



Superintendent's Introduction To EMIS Reporting

You have the important job of being the lead educator for the students of your district. Your ability to provide the opportunities and services that enable your students to achieve depends, in large part, on accurate data reporting.

Why is accurate data reporting important?

The data districts report to the Ohio Department of Education through the Education Management Information System (EMIS) help determine state and federal funding, drive the school and district performance results on the Ohio School Report Cards, and help determine the support and incentives the department can provide to districts.

Ultimately, reporting accurate data provides the adults in your community with a complete picture of how your district is serving its children. Because EMIS reporting is so important, superintendents, treasurers and districts have specific legal obligations concerning reporting responsibilities.

Your responsibilities in reporting data are to:

- Report required data to the state through EMIS;
- Review the data your district reports for accuracy; and
- Verify that data are accurate.

Your Key to Accurate Data Reporting

Give your EMIS coordinator the support, training and time he or she needs to report data accurately.

FOUR TIPS FOR SUCCESS

- 1 Prioritize EMIS Work** – Your EMIS coordinator must work with a variety of district personnel such as the guidance counselor, treasurer, gifted coordinator, special education coordinator, testing administrator and career-tech director to get the right information for your EMIS reports. Tell these district staff members that you expect them to respond quickly when your EMIS Coordinator requests information from them.
- 2 Time** – EMIS reporting takes a significant amount of time and is a year-round commitment. Make sure your EMIS coordinator not only has enough dedicated time in his or her schedule during the regular school year, but has your support to work the hours needed through the summer to complete this important work.
- 3 Training** – EMIS reporting requirements, methods, standards and supports change over time. Encourage your EMIS coordinator to attend professional development essential to accurate reporting for your district.
- 4 Regular Meetings to Review Data** – Schedule regularly occurring times throughout the school year for you and your EMIS coordinator to review your district's data and the reporting of that data in EMIS.

What do you need to know about data reporting?

Go to the Ohio Department of Education website – education.ohio.gov – to learn about:

Finance & Funding – finance data, school funding, grants, school transportation and budgetary information;

Accountability Resources – Ohio Report Card indicators, calculations and grades; and

EMIS – EMIS Reporting, including specifics on timelines, reporting instructions and reporting resources.

When does my district report data?

Districts report data year round. Make sure that you review your district's data periodically throughout the school year and during each of the EMIS reporting collections. Regularly reviewing your district's data allows you to identify and

fix issues that might negatively impact your district in the future. **Do not wait until the end of the school year or for the release of Ohio School Report Cards to review your district's data.**

How do you review your district's data for accuracy?

EMIS data are available for review in either the Secure Data Center (SDC) or directly through the EMIS system. The Secure Data Center includes high-level summary reports (including data that will be publicly released on the Ohio School Report Cards) with the ability to drill down to more granular data for validation purposes. Access to the Secure Data Center is via your SAFE account. If you do not have a

link to the Secure Data Center in your SAFE account, contact your district OEDS Organization Administrator immediately to make sure you have the appropriate role. The EMIS system also includes a multitude of data reports for your review, including reports related to funding. Work with your EMIS coordinator to understand and review your district's EMIS reports.

How do you and your treasurer formally verify your district's data?

- 1 Log into your SAFE accounts. Select the "Forms" application and complete the appropriate **EMIS Data Review and Verification survey**.
- 2 Verify your district's EMIS data **multiple times** during the year. This is a requirement for superintendents and treasurers.

The Ohio Department of Education has the authority in state law to **limit, suspend or revoke your license** if you have willfully contributed erroneous, inaccurate or incomplete data.

State laws about data reporting are: Ohio Revised Code 3301.0714 (reporting in EMIS); Ohio Administrative Code 3301-14-01 (G) (verifying and approving data by a district superintendent and treasurer); and Ohio Revised Code 3317.03 (B) (certifying the average daily membership (ADM) figures in the Funding Certification Report used to calculate funding).

Who provides training opportunities on data reporting?

Here are opportunities to learn about the data your district must submit to EMIS and how the data impact your district. Understanding this information will help you prioritize and plan ahead for your district's programs and services.

Organizations and conferences that provide professional development opportunities:

- **Information Technology Centers (ITCs)**
Contact your ITC to learn more.
- **Ohio Association of EMIS Professionals (OAEP)**
oaep.net
- **Ohio Education Data Systems Association (OEDSA)**
oedsa.org

The Ohio Department of Education provides:

- 1 New EMIS Coordinator Training at the beginning of each school year for EMIS coordinators with less than three years of experience;
- 2 Regional trainings at Information Technology Centers every six to eight weeks. We encourage EMIS coordinators to attend these regional trainings on a regular basis; and
- 3 Regular conference calls with ITCs to hear about general updates, new reports and changes to current data-reporting practices.

Learn More

How data are collected and used:
education.ohio.gov/EMISBasics

How to find support for questions and problems:
education.ohio.gov/EMIS/ReportingHelp