Quality EMIS Data:
The Role of Principals

Why?

The data districts report to the Department through EMIS…

- Help determine state and federal funding
- Drive the school and district performance results on the Ohio School Report Cards
- Help determine the support and incentives the Department can provide to districts

What?

Districts report several different categories of data to EMIS…

- Assessment
- Calendar
- Financial
- Five-Year Forecast
- Graduate
- Career-Technical Follow-up
- Staff/Course
- Student

When?

EMIS reporting is year-round. There is no EMIS holiday or summer vacation. There are many different collections by which your district reports data to the Department. There is always at least one collection open; often, there are several open at one time.

Take Action!

EMIS data are available for review in the Secure Data Center, the Data Collector, and the Ohio District Data Exchange. Be sure you are able to access these systems and are familiar with the kinds of data available. Be sure you are aware of reporting deadlines and share that information with the staff responsible for entering the data into local systems.

Tips.

1. *Prioritize EMIS Work.* To accurately report all of the above-listed categories of data, your EMIS coordinator will need the assistance of multiple staff members throughout your building and district. Be sure staff are aware of this need.
2. *EMIS Takes Time.* Reporting all of a school's data takes time and is a year-round process. Make sure your staff is available to work with the district's EMIS coordinator on a regular basis and has the time to review reports and complete other EMIS data related tasks.
3. *Training.* EMIS reporting requirements change over time. Encourage your staff to attend professional development and training opportunities. Consider attending with them depending on the topics being discussed.
4. *Regular Data Team Meetings.* Participate in your district's data team meetings to review your school's data and any reporting issues your staff may be encountering.
5. *Stay Current.* Be sure to share and review EMIS data throughout the year in order to avoid major data issues that are difficult and time consuming to resolve at the last minute.

Why

What

When

Action

Tips

Principals…

…as the leaders of their schools, have the important job of ensuring that the schools' data is entered as accurately as possible. Accurate data can be used to measure student achievement and to make data-driven decisions for the schools and students.

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