

**EMIS General Training Q & A**  
**September 2023**

Below are some of the questions that were asked during the EMIS General Training sessions held between September 25 and 29, 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 Training webpage](#). Note that the [EMIS Manual](#) continues to be the authoritative source for EMIS reporting guidance.

## Student

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- Q1** *Is an appeal needed to remove current-year juniors from the 2024\_CTE\_FOLLOWUP\_STDNT\_DRAFT file?*
- A1** No. Students reported as being educated in the current year will not be required to have follow-up data reported and will be removed from the list in a later version. See [File Descriptions](#) and [Data Appeals](#).
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- Q2** *Are the Exiting Student Follow-Up (FW) Record data elements the same as last year?*
- A2** Yes. There have been no changes to the FW Record. See [EMIS Manual Section 2.23](#).
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- Q3** *Is the new Updated Exit Status (FS380) element only for updating a current-year withdrawal reason?*
- A3** Yes. This new element is to update the reason for the student's withdrawal when new documentation is received that supports a later date than was previously documented and reported in the same school year. When reporting an Updated Exit Status option, the Withdrawal Reason (FS100) and Effective End Date (FS090) do not change. See [EMIS Manual Section 2.4](#).
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- Q4** *Will reporting the Updated Exit Status element remove a student from grad rate accountability for a district?*
- A4** Depending on the new reason reported with this element, a student could be removed from a district's grad rate accountability.
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- Q5** *Can a district use ODDEX as documentation of a student enrolling in another public district to correct a withdrawal reason if that student was previously reported as a dropout?*
- A5** Yes. See the Preferred Documentation Table in [EMIS Manual Section 2.1.1](#).
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- Q6** *What are attendance and course enrollment requirements for students receiving education/services during expulsion reported with Sent Reason (FS200) option EX – Expelled?*
- A6** It depends on whether a student is being educated or served during the expulsion. If the student is *not* receiving education or services, then attendance is not reported and course enrollment is a local issue. If the student *is* receiving education or services, then attendance is reported and the appropriate courses or services should be reported. See [EMIS Manual Section 2.4](#).
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- Q7** *Should an expelled student be assigned to a different calendar?*
- A7** No. The Sent To Percent of Time (FS220) for an expelled student receiving education or services during their expulsion should be calculated based on the assigned calendar before expulsion. See [EMIS Manual Section 2.4](#).
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- Q8** *How should Student Percent of Time (FS120) be reported during a student's expulsion?*
- A8** This element should be reported with 0, regardless of whether the student is educated or served during expulsion. The amount reported for Sent to Percent of Time depends on whether the student is receiving education or services during the expulsion.
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- Q9** *What should a JVS report for a satellite student expelled by the district?*
- A9** A satellite student expelled by the district would be reported by both entities with Sent Reason option EX and Sent to IRN 999999. Sent to Percent of Time and District Relationship reported depends on whether education or services are provided during the expulsion and which entity is providing the education or services. See [EMIS Manual Section 2.1.1](#).
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- Q10** *Is attendance reported for a student not receiving education or services while expelled?*
- A10** No. Attendance is not reported for a student who is neither educated nor served during expulsion.
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- Q11** *How many hours should be reported for a preschool full-time calendar?*
- A11** Preschool full-time calendar hours should be a minimum of 910. See [Change 24-63](#).
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- Q12** *Will there be any impact on preschool funding with change 24-63?*
- A12** No. Preschool funding is still based on headcount.
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- Q13** *For preschool calendars, can professional development and parent/teacher conference hours count as instructional time toward the 910-hour minimum requirement?*
- A13** Yes. Up to two and a half hours twice per year can be counted for professional development and for parent/teacher conferences. See [Requirements for Preschool Under the Switch from Days to Hours](#).
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- Q14** *Should a district that does not charge tuition for all-day kindergarten report the new kindergarten survey Organization – General Information (DN) attributes?*
- A14** A district that does not charge tuition for its all-day kindergarten does not report the STUKGLFREE or STUKGLRCED attributes and reports \$0 for the STUKGNFEES and STUKGTUITN attributes. See [EMIS Manual Section 5.3](#).
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- Q15** *Should a Pre-Kindergarten Experiences Student Program Code be reported for a student who attended an EMIS-reporting preschool?*
- A15** No. These program codes are reported for students who attended preschool programs at non-EMIS reporting entities. See [EMIS Manual Section 2.9](#).
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- Q16** *Should special education related services program codes be reported for FY23 IEPs or the FY24 IEPs?*
- A16** Districts should begin reporting the new related services program codes for FY24 IEPs.
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## Graduation

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- Q17** *Will JVSs have access to the Progress Toward Graduation module in ODDEX?*
- A17** Yes.
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