

Quality EMIS Data:

The Role of Superintendents

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. Several important collections close during the summer months.

Take Action!

EMIS data are available for review in both the Secure Data Center and the Data Collector. Be sure you are able to access both systems and are familiar with the kinds of data available in both places. By law, you and your district's treasurer must review and verify the EMIS data your district is reporting. This is done multiple times each year. Be aware of these deadlines and know how to provide this verification.

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 district. Make sure your district staff know that a team approach is the best way to good data and are aware of reporting deadlines.
2. **EMIS Takes Time.** Reporting all of a district's data takes time and is a year-round process. Make sure your EMIS coordinator is not over-burdened with non-EMIS work and is able to work throughout the summer.
3. **Training.** EMIS reporting requirements change over time. Encourage your EMIS coordinator to attend professional development and training opportunities.
4. **Regular Data Team Meetings.** Schedule regular meetings with your data team to review your district's data and any reporting issues the EMIS coordinator may be encountering.

Why

What

When

Action

Tips

Superintendents...

...have the important job of being the lead educator for the students of their districts. Their ability to provide the opportunities and services that enable students to achieve depends, in large part, on accurate data reporting.