

EMIS Change 24-31: Clarify staff override guidance
Public Comment open from February 6 through March 7

EMIS Change 24-31

This change clarifies when it is necessary to request a staff override via a district's ITC.

SECTION 3.8: STAFF MISSING OVERRIDE (CP) RECORD

General Guidelines

Overrides are not a replacement for correct and timely reporting of EMIS data. Requesting an override via this record is acknowledging that incorrect data was reported in a prior collection.

Not all overrides needed for staff will be possible via reporting this record. For example, a staff member who was reported in the prior year with~~changes from~~ a local Z-ID and is being reported in the current year with a state credential ID~~to a state credential ID~~ will still need an override to remove the Z-ID from the Missing Staff report, but that override must be requested via your ITC and the EMIS Helpdesk. If the Z-ID was reported in the current year before the credential ID was reported, then an override is not needed. As with overrides reported via the CP Record, overrides requested via an ITC do not correct mis-reported data; these overrides merely remove the staff member from the Missing Staff report.