

FY 2007 EMIS Manual
Chapter 3
R & R (Rectifications & Refinements) Log

Version 3 (August - Final Release) of the EMIS Manual



Last updated

March 13, 2007

Prepared by
Office of Information Policy & Management

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R &R March 13, 2007

Purpose

The purpose of this document is to keep a history of revisions (including: clarifications, changes, and/or updates) made to the EMIS Manual after version 3 (August) release. This document reflects revisions communicated through the EMIS Newsflash. If revisions contained in this document are still applicable in FY 2008, they will be incorporated into the FY 2008 EMIS Manual.

Explanation of Document

Date	The date the change was communicated to the field (either through the EMIS Newsflash, Help Desk, or other means).
Chapter/Appendix	Chapter or Appendix impacted by the clarification
Record	If applicable, the record impacted by the clarification
Page	The page number in version 3 of EMIS Manual which the clarification impacts
Item	May include a change to the any of the following: General Guidelines for the Record, the Reporting Instructions for a data element, new options etc...
Description	A description of the clarification, change, revision and/or update.

Stated in EMIS Newsflashes starting 10-03-2006

EMIS Newsflash Date	Chapter/ Appendix	Page(s)	Record	Item/Element	Description
11-07-06	3	25	(CK) Staff Employment	(CK090) Building IRN Element	<p>Clarifications to Reporting Instructions</p> <p>JVSD Staff A staff member employed by a Joint Vocational School District (JVSD) is reported with the IRN of the Joint Vocational School building (JVS) where he/she is assigned within the JVSD. If a staff member is assigned only to a satellite program, then report the IRN of either the JVSD or a JVS building within the JVSD the building in which the satellite program is being held. If a staff member is traveling to multiple buildings within a JVSD, then report the IRN of the JVSD.</p>
11-07-06	3	28	(CK) Staff Employment	(CK210) Extended Service Element	<p>Deleted from Options</p> <p>NOTE: These codes should have been deleted from this chapter back in 2005 – Appendices are accurate.</p> <p>Delete these codes under – 1. General Supervisor: 999010, 999075, 999285, 999415, 999510, 999620, and 999760</p>
11-07-06	3	28	(CK) Staff Employment	(CK210) Extended Service Element	<p>Added to Options</p> <p>NOTE: This is not new for FY07 however it was missing from the documentation.</p> <p>Add this code under – 2. Gifted Education</p> <ul style="list-style-type: none"> • Position Code 110 - Gifted Coordinator, Assignment Area “999380”

EMIS Newsflash Date	Chapter/ Appendix	Page(s)	Record	Item/Element	Description
11-07-06	3	28	(CK) Staff Employment	(CK210) Extended Service Element	<p>Revision to Options</p> <p>Correct codes under – 3. Preschool Special Education</p> <ul style="list-style-type: none"> • Position Code 206 – Special Education Teacher, Assignment Area 999142 999412 or 999143 999413 • Position Code 110 – Supervisor • Position Code 304 – Audiologist • Position Code 318 – Psychologist • Position Code 235 325 – Physical Therapist • Position Code 326 – Speech and Language Pathologist • Position Code 325 327 – Occupational Therapist • Position Code 328 – Orientation and Mobility Therapist • Position Code 333 – Adaptive Physical Education Therapist

EMIS Newsflash Date	Chapter/ Appendix	Page(s)	Record	Item/Element	Description
3-13-07	3	27	(CK) Staff Employment Record	(CK240) Certificate/License Application Element	<p>Revision to Reporting Instructions</p> <p>Certificate/License Application Element Below is a list of the valid position code/assignment area combinations that may report in this element. All other positions and/or assignment areas are to report the intent to become properly certified in the Intent to Become Properly Certified Element found on the Course Master Record.</p> <ul style="list-style-type: none"> • Librarian/Media Specialist “203” position code (no assignment area required) • Gifted Teachers “206” position code with an assignment area of “999380” • Special Education Teachers Providing Supplemental Service “212” position code (no assignment area required) • Preschool Special Education Itinerant Only Teachers “205” “206” position code with an assignment of “999413”