

John R. Kasich, Governor Dr. Richard A. Ross, Superintendent of Public Instruction

How Do I Report IPP Waiver Days in EMIS?

Refer to Section 5.3 (Organization – General Information) of the Current EMIS Manual under the heading *Teacher Group*. Waiver days are covered by the information pertaining to "Professional Teacher Meeting".

Section 5.3 can be found by clicking here.

Below is the main text from the section that applies:

Teacher Group

Reporting Instructions. An Attribute Name, Attribute Text and Attribute Number must be reported for either hours or FTE. A district should report PRFSNLMEET with HOURS and PTCONFERNC with HOURS only if the reporting district is a community school whose contract is in hours. All other districts, including community schools whose contract is in days, should report PRFSNLMEET with FTE and PTCONFERNC with FTE.

Attribute Date for all records in this group is 00000000.

FTE

Attribute Name PRFSNLMEET and Attribute Text FTE

Definition: The total full-time equivalence scheduled for professional meetings for teachers.

Attribute Name PTCONFERNC and Attribute Text FTE

Definition: The total full-time equivalence (FTE) of scheduled parent-teacher conferences.

The Attribute Number contains the FTE value.

Valid Options

00.1 - 000000009.9

The decimal point is implied and not included in the submitted value. 5.3 Organization General Information Record (DN)

Revised: June 7, 2013 ODE EMIS Manual, Version 2.0 Page 9 of 17

Reporting Instructions. All entities are required to report these elements, including community schools whose contracts for the school year are in days. For these community schools, it is required to report both of these attribute combinations; however they do not complete the PRFSNLMEET and HOURS combination and the PTCONFERNC and HOURS combination.

The FTE reported should only include time when school will not be in session. For the PRFSNLMEET Attribute Name only, include days before the opening date for students and after the closing date for students if staff members were required to be in attendance.

One FTE equals one full work day for staff. For example, if the school is in session for half of the work day and the professional meeting day for teachers is scheduled for the second half of the work day, the professional meeting day full-time equivalence (FTE) that should be reported is .5 FTE.