

TRAINING MODULE

EMIS 101

Education Management Information System (EMIS)
Version 1



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INTRODUCTION

This document was created as a means to enhance and test your knowledge in the subject of EMIS. This assessment should be completed after you have reviewed *EMIS 101 Handbook—An Overview of EMIS for the EMIS Coordinator*.

Thank you.

ACRONYMS

(Alphabetical Listing)

ADM	Average Daily Membership	ELA	English Language Arts
AIR	American Institutes of Research	ELO	Extended Learning Opportunities
ALT	Alternate	EMAD	Education Monetary Assistance Distribution
AP	Advanced Placement	EMIS	Education Management Information Systems
ASQ/SE	Ages & Stages Questionnaire/Social Emotional	ENG	English
<i>ATT</i>	<i>Attendance Code (SIS)</i>	ESC	Educational Service Center
AYP	Annual Yearly Progress	ESEA	Elementary and Secondary Education Act
BOE	Board of Education	ESL	English as a Second Language
CBI	Career Based Intervention	ESP	Education Service Personnel
CCIP	Comprehensive Continuous Improvement Plan	ETDP	ETR Resulted in Due Process
CIP	Continuous Improvement Plan	ETEL	Eligible for Services
CNDP	Consent Moved to Due Process	ETEX	Exiting Special Education
CNGT	Consent Granted	ETNE	Not Eligible for Services
CNNR	Consent Not Returned	ETR	Evaluation Team Report
CNRF	Consent Refused	FAQ	Frequently Asked Questions
CNST	Parent/Guardian Consent for Evaluation Date	FTE	Full Time Equivalency
CORE	Connected Ohio Records for Educators	FY	Fiscal Year
CS	Community School	GED	General Educational Development
CSADM	Community School ADM Website Application	GGG	Get it, Got it, GO!
<i>CTA</i>	<i>Career-Technical and Adult</i>	GR	Student will Complete Graduation Requirements
<i>CTAE</i>	<i>Career-Technical and Adult Education</i>	GRADS	Graduation Reality and Dual-Role Skills
CTC	Career Technical Center	HB	House Bill
CTE	Career-Technical Education	HI	Home Instruction
<i>DDAS</i>	<i>Designated Data Acquisition Site (DA-Site)</i>	HQT	Highly Qualified Teacher
DOB	Date of Birth	IDEA	Individuals with Disabilities Education Act
DOR	District of Residence	IEDP	IEP Resulted in Due Process
DPIA	Disadvantaged Pupil Impact Aid	IEEX	Complete – Exiting Special Education
DR	Drop Out	IENS	IEP Complete – Not Served
DYS	Department of Youth Services	IEP	Individual Education Plan
ECE	Early Childhood Education	IEPR	IEP Complete – Parental Refusal
ECO	Early Childhood Outcome	IESR	IEP Complete – Served
<i>ECR</i>	<i>Early Childhood Record</i>	IETR	Evaluation Team Report Completion Date, Initial

Acronyms in italics have generally been phased out due to changes in law, policy, or procedure. However, they are still included in this list because you will likely still see and hear them in your role as an EMIS coordinator.

ACRONYMS (CON'T)

(Alphabetical Listing)

IIEP	IEP Completion Date – Initial	OTELA	Ohio Test of English Language Acquisition
IN	Infant/Toddler	OTH	Other
IRN	Information Retrieval Number	PH	Preschool Handicapped
ITC	Information Technology Center	<i>PO</i>	<i>Proficiency Only</i>
ITO	Information Technology Office	PS	Preschool
JDC	Juvenile Detention Center	PSEO	Post-Secondary Enrollment Option
JVSD	Joint Vocational School Districts	PSTC	Preschool Transition Conference Date
KG	Kindergarten	R&R	Refinements & Rectifications to EMIS Manual
KH	Kindergarten Handicapped	RETR	Evaluation Team Report Completion Date- Reevaluation
KRA-L	Kindergarten Readiness Assessment – Literacy	RFO	Reading First Ohio
LCC	Local Classroom Code	RFRL	Referral for Evaluation Date
LEA	Local Education Agency	RIEP	IEP Completion Date-Periodic Review
LEP	Limited English Proficiency	SAA	Specific Academic Ability
LPDC	Local Professional Development Committee	SAFE	Secure Application for the Enterprise
LRC	Local Report Card	SB	Senate Bill
MFE	Multi-factored Evaluation	SDC	Secure Data Center
MOA	Majority of Attendance	SID	Statewide Student Identifier
MRDD	Boards of Mental Retardation and Developmental Disabilities	SIF	Schools Interoperability Framework
NCLB	No Child Left Behind	<i>SIS</i>	<i>Student Information System (SIS)</i>
OAC	Ohio Administrative Code	SSDT	State Software Development Team
OAEP	Ohio Association of EMIS Professionals	SSID	Statewide Student Identifier
OAT	Ohio Achievement Test	STARS	System to Achieve Results for Students
ODE	Ohio Department of Education	STR	Standard
OECN	Ohio Education Computer Network	TAS	Targeted Assistance Schools
OEDS	Ohio Educational Directory System	TIDE	Test Information Distribution Engine
OGT	Ohio Graduation Test	TIEP	Transfer Student IEP Adoption Date
OPT	Ohio Proficiency Test	UG	Ungraded
ORC	Ohio Revised Code	USAS	Uniform School Accounting System
OSB	Ohio School for the Blind	USDA	United States Department of Agriculture
OSD	Ohio School for the Deaf	WKC	Where Kids Count

Acronyms in italics have generally been phased out due to changes in law, policy, and procedure. However, they are still included in this list because you will likely still see and hear them in your role as an EMIS coordinator.

RESOURCES

(Note: This is not intended to be a complete listing of resources. It should serve as a guide for referencing information on the topic(s) contained in this module.)

ODE EMIS Manual

ODE has developed the ODE EMIS Manual to serve as a reporting resource.

USDOE

The United States Department of Education website contains relevant information.

Information Technology Centers

It is a good idea to become familiar with the services and reports that your Information Technology Center (ITC) offers. While information availability may vary, your ITC can generally point you in the right direction.

JUST FOR FUN

Welcome to the Wonderful World of EMIS

Directions: Unscramble each of the clue words. Copy the letters in the numbered cells to other cells with the same number.

IDRONCOTRAO

72			26		1		44	40		70

WAL

35	4	

TIIDSRCT

	18		13	49	14		24

SAFTF

	52	9		

TUASTS

	48	21	56	43

TEDTUSNS

	63			23	10	64	

TEASRRURE

39	69	30	27		37	58	8	

GIATEGNOGSAR

	22			55		41	54	28	61	12

TYMMUONIC COLOHS

32		3			45	34	73	75		67	33	68	74

REFDELA NEETMGRNOV

	65	36	11							57	17	16	62	76	66	50	47

RUECSSOER

	71	79	25		15		46		

CAYCUACR

				53		5	

NAAMLU

				19	

SORRETP

	59	60		2	29	

LENTEME MEAN

	20				6		31	77

SETMASSENS

	7		42	51		78		38

1	2	3	4	5	6	7	K	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
26	27	28	29	30	31	32	33	34	35	36	,	B	37	38	1	39	40	41	K	42	43	44	45		
46	47	48	1	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	33	65	66			
67	68	69	70	71	72	73	74	75	1	76	77	78	28	79	.										

REVIEW

1. Law established the Educational Management Information System (EMIS) in what year?
 - A. 1988
 - B. 1989
 - C. 1990
 - D. 1991

2. The first level of support is the designated EMIS Coordinator within each reporting entity. The EMIS Coordinator is responsible for _____ of the EMIS data to the ITC.
 - A. the accuracy, collection, and transfer
 - B. the storage, completeness, and transfer
 - C. the accuracy, completeness, and transfer
 - D. the storage, collection, and transfer

3. EMIS is used for what?
 - A. Fulfillment of Ohio Law & Funding & Distribution of payment
 - B. Academic Accountability System & Generates statewide and districts reports
 - C. All of the above
 - D. None of the above

4. How many reporting periods are there currently in EMIS?
 - A. 5
 - B. 6
 - C. 7
 - D. 8

5. The deadline for EMIS data submissions is noon on Friday.
True
False

6. Which of the following are not EMIS reporting entities?
- A. Institutions of Higher Learning
 - B. Educational Service Centers (ESC) & Joint Vocational School Districts (JVSD)
 - C. Departments of Youth Services (DYS)
 - D. Ohio School for the Deaf (OSD) & Ohio School for the Blind (OSB)
7. All EMIS reporting entities, when reporting student-level data, must report the SSID (Statewide Student Identifier) on all student-level records. ODE is the source for assigning unique SSIDs.
- True
False
8. There are two versions of the ODE EMIS Manual posted on the website. One is in PDF and the other is in a Word version. What is the difference between the two?
-
-
9. Which chapter or Appendix of the ODE EMIS Manual describes the file layout used for data submission?
- A. Chapter 4
 - B. Chapter 5
 - C. Appendix H
 - D. Appendix I
10. Processing data is an important function of the ITC. This includes extracting, aggregating/validating, _____, compiling, and transferring data according to the requirements set forth by the Department of Education.
(Which answer best fits the blank)
- A. formatting
 - B. submitting
 - C. configuring
 - D. designing

11. EMIS Newsflashes are located at _____.
- A. U.S. Department of Education Webpage
 - B. Designated ITC message board
 - C. Ohio Department of Education's webpage
 - D. All of the above
12. The intended audience of the ODE EMIS Manual is primarily EMIS Coordinators and ITC sites. Name two other audiences that may find it helpful.
- A. _____
 - B. _____
13. Am. Sub. H.B. 215 added data accountability provisions for EMIS to ORC section 3301.0714.
- True
False
14. Accountability Sign-off Forms should be signed and returned when?
- A. At the beginning of a reporting period
 - B. At the end of the school year
 - C. At the end of a reporting period
 - D. At any point during the reporting period
15. The OEDSA (Ohio Education Data Systems Association) was formed in the _____ to serve as the "voice of computer usage in Ohio education" and to provide a common professional organization that would facilitate the communication of information relative to data processing within the administrative offices.
- A. 1960's
 - B. 1970's
 - C. 1980's
 - D. 1990's

16. EMIS Coordinators do not have access to the Educator Lookup Tool that can be used to see if an individual has state-authorized certification/licensure for the position in which s/he was hired.

True

False

17. What is The Ohio Educational Directory System Redesign (OEDS-R)?

18. The EMIS section of ODE's website is divided into 4 sections. They are:
- A. Archives, Documentation, Resources Management, and Related Applications
 - B. Archives, Reports, Resources & Tools, and Related Applications
 - C. Archives, Documentation, Reports, and Contacts
 - D. Archives, Documentation, Resources & Tools, and Related Applications

19. 'Total student count' refers to what?

20. Who developed the EMIS Maintenance screens?

- A. ODE
- B. SSdT
- C. OAEP
- D. ITCs

21. What are "aggregations" and how are they derived?

22. ORC 3301.0714 (K) refers to the bonding requirements against the unauthorized use or release of EMIS data for EMIS Coordinators.
True
False
23. In addition to providing standard editing procedures to ITCs, ODE EMIS staff also serves as the liaisons between EMIS reporting entities and the ITCs.
True
False
24. There are certification opportunities available for EMIS Coordinators.
True
False



You have successfully completed the EMIS 101 assessment module!

Please see the corresponding answer document to see how well you did.