

EMIS Release Notes – New Collection Request

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

Collection Request Description: This collection is required for all EMIS reporting entities. The initial collection includes staff employed at any time in FY24 and staff who were employed as of the end of the FY23 school year who are no longer employed as of the beginning of this school year. 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 Init

Manifest Code Name: 2024L1STR

Collection Request Planned Release Version: 1

Planned Availability Date: 9/7/2023

Submission Date Range: 9/7/2023 – 1/31/2024

Organization Types That Must Report: All EMIS reporting entities

Major Change from Prior FY Version:

- Removed Prefix Name (CI280) and Suffix Name (CI320) elements from the Staff Demographic (CI) Record (see Change 24-17).
- Removed Extended Service Element (CK210), Grade Levels Assigned – High Element (CK270), and Grade Levels Assigned – Low Element (CK260) from the Staff Employment (CK) Record (see Change 24-17).
- Updated Position Fund Source Element (CC130) options in the Contract Only Staff (CC) Record (see Change 24-17):
 - Removed options J and X
 - Updated names of options F, I, P, and S
 - Added option Y
- Updated Position Separation Reason Element (CL080 and CP070) options on the Staff Summer Employment Separation (CL) and Staff Missing Override (CP) records (see Change 24-20):
 - Added option 4
 - Updated option 7

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:

- (CTAC-xxx) CTE Concentrator Reports
- (CTEA-xxx) CTE FTE Reports
- (CTEA-xxx) CTE FTE Daily Summary Reports

- (GNIS-xxx) Gen Issues Reports
- (STAT-001) Level 2 Status Report
- (TLCS-001) Teacher Licensure Course Status Report

Outstanding Issues: None known at this time

Release Note Date: 9/7/2023