FY 2010 ODE EMIS MANUAL
Reporting Instructions for EMIS Data Collection and Submission

Foreword

Ohio | Department of Education

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FOREWORD

In 1989, the 118th Ohio General Assembly created Ohio Revised Code § 3301.0714, which required the State Board of Education to "adopt rules for a statewide Education Management Information System." Part of these rules indicated that an EMIS "companion" (ODE EMIS Manual) was to be created. The primary purpose of such a document is to provide a uniform and consistent source of reporting instructions on the subject of EMIS data.

Therefore the Office of Information Policy Management, with the assistance of interested education consultants at the Ohio Department of Education and external parties, developed the ODE EMIS Manual. Its contents include data definitions, requirements, and procedures for reporting and transferring data to the Department.

The intended audience of the ODE EMIS Manual is primarily the EMIS coordinators and Information Technology Centers. However, the State Software Development Team, along with education software vendors, may also find it helpful. In addition, the ODE EMIS Manual is available for consultation, when ODE education consultants and Data Managers need to analyze and review data submitted through EMIS. The ODE EMIS Manual is organized into 5 chapters and several appendices.

Providing an overview of EMIS, Chapter 1 includes reporting responsibilities, functions of EMIS, a general idea of the EMIS data collection process, and a summary of EMIS data.

Chapters 2, 3, and 4 are all structured in a similar manner. Each is organized according to its respective data records and the layout of such records, according to the record file description found in Chapter 5. Each record contains a set of related data elements. These data elements are each defined in Chapters 2, 3, and 4. In addition, these chapters contain specific reporting instructions and valid options regarding the data elements. Below is a table showing the data category included in each chapter.

Reporting Instructions	Data Category
Chapter 2	Student
Chapter 3	Staff
Chapter 4	District and Building
Chapter 4	Financial

Chapter 5 contains the technical documentation describing the file layouts and field formats for every record transferred to the Department. Included in the chapter are record names, record field numbers, and field data types (numeric, text, etc.).

The appendices contain additional reporting information. Examples include lists of valid options for student program codes, course subject codes, and position codes. Additional instructions regarding special reporting situations is also located in the appendices to the ODE EMIS Manual.