

# PLEASE NOTE

This presentation is being provided for informational purposes only.

The information in this presentation may have changed since it was created.

This presentation is not meant to provide detailed reporting instructions and is not a replacement for the EMIS Manual, Report Explanations, or other documentation provided by the Ohio Department of Education and Workforce.





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# COMMUNICATIONS & RESOURCES

New EMIS Coordinator Training  
April 4, 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**



# Communications


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

# 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)

[Mike DeWine, Governor](#) | [Privacy](#) | [Site Map](#) | [Ohio Checkbook](#) | [Sign-up for Alerts](#) 

### Email Updates

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.

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### Subscription Topics

Bulletins

EdConnection 

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



# Reporting Guidance

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

# Resources

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

# Training

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



# 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



# NEW EMIS COORDINATOR TRAINING – DATA COLLECTOR

April 4, 2024

**KELLI RINEHART**

Data Administration Managers

Office of Data Quality and Governance

## Topics

- Message Center, 5
- Data Sources, 6
- Collection Requests, 7
- Collection Status, 10
- Submissions, 12
- Progress, 15
- Reports, 18
- Archives, 23
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- Preferences, 27

# THE USUAL REMINDERS

- Manual sections posted after this training prevail in a conflict between this presentation and the manual
- Some questions may be deferred to helpdesk
- Hierarchy of support
  - EMIS Manual
  - EMIS Coordinator
  - ITC
  - Helpdesk

# MESSAGE CENTER

- Three types
  - Messages for specific LEAs
  - Messages for specific organization type
  - Message for EMIS reporters
- Indicator for “unread” messages
- Message capabilities
  - “Hide” messages
  - Show “Expired”
  - Collapse entire message center

**Collection Requests** | **Collection Status** | **Submit**

Collection Requests Summary

**Message Center** Click on the triangle to show the list of t

My Messages (0 Unread Messages, 0 total)

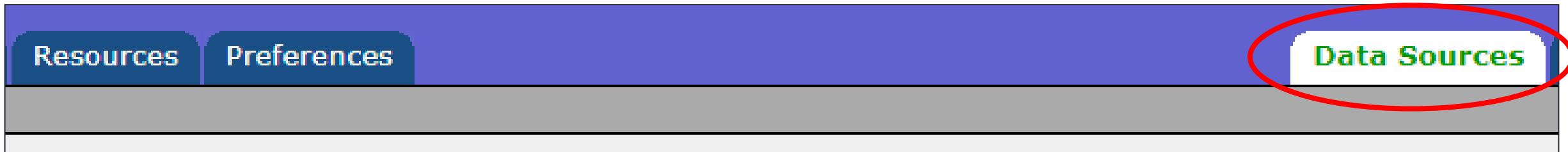
Messages for Organizations (0 Unread Messages, 0 total)

Messages for All Users (0 Unread Messages, 0 total)

Show messages which are:  Expired  Hidden

# DATA SOURCES

- *Note:* check with your ITC, as student software packages handle this differently
- Use this tab to verify upload success or to upload flat files manually as needed



### Collection Requests Summary

Department of Education

[Refresh](#) | [Restore Defaults](#) | [Hide Message Center](#)

Use the choices below to filter the list of collection requests shown

Collection Request:

Data Set:

School Year:

Last Activity Within:

Show closed collections

#### Sort Order

Order Collections By:  Submission Close Date  A-Z  Z-A  A-Z on Short Name  Z-A on Short Name  Most recently active



#### Financial Collection (FY24)

FY24-H-Financial: Collection required for all EMIS reporting entities. This financial reporting period includes school accounting information and othe...

**Submissions:** February 27, 2024 - August 30, 2024 (165 days till close)

**Version:** 2

**Status:** Data Collection has been prepared on March 05, 2024 at 12:56:12 PM and is available for preview. You need to re-prepare to make it available for certification.

**Submission Number:** 1 (attempt 1)

**Actions:** [Start/Stop Collection](#)

[Prepare](#)

[Cancel](#)

[Add New Scheduled Collection](#)

[Set Default Collection properties](#)

**Prepare Outputs:** [Level 1 Validations](#)

[Preview Prepared Data](#)



#### Five Year Forecast - Required Spring Update (FY24)

FY24-P-FYF 2 May: Collection required for all city, exempted village, local, and joint vocational school districts. Five year forecast is a financial ...

**Submissions:** February 27, 2024 - May 31, 2024 (74 days till close)

**Version:** 1

**Status:** This collection has never been submitted.

**Submission Number:** 1 (attempt 0)

**Actions:** [Start Collection](#)

[Add New Scheduled Collection](#)

[Set Default Collection properties](#)



# COLLECTION REQUESTS, 1

- Provides steps for data collections
- Choose collection
- Start/Stop collection
  - Begins process
  - Gathers data
  - Excludes what cannot be processed
- Prepare
  - Data validations performed for district's data
  - Level 1 validation reports generated

# COLLECTION REQUESTS, 2

- Preview
  - Important step to review data
  - This is what gets submitted
  - If step skipped, extra certification required
- Certify and submit
  - Sends data to Report Authority
  - Cannot be cancelled, only overwritten with new submission

## Collection Status

Collection activity by collection request. Choose filter criteria to narrow the scope of the collection requests listed.

### Filter Options

Collection Request:

Data Set:

School Year:

Last Activity Within:

Progress:

Show closed collections

[Refresh](#) | [Restore Defaults](#)

### SIF Zones

Collection / SIF Zone / Request	Records	Packets	Start	Elapsed	Status
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### EMIS Formatted Files

Collection / Record Type - File	Records	Start	Elapsed	Status
▼  FY24-S-Stdnt Cross Ref	5683	06/09 10:28 AM	00:00:03	Complete
 GI / MA_GI_24.txt	2837	06/09 10:28 AM	00:00:01	Complete
 FS / MA_FS_24_81x.txt	2846	06/09 10:29 AM	00:00:01	Complete

[Refresh](#) | [Restore Defaults](#)

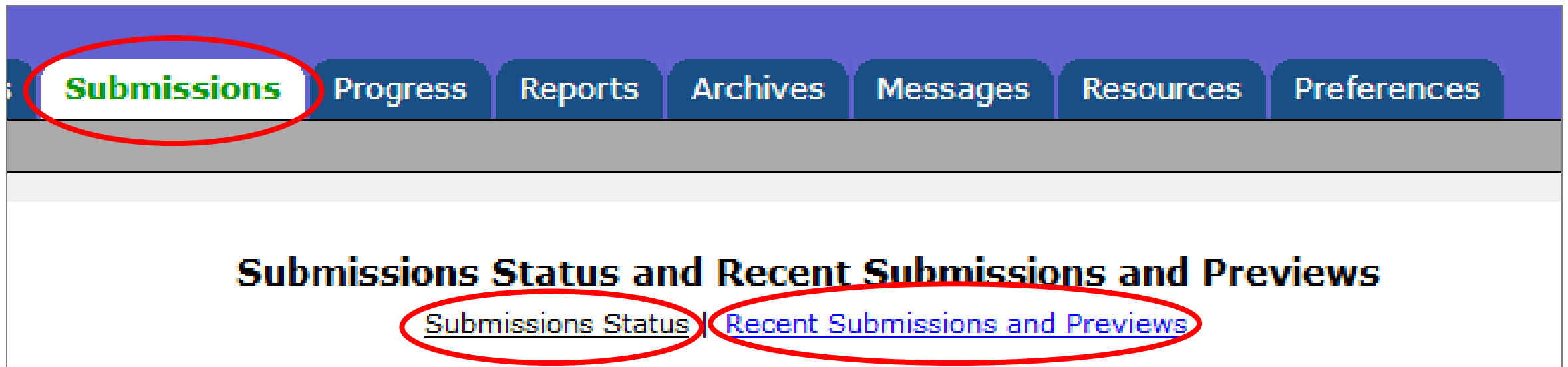
# COLLECTION STATUS

Provides means to watch the collection progression

- Click on ► to open the detail
- Record type – Flat file of SIF agent
- Green ‘ ✓ ’ represents success on each record type
- Red ‘ X ’ represents process on that record did not complete normally

# SUBMISSIONS

Provides two options to view



The image shows a screenshot of a web application interface. At the top, there is a dark blue navigation bar with several menu items: "Submissions", "Progress", "Reports", "Archives", "Messages", "Resources", and "Preferences". The "Submissions" item is highlighted with a red oval. Below the navigation bar is a grey horizontal bar. Underneath that, the main content area has a white background with the heading "Submissions Status and Recent Submissions and Previews". Below this heading are two links: "Submissions Status" and "Recent Submissions and Previews". Both links are underlined and circled with a red oval.

# SUBMISSIONS – STATUS VIEW

- Lists submission status of each collection request

**Submissions Status and Recent Submissions and Previews**  
[Submissions Status](#) | [Recent Submissions and Previews](#)  
**Submissions Status**

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All submissions are listed below. Expand an item to view the individual submissions. Click a submission to view detailed status.

**Filter Options**  
Collection Request:  Data Set:  School Year:  Last Activity Within:   
 Show closed collections

[Refresh](#) | [Restore Defaults](#)

Submission	Submitted	Submission Status	Processed	Processed Status
▼ FY24-S-TRAD Mid (4 submissions)				
✓ <a href="#">Submission 4</a>	01/16/2024	Transmission completed on January 16, 2024 (certified by VRF Administrator)	01/16/2024 11:21:06 AM	Pending Processing
✓ <a href="#">Submission 3</a>	01/12/2024	Transmission completed on January 12, 2024 (certified by VRF Administrator)	01/12/2024 03:50:49 PM	✓ Processing Completed
✓ <a href="#">Submission 2</a>	01/12/2024	Transmission completed on January 12, 2024 (certified by VRF Administrator)	01/12/2024 03:24:49 PM	✓ Processing Completed
✓ <a href="#">Submission 1</a>	12/01/2023	Transmission completed on December 01, 2023 (certified by VRF Administrator)	12/01/2023 10:16:07 AM	✓ Processing Completed

# SUBMISSIONS – RECENT SUBMISSIONS AND PREVIEWS VIEW

Lists prior submissions data for current collections

**Filter Options**

Collection Request:  Data Set:  School Year:  Last Activity Within:

Show closed collections

File Type:   Combine all files into a single .zip file per Collection Request

[List Recent Submissions and/or Previews](#) | [Restore Defaults](#)

Archive File Name	Collection Request	Type	Submission	Version	Date Archived	File Size
<input type="checkbox"/> <a href="#">Submission_2024S2TRD_4.zip</a>	FY24-S-TRAD Mid (2024S2TRD)	Submission	3.1	4	January 12, 2024	(116734 bytes)
<input type="checkbox"/> <a href="#">Submission_2024S2TRD_5.zip</a>	FY24-S-TRAD Mid (2024S2TRD)	Submission	4.1	5	January 16, 2024	(116892 bytes)
<input type="checkbox"/> <a href="#">Submission_2024SGRCR_1.zip</a>	FY24-S-Grad Crdt Prgrs (2024SGRCR)	Submission	1.1	1	August 04, 2023	(858 bytes)
<input type="checkbox"/> <a href="#">Submission_2024SGRCR_2.zip</a>	FY24-S-Grad Crdt Prgrs (2024SGRCR)	Submission	2.2	2	November 14, 2023	(925 bytes)

[Select All](#) | [Select None](#) | [Delete Selected](#)



### Progress

Choose the filter criteria from the options below then click on the Run Query link to view (or manage) the progress of collections. Uncheck the **All LEAs** check box to enter any text in the **LEA IRN** or **LEA Name** fields.

#### Filter Options

**LEA Selection:**  All LEAs     
 **LEA IRN:**      
 **LEA Name:**      
 **Show:**      
 **Timeline:**

**Collection Request:**      
 **Data Set:**      
 **Year:**      
 **Expired:**  Show closed collections

**Processing Stage:**
 Not Started     
  Collecting     
  Collection Completed     
  Preparing     
  Prepare Completed

Collection Previewed     
  Certified     
  Submitting Collection     
  Submitted

#### Display Options

**Group By:**  Collection Request  LEA  Stage  None

[Restore Defaults](#) | [Select All Stages](#) | [Deselect All Stages](#) | [Select All Running Stages](#)

[Run Query](#) | [Show Never Submitted](#)

(Total Count: 4)

Collection Request / Submitter	LEA IRN	Subm	Ver	Timestamp	Stage or Result	Action	L1 / L2 / Err,Warn
<b>▼ Calendar Collection - Initial (FY24) (2024CINIT)</b> (Count: 1)							
Qa District	123456	1	2	06/21/2023 01:21:33 PM	Collection Previewed	<a href="#">Preview</a>	<a href="#">L1(19 ft)</a> / L2(None) / None
<b>▼ Exiting Student Follow up - Final (FY23) (2023S2EXT)</b> (Count: 1)							
Qa District	123456	5	18	07/07/2023 09:28:55 AM	Collection Previewed	<a href="#">Preview</a>	<a href="#">L1(3 ft)</a> / <a href="#">L2(1 Rpt)</a> / None
<b>▼ SOES Beginning of Year Student Collection (FY24) (2024SAODE)</b> (Count: 1)							
Qa District	123456	1	4	07/10/2023 09:48:56 AM	Prepare Completed	<a href="#">Preview</a>	<a href="#">L1(1583 ft)</a> / L2(None) / <a href="#">Warn: 5</a>
<b>▼ Student Cross Reference (FY24) (2024SSCRS)</b> (Count: 1)							
Qa District	123456	1	1	06/30/2023 08:33:36 AM	Collection Previewed	<a href="#">Preview</a>	<a href="#">L1(6356 ft)</a> / L2(None) / <a href="#">Err: 1</a>

[Export to a file](#)





# PROGRESS, 1

Filter options and ability to check progress of all active collections

- Red 'X', Green '✓', Yellow '!'
- Submission number
- Collection request version
- Stage
- Action
- Level 1 validation reports and Level 2 counts
- Warnings

# PROGRESS, 2

Action links offer quick processing over all open collections

- Start
- Collect
- Prepare
- Collect & Prepare combined
- Preview
- Does not allow a submission

Level 1 Reports

**Data Feedback Reports and Files**

[Pre-Submission to ODE](#)  
[Level 1 Details](#)

[Post-Submission and Processing by ODE](#)

[Highlights and Recent](#)

[Level 2 Details](#)

[Received Files Details](#)

Review and Level 1 Details

Choose the filter criteria then click the Show Reports link to generate the list of Level 1 reports matching these criteria.

**Filter Options**

LEA:  | Collection Request:  | Data Set:  | School Year:  | Category:

LEA IRN:  |  Show closed collections | Last Activity Within:

**Display Options**

Group By:  Collection Request  LEA  Level 1 Report  Category  Data Set  None | File Format:  HTML  CSV

[Show Reports](#) | [Restore Defaults](#)

**Show/Hide Category:**

- Enrollment
- Missing Data
- Summary

[Deselect All Categories](#)

Collection Request / Report Name	LEA	Rec Count	Category	Data Set	Submission	Prepare time
						(Total Count: 8)
▼ Midyear Student Collection (FY24) (2024S2TRD)						(Count: 8)
<a href="#">Counts of DN Records Excluded</a>	Test Public District (044362)	5	Summary	S	5	03/18/2024 11:11:10 AM
<a href="#">Enrollment Headcount Detail Report (Current Students)</a>	Test Public District (044362)	64	Enrollment	S	5	03/18/2024 11:11:10 AM
<a href="#">Enrollment Headcount Detail Report (Future Students)</a>	Test Public District (044362)	0	Enrollment	S	5	03/18/2024 11:11:10 AM
<a href="#">Enrollment Headcount Detail Report (Prior Students)</a>	Test Public District (044362)	0	Enrollment	S	5	03/18/2024 11:11:10 AM
<a href="#">Enrollment Headcount Summary Report (Current Students)</a>	Test Public District (044362)	28	Enrollment	S	5	03/18/2024 11:11:10 AM
<a href="#">Missing Report - Organization Attribute (DN)</a>	Test Public District (044362)	13	Missing Data	S	5	03/18/2024 11:11:10 AM
<a href="#">Missing Report - Student</a>	Test Public District (044362)	3858	Missing Data	S	5	03/18/2024 11:11:10 AM
<a href="#">Student Attending Building Other Than Assigned</a>	Test Public District (044362)	0	Enrollment	S	5	03/18/2024 11:11:10 AM

[Export report information to a .csv file](#)



Level 2 Reports

Data Feedback Reports and Files

Pre-Submission to ODE | Post-Submission and Processing by ODE  
[Level 1 Details](#) | [Highlights and Recent](#) | [Level 2 Details](#) | [Received Files Details](#)

Level 2 Details

Choose the filter criteria then click the Show Reports link to generate the list of Level 2 reports matching these criteria. To see the option to *Generate a single .zip file for all reports (.csv)*, you must select a single Report Name, or select a single LEA and a single Collection Request or a single Category.

**Filter Options**

LEA IRN: 012345 | Collection Request: FY24-S-TRAD Mid | Data Set: All | School Year: All | Category: All

LEA Name: | Report Name: All | Last Activity Within: All |  Show closed collections

Processed on or after: | (mm/dd/yyyy) | Last Updated on or after: | (mm/dd/yyyy)

ITC: All | Report Name includes: | With Data Only:  Exclude reports with 0 rows

**Display Options**

Group By:  Collection Request  LEA  Level 2 Report  Category  Data Set  None

File Format:  HTML  CSV  CSV by Building IRN  CSV by Other Field (see Field Name in the table below)

[Show Reports](#) | [Restore Defaults](#) | [Reset Date textboxes](#)

**Show/Hide Category:**

Career Tech  Colg Crdt Plus  Funding Reports  Gen Issues

Graduate  Student Reports  Tuition

[Deselect All Categories](#)

(Total Count: 29)

Collection Request / Report Name	LEA	Fatal	Critical	Warn	Info	Total	Category	Data Set	Field Name	Process Date	Last Upd Date	Submission	Help Page
(Count: 29)													
▼ Midyear Student Collection (FY24) (2024S2TRD)													
<input checked="" type="checkbox"/> <a href="#">(CCPL-001) CCP Non-Payment</a>		0	0	16	0	16	Colg Crdt Plus	S		03/09/24 17:16	02/29/24 22:30	12	<a href="#">Help</a>
<input checked="" type="checkbox"/> <a href="#">(CCPL-101) CCP Projected Payment</a>		0	0	0	457	457	Colg Crdt Plus	S		03/09/24 17:16	01/25/24 22:31	12	<a href="#">Help</a>
<input checked="" type="checkbox"/> <a href="#">(ENRL-001) Resident Students Educated Elsewhere</a>		0	0	0	209	209	Student Reports	S		03/09/24 17:16	03/10/24 03:50	12	<a href="#">Help</a>



Received Files

**Data Feedback Reports and Files**

Pre-Submission to ODE | Post-Submission and Processing by ODE  
[Level 1 Details](#) | [Highlights and Recent](#) | [Level 2 Details](#) | [Received Files Details](#)

Received Files Details

Choose the filter criteria then click the List Files link to generate a list of received files matching these criteria.

**Filter Options**

LEA IRN:  LEA Name:  ITC:

File name includes:  Added on or after:  (mm/dd/yyyy) Containing Folder:  Show Files:

and:  and on or before:  (mm/dd/yyyy)  Only newly added  Include archived  Show version > 1 files

**Display Options**

Group By:  LEA  ITC  File  Folder  Status  None  Combine files into a compressed .zip file

[Restore Defaults](#) | [Reset LEA Fields textboxes](#) | [Reset File Name Includes textboxes](#) | [Reset Time Span textboxes](#)

[Run Query](#)

(Total Count: 20)

LEA / File	Destination	ITC	Folder	Size	Last Modified	Status	Help Page
▼ Test District (012345) <span style="float: right;">(Count: 20)</span>							
<a href="#">2024_CTE_IC_20240104.xlsx</a>	To ITC only		SingleFolderPerIRN	6,810	<a href="#">01/04/2024 09:49:43 AM</a>	LEA Received File	<a href="#">Help ...</a>
<a href="#">2024_CTE_IC_20240109.xlsx</a>	To ITC only		SingleFolderPerIRN	6,810	<a href="#">01/09/2024 12:06:26 PM</a>	LEA Received File	<a href="#">Help ...</a>
<a href="#">2024_CTE_INDUSTRY_CREDENTIAL_20240104.xlsx</a>	To ITC only		SingleFolderPerIRN	56 KB	<a href="#">01/04/2024 09:49:47 AM</a>	LEA Received File	<a href="#">Help ...</a>
<a href="#">2024_CTE_INDUSTRY_CREDENTIAL_20240109.xlsx</a>	To ITC only		SingleFolderPerIRN	56 KB	<a href="#">01/09/2024 12:06:31 PM</a>	LEA Received File	<a href="#">Help ...</a>
<a href="#">2024_CTE_INDUSTRY_CREDENTIAL_20240112.xlsx</a>	To ITC only		SingleFolderPerIRN	56 KB	<a href="#">01/12/2024 02:38:37 PM</a>	LEA Received File	<a href="#">Help ...</a>
<a href="#">2024_CTE_POST_PLACEMENT_20240112.xlsx</a>	To ITC only		SingleFolderPerIRN	44 KB	<a href="#">01/12/2024 02:50:31 PM</a>	LEA Received File	<a href="#">Help ...</a>
<a href="#">2024_CTE_POST_PLACEMENT_20240118.xlsx</a>	To ITC only		SingleFolderPerIRN	43 KB	<a href="#">01/18/2024 08:10:27 AM</a>	LEA Received File	<a href="#">Help ...</a>
<a href="#">2024_CTE_POST_PLACEMENT_20240131.xlsx</a>	To ITC only		SingleFolderPerIRN	43 KB	<a href="#">01/31/2024 09:37:35 AM</a>	LEA Received File	<a href="#">Help ...</a>
<a href="#">2024_CTE_POST_PROGRAM_DISTRICT_20240104.xlsx</a>	To ITC only		SingleFolderPerIRN	25 KB	<a href="#">01/04/2024 09:48:13 AM</a>	LEA Received File	<a href="#">Help ...</a>
<a href="#">2024_CTE_POST_PROGRAM_DISTRICT_20240109.xlsx</a>	To ITC only		SingleFolderPerIRN	25 KB	<a href="#">01/09/2024 12:05:28 PM</a>	LEA Received File	<a href="#">Help ...</a>
<a href="#">2024_CTE_POST_PROGRAM_DISTRICT_20240112.xlsx</a>	To ITC only		SingleFolderPerIRN	25 KB	<a href="#">01/12/2024 02:37:31 PM</a>	LEA Received File	<a href="#">Help ...</a>





Combined Reports

### Data Feedback Reports and Files

Pre-Submission to ODE | **Highlights and Recent** | Post-Submission and Processing by ODE  
[Level 1 Details](#) | [Level 2 Details](#) | [Received Files Details](#)

#### Highlights

No Highlights Level 2 Reports or Files

#### Recent

Items below which are files indicate what kind of files they are.  
 For Level 2 reports, they will display in  HTML format or  CSV  CSV by Building IRN  CSV by Other Field (see Field Name in the table below)  
 Include reports from  open collections only  open and closed collections.

(Total Count: 1)

Report or File Name	Category	Field Name	Count or Size	Timestamp	Help Page
<input checked="" type="checkbox"/> <a href="#">(WKCD-002) Where Kids Count Summary (FY23-S-TRAD Final)</a>	Gen Issues		730 rows	06/22/23 10:12	<a href="#">Help ...</a>
<input checked="" type="checkbox"/> <a href="#">(WKCD-001) Where Kids Count (FY23-S-TRAD Final)</a>	Gen Issues		40454 rows	06/22/23 00:00	<a href="#">Help ...</a>
<input checked="" type="checkbox"/> <a href="#">(GRAD-423) 2023 - Grad Cohort - 4th Year Status (FY23-G-Graduate)</a>	Graduate		2471 rows	06/14/23 00:00	<a href="#">Help ...</a>
<input checked="" type="checkbox"/> <a href="#">(GRAD-424) 2024 - Grad Cohort - 3rd Year Status (FY23-G-Graduate)</a>	Graduate		3169 rows	06/14/23 00:00	<a href="#">Help ...</a>
<input checked="" type="checkbox"/> <a href="#">(GRAD-425) 2025 - Grad Cohort - 2nd Year Status (FY23-G-Graduate)</a>	Graduate		4380 rows	06/14/23 00:00	<a href="#">Help ...</a>
<input checked="" type="checkbox"/> <a href="#">(GRAD-426) 2026 - Grad Cohort - 1st Year Status (FY23-G-Graduate)</a>	Graduate		2685 rows	06/14/23 00:00	<a href="#">Help ...</a>
<input checked="" type="checkbox"/> <a href="#">(GRAD-423) 2023 - Grad Cohort - 4th Year Status (FY23-S-TRAD Final)</a>	Graduate		2471 rows	06/13/23 00:00	<a href="#">Help ...</a>
<input checked="" type="checkbox"/> <a href="#">(FLUP-005) SWD Exiting Student Follow Up Values (FY23-S-Exiting Stndnt Fnl)</a>	Student Reports		1272 rows	05/31/23 00:00	<a href="#">Help ...</a>



# REPORTS

- Offers multiple selection options
- “Pre-submission to ODE”
  - Level 1 Details
- “Post-Submission and Processing by ODE”
  - Level 2 Details
  - Received Files Details
  - Highlights and Recent

### Archived Files and Reports

[Archived Files and Reports](#) | [Create Archives](#)

#### Archived Files and Reports

Collection Request related files are created because ODE signaled the archiving of a Level 2 report, or because a collection request was deleted and all its data was archived. You can select the Type of archive (or both), in the filter options.

#### Filter Options

**LEA:** Qa District  **Collection Request:** All  **School Year:** 2022  **Category:** All   
**LEA IRN:**  **Report Name:** All  **Type:** Both   
**Archived on or after:**  **and on or before:**  (mm/dd/yyyy)

#### Output Option

**Group By:**  Category  Report or File Name  Collection Request  None **Zip File:**  Combine all files into a compressed .zip file

[List Archives](#) | [Restore Defaults](#) | [Reload all Archived Files and Reports](#)

(Total Count: 18)

Category / Report or Archived File	Report Name	As of Date	LEA	Collection Request	File Size	Type
<b>▼ Flat File Data</b>						(Count: 6)
<a href="#">Last Collection Flat Files (for 2022AGEFL)</a>		01/06/2023 02:07:46		FY22-A-End Crs Smr-Fall (2022AGEFL)	47 kb	Collection request
<a href="#">Last Collection Flat Files (for 2022P0000)</a>		07/07/2023 02:08:08		FY22-P-FYF 1 Req (2022P0000)	2 kb	Collection request
<b>▼ Level 2 Reports</b>						(Count: 2)
<a href="#">Level 2 Reports (from 2022S1TRD)</a>		07/07/2023 02:08:13		FY22-S-TRAD Init (2022S1TRD)	4 kb	Collection request
<a href="#">Level 2 Reports (from 2022S2TRD)</a>		07/07/2023 02:08:45		FY22-S-TRAD Mid (2022S2TRD)	181 kb	Collection request
<b>▼ Preview</b>						(Count: 5)
<a href="#">Last Collection Preview (for 2022AGEFL)</a>		01/06/2023 02:07:46		FY22-A-End Crs Smr-Fall (2022AGEFL)	51 kb	Collection request
<a href="#">Last Collection Preview (for 2022P0000)</a>		07/07/2023 02:08:08		FY22-P-FYF 1 Req (2022P0000)	2 kb	Collection request



# ARCHIVE EXAMPLE – FTE DETAIL REPORTS ON DATES FUNDING PULLED

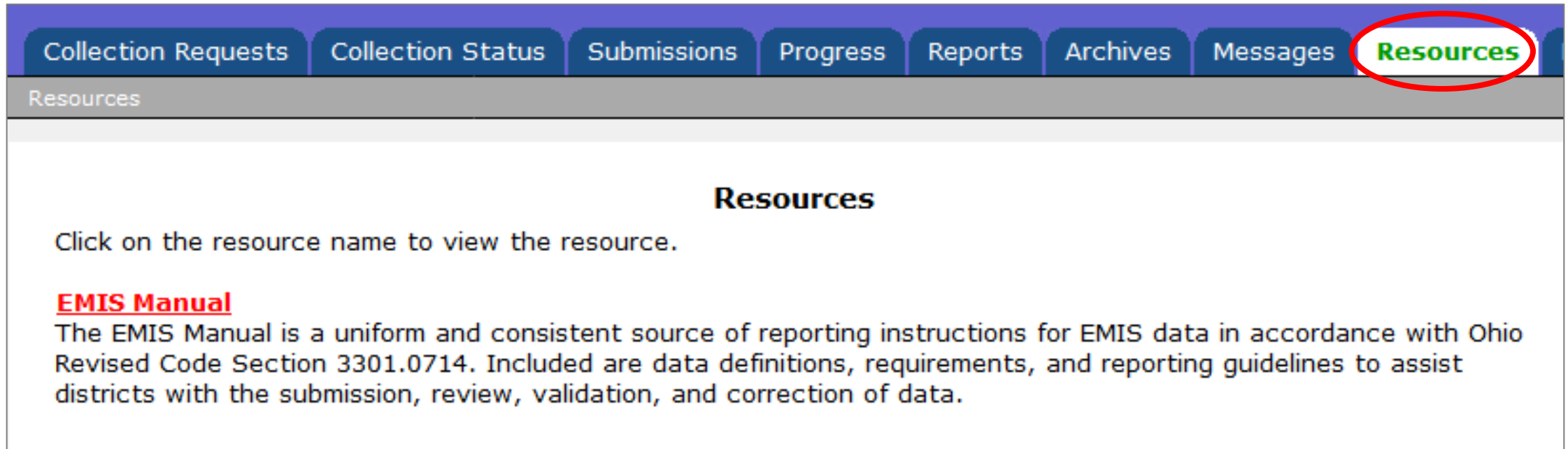
▼ Funding				(Count: 20)	
<a href="#">July_FY24_JVSD_Payment</a>	(FTES-009) FTE Subgroup Summary - Non-Transfers	06/29/2023 15:08:00	FY23-S-TRAD Final (2023S3TRD)	1 kb	Level 2 report
<a href="#">July_FY24_JVSD_Payment</a>	(FTES-008) Enrolled ADM FTE Summary	06/29/2023 15:07:00	FY23-S-TRAD Final (2023S3TRD)	2 kb	Level 2 report
<a href="#">July_FY24_JVSD_Payment</a>	(FTES-001) FTE Total by Fund Pattern	06/29/2023 15:06:00	FY23-S-TRAD Final (2023S3TRD)	1 kb	Level 2 report
<a href="#">July_FY24_JVSD_Payment</a>	(FTED-003) FTE Adjustments	06/29/2023 15:05:00	FY23-S-TRAD Final (2023S3TRD)	5 kb	Level 2 report
<a href="#">July_FY24_JVSD_Payment</a>	(FTED-001) FTE Detail	06/29/2023 15:03:00	FY23-S-TRAD Final (2023S3TRD)	411 kb	Level 2 report
<a href="#">July_No1_FY24_TRAD_Payment</a>	(FTES-009) FTE Subgroup Summary - Non-Transfers	06/28/2023 13:01:00	FY23-S-TRAD Final (2023S3TRD)	1 kb	Level 2 report
<a href="#">July_No1_FY24_TRAD_Payment</a>	(FTES-008) Enrolled ADM FTE Summary	06/28/2023 13:00:00	FY23-S-TRAD Final (2023S3TRD)	2 kb	Level 2 report
<a href="#">July_No1_FY24_TRAD_Payment</a>	(FTES-001) FTE Total by Fund Pattern	06/28/2023 12:53:00	FY23-S-TRAD Final (2023S3TRD)	1 kb	Level 2 report
<a href="#">July_No1_FY24_TRAD_Payment</a>	(FTED-003) FTE Adjustments	06/28/2023 12:51:00	FY23-S-TRAD Final (2023S3TRD)	5 kb	Level 2 report
<a href="#">July_No1_FY24_TRAD_Payment</a>	(FTED-001) FTE Detail	06/28/2023 12:49:00	FY23-S-TRAD Final (2023S3TRD)	411 kb	Level 2 report

# ARCHIVES

- Provides list of data archives submitted during collection requests no longer active
  - Nor can be seen when “Show closed collections” option selected
- The Department can initiate specific archival saves
  - Example: FTE detail reports on dates funding is pulled

# RESOURCES

Means for the Department to provide links for documentation and other EMIS resources from within the Data Collector



The screenshot shows a navigation bar with several menu items: Collection Requests, Collection Status, Submissions, Progress, Reports, Archives, Messages, and Resources. The Resources menu item is highlighted with a red circle. Below the navigation bar, the page title is "Resources". The main content area contains the following text:

**Resources**

Click on the resource name to view the resource.

**EMIS Manual**

The EMIS Manual is a uniform and consistent source of reporting instructions for EMIS data in accordance with Ohio Revised Code Section 3301.0714. Included are data definitions, requirements, and reporting guidelines to assist districts with the submission, review, validation, and correction of data.

### Preferences

You can set your own defaults, overriding the factory-supplied defaults for each page of the Data Collector. In the Common Settings section you can set the defaults for filters used in multiple pages. This is followed by a section for each page in the Data Collector.

Click Save Changes to persist your preferences (these preferences take effect -- affect your web pages -- as soon as you save them).

Click Cancel Changes to revert your preferences to the ones you had the last time you saved.

Click Reset to original defaults to remove all your preferences and start with the defaults -- this also persists the change; no need to click Save Changes also.

[Save Changes](#) | [Cancel Changes](#) | [Reset to original defaults](#)

#### Common Settings

Select the preferred defaults for your Collection Request filters. You can select a different <i>Last Activity Within</i> filter for the Collection Requests page (use the upper drop down) and for all other pages (use the lower drop down)	<b>Collection Request Filter Options, for all pages</b> Collection Request: <input type="text" value="All"/> Data Set: <input type="text" value="All"/> School Year: <input type="text" value="All"/> Last Activity Within: <input type="text" value="All"/> <input type="checkbox"/> Show closed collections
Select the preferred sort order of collection requests, on the Collection Requests page	<b>Collection Request Sort Order</b> Order Collections By: <input type="radio"/> Submission Close Date <input checked="" type="radio"/> A-Z <input type="radio"/> Z-A <input type="radio"/> A-Z on Short Name <input type="radio"/> Z-A on Short Name <input type="radio"/> Most recently active
You can set the default file and report display: CSV or HTML page	<b>File Format and Report Format</b> Data Display Format: <input checked="" type="radio"/> HTML <input type="radio"/> CSV

[Set Preferences for each page](#)

#### Start Collection and Start/Stop Collection pages

You can set your preferred default: to Collect and Prepare, or only Collect, when you start or restart a collection	<b>Scope of execution (when starting or restarting a collection)</b> Perform: <input type="radio"/> Collect Only <input checked="" type="radio"/> Collect and Prepare
---	--

#### Collection Status page

In addition to the Collection Request filters you can filter collections by their progress (In Progress or Complete)	<b>Filter collection requests by progress of the collection</b> Progress: <input type="text" value="All"/>
--	---

#### Submissions / Recent Submissions and Previews page

Select your preference for File Type, and whether to combine all files into a single .zip file, per Collection Request	<b>Recent Submissions and Previews</b> File Type: <input type="text" value="Submissions Only"/> <input type="checkbox"/> Combine all files into a single .zip file per Collection Request
--	--

#### Progress page

You can configure the default settings for how to group the results of the query, which stages to select, and whether to show all collections, or just the ones with errors (or warnings) and the time line (e.g. only what changed today, or today and yesterday)	<b>Additional collection filters and how to group collections on the Progress page</b> Show: <input type="text" value="All collections"/> Timeline: <input type="text" value="All"/>
	Processing Stage: <input type="checkbox"/> Not Started <input checked="" type="checkbox"/> Collecting <input checked="" type="checkbox"/> Collection Completed <input checked="" type="checkbox"/> Preparing <input checked="" type="checkbox"/> Prepare Completed <input checked="" type="checkbox"/> Collection Previewed <input checked="" type="checkbox"/> Certified <input checked="" type="checkbox"/> Submitting Collection <input checked="" type="checkbox"/> Submitted <input checked="" type="checkbox"/> Received Submission Results
	Group By: <input checked="" type="radio"/> Collection Request <input type="radio"/> LEA <input type="radio"/> Stage <input type="radio"/> None

Collection Requests | Collection Status | Submissions | Progress | Reports | Local Reports | Archives | Messages | Resources | **Preferences**

Preferences

### Preferences

You can set your own defaults, overriding the factory-supplied defaults for each page of the Data Collector. In the Common Settings section you can set the defaults for fill used in multiple pages. This is followed by a section for each page in the Data Collector. Click Save Changes to persist your preferences (these preferences take effect -- affect your web pages -- as soon as you save them). Click Cancel Changes to revert your preferences to the ones you had the last time you saved. Click Reset to original defaults to remove all your preferences and start with the defaults -- this also persis the change; no need to click Save Changes also.

[Save Changes](#) | [Cancel Changes](#) | [Reset to original defaults](#)

#### Common Settings

<p>Select the preferred defaults for your Collection Request filters. You can select a different <i>Last Activity Within</i> filter for the Collection Requests page (use the upper drop down) and for all other pages (use the lower drop down)</p> <p>Select the preferred sort order of collection requests, on the Collection Requests page</p> <p>You can set the default file and report display: CSV or HTML page</p>	<p><b>Collection Request Filter Options, for all pages</b></p> <p>Collection Request: <input type="text" value="All"/> Data Set: <input type="text" value="All"/> School Year: <input type="text" value="All"/> Last Activity Within: <input type="text" value="All"/></p> <p><input type="checkbox"/> Show closed collections</p>
	<p><b>Collection Request Sort Order</b></p> <p>Order Collections By: <input type="radio"/> Submission Close Date <input checked="" type="radio"/> A-Z <input type="radio"/> Z-A <input type="radio"/> A-Z on Short Name <input type="radio"/> Z-A on Short Name <input type="radio"/> Most recently active</p>
	<p><b>File Format and Report Format</b></p> <p>Data Display Format: <input checked="" type="radio"/> HTML <input type="radio"/> CSV</p>

[Set Preferences for each page](#)

### Individual Page Preferences

You can fine tune the preferences Common Settings, with specific preferences for each page. You can set different preferences for each set of Filter Options on the Collection Requests for each page.

Select the page for which to set preferences:

- Collection Requests
- Collection Status
- Submissions
- Progress
- Reports

#### Collection Requests Summary

Department of Education

# PREFERENCES

- Provides customization capability
- Common settings for all pages
  - Collection Request Filter Options
  - Collection Request Sort Order
  - File Format and Report Format
  - Start Collection and Start/Stop Collection pages
  - Collection Status page
  - Submissions/Recent Submissions and Previews page
  - Progress page
  - Reports pages
- Settings by page
  - Collection Requests
  - Collection Status
  - Submissions
  - Progress
  - Reports

# QUESTIONS?

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EDUCATION.OHIO.GOV



**Department of  
Education &  
Workforce**



# SECURE DATA CENTER OVERVIEW

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## **New EMIS Coordinator Training**

Letitia Linville

April 4, 2024



**Department of  
Education &  
Workforce**



# TODAY'S GOALS

1) **What?** What is the Secure Data Center (SDC)?

2) **Why?** Why is the SDC important?

3) **Who?** Who uses the SDC?

4) **Where?** Where can I find the SDC/How do I receive access?

5) **When?** When should I look at the SDC?

6) **How?** How do I navigate the SDC?

# WHAT IS THE SECURE DATA CENTER?

---

- 1) Differentiating the SDC from the Report Portal
- 2) What does the SDC contain?
- 3) How does the SDC fit with other data resources?

# DIFFERENTIATING BETWEEN THE REPORT PORTAL AND SECURE DATA CENTER

## REPORT PORTAL

- Contains the Secure Data Center
- Contains other public reports
  - District/School Dashboards
  - College and Career Readiness Dashboards
    - College Credit Attainment
    - Industry Recognized Credential Attainment
    - Ohio Mean Jobs Readiness Seal Attainment
  - Similar Districts
- Reports are typically released annually
- Reports do not update during reporting windows
- Reports are masked for <10 students
- Reports do not contain SSID-level data

## SECURE DATA CENTER

- Most reports contain unmasked, SSID-level data
  - *Reports within the Local Report Card folder are an exception – they do NOT contain SSID-level data*
- Local Report Card Reports are available as a preview for districts to review and confirm data and prepare for conversations with the community and stakeholders
- Many reports contain additional metrics not located on public-facing reports to assist districts with data-driven decision making and continuous improvement
- Reports update during reporting windows to allow districts to review data prior to appeals and public release of data
- CTPD and Member District reports are available
- Reports for ITCs and Community School Sponsors

# WHAT DOES THE SDC CONTAIN?

## Subject-Specific Reports

Reports are grouped by subject area (i.e., enrollment, assessments, graduation)

Interactive

Contain SSID-level data

Contain up to 5 years of data

## Local Report Card Reports

Reports containing information on Local Report Card metrics as data are being reported

Interactive

Do **NOT** contain SSID-level data

Contain up to 5 years of data

The screenshot displays a dashboard with a dark red header containing a 'Home' dropdown and social media icons for Facebook, Twitter, YouTube, Instagram, and RSS. The main content area is a grid of 12 report categories, each with an icon, a title, and a brief description:

- Career and Technical Education**: Reports about Career Tech Education data. (Icon: Bar chart)
- Student Attendance**: Reports about Absenteeism and Attendance. (Icon: School building)
- Discipline**: Reports about Disciplinary incidents. (Icon: Document with list)
- Teacher and Staff**: Reports about Principals, Teachers and Other Staff. (Icon: People talking)
- Enrollment**: Reports about Student Enrollment. (Icon: People at a desk)
- Test Results**: Reports about Ohio's State Tests. (Icon: Document with checkmark)
- Financial**: Reports about Expenditures. (Icon: Dollar sign on a document)
- Value Added**: Reports about Value Added data. (Icon: Bar chart with upward arrow)
- Graduation**: Reports about High School Graduation Rates. (Icon: Graduation cap)
- Local Report Card**: Reports depicting local report card measures. (Icon: Medal)
- Improving At-Risk K-3 Readers**: Reports about Diagnostic results, K-3 Literacy and Third Grade Reading Guarantee results. (Icon: Person reading)

# HOW DOES THE SDC FIT WITH OTHER DATA RESOURCES?

Where can you find resources to help you understand your data?

[Report Card Resources](#)

[EMIS Resources](#)

- The Secure Data Center is one of several tools offered by the Department to assist districts with reviewing/understanding data.
  - The SDC Complements:
    - Gen Issues
    - Level 2 Reports
    - Files Distributed through the Data Collector
    - ODDEX
    - Download Files
    - Local Report Card
    - Report Portal

# WHY IS THE SECURE DATA CENTER IMPORTANT?

# WHY IS THE SECURE DATA CENTER IMPORTANT?

---

Assists with data quality efforts

Preview subject-specific data prior to collections closing

Preview Local Report Card data

Understanding data trends

Identifying educational needs

**Data are presented in a variety of ways to broaden the audience and assists you with building a village of data users and increasing support for your work within your district or school.**

# WHO USES THE SECURE DATA CENTER?



# WHO USES THE SECURE DATA CENTER?

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EMIS Coordinators

District/School Administrators

Testing Coordinators

Data Teams

Other Support Staff

*AND other cool cats like **YOU!!!***



# WHERE CAN I FIND THE SDC? HOW DO I RECEIVE ACCESS?

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- 1) Required OEDS roles and security process
- 2) OH|ID Portal/Applications
- 3) Report Portal
- 4) Secure Data Center



# REQUIRED OEDS ROLES AND SECURITY PROCESS

- Create an OH|ID Account
- Request Secure Data Center access through your OEDS-R Administrator
- To obtain access to the Secure Data Center (SDC) a user must be assigned either the Secure Data Center – Standard Level Access **or** Secure Data Center – Student Level Access roles in [OEDS](#)
  - \*\*Either role will grant the user access to student-level data within the reports
- Security is now based primarily on the IRN as the driver.
  - When logging into the Report Portal system, users will be prompted to select from one or more IRNs to view reports
  - For example, users may be assigned access (via the OEDS SDC role) at the District IRN, School IRN, or a combination of both
  - Users with access to data from multiple IRNs must select the highest level in their hierarchy of access (i.e., District level) to view reports for the entire district
    - This is particularly important for CTPDs who are reviewing data. Lead districts may have access at the member district AND the CTPD level

# OH|ID PORTAL/APPLICATIONS

 <b>CCIP</b> Grant application & planning system Details <a href="#">Open App</a>	 <b>Compliance</b> Tracks grant monitoring, program analysis, data Details <a href="#">Open App</a>	 <b>Data Submission Forms</b> Submit EMIS data appeals & waivers Details <a href="#">Open App</a>	 <b>Educator Licensure and Records (CORE)</b> Apply, renew, and maintain licenses Details <a href="#">Open App</a>	 <b>Learning on Demand - Percipio</b> Learning on Demand Details <a href="#">Open App</a>
 <b>Monitoring</b> Tracks grant monitoring, program analysis, data Details <a href="#">Open App</a>	 <b>myOhio</b> State of Ohio employee intranet with benefit, pay and ePerformance information. Details <a href="#">Open App</a>	 <b>O'Reilly Learning</b> O'Reilly books, videos, learning paths, tutorials, and more. Provided by the State Library of Details <a href="#">Open App</a>	 <b>OHMS Recruiting Center</b> Ohio Hiring Management System Recruiting Center Details <a href="#">Open App</a>	 <b>Report Portal</b> EDU report portal Details <a href="#">Open App</a>

# REPORT PORTAL

## Ohio Department of Education Report Portal

Welcome to the new Ohio Department of Education Report Portal! ODE produces many reports providing information on a variety of topics. ODE is in the early stages of transitioning to a new reporting platform, and the Reports Portal currently contains reports for the following topics:

Select a report from the menu to run it. To help you zero in on the specific information you are looking for or to simply explore the data, most reports are interactive via dropdown lists, radio buttons, or check boxes.

### Public Data

Reports for public districts and schools using academic, attendance, enrollment and financial data.

### Secure Data Center

Reports available to Districts and other LEAs depicting local report card measures.

### Finance

Reports about School Foundation Payments and Five Year Forecast.

### Nonpublic Data

Reports for nonpublic schools and homeschool students using academic, enrollment and scholarship data.

# SECURE DATA CENTER

- 1) Tiles are visible based on IRN you have logged into the SDC with.
  - 1) Example: Career and Technical Education tile will only appear for CTPDs and Member districts.
- 2) Underlying reports differ based on IRN you have logged into SDC with.
  - 1) Example 1: Extended graduation rate reports will only appear for Dropout Prevention and Recovery schools.
  - 2) Example 2: District reports will not appear for users with district access if they do not log in with the District IRN.

The screenshot displays the Secure Data Center (SDC) dashboard interface. At the top, there is a dark red navigation bar with a 'Home' dropdown menu on the left and social media icons for Facebook, Twitter, YouTube, Instagram, and LinkedIn on the right. The main content area is a grid of report tiles, each with a red icon, a title, and a brief description:

- Career and Technical Education**: Reports about Career Tech Education data. (Icon: Bar chart)
- Student Attendance**: Reports about Absenteeism and Attendance. (Icon: School building)
- Discipline**: Reports about Disciplinary incidents. (Icon: Document with lines)
- Teacher and Staff**: Reports about Principals, Teachers and Other Staff. (Icon: Two people)
- Enrollment**: Reports about Student Enrollment. (Icon: Three people)
- Test Results**: Reports about Ohio's State Tests. (Icon: Document with checkmark)
- Financial**: Reports about Expenditures. (Icon: Dollar sign)
- Value Added**: Reports about Value Added data. (Icon: Bar chart with upward arrow)
- Graduation**: Reports about High School Graduation Rates. (Icon: Graduation cap)
- Local Report Card**: Reports depicting local report card measures. (Icon: Medal)
- Improving At-Risk K-3 Readers**: Reports about Diagnostic results, K-3 Literacy and Third Grade Reading Guarantee results. (Icon: Open book)

# WHEN SHOULD I LOOK AT THE SECURE DATA CENTER?



*Refresh Schedule*



*Refresh Timing*

# EMIS COLLECTION SCHEDULE

- Data are populated based on [EMIS Collection Schedules](#).
- ***\*\*Closely review collection open and close dates. Some collections may NOT have opportunities for Data Appeals.***
- [EMIS Data Appeals | Ohio Department of Education and Workforce](#)



# SDC REFRESH SCHEDULE/TIMING

- Most Reports populated
  - **Monday, Wednesday and Friday**
    - *For example, data reported to ODE on Monday will appear in the SDC on Wednesday. Data reported on Thursday by 5pm will appear on Friday.*
- CTE/Staff/Teacher/Course/Financial Reports populated
  - **Tuesday and Thursday**
    - *For example, data reported to ODE on Tuesday will appear in the SDC on Thursday. Data reported on Wednesday by 5pm will appear on Thursday.*

**\*Daily refreshes begin around 9am**

# STATUS OF REPORTS

[HTTP://EDUCATION.OHIO.GOV/TOPICS/DATA/EMIS/EMIS-DOCUMENTATION/SECURE-DATA-CENTER-STATUS-OF-REPORTS](http://education.ohio.gov/topics/data/emis/emis-documentation/secure-data-center-status-of-reports)

## Secure Data Center - Status of Reports

### SDC Reports and Status of Reports

Reports listed below are available through the Ohio Department of Education's Report Portal.

**Report Status Last Updated: September 21, 2023**

Tile Name	Report Name	Status	Notes
<b>Local Report Card</b>	District Local Report Card	Ready	Data from 2019 - 2023
	School Local Report Card	Ready	
	Dropout Recovery Program Report Card	Ready	
	CTPD Local Report Card	Ready	Data from 2019 - 2023
<b>Student Attendance</b>	District Absenteeism and Attendance	Ready	Data from 2019 - 2023
	School Absenteeism and Attendance	Ready	
<b>Enrollment</b>	District Enrollment	Ready	Data from 2019- 2023
	School Enrollment	Ready	
	District Gifted Enrollment	Ready	



# HOW DO I NAVIGATE THE SECURE DATA CENTER?

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- 1) Tiles
- 2) Tabs
- 3) Filters/Slicers
- 4) Interactivity

# TILES - OVERVIEW

Home ▾ f t v @

## Ohio Department of Education Report Portal

Secure Data Center

 <b>Career and Technical Education</b> Reports about Career Tech Education data.	 <b>Student Attendance</b> Reports about Absenteeism and Attendance.
 <b>Discipline</b> Reports about Disciplinary incidents.	 <b>Teacher and Staff</b> Reports about Principals, Teachers and Other Staff.
 <b>Enrollment</b> Reports about Student Enrollment.	 <b>Test Results</b> Reports about Ohio's State Tests.
 <b>Financial</b> Reports about Expenditures.	 <b>Value Added</b> Reports about Value Added data.
 <b>Graduation</b> Reports about High School Graduation Rates.	 <b>Local Report Card</b> Reports depicting local report card measures.
 <b>Improving At-Risk K-3 Readers</b> Reports about Diagnostic results, K-3 Literacy and Third Grade Reading Guarantee results.	

# TILES - GRADUATION

Secure Data Center / Graduation



## District 4-Year Longitudinal Graduation Rate

Graduation Rate results by district and demographics for students in the 4-year graduation rate.



## School 5-Year Longitudinal Graduation Rate

Graduation Rate results by school and demographics for students in the 5-year graduation rate.



## School 4-Year Longitudinal Graduation Rate

Graduation Rate results by school and demographics for students in the 4-year graduation rate.



## School 6-Year Longitudinal Graduation Rate

Graduation Rate results by school and demographics for students in the 6-year graduation rate. Extended cohort graduation rate reports are calculated for Dropout Prevention and Recovery (DOPR) Community



## District 4-Year Federal Longitudinal Graduation Rate

Federal Graduation Rate results by district and demographics for students in the 4-year graduation rate.



## School 7-Year Longitudinal Graduation Rate

Graduation Rate results by school and demographics for students in the 7-year graduation rate. Extended cohort graduation rate reports are calculated for Dropout Prevention and Recovery (DOPR) Community



## School 4-Year Federal Longitudinal Graduation Rate

Federal Graduation Rate results by school and demographics for students in the 4-year graduation rate.



## School 8-Year Longitudinal Graduation Rate

Graduation Rate results by school and demographics for students in the 8-year graduation rate. Extended cohort graduation rate reports are calculated for Dropout Prevention and Recovery (DOPR) Community



## District 5-Year Longitudinal Graduation Rate

Graduation Rate results by district and demographics for students in the 5-year graduation rate.

# TABS



Department of Education

## 4-Year Longitudinal Federal Graduation Rate (District) - Demographic Overview

Choose a Graduation Cohort

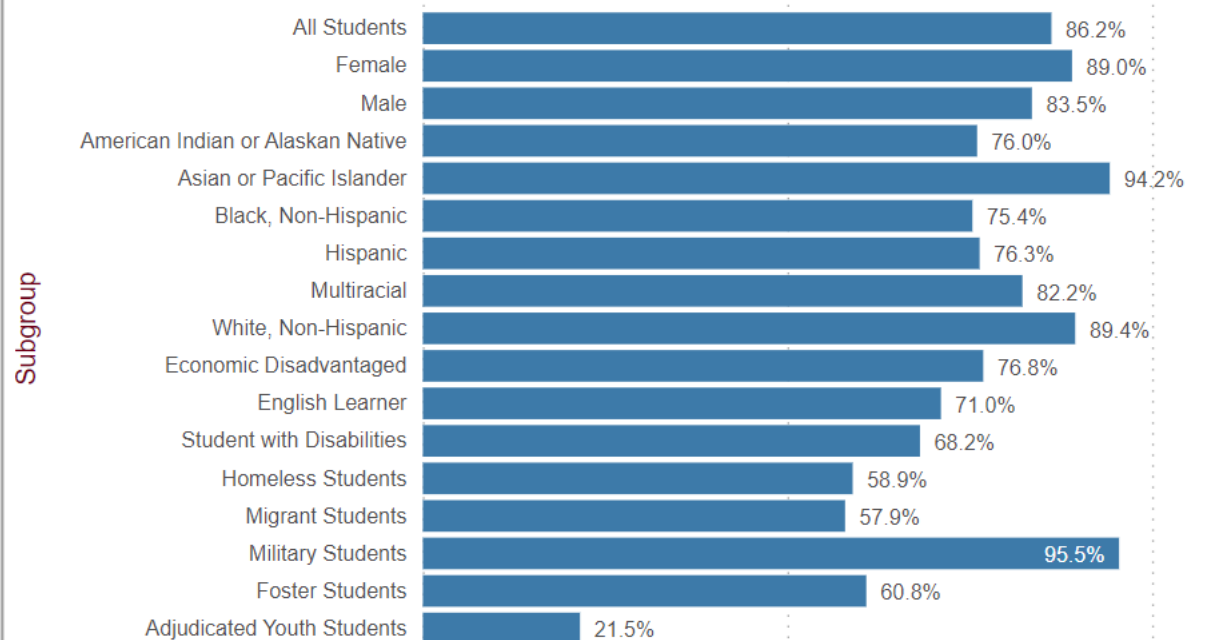
Class of 2022

Choose a District

All

Subgroup	Graduates	Non-Graduates	4-Year Federal Graduation Rate
All Students	115,842	18,560	86.2%
Female	58,251	7,190	89.0%
Male	57,591	11,370	83.5%
American Indian or Alaskan Native	152	48	76.0%
Asian or Pacific Islander	3,259	201	94.2%
Black, Non-Hispanic	15,751	5,151	75.4%
Hispanic	6,429	1,992	76.3%
Multiracial	5,305	1,148	82.2%
White, Non-Hispanic	84,946	10,020	89.4%
Economic Disadvantaged	42,016	12,664	76.8%
English Learner	3,250	1,325	71.0%
Student with Disabilities	14,610	6,822	68.2%
Homeless Students	2,908	2,026	58.9%
Migrant Students	22	16	57.9%
Military Students	779	37	95.5%
Foster Students	1,677	1,081	60.8%
Adjudicated Youth Students	89	324	21.5%

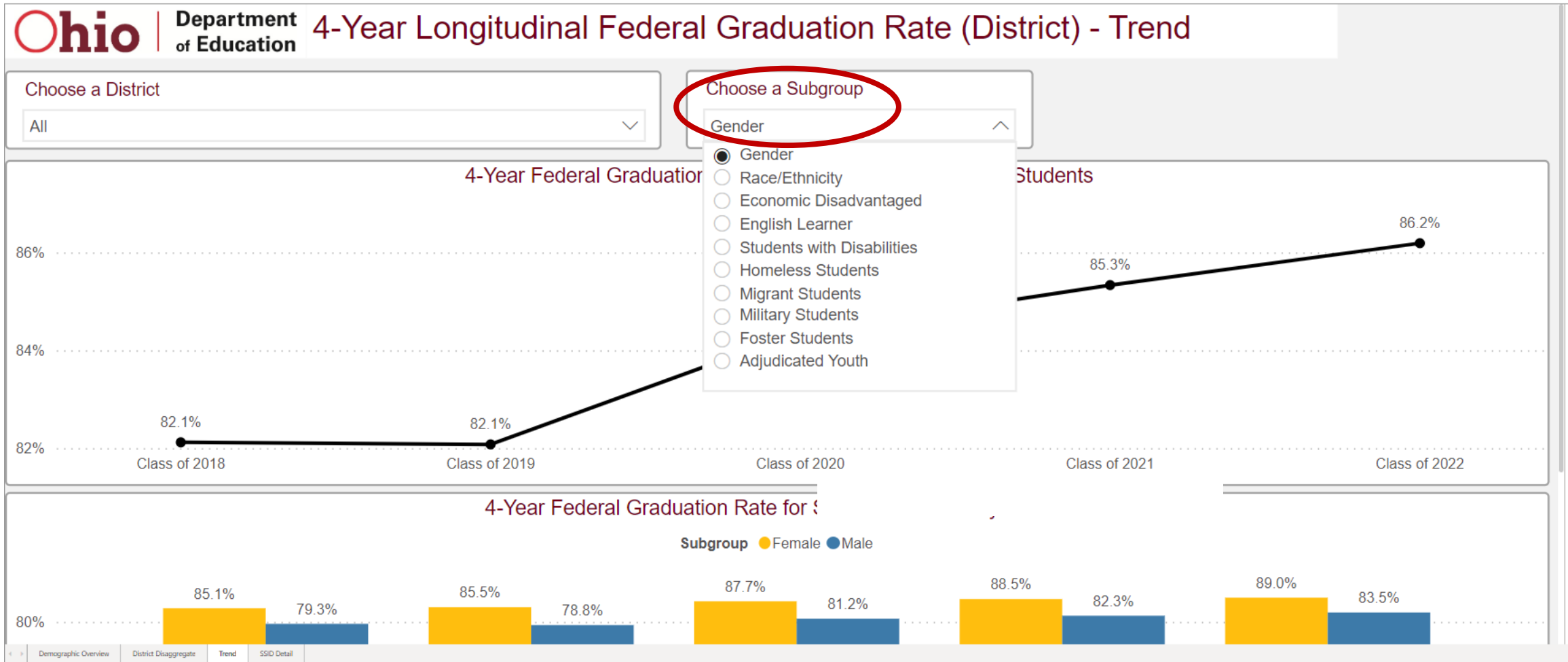
4-Year Federal Graduation Rate by Subgroup



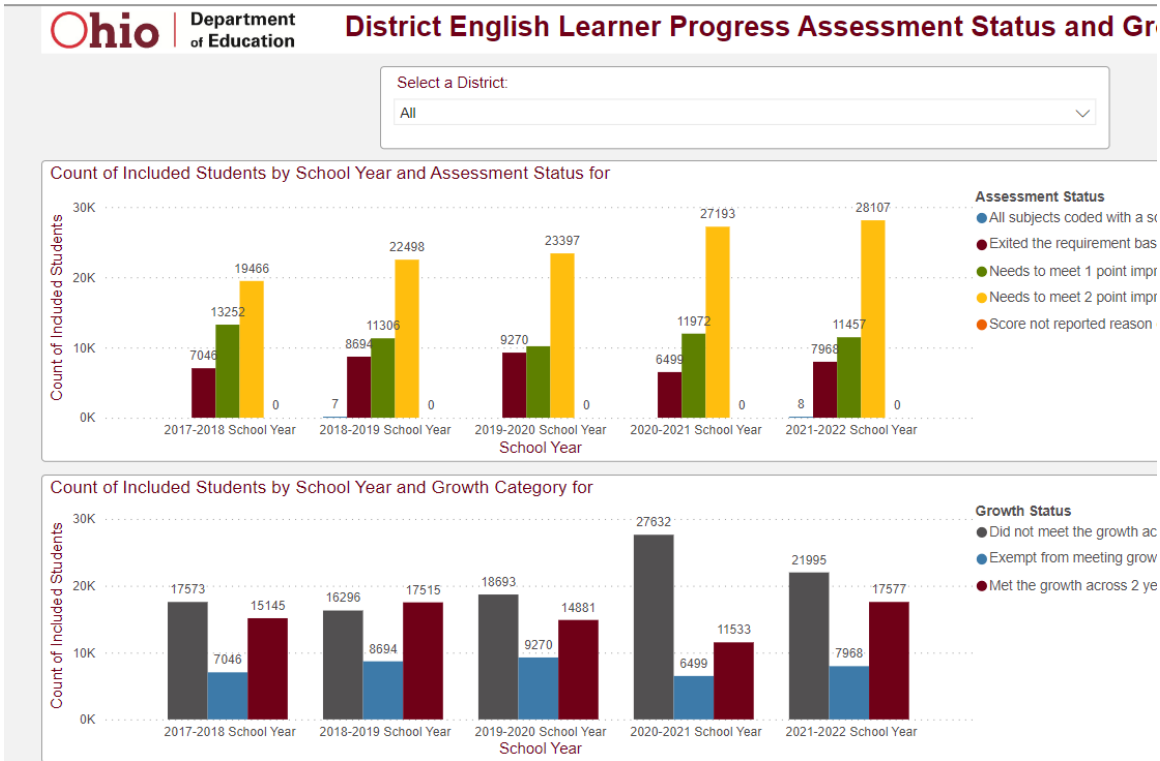
Demographic Overview | District Disaggregate | Trend | SSID Detail



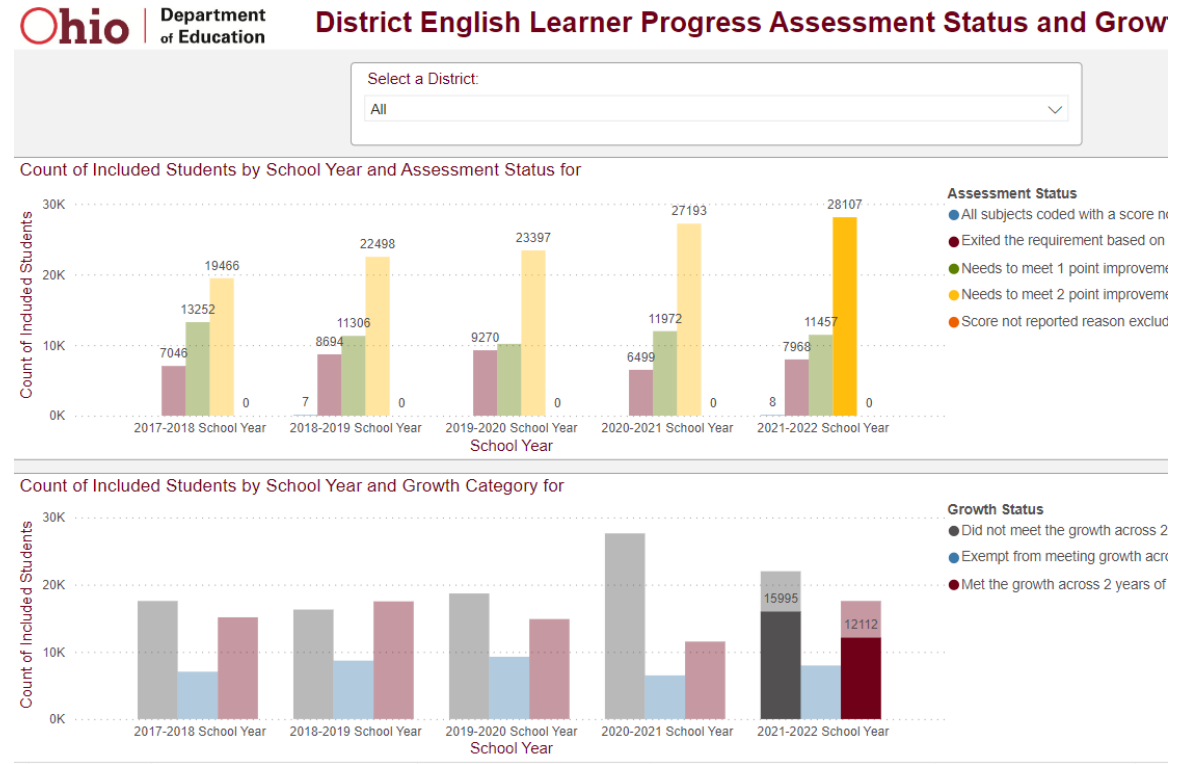
# FILTERS/SLICERS



# INTERACTIVITY



Default View



Dark yellow bar on top chart selected



# QUESTIONS?

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Additional information on leveraging the Secure Data Center to ensure high quality data will be provided in the training on **April 19<sup>th</sup>**

Please make sure to have SDC access

Feel free to explore if you have time – you can't break anything!

# THANK YOU

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**[Letitia.Linville@education.ohio.gov](mailto:Letitia.Linville@education.ohio.gov)**



Department of  
Education &  
Workforce



# ODDEX: OHIO DISTRICT DATA EXCHANGE

April 4, 2024

**STACY HURTT**

Data Administration Manager

Office of Data Quality and Governance

## Topics

- Access
- Documentation
- Landing Page
- Overview of Modules
- Setup

# ACCESS

Based on OEDS roles

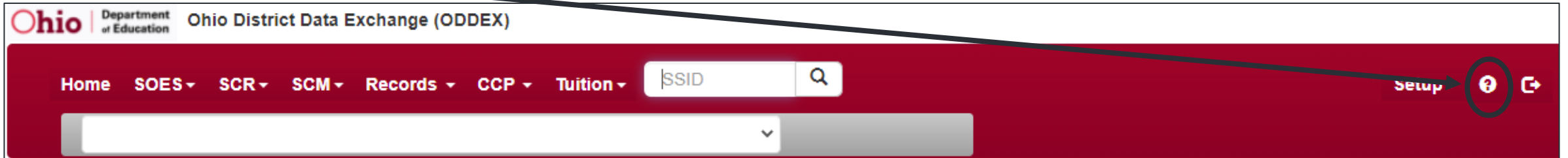
- OEDS administrator assigns roles
- ODDEX tile will be available on OH|ID portal page
- Wiki page roles document:
  - <https://mcoecn.atlassian.net/wiki/spaces/oddex/pages/2166417/OEDS+Roles+for+ODDEX+Access>

<b>SOES: Community School Enrollments</b>	
SOES is used by resident districts to review the enrollment of community school students. Re comment, or escalate a student indicating that additional documentation or other informatio students they are educating. <a href="#">SOES Module Documentation</a>	
These roles have access to all functions within the module	Superintendent Verifier-SOES
These roles can only view, export and comment within the module	Commenter-SOES
These roles can only view and export within the module	Data View-SOES Coordinator-EMIS

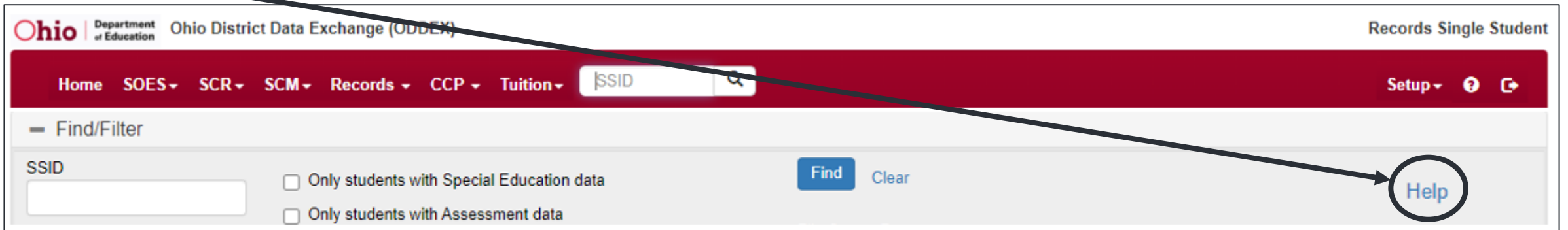
- EMIS, Superintendent, and Treasurer roles have default access to most modules

# DOCUMENTATION

- [ODDEX Help](#) icon for information on all applications



- Help link within each application for specific information



# LANDING PAGE

- Provides quick access to data via hyperlinked counts
- Grid differs depending on the roles and district type

Home SOES▼ SCR▼ SCM▼ Records▼ CCP▼ Tuition▼ SSID 🔍 Setup ?

ODDEX Academy (000000) ▼

**Messages** Click +/- to see/collapse announcements and alerts

ODE Announcements System Alerts Help

SCR Enrollment Comparisons Show

SCM Student Claiming Show

SOES Educating LEA Summary **Hide** Click Show/Hide for Summary Grid with hyperlinks

Agency	No Activity	Flags/ Comments	Reviewed	Escalated	Override	ODE Auto Approved
ODDEX Academy (000000)	6	0	187	0	0	278

# STUDENT OPTIONS ENROLLMENT SYSTEM (SOES)

- Community schools and STEM schools submit student data via SOES student collections
  - Contact data via Student Contact Collection
- Resident districts verify their students attending a community school
- Ability to upload supporting documents



# SOES CALENDAR

- Dropdown option only available to community schools
- Sponsors approve calendars
- Schools can see approval status



School Year	Approval Status	Earliest Begin Date	Latest Begin Date
2023	Unreviewed	09/03/2022	09/03/2022

**Calendar Detail**

LEA: Bowman Rome Community School (765573)  
 Year: 2023  
 Record Active: true  
 Approval Status: Unreviewed  
 Last Updated: 12/28/2022  
 Reviewed By:  
 Review Date:  
 Comment:

Earliest Begin Date on any calendar	Latest Begin Date on any calendar	Earliest End Date on any calendar	Latest End Date on any calendar	Minimum Units in Session	Maximum Units in Session
09/03/2022	09/03/2022	06/02/2023	06/02/2023	193.00 DAYS	198.00



# STUDENT CROSS REFERENCE (SCR)

- Displays current and past student enrollments with data from Student Cross Reference (S) Collection
- Meets 30-day enrollment reporting requirement in law
- Once data is reported, it never is deleted



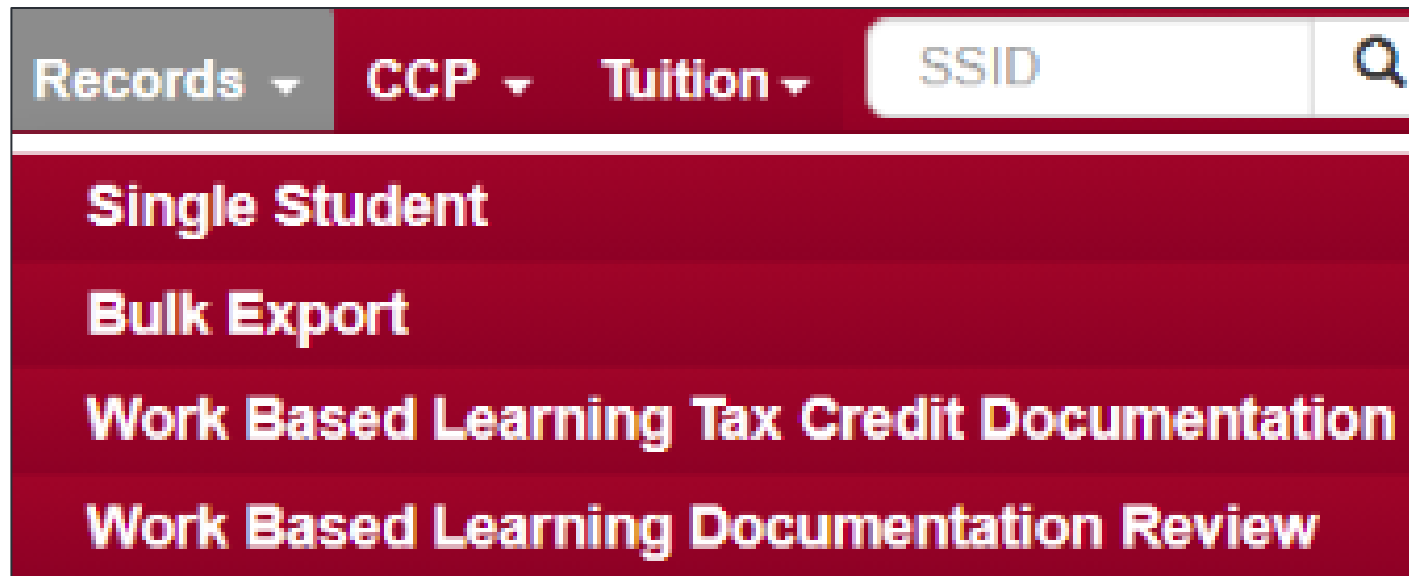
# STUDENT CLAIMING MODULE (SCM)

- Earlier access to student records
- Fewer incorrect SSIDs
- Improved grade placement in new district
- Better graduation planning
- Earlier notification student is leaving
- Available options depend on assigned OEDS roles



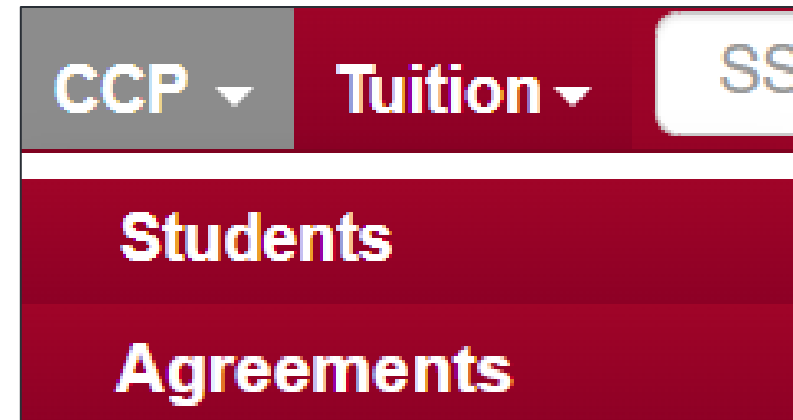
# RECORDS

- Current and historical enrollment data for any SSID your IRN claims or reports
- Default access for users with an SCR role



# COLLEGE CREDIT PLUS (CCP)

- Colleges report course enrollments
- Department calculates payment responsibility
- Districts review and approve for funding
- Agreements between college and district regarding credit hour rate



# TUITION

- Means to verify tuition payment information based on type of placement
- Populated by data reported by educating districts in regular student collections
  - Not SCR collection
- Resident districts review and approve for funding
  - Or flag to stop funding

Tuition ▾	SSID
<b>Resident/Paying</b>	
<b>Educating/Receiving</b>	

# GRAD

- Means to monitor and verify students' progress toward meeting graduation requirements
- Soft launch mid-March
- Training will be available during the summer months
- Data owners and EMIS coordinators can review data accuracy with exports



Selection of students for monitoring Progress Towards Graduation

— Find/Filter

Last Name	Resident District IRN	Grad Cohort	Admitted Since	Find	Clear	File Output Format
<input type="text"/>	<input type="text"/>	<input type="text"/>	mm/dd/yyyy <input type="text"/>			CSV <input type="text"/>
First Name	Building IRN	Grade Level	Admitted From IRN			Competency Export
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			Course Credits Export
SSID			Received From IRN			Readiness Export
<input type="text"/>			<input type="text"/>			

The 'Competency Export', 'Course Credits Export', and 'Readiness Export' buttons are circled in red.

# CHILD NUTRITION DIRECT CERTIFICATION (CNDC)

- National School Lunch program certification process
  - Utilized by district food service staff
- Populated with EMIS data submissions
  - Student Cross Reference (SCR) Collection
  - Student Contact(s) Collection
- Automatic matching weekly using latest submitted data



The screenshot displays a software interface for the Child Nutrition Direct Certification (CNDC) system. At the top, there is a dark red header bar. On the left side of this bar, the text "CNDC" is displayed with a small downward-pointing arrow. To the right of this is a white search input field containing the text "SSID", followed by a magnifying glass icon. Below the header bar is a vertical menu with four items, each on a dark red background with white text: "Review Students", "Upload", "Run Match", and "Vendor Export Configuration".

# SETUP

- List of users with access to your district data
- Users can update their own information
- General agency contact information





# QUESTIONS?

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