide test(s) and the district should report these results.

**Third Grade Reading Achievement** - Districts are required to submit two test records for each student who is administered the STR format of the third grade reading Achievement Test. One record is to reflect the results from the fall administration, while the second reflects the results from the spring administration. If a student is not re-tested during the spring administration because he/she has obtained a passing score during the fall administration, then the district is still required to submit a reading Achievement Test Record (in addition to the record that is submitted with the fall administration results) for the spring administration with an option of “H- Previously Passed” reported in the Reason Test Not Taken Element.

STUDENT NAME	ID	GRADE	HANDICAP									
SHAFFNER,CHRISTINE /30	123456789	03	**									
TEST	GRADE	MARCH	SCORES	REQ								
STUDENT ID	TEST LEVEL	SUBJ TYPE	DATE TAKEN	WHEN TESTED	ENROLL IRN	SCALED	RAW	TEST ACC.	TEST TYPE	WAIV REAS	PCT PRO	PART RATE
123456789	03	R	10/2006	03	064303	411	350	NO	STR	*	*	*
			Maplewood Elementary S		Proficient							
123456789	03	R	03/2007	03	064303	***	***	**	STR	H	*	*
			Maplewood Elementary S									

NLP was added in FY06 to the “Required Test Type” options for LEP students enrolled in U.S. School for the first time on or after the first day of school. **NEW FOR FY07!** Please review the Chapter Two Rectifications and Refinements document from ODE for updates in reporting LEP students’ tests.

**NEW FOR FY07!:** The Test Type of “UDR” that was added in FY05 as an option for vocational schools is now no longer valid. A JVS is only to report testing results for students who enroll directly into the JVS without enrolling in the resident district. (The JVS must report a program code of 305125 to indicate the student is a non-public or home-schooled student.) A contract vocational school, however, must still report testing results for all appropriate students.

**UPDATE FOR FY07!:** The “Spring Test Administration IRN” (formerly known as the “March Enrollment IRN”) indicates the IRN of the building within the district where the student attended during the spring administration of the mathematics test. If the student was not enrolled in the district at the time of the spring test administration, report their Spring Enrollment IRN as “\*\*\*\*\*”. Never report an IRN for a building outside of your district. If a student attends a JVS, the JVS should report the JVS building IRN in this field and the homeschool should report the homeschool building IRN. You do not need to update this element on past year’s tests.

The Spring Enrollment IRN on the 9<sup>th</sup> Grade Proficiency record for tests taken this year should be “\*\*\*\*\*”. Also report “\*\*\*\*\*” in this element on OGT Records submitted for 11<sup>th</sup> and 12 graders.

OGT – The class of 2007 (10<sup>th</sup> graders during the 2004-2005 school year) are the first class for which the OGT will be a graduation requirement. All five OGT records will be required for 10<sup>th</sup> grade students (with the exception of retained 10<sup>th</sup> graders.)

9<sup>th</sup> grade Proficiency Test – excerpt from ODE’s Monthly Communication Newsletter April 07:

Only students who entered grade 9 before the end of the 2002–2003 school year may participate in the Ninth-Grade Proficiency Tests. House Bill 276, as signed by Governor Taft on December 29, 2006, permits ALL students who began ninth grade before July 1, 2003, to use these passing scores on the Ninth-Grade Proficiency Tests (NPT) to fulfill state testing requirements for graduation. Students who began ninth grade before July 1, 2003, may use any combination of OGT and NPT passes to meet testing requirements; students who entered ninth grade after that date may use only OGT. Eligible students may also appeal for an oral administration of the Ninth-Grade Proficiency Tests. Revised appeal forms are in the updated Rules Book on the ODE Web site.

**NEW FOR FY07!:**

**Score Reports for May 2007 Test Results for Accelerated Students**

Students who are accelerated in a grade for a subject (beyond their regular grade of enrollment) must take an OAT in that accelerated grade-subject, in accordance with each district’s acceleration policy and recent rules published on the testing of subject-accelerated students (see previous article). Each student who takes an accelerated test-subject will receive an individual score report for that subject in that grade level. In some cases, these students may test in several subjects at their regular grade level (for example, grade 4 mathematics and grade 4 writing) and in an accelerated grade in another subject (for example, grade 5 reading). This hypothetically accelerated student will receive two individual score reports, one containing a grade 4 mathematics score, a grade 4 writing score and a “did not attempt” for grade 4 reading. The other score report will report a grade 5 reading score for that student and a “did not attempt” for mathematics, science and social studies.

District test coordinators should enter the necessary data about the acceleration in the PEM SchoolHouse online record update system during the update periods of April 16–May 11 or May 30–June 1 as these are the only opportunities to report the identification of accelerated testers to the test vendors (PEM and AIR) prior to test processing, scoring, and reporting of test scores back to districts. Please note the identification of accelerated testers will assist PEM in the processing of test records and assist PEM and AIR in reporting accelerated testers as individual students with more than one set of test records (one record will correspond to each grade test document submitted). Without this information, the score reports for these students may be delayed. Districts should receive these test score data in time to review and verify all test scores prior to each district reporting these scores into EMIS year end reporting systems.

This means that for students that are accelerated in one or more subjects the district will receive multiple records for the student from the testing vendor. For example: if the student is in grade 4 and is accelerated in math to grade 6 and also accelerated in science to grade 5, the district will receive 3 records for the student. The three records will consist of a record giving the information for reading

and writing for grade 4, a record for the 5<sup>th</sup> grade science test, and a record for the 6<sup>th</sup> grade math test.

**ITC load programs need to be able to handle multiple records for the same student and process each record appropriately without overwriting test results loaded from a previous record for the same student.**

## **ALTERNATE ASSESSMENT**

The **IEP-based** Alternate Assessment is only on the 9<sup>th</sup> grade proficiency test. Report the Scaled Score as:

- AAA Exceptional Progress
- BBB Expected Progress
- CCC Adequate Progress
- DDD Limited Progress

The **Standards-based** Alternate Assessments should be reported with a RAW Score. All of the Alternate Assessments for Achievement Tests and OGT are Standards-based. "NSA" should only be used for a non-scorable Standards-Based Alternate Assessment

For the Reading and Writing alternate Assessment test records, report the Total Raw Score/ELA on both test records. Do not report the entry score provided by the testing provider.

## **REPORTING PROFICIENCY ONLY STUDENTS (on the Alpha)**

The EMSSPO - Proficiency only screen is reported ONLY for students who are no longer enrolled in the district, but subsequently complete testing requirements and therefore, having met graduation requirements, have been issued a diploma. This includes students who are summer graduates.

**NOTE:** A proficiency-only record is only to be reported once the student has passed all five assessments, with the passing scores in each of the assessments. Do not report a record if a student has failed any of the assessments.

To enter a record for a student who you are only reporting proficiency for, select the screen 'EMSSPO - Maintain Student Proficiency Only Record' from the EMSTCN menu. **NOTE:** Use your help key for the options on this screen. The scores are different than the options on the regular Proficiency screen!

Because a student who has a record on this screen may not have a demographic record, when searching for records, you will not need to enter the SSN and you will not be able to search by SIS ID.

SSID is optional for the Proficiency Only record if the student completed high school courses prior to June 30, 2003.

**REPORT THE OTELA (Ohio Test of English Language Acquisition Elements) RECORD** for students required to take the test.

Beginning in FY 2006, results from the Ohio Test of English Language Acquisition (OTELA) administered during spring of the current school year are reported during the Yearend (N) reporting period on Ohio Test of English Language Acquisition Record.

One record is to be submitted by the district that administers the OTELA for each student identified as Limited English Proficient (LEP) who has not scored proficient on all domains (reading, writing, listening, speaking, and comprehension) of the OTELA and therefore is not in his/her trial-mainstream period.

After a student has scored proficient on all domains of the OTELA, the OTELA is no longer required to be administered.

One OTELA Record is required to be submitted for each student with a “Y” or “L” option reported in the *LEP Status Element* on the Student Demographic Record during yearend. Students who are coded with an “M” at yearend are in their trial-mainstream period and no longer required to take the OTELA. Therefore, an OTELA is not required to be reported for a student who was in his/her trial-mainstream period at the beginning of the school year. (In FY 2007, these students would have been reported with a “Y” during the October (K) reporting period and an “M” during the Yearend (N) reporting period.)

When a district enrolls a student after the October Count Week and through an initial English language assessment finds the student to be LEP, the district does not report to ODE the level of English proficiency until after the student takes the spring reassessment test (from this point forward the OTELA). The results of the OTELA are considered to be the baseline score for these recently enrolled students.

- Reading Domain Score
- Writing Domain Score
- Listening Domain Score
- Speaking Domain Score
- Comprehension Domain Score
- Composite Domain Score

#### **REPORTING INSTRUCTIONS FOR SCORES (LOAD PROGRAM AVAILABLE)**

The score is to be right justified. Therefore, when reporting a score in the OTELA *Score Elements*, a leading zero(s) should be included when the score does not fill the entire length of the field.

For example, a score of 23 is to be reported as 023. This would be reported the same for writing, speaking listening and comprehension. However, because a composite score can be 4 characters, a composite score of 23 is to be reported as 0023. Similarly use INVL instead of INV and \*\*\*\* instead of \*\*\* for composite scores.

You will also need to report the following, in addition to the above scores:

- Grade Level at Time of Test (KG-12, 13, 23)
- Reason Test Not Taken
- Required Test Type Element (STR, NRE, MOV)
- Test Date Element
- Type of Accommodation Element (NO, Y1, Y2)

**Preschool Assessment Record (Get It, Got It, Go)** This record is to be reported by the district or ESC which is allocated state funding through the Office of Early Learning and School Readiness. These include the following preschool programs:

- 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 Department of Jobs and Family Services

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.

**NEW FOR FY07:** All PS students with disabilities who receive PS education and/or related services are required to be assessed regardless of funding source or type of service provided. In addition, all PS students who only receive PS special ed. itinerant services or only receive related services are required to be assessed. See the Decision Tree in Appendix F for assistance.

**CHANGE FOR FY07!:** MAKE SURE YOU ENTER THE SCORES CORRECTLY: A score of 45 is to be reported as 045. A score of 5 is to be reported as 005. UNS is the score for "Unable to answer sample items. PNO is the score if the parents request results not be reported to the state.

NEW FOR FY07!: A typically developing peer at an MR/DD is to be tested, but the results aren't reported in EMIS.

Report the **PRESCHOOL ASQ/SE ASSESSMENT RECORD** in EMIS.

### **CTAE Student (formerly OCTCA) Assessment Reporting**

The Ohio Career Tech Competency Assessment (OCTCA), are tests for students in Workforce Development programs. This record is maintained in EMIS.

We anticipate that results will be made available electronically from OSU to the ITC so that they can load the data for you as in past years. When reporting test results, use the Student ID as reported on the Student Demographic Record in EMIS.

#### **CTAE Technical Assessment Test Code OPTIONS:**

\*\*\* - CTAE Test Code not required

01EA – Accounting  
 02MA – Administrative Office Technology  
 02EA – Administrative Office Technology  
 03DA - Agricultural Production Core  
 03DB - Agricultural Production Core and Beef and Sheep Production  
 03DC - Agricultural Production Core and Dairy Production  
 03DD - Agricultural Production Core and Poultry Production  
 03DE - Agricultural Production Core and Swine Production  
 05DA - Agricultural/Industrial Mechanical Technician  
 07EA - Heating, Ventilation, Air-conditioning, and Refrigeration  
 08DA - Animal Management Technician  
 09EA - Auto Collision Technician  
 10DA - Auto Mechanics  
 12EA - Building and Property Maintenance  
 13EA - Business Administration and Management

15MA – Carpentry  
 15EA – Carpentry  
 16FA - Early Childhood Education and Care

18MA – Visual Communications  
 18EA – Visual Communications Art  
 19DA - Commercial Photography  
 23MA – Dental Assistant  
 23EA – Dental Assistant  
 24EA - Diesel Mechanics  
 25HA - Diversified Health Occupations

## CTAE Technical Assessment Test Code OPTIONS:

26MA – Drafting  
26EA – Drafting  
27MA – Electrical Trades  
27EA – Electrical Trades  
28MA – Electronics  
28EA – Electronics  
30FA - Entertainment Marketing  
34EA - Food Management, Production, and Service  
36MA – Marketing Technology  
36EA – Marketing Technology  
38MA – Graphic Communications  
38EA – Graphic Communications  
39DA - Natural Resources and Forest Industry Worker  
39DB - Natural Resources and Resource Conservation  
40EA - Hospitality and Facility Care Services  
41DA - Travel and Tourism Marketing  
42EA - Industrial Maintenance  
43EA - Criminal Justice  
  
44EA - Precision Machine Technologies  
45DA – Masonry  
46DA - Meat Processor  
47FA - Medical Assistant  
53DA - Horticulture Core and Floriculture and Greenhouse Worker  
53DB - Horticulture Core and Turf and Landscape Worker  
53DC - Horticulture Core and Nursery and Garden Worker  
56DA - Power Equipment Technology  
59EA – Welding  
70MA – Core Information Technology  
71MA – Information Support and Technology  
72MA – Network Systems  
73MA – Programming and Software Development  
74MA – Interactive Media

## CTAE Technical Assessment Test Score

Report the actual test score, which can range from 000-100.

## Career Paths for the Teaching Professions

Career Paths for the Teaching Professions – Portfolio Score must be reported only for students enrolled in the 090011 Career Paths for the teaching professions course. See Page 137 of the Guide

## Update CTAE Workforce Development Program Completer (See page 152 in the EMIS Guide)

The district that employs the instructor and reported the career-tech classes in October reports this field.

Options are “Y” or “N”.

Definition of Career-Technical Ed. Completer – A student who has enrolled in and completed an approved career-technical workforce development program AND demonstrated sufficient mastery of his/her career-technical and academic subject matter to prepare him/her for his/her career and life-long learning goals as set forth in his/her individual career plan AND is no longer enrolled in secondary school.

Do NOT report a Completer Status of “Y” for a student who ONLY participated in any of the following career-technical programs:

0901xx – Work and Family Studies  
252525 – Career Based Intervention Program  
990361 – Entrepreneurship  
990362 – Employability Skills

070001 – Foundation for Health Occupations  
140001 – Business and Management Foundations  
170001 – Industrial and Engineering Systems Foundations  
170002 – Manufacturing Foundations  
170003 – Heavy Equipment (Construction) Foundations  
170004 – Transportation Foundations  
172809 – Fundamentals of Public Safety  
172812 – Public Safety Core  
090001 – Human Resources/Services Foundation  
040001 – Arts and Communication Foundation  
010001 – Environmental and Agricultural Sciences  
140200 – Business Information Technology

A student must be a Concentrator in order to be a Completer.

\_\_\_\_\_ **CTAE CONCENTRATOR** (*Student Subject Screens*). A Concentrator is a Career-Tech student that is enrolled in the last class of a series of classes within a workforce development program or is in the final class of a competency-based series of experiences. Update this to “Y” on the Anchor course for any additional students who have become Concentrators since October reporting. Only the district instructing the CTA or Vocational Education Workforce Development program should update this field.

**NEW FOR FY07!:** The **CBIP** field was removed

\_\_\_\_\_ **ADD CALENDARS** FOR NEXT SCHOOL YEAR TO P310 in SIS. Information on the calendars is used in the summer cleanup of your Live data to prepare for fall. MAKE SURE THAT ALL BUILDINGS HAVE ALL CALENDARS ENTERED BEFORE THE LAST DAY OF THIS SCHOOL YEAR.

#### **CHECK STAFF CLASSROOM RECORDS**

As part of the cleanup process to prepare LIVE files for 07N reporting, the following files may have been copied from your (07K) database to LIVE data:

EMSCLS.IDX - Staff Classroom file  
EMSVED.IDX - Vocational Ed Program File (Correlated records)  
EMSCXR.IDX - Local Class Code Cross Reference file (Mapped courses)

**We will not run CTRMEMIS unless requested.** If so, make sure P148 version 01 and the CRSE screen is correct. Also, for all courses that earn credit toward graduation, including courses in a Middle School, make sure that courses are added to P414, version 98, prior to running CTRMEMIS

\_\_\_\_\_ **RUN THE EMIS REPORT EMSRT5** to double-check Staff Course records on EMIS. (You may wish to wait to run this until after CTRMEMIS has been run **and after you’ve added postsecondary classes.**)

Check that all classes are listed. Remember, the student counts for each course are based on your October data since CLISEMIS has not yet been run for yearend. If you desire, you may run the EMSREP6 report for a list of students that comprise each total on RT5. EMSREP6 has the option to sort by student ID or NAME within a class.

Note: The student EMIS Subject records are based on CLIS records and scheduled requests which existed during that first week in October and any new students. Since count week, student schedules

may have changed and a student may no longer be in a course, however, the EMIS Subject records should NOT be deleted. Withdrawn students are also included in the count.

\_\_\_\_ Make any necessary corrections to your CLIS records.

**Elementary:** Any student enrolled after the October reporting period needs to be added to CLIS in SIS. HOMECLIS can be run to update your CLIS records. Depending on how CORE courses, taught by another teacher were loaded, you may have to manually enter CLIS records for those classes. Gifted and Spec Ed classes may need to be manually updated.

### **STUDENT PROGRAM RECORDS**

A program code is to be reported in June for each program in which the student participated at any time during the year. If the student was in the program and then withdrew during the year, the program code should still be reported. The only exception would be placement options 210XXX or early childhood settings 217XXX, report only the current code. Appendix E

\_\_\_\_ **PROGRAM CODES.** All buildings must report student program codes from Appendix E of the EMIS guide for each student. Programs should be entered in MEMB/MEMS or in the EMIS screen EMSPGM. Title I codes may be entered through TITLEMIS.

**Employee state ID** - Indicates the ID of the staff member providing the specific service(s) to the student as defined by the program code definitions. Reported with the following program codes:

**305000 – Career Assessment**

**206xxx** – Gifted programs and services provided directly by the Gifted Intervention Specialist

**220100** – Preschool Itinerant Services.

Be sure to use **Appendix E** from the FY07 manual to make sure you have this year's program codes. The following codes may affect your LRC so we want to emphasize them:

- 500001 – Previously reported as a dropout in the reporting district's graduation rate.
- 500002 – Previously reported as a dropout in another Ohio district.

### **Previous Dropout**

The previous dropout program codes can only be used if the student meets the following criteria:

1. The student dropped out and returned to the district after the designated time period to be considered a "returning withdrawal", AND
2. The student drops out again.

It should not be used on a returning withdrawal, if it is, it will negate the returning withdrawal and the student will not be calculated at all (as a returning withdrawal) Appendix E- pages 25 and 26.

**NEW FOR FY07:** The "Trans from IRN" field is no longer required.

Program codes loaded on the MEMB/MEMS screens in SIS, are loaded to EMIS when the **MEMBEMIS** program is run by the district EMIS Coordinator.

\_\_\_\_\_ **Report Special Education Record NEW FY07!**

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. 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.

**DISCIPLINE REPORTING – Pages 171-182 EMIS Manual**

\_\_\_\_\_ **ENTER DISCIPLINE:** If you are not using the DISCIPLINE program, enter discipline records by social security number, directly into **EMSDIS** (located on the EMSTCN menu). The screen contains lines for entering up to five discipline reasons for any one infraction. Enter \*\* in any of the discipline reason fields are not needed.

The following elements are required to be reported in EMIS:

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

Suspensions, Expulsions, In-school alternative discipline class/program/building, Emergency Removal by District personnel, and removal by a Hearing Officer are required to be reported as Types of Discipline.

Note: Only the most severe type of discipline for the specific incident is reported (for example, if the student is suspended pending an expulsion, only the expulsion should be reported.)

DISCEMIS will be able to determine this.

Reminder: Saturday schools are no longer EMIS reportable.

**Note:** Corporal Punishment is the only discipline area that remains on the Demographic/Attendance screen.

NEW FOR FY07: A new Discipline Reason was added: Serious Bodily injury – 22

A new field was added last year called "**Building IRN of Where Discipline Incident Took Place**". See page 172 of the Guide. The IRN in this element could possibly reflect another building within the reporting district, a building outside the reporting district, or the IRN of another EIMS reporting entity (i.e., ESC's, JVS's,...). Report "999999" if the entity where the discipline incident took place does not have an IRN.

Since ESC's are not reporting school-aged children, the home district will be responsible for reporting any EMIS reportable discipline.

The EMIS guide says the 'discipline date in EMIS should be the date in which the student began the discipline.

If you are using DISC, you may wish to run the DISCTOT report to review discipline totals.

\_\_\_\_\_ The EMIS Coordinator will run **DISCEMIS** in verify for verification if using DISC. (Later, when DISCEMIS is run in Update Mode, it will actually transfer the EMIS reportable discipline from DISC to EMIS.)

**OR**

\_\_\_\_\_ **ENTER DISCIPLINE RECORDS DIRECTLY IN EMSDIS** by SSN if you are not using the DISC program. The screen contains lines for entering up to five discipline reasons for any one infraction. Enter "\*\*\*" in any of the discipline reason fields that aren't needed, as shown in the sample EMSDIS screen above; these fields should not be left blank.

**GIFTED REPORTING**

The Gifted record in EMIS, EMSGIF, is used for the reporting of screening, assessment and identification of gifted. All enrolled students, whether gifted or not, must have a gifted record. Resident districts do not need to report on 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 JVS, ESC, or Post-secondary institution, for example. Community schools are also required to report the Gifted Record. JVS's and ESC's are not.

Only the identification data will be cumulative; all other data elements will reflect only activities that took place during the current school year. You will need to manually update students assessed or identified and being served. You will also manually update any students who are exceptions to the mass screening defaults.

\_\_\_\_\_ **GIFTEDEMIS:** This program has been updated so that the ITC Staff can run this program for you at any time during the school year on your LIVE data. This allows you to have the Gifted information updated throughout the school year as students in a particular grade level are screened in one or more gifted areas. You no longer need to wait until yearend.

When the program is run, it will also create gifted records for students who need a record but don't currently have one. If the student is not in one of the grade levels that you've asked us to mass update, the student's record will contain "N"s and "\*"s for the defaults. Also, GIFTEDEMIS will never overwrite a "Y" that is already in a screening field.

**This concludes step that can be done prior to the last day of school!**

**BEFORE GENERATING AND PRINTING ANY YEAR-END REPORTS, VERIFY THAT ATTENDANCE AND GRADES HAVE BEEN COMPLETED!!!!**

**CREATE, PRINT, CHECK, CORRECT & SAVE Year End Processing Reports. WE STRONGLY RECOMMEND THAT YOU RUN AND PRINT THE FOLLOWING REPORTS.**

\_\_\_\_\_R101 - STUDENT ROSTER - gives a roster of your students.

\_\_\_\_\_R305 - PRINCIPAL'S REPORT ON ENROLLMENT - Breakdown of current year enrollment

\_\_\_\_\_R306 - YEAR END ENROLLMENT SUMMARY - Shows enrollment for the year by grade sex. This Also gives details on the number of admissions and withdraw gives details on the number of admissions and withdrawals during the school year.

\_\_\_\_\_R309- STUDENT ABSENCE SEARCH REPORT - Run for entire school year. Uses ABSE file. Lists all absences, reasons and notes for each individual student.

\_\_\_\_\_R311 - STUDENT ABSENCE STATISTICS REPORT (A-12.3-1) Optional. May run for entire school year or other date range. Uses ABSE file. Statistical report of all absences by type and reason.

\_\_\_\_\_R319- AVERAGE DAILY MEMBERSHIP AND AVERAGE DAILY ATTENDANCE – analysis of student attendance history.

\_\_\_\_\_ **R500 - Used for checking attendance** (optional) We suggest that each building run the R500 now to check attendance for their students. Be sure the P028 is Version 01 to create the report for only your building.

“For District State Report”, enter “N”. Be sure to use YOUR first day of school and YOUR last day of school for the dates in the “DATE From/To” range fields. Use absence types for absence and unexcused absence. Leave tardy blank. Please refer to the handout when reviewing your R500 to determine possible errors and what to do to correct them.

\_\_\_\_\_ **ATTUPDEMIS** ( EMIS Coordinator – refer to Coordinators Checklist)

Once ATTUPDEMIS has been processed to update attendance to EMIS, it can be reprocessed to update, however, any attendance entered manually in EMIS or loaded from the JVS will be lost and will need to be re-entered!

**Reminder for Year End:** ESCs no longer report student level data, except for preschool. For yearend resident districts will include attendance for school-age students receiving services from a staff person employed by the ESC.

Resident districts report combined attendance for students attending Contract Voc Ed., JVS, ESC (Preschool only) and Post Secondary.

\_\_\_\_\_ **RESIDENT STUDENTS WHO ATTEND A JVS** - JVS attendance will need be loaded into each resident district’s files after resident districts have completed their attendance load for all other students.

\_\_\_\_\_ **RUN STU\_ATTEND** After the attendance is loaded, to check and see if all student attendance in EMIS is correct. If a student’s attendance is missing in EMIS and he is attending in a situation where you should be reporting attendance, he will be excluded from the aggregations.

\_\_\_\_\_ **ADD staff class master records and student subject records for Post-secondary courses if not set up in SIS.** If any student is enrolled in Post-secondary courses after the October Reporting period, make sure that there is a staff class master record for each course and that each student has a subject record for the courses they are enrolled in. Since there are no CLIS records for these courses in SIS, status will need to be manually updated.

**CTRMEMIS - Process CTRMEMIS**

**CLISEMIS - Process CLISEMIS**

AFTER final corrections are made to CLIS records. CLISEMIS will be processed. It will update the student Subject records on EMIS for any changes made on SIS CLIS records since October. If courses were mapped using E906, CLISEMIS will update your EMIS subject records according to the entries on these parameters. It will also update the Course Status field to inactive if a student is no longer enrolled in a course reported in October. This program will no longer translate CLIS marks (A, B, 90-100,etc.) into State marks since marks are no longer to be reported in EMIS.

\_\_\_\_\_EMIS **EMSRT5**-STUDENT COUNTS BY CLASSROOM Run this report to verify your student counts for each classroom. 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.

\_\_\_\_\_ **GRADES 9-12 - COHIEMIS** – This program will total up the students' current year credits from COHI and load to the GRAD CREDIT HRS field on the EMIS student attendance record.

**MAKE SURE YOU HAVE ALL SIS REPORTS NEEDED FOR THE 06/07 SCHOOL YEAR PRINTED.**

**VERIFY EMIS DATA FOR SUBMISSION**

At this point, all EMIS data should be entered and you should be ready for aggregations and additional reports to check the accuracy of your data. It is important to check before your SIS files are cleaned up so that if you need to go back to retrieve additional information, it will still be available in SIS.

**.REMEMBER THAT THE PROCESSING TIME FOR YEAREND DATA IS SHORT. THE FINAL PROCESSING OPPORTUNITY IS THE WEEKEND OF JULY 27th . DO NOT WAIT UNTIL THE LAST MINUTE TO CHECK REPORTS AND CORRECT DATA!!!!!!**

+++++

**Before SUMMER CLEANUP is done:**

\_\_\_\_\_Provide your district coordinator with a list of retentions. Any student being retained should have their school year on stud changed to 06/07

\_\_\_\_\_Any student who is being retained should have their school year on STUD changed to 06/07. If a student will be a grade level '23' next year; you will want to update their school year on STUD to 06/07 as well so that the STUD record is kept.

\_\_\_\_\_Make sure that ALL students who are enrolled in the highest grade level in each building, **including Status R students**, have been transferred to the next building in the district. If not transferred, these important records will need to be manually added back in to the files in the new building. Some important information may be lost as a result.

\_\_\_\_\_It is important that you make sure ABHI and COHI are updated and correct.

\_\_\_\_\_If a student was withdrawn for an expulsion, has not returned and the expulsion has elapsed, you must change the withdrawal code to the actual reason the child has not returned, which may be a dropout reason

\_\_\_\_\_HIGH SCHOOLS – If you choose **not** to keep GR students in SIS contact NEOnet

**EMIS DOCUMENTATION IS AVAILABLE FROM THE ODE EMIS HOMEPAGE:**

<http://www.ode.state.oh.us/emis/>

## DISTRICT COORDINATORS CHECKLIST

### BE SURE THE BUILDING CHECKLIST HAS BEEN COMPLETED FOR EACH OF YOUR BUILDINGS

\_\_\_\_\_ **Update District Yearend Information.** Using the EMSGCN – General Information programs in **EMIS**, update the elements for District yearend information with EMSMDR. Your EMIS coordinator may be the only person with access to update this file. (See Chapter 4 of the EMIS Guide.) **NEW FOR FY07!:** “Central Office Square Feet” is still an element on this screen, but the other fields are different this year:

- **Non-public Students Evaluated for Special Education – Ineligible Students** – Total number of resident and non-resident nonpublic students within district boundaries that have been evaluated for special education services and determined to be ineligible.
- **Preschool Transition Conferences Held After 3<sup>rd</sup> Birthday No Disability Suspected** – Count of preschool transition conferences (PSTC) for students potentially moving from Part C to Part B special education services where a decision was made at the PSTC that no disability was suspected and where the district will not pursue additional evaluation of the child. The PSTC occurred after the child’s 3<sup>rd</sup> birthday. This element is reported by city, local, and exempted village school districts and represents a final headcount as of the district’s yearend (July 1 to June 30)
- **Preschool Transition Conferences Held By 3<sup>rd</sup> Birthday No Disability Suspected** – Count of preschool transition conferences (PSTC) for students potentially moving from Part C to Part B special education services where a decision was made at the PSTC that no disability was suspected and where the district will not pursue additional evaluation of the child. The PSTC occurred by the child’s 3<sup>rd</sup> birthday. This element is reported by city, local, and exempted village school districts and represents a final headcount as of the district’s yearend (July 1 to June 30)

### DISTRICT YEAREND INFORMATION

Central Office Square Feet:

Nonpublic students evaluated for Special Ed, Ineligible:

Preschool Transition Conferences - No disability Suspected

Held by 3rd:      Held after 3rd:

EMSMDR - District Yearend Information Record

\_\_\_\_\_ **Update Information on the Building Yearend Information (EMSMBP) found on the EMSGCN menu in ALPHA EMIS.** Only one person needs to do this. Be sure to scroll (F10) in order to pull up and update each building. See Chapter 4 of the EMIS Manual. Note: JVS districts are not required to report a few of the fields.

**NEW FOR FY07!:** **Actual Days in Session Element added for Preschool** – The actual number of days in session during the current school year for students in preschool. **Actual Hours per Day added for Preschool** – The actual number of hours per day in which scheduled classes, supervised activities or approved educational options were provided to students in preschool (exclusive of lunch).

The following is an example of the first page of the District Building Profile Master

Screen 1:

Find: BUILDING YEAREND INFORMATION

School IRN	Building Name	Percent Bussing	Percent Lunchrm	Square Footage
034207	Elmwood Elementary Schoo	27.00	24.00	57350
Percentage totals:		100.00	100.00	

# of students arrested for a violent criminal offense on school grounds:

----- Actual Hours Per Day -----  
6.00 Grades 1-8 Half-Day Everyday KG  
Grades 9-12 Alt-Day Full Day KG  
Preschool 6.00 Full-Day Everyday KG

A new field was added in a prior year on screen 2 called "Feeder School". The primary building IRN should be entered of which the greatest number of students will enroll after they complete all grade levels in the current building. Per ODE: report \*\*\*\*\* for a high school with students in grade 12.

Screen 2:

Find: BUILDING YEAREND INFORMATION

You are currently working with: 034207 – ABC School

-----  
Feeder School IRN: -

Actual First Day of School for...  
Grades 1-12:  
Kindergarten:

Actual Last Day of School for students (K-12):

Screen 3:

BUILDING YEAREND INFORMATION

You are currently working with: 034215 – ABC School

-----  
Note: The fields on this screen should be completed by Community Schools only.

--  
Actual Parent Teacher Conference Hours:

Actual Professional Meetings (Teachers) Hours:

Actual Hours in Session for...  
Grades 1-8: Half Day Kindergarten:  
Grades 9-11: Alternate Full Day KG:  
Grade 12: Full Day Everyday KG: only or 3,4 or 3,5 or 3,4,5

Screen 4:

Find: BUILDING YEAREND INFORMATION

You are currently working with: 034215 – ABC School

-----  
Note: The fields on this screen should -NOT- be completed by community schools

--  
Actual Parent Teacher Conference FTE:

Actual Professional Meetings (Teachers) FTE:

Actual Days in Session for...

Grades 1-8:	Half Day Kindergarten:	Preschool:
Grades 9-11:	Alt Full Day Kindergarten:	
Grade 12:	Every Day Full Day KG	

Calamity Days:	Shortened Days – Due to Weather:
Calamity Days Made Up:	Shortened Days – Due to Other Reasons:

**\_\_\_\_\_ NEW FOR FY07!: ALPHA: Update District Testing – Yearend Record**

Beginning in FY07, a District Testing Record is required to be reported to collect headcount information on district-wide assessments beyond those required by the state. This will be reported during the June (N) reporting period for each city, exempted village and local school district as well as each community school and the Department of Youth Services (DYS).

**Report one record per test per grade level if a test is given to an entire grade level in the district. This only applies to non-state tests. If the only tests that the district administers to all students in grades K-12, or to all students in particular grade levels, are Ohio's Achievement and Graduation Tests, KRA-L, or the Ohio Test of English Language Acquisition, then report a single record with "NT" in the grade level field and a Local Assessment Number of the district's choice.**

**If a test was required for students in one grade level, but was optional for students in another grade level, then only report a record for the required grade level. For example, if the district requires all fourth-graders to take the Otis Lennon, yet permits students who enter the district at a later grade to take the Otis Lennon as part of the gifted identification process, then the district would only enter a record for the "04" grade level and would only include students in grade 4 in the headcount fields.**

Find:

Grade Level    Local Assess. #

Grade level assessed    :  
Local assessment number:

Number of students taking assessment test    :  
Assessed students with disabilities headcount:

Administered with Accommodations/Modifications:  
Accommodations/Modifications Headcount    :

Alternate assessments provided:  
Alternate assessment headcount:

EMSMDT -- District Testing Yearend Maintenance Program

F6 Top	F11 Find	F17 Lockmode
F7 Help	F12 Add	F18 Set Defaults
F8 Exit	F13 Delete	
F10 Next	F14 Modify	

\_\_\_\_\_ **Update High Quality Professional Development on the ALPHA.** If you haven't already done so, run EMSPRS from EMIS\_RPT to get the Staff HQPD Principal's Recording Sheet. The information from the Recording Sheet should be entered into the USPS (payroll) side (USPSCN/POSSCN). Most likely this information will be entered by payroll staff instead of the EMIS Coordinator, but districts need to coordinate this. Contact the ITC Staff support for help.

\_\_\_\_\_ **Update Contractor Staff Records.**

\_\_\_\_\_ **NEW FOR FY07: Update the Contract Only Record** Contact the ITC Staff Support if you have questions.

## **REMIS PROGRAMS for moving Data to EMIS**

**From the EMIS\_LCL menu, select 'REMIS' programs.**

\_\_\_\_\_ **MEMBEMIS.** This will move the program codes from SIS to EMIS.  
A routine is available to mass load program codes if needed. (DARE, SADD etc)

Please verify that calendars (P310) have been updated to reflect calamity days.

\_\_\_\_\_ **Run ATTUPDEMIS in VERIFY mode: For *FY07N***

**NOTE:** ATTUPDEMIS takes student FTE into account

ATTUPDEMIS uses two keywords on P030 and will not process if either keyword is missing. The keywords are:

ABS\_TYPES\_AUTHOR – where the value is the P126 absence types for excused absences.

ABS\_TYPES\_UNAUTH – where the value is the P126 absence types for unexcused absences.

Multiple absence types should be entered together in the Value column with no spaces or commas separating them (ex: code =ABS\_TYPES\_AUTHOR value=ARO)

**Verify** each school's P030 screen to ensure correct keywords and value are accurate for **FY07**.

**Prior to** running the program, verify "days in session" are correct on the EMSGCN menu.

At this time, ATTUPDEMIS should just be processed in verify for each building to check attendance. Do not run ATTUPDEMIS to update attendance to EMIS until after your school year has ended and all attendance is complete and has been verified. At that time, the EMIS coordinator should process ATTUPDEMIS to move attendance over to EMIS.

If total days for a student exceed the number of days school is in session, the message "NOT UPD Total Days > Days In Session" prints on the district report and attendance days are not moved to EMIS. If Total Days in session is blank, this message will appear on the screen:

EMIS District General Year End File (EMSDYE) is inaccurate

Use EMSGCN to fill in the missing data

ATTUPDEMIS is terminating

To process ATTUPDEMIS for your building, BUNNY in to the building to set the logical to point to the building for which you wish to verify attendance.

Then at the MENU> prompt, type ATTUPDEMIS. The following prompts will appear:

"Your current building is Your Name HIGH SCHOOL"

"Process just this Building or entire District? (B/D)>"  
(if you wish to process just your Building, then select "B")

If the building option is selected, the report runs in verify only. If you select the District option, there will be an additional prompt asking if you are processing in "Verify Mode" or "Update Mode".

The program will generate the report for your building and will list the report name on your screen. Report names for individual buildings appear as ATTUPDXXXX.TXT where XXXX represents your four character building code.

If you select the district option, ATTUPDEMIS will process each building in the district as defined on P028 version 99. For each of those buildings, it will generate a report as described above, and a report for the district called ATTUPDEMIS.TXT.

Total days enrolled and days present will be determined by the number of days defined on your current calendar. Days present is calculated by subtracting total excused and unexcused absences from Total days enrolled.

For daily attendance, the ABSE records will be used to determine the absences for a student.

When ATTUPDEMIS is processed in verify mode, each student on the report will have the message "Verify Mode, EMIS not updated".

When ATTUPDEMIS is processed in update mode for the district, students updated to EMIS on the district report will have the message "EMIS attendance updated".

Students in the following situations in EMIS will have an informational message printed on the district report about why their attendance is not loaded.

EMIS Student residency Status = I "NOT UPD EMIS Student status I"  
EMIS Student residency Status = 6 "NOT UPD EMIS Student status 6"  
EMIS Student residency Status = F "NOT UPD EMIS Student status F"

Students with an ATT code of "E" on STUD will not be processed by ATTUPDEMIS. Students not in the current school year on STUD will not be processed.

Students with the error message "NOT UPD Total Days > Days In Session" have a total days present, excused and unexcused absences greater than the number of days school is in session. If this error occurs, check the ADWD records for this student to make sure that his admission and withdraw dates are correct in all buildings that he might have attended. Also, check to make sure that admission and withdrawal dates do not overlap between buildings.

Students with the message "D Status, excluded" are students that have a "D" status on STUD. No attendance is updated for them in EMIS.

If "D" status students are listed with attendance days during the year, these students need to be investigated. If a student attended any days during the current school year, the student should not have a "D" status.

Students with the message "Invalid Calendar on ADWI" have a calendar number on their ADWD record which isn't a valid calendar. Check ADWD for this student and change the calendar field on STUD to correct this.

Students with the message "Not found in EMSSTU" occurs for students that have a record in SIS but do not have a record in EMIS. Check UNCLEMIS to see if there are any errors keeping this student from being updated to EMIS.

\_\_\_\_\_ **Run ATTUPDEMIS in update mode once for the district.**

Once ATTUPDEMIS has been processed to update attendance to EMIS, it can be reprocessed to update, **however, any attendance entered manually in EMIS will be lost and will need to be re-entered!**

\_**RESIDENT STUDENTS WHO ATTEND the JVS and ESC** will need to have their attendance manually entered into EMIS thru EMSUDM. Enter this *after* ATTUPDEMIS has been run in Update mode. Otherwise the attendance for the ESC will be overwritten. **Reminder:** Attendance for all students attending an ESC, including preschool students, must be reported by the resident district for Yearend Reporting

**During the Yearend N reporting period**, the resident district should report **combined attendance** for all students with an Attending/Home IRN Indicator of:

    "2" Contract Career-Technical Vocational

    "3" Joint Vocational School Districts

    "4" Education Service Centers

    "5" Post Secondary

In other words, the district should report attendance for time spent at both the resident district and the ESC or the JVSD. The ESC and the JVSD should only report attendance for time spent in the ESC or the JVSD during the Yearend N reporting period.

**Reminder: Run R500** – EMIS Coordinators should run an R500 for the entire district by specifying P028 - version 99, District State Report "N". (*Optional but auditors may ask for this*)

\_\_\_\_\_ Please note that it is very important that you verify the retention data has been entered for every building.

Note! withdrawal code/reasons 71 thru 75 will be considered as a "drop-out" and that these numbers/percentages will reflect on your district report card for grades 9-12.

It is suggested that you run the menu option WITHDRAWAL using July 1, 2006 as "LAST VALID" withdrawal date. Check withdrawal codes carefully.

**Check that all Discipline records have been entered.**

\_\_\_\_\_ Run **DISCEMIS** in **verify** mode, if your buildings are using the DISC program. Verify and update if needed.

\_\_\_\_\_ Run **DISCEMIS in Update** Mode, it will transfer discipline records from DISC to EMIS. Check the DISCEMIS.TXT report for errors.

\_\_\_\_\_ Be sure that the '**PROFICIENCY ONLY**' screen is completed correctly for any students that tested in your district.

\_\_\_\_\_ **Run MAJOREMIS** to calculate and update the Majority of Attendance IRN in EMIS. This will give you the opportunity to check for errors before a final (Update) run is made. The Update option should be run by the EMIS Coordinator once the Verification has been run and checked. **NOTE: It is important to fix attendance problems prior to running MAJOREMIS so that correct calculations are made.** (If MAJOREMIS is re-run in Update mode, it will overwrite any manual changes that you have made.)

**Reminder:** Majority of Attendance is important for calculations used on the LRC, so you'll want to make sure the data is as accurate as possible.

**NEW FOR FY07!:** The definition of the Majority of Attendance has changed. It is now 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, designated as follows:

- March 19 for all grades except 3-8 \*
- May 10 for grades 3-8

\* Include students in grades 3-8 if they take the Alternate Assessment given in March. You'll need to update these manually. (We're hoping to have a tool to assist you in this task.)

The Majority of Attendance field will be used to determine if a student meets the Full Academic Year for Local Report Card purposes (unless the Accountability IRN overrides the MOA IRN.) REMEMBER, the Majority of Attendance IRN is never an IRN outside of your district.

**NOTE for FY07:** Lima is planning on updating MAJOREMIS to reflect the change in definition. However, Alternate Assessment students cause a problem. The only way we have of identifying these students is through the testing record itself, but Alternate Assessment results are not expected back in time for us to use them for Majoremis. You may need to update the MOA for these students manually.

**CTRMEMIS** should be run only if you have second semester courses not reported in October.

\_\_\_\_\_ **RUN CLISEMIS** - Process AFTER final corrections are made to CLIS records. Run this program at the MENU> prompt. It will update the student Subject records on EMIS for any changes made on SIS CLIS records since October. If courses were mapped using E906, CLISEMIS will update your EMIS subject records according to the entries on these parameters. It will also update the Course Status field to inactive if a student is no longer enrolled in a course reported in October.

\_\_\_\_\_ **RUN COHIEMIS** - This program will total up the students' current year credits from COHI and load the GRAD CREDIT HRS field on the EMIS student attendance record. When a student is educated by multiple districts (i.e. the resident district and the JVS), each entity should only report those units that the reporting school offered, UNLESS, the other educational entity does not report via EMIS (i.e. MR/DD students or postsecondary students). The total number of units will be determined at ODE by using the SID to match the information across districts

Enter COHIEMIS at the MENU> prompt to run the program. You will get the following prompt:  
First, zero graduation credit units in all district EMIS records?(Y/N)>  
If you only have one building in your district with a grade nine or higher, you should always answer `Y' to zero out the credits.

When a student is educated by multiple districts (i.e. the resident district and the JVS), each entity should only report those units that the reporting school offered, UNLESS, the other educational entity does not report via EMIS (i.e. MR/DD students or postsecondary students). The total number of units will be determined at ODE by using the SID to match the information across districts

COHIEMIS - Schools that enter other school district names on the COHI so it will show on Transcript where the student earned credit will have to adjust the Graduation Credit manually after COHIEMIS has been run.

## **VERIFY EMIS DATA FOR SUBMISSION**

\_\_\_\_\_ **RUN JUNE TEST** to create a number of reports that you may find helpful in checking your data. **Some of these reports may need to be updated.**

Some of the EMIS reports included below require that the aggregations be processed before the reports can be generated.

\_\_\_\_\_ **RUN EMSVLD-EMIS VALIDATION** At this point all SIS information for June should have been moved over into EMIS and you can begin running the EMSVLD validation program to check for errors. If you have errors, correct them.

Print the AGGREGATION reports from the COMMON directory and correct. These will be processing nightly.

Pay close attention to the **EMSAGG5.TXT, EMSAGG6.TXT**, and the EMSVLD.TXT. These reports contain errors, which, if left uncorrected, could cause students to not be counted for ADM or funding purposes.

Remember to access the EMIS\_RPT and EMIS\_LCL menus for a listing of reports that can be useful in verifying data.

Be sure to keep a copy of your final ODE reports for your records. (These are the reports that are copied to you from the State.)

**THE FINAL PROCESSING OPPORTUNITY IS THE WEEKEND OF JULY 27th . DO NOT WAIT UNTIL THE LAST MINUTE TO CHECK REPORTS AND CORRECT DATA!!!!!!**

Submission of incomplete or inaccurate data for Yearend N Data triggers an official out of compliance letter to be mailed on 6/8/2007 with guidance as to corrective action.

This is the initiation of the 45-day Data Accountability Corrective Action Cycle.