

**EMIS Focused Training – Graduation Q & A  
May 2023**

Below are some of the questions that were asked during the EMIS Focused Training – Graduation sessions held on May 17 and 19, 2023. The questions are in order by topic and include the answer and, in many cases, a link to EMIS documentation where the information can be found. Questions received via Teams Chat and the phone have been included. These Q&A documents, as well as training schedules and presentations, are available on our [EMIS Focused Training webpage](#). Note that the [EMIS Manual](#) continues to be the authoritative source for EMIS reporting guidance.

## Data Reporting

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- Q1** *My district reported a student as withdrawn with reason 41 in July 2022. The student never enrolled in the next district. Is it accurate that this student will remain in my district's grad rate?*
- A1** Yes. A student reported as withdrawn to another Ohio district but never reported by some other public district will remain accountable at the last educating district. See the [Grad Cohort Reports report explanation](#). See the [Graduation Rate Technical Documentation](#).
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- Q2** *In a shared student situation, can the resident/sending district's withdrawal date be after the educating district's diploma date?*
- A2** Yes.
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- Q3** *Is there a hierarchy for the various honors diplomas?*
- A3** No. Only one diploma type can be reported in EMIS and which to report is a local decision. See [EMIS Manual Section 2.6](#).
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- Q4** *Are court- or foster-placed students to another district considered "shared" students?*
- A4** Yes. Any time a student is being educated by a district other than their resident district, we consider them "shared" students. This includes court or foster placements, open enrollment, residing with a grandparent, superintendents' agreements, etc.
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- Q5** *Would a student who needs to complete a seal and does that during the summer be a summer grad if they finish before the first day of school?*
- A5** Yes.
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- Q6** *Is the Student Special Education Graduation Requirement (FE) Record still required to be reported for a grade 23 student with assessment exemptions in their IEP?*
- A6** Yes, the FE Record should be reported to confirm the exemptions are still in place. See [EMIS Manual Section 2.14](#).
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- Q7** *Should a student who is only missing a seal to complete grad requirements be withdrawn with reason 75? They will work to earn the seal over the summer.*
- A7** As long as the student is continuing to work with the district to meet any remaining graduation requirements, the district should continue to include the student in EMIS reporting until all requirements are met. At that point, the student can be withdrawn with reason 99. If requirements are not met and the student stops engaging with the district, withdraw using the most appropriate reason. See [EMIS Manual Section 2.4](#).
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- Q8** *What Grade Level Next Year should be reported for a student who has met credit and assessment requirements but needs to earn a seal and has yet to demonstrate readiness?*
- A8** Grade level 13 should be reported in this case.
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- Q9** *How can the resident/sending district report Work-Based Learning program codes tied to JVS staff when an Employee ID is required?*
- A9** If the JVS did not include the codes in its student reporting, the resident/sending district can include them in its graduation reporting as the Employee ID is not collected at that time. If the JVS did report the codes, there is no need for the resident/sending district also to report them.
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- Q10** *If a student earns the industry credential seal through a pre-apprenticeship program, do the industry credential test results need to be reported, as well as the program code?*
- A10** Yes. There is only a “plans to earn” program code for the industry credential seal. The district must report the credential result for the Department to know that the seal was earned.
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- Q11** *What should the reported diploma date be when the senior calendar’s last day is May 12, but the actual graduation date of May 19 is printed on the diploma?*
- A11** The Diploma Date in EMIS is defined as the date the student met all requirements and left secondary education. Assuming the student met these criteria on May 12, that can be the Diploma Date reported. See [EMIS Manual Section 2.6](#).
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