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**Department of
Education &
Workforce**

NEW EMIS COORDINATOR TRAINING – WORKING WITH THE DATA COLLECTOR

April 2024

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Data Administration Manager

Office of Data Quality and Governance

Topics

- Log-In, 5
- Data Sources, 7
- A Collection Request, 10
- Prepare Collected Data, 15
- Review Preview and Level 1 Reports, 19
- Certify and Submit, 30
- Submissions, 33
- Progress, 37
- Reports, 42
- Archives, 56

LOG IN

SIFWorks Data Collector x +

Not secure | edusoccemist01.ode.state.oh.us:7006/DCCConsoleJSP/dc/Login.jsp

my... Home Ohio Depart... EDU Information Te... EMIS | Ohio Depart... Report Collector Earl Dev.need portal Chad Dev.need por... Cindy.DEV Data Col...

SIFWorks® VRF® Data Collector

User Name:

Password:

Login

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DATA SOURCES

Data Sources

[SIF Zone](#) | [Other Data Sources](#)

SIF Zones

Data Collector gathers data from SIF Zone(s) (and other data sources). The following SIF Zone(s) are defined for data collection.

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

Bloomfield-Mespo

Zone

URL

Status

[Add Zone](#) | [Remove Selected](#)

DATA SOURCES

- Verify upload success or upload flat files manually as needed
 - Files come from
 - SIS
 - Financial
 - Payroll
 - EMIS Flat File Editor (EMISFFE)
- Manage, upload, and delete links *or files*?
- If duplicates occur, the most recent is used and the older is ignored

<https://wiki.ssdt-ohio.org/display/emisffe/>

A COLLECTION REQUEST

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



Midyear Student Collection (FY24)

FY24-S-TRAD Mid: Collection required for all Traditional Districts, JVSDs, ESCs, and State Supported Schools. Source file(s) for GI, FS, FD, FB, FN, G...

Submissions: August 02, 2023 - April 26, 2024 (70 days till close)

Version: 7

From ODE: [Level 2 Reports](#)

Status: Data Collection has been prepared on February 01, 2024 at 09:07:37 AM and is available for preview. You need to re-prepare to make it available for certification.

Submission Number: 5 (attempt 1)

Prepare Errors: [None \(has other errors or warnings\)](#)

Actions: [Start/Stop Collection](#)

Prepare Outputs: [Level 1 Validations](#)
[Preview Prepared Data](#)

[Prepare](#)

[Cancel](#)

[Add New Scheduled Collection](#)

[Set Default Collection properties](#)

COLLECTION REQUESTS

- Once data source selected, click “start/stop collection”
- Begins process
- Gathers data
- Excludes what cannot be processed

Collection Status

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

Filter Options

Collection Request: All

Data Set: All

School Year: All

Last Activity Within: All

Progress: All

 Show closed collections[Refresh](#) | [Restore Defaults](#)

SIF Zones

Collection / SIF Zone / Request

Records

Packets

Start

Elapsed

Status

EMIS Formatted Files

Collection / Record Type - File

Records

Start

Elapsed

Status

▼	✓	FY24-S-TRAD Mid	16972	02/01 09:07 AM	00:00:01	Complete
	✓	GG / MA_GG_24.txt	2832	02/01 09:07 AM	00:00:00	Complete
	✓	GQ / MA_GQ_24.txt	1547	02/01 09:07 AM	00:00:00	Complete
	✓	DN / MA_DN_24c.txt	99	02/01 09:07 AM	00:00:00	Complete
	✓	GJ / MA_GJ_24.txt	520	02/01 09:07 AM	00:00:00	Complete
	✓	FD / MA_FD_24.txt	2964	02/01 09:07 AM	00:00:00	Complete
	✓	FE / MA_FE_24.txt	30	02/01 09:07 AM	00:00:00	Complete
	✓	FB / MA_FB_24.txt	140	02/01 09:07 AM	00:00:00	Complete
	✓	GD / MA_GD_24.txt	162	02/01 09:07 AM	00:00:00	Complete
	✓	GE / MA_GE_24_ESY.txt	1008	02/01 09:07 AM	00:00:00	Complete
	✓	GI / MA_GI_24a.txt	2834	02/01 09:07 AM	00:00:00	Complete
	✓	FS / MA_FS_24_EX.txt	1999	02/01 09:07 AM	00:00:00	Complete
	✓	FN / MA_FN_24.txt	2837	02/01 09:07 AM	00:00:00	Complete
▶	✓	FY24-S-Student Contact	30	01/30 08:51 AM	00:00:00	Complete

COLLECTION STATUS

- Can closely watch collection phase
- Click on ► to open detail
- Green ✓ represents success on each record type
- Red X indicates processing of that record did not complete normally
- Verify record count

PREPARE COLLECTED DATA

Collection Requests Summary

Department of Education

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

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Prepare Errors: [None \(has other errors or warnings\)](#)

Actions: [Start/Stop Collection](#)

Prepare Outputs: [Level 1 Validations](#)
[Preview Prepared Data](#)

[Prepare](#)

[Cancel](#)

[Add New Scheduled Collection](#)

[Set Default Collection properties](#)

Preparation Status



Preparation Complete (Elapsed Total Time: 00:00:01)

Found some validation exceptions: [View Level 1 Validations Report](#)

OK

COLLECTION REQUEST – PREPARE

- Data validations performed on district's data
- Level 1 validation reports generated
- Assigns error number and severity level on data elements
 - Example: FS.0087
 - Fatal, critical, warning, informational
 - Can be on a single record or multiple records
 - When multiple records involved – MR.0064
 - Description and details assist with determining cause of error
- Some errors have a domino effect
- Data can be submitted with errors

REVIEW PREVIEW AND LEVEL 1 REPORTS

Collection Requests Summary

Department of Education

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

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Actions: [Start/Stop Collection](#)

[Prepare](#)

[Cancel](#)

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[Set Default Collection properties](#)

From ODE: [Level 2 Reports](#)

Prepare Errors: [None \(has other errors or warnings\)](#)

Prepare Outputs: [Level 1 Validations](#)

[Preview Prepared Data](#)

GENERATE PREVIEW DISPLAY

Midyear Student Collection (FY24)

Submission Number 5 (attempt 1), LEA: Test Public District

Select the options and click on the Generate Preview link to create the preview.

Last Prepared: February 01, 2024 (20 days ago) at 09:07:37 AM

Preview Types

- Detail
- Enrollment
- MissData
- Summary

Output Options

Zip File: Download file as a compressed .zip (for faster downloads)

File Format: HTML
 CSV

[Generate Preview](#)

Click to generate



PREVIEW DISPLAY

- Counts help verify all required records uploaded
- Investigate invalid records and drastic changes in counts
- Verify excluded records or missing reports

File	Submission 5			Submission 4				
	Valid	Invalid	Total	Valid	Invalid	Total		
Counts of DN Records Excluded.csv			5			5		
Enrollment Headcount Detail Report (Current Students).csv			1693			0		
Enrollment Headcount Detail Report (Future Students).csv			0			0		
Enrollment Headcount Detail Report (Prior Students).csv			50			0		
Enrollment Headcount Summary Report (Current Students).csv			138			0		
Excluded Records.csv			5021			5021		
Missing Report - Organization Attribute (DN).csv			13			0		
Missing Report - Student.csv			2174			0		
Organization General Information Record (DN).csv	23	13	36	23	13	36		
Student Acceleration Record (FB).csv	106	28	134	106	28	134		
Student Attending Building Other Than Assigned.csv			16			0		
Student Attributes Effective Date Record (FD).csv	1790	258	2048	1774	274	2048		
Student Attributes No Date Record (FN).csv	1746	221	1967	1740	227	1967		
Student Demographic Record (GI).csv	1747	222	1969	1741	228	1969		
Student Discipline Record (GD).csv	99	63	162	98	64	162		
Student Gifted Education Record (GG).csv	1742	225	1967	1736	231	1967		
Student Program Record (GQ).csv	898	43	941	900	41	941		
Student Race Detail Record (GJ).csv	268	48	316	264	52	316		
Student Special Education Graduation Requirement Record (FE).csv	14	3	17	14	3	17		
Student Special Education Record (GE).csv	104	356	460	98	362	460		
Student Standing Record (FS).csv	1747	229	1976	1741	235	1976		
Student Summer Withdrawal Record (FL).csv	0	0	0	0	0	0		
Student Truancy and Excessive Absence Record (FT).csv	0	0	0	0	0	0		
Student Withdrawal Override Record (FC).csv	0	0	0	0	0	0		
Total counts:			10284	1709	21103	10235	1758	17019



STUDENT STANDING RECORD (FS).CSV

Effective Start Date	Admission Date	Admission Reason	Effective End Date	Withdrawal Reason	Student Percent of Time	Tuition Type	District Relationship	Legal District of Residence	Attending Building IRN	Assigned Building Area IRN	How Received	How Received IRN	Sent Reason 1	Record Is Valid
20230701	20230825	4	00000000	**	100	N	1	112233		*****	*	*****	NA	Yes
20230701	20230825	4	00000000	**	100	A	1	112233		*****	*	*****	NA	Yes
20230701	19980420	7	00000000	**	100	N	1	112233		*****	*	*****	NA	Dep
20230701	20090313	7	20220718	41	100	N	1	112233		*****	*	*****	NA	No
20230701	20000905	7	00000000	**	0	N	3	112233		*****	*	*****	JV	Dep
20230701	20230821	3	00000000	**	0	N	3	112233		*****	*	*****	JV	Yes
20230701	20230831	7	00000000	**	100	N	1	112233		*****	*	*****	NA	Yes
20230701	20121015	6	20240522	41	0	N	3	112233		*****	*	*****	NI	No
20230701	20230825	4	00000000	**	100	N	1	112233		*****	*	*****	NA	Yes
20230701	20070911	7	00000000	**	100	N	1	112233		*****	*	*****	NA	Yes
20230701	20060213	7	00000000	**	0	N	3	112233		*****	*	*****	JV	Dep
20230701	20230820	2	00000000	**	100	N	1	112233		*****	*	*****	NA	Yes
20230701	20230825	2	00000000	**	100	N	1	112233		*****	*	*****	NA	Yes
20230701	20230825	4	00000000	**	100	N	1	112233		*****	*	*****	NA	Yes
20230701	20230825	4	00000000	**	100	N	1	112233		*****	*	*****	NA	Yes
20230701	20230825	4	00000000	**	100	N	1	112233		*****	*	*****	NA	Yes
20230701	20230825	4	00000000	**	100	N	1	112233		*****	*	*****	NA	Yes
20230701	20131211	4	00000000	**	0	N	3	112233		*****	*	*****	ES	Yes
20230701	20230825	4	00000000	**	100	N	1	112233		*****	*	*****	NA	Yes
20230701	20141006	4	00000000	**	100	A	1	112233		*****	*	*****	NA	No
20181025	20181024	4	00000000	**	100	A	1	112233		*****	*	*****	NA	Dep

EXCLUDED RECORDS

Record Type	ID	Building IRN	Description
GE	000010028		Record does not fall in the range of current year 0701 and current date
GE	000010028		Record does not fall in the range of current year 0701 and current date
GE	000010029		Record does not fall in the range of current year 0701 and current date
GE	000010089		Record does not fall in the range of current year 0701 and current date
GE	000010089		Record does not fall in the range of current year 0701 and current date
GE	000010090		Record does not fall in the range of current year 0701 and current date
GQ	000010094		GQ - Program Code Not Valid for this Collection
GE	000010111		Record does not fall in the range of current year 0701 and current date
GE	000010111		Record does not fall in the range of current year 0701 and current date
GE	000010116		Record does not fall in the range of current year 0701 and current date
GE	000010116		Record does not fall in the range of current year 0701 and current date
GE	000010116		Record does not fall in the range of current year 0701 and current date
GE	000010117		Record does not fall in the range of current year 0701 and current date
GE	000010117		Record does not fall in the range of current year 0701 and current date
GE	000010117		Record does not fall in the range of current year 0701 and current date
FS	000010118		Invalid SSID Reported For This Student
GI	000010120		GLastName***, LFirstNam No FS and/or FD Record For This Student
FS	000010121		No GI Record For This Student
FD	000010121		No GI Record For This Student

Collection Requests Summary

Department of Education

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Submission Number: 5 (attempt 1)

Actions: [Start/Stop Collection](#)

[Prepare](#)

[Cancel](#)

[Add New Scheduled Collection](#)

[Set Default Collection properties](#)

From ODE: [Level 2 Reports](#)

Prepare Errors: [None \(has other errors or warnings\)](#)

Prepare Output: [Level 1 Validations](#)
[Preview Prepared Data](#)

LEVEL 1 DISPLAY

- Counts help verify all required records uploaded
- Records with fatal errors will not get submitted to Department

Midyear Student Collection (FY24)

Submission Number 5 (attempt 1), LEA: Test Public District

Validation exceptions are listed by record type and exception severity.
To generate the exception report for one record type and/or exception severity click the link in the corresponding row and column.

Last Prepared: Today at 08:29:08 AM

Record Type	Fatal	Critical	Warning	Info	Total Lv1Er	Depnd Invalid	Valid Recs
Organization General Information Record (DN)	14	1	1	0	16	0	23
Student Acceleration Record (FB)	27	0	0	0	27	1	106
Student Attributes Effective Date Record (FD)	69	0	0	0	69	191	1806
Student Attributes No Date Record (FN)	9	0	3	0	12	204	1754
Student Demographic Record (GI)	35	0	0	0	35	192	1755
Student Discipline Record (GD)	44	6	0	0	50	15	104
Student Gifted Education Record (GG)	17	0	0	0	17	202	1750
Student Program Record (GQ)	3	0	0	0	3	39	899
Student Race Detail Record (GJ)	2	0	0	0	2	47	268
Student Special Education Graduation Requirement Record (FE)	3	0	0	0	3	0	14
Student Special Education Record (GE)	437	0	190	0	627	38	110
Student Standing Record (FS)	396	4	19	0	419	43	1755
Student Summer Withdrawal Record (FL)	0	0	0	0	0	0	0
Student Truancy and Excessive Absence Record (FT)	0	0	0	0	0	0	0
Student Withdrawal Override Record (FC)	0	0	0	0	0	0	0
Total Counts:	1056	11	213	0	1280	972	15370

[Generate Full Validation Report](#)

Click on the link below to download the zip file.

Report(s)
ValidationsByRT0_2024S2TRDv9-sub5-1AllRTs2024-02-23_10-36-40.zip

Output Type

The validation exception report can be viewed as an HTML pop-up or downloaded as a CSV file(s). CSV file(s) will download as a single .zip file.

HTML CSV

CSV Output Options

You can create a separate CSV file for each Record Type by checking the box below:

Record Type



LEVEL 1 ZIP FILE

The screenshot shows a Windows File Explorer window titled 'ValidationsByRT044362-2024S'. The address bar displays the path 'ValidationsByRT044362-2024S2TRDv9-sub5-1AllRTs2024-02-23_13-22-03'. The left sidebar shows the navigation pane with 'Desktop' selected. The main pane displays a table of 12 items, all of which are Microsoft Excel Comma Separated Value (CSV) files. The file 'FS_ -2024S2TRDv9-sub5-1All...' is circled in red.

Name	Type	Compressed size	Password ...	Size	Ratio	Date modi
DN_ -2024S2TRDv9-sub5-1All...	Microsoft Excel Comma S...	1 KB	No	3 KB	77%	2/23/2024
FB_ -2024S2TRDv9-sub5-1All...	Microsoft Excel Comma S...	1 KB	No	5 KB	86%	2/23/2024
FD_ -2024S2TRDv9-sub5-1All...	Microsoft Excel Comma S...	2 KB	No	14 KB	88%	2/23/2024
FE_ -2024S2TRDv9-sub5-1All...	Microsoft Excel Comma S...	1 KB	No	1 KB	62%	2/23/2024
FN_ -2024S2TRDv9-sub5-1All...	Microsoft Excel Comma S...	1 KB	No	3 KB	77%	2/23/2024
FS_ -2024S2TRDv9-sub5-1All...	Microsoft Excel Comma S...	8 KB	No	91 KB	93%	2/23/2024
GD_ -2024S2TRDv9-sub5-1All...	Microsoft Excel Comma S...	2 KB	No	8 KB	86%	2/23/2024
GE_ -2024S2TRDv9-sub5-1All...	Microsoft Excel Comma S...	11 KB	No	150 KB	94%	2/23/2024
GG_ -2024S2TRDv9-sub5-1All...	Microsoft Excel Comma S...	1 KB	No	4 KB	83%	2/23/2024
GI_ -2024S2TRDv9-sub5-1All...	Microsoft Excel Comma S...	1 KB	No	7 KB	88%	2/23/2024
GJ_ -2024S2TRDv9-sub5-1All...	Microsoft Excel Comma S...	1 KB	No	1 KB	45%	2/23/2024

LEVEL 1 – FS FILE

Error Number	Error Level	Message	Description	Last Name	First Name	State Student ID	Effective Start Date
FS.0001	Fatal	Invalid option	(FS100) Invalid value '48' in the field 'Withdrawal Reason'	SLastName***	CFirstNam		20230701
FS.0001	Fatal	Invalid option	(FS100) Invalid value '48' in the field 'Withdrawal Reason'	CLastName***	CFirstNam		20230701
FS.0001	Fatal	Invalid option	(FS140) Invalid value '5' in the field 'District Relationship'	LLastName***	CFirstNam		20230701
FS.0004 (A)	Fatal	Date out of range	(FS060) Invalid value '20230701' in the field 'Effective Start Date'	GLastName***	RFirstNam		20230701
FS.0004 (A)	Fatal	Date out of range	(FS060) Invalid value '30830701' in the field 'Effective Start Date'	BLastName***	NFirstNam		30830701
FS.0004 (A)	Fatal	Date out of range	(FS060) Invalid value '30830701' in the field 'Effective Start Date'	BLastName***	CFirstNam		30830701
FS.0005	Fatal	Value out of range	(FS220) Invalid value '500' in the field 'Sent to Percent of Time 1'	LLastName***	LFirstNam		20230701
FS.0006 (E)	Fatal	Invalid value	(FS170) Invalid value '044362' in the field 'Assigned Building Area IRN'	GLastName***	SFirstNam		20230701
FS.0006 (E)	Fatal	Invalid value	(FS170) Invalid value '999999' in the field 'Assigned Building Area IRN'	LLastName***	CFirstNam		20230701
FS.0010	Fatal	Withdrawal reason requires non-default Effective End Date	Check Effective End Date (FS090) and Withdrawal Reason (FS100)	ULastName***	SFirstNam		20230701
FS.0010	Fatal	Withdrawal reason requires non-default Effective End Date	Check Effective End Date (FS090) and Withdrawal Reason (FS100)	ELastName***	EFirstNam		20230701
FS.0010	Fatal	Withdrawal reason requires non-default Effective End Date	Check Effective End Date (FS090) and Withdrawal Reason (FS100)	HLastName***	CFirstNam		20230701
FS.0011	Fatal	End Date before Start Date	Check Effective Start Date (FS060) and Effective End Date (FS090)	LLastName***	JFirstNam		20230701
FS.0011	Fatal	End Date before Start Date	Check Effective Start Date (FS060) and Effective End Date (FS090)	CLastName***	AFirstNam		20230701
FS.0011	Fatal	End Date before Start Date	Check Effective Start Date (FS060) and Effective End Date (FS090)	TLastName***	CFirstNam		20230701
FS.0011	Fatal	End Date before Start Date	Check Effective Start Date (FS060) and Effective End Date (FS090)	RLastName***	DFirstNam		20230823
FS.0011	Fatal	End Date before Start Date	Check Effective Start Date (FS060) and Effective End Date (FS090)	DLastName***	DFirstNam		20230701
FS.0011	Fatal	End Date before Start Date	Check Effective Start Date (FS060) and Effective End Date (FS090)	CLastName***	PFirstNam		20230701
MR.0064	Critical	Missing GD record for expelled student.	A Student Discipline record with discipline type 1 or 6 should be submitted	LLastName***	LFirstNam		20230701
MR.0064	Critical	Missing GD record for expelled student.	A Student Discipline record with discipline type 1 or 6 should be submitted	PLastName***	AFirstNam		20230701
FS.0015	Warning	Combination of Dist Rel, How Recvd and Sent1	Check the reporting Organization Type, District Relationship (FS140),	SLastName***	CFirstNam		20230701
FS.0017	Warning	Combination of Dist Rel, How Recvd and Sent2	Possibly invalid combination of values for Reporting Organization Type	LLastName***	KFirstNam		20230701
FS.0017	Warning	Combination of Dist Rel, How Recvd and Sent2	Possibly invalid combination of values for Reporting Organization Type	PLastName***	CFirstNam		20230701

REVIEWING PREVIEW AND LEVEL 1 REPORTS

- Verifying data is very important step
- Verify
 - Record counts
 - “X” displays when more than 10 % reduction from prior submission
 - Additional certification required
 - Preview reports
 - Excluded
 - Missing
 - Supplementary
- If you skip the preview step, extra certification is required

CERTIFY AND SUBMIT

Collection Requests Summary

Department of Education

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

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FY24-S-TRAD Mid: Collection required for all Traditional Districts, JVSs, ESCs, and State Supported Schools. Source file(s) for GI, FS, FD, FB, FN, G... [i](#)

Submissions: August 02, 2023 - April 26, 2024 (63 days till close)

Version: 9

From ODE: [Level 2 Reports](#)

Status: Preparation today at 01:58:11 PM resulted in one or more errors. You may correct the errors and recollect the data, prepare the collection again from current data, or cancel the collection.

Submission Number: 5 (attempt 2)

Prepare Errors: [2 errors, 0 warnings, 0 messages \(and other errors\)](#)

Actions: [Start/Stop Collection](#)

Prepare Outputs: [Level 1 Validations](#)
[Preview Prepared Data](#)

[Prepare](#)
[Certify & Submit](#)

[Cancel](#)
[Add New Scheduled Collection](#)
[Set Default Collection properties](#)

CERTIFY AND SUBMIT SCREEN

Collection Requests Summary > Certify & Submit

Midyear Student Collection (FY24)

Submission Number 5 (attempt 2) - Certification

Statement of Certification

By certifying this collection, you are stating that you have previewed the data and approve its contents. The collection will be submitted to the report authority and will include your name and contact information.

I certify this collection

Certified By: VRF Administrator

Comments (FOR YOUR USE ONLY, maximum 255 characters)

[Certify & Submit](#) | [Cancel](#)

SUBMISSIONS

Submissions Status and Recent Submissions and Previews

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

Submissions Status

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)				
<input checked="" type="checkbox"/> Submission 4	01/16/2024	Transmission completed on January 16, 2024 (certified by VRF Administrator)	01/16/2024 11:21:06 AM	Pending Processing
<input checked="" type="checkbox"/> Submission 3	01/12/2024	Transmission completed on January 12, 2024 (certified by VRF Administrator)	01/12/2024 03:50:49 PM	<input checked="" type="checkbox"/> Processing Completed
<input checked="" type="checkbox"/> Submission 2	01/12/2024	Transmission completed on January 12, 2024 (certified by VRF Administrator)	01/12/2024 03:24:49 PM	<input checked="" type="checkbox"/> Processing Completed
<input checked="" type="checkbox"/> Submission 1	12/01/2023	Transmission completed on December 1, 2023 (certified by VRF Administrator)	12/01/2023 10:16:07 AM	<input checked="" type="checkbox"/> Processing Completed

Submission Info

Midyear Student Collection (FY24)

Certification and submission details.

Certification Summary

Prepare Timestamp: January 12, 2024 03:48:39 PM

Certified Timestamp: January 12, 2024 03:50:12 PM

Certified By: VRF Administrator

Submission Summary

Submission: 3

Submission Started Timestamp: January 12, 2024 03:50:12 PM

Submission Completed Timestamp: January 12, 2024 03:50:18 PM

Collection Request Version: 4

Submission Reason: Replaces Prior Submission

Submissions Status and Recent Submissions and Previews

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

Filter Options

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

Show closed collections

File Type: Submissions Only
 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"/> Submission_2024S2TRD_4.zip	FY24-S-TRAD Mid (2024S2TRD)	Submission	3.1	4	January 12, 2024	(116734 bytes)
<input type="checkbox"/> Submission_2024S2TRD_5.zip	FY24-S-TRAD Mid (2024S2TRD)	Submission	4.1	5	January 16, 2024	(116892 bytes)
<input type="checkbox"/> Submission_2024SGRCR_1.zip	FY24-S-GRCR (2024SGRCR)	Submission	1.1	1	August 04, 2023	(858 bytes)
<input type="checkbox"/> Submission_2024SGRCR_2.zip	FY24-S-GRCR (2024SGRCR)	Submission	1.1	1	November 14, 2023	(925 bytes)

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

2024S2TRD-2024S2TRDD9E49 x +

2024S2TRD-2024S2TRDD9E494780BEAD3BDF2A6A7D-4-3.1-SUBMISSION

Name	Type	Compressed size	Password ...	Size
DN_ORG_GEN_INFO	Microsoft Excel Comma S...	1 KB	No	
FB_STU_ACCEL	Microsoft Excel Comma S...	1 KB	No	
FC_STU_MSSNG_OVRD	Microsoft Excel Comma S...	1 KB	No	
FD_StudAttEffctDate	Microsoft Excel Comma S...	16 KB	No	
FE_Special_Ed_Grad_Req	Microsoft Excel Comma S...	1 KB	No	
FL_STDNT_SUMMER_WTH	Microsoft Excel Comma S...	1 KB	No	
FN_StudAttrNoDate	Microsoft Excel Comma S...	16 KB	No	
FS_StudentStanding	Microsoft Excel Comma S...	35 KB	No	



SUBMISSIONS

- Submissions Status view
 - Click on ► to see summary detail
 - Click on [Submission](#) to see full details
 - If Processed Status is not “pending” or “process completed”
 - Contact your Information Technology Center (ITC)
- Recent Submissions and Previews view
 - Provides access to prior submission data for current collections
 - CSV format includes primary data elements

PROGRESS

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: All collections Timeline: All

Collection Request: All Data Set: All Year: All 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](#)

Progress History

Qa District (123456) — Current Graduation Credit Progress Collection (FY24)

All submissions for the given manifest and LEA are listed below. Click on the timestamp link(s) for additional submission details.

Submission	Manifest Version	Timestamp	Stage	Errors/Warnings
1	1 5	10/11/2023 03:23:29 PM	Processing Complete	None

Collection Request / Submitter	LEA IRN	Subm	Ver	Timestamp	Stage or Result	Action	L1 / L2 / Err,Warn
Current Graduation Credit Progress Collection (FY24) (2024SGRCR) (Count: 1)							
Qa District	123456	1	5	10/11/2023 03:23:29 PM	Processing Complete	Collect	L1(None) / L2(None) / None
Midyear Student Collection (FY24) (2024S2TRD) (Count: 2)							
Qa District	123456	1	13	01/16/2024 11:21:05 AM	Collection Previewed	Preview	L1(25328 ft) / L2(None) / Err: 1, W:1149
Exiting Student Follow up - Final (FY24) (2024S2EXT) (Count: 1)							
Qa District	123456	1	12	01/02/2024 10:31:44 AM	Prepare Completed	Preview	L1(673 ft) / L2(5 Bots) / Warn: 721
Student Cross Reference (FY24) (2024SSCRS) (Count: 1)							
Qa District	123456	1	1	12/26/2023 09:05:23 AM	Prepare Completed	Preview	L1(6356 ft) / L2(None) / Err: 1

[Export to a file](#)



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: All collections Timeline: All

Collection Request: All Show closed collections

Processing Stage: N C

Exiting Student Follow up - Final (FY24)
Submission Number 1 (attempt 1), LEA: Qa.District

Select the options and click on the Generate Preview link to create the preview.

Last Prepared: January 02, 2024 (76 days ago) at 10:31:44 AM

Preview Types

Detail
 MissData

Output Options

Zip File: Download file as a compressed .zip (for faster downloads)
File Format: HTML
 CSV

[Generate Preview](#)

Display Options

Group By:

[Restore Defaults](#) | [Select All S](#)

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

Collection Request / Submitter

▼ **Current Graduation Credit P**

Qa.District

▼ **Midyear Student Collection**

Qa.District

▼ **Exiting Student Follow up - Final (FY24) (2024S2EXT)**

Qa.District 123456 1 12 01/02/2024 10:31:44 AM Prepare Completed

▼ **Student Cross Reference (FY24) (2024SSCRS)**

Qa.District 123456 1 1 12/26/2023 09:05:23 AM Prepare Completed

[Export to a file](#)

Action	L1 / L2 / Err,Warn	(Count)
Collect	L1(None) / L2(None) / None	(Count: 1)
Preview	L1(25328.ftl) / L2(None) / Err: 1, W:1149	(Count: 2)
Preview	L1(673.ftl) / L2(S_Bots) / Warn: 721	(Count: 1)
Preview	L1(6356.ftl) / L2(None) / Err: 1	(Count: 1)



Choose the filter criteria from the options below then click on the Run Query link to text in the LEA IRN or LEA Name fields.

Filter Options

LEA Selection: All LEAs LEA IRN: LEA Name:

Collection Request: Data Set:

Processing Stage: Not Started Collecting Collection Completed Collection Previewed Certified Submitting Collection S

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](#)

Collection Request / Submitter	LEA IRN	Subm	Ver	Timestamp
Current Graduation Credit Progress Collection (FY24) (2024SGRCR)				
Qa_District	123456	1	5	10/11/2023 03:23:29 PM
Midyear Student Collection (FY24) (2024S2TRD)				
Qa_District	123456	1	13	01/16/2024 11:21:05 AM
Exiting Student Follow up - Final (FY24) (2024S2EXT)				
Qa_District	123456	1	12	01/02/2024 10:31:44 AM
Student Cross Reference (FY24) (2024SSCRS)				
Qa_District	123456	1	1	12/26/2023 09:05:23 AM

[Export to a file](#)

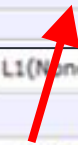
Midyear Student Collection (FY24)

Submission Number 5 (attempt 1), LEA: [Qa_District](#)

Validation exceptions are listed by record type and exception severity. To generate the exception report for one record type and/or exception severity click the link in the corresponding row and column.

Last Prepared: Today at 10:26:33 AM

Record Type	Fatal	Critical	Warning	Info	Total Lv1Er
Organization General Information Record (DN)	14	1	1	0	16
Student Acceleration Record (FB)	27	0	0	0	27
Student Attributes Effective Date Record (FD)	38	0	1	0	39
Student Attributes No Date Record (FN)	9	0	3	0	12
Student Demographic Record (GI)	35	0	0	0	35
Student Discipline Record (GD)	44	6	0	0	50
Student Gifted Education Record (GG)	17	0	0	0	17
Student Program Record (GQ)	3	0	0	0	3
Student Race Detail Record (G2)	2	0	0	0	2
Student Special Education Graduation Requirement Record (FE)	3	0	0	0	3
Student Special Education Record (GE)	437	0	190	0	627
Student Standing Record (FS)	395	7	19	0	421
Student Summer Withdrawal Record (FL)	0	0	0	0	0



Processing Complete	Collect	L1(None) / L2(None) / None
Collection Previewed	Preview	L1(25328 fti) / L2(None) / Err: 1, W:1149 (Count: 2)
Prepare Completed	Preview	L1(673 fti) / L2(5 Bots) / Warn: 721 (Count: 1)
Prepare Completed	Preview	L1(6356 fti) / L2(None) / Err: 1 (Count: 1)

PROGRESS

District can check progress of all active collections at once

- Filter options ✓
- Red 'X', Green '✓', Yellow '!'
- Submission number
- Collection request version
- Stage
- Action links provide quick processing for all open collection requests
 - Set defaults for data
 - Start, collect, prepare, collect and prepare combined, preview
 - Does not allow to submit
- Level 1 validation reports, level 2 reports, and warning errors

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](#)

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: Collection Request: Data Set: School Year: Category: LEA IRN: Report Name: Last Activity Within: Show closed collectionsProcessed on or after: (mm/dd/yyyy)Last Updated on or after: (mm/dd/yyyy)With Data Only: Exclude reports with 0 rowsReport Name includes:

Display Options

Group By: Collection Request LEA Level 2 Report Category Data Set NoneFile 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](#)

LEVEL 2 REPORTS

- Generated by the Department
- Provide important information regarding
 - Funding
 - Data for shared students
 - Data for Report Card calculations
 - Data used for state and federal requirements
- Not every district will receive
- New reports replace old
 - Not static

LEVEL 2 FILTER OPTION – COLLECTION REQUEST

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
▼ Midyear Student Collection (FY24) (2024S2TRD) (Count: 29)													
<input checked="" type="checkbox"/> (CCPL-001) CCP Non-Payment		0	0	16	0	16	Colg Crdt Plus	S		03/09/24 17:16	02/29/24 22:30	12	Help
<input checked="" type="checkbox"/> (CCPL-101) CCP Projected Payment		0	0	0	457	457	Colg Crdt Plus	S		03/09/24 17:16	01/25/24 22:31	12	Help
<input checked="" type="checkbox"/> (ENRL-001) Resident Students Educated Elsewhere		0	0	0	209	209	Student Reports	S		03/09/24 17:16	03/10/24 03:50	12	Help



PROCESS DATE AND LAST UPDATE DATE COLUMNS

- Process Date = last date report ran statewide
- Last Update Date = last date report ran for your district
- If dates are the same = may/may not mean you have new reports
- If dates are different = compare when the report last ran statewide to your last submission date

LEVEL 2 FILTER OPTION – DATA SET

Filter Options

LEA IRN: 012345 Collection Request: All **Data Set: S** 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: 34)

Collection Request / Report Name	LEA	Fatal	Critical	Warn	Info	Total	Category	Data Set	Field Name	Process Date	Last Upd Date	Submission	Help Page
▼ Current Graduation Credit Progress Collection (FY24) (2024SGRCR) (Count: 1)													
<input checked="" type="checkbox"/> (GRAD-003) Potential College Credit		0	0	133	94	227	Graduate	S		03/10/24 00:00	03/10/24 00:00	17	Help
▼ Exiting Student Follow up - Final (FY24) (2024S2EXT) (Count: 4)													
<input checked="" type="checkbox"/> (FLUP-001) Exiting Student Follow Up Extract (All Students)		0	0	0	74	74	Student Reports	S		03/10/24 06:06	01/24/24 06:52	2	Help
<input checked="" type="checkbox"/> (FLUP-003) CTE Exiting Student Follow Up Values		0	0	0	15	15	Student Reports	S		03/10/24 06:01	02/29/24 06:01	2	Help
<input checked="" type="checkbox"/> (FLUP-004) Grad Exiting Student Follow Up Values		0	0	0	73	73	Student Reports	S		03/10/24 06:00	02/29/24 06:00	2	Help
<input checked="" type="checkbox"/> (FLUP-005) SWD Exiting Student Follow Up Values		0	0	0	7	7	Student Reports	S		03/10/24 00:00	02/29/24 00:00	2	Help
▼ Midyear Student Collection (FY24) (2024S2TRD) (Count: 29)													
<input checked="" type="checkbox"/> (CCPL-001) CCP Non-Payment		0	0	16	0	16	Colg Crdt Plus	S		03/09/24 17:16	02/29/24 22:30	12	Help



LEVEL 2 FILTER OPTION – SHOW/HIDE CATEGORY

Filter Options

LEA IRN: 012345 Collection Request: All Data Set: S School Year: All Category: All
 LEA Name: Report Name: All Last Activity Within: All Show closed collections
 ITC: All Processed on or after: (mm/dd/yyyy) Last Updated on or after: (mm/dd/yyyy)
 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: 11)

Collection Request / Report Name	LEA	Fatal	Critical	Warn	Info	Total	Category	Data Set	Field Name	Process Date	Last Upd Date	Submission	Help Page
Current Graduation Credit Progress Collection (FY24) (2024SGRCR)												(Count: 0)	
Exiting Student Follow up - Final (FY24) (2024S2EXT)												(Count: 0)	
▼ Midyear Student Collection (FY24) (2024S2TRD)												(Count: 11)	
<input checked="" type="checkbox"/> (FTED-001) FTE Detail		37	24	0	1163	1224	Funding Reports	S		03/09/24 17:16	03/10/24 03:56	12	Help
<input checked="" type="checkbox"/> (FTED-003) FTE Adjustments		0	13	59	0	72	Funding Reports	S		03/09/24 17:16	03/10/24 03:58	12	Help
<input checked="" type="checkbox"/> (FTED-006) Partial Enrollment Funded Gifted Student		0	0	0	9	9	Funding Reports	S		03/09/24 17:16	02/08/24 03:53	12	Help



LEVEL 2 FILTER OPTION – SHOW CLOSED COLLECTIONS

Filter Options

LEA IRN: 012345 Collection Request: All Data Set: All School Year: All

LEA Name: Report Name: All

Processed on or after: Last Activity Within: All Show closed collections

ITC: All Report Name includes: Last Updated on or after: (mm/dd/yyyy)

With Data Only: Exclude reports with 0 rows

Display Options

Group By: Collection Request LEA

File Format: HTML CSV CSV by

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

IFWorks VRF Report Collector 2.1. Copyright

Filter Options

LEA IRN: 012345 Collection Request: All Data Set: All School Year: All

LEA Name: Report Name: FY24-A-DRP Grwth

Processed on or after: Last Activity Within: All Show closed collections

ITC: All Report Name includes: Last Updated on or after: (mm/dd/yyyy)

With Data Only: Exclude reports with 0 rows

Display Options

Group By: Collection Request LEA

File Format: HTML CSV CSV by

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

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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](#)

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

Files for LEA:

Data Set:

Year:

Category:

LEA IRN:

File name includes:

and

Per File: Only Show Most Recent

Received on or after:

and on or before: (mm/dd/yyyy)

Created on or after:

and on or before: (mm/dd/yyyy)

Output Option

Group By: LEA Data Set Category Short File Name None

Zip File: Combine received files into a compressed .zip file

[Restore Defaults](#) | [Reset Time Span textboxes](#) | [Reset File name includes textboxes](#) | [Reset LEA IRN textbox](#)

[List Files](#)

RECEIVED FILES

- Generated by non-EMIS staff at Department
- Do not update with nightly processing
- Not Collection Request specific
- Student names added to most
- May not reflect most current data
- Often static or one-time reports
- Email notifications sent

RECEIVED FILES FILTER OPTION – ADDED ON OR AFTER

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

Files for LEA: 012345	Data Set: All	Year: All	Category: All
LEA IRN:	File name includes:	and	Per File: <input type="checkbox"/> Only Show Most Recent
Received on or after: 11/01/2022	and on or before: (mm/dd/yyyy)	Created on or after:	and on or before: (mm/dd/yyyy)

Output Option

Group By: LEA Data Set Category Short File Name None Zip File: Combine received files into a compressed .zip file

[Restore Defaults](#) | [Reset Time Span textboxes](#) | [Reset File name includes textboxes](#) | [Reset LEA IRN textbox](#)

[List Files](#)

LEA / File	Data Set	Category	Short Name	File Size	Version	Timestamp	Help Page
Test District (012345)							(Count: 1)
2023_FW_STUDENTS_ORIG_20221027.csv	NONE	FollowUp	STUDENTS_ORIG	3081	1	11/08/2022 01:58:38 PM	Help...

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

(Total Count: 1)

(Count: 1)

RECEIVED FILES FILTER OPTION – FILE NAME INCLUDES

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

Files for LEA:

LEA IRN:

Received on or after:

Data Set:

File name includes: CTE

and on or before: (mm/dd/yyyy)

Year:

Created on or after:

Category:

Per File: Only Show Most Recent

and on or before: (mm/dd/yyyy)

Output Option

Group By: LEA Data Set Category Short File Name None

Zip File: Combine received files into a compressed .zip file

[Restore Defaults](#) | [Reset Time Span textboxes](#) | [Reset File name includes textboxes](#) | [Reset LEA IRN textbox](#)

[List Files](#)

LEA / File	Data Set	Category	Short Name	File Size	Version	Timestamp	Help Page
(Total Count: 1)							
(Count: 20)							
Test District (012345)							
2024_CTE_IC_20240104.xlsx				6,810		01/04/2024 09:49:43 AM	Help...
2024_CTE_IC_20240109.xlsx				6,810		01/09/2024 12:06:26 PM	Help...
2024_CTE_INDUSTRY_CREDENTIAL_20240104.xlsx				56 KB		01/04/2024 09:49:47 AM	Help...
2024_CTE_INDUSTRY_CREDENTIAL_20240109.xlsx				56 KB		01/09/2024 12:06:31 PM	Help...
2024_CTE_INDUSTRY_CREDENTIAL_20240112.xlsx				56 KB		01/12/2024 02:38:37 PM	Help...



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](#)

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: 0)

Items per Page:

Filter Options

School Year:

Category:

Report or File Name includes:

[Show Reports and Files](#) | [Refresh](#) (clears filter files)

HIGHLIGHTS AND RECENT REPORTS

- Combination of Level 2 reports and Received Files
- Highlights
 - Important reports or information the Department wants to draw attention to
- Recent
 - Most recent reports received
- Ideal for occasional users and those interested in specific topics

ARCHIVES

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: All authorized	Collection Request: All	School Year: All	Category: All
LEA IRN: <input type="text"/>	Report Name: All	Type: Both	
Archived on or after: <input type="text"/>	and on or before: <input type="text"/> (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](#)

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: Collection Request: School Year: Category:

LEA IRN: Report Name: Type:

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](#)

Category / Report or Archived File	Report Name	As of Date	LEA	Collection Request	File Size	File Type
Flat File Data						
460B9F567-044362-null-1.1-FlatFiles.zip		12/06/2023 15:05:52	Test Public District (044362)	460B9F567-044362		
EFE80AA2-044362-null-1.1-FlatFiles.zip		12/08/2023 15:07:37	Test Public District (044362)	EFE80AA2-		
Last Collection Flat Files (for 2022SBODE)		12/08/2023 15:07:34	Test Public District (044362)	FY22-S-BOES P		
Last Collection Flat Files (for FY23-S-TRAD Final)		03/18/2024 10:22:23	Test Public District (044362)	FY23-S-TRAD Fir		
Level 2 Reports						
Level 2 Reports (from 2022S2TRD)		12/06/2023 15:05:42	Test Public District (044362)	FY22-S-TRAD Mid (2022S2TRD)	4 kb	Collection request
Level 2 Reports (from 2023S1TRD)		03/18/2024 10:22:37	Test Public District (044362)	FY23-S-TRAD Init (2023S1TRD)	0 kb	Collection request
Level 2 Reports (from 2023S2TRD)		03/18/2024 10:22:00	Test Public District (044362)	FY23-S-TRAD Mid (2023S2TRD)	123 kb	Collection request
Level 2 Reports (from FY22-S-TRAD Final)		03/18/2024 10:21:53	Test Public District (044362)	FY22-S-TRAD Final (2022S3TRD)	5 kb	Collection request
Level 2 Reports (from FY23-G-Graduate)		03/18/2024 10:22:18	Test Public District (044362)	FY23-G-Graduate (2023G0000)	31 kb	Collection request
Level 2 Reports (from FY23-S-TRAD Final)		03/18/2024 10:22:24	Test Public District (044362)	FY23-S-TRAD Final (2023S3TRD)	68 kb	Collection request

Downloads

- 460B9F567-044362-null-1.1-FlatFiles.zip
[Open file](#)
- 2022S2TRD-044909-v32-AllReports-Level2.csv
[Open file](#)

[See more](#)



DEPARTMENT GENERATED ARCHIVE EXAMPLE

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

- [July_No1_FY24_TRAD](#)
- [July_No1_FY24_TRAD](#)
- [July_No1_FY24_TRAD](#)
- [July_No1_FY24_TRAD](#)

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: <input type="text" value="All authorized"/>	Collection Request: <input type="text" value="All"/>	School Year: <input type="text" value="All"/>	Category: <input type="text" value="Level 2 Reports"/>
LEA IRN: <input type="text"/>	Report Name: <input type="text" value="All"/>	Type: <input type="text" value="Both"/>	
Archived on or after: <input type="text"/>	and on or before: <input type="text" value=""/>	(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](#)



ARCHIVES

- Access collection requests or reports that are no longer active
- Department generates archives data on certain timelines

RESOURCES

Resources

Resources

Click on the resource name to view the resource.

EMIS Manual
Reporting rules for EMIS

Department can provide links for documentation and other EMIS resources within the Data Collector

Home > Data > EMIS > Documentation > EMIS Manual

QUICK LINKS

- » [EMIS Basics](#)
- » [Documentation](#)
 - [EMIS Changes](#)
 - [EMIS FAQs](#)
 - [EMIS Framework](#)
 - [EMIS Manual](#)
 - [EMIS Validation and Report Explanations](#)
 - [Secure Data Center - Status of Reports](#)
 - [Statewide Student Identifier](#)

EMIS Manual

General Information

The Department provides the EMIS Manual as a uniform and consistent source of reporting instructions for EMIS data in accordance with [Ohio law](#). Included in the Manual are data definitions, requirements, and reporting procedures to assist districts with the submission, review, validation, and correction of data.

Every traditional district, community school, joint vocational school district (JVSD), and STEM district assigned to a career-technical planning district (CTPD) is individually responsible for reporting to the Education Management Information System (EMIS) and appealing data for their own students, as described in the EMIS Guidelines.

PREFERENCES

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

Common Settings

Select the preferred defaults for your Collection Request filters. You can select a different *Last Activity Within* filter for the Collection Requests page (use the upper drop down) and for all other pages (use the lower drop down)

Select the preferred sort order of collection requests, on the Collection Requests page

You can set the default file and report display: CSV or HTML page

Collection Request Filter Options, for all pages

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

Collection Request 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

File Format and Report Format

Data Display Format: HTML 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

Scope of execution (when starting or restarting a collection)

Perform: Collect Only Collect and Prepare

Collection Status page

In addition to the Collection Request filters you can filter collections by their progress (In Progress or Complete)

Filter collection requests by progress of the collection

Progress:

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

Recent Submissions and Previews

File Type:

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)

Additional collection filters and how to group collections on the Progress page

Show:

Timeline:

Processing Stage: Not Started Collecting Collection Completed Preparing Prepare Completed
 Collection Previewed Certified Submitting Collection Submitted Received Submission Results

Group By: Collection Request LEA Stage None

Reports pages

You can configure whether the first page within the Reports tab is the Level 1 Details, Highlights and Recent, Level 2 Details, or Received Files Details page.

Select the default Category and how to group the Level 1 reports

Enter the number of Files and/or Reports to show per page in your browser

Select the default Category, whether to show reports with no data, and how to group the Level 2 reports

Select the default Category, Year and Data Set, whether by default to select only files whose name contains some string, and how to group received files

The default page in the Reports tab

First page in the Reports tab: Level 1 Details Highlights and Recent Level 2 Details Received Files Details

Level 1 Reports Details Category and Group By

Category: All ▼

Group By: Collection Request LEA Level 1 Report Data Set Category None

Highlights and Recent, Items per Page

Items per Page: 20

Level 2 Reports Details Category, Exclude empty Reports and Group By

Category: All ▼

With Data Only: Exclude reports with 0 rows

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

Received Files Details Category, Data Set and file name sub-strings

Data Set: All ▼

Year: All ▼

Category: All ▼

File name includes: and

Group By: LEA Data Set Category Short File Name None

[Set Preferences for each page](#)

Select the page for which to set preferences: Collection Requests

Select the page for which to set preferences:

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

Collection Requests Summary

Department of Education

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

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

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

SSDT Receiving Agency

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

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

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

Start Collection and Start/Stop Collection

Scope of execution

Perform: Collect Only Collect and Prepare

Level 1 Validation Exceptions

File Format and Content

Output Type: HTML CSV

Record Types: Create a separate CSV file for each Record Type (does not apply to HTML views)

Preview/Review Prepared Data

Output Options

Zip File: Download file as a compressed .zip (for faster downloads)

File Format: HTML CSV (Data Only) CSV (Data and Fatal exceptions) CSV (Data and All exceptions)

Save Changes | Cancel Changes | Reset to original defaults DO NOT Save Changes after Resetting to defaults (if you do you will save what you see on the screen and overwrite the defaults)



PREFERENCES VS. INDIVIDUAL PAGE/TAB PREFERENCES

Collection Status page

In addition to the Collection Request filters you can filter collections by their progress (In Progress or Complete)

Filter collection requests by progress of the collection

Progress:

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

Recent Submissions and Previews

File Type: 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)

Additional collection filters and how to group collections on the Progress page

Show: Timeline:

Processing Stage: Not Started Collecting Collection Completed Preparing Prepare Completed Collection Previewed Certified Submitting Collection Submitted Received Submission Results

Group By: Collection Request LEA Stage None

Select the page for which to set preferences:

Progress page

You can configure the filter options for the Collection Requests on the Progress page, overriding the Common Settings preferences, as well as configuring the other progress query filter options

Additional collection filters and how to group collections on the Progress page

Show: Timeline:

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

Processing Stage: Not Started Collecting Collection Completed Preparing Prepare Completed Collection Previewed Certified Submitting Collection Submitted Received Submission Results

Display Options

Group By: Collection Request LEA Stage None

[Save Changes](#) | [Cancel Changes](#) | [Reset to original defaults](#) DO NOT Save Changes after Resetting to defaults (if you do you will save what you see on the screen and overwrite the defaults)

PREFERENCES

- Provides customization of the Data Collector for user needs
- Can set Preferences from general screen
- Can set Preferences for individual tabs/pages
 - Refines preferences set
 - Overwrites preferences set on general screen
- Can save, cancel, or reset

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

QUESTIONS?

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