

**EMIS Focused Training Q & A**  
**February 2022**

Below are some of the questions that were asked during the EMIS Focused Training sessions held on February 18 and 22, 2022. 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](#).

### **Student Discipline (GD) Record**

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- Q1** *Do districts also report discipline data for incidents that occurred at and were reported by the JVS?*
- A1** No. Only the entity where the incident occurred is required to report the discipline data. [See EMIS Manual Section 2.11.](#)
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- Q2** *Should two different infractions committed on the same day, both resulting in the same date range suspension, be reported with one or two records?*
- A2** Each infraction is to be reported with a separate record. In this example, two records would be reported.
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- Q3** *If a student has a discipline incident in Building A and then moves to Building B, should the Building IRN be reported as Building A or Building B?*
- A3** The Building IRN element should reflect the last building where the student was enrolled at the end of the school year. In this example, that would be Building B.
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- Q4** *Should the Date of Discipline be the first day of suspension if the student is expelled after a suspension?*
- A4** Yes, the Date of Discipline element should reflect the date on which the student began any and all discipline types administered for an incident.
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- Q5** *Does it matter the order in which the reasons are listed using the Discipline Reason elements?*
- A5** No. Reasons do not have to be reported in any order. The order would be a local decision.
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- Q6** *Can the first Discipline Reason element be reported with a value of "\*\*\*"?*
- A6** No, that reporting is not possible. The First Reason field must always be reported with a value other than '\*\*\*'.
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- Q7** *Does truancy need to be reported with a discipline record even though it is reported with the Student Truancy and Excessive Absence (FT) Record?*
- A7** Yes, Truancy is one of the Discipline Reasons. A discipline record would be reported with that reason along with the Student Truancy and Excessive Absence (FT) Record.
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- Q8** *Can decimals be used to report Total Discipline Days?*
- A8** Yes, this element allows for reporting a value from 000.01 to 999.99.
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**Q9** *How is a suspension with the intent to expel reported?*

**A9** If the student served any days of the suspension, a record should be reported as a suspension with the number of days served. If the student is then expelled, the record would be updated as follows:

- Update the Type of Discipline element to reflect the expulsion
  - Update the Total Discipline Days element to include days served for both the suspension and expulsion
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**Q10** *If a student is given out-of-school suspension for two days and then in-school suspension for five days, the total days reported is seven days as out-of-school suspension. Are the five days of in-school suspension not reported?*

**A10** The five days of in-school suspension are included in the reporting when added to the two days of out-of-school suspension. Seven total days would be reported in the Total Discipline Days element. Type of Discipline is reported as out-of-school suspension because it is higher in the order of severity.

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**Q11** *Is an emergency removal by the principal required to be reported?*

**A11** Yes, Emergency Removal by District Personnel is one of the reportable Type of Discipline options and should be reported.

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**Q12** *Is there a standard definition for "violent" behavior? For example, if a student is harassing another student verbally, is that considered violent, or is violent only physical?*

**A12** The Department does not define "violent" behavior; this is to be determined at the district level.

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**Q13** *Is the Victim of Student Violence element required or just a choice of the district?*

**A13** If a determination is made that there was a victim, a value other than "\*\*\*" should be reported in this element. It is up to the district to use its discretion in making such determinations.

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### **Positive Behavior Intervention Support (PBIS)**

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**Q14** *Does this reporting apply to a new online building?*

**A14** Yes. IRNs issued for new online schools are included in PBIS reporting.

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**Q15** *What level of implementation are buildings required to reach by next year?*

**A15** Schools must reach at least full implementation – option E – by the 2022-2023 school year. See the PBIS Report Card Measure document on the [Ohio Positive Behavioral Interventions & Supports webpage](#).

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**Q16** *If PBIS reporting begins in the Midyear Student (S) Collection, should the number of months reported be projected to the number of months that would be reported during the End of Year Student (S) Collection? Or is the expectation that the number of months be updated on an ongoing basis?*

**A16** Records can be updated throughout the year, making sure that final reporting reflects the cumulative total of months.

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**Q17** *Do JVSDs report PBIS?*

**A17** No, JVSs do not report the PBIS attribute. See the “Reporting by Organization Type” table in [EMIS Manual Section 5.3](#).

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## Discipline and Special Education

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**Q18** *For Indicator 4, how does the Department know how many days a special ed student served for out-of-school suspension if the record combines all days served across all discipline types in the total number of days?*

**A18** Discipline reporting guidance states that the most severe type of discipline for the specific incident should be reported. If a student has a mix of out-of-school suspensions and in-school suspensions for a specific incident, we will count the total number of days under out-of-school suspensions for the Indicator 4 calculations since out-of-school suspension is the most severe type reported.

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**Q19** *Is a Special Education Manifestation Determination (SEMD) event required to be reported if there is no change in placement?*

**A19** No, an SEMD event is only reported when there is a change in placement. See the Ohio Operating Standards for the Education of Children with Disabilities document on the [Operating Standards and Guidance webpage](#).

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## Reporting Scenarios

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**Q20** *If expulsion is “held in abeyance” and the student is allowed to continue at the regular school building, is an expulsion record reported?*

**A20** No, the discipline record should not be reported if no expulsion days are served.

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**Q21** *If a student is serving a ten-day suspension and there’s a snow day in the middle of that date range, should the number of days served be reduced to nine?*

**A21** The snow day should not be included in the total number of discipline days reported; the snow day was not a day the school was in session. The Total Discipline Days element should reflect the total days served by the student. If the student only served nine days, nine should be reported.

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**Q22** *The student is administered three discipline types for the same incident:*

- *Emergency removal from school for one day*
- *Suspended for ten days*
- *Expelled for 30 days*

*Is this incident reported with Type of Discipline option of 6-Emergency Removal by District Personnel for 41 days because it is all the same event?*

**A22** Yes, that’s correct. The most severe Type of Discipline option of Emergency Removal is reported along with the total of all discipline days across all types.

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**Q23** *What should the withdrawal date be for a student suspended ten days and then expelled – the last day of the suspension (day 10) or the first day of the expulsion (day 11)?*

**A23** The withdrawal date should reflect the **day before** the first day of the expulsion.

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**Q24** *How should an expulsion that crosses over school years be reported?*

**A24** As the Date of Discipline should reflect the date on which the student began the discipline, the record would be reported within the school year the infraction occurred.

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**Q25** *In an open enrolled out situation where District B expels and withdraws a student and District A (resident district) honors the expulsion, would District A withdraw the student?*

**A25** No, when a student is expelled from a district into which they are open enrolled, there is no expectation that the resident district will educate during that time. The question of whether the resident district honors the expulsion doesn't exist here. The relationship of the resident district to the student does not change. See Question 2 in [EMIS Manual Section 2.1.1](#).

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**Q26** *If a student is expelled then goes to a JDC, would they be reported as withdrawn and re-enrolled twice?*

**A26** Yes, the first withdrawal occurs when the student is first expelled. The first re-enrollment occurs when the student is sent to the JDC. Upon release from the JDC, if there is still time to be served for the expulsion, another withdrawal is reported. After the expulsion is served and the student returns to the district, another enrollment is reported. See Question 11 in [EMIS Manual Section 2.1.1](#).

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