

## EMIS Release Notes- New Collection Request

**Collection Request Name:** Final Staff and Course Collection (FY18)

**Collection Request Description:** Collection required for all EMIS reporting entities. The final staff collection includes staff employed any time in FY18. It also includes master course, student course, and related data for the entire school year. Included record types are CC, CI, CJ, CK, CL, CM, CN, CP, CU, CV, and GN. Source file(s) for student course and staff record types must be uploaded in EMIS manual format through the Data Collector Data Sources tab. Some staff data may be collected via SIF in those districts using USPS.

**Collection Request Short Name:** FY18-L-Stf Crs Final

**Manifest Code Name:** 2018L2FNL

**Collection Request Planned Release Version:** 1

**Planned Availability Date:** 2/2/2018

**Submission Date Range:** 2/6/2018 - 7/13/2018

**Organization Types That Must Report:** All EMIS reporting entities.

**Major Change from Prior FY Version?** NA

**Data Sources Supported:** USPS SIF for Staff Demographic (CI) and Staff Employment (CK) only; all others as flat files via Data Sources upload.

**Level 1 Reports Included:** Staff Missing

**Level 2 Reports Included:** CTE FTE Reports including:  
(CTEA-000) CTE FTE Detail  
(CTEA-001) CTE Student Error Detail  
(CTEA-002) CTE Course Error Detail  
(CTEA-003) CTE Staff Error Detail  
(CTEA-004) CTE FTE Summary by Course  
(CTEA-005) CTE FTE Summary by Category  
\*\*(CTEA-006) CTE Approved Overrides – will be available at a later date after overrides are approved by the ODE CTE Office and implemented into the CTE funding process.

These reports will be nightly following a submission.

**Outstanding Issues:** None known at this time.

**Release Note Date:** 2/2/2018