EMIS Release Notes – New Collection Request

Collection Request Name: Staff and Course Collection – Final (FY24)

Collection Request Description: This collection is required for all EMIS reporting entities. The final collection includes staff employed at any time in FY24. It also includes Course Master, Student Course, and related data for the entire school year. The source files are the CC, CI, CJ, CK, CL, CM, CN, CP, CU, CV, and GN Record types labeled with the L data set. Data 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: FY24-L-Stf Crs Final

Manifest Code Name: 2024L2FNL

Collection Request Planned Release Version: 1

Planned Availability Date: 2/8/2024

Submission Date Range: 2/8/2024 – 8/7/2024

Organization Types That Must Report: All EMIS reporting entities

Major Change from Prior FY Version:
- Includes all changes from the FY24 Staff and Course Collection – Initial

Data Sources Supported:
- CC, CI, CJ, CK, CL, CM, CN, CP, CU, CV, and GN flat files
- USPS SIF for CI and CK Records only

Level 1 Reports Included:
- Staff Missing Report

Level 2 Reports Included:
Report explanations can be found on our website. The Gen Issues report explanation includes content and contact information regarding each report. The following reports will be run at a later date:
- (CTEA-xxx) CTE FTE Reports
- (CTEA-xxx) CTE FTE Daily Summary Reports
- (GNIS-xxx) Gen Issues Reports
- (STAT-001) Level 2 Status Report

Outstanding Issues: None known at this time

Release Note Date: 2/8/2024