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**Ohio.org**

# COMMUNICATIONS & RESOURCES

New EMIS Coordinator Training  
April 2024

**DEIDRE  
WUNDERLICH**

*Data Administration Manager*

Office of Data Quality and Governance

*EMIS Manual and other EMIS documentation, EMIS website, EMIS changes, EMIS training, EMIS helpdesk, Teacher Licensure Course Status Report*



**Department of  
Education &  
Workforce**



# Let's Talk About...

Communications  
Reporting Guidance  
Resources  
Training  
Help!  
EMIS Website


# Communications

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- ✓ *EMIS Newsflashes*
- ✓ *Webpage Update Alerts*
- ✓ *Twitter*

# EMIS Newsflashes

03-08-2024



**Department of Education & Workforce**

## EMIS Newsflash

**Here's what's inside**

- FY24 Reading Diagnostics (A) Collection, v3
- FY24 Tier 1 Dyslexia Screener (A) Collection, v2
- EMIS Changes Open for Public Comment
- EMIS ITC Conference Call Notes

**FY24 Reading Diagnostics (A) Collection, v3**  
**FY24 Tier 1 Dyslexia Screener (A) Collection, v2**

Please refer to the [Release Notes](#) for details regarding these newly posted collection

## NEWS

Home > News

**Finance a**  
3/1/2024

**Ohio School B**  
**April 20, 2024**

School bus drivers thro  
competitions on Saturd  
operational and safety s  
at the state-level compe

1/17/2024

**Ohio School B**  
4, 2024

**FILTER NEWS BY:**

- » [Ohio's Learning Standards](#)
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- » **EMIS**
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Home > Data > EMIS > Certification and Licensure Search

## Certific

This resource was  
Licensure Course  
codes, please see

[Search for Regular](#)

This search is for s  
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teaching fields or

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Kindergarten-Eler  
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licensed in PE and

For questions rega  
questions regardin

[Search for Special](#)

This section is for  
(i.e., special educa

Last Modified: 9/29/2

**QUICK LINKS**

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- » [SLDS Grant Project 3](#)

**LATEST NEWS**


- [EMIS Newsflash – March 8, 2024](#)
- [EMIS Newsflash – March 4, 2024](#)
- [EMIS Newsflash – February 27, 2024](#)

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# How to Sign Up for Newsflashes

**OHIO DEPARTMENT OF EDUCATION AND WORKFORCE**

Stephen D. Dackin, Director | 25 South Front Street, Columbus, Ohio 43215  
1-877-644-6338 | [contact.center@education.ohio.gov](mailto:contact.center@education.ohio.gov)

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To sign up for updates or to access your subscriber preferences, please enter your contact information below.

Email Address \*


Your contact information is used to deliver requested updates or to access your subscriber preferences.

### Quick Subscribe for [deidre.wunderlich@education.ohio.gov](mailto:deidre.wunderlich@education.ohio.gov)

Ohio Department of Education and Workforce offers updates on the topics below. Subscribe by checking the boxes; unsubscribe by unchecking the boxes.

Access your [subscriber preferences](#) to update your subscriptions or modify your password or email address without adding subscriptions.

#### Subscription Topics

- Bulletins
- EdConnection 

- Education Management Information System**
  - EMIS Manual updates
  - EMIS Newsflashes
  - EMIS Validation and Report Explanation updates
  - EMIS Change updates



# Twitter (aka X)

**Contact Information**

614-387-0395  
[@EMISOhio](https://twitter.com/EMISOhio)  
[emis@education.ohio.gov](mailto:emis@education.ohio.gov)

The screenshot shows the Twitter profile for EMIS Ohio. On the left is a navigation menu with options: Home, Explore, Notifications, Messages, Grok, Lists, Bookmarks, Communities, Premium, Profile, and More. The main content area shows the profile header with a dark red background and the word "Ohio" in white. The profile picture is a yellow circle with "EMiS" in red and "Education Management Information System" in small text below it. The profile name is "EMIS Ohio" with the handle "@EMISOhio". The bio reads: "Alerts about data reporting from EMIS at @OHEducation. Questions? Contact your ITC or see our website for contact information. #EMISOhio". Location is "Columbus, OH", website is "education.ohio.gov/EMIS", and joined date is "September 2016". There are 174 following and 619 followers. Below the bio are tabs for Posts, Replies, Highlights, Articles, Media, and Likes. A recent post from March 8 shows a file named "2024\_RPTCRD\_DPR\_STAR\_SUBMITTED\_20240307" is available in the data collector, with a link to "education.ohio.gov/Topics/Data/EM..." and the hashtag #EMISOhio. The post has 58 likes.



# Reporting Guidance

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- ✓ *EMIS Manual*
- ✓ *Changes*
- ✓ *Release Notes*
- ✓ *Report Explanations*
- ✓ *File Descriptions*



# EMIS Manual

## QUICK LINKS

- » [EMIS Basics](#)
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- » [SLDS Grant Project 3](#)

[FY24 EMIS Manual, Combined](#) 📄 (posted Sept. 6, 2023)

[FY23 EMIS Manual, Combined](#) 📄 (posted Sept. 15, 2022)

[FY22 EMIS Manual, Combined](#) 📄 (posted Sept. 15, 2022)

1	General Information	FY23	FY24
1.1	EMIS Overview	<a href="#">6.2</a> , 08/26/22	<a href="#">7.0</a> , 07/01/23
1.1.1	EMIS Data Review & Verification and EMIS Data Appeals	<a href="#">1.5</a> , 07/01/22	<a href="#">1.6</a> , 07/01/23
1.2	General Data Characteristics	<a href="#">6.2</a> , 08/26/22	<a href="#">7.0</a> , 07/01/23
1.3	Community School Funding	<a href="#">2.5</a> , 07/01/22	<a href="#">2.6</a> , 08/08/23

2	Student Records	Record	FY23	FY24
	<a href="#">EMIS Manual Chapter 2 Element List (11/17/23)</a>			
2.1	Student Records Overview	N/A	<a href="#">8.3</a> , 08/26/22	<a href="#">9.2</a> , 08/08/23
2.1.1	Student Enrollment Overview	N/A	<a href="#">8.1</a> , 07/01/22	<a href="#">8.3</a> , 01/18/24
2.2	Student Demographic Record	GI	<a href="#">8.1</a> , 07/01/22	<a href="#">8.2</a> , 07/01/23
2.3	Student Demographic Record - Race Detail Record	GJ	<a href="#">7.2</a> , 07/01/22	<a href="#">7.3</a> , 07/01/23
2.4	Student Standing Record	FS	<a href="#">12.2</a> , 08/26/22	<a href="#">13.4</a> , 02/23/24
2.5	Student Attributes - Effective Date Record	FD	<a href="#">12.3</a> , 05/03/23	<a href="#">13.2</a> , 08/09/23
2.6	Student Attributes - No Date Record	FN	<a href="#">13.2</a> , 07/28/22	<a href="#">14.2</a> , 11/02/23
2.7	Student Acceleration Record	FB	<a href="#">5.1</a> , 07/28/22	<a href="#">6.0</a> , 07/01/23
2.8	Student Assessment Record	FA	<a href="#">13.2</a> , 08/26/22	<a href="#">14.4</a> , 09/06/23
2.8.1	Assessment Area Codes	NA	<a href="#">6.1</a> , 07/08/22	<a href="#">7.2</a> , 09/06/23
2.9	Student Program Record	GQ	<a href="#">13.3</a> , 08/26/22	<a href="#">14.4</a> , 11/02/23
2.10	Student Gifted Education Record	GG	<a href="#">6.0</a> , 07/01/22	<a href="#">7.0</a> , 07/01/23
2.11	Student Discipline Record	GD	<a href="#">8.2</a> , 07/28/22	<a href="#">9.0</a> , 07/01/23
2.12	CTE Workforce Development Follow-up Record	CV	<a href="#">FINAL</a>	NA

- Revision History
- Table of Contents
- Required Collection Requests
- General Guidelines
- Data Elements
  - Record Field Number
  - Definition
  - Valid Options
  - Reporting Instructions
- Record File Layout

# EMIS Changes

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EMIS Changes
<a href="#">Fiscal Year 2025 Changes</a>
<a href="#">Fiscal Year 2024 Changes</a>
<a href="#">Fiscal Year 2023 Changes</a>
<a href="#">Fiscal Year 2022 Changes</a>
<a href="#">Fiscal Year 2021 Changes</a>
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<a href="#">Secure Data Center - Status of Reports</a>
<a href="#">Statewide Student Identifier</a>
<a href="#">EMIS Documentation Archives</a>
» <a href="#">EMIS Reporting Responsibilities</a>
» <a href="#">Resources</a>

Date last updated: Friday, March 15, 2024

Change # Data Set Release/ Status	Short Title and Description	Reason for Change
24-136 Student Feb #2 <b>Completed</b>	<p><i>Level 1 report for attending building.</i> This change adds a new Level 1 report that highlights a district's students who are attending a building other than the building to which they are assigned. (This is in relation to ORC §3313.984.)</p> <p><i>First posted: 2/2/24 Completed: 2/7/24</i></p>	Process improvement

Date last updated: Friday, March 15, 2024

Change # Data Set Release/ Status	Short Title and Description	Reason for Change
<b>25-110</b> Assessment TBD	<p><b>Remove test date table from Section 2.8</b></p> <p>This change removes the test date table from EMIS Manual Section 2.8. The table was added to the Assessment Missing Report Explanation in March 2024.</p> <p><i>This change will be subject to the 90-day comment and review process.</i></p> <p>» Detailed EMIS Manual changes</p> <p><b>Public comment: TBD</b> <b>EMIS response to comments: TBD</b> <b>Public review: TBD</b> <b>Change final: TBD</b></p>	Process improvement



# Release Notes

March 7, 2024

» [FY24 Reading Diagnostics \(A\) Collection, v3](#) 

» [FY24 Tier 1 Dyslexia Screener \(A\) Collection, v2](#) 

February 23, 2024

» [FY24 Spring State Assessment \(A\) Grades 3-8 Collection, v1](#) 

## QUICK LINKS

- » [EMIS Basics](#)
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## EMIS Release Notes – New

**Collection Request Name:** Tier 1 Dyslexia Screener Collection (FY24)

**Collection Request Description:** This collection is required for all schools to report Tier 1 Dyslexia Screener to their enrolled students in grades KG through 6. Data must be requested by a parent or teacher (with parental consent). The collection is a subset of the data set. Data must be uploaded in EMIS Manual format through the EMIS system. Assessment types can be included in the upload file, but only records that are reported to the Department and appear in the Student Assessment Report are included.

**Collection Request Short Name:** FY24-A-Dyslexia Screener

**Manifest Code Name:** 2024ADSFY

**Collection Request Planned Release Version:** 1

**Planned Availability Date:** 12/14/2023

**Submission Date Range:** 12/14/2023 – 7/17/2024

**Organization Types That Must Report:** These organizations with students screened in grades 4-6 if requested by parent or teacher.

- Traditional districts
- Community schools
- STEM districts
- State-supported schools

**Major Change from Prior FY Version:**

- N/A: this is a new collection for FY24

## EMIS Release Notes – Updated

**Collection Request Name:** Tier 1 Dyslexia Screener Collection (FY24)

**Description of Change:** Updated Level 1 validation FA.1002.

**Planned Availability Date:** 3/8/2024

**Version Number:** 2

**Updated Version Requires:**

- Starting a new/restarting the current collection of data? No
- Running a new prepare of the collected data? For some EMIS reports, Yes
- Replacing any data already submitted to ODE with a new submission? No

**“Updated Version Requires” Additional Information:** None

**Enhancements:** None

**Known Issues Resolved:** None

**Outstanding Issues:** None known

**New or Updated Level 1 Validation:**

- Updated Level 1 validation FA.1002 to no longer fatal when more than one screener is reported with different dates.

**New or Updated Reports:** None





# Report Explanations & File Descriptions

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DATA	DATE POSTED
<a href="#">Assessment Missing Reports, Level 1</a>	02-28-2022
<b>CCP Reports</b>	
» <a href="#">(CCPL-001) Projected Non-Payment Report and (CCPL-101) Projected Payment Report</a>	06-23-2020
» <a href="#">(CCPL-002) Not Funded at Responsible LEA Report</a>	03-27-2020
» <a href="#">(CCPL-003) CCP Split Payment Report</a>	02-27-2020
» <a href="#">(CCPL-004) CCP Escalated Courses Report</a>	05-22-2020
<a href="#">(CTAC-200) CTE Concentrator Course Report</a>	07-28-2023
<b>CTE Concentrator Reports</b>	04-08-2022
» (CTAC-101) CTE Concentrator Accountability All FY POC	
» (CTAC-102) CTE Concentrator Accountability FY POC Missing	
» (CTAC-103) CTE Concentrator Accountability FY POC Unexpected	
<b>CTE FTE Daily Summary Reports</b> , includes information for the following reports	05-11-2018
» (CTEA-007) CTE FTE Daily Summary Report - Students District is Educating	
» (CTEA-008) CTE FTE Daily Summary Report - Students Initially Funded at District	
» (CTEA-009) CTE FTE Daily Summary Report - Transfers	
<b>CTE FTE Reports</b> , includes information for the following reports	01-24-2024
» (CTEA-000) CTE FTE Detail	

## 2024 File Descriptions

### **2024\_CTE\_FOLLOWUP\_STDNT\_DRAFT\_<file date>.xls**

2024 CTE Follow-Up Student File

This report contains information about students who are to be included in the 2024 CTE Follow-Up file for the Initial Exiting Student (S) Follow-Up Collection. This file is for district use to determine if a CTE Concentrator appeal should be submitted to add or remove a student from the 2024 CTE Follow-Up file or to revise the one (1) CTE Program of Concentration (POC) for a student already listed in the file.

Only the last POC in which the student was a CTE Concentrator is listed. Do not submit an appeal to have additional POCs included in the file.

The report includes the reporting LEA IRN, SSID, CTE Program of Concentration Code, CTE Program of Concentration FY, POC determination, withdrawal reason, diploma date, and short name.

The "POC determination" field indicates whether the POC for the row and reporting FY was:

- » District Reported POC or
- » ODE Determined POC.

The Department determines the POC when a student is derived as having met CTE Concentrator status in the FY but no POC was reported in the FY by the district.

The CTE Follow-Up list is not static. Student inclusion on this file may be modified based upon current year (FY24) enrollment or if a Withdrawal Reason code that specifically excludes the student is reported.

# Resources

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- ✓ *Data Collection Calendars*
- ✓ *Acronyms*
- ✓ *Glossary*
- ✓ *EMIS Roundup*
- ✓ *EMIS Calendar*
- ✓ *EMIS Framework*

# Data Collection Calendars

## QUICK LINKS

- » [EMIS Basics](#)
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- » [EMIS Reporting Responsibilities](#)
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- » [Certification and Licensure Search](#)
- » [SLDS Grant Project 3](#)

## EMIS Data Collection Calendar for 2023-2024

### By Major Data Grouping

#### Main Student Collections

	Data Set	Open Date	Close Date
Student Cross Reference (FY24) (2024SSCRS)	S	7/3/2023	7/12/2024
Retention/Promotion - Grade 3 Only (FY24) (2024SRTNT)	S	7/13/2023	9/1/2023
SOES Beginning of Year Student Collection (FY24) (2024SAODE)	S	8/7/2023	12/20/2023
SOES Student Contact(s) Collection (FY24) (2024SSSDT)	S	8/7/2023	8/9/2024

## EMIS Data Collection Calendar for 2023-2024

### By Open Date

	Data Set	Open Date	Close Date
Calendar Collection - Initial (FY24) (2024CINIT)	C	7/3/2023	9/27/2023
Student Cross Reference (FY24) (2024SSCRS)	S	7/3/2023	7/12/2024
Retention/Promotion - Grade 3 Only (FY24) (2024SRTNT)	S	7/13/2023	9/1/2023
SOES Beginning of Year Student Collection (FY24) (2024SAODE)	S	8/7/2023	12/20/2023

## EMIS Data Collection Calendar for 2023-2024

### By Close Date

	Data Set	Open Date	Close Date
Retention/Promotion - Grade 3 Only (FY24) (2024SRTNT)	S	7/13/2023	9/1/2023
Calendar Collection - Initial (FY24) (2024CINIT)	C	7/3/2023	9/27/2023
Five Year Forecast - Initial Required (FY24) (2024P0000)	P	9/1/2023	11/30/2023
SOES Beginning of Year Student Collection (FY24) (2024SAODE)	S	8/7/2023	12/20/2023
Beginning of Year Student Collection (FY24) (2024S1TRD)	S	8/17/2023	12/20/2023
Initial Exiting Student Follow up (FY24) (2024S1EXT)	S	10/19/2023	1/5/2024
Staff and Course Collection - Initial (FY24) (2024L1STR)	L	9/7/2023	1/31/2024
Kindergarten Readiness Assessment Collection (FY24) (2024AGOFL)	A	9/21/2023	4/5/2024



# EMIS Acronyms & Glossary

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## A

ADM Average daily membership

## B

BDD Board of Developmental Disabilities

## C

CAP Corrective action plan  
 CBI Career-Based Intervention  
 CCP College Credit Plus  
 CEP Community eligibility provision  
 CNDC Child Nutrition Direct Certification  
 CORE Connected Ohio Records for Educators  
 CSADM Community school average daily membership  
 CSV Comma separated values  
 CTC Career and Technical Center  
 CTE Career-technical education  
 CTE FTE Career-technical education full-time equivalent

## D

DC Data collector

[A](#) | [B](#) | [C](#) | [D](#) | [E](#) | [F](#) | [G](#) | [H](#) | [I](#) | [J](#) | [K](#) | [L](#) | [M](#) | [N](#) | [O](#) | [P](#) | [Q](#) | [R](#) | [S](#) | [T](#) | [U](#) | [V](#)

## A

<b>Alternate Assessment for Students with Significant Cognitive Disabilities (AASCD)</b>	This assessment allows students with significant cognitive disabilities to demonstrate their knowledge and skills using an appropriate assessment aligned to Ohio's Learning Standards.
<b>Average daily membership (ADM)</b>	This is a headcount of public school students used as an indicator to indicate the size of a school district in terms of enrollment for state funding calculations.

[TOP](#)

## B

<b>Board of Developmental Disabilities (BDD)</b>	These county-level organizations provide a range of programs for students with developmental disabilities.
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[TOP](#)

## C

<b>Career-Based Intervention (CBI)</b>	A career-tech program for Grade 7-12 students who are identified as disadvantaged (academically, economically, or otherwise) to achieve academic and career success.
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# EMIS Roundup

## QUICK LINKS

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*Updates included for February 16, 2024 – March 15, 2024*

### Newsflashes

[3/8/24](#): Collections posted, Changes open for comment, ITC call

[3/4/24](#): Changes open for comment

[2/27/24](#): Collection and Appeal extension, Collection Calendar updated, Update calendar information for April 8

[2/23/24](#): Collections posted, ITC call

### EMIS ITC Conference Calls ([Link to notes found here](#))

3/4/24: call

2/20/24: call

### Files ([File Descriptions found here](#))

3/8/24: 2024 Star Assessment Records Submitted

3/6/24: 2024 Star Assessment Records Submitted

2/29/24: 2024 Star Assessment Records Submitted

2/27/24: 2024 Star Assessment Records Submitted

- Not a planning tool
  - The prior month
  - Updated on Fridays
- 
- Newsflashes
  - Conference calls
  - Received files
  - Collections
  - Training



# EMIS Calendar (Google)

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- » [EMIS Learning Library](#)
- » [Certification and Licensure](#)

11	12
1pm New EC Training - Data Collector (Online)	9am New EC Training - Working with the Data C
18	19
1pm New EC Training - Data Appeals & Data R	9am New EC Training - Report Portal: Secure C
25	26
	CLOSES: FY24 Kindergarten Readiness Assess
	CLOSES: FY24 Midyear Student (S) Collection
2	3
OPENS: FY24 End of Year Student (S) Collecti	
OPENS: FY24 Graduation (G) Collection	

- Collection open and close dates
- EMIS training
- Data Appeals
- Data Reviews
- Holidays that close the Department
- Can add to your own Google calendar

# EMIS Framework










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- » [SLDS Grant Project 3](#)

The materials on this page are meant to provide an understanding of how EMIS works, the range of district data included in EMIS data, and the variety of district personnel who work with EMIS data. These materials do not provide reporting guidance, instead they are meant to provide an understanding of the EMIS framework.

## EMIS 1.0

*The following documents are included in the EMIS 1.0 Appendix. These documents have been developed as stand alone documents that can be printed individually and shared with district staff and data team members in order to assist them in better understanding EMIS data and reporting.*

- » [EMIS Coordinators: Roles & Essential Skills](#) 
- » [Inventory of Existing Professional Development & Training Opportunities for EMIS Coordinators](#) 
- » [Data Cycle, Impacts, and Uses](#) 
- » [EMIS Building Blocks](#) 
- » [Enrollment to Graduation... And Beyond](#) 
- » [Quality EMIS Data: The Role of EMIS Coordinators](#) 
- » [Quality EMIS Data: The Role of Office Staff](#) 
- » [Quality EMIS Data: The Role of Principals](#) 
- » [Quality EMIS Data: The Role of Superintendents](#) 

- Defines EMIS data
- Outlines data cycle
- Includes data uses and impacts
- Explains importance and make up of data teams
- Created for
  - New coordinators
  - Data team members
  - Administrators

# Training

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- ✓ *Focused Training*
- ✓ *General Training*
- ✓ *New Coordinator Training*
- ✓ *Training Videos*
- ✓ *Alliance Trainings*

# EMIS Focused Training

## QUICK LINKS

- » [EMIS Basics](#)
- » [Documentation](#)
- » [EMIS Reporting Responsibilities](#)
- » [Resources](#)
- » [EMIS Technical Documentation](#)
- » [EMIS Training](#)
  - [EMIS Alliance](#)
  - [EMIS Focused Training](#)
  - [EMIS General Training](#)
  - [EMIS Presentations](#)
  - [EMIS Training Videos](#)
  - [New EMIS Coordinator Training](#)
- » [EMIS Advisory Council](#)
- » [EMIS Learning Library](#)
- » [Certification and Licensure Search](#)
- » [SLDS Grant Project 3](#)

## EMIS Training

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- » [EMIS Alliance](#). The EMIS Alliance is a collaboration between the Ohio Department of Education and Workforce, the Management Council of Ohio (MCOECN), and the state's Information Technology Centers (ITCs) to improve overall EMIS data quality by implementing a shared training program.
- » [EMIS Focused Training](#). These trainings cover a single topic and are offered throughout the year as time and material permits. These trainings are often a good opportunity for district data owners to attend with the EMIS coordinator. More information and recordings of past sessions can be found on this page.
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# EMIS General Training

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- » [EMIS Basics](#)
- » [Documentation](#)
- » [EMIS Reporting Responsibilities](#)
- » [Resources](#)
- » [EMIS Technical Documentation](#)
- » [EMIS Training](#)
- » [EMIS Alliance](#)
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# New EMIS Coordinator Training

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- » [EMIS Basics](#)
- » [Documentation](#)
- » [EMIS Reporting Responsibilities](#)
- » [Resources](#)
- » [EMIS Technical Documentation](#)
- » [EMIS Training](#)

[EMIS Alliance](#)

[EMIS Focused Training](#)

[EMIS General Training](#)

[EMIS Presentations](#)

[EMIS Training Videos](#)

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# Help!

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✓ *Hierarchy of Support*

EMIS Manual and Coordinators

Information Technology Centers (ITCs)

Department's EMIS Helpdesk

Department's EMIS Staff via Email/Phone

# EMIS Website

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- ✓ *Communications*
- ✓ *Reporting Guidance*
- ✓ *Resources*
- ✓ *Training*
- ✓ *Help*





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