EMIS ADVISORY COUNCIL

Career Tech Workgroup Report Guidelines

Many reports need to be developed by ODE related to CTE. The following report development guidelines would be helpful for these new CTE reports as well as for ODE EMIS reports in general.

Report Content
- Whenever possible, minimize the number of errors on a report that can not be resolved; use lower severity if possible
- Whenever possible, include student names on reports
- Be aware of information overload within a single report; consider multiple versions of a report on the same general topic, one with basic details and one with problem-solving details
- Always include fields needed to break a report into smaller pieces, if relevant
- Whenever possible, make it clear what has changed from one report to the next

Working With Reports
- Make sure business rules include what is and is not included- should be detailed or linked in the report explanation
- When more than one district involved, consider how districts will work together to resolve issues
- Provide overview reports that summarize detail data into appropriate categories
- Detail reports are important, but it is a challenge to combine reports to get a clear overall picture
- As previously recommended by the EMIS Advisory Council, being able to customize reports would be helpful
- Make sure known issues with reports are known to all users

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