

FY 2010 EMIS Manual
Chapter 3
R & R (Rectifications & Refinements) Log

Version 1 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 1 release. This document reflects revisions communicated through the EMIS Newsflash. If revisions contained in this document are still applicable in FY 2011, they will be incorporated into the FY 2011 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 PDF page number in version 1 of the EMIS Manual that 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.

EMIS Newsflash Date	Chapter/ Appendix	Page(s)	Record	Item/Element	Description			
3/5/10	3	2	Revision History	Change 751 Added Change	<div>Modified Revision History to add change #751.</div> <table><tr><td>1.0</td><td>751</td><td>Added PI – Postsecondary Instructor valid option to Curriculum Element (CN310).Added reporting instructions and “PI” references throughout the Course Master Record in chapter 3.</td></tr></table>	1.0	751	Added PI – Postsecondary Instructor valid option to Curriculum Element (CN310).Added reporting instructions and “PI” references throughout the Course Master Record in chapter 3.
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3/5/10	3	2	Revision History	Change 752 Added Change	<div>Modified Revision History to add change #752.</div> <table><tr><td>1.0</td><td>752</td><td>Updated reporting instructions related to Valid Option “U” - <i>No longer employed by district in this position from the Position Status Element (CK070)</i></td></tr></table>	1.0	752	Updated reporting instructions related to Valid Option “U” - <i>No longer employed by district in this position from the Position Status Element (CK070)</i>
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3/5/10	3	37	(CK) Staff Employment Record	Position Status Element (CK070) Reporting Instructions	<p>Modified reporting instructions for <i>Position Status Element (CK070)</i> to add new language.</p> <p>If a staff member is employed as of October count week but is not employed by the district through the end of the October (K) reporting period, then the district should still report the staff member's Position Status with the value that was valid as of count week. Districts can enter the <i>Position Separation Reason</i> and <i>Position Separation Date</i> for this staff member without updating the position status to U. For Yearend (N) reporting, the position status can be updated to U or left with its October (K) value. ODE will use the position separation information to know that the staff member is no longer employed in the district and will not be reported by the district in the next school year. This reporting rule for October (K) reporting takes precedence over the <i>Position Status</i> reporting rules below related to replacing a teacher who resigns or reporting an individual who retires.</p>
3/5/10	3	53	(CN) Course Master Record	General Guidelines	<p>Modified General Guidelines to include the “OL” Delivery Method in the second paragraph.</p> <p>Beginning with FY09, the individual reported as the teacher of record for a course must be reported with at least one Staff Employment Record with position code 230 (Teacher), 108 (Principal Assignment), or 109 (Superintendent Assignment) with the appropriate teaching assignment area. For courses <u>taught via</u> Delivery Method CC, OL or ET that are also Educational Options (YS) , a position code of 202 (Counselor Assignment) may be reported as the teacher of record.</p>
3/5/10	3	55	(CN) Course Master Record	Reporting Course Master Records – Grades 1-12 Reporting Instructions	<p>Modified Reporting Instructions for “Reporting Course Master Records – Grades 1-12” to add PI reference.</p> <p>Regular Instruction. Regular education courses for students in grades 1-12 are reported with the <i>Student Population Element</i> option as “RG”. These are courses that are primarily designed to provide regular instruction to a group of students. Postsecondary courses are reported as “PS” or “PI” in the <i>Curriculum Element</i>.</p>

3/5/10	3	60	(CN) Course Master Record	Curriculum Element (CN310) Added Valid Option	<p>Modified Curriculum Element (CN310) to add a new valid option.</p> <p>Valid Options PI Postsecondary Instructor Course is taught by a college or university faculty member who is not directly employed by the school district for the teaching of the course and the course is not being funded through the Post Secondary Enrollment Options program.</p>
3/5/10	3	63	(CN) Course Master Record	Employee ID Element (CN070) Postsecondary Teachers Reporting Instructions	<p>Modified Employee ID Element (CN070) Postsecondary Teachers Reporting Instructions.</p> <p>Postsecondary Teachers. Resident districts must report all 9s in this element when reporting data about classes provided by postsecondary enrollment option courses or taught by postsecondary instructors (Curriculum values of PS or PI).</p>
3/5/10	3	64	(CN) Course Master Record	Highly Qualified Teacher Element (CN260)	<p>Modified reporting instructions for High Qualified Teacher Element (CN260).</p> <p>Noncore courses are not evaluated for HQT. Report option I whenever one or more of the following is true:</p> <ul style="list-style-type: none"> • Curriculum Element is PS or PI, or • Delivery Method is CC, ET, or OL and Educational Option is YS, or • Delivery Method is CC, ET, or ID, or • Student Population is D8, DP, or PR