FY 2008 EMIS Manual
Chapter 4
R & R (Rectifications & Refinements) Log

Version 3 (August - Final Release) of the EMIS Manual

Last updated

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Prepared by
Office of Information Policy & Management

Purpose

The purpose of this document is to keep a history of revisions (including: clarifications, changes, and/or updates) made to the EMIS Manual after version 3 (August) release. This document reflects revisions communicated through the EMIS Newsflash. If revisions contained in this document are still applicable in FY 2009, they will be incorporated into the FY 2009 EMIS Manual.

Explanation of Document

Date	The date the change was communicated to the field (either through the EMIS Newsflash, Help Desk, or other means).
Chapter/Appendix	Chapter or Appendix impacted by the clarification
Record	If applicable, the record impacted by the clarification
Page	The page number in version 3 of EMIS Manual which the clarification impacts
Item	May include a change to the any of the following: General Guidelines for the Record, the Reporting Instructions for a data element, new options etc…
Description	A description of the clarification, change, revision and/or update.

Stated in EMIS Newsflashes starting 9-5-2007

EMIS Newsflash Date	Chapter/ Appendix	Page(s)	Record	Item/Element	Description
03-28-08	4	30	(DB) Building General Information-Yearend	Actual Days in Session Elements *(applies to all)*	**Modified Reporting Instructions** **Reporting Instructions** Do not count days the schools were closed for school holidays, teachers' meetings, disease epidemics, public calamities, or other similar reasons. Do not include parent-teacher conference days. Do not add days for the additional time added to the end of the school days that was used to make up for calamity days used in excess of the contingency days on the school calendar.
03-28-08	4	35	(DB) Building General Information-Yearend	Actual Hours Per Day Elements *(applies to all)*	**Modified Reporting Instructions** **Reporting Instructions** These elements are required to be reported by all EMIS reporting entities. If the building does not have one of the designations above, report 0.00. Report the actual hours per day that the designation above was in session on a normal school day. Do not add additional time for calamity days made up or subtract any time for any school delays or early releases.