

# EMIS Basics



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# EMIS Introduction and Overview

# What is EMIS?

**Education Management Information System**

Statewide data collection system for Ohio's primary and secondary education

Data import system with standardized data definitions

# Major Functions of EMIS

1

*State and federal reporting requirements*

2

*Funding and distribution of payments*

3

*Local report card and accountability system*

4

*Reports for various state and district uses*

# Role of the EMIS Coordinator

- Primary EMIS contact
- Ensures EMIS data is collected and reported in accordance with EMIS Manual
- Works with district staff
- Verifies and disseminates information, reports, and data
- Monitors EMIS communications and updates



# Data Flow

# Where Does It Go From Here?

- ✓ Absence info
- ✓ Assessments
- ✓ Course data
- ✓ Demographic data
- ✓ Discipline actions
- ✓ Employment data
- ✓ Enrollment forms
- ✓ Withdrawal notices
- ✓ Many others!

Local Systems (e.g., Student Information System (SIS), payroll/HR system)

Data Collector at Information Technology Centers (ITCs)

State Software Development Team (SSDT)

Ohio Department of Education

State Software Development Team (SSDT)

Ohio Department of Education

### Ohio District Data Exchange (ODDEX)

- College Credit Plus (CCP)
- Records: History, Assessments, Grad, Special Education
- School Options Enrollment System (SOES)
- Student Claiming Module (SCM)
- Student Cross Reference (SCR)
- Tuition
- ...

### Many Different Uses

- EMIS reports
- Federal reporting
- Funding
- Legal proceedings
- Local report cards
- Ohio Administrative and Revised Codes
- Policy
- Research
- Routine audits
- State reporting



# Building Blocks

# Which Data is EMIS Data?

Enrollment

Courses

Screenings  
& Services

Attendance

Assessments

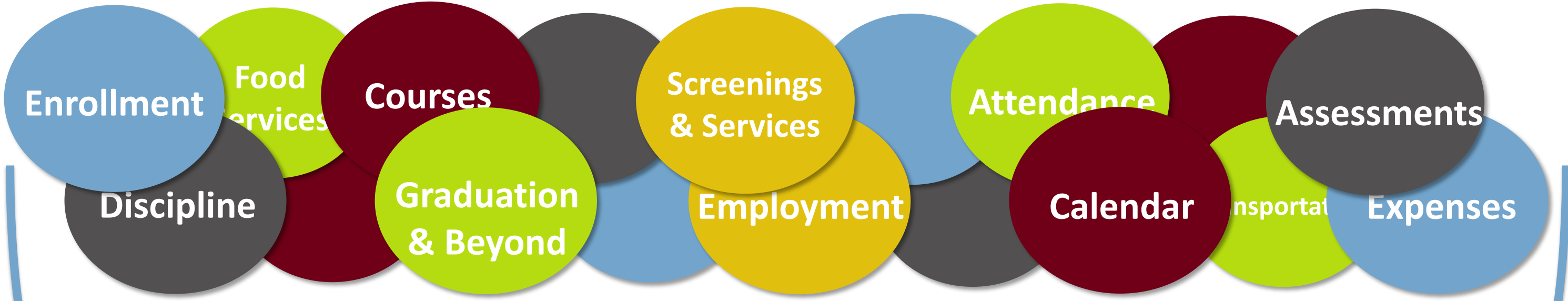
Discipline

Graduation &  
Beyond

Employment

Calendar

Expenses



# Data Types

- Student
- Staff
- Course
- District and building
- Financial

# Element

Each bit of information is reported in its most basic parts. For example: A staff member's name is broken into first, middle, and last name.

Each of these parts is reported as a separate *element*. For example: First Name Element, Middle Name Element, and Last Name Element.

## Record

Elements submitted to EMIS are grouped by data type. For example: Student data, staff data, course data.

Within each data type, elements are separated and reported by a more specific subject. For example: Student assessment data or student disciplinary incidents.

These subdivisions of data types are collected and reported by *record*. For example: Student Assessment Records, Student Discipline Records.


# Collection

Information is broken into data elements, which are divided by data types, and then further sorted into records.

Records are reported to the Department in pre-defined groupings.

This reporting is done by *collection*. For example: Beginning of Year Student Collection, Final Staff/Course Collection.

Release notes have the details for each collection.



<b>Element</b>	The most basic parts	First Name Element Middle Name Element Last Name Element
<b>Record</b>	Subdivisions of data types	Student Assessment Record Student Discipline Record
<b>Collection</b>	Predefined groups of records	Beginning of Year Student Collection Final Staff/Course Collection

# Help!



# Main Means of Communication

- EMIS Newsflashes
- EMIS Documentation Update Alerts
  - EMIS Manual updates
  - Report explanation updates
  - Change page updates
- EMIS website
  - Documentation
  - Resources



## EMIS Documentation

- » [EMIS Changes \(FY23, FY24\)](#)
- » [EMIS Framework](#)
- » [EMIS Manual](#)
- » [EMIS Release Notes](#)
- » [EMIS Validation and Report Explanations](#)
- » [EMIS ITC Conference Calls](#)
- » [Ohio EMIS Software Vendor Conference Calls](#)
- » [Secure Data Center – Status of Reports](#)
- » [EMIS Documentation Quick Link](#)
- » [EMIS Technical Documentation Quick Link](#)

# Documentation

# Resources



## EMIS Resources

- » [EMIS Acronyms](#)
- » [EMIS Calendar](#)
- » [EMIS Communications and Information](#)
- » [EMIS Glossary](#)
- » [EMIS Focused Training](#)
- » [EMIS Learning Library](#)
- » [EMIS Presentations](#)
- » [EMIS Report Catalog](#)
- » [EMIS Roundup](#)
- » [EMIS Training](#)
- » [EMIS Training Videos](#)
- » [Exiting Student Follow-Up Reporting](#)
- » [New EMIS Coordinator Training](#)
- » [Reference Lists](#)
- » [EMIS Resources Quick Link](#)

# Hierarchy of Support

EMIS Manual and Coordinators

Information Technology Centers (ITCs)

Department's EMIS Helpdesk

Department's EMIS Staff via Email/Phone

# Additional Help

Department business centers

- Policy issues (*not* EMIS reporting instructions)

Area finance coordinators

- Inter-district issues

SSID/IBM helpdesk via the ITC

- Duplicate SSIDs



# Data Collector New EMIS Coordinator Training



Kelli Rinehart

August 10, 2023

# Topics

- Data Sources
- Message Center
- Collection Requests
- Collection Status
- Submissions
- Progress
- Reports
- Archives
- Resources
- Preferences



# Message Center

- Three types
  - Messages for specific LEAs
  - Messages for specific organization type
  - Messages for EMIS reporters
- Indicator for “unread” messages
- Message capabilities
  - “Hide” messages
  - Show “Expired”
  - Collapse entire message center

Collection Requests   Collection Status   Submit

Collection Requests Summary

**Message Center** Click on the triangle to show the list of t

My Messages (0 Unread Messages, 0 total)

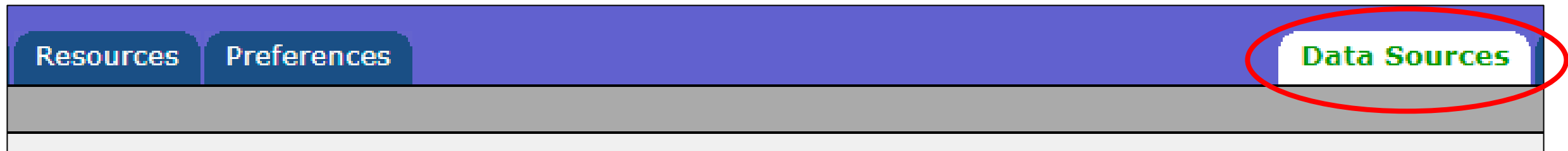
Messages for Organizations (0 Unread Messages, 0 total)

Messages for All Users (0 Unread Messages, 0 total)

Show messages which are:  Expired  Hidden

# Data Sources

- *Note:* Check with your ITC, as student software packages handle this differently
- Use this tab to verify upload success or to upload flat files manually as needed



Collection Requests Summary



**Exiting Student Follow up - Final (FY23)**

FY23-S-Exiting Stdnt Fnl: Required reporting for all students who left secondary education before the current school year, including students who left...

**Submissions:** January 02, 2023 - tomorrow

**Version:** 20

**From ODE:** [Level 2 Reports](#)

**Status:** Data Collection has been prepared on May 02, 2023 at 03:03:57 PM and is available for preview. You need to re-prepare to make it available for certification. **A new version of this collection request has been published by ODE, which requires you to re-prepare the data.**

**Submission Number:** 5 (attempt 1)

**Prepare Outputs:** [Level 1 Validations](#)  
[Preview Prepared Data](#)

**Actions:** [Start/Stop Collection](#)  
[Prepare](#)  
[Cancel](#)  
[Add New Scheduled Collection](#)  
[Edit Default Collection properties](#)



**Graduation Collection (FY23)**

FY23-G-Graduate: The FY23 Graduation (G) reporting period captures data related to graduating students. This data will include diploma information and...

**Submissions:** April 04, 2023 - October 13, 2023 (71 days till close)

**Version:** 4

**From ODE:** [Level 2 Reports](#)

**Status:** This collection has never been submitted.

**Submission Number:** 1 (attempt 0)

**Actions:** [Start Collection](#)  
[Add New Scheduled Collection](#)  
[Set Default Collection properties](#)

# Collection Requests Tab, 1

- Provides steps for data collections
- Choose collection
- Start/Stop collection
  - Begins process
  - Gathers data
  - Excludes what cannot be processed
- Prepare
  - Data validations performed for district's data
  - Level 1 validation reports generated

# Collection Requests Tab, 2

- Preview
  - Important step to review data
  - This is what gets submitted
  - If step skipped, extra certification required
- Certify and submit
  - Sends data to Report Authority
  - Cannot be cancelled, only overwritten with new submission

### Collection Status

Collection activity by collection request. Choose filter criteria to narrow the scope of the collection requests listed.

#### Filter Options

Collection Request: All

Data Set: All

School Year: All

Last Activity Within: All

Progress: All

Show closed collections

[Refresh](#) | [Restore Defaults](#)

#### SIF Zones

Collection / SIF Zone / Request

Records

Packets

Start

Elapsed

Status

#### EMIS Formatted Files

Collection / Record Type - File

Records

Start

Elapsed

Status

▼  FY24-S-Stdnt Cross Ref	5683	06/09 10:28 AM	00:00:03	Complete
 GI / MA_GI_24.txt	2837	06/09 10:28 AM	00:00:01	Complete
 FS / MA_FS_24_81x.txt	2846	06/09 10:29 AM	00:00:01	Complete

[Refresh](#) | [Restore Defaults](#)



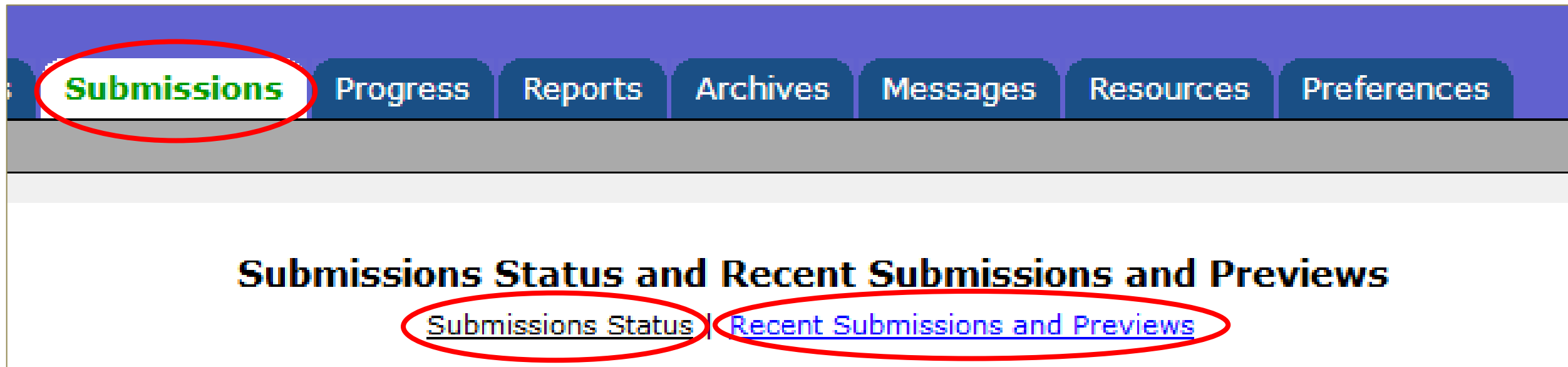
# Collection Status Tab

Provides means to watch the collection progression

- Click on ► to open the detail
- Flat file or SIF agent
- Green '✓' represents success on each record type
- Red 'X' represents process on that record did not complete normally

# Submissions

Provides two options to view submission detail





# Submission Status View

Lists submission status of each collection request

Collection Requests | Collection Status | **Submissions** | Progress | Reports | Archives | Messages | Resources | Preferences

Submissions

### Submissions Status and Recent Submissions and Previews

[Submissions Status](#) | [Recent Submissions and Previews](#)

#### Submissions Status

All submissions are listed below. Expand an item to view the individual submissions. Click a submission to view detailed status.

**Filter Options**

Collection Request:  | Data Set:  | School Year:  | Last Activity Within:

Show closed collections

[Refresh](#) | [Restore Defaults](#)

Submission	Submitted	Submission Status	Processed	Processed Status
FY24-S-SOES Init (0 submissions)				
FY24-C-Cal Init (0 submissions)				
FY23-S-Exiting Stdnt Fnl (4 submissions)				
<a href="#">Submission 1</a>	01/27/2023	Transmission completed on January 27, 2023 (certified by Richardson)	01/27/2023 09:38:08 AM	Processing Completed



# Recent Submissions and Previews View

Lists prior submission data for current collections

**Filter Options**

Collection Request:  Data Set:  School Year:  Last Activity Within:

Show closed collections

File Type:   Combine all files into a single .zip file per Collection Request

[List Recent Submissions and/or Previews](#) | [Restore Defaults](#)

Archive File Name	Collection Request	Type	Submission	Version	Date Archived	File Size
<input type="checkbox"/> <a href="#">Submission_2023S2EXT_5.zip</a>	FY23-S-Exiting Stdnt Fnl (2023S2EXT)	Submission	3.1	5	February 03, 2023	(1177 bytes)
<input type="checkbox"/> <a href="#">Submission_2023S2EXT_17.zip</a>	FY23-S-Exiting Stdnt Fnl (2023S2EXT)	Submission	4.1	17	February 23, 2023	(1198 bytes)

[Select All](#) | [Select None](#) | [Delete Selected](#)



### Progress

Choose the filter criteria from the options below then click on the Run Query link to view (or manage) the progress of collections. Uncheck the **All LEAs** check box to enter any text in the **LEA IRN** or **LEA Name** fields.

**Filter Options**

LEA Selection:  All LEAs      LEA IRN:       LEA Name:       Show:       Timeline:

Collection Request:       Data Set:       Year:       Expired:  Show closed collections

Processing Stage:  Not Started     Collecting     Collection Completed     Preparing     Prepare Completed

Collection Previewed     Certified     Submitting Collection     Submitted

**Display Options**

Group By:  Collection Request     LEA     Stage     None

[Restore Defaults](#) | [Select All Stages](#) | [Deselect All Stages](#) | [Select All Running Stages](#)

[Run Query](#) | [Show Never Submitted](#)

(Total Count: 4)

Collection Request / Submitter	LEA IRN	Subm	Ver	Timestamp	Stage or Result	Action	L1 / L2 / Err,Warn
<b>▼ Calendar Collection - Initial (FY24) (2024CINIT)</b> (Count: 1)							
<input checked="" type="checkbox"/> Qa District	123456	1	2	06/21/2023 01:21:33 PM	Collection Previewed	<a href="#">Preview</a>	<a href="#">L1(19 ft)</a> / L2(None) / None
<b>▼ Exiting Student Follow up - Final (FY23) (2023S2EXT)</b> (Count: 1)							
<input checked="" type="checkbox"/> Qa District	123456	5	18	07/07/2023 09:28:55 AM	Collection Previewed	<a href="#">Preview</a>	<a href="#">L1(3 ft)</a> / <a href="#">L2(1 Rpt)</a> / None
<b>▼ SOES Beginning of Year Student Collection (FY24) (2024SAODE)</b> (Count: 1)							
<input checked="" type="checkbox"/> Qa District	123456	1	4	07/10/2023 09:48:56 AM	Prepare Completed	<a href="#">Preview</a>	<a href="#">L1(1583 ft)</a> / L2(None) / <a href="#">Warn: 5</a>
<b>▼ Student Cross Reference (FY24) (2024SSCRS)</b> (Count: 1)							
<input checked="" type="checkbox"/> Qa District	123456	1	1	06/30/2023 08:33:36 AM	Collection Previewed	<a href="#">Preview</a>	<a href="#">L1(6356 ft)</a> / L2(None) / <a href="#">Err: 1</a>

[Export to a file](#)



# Progress, 1

Filter options and ability to check progress of all active collections

- Red 'X', Green '✓', Yellow '!'
- Submission number
- Collection request version
- Stage
- Action
- Level 1 validation reports & Level 2 counts
- Warnings

# Progress, 2

Action links offer quick processing over all open collections

- Start
- Collect
- Prepare
- Collect & Prepare combined
- Preview
- Does not allow a submission

Level 1 Reports

### Data Feedback Reports and Files

[Pre-Submission to ODE](#)  
Level 1 Details

| [Post-Submission and Processing by ODE](#)  
| [Highlights and Recent](#) | [Level 2 Details](#) | [Received Files Details](#)

Review and Level 1 Details

Choose the filter criteria then click the Show Reports link to generate the list of Level 1 reports matching these criteria.

**Filter Options**

LEA:  | Collection Request:  | Data Set:  | School Year:  | Category:

LEA IRN:  |  Show closed collections | Last Activity Within:

**Display Options**

Group By:  Collection Request  LEA  Level 1 Report  Category  Data Set  None | File Format:  HTML  CSV

[Show Reports](#) | [Restore Defaults](#)

**Show/Hide Category:**

- Calendar Displa
- Enrollment
- Missing Data
- Summary

[Deselect All Categories](#)

(Total Count: 11)

Collection Request / Report Name	LEA	Rec Count	Category	Data Set	Submission	Prepare time
<b>▼ Calendar Collection - Initial (FY24) (2024CINIT)</b> (Count: 3)						
<a href="#">Calendar Display</a>	Qa District (123456)	233	Calendar Displa	C	1	06/21/2023 01:20:35 PM
<a href="#">Counts of DN Records Excluded</a>	Qa District (123456)	0	Summary	C	1	06/21/2023 01:20:35 PM
<a href="#">Missing Report - Organization Attribute (DN)</a>	Qa District (123456)	0	Missing Data	C	1	06/21/2023 01:20:35 PM
<b>▼ Exiting Student Follow up - Final (FY23) (2023S2EXT)</b> (Count: 1)						
<a href="#">Students Missing From Followup Submission Report</a>	Qa District (123456)	21	Missing Data	S	5	05/02/2023 03:03:57 PM
<b>▼ SOES Beginning of Year Student Collection (FY24) (2024SAODE)</b> (Count: 7)						
<a href="#">Counts of DN Records Excluded</a>	Qa District (123456)	6	Summary	S	1	07/10/2023 09:48:56 AM
<a href="#">Enrollment Headcount Detail Report (Current Students)</a>	Qa District (123456)	107	Enrollment	S	1	07/10/2023 09:48:56 AM





### Data Feedback Reports and Files

Pre-Submission to ODE | Post-Submission and Processing by ODE  
[Level 1 Details](#) | [Highlights and Recent](#) | **[Level 2 Details](#)** | [Received Files Details](#)

#### Level 2 Details

Choose the filter criteria then click the Show Reports link to generate the list of Level 2 reports matching these criteria. To see the option to *Generate a single .zip file for all reports (.csv)*, you must select a single Report Name, or select a single LEA and a single Collection Request or a single Category.

#### Filter Options

LEA:  Collection Request:  Data Set:  School Year:  Category:   
 LEA IRN:  Report Name:  Last Activity Within:   
 Processed on or after:  (mm/dd/yyyy) Last Updated on or after:  (mm/dd/yyyy)  Show closed collections  
 With Data Only:  Exclude reports with 0 rows Report Name includes:

#### Display Options

Group By:  Collection Request  LEA  Level 2 Report  Category  Data Set  None  
 File Format:  HTML  CSV  CSV by Building IRN  CSV by Other Field (see Field Name in the table below)

[Show Reports](#) | [Restore Defaults](#) | [Reset Date textboxes](#)

#### Show/Hide Category:

Graduate  Student Reports

[Deselect All Categories](#)

(Total Count: 2)

Collection Request / Report Name	LEA	Fatal	Critical	Warn	Info	Total	Category	Data Set	Field Name	Process Date	Last Upd Date	Submission	Help Page
<b>▼ Exiting Student Follow up - Final (FY23) (2023S2EXT)</b> (Count: 1)													
<a href="#">(FLUP-005) SWD Exiting Student Follow Up Values</a>	Qa District (123456)	0	0	0	8	8	Student Reports	S		05/31/23 00:00	05/31/23 00:00	<a href="#">0 Unknown</a>	<a href="#">Help</a>
<b>▼ Graduation Collection (FY23) (2023G0000)</b> (Count: 1)													
<a href="#">(GRAD-423) 2023 - Grad Cohort - 4th Year Status</a>	Qa District (123456)	0	0	0	22	22	Graduate	G		06/14/23 00:00	06/14/23 00:00	<a href="#">0 Unknown</a>	<a href="#">Help</a>

[Export report information to a .csv file](#)



Collection Requests | Collection Status | Submissions | Progress | **Reports** | Local Reports | Archives | Messages | Resources | Preferences

Level 1 Reports

### Data Feedback Reports and Files

[Pre-Submission to ODE](#) | [Post-Submission and Processing by ODE](#)  
[Level 1 Details](#) | [Highlights and Recent](#) | [Level 2 Details](#) | [Received Files Details](#)

#### Received Files Details

Choose the filter criteria then click the List Files link to generate a list of received files matching these criteria.

**Filter Options**

Files for LEA:  | Data Set:  | Year:  | Category:   
 LEA IRN:  | File name includes:  and  | Per File:  Only Show Most Recent  
 Received on or after:  | and on or before:  (mm/dd/yyyy) | Created on or after:  | and on or before:  (mm/dd/yyyy)

**Output Option**

Group By:  LEA  Data Set  Category  Short File Name  None | Zip File:  Combine received files into a compressed .zip file

[Restore Defaults](#) | [Reset Time Span textboxes](#) | [Reset File name includes textboxes](#) | [Reset LEA IRN textbox](#)

[List Files](#)

LEA / File	Destination	ITC	Folder	Size	Last Modified	Status	Help Page
Qa District							(Count: 17)
<a href="#">2023_RPTCRD_CCWMRdy_Detail_20230501.xls</a>			SingleFolderPerIRN	937 KB	<a href="#">05/01/2023 10:19:59 AM</a>	LEA Received File	<a href="#">Help...</a>
<a href="#">2023_RPTCRD_CCWMRdy_Detail_20230503.xls</a>			SingleFolderPerIRN	835 KB	<a href="#">05/03/2023 11:54:56 AM</a>	New File	<a href="#">Help...</a>
<a href="#">2023_RPTCRD_CCWMRdy_Detail_20230509.xls</a>			SingleFolderPerIRN	835 KB	<a href="#">05/09/2023 01:18:44 PM</a>	LEA Received File	<a href="#">Help...</a>
<a href="#">2023_RPTCRD_CCWMRdy_Detail_20230512.xls</a>			SingleFolderPerIRN	792 KB	<a href="#">05/12/2023 11:15:16 AM</a>	LEA Received File	<a href="#">Help...</a>
<a href="#">2023_RPTCRD_CCWMRdy_Detail_20230531.xls</a>			SingleFolderPerIRN	793 KB	<a href="#">05/31/2023 01:52:57 PM</a>	LEA Received File	<a href="#">Help...</a>
<a href="#">2023_RPTCRD_CCWMRdy_Detail_20230606.xls</a>			SingleFolderPerIRN	793 KB	<a href="#">06/06/2023 09:30:47 AM</a>	LEA Received File	<a href="#">Help...</a>
<a href="#">2023_RPTCRD_CCWMRdy_Detail_20230612.xls</a>			SingleFolderPerIRN	793 KB	<a href="#">06/12/2023 03:16:11 PM</a>	LEA Received File	<a href="#">Help...</a>





**Data Feedback Reports and Files**

Pre-Submission to ODE | **Post-Submission and Processing by ODE**  
[Level 1 Details](#) | [Highlights and Recent](#) | [Level 2 Details](#) | [Received Files Details](#)

Highlights

No Highlights Level 2 Reports or Files

Recent

Items below which are files indicate what kind of files they are.  
 For Level 2 reports, they will display in  HTML format or  CSV  CSV by Building IRN  CSV by Other Field (see Field Name in the table below)  
 Include reports from  open collections only  open and closed collections.

(Total Count: 1)

Report or File Name	Category	Field Name	Count or Size	Timestamp	Help Page
<input checked="" type="checkbox"/> <a href="#">(WKCD-002) Where Kids Count Summary (FY23-S-TRAD Final)</a>	Gen Issues		730 rows	06/22/23 10:12	<a href="#">Help ...</a>
<input checked="" type="checkbox"/> <a href="#">(WKCD-001) Where Kids Count (FY23-S-TRAD Final)</a>	Gen Issues		40454 rows	06/22/23 00:00	<a href="#">Help ...</a>
<input checked="" type="checkbox"/> <a href="#">(GRAD-423) 2023 - Grad Cohort - 4th Year Status (FY23-G-Graduate)</a>	Graduate		2471 rows	06/14/23 00:00	<a href="#">Help ...</a>
<input checked="" type="checkbox"/> <a href="#">(GRAD-424) 2024 - Grad Cohort - 3rd Year Status (FY23-G-Graduate)</a>	Graduate		3169 rows	06/14/23 00:00	<a href="#">Help ...</a>
<input checked="" type="checkbox"/> <a href="#">(GRAD-425) 2025 - Grad Cohort - 2nd Year Status (FY23-G-Graduate)</a>	Graduate		4380 rows	06/14/23 00:00	<a href="#">Help ...</a>
<input checked="" type="checkbox"/> <a href="#">(GRAD-426) 2026 - Grad Cohort - 1st Year Status (FY23-G-Graduate)</a>	Graduate		2685 rows	06/14/23 00:00	<a href="#">Help ...</a>
<input checked="" type="checkbox"/> <a href="#">(GRAD-423) 2023 - Grad Cohort - 4th Year Status (FY23-S-TRAD Final)</a>	Graduate		2471 rows	06/13/23 00:00	<a href="#">Help ...</a>
<input checked="" type="checkbox"/> <a href="#">(FLUP-005) SWD Exiting Student Follow Up Values (FY23-S-Exiting_Stdnt Fnl)</a>	Student Reports		1272 rows	05/31/23 00:00	<a href="#">Help ...</a>



# Reports

- Offers multiple selection options
- Pre-submission to ODE
  - Level 1 Details
- Post-submission and post-processing by the Department
  - Highlights and Recent
  - Level 2 Details
  - Received Files Details

### Archived Files and Reports

[Archived Files and Reports](#) | [Create Archives](#)

#### Archived Files and Reports

Collection Request related files are created because ODE signaled the archiving of a Level 2 report, or because a collection request was deleted and all its data was archived. You can select the Type of archive (or both), in the filter options.

**Filter Options**

LEA:  | Collection Request:  | School Year:  | Category:

LEA IRN:  | Report Name:  | Type:

Archived on or after:  | and on or before:  (mm/dd/yyyy)

**Output Option**

Group By:  Category  Report or File Name  Collection Request  None

Zip File:  Combine all files into a compressed .zip file

[List Archives](#) | [Restore Defaults](#) | [Reload all Archived Files and Reports](#)

(Total Count: 18)

Category / Report or Archived File	Report Name	As of Date	LEA	Collection Request	File Size	Type
<b>▼ Flat File Data</b> (Count: 6)						
<a href="#">Last Collection Flat Files (for 2022AGEFL)</a>		01/06/2023 02:07:46		FY22-A-End Crs Smr-Fall (2022AGEFL)	47 kb	Collection request
<a href="#">Last Collection Flat Files (for 2022P0000)</a>		07/07/2023 02:08:08		FY22-P-FYF 1 Req (2022P0000)	2 kb	Collection request
<b>▼ Level 2 Reports</b> (Count: 2)						
<a href="#">Level 2 Reports (from 2022S1TRD)</a>		07/07/2023 02:08:13		FY22-S-TRAD Init (2022S1TRD)	4 kb	Collection request
<a href="#">Level 2 Reports (from 2022S2TRD)</a>		07/07/2023 02:08:45		FY22-S-TRAD Mid (2022S2TRD)	181 kb	Collection request
<b>▼ Preview</b> (Count: 5)						
<a href="#">Last Collection Preview (for 2022AGEFL)</a>		01/06/2023 02:07:46		FY22-A-End Crs Smr-Fall (2022AGEFL)	51 kb	Collection request
<a href="#">Last Collection Preview (for 2022P0000)</a>		07/07/2023 02:08:08		FY22-P-FYF 1 Req (2022P0000)	2 kb	Collection request



# Example of FTE Detail Reports on Dates Funding Pulled

▼ Funding				(Count: 20)
<a href="#">July_FY24_JVSD_Payment</a>	(FTES-009) FTE Subgroup Summary - Non-Transfers	06/29/2023 15:08:00	FY23-S-TRAD Final (2023S3TRD)	1 kb Level 2 report
<a href="#">July_FY24_JVSD_Payment</a>	(FTES-008) Enrolled ADM FTE Summary	06/29/2023 15:07:00	FY23-S-TRAD Final (2023S3TRD)	2 kb Level 2 report
<a href="#">July_FY24_JVSD_Payment</a>	(FTES-001) FTE Total by Fund Pattern	06/29/2023 15:06:00	FY23-S-TRAD Final (2023S3TRD)	1 kb Level 2 report
<a href="#">July_FY24_JVSD_Payment</a>	(FTED-003) FTE Adjustments	06/29/2023 15:05:00	FY23-S-TRAD Final (2023S3TRD)	5 kb Level 2 report
<a href="#">July_FY24_JVSD_Payment</a>	(FTED-001) FTE Detail	06/29/2023 15:03:00	FY23-S-TRAD Final (2023S3TRD)	411 kb Level 2 report
<a href="#">July_No1_FY24_TRAD_Payment</a>	(FTES-009) FTE Subgroup Summary - Non-Transfers	06/28/2023 13:01:00	FY23-S-TRAD Final (2023S3TRD)	1 kb Level 2 report
<a href="#">July_No1_FY24_TRAD_Payment</a>	(FTES-008) Enrolled ADM FTE Summary	06/28/2023 13:00:00	FY23-S-TRAD Final (2023S3TRD)	2 kb Level 2 report
<a href="#">July_No1_FY24_TRAD_Payment</a>	(FTES-001) FTE Total by Fund Pattern	06/28/2023 12:53:00	FY23-S-TRAD Final (2023S3TRD)	1 kb Level 2 report
<a href="#">July_No1_FY24_TRAD_Payment</a>	(FTED-003) FTE Adjustments	06/28/2023 12:51:00	FY23-S-TRAD Final (2023S3TRD)	5 kb Level 2 report
<a href="#">July_No1_FY24_TRAD_Payment</a>	(FTED-001) FTE Detail	06/28/2023 12:49:00	FY23-S-TRAD Final (2023S3TRD)	411 kb Level 2 report

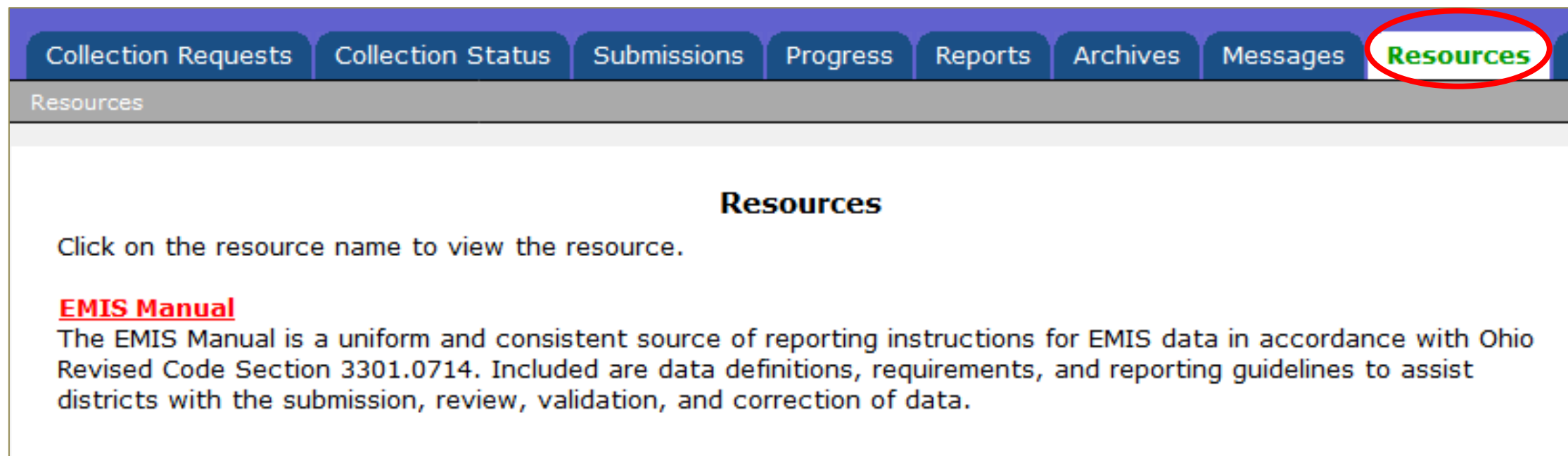


# Archives

- Provides list of data archives submitted during collection requests no longer active
  - Nor can be seen with “Show closed collections”
- The Department can initiate specific archival saves
  - Example: FTE detail reports on dates funding is pulled

# Resources

Means for the Department to provide links for documentation and other EMIS resources from within the data collector



The screenshot shows a navigation bar with several menu items: Collection Requests, Collection Status, Submissions, Progress, Reports, Archives, Messages, and Resources. The Resources menu item is highlighted with a red circle. Below the navigation bar, the page content is titled "Resources" and includes a sub-heading "Resources" and a paragraph of text: "Click on the resource name to view the resource." Below this, there is a link for "EMIS Manual" followed by a description: "The EMIS Manual is a uniform and consistent source of reporting instructions for EMIS data in accordance with Ohio Revised Code Section 3301.0714. Included are data definitions, requirements, and reporting guidelines to assist districts with the submission, review, validation, and correction of data."



### Preferences

You can set your own defaults, overriding the factory-supplied defaults for each page of the Data Collector. In the Common Settings section you can set the defaults for fill used in multiple pages. This is followed by a section for each page in the Data Collector. Click Save Changes to persist your preferences (these preferences take effect -- affect your web pages -- as soon as you save them). Click Cancel Changes to revert your preferences to the ones you had the last time you saved. Click Reset to original defaults to remove all your preferences and start with the defaults -- this also persis the change; no need to click Save Changes also.

[Save Changes](#) | [Cancel Changes](#) | [Reset to original defaults](#)

#### Common Settings

Select the preferred defaults for your Collection Request filters. You can select a different Last Activity Within filter for the Collection Requests page (use the upper drop down) and for all other pages (use the lower drop down)	<b>Collection Request Filter Options, for all pages</b> Collection Request: <input type="text" value="All"/> Data Set: <input type="text" value="All"/> School Year: <input type="text" value="All"/> Last Activity Within: <input type="text" value="All"/> <input type="checkbox"/> Show closed collections
Select the preferred sort order of collection requests, on the Collection Requests page	<b>Collection Request Sort Order</b> Order Collections By: <input type="radio"/> Submission Close Date <input checked="" type="radio"/> A-Z <input type="radio"/> Z-A <input type="radio"/> A-Z on Short Name <input type="radio"/> Z-A on Short Name <input type="radio"/> Most recently active
You can set the default file and report display: CSV or HTML page	<b>File Format and Report Format</b> Data Display Format: <input checked="" type="radio"/> HTML <input type="radio"/> CSV

[Set Preferences for each page](#)

#### Start Collection and Start/Stop Collection pages

You can set your preferred default: to Collect and Prepare, or only Collect, when you start or restart a collection	<b>Scope of execution (when starting or restarting a collection)</b> Perform: <input type="radio"/> Collect Only <input checked="" type="radio"/> Collect and Prepare
---	--

#### Collection Status page

In addition to the Collection Request filters you can filter collections by their progress (In Progress or Complete)	<b>Filter collection requests by progress of the collection</b> Progress: <input type="text" value="All"/>
--	---

#### Submissions / Recent Submissions and Previews page

Select your preference for File Type, and whether to combine all files into a single .zip file, per Collection Request	<b>Recent Submissions and Previews</b> File Type: <input type="text" value="Submissions Only"/> <input type="checkbox"/> Combine all files into a single .zip file per Collection Request
--	--

#### Progress page

You can configure the default settings for how to group the results of the query, which stages to select, and whether to show all collections, or just the ones with errors (or warnings) and the time line (e.g. only what changed today, or today and yesterday)	<b>Additional collection filters and how to group collections on the Progress page</b>	
	Show: <input type="text" value="All collections"/>	Timeline: <input type="text" value="All"/>
	Processing Stage: <input type="checkbox"/> Not Started <input checked="" type="checkbox"/> Collecting <input checked="" type="checkbox"/> Collection Completed <input checked="" type="checkbox"/> Preparing <input checked="" type="checkbox"/> Prepare Completed <input checked="" type="checkbox"/> Collection Previewed <input checked="" type="checkbox"/> Certified <input checked="" type="checkbox"/> Submitting Collection <input checked="" type="checkbox"/> Submitted <input checked="" type="checkbox"/> Received Submission Results	
Group By: <input checked="" type="radio"/> Collection Request <input type="radio"/> LEA <input type="radio"/> Stage <input type="radio"/> None		



# Preferences

## Provides customization

- Common settings for all or by page
  - Start collections
  - Collection status page
  - Submissions – recent and previews
  - Progress page
  - Reports





# ODDEX: Ohio District Data Exchange New EMIS Coordinator Training



Stacy Hurtt

August 10, 2023

# Access

## Based on OEDS roles

- OEDS administrator assigns roles
- ODDEX tile will be available on OH|ID portal page
- Wiki page roles document
  - <https://wiki.ssdt-ohio.org/x/cofDBg>

### SOES: Community School Enrollments

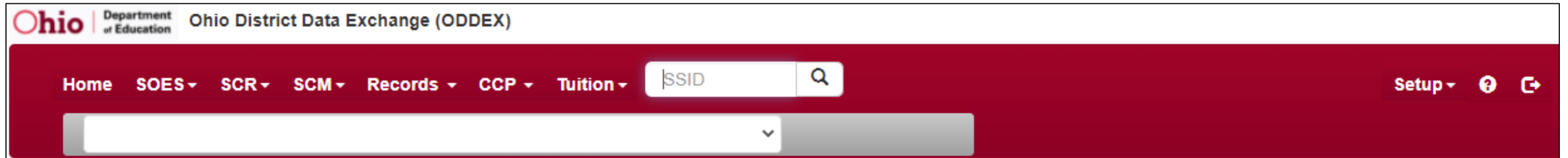
SOES is used by resident districts to review the enrollment of community school students. Re comment, or escalate a student indicating that additional documentation or other information students they are educating. [SOES Module Documentation](#)

These roles have access to all functions within the module	Superintendent Verifier-SOES
These roles can only view, export and comment within the module	Commenter-SOES
These roles can only view and export within the module	Data View-SOES Coordinator-EMIS

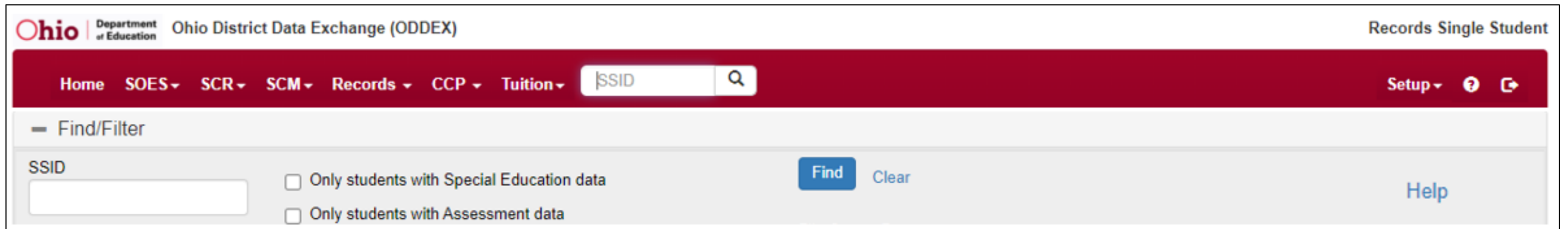
- EMIS, Superintendent, and Treasurer roles have default access

# Documentation

- [ODDEX Help](#) icon for information on all applications



- Help link within each application for specific information



# Landing Page

- Provides quick access to data via hyperlinked counts
- Grid differs depending on the roles and district type

Home SOES ▾ SCR ▾ SCM ▾ Records ▾ CCP ▾ Tuition ▾ SSID 🔍 Setup ▾ ?

ODDEX Academy (000000) ▾

– Messages **Click +/- to see/collapse announcements and alerts**

ODE Announcements System Alerts Help

SCR Enrollment Comparisons Show

SCM Student Claiming Show

SOES Educating LEA Summary **Hide** **Click Show/Hide for Summary Grid with hyperlinks**

Agency	No Activity	Flags/ Comments	Reviewed	Escalated	Override	ODE Auto Approved
ODDEX Academy (000000)	6	0	187	0	0	278



# Student Options Enrollment System (SOES)

- Community schools and STEM schools submit student data via SOES student collections
  - Contact data via Student Contact Collection
- Resident districts verify their students attending a community school
- Ability to upload supporting documents





# SOES Calendar

- Dropdown option only available to community schools
- Sponsors approve calendars
- Schools can see approval status



School Year	Approval Status	Earliest Begin Date	Latest Begin Date
2023	Unreviewed	09/03/2022	09/03/2022

Calendar Detail

LEA: Bowman Rome Community School (765573)  
 Year: 2023  
 Record Active: true  
 Approval Status: Unreviewed  
 Last Updated: 12/28/2022  
 Reviewed By:  
 Review Date:  
 Comment:

Earliest Begin Date on any calendar	Latest Begin Date on any calendar	Earliest End Date on any calendar	Latest End Date on any calendar	Minimum Units in Session	Maximum Units in Session
09/03/2022	09/03/2022	06/02/2023	06/02/2023	193.00 DAYS	198.00



# Student Cross Reference (SCR)

- Displays current and past student enrollments with data from Student Cross Reference (S) Collection
- Meets 30-day enrollment reporting requirement in law
- Once data is reported, it never is deleted





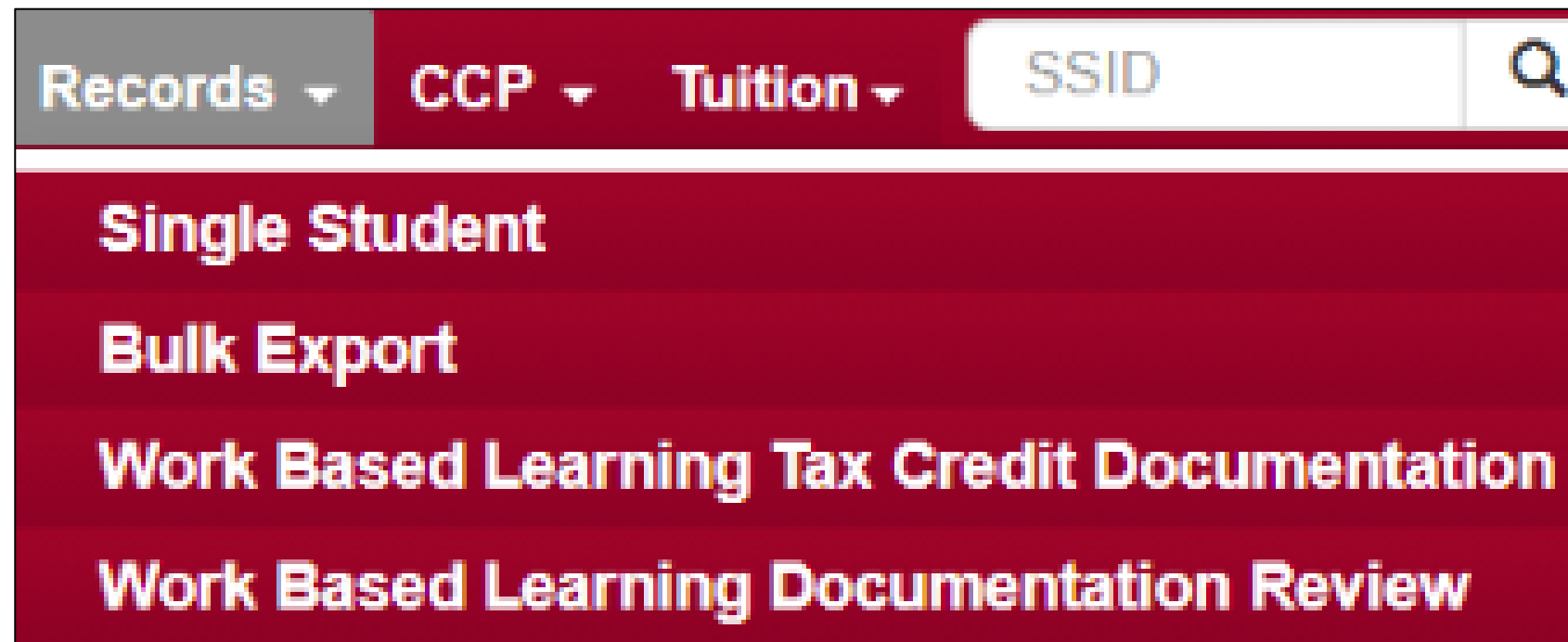
# Student Claiming Module (SCM)

- Earlier access to student records
- Fewer incorrect SSIDs
- Improved grade placement in new district
- Better graduation planning
- Earlier notification student is leaving



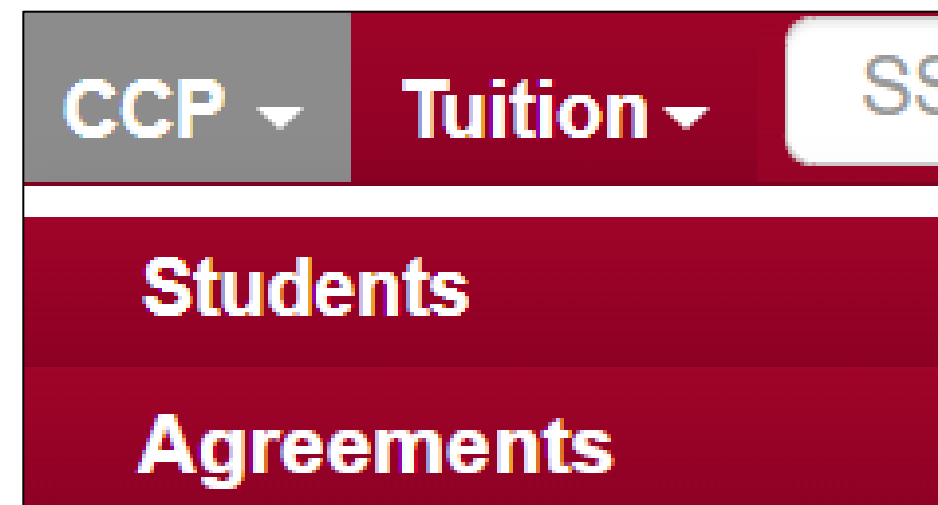
# Records

- Current and historical enrollment data for any SSID your IRN claims or reports
- Default access for users with an SCR role



# College Credit Plus (CCP)

- Colleges report course enrollments
- Department calculates payment responsibility
- Districts review and approve for funding
- Agreements between college and district regarding credit hour rate



# Tuition

- Means to verify tuition payment information based on type of placement
- Populated by data reported by educating districts
- Resident districts review and approve for funding

Tuition ▾	SSID
<b>Resident/Paying</b>	
<b>Educating/Receiving</b>	

# Child Nutrition Direct Certification (CNDC)

- National School Lunch program certification process
  - Utilized by district food service staff
- Populated with EMIS data submissions
  - Student Cross Reference (SCR) Collection
  - Student Contact(s) Collection
- Automatic matching weekly using submitted data



# Setup

- List of users with access to your district data
- Users can update their own information
- General agency contact information





# Secure Data Center (SDC) New EMIS Coordinator Training



Stacy Hurtt



August 10, 2023



# What is the Secure Data Center (SDC)?

- One of several tools offered by the Department to assist districts with reviewing/understanding data
- Subject-specific reports to complement other reporting related resources
  - Data Collector Level 2 Gen Issues Reports
  - Other Data Collector Level 2 Reports
  - Data Collector Received Files
  - ODDEX History

# Why is the SDC Important?

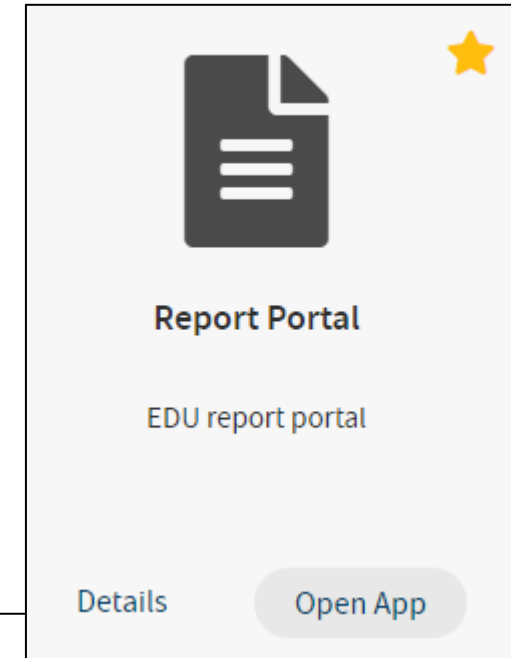
- Assists with data quality efforts
- Preview subject-specific data prior to collections closing
- Preview Local Report Card data
- Understanding data trends
- Identifying educational needs

# Who Uses the SDC?

- EMIS Coordinators
- District/School Administrators
- Testing Coordinators
- Data Teams
- Other Support Staff

# How Do I Access the SDC?

- Create an OH|ID Account
- Request access through your OEDS Administrator



## Ohio Department of Education Report Portal

Welcome to the new Ohio Department of Education Report Portal! ODE produces many reports providing information on a variety of topics. ODE is in the early stages of transitioning to a new reporting platform, and the Reports Portal currently contains reports for the following topics:

Select a report from the menu to run it. To help you zero in on the specific information you are looking for or to simply explore the data, most reports are interactive via dropdown lists, radio buttons, or check boxes.



### Public Data

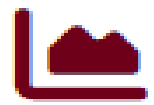
Reports for public districts and schools using academic, attendance, enrollment and financial data.



### Secure Data Center

Reports available to Districts and other LEAs depicting local report card measures.

# Secure Data Center Report Options



**Career and Technical Education**  
Reports about Career Tech Education data.



**Student Attendance**  
Reports about Absenteeism and Attendance.



**Discipline**  
Reports about Disciplinary incidents.



**Teacher and Staff**  
Reports about Principals, Teachers and Other Staff.



**Enrollment**  
Reports about Student Enrollment.



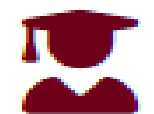
**Test Results**  
Reports about Ohio's State Tests.



**Financial**  
Reports about Expenditures.



**Value Added**  
Reports about Value Added data.



**Graduation**  
Reports about High School Graduation Rates.



**Local Report Card**  
Reports depicting local report card measures.



**Improving At-Risk K-3 Readers**  
Reports about Diagnostic results, K-3 Literacy and Third Grade Reading Guarantee results.




# Local Report Card vs. Reports for Analysis

- Local Report Card tile
  - High level reports focused on report card-specific measures
  - Useful for seeing what will appear on the upcoming Report Card
  - Useful for comparing Report Card results across multiple years
- Reports for Analysis tiles
  - Various report card and non report card-related data
  - Individual student- or staff-level information
  - Some updated with data from different/multiple collections
  - Useful for comparing data across multiple years

# When Should I Check the SDC?

- Most reports populated with updated EMIS data Monday, Wednesday, and Friday
  - Data submitted Monday will appear Wednesday
  - Data submitted Thursday by 5:00 p.m. will appear Friday
- CTE/Staff/Teacher/Course/Financial Reports populated Tuesday and Thursday
  - Data submitted Tuesday will appear Thursday
  - Data submitted Wednesday by 5:00 p.m. will appear Thursday

# Documentation and Resources



## 4-Year Longitudinal Graduation Rate (School) - Demographic Overview

Navigation, features

Choose a Graduation Cohort Year

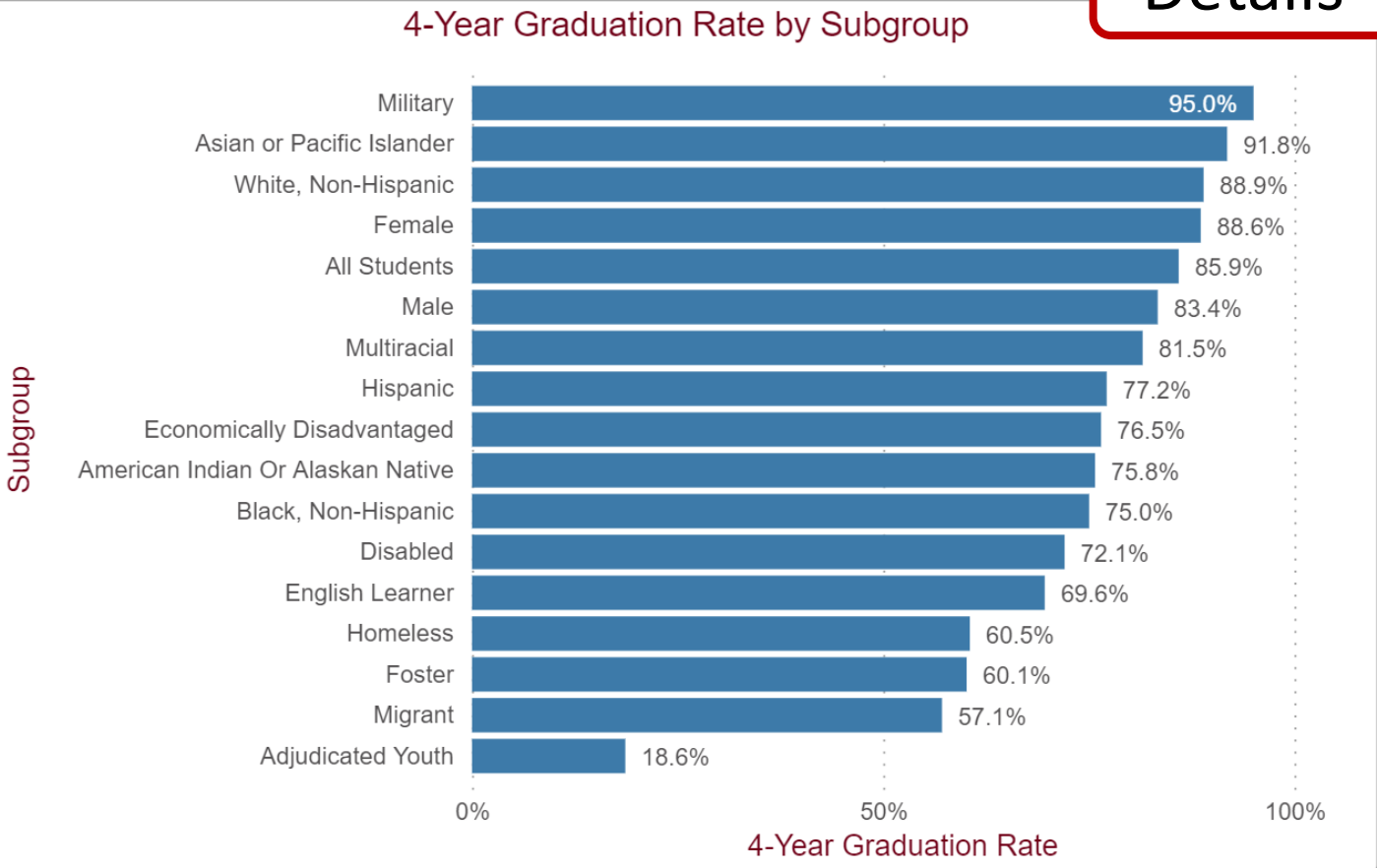
Class of 2019

Choose a School






All

Subgroup	Graduates	Non-Graduates	4-Year Graduation Rate
All Students	118,312	19,382	85.9%
American Indian Or Alaskan Native	150	48	75.8%
Asian or Pacific Islander	2,815	251	91.8%
Black, Non-Hispanic	16,068	5,346	75.0%
Hispanic	5,287	1,564	77.2%
Multiracial	4,845	1,097	81.5%
White, Non-Hispanic	89,147	11,076	88.9%
Female	59,444	7,643	88.6%
Male	58,868	11,739	83.4%
Economically Disadvantaged	43,917	13,505	76.5%
English Learner	2,500	1,090	69.6%
Disabled	16,133	6,258	72.1%
Homeless	2,733	1,782	60.5%
Migrant	56	42	57.1%
Military	363	19	95.0%
Foster	1,699	1,126	60.1%
Adjudicated Youth	118	515	18.6%

### 4-Year Graduation Rate by Subgroup



Subgroup	4-Year Graduation Rate
Military	95.0%
Asian or Pacific Islander	91.8%
White, Non-Hispanic	88.9%
Female	88.6%
All Students	85.9%
Male	83.4%
Multiracial	81.5%
Hispanic	77.2%
Economically Disadvantaged	76.5%
American Indian Or Alaskan Native	75.8%
Black, Non-Hispanic	75.0%
Disabled	72.1%
English Learner	69.6%
Homeless	60.5%
Foster	60.1%
Migrant	57.1%
Adjudicated Youth	18.6%

filters






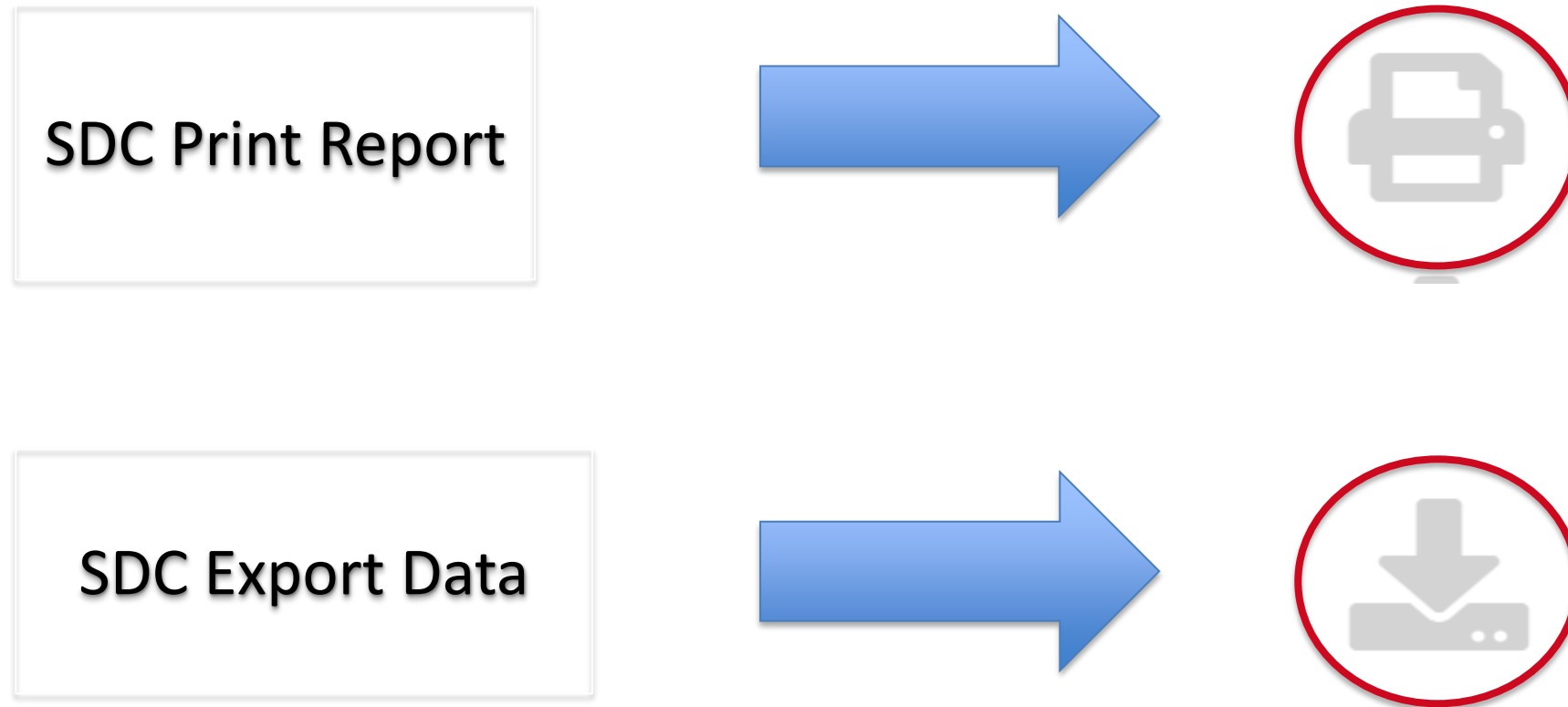
Details



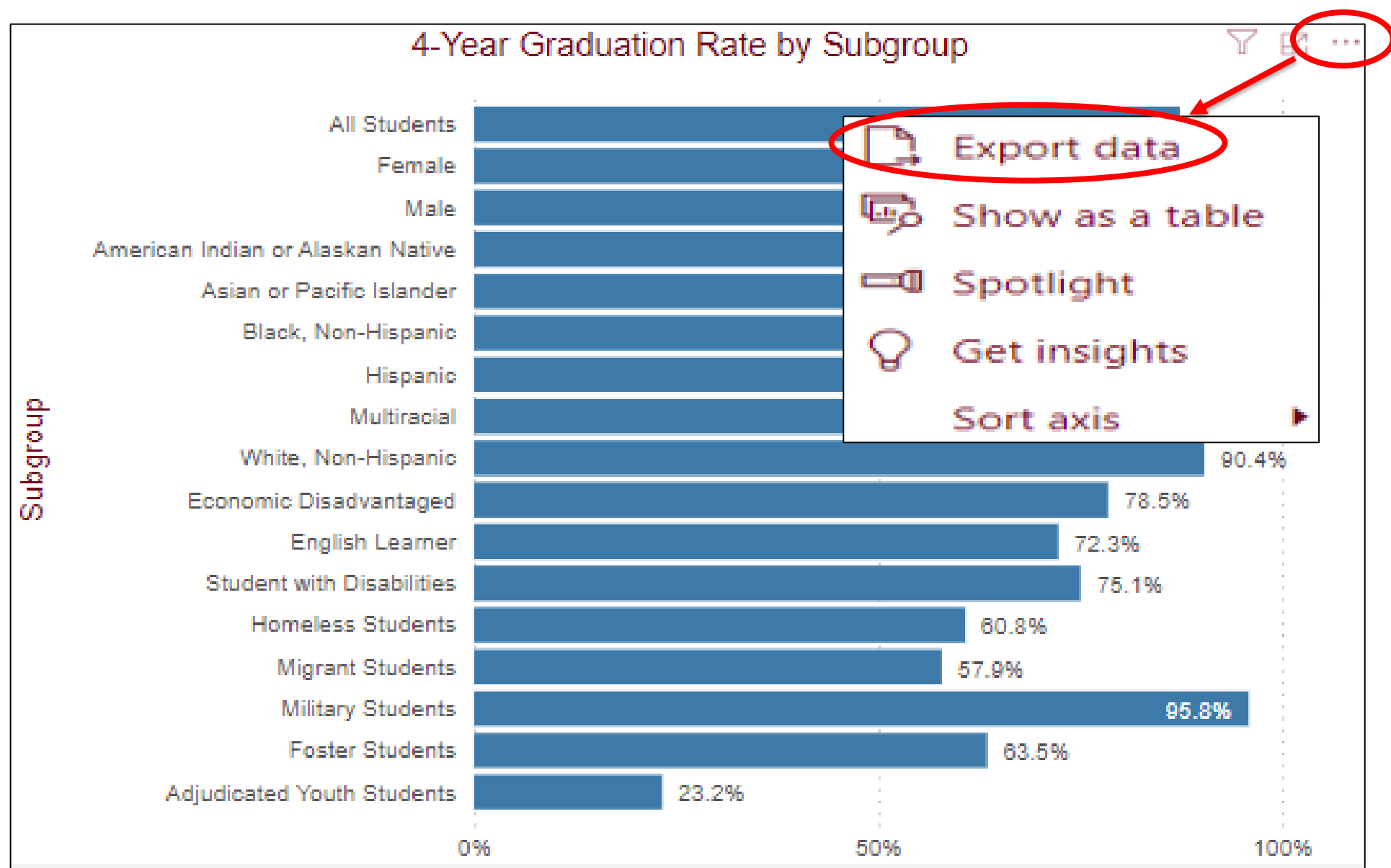


# Printing and Exporting

The SDC allows the user to print the report and export data



# Other Export Options



- Reports with more than 30,000 rows
- Maximum row count of 150,000 with Excel

# Data Timing

- Be aware of collection request open and close dates
  - <https://education.ohio.gov/Topics/Data/EMIS/Reporting-Responsibilities/EMIS-Data-Collection-Calendars>
- Some collections may have opportunities for data appeals
  - <https://education.ohio.gov/Topics/Data/EMIS/Reporting-Responsibilities/Data-Appeals>
- EMIS Google calendar includes all dates
  - [https://calendar.google.com/calendar/embed?src=emiscalendar%40gmail.com&ctz=America%2FNew\\_York](https://calendar.google.com/calendar/embed?src=emiscalendar%40gmail.com&ctz=America%2FNew_York)

# Secure Data Center - Status of Reports

## SDC Reports and Status of Reports

Reports listed below are available through the Ohio Department of Education's Report Portal.

**Report Status Last Updated: July 12, 2023**

Tile Name	Report Name	Status	Notes
Local Report Card	District Local Report Card	Ready	Data from 2019 - 2023
	School Local Report Card	Ready	
	Dropout Recovery Program Report Card	Ready	
	CTPD Local Report Card	Ready	Data from 2019 - 2023

<http://education.ohio.gov/Topics/Data/EMIS/EMIS-Documentation/Secure-Data-Center-Status-of-Reports>

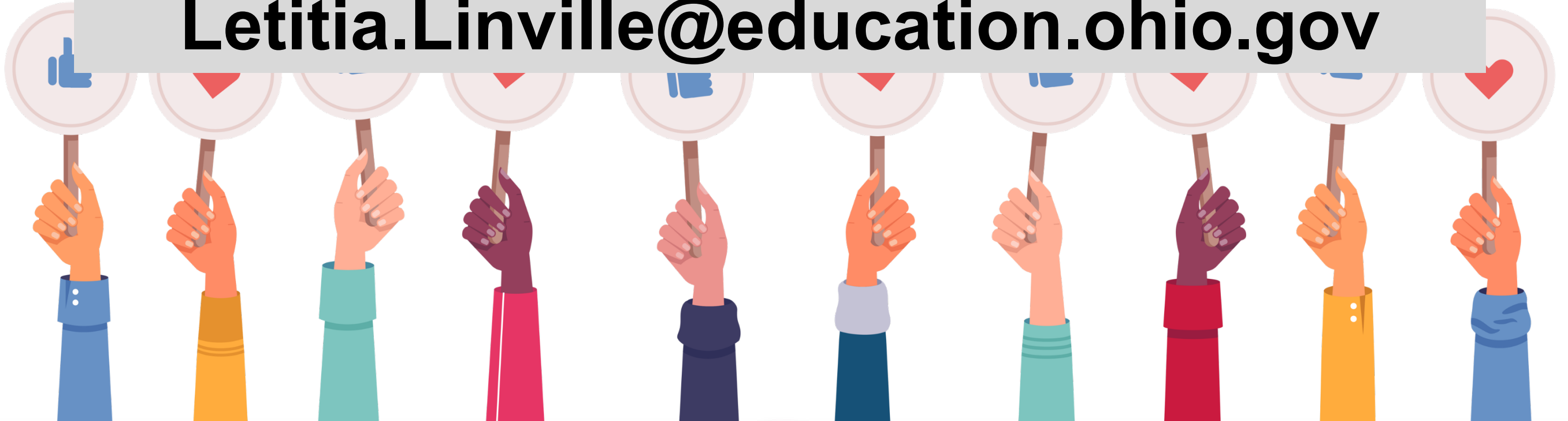






**@OHEducation**

**For SDC questions, please contact  
Letitia.Linville@education.ohio.gov**



# Pulling It All Together

## New EMIS Coordinator Training



Kelli Rinehart

August 10, 2023

*Who?*

*What?*

*When?*

*Where?*

*How?*

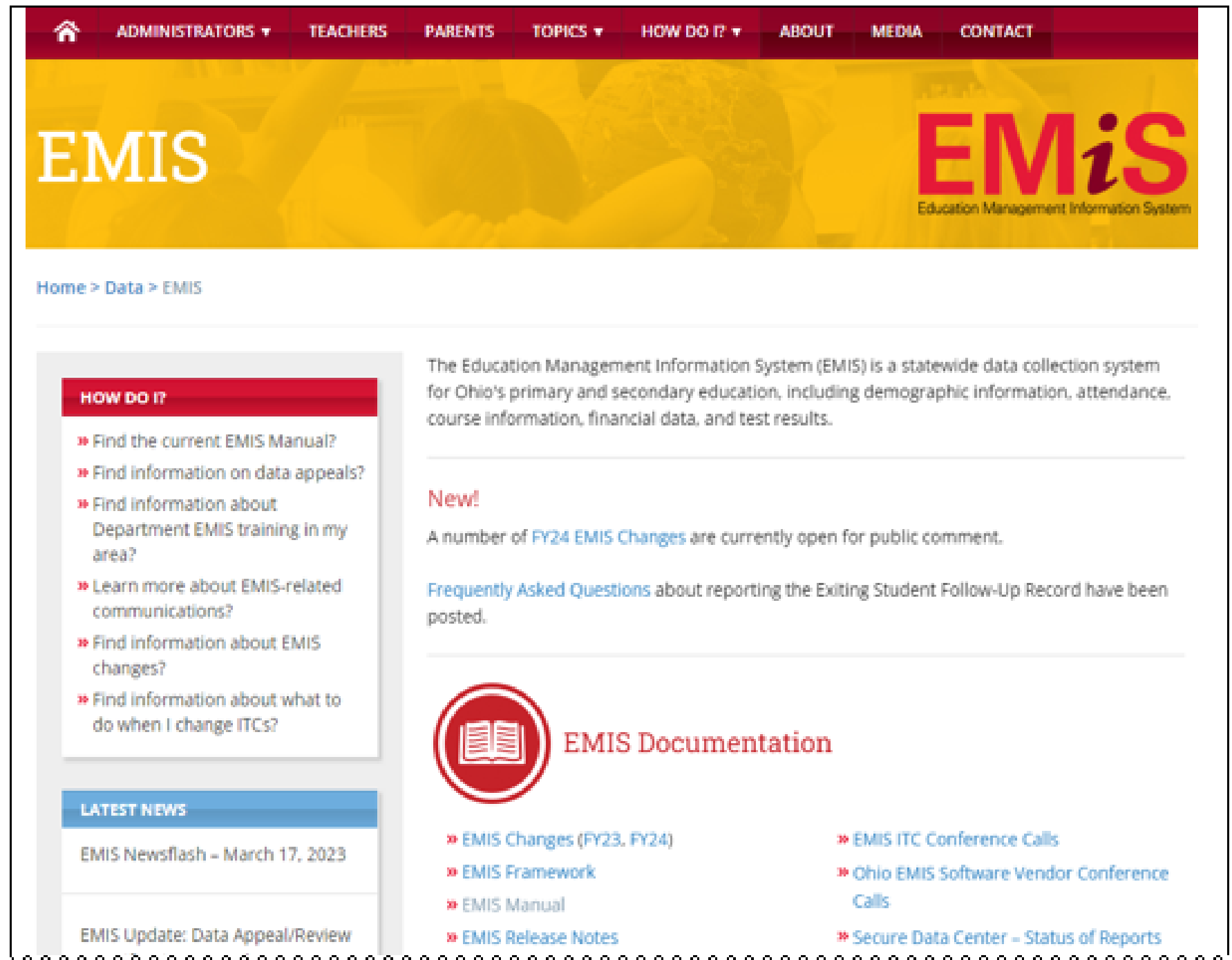
*Why?*

*Help?*

- EMIS Data Collection Calendar
- EMIS Release Notes
- EMIS Manual
- Data Collector
- Reports
- ODDEX
- Report Portal
- Training



# All Things EMIS Homepage



The screenshot shows the EMIS homepage with a navigation menu at the top: HOME, ADMINISTRATORS, TEACHERS, PARENTS, TOPICS, HOW DO IT?, ABOUT, MEDIA, CONTACT. The main header features the text "EMIS" and the "EMiS Education Management Information System" logo. Below the header is a breadcrumb trail: Home > Data > EMIS. The page content is divided into several sections:

- HOW DO IT?**
  - Find the current EMIS Manual?
  - Find information on data appeals?
  - Find information about Department EMIS training in my area?
  - Learn more about EMIS-related communications?
  - Find information about EMIS changes?
  - Find information about what to do when I change ITCs?
- LATEST NEWS**
  - EMIS Newsflash – March 17, 2023
  - EMIS Update: Data Appeal/Review
- Text Description:** The Education Management Information System (EMIS) is a statewide data collection system for Ohio's primary and secondary education, including demographic information, attendance, course information, financial data, and test results.
- New!** A number of [FY24 EMIS Changes](#) are currently open for public comment.
- Frequently Asked Questions** about reporting the Exiting Student Follow-Up Record have been posted.
- EMIS Documentation**
  - EMIS Changes (FY23, FY24)
  - EMIS Framework
  - EMIS Manual
  - EMIS Release Notes
  - EMIS ITC Conference Calls
  - Ohio EMIS Software Vendor Conference Calls
  - Secure Data Center – Status of Reports

<https://education.ohio.gov/Topics/Data/EMIS>



# *What? When?*

## EMIS Data Collection Calendar

Draft

### EMIS Data Collection Calendar for 2023-2024

By Major Data Grouping

#### *Main Student Collections*

	<u>Data Set</u>	<u>Open Date</u>	<u>Close Date</u>
Student Cross Reference (FY24) (2024SSCRS)	S	7/3/2023	7/12/2024
Retention/Promotion - Grade 3 Only (FY24) (2024SRTNT)	S	7/13/2023	9/1/2023
SOES Beginning of Year Student Collection (FY24) (2024SAODE)	S	8/7/2023	12/20/2023
SOES Student Contact(s) Collection (FY24) (2024SSSDT)	S	8/7/2023	8/9/2024
Beginning of Year Student Collection (FY24) (2024S1TRD)	S	8/17/2023	12/20/2023
Midyear Student Collection (FY24) (2024S2TRD)	S	1/2/2024	4/26/2024
SOES End of Year Student Collection (FY24) (2024SBODE)	S	1/2/2024	7/17/2024
End of Year Student Collection (FY24) (2024S3TRD)	S	5/2/2024	7/17/2024



# EMIS Release Notes



Department  
of Education

EMIS Release Notes – Student Cross Reference Collection (FY24)

## EMIS Release Notes – New Collection Request

**Collection Request Name:** Student Cross Reference Collection (FY24)

**Collection Request Description:** This collection is required for all EMIS reporting entities. The source files are the FL, FS, and GI Record types labeled with the S data set. Data must be submitted in the EMIS Manual format through the Data Collector Data Sources tab. Collection and submission will begin with a future release. Meanwhile, updated student admission and withdrawal data must be submitted within 30 days of the student's status change.

*What?*

**Collection Request Short Name:** FY24-S-Stdnt Cross Ref

**Manifest Code Name:** 2024SSCRS

**Collection Request Planned Release Version:** 1

**Planned Availability Date:** 7/3/2023

**Submission Date Range:** 7/3/2023 – 7/12/2024

*When?*

**Organization Types That Must Report:** All EMIS reporting entities educating students in FY24

*Who?*



2	Student Records	Record	FY23	FY24
	<a href="#">EMIS Manual Chapter 2 Element List (12/13/22)</a>			
2.1	Student Records Overview	N/A	<a href="#">8.3</a> , 08/26/22	<a href="#">9.1</a> , 07/14/23
2.1.1	Student Enrollment Overview	N/A	<a href="#">8.1</a> , 07/01/22	
2.2	Student Demographic Record	GI	<a href="#">8.1</a> , 07/01/22	<a href="#">8.2</a> , 07/01/23
2.3	Student Demographic Record - Race Detail Record	GJ	<a href="#">7.2</a> , 07/01/22	<a href="#">7.3</a> , 07/01/23
2.4	Student Standing Record	FS	<a href="#">2.2</a> , 08/26/22	<a href="#">13.0</a> , 07/14/23
2.5	Student Attributes - Effective Date Record	FD	<a href="#">2.3</a> , 05/03/23	<a href="#">13.1</a> , 07/14/23
2.6	Student Attributes - No Date Record	FN	<a href="#">3.2</a> , 07/28/22	<a href="#">14.0</a> , 07/14/23
2.7	Student Acceleration Record	FB	<a href="#">5.1</a> , 07/28/22	<a href="#">6.0</a> , 07/01/23
2.8	Student Assessment Record	FA	<a href="#">3.2</a> , 08/26/22	<a href="#">14.1</a> , 07/14/23
2.8.1	Assessment Area Codes	NA	<a href="#">6.1</a> , 07/08/22	<a href="#">7.1</a> , 07/14/23
2.9	Student Program Record	GQ	<a href="#">3.3</a> , 08/26/22	<a href="#">14.1</a> , 07/14/23
2.10	Student Gifted Education Record	GG	<a href="#">6.0</a> , 07/01/22	<a href="#">7.0</a> , 07/01/23
2.11	Student Discipline Record	GD	<a href="#">8.2</a> , 07/28/22	<a href="#">9.0</a> , 07/01/23
2.12	CTE Workforce Development Follow-up Record	GV	<a href="#">FINAL</a>	NA
2.13	Student Special Education Record	GE	<a href="#">9.1</a> , 07/28/22	<a href="#">10.0</a> , 07/14/23
2.14	Student Special Education Graduation Req Record	FE	<a href="#">8.0</a> , 07/01/22	<a href="#">9.0</a> , 07/01/23
2.15	Student Graduation - Core Summary Record	GC	<a href="#">9.1</a> , 07/14/22	<a href="#">10.0</a> , 07/01/23
2.17	Student Withdrawal Override Record	FC	<a href="#">7.1</a> , 07/01/22	
2.18	Student Summer Withdrawal Record	FL	<a href="#">4.6</a> , 07/01/22	<a href="#">4.7</a> , 07/01/23
2.19	Student Contact Record	FF	<a href="#">5.2</a> , 07/01/22	<a href="#">5.3</a> , 07/01/23
2.20	Student Contact Address Record	FG	<a href="#">5.2</a> , 07/01/22	<a href="#">5.3</a> , 07/01/23
2.21	Student Transportation Record	FP	<a href="#">2.6</a> , 07/01/22	<a href="#">FINAL</a>
2.22	Student Truancy and Excessive Absence Record	FT	<a href="#">2.2</a> , 07/01/22	<a href="#">2.3</a> , 07/01/23
2.23	Exiting Student Follow-Up Record	FW	<a href="#">1.0</a> , 08/26/22	

# How? Who? When? Where? EMIS Manual



# Fiscal Year 2024 Changes

Basic information about both potential Fiscal Year 2024 EMIS changes and scheduled Fiscal Year 2024 EMIS changes are available in the table below. Release information also is included when available. The changes are listed in numerical order, starting with the most recently requested change. Note that releases are scheduled for every other Thursday, and this page is updated on a regular basis.

[FY20 EMIS Changes](#) | [FY21 EMIS Changes](#) | [FY22 EMIS Changes](#) | [FY23 EMIS Changes](#) | [FY24 EMIS Changes](#)  
[EMIS Changes FAQs](#) | [EMIS Links](#)

<p><b>24-83</b> Student Aug #1</p>	<p><b>Corrections to table in Section 5.3</b>                  This change corrects the table in EMIS Manual Section 5.3 that indicates which attribute is required and which are optional reporting.  <i>This change is subject to the 90-day comment and review process.</i>                  » <a href="#">Detailed EMIS Manual changes</a>  <i>Public comment: May 5 – June 3</i>  <i>EMIS response to comments: June 4 – July 1</i>  <b>Public review: July 4 – Aug. 2</b>  <b>Change final: Aug. 3</b></p>	<p>Correction                  No public comment</p>
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*What?*

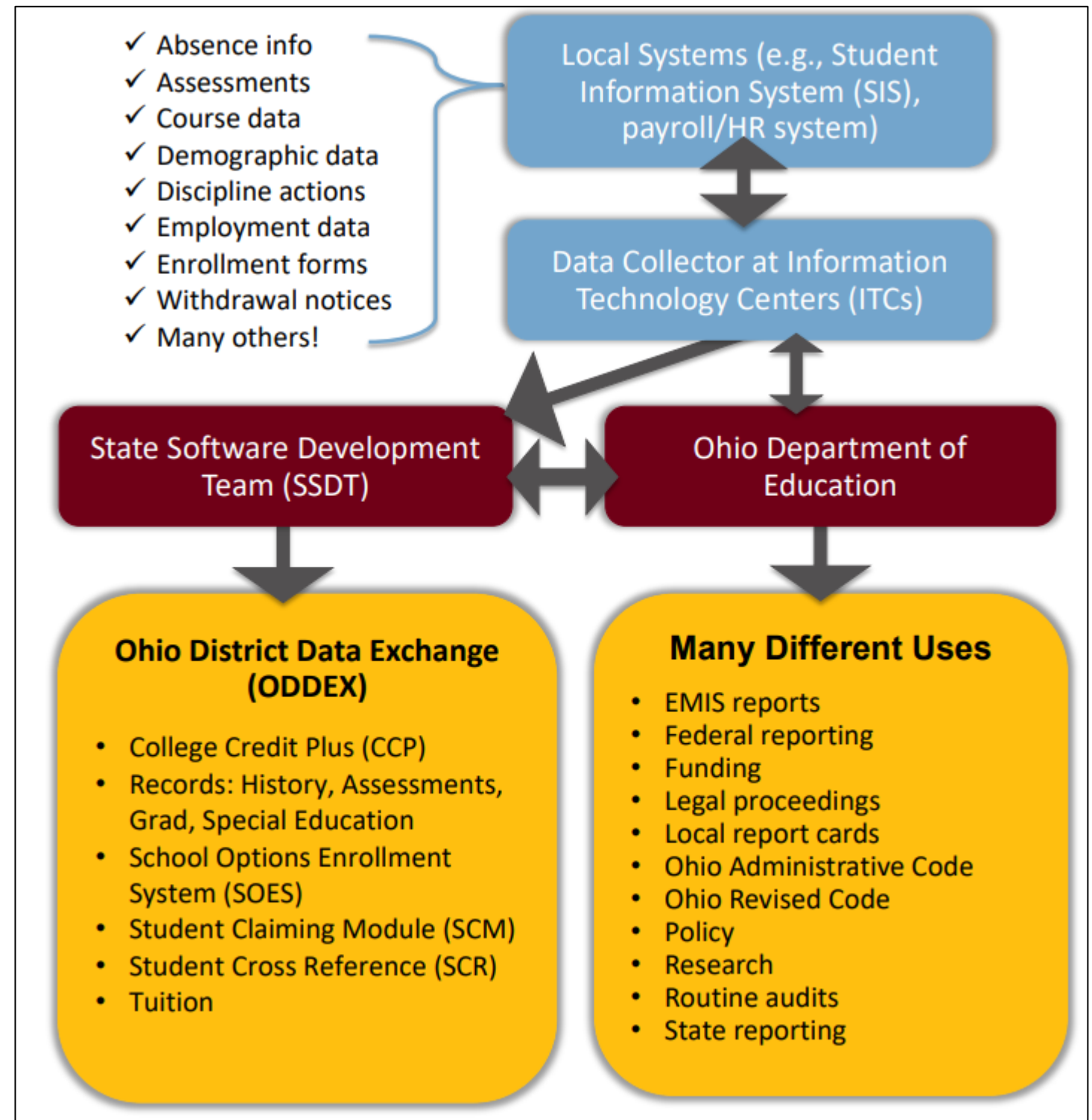
*Why?*

*When?*

# EMIS Changes



# How? Data Cycle



# How? Where? Who? When? Data Collector

**Collection Requests** | Collection Status | Submissions | Progress | Reports | Local Reports | Archives | Messages

Collection Requests Summary

**Message Center** Click on the triangle to show the list of topics for each message type. Click on the topic link to see the message text. [Expired](#)

My Messages (0 Unread Messages, 0 total)

Messages for Organizations (0 Unread Messages, 0 total)

Messages for All Users (0 Unread Messages, 0 total)

Show messages which are:  Expired  Hidden

### Collection Requests Summary

Department of Education

[Refresh](#) | [Restore Defaults](#) | [Hide Message Center](#)


Use the choices below to filter the list of collection requests shown

Collection Request:  Data Set:  School Year:

Show closed collections

Sort Order

Order Collections By:  Submission Close Date  A-Z  Z-A  A-Z on Short Name  Z-A on Short Name  Most recently active

 **Calendar Collection - Initial (FY24)**

FY24-C-Cal Init: The Initial Calendar Collection is required for all EMIS reporting entities educating students in the 2023-2024 SY. Source files for... [?](#)

Submissions: June 01, 2023 - September 27, 2023 (70 days till close)

Version: 2

Status: This collection has never been submitted.

Submission Number: 1 (attempt 0)

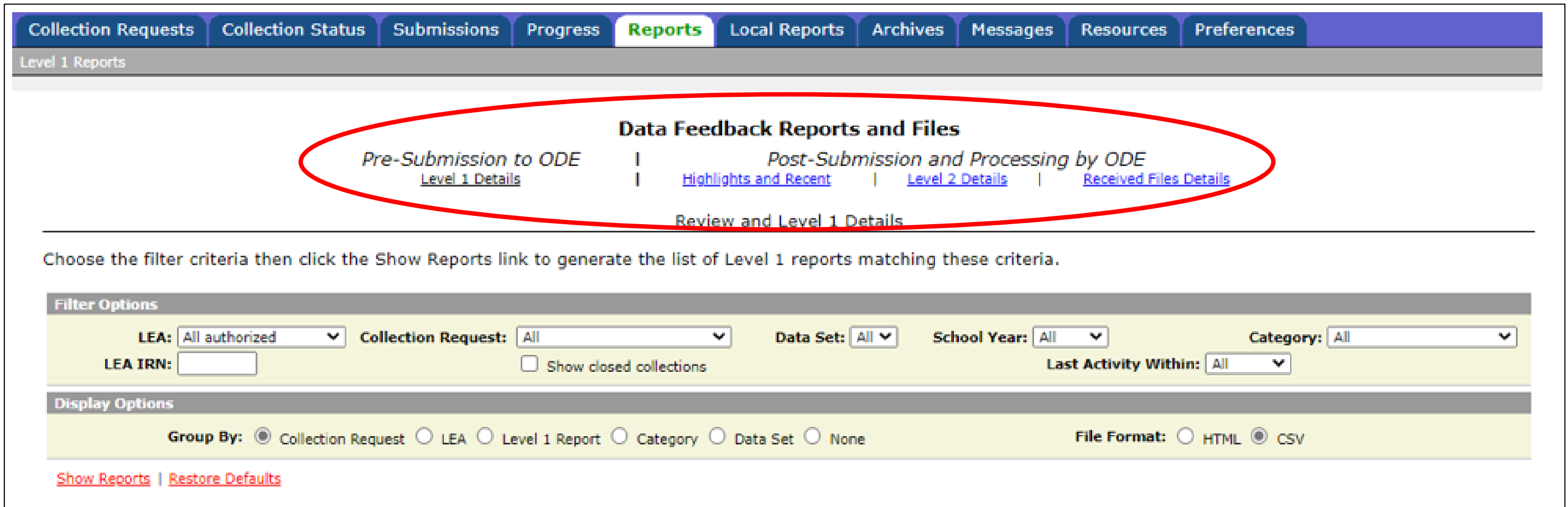
Actions: [Start Collection](#)  
[Add New Scheduled Collection](#)  
[Set Default Collection properties](#)





# What? How?

## Data Collector Reports



The screenshot shows a web application interface for 'Data Collector Reports'. At the top, there is a navigation bar with tabs: 'Collection Requests', 'Collection Status', 'Submissions', 'Progress', 'Reports' (highlighted), 'Local Reports', 'Archives', 'Messages', 'Resources', and 'Preferences'. Below the navigation bar, the page title is 'Level 1 Reports'. The main content area features a section titled 'Data Feedback Reports and Files', which is circled in red. This section contains two columns of links: 'Pre-Submission to ODE' with a sub-link 'Level 1 Details', and 'Post-Submission and Processing by ODE' with sub-links 'Highlights and Recent', 'Level 2 Details', and 'Received Files Details'. Below this section is a link for 'Review and Level 1 Details'. A text instruction reads: 'Choose the filter criteria then click the Show Reports link to generate the list of Level 1 reports matching these criteria.' Below the instruction are two sections: 'Filter Options' and 'Display Options'. The 'Filter Options' section includes dropdown menus for 'LEA: All authorized', 'Collection Request: All', 'Data Set: All', 'School Year: All', and 'Category: All', along with a text input for 'LEA IRN:', a checkbox for 'Show closed collections', and a dropdown for 'Last Activity Within: All'. The 'Display Options' section includes radio buttons for 'Group By: Collection Request', 'LEA', 'Level 1 Report', 'Category', 'Data Set', and 'None', and radio buttons for 'File Format: HTML' and 'CSV'. At the bottom left of the interface are links for 'Show Reports' and 'Restore Defaults'.





# What? How?

## Report Explanations & File Descriptions

The screenshot shows the top navigation bar with links: Home, ADMINISTRATORS, TEACHERS, PARENTS, TOPICS, HOW DO I?, ABOUT, MEDIA, CONTACT. Below is a breadcrumb trail: Home > Data > EMIS > Documentation > EMIS Validation and Report Explanations. The main content area features a large heading 'EMIS Validation and Report Explanations' and a paragraph explaining the page's purpose. A sidebar on the left contains 'QUICK LINKS' with a list of items, where 'File Descriptions' is circled in red. Below the text is a table header with columns 'Data' and 'Date Posted'.

Home > Data > EMIS > Documentation > EMIS Validation and Report Explanations

### EMIS Validation and Report Explanations

This page provides Education Management Information System (EMIS) coordinators, district administrators, and other interested parties with detailed explanations of the various EMIS reports, which can be used to submit and verify EMIS data.

The first column lists the name of the report. The second column displays the date the report explanation was posted. Previous versions of the report explanations—as well as report explanations for reports that are no longer generated by EMIS—can be found under the [Archives](#).

Data	Date Posted
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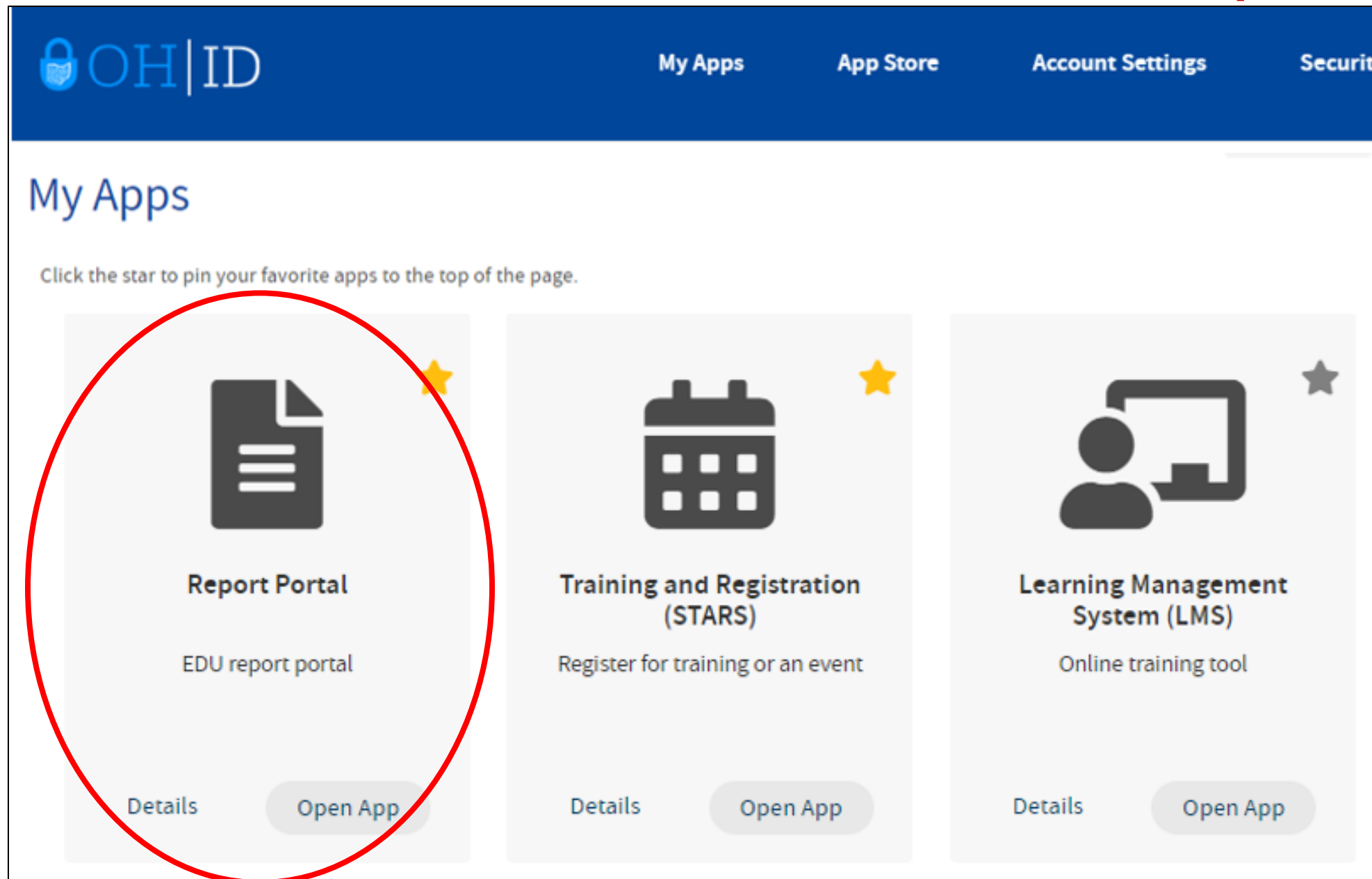
# Ohio District Data Exchange (ODDEX)

The screenshot shows the top navigation bar of the Ohio District Data Exchange (ODDEX) website. On the left, there is the Ohio Department of Education logo and the text "Ohio Department of Education". To the right of the logo is the page title "Ohio District Data Exchange (ODDEX)". Below the logo and title is a dark red navigation bar containing the following menu items: "Home", "SOES", "SCR", "SCM", "Records", "CCP", and "Tuition", each followed by a downward-pointing arrow. To the right of these menu items is a search bar with the text "SSID" and a magnifying glass icon. Below the search bar is a large, empty white rectangular area with a downward-pointing arrow on the right side, likely a placeholder for a dropdown menu or a large search input field.



# How? What?

## Report Portal: Secure Data Center (SDC)



The screenshot shows the OH|ID user interface. At the top is a blue navigation bar with the OH|ID logo and links for My Apps, App Store, Account Settings, and Security. Below the navigation bar is a section titled "My Apps" with a sub-header "Click the star to pin your favorite apps to the top of the page." Three app cards are displayed: "Report Portal" (EDU report portal), "Training and Registration (STARS)" (Register for training or an event), and "Learning Management System (LMS)" (Online training tool). Each card has a "Details" link and an "Open App" button. The "Report Portal" card is circled in red.

# *Why?* Data Cycle

## Many Different Uses

- EMIS reports
- Federal reporting
- Funding
- Legal proceedings
- Local report cards
- Ohio Administrative Code
- Ohio Revised Code
- Policy
- Research
- Routine audits
- State reporting

# *Help?*

## **Hierarchy of Support**

- EMIS Manual
- Information Technology Centers (ITCs)
- Department's EMIS Helpdesk
- Department's EMIS staff via email & phone

# Help?

## EMIS Trainings

- ODE ITC EMIS Trainings
- EMIS Focused Trainings
- New EMIS Coordinator Trainings
- EMIS Training Videos



The image shows a screenshot of the 'EMIS Resources' menu. At the top left is a magnifying glass icon. To its right is the text 'EMIS Resources'. Below this, there are two columns of links, each preceded by a double right-pointing arrow (»). The links in the left column are: EMIS Acronyms, EMIS Calendar, EMIS Communications and Information, EMIS Glossary, EMIS Focused Training (circled in red), EMIS Learning Library, EMIS Presentations, and EMIS Report Catalog. The links in the right column are: EMIS Roundup, EMIS Training (circled in red), EMIS Training Videos (circled in red), Exiting Student Follow-Up Reporting, New EMIS Coordinator Training (circled in red), Reference Lists, and EMIS Resources Quick Link.

**EMIS Resources**

- » EMIS Acronyms
- » EMIS Calendar
- » EMIS Communications and Information
- » EMIS Glossary
- » EMIS Focused Training
- » EMIS Learning Library
- » EMIS Presentations
- » EMIS Report Catalog
- » EMIS Roundup
- » EMIS Training
- » EMIS Training Videos
- » Exiting Student Follow-Up Reporting
- » New EMIS Coordinator Training
- » Reference Lists
- » EMIS Resources Quick Link





**@EMISOhio**

**education.ohio.gov/Topics/Data/EMIS**







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