

# EMIS MANUAL

## Section 1.2: General Data Characteristics

**Version 8.1**

August 22, 2025

## REVISION HISTORY

The revision history sections of the EMIS Manual provide a means for readers to easily navigate to the places where updates have occurred. Significant changes and updates are indicated through underlined blue text for additions and red text with strikethroughs for deletions. Minor changes—such as typos, formatting, and grammar corrections or updates—are not marked.

Version	Date	Effective	Change #	Description
<u>8.1</u>	<u>08-22-26</u>	<u>FY26</u>	<u>26-80</u>	<u>Added information regarding reporting of CSV files.</u>
8.0	07-01-24	FY25	25-97	Updated Department name and logo (ODE to DEW).
7.0	7/1/23	FY24	24-95	Added 4.8; removed 6.6 and 7.3.
7.0	7/1/23	FY24	24-29	Removed 5.4 District Testing – Yearend (DT) Record.
7.0	7/1/23	FY24	24-23	Removed 2.21 Student Transportation (FP) Record.
6.2	8/26/23	FY23	23-94	Deleted references to GV Record; adds FT and FW Records to Table 1.
6.1	7/15/22	FY23	NA	Posted for FY23.
6.0	7/1/20	FY21	NA	Posted for FY21.
5.0	7/1/19	FY20	NA	Removed E and X Collections; no longer being implemented.
4.1	7/6/18	FY19	NA	Posted for FY19.
4.0	5/3/18	FY18	NA	Posted for FY18.
3.0	6/16/17	FY17	NA	Deleted references to GP Record, updated names of records and elements where appropriate.
2.0	12/29/15	FY15		Deleted records no longer reported; added missing records; added manual section numbers for all records; moved records to different tables based on manual sections.

## COMING CHANGES

The EMIS Manual is a living document, and each fiscal year’s version is updated throughout the school year. For information regarding specific known changes that may impact the elements in this section, see the appropriate EMIS Changes webpage.

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## 1.2 GENERAL DATA CHARACTERISTICS

### FILE DESCRIPTIONS

This section presents the file descriptions for each of the EMIS records to be transferred to the designated Information Technology Center ([ITC](#)) sites. Each file description includes:

- the data elements,
- their characteristics,
- field number,
- position in the file, and
- field size.

These file descriptions will be used by individuals responsible for formatting the school district data. Persons responsible for this task may be a vendor, district personnel, designated ~~data acquisition site~~[ITC](#) staff, or the Ohio Department of Education and Workforce staff involved in the creation or use of the EMIS data.

[These file descriptions are focused on the requirements for fixed length files, but also provide the information needed to create comma separated value \(CSV\) files to transfer to the ITCs for EMIS reporting. Each EMIS collection will specify for each record type whether that particular collection supports data loaded from fixed length files, CSV files, or both.](#)

[For a CSV file, unless noted otherwise in the description of a specific record type, the fields will appear in the same order as they are listed in the fixed length file layout. Any filler in the fixed length file layout is skipped in the CSV file. Including a header row with the field names in the first row of CSV files is allowed but optional. The format of the actual data between each comma is the same as with a fixed length file, with the exceptions noted in the formatting rules section below.](#)

#### Picture Clause Symbols

Symbol	Meaning
X	Alphanumeric field
A	Alphabetic field
9	Numeric field
V	Indicates position of assumed decimal point; used only in numeric fields, does not count toward data item size.
S	Operational sign. Used only in numeric fields. All signed number fields <a href="#">in fixed length files</a> must use a trailing separate character. <a href="#">For CSV files, signed number fields may use a leading or trailing sign.</a>

### FORMATTING RULES AND NOTES

Unless otherwise stated, **alphanumeric fields** must be left justified and filled with trailing spaces [in fixed length files](#). [Fields in CSV files do not require leading or trailing spaces.](#)

**Numeric fields** must be right justified and filled with leading zeroes [in fixed length files](#). [For CSV files, there is some flexibility in how a number field is formatted.](#)

- [If a decimal point is included in a numeric field in a CSV, then that decimal point will be loaded as-reported into the EMIS system.](#)
- [If a decimal point is not included, an implied decimal is listed for the field, and the value is right justified with leading zeros, then the implied decimal will be added. For example, reporting “001” in a CSV with 2 implied decimal places will become “0.01” in the EMIS submission.](#)
- [If a whole number is reported in a CSV field without leading zeros, then the value will be loaded into EMIS as a whole number, even if the field has implied decimals. For example, in a CSV field with one implied decimal, “10” would be loaded as “10”, “01” would be loaded as “0.1”, and “1” would be loaded as “1”.](#)

All signed numeric fields must contain a trailing separate sign character [in a fixed length file](#). The sign character immediately follows the numeric digits. The sign character must be either a “+” or “-” (ASCII values 44 and 46, respectively). For example, the picture S9(9)V99(s) represents 11 numeric digits followed by a sign field. This field would have a total size of 12 bytes.

[For CSV files, signed numeric fields may use a leading or trailing sign; including the “+” character for positive values is always optional.](#)

For **date fields**, CCYYMMDD represents the required [fixed length file](#) format for the date. For example, the value for May 2, 2006, is 20060502. [For CSV files, CCYY/MM/DD \(2006/05/02\) or MM/DD/CCYY \(05/02/2006\) may also be used.](#)

A field format of Y/N indicates that the field is entered as either “Y” or “N.”

Areas defined as “**Filler**” are blank areas to maintain the position of remaining elements [in a fixed length file](#) when an element in the middle of a record is deleted. Filler areas are ignored by DEW when files are loaded. [Filler areas should also be ignored when preparing a CSV file for EMIS submission. If an element in the middle of a record is deleted, then no placeholder is used within a CSV file.](#)

## EMIS IDENTIFYING FIELDS

The following tables contain fields for each record type that are considered “key” fields. Key fields are those that can be used to uniquely identify each record.

The State Student ID (SSID) is required in the Student Standing (FS) Record for all students and in the Student Attribute–No Date (FN) Record for all students reported in the Graduate (G) Collection. All other student IDs are those supplied by the local student management software and will be replaced with the State Student ID (SSID) during the submission process at the Information Technology Center Site. In the file layouts, these other student IDs are called EMIS Student IDs. This element is the district-determined number used by districts for student tracking.

For student, staff, and financial records, the first 31, 31, and 35 positions, respectively, of each record are always required. The elements listed in the tables below are in addition to the preliminary parts of each record.

### **Terms Used**

**Record** identifies the record type, i.e., CI (Staff Demo), CK (Staff Job), GQ (Student Program), GG (Gifted), etc. It is two characters in length. The record is critical and determines which type of data is on the record. The Data Collector will use this to determine into which file the records are to be loaded. For example, a GI record will be loaded into the Student Demographic Record and the GI record layout is assumed for all of the fields being loaded.

### **EMIS Identifying Fields by Record**

**Table 1. Student Records**

<b>Manual</b>	<b>Record Name</b>	<b>Record</b>	<b>Required Fields</b>	<b>Number</b>
2.2	Student Demographic Record	GI	EMIS Student ID	GI050
2.3	Student Demographic – Race Detail Record	GJ	EMIS Student ID Racial Group	GJ050 GJ060
2.4	Student Standing Record	FS	EMIS Student ID Effective Start Date	FS050 FS060
2.5	Student Attributes-Effective Date Record	FD	EMIS Student ID Effective Start Date	FD050 FD060
2.6	Student Attributes-No Date Record	FN	EMIS Student ID	FN050
2.7	Student Acceleration Record	FB	EMIS Student ID Subject Area Code	FB050 FB060
2.8	Student Assessment Record	FA	EMIS Student ID Assessment Type Code Test Grade Level Assessment Area Code Test Date Test Day of the Month	FA050 FA060 FA200 FA205 FA210 FA212
2.9	Student Program Record	GQ	EMIS Student ID Program Code	GQ050 GQ060
2.10	Student Gifted Education Record	GG	EMIS Student ID	GG050
2.11	Student Discipline Record	GD	Date of Discipline Type of Discipline Sequence Number	GD060 GD070 GD085
2.13	Student Special Education Record	GE	EMIS Student ID Date Type Date	GE055 GE100 GE110
2.14	Student Special Education Graduation Requirement Record	FE	EMIS Student ID IEP Date Type IEP Date Assessment Type Code Assessment Area Code	FE050 FE060 FE070 FE080 FE090
2.15	Student Graduation - Core Summary Record	GC	EMIS Student ID Core Area Code	GC050 GC060
2.17	Student Withdrawal Override Record	FC	State Student ID (SSID) Previous Reporting Year	FC050
2.18	Student Summer Withdrawal Record	FL	State Student ID (SSID)	FL050

Manual	Record Name	Record	Required Fields	Number
2.19	Student Contact Record	FF	EMIS Student ID Contact Sequence Order Number	FF050 FF060
2.20	Student Contact Address Record	FG	EMIS Student ID Contact Sequence Order Number Address Type Effective Start Date	FG050 FG060 FG070 FG150
2.22	Student Truancy and Excessive Absence Record	FT	EMIS Student ID Date Event	FT010 FT020 FT030
2.23	Exiting Student Follow-Up Record	FW	EMIS Student ID	FW050
<a href="#">2.24</a>	<a href="#">Student Reported in Error Record</a>	<a href="#">FX</a>	<a href="#">State Student ID (SSID) Reported in Error</a>	<a href="#">FX050</a>
<a href="#">2.25</a>	<a href="#">Student Detailed Attendance Record</a>	<a href="#">FM</a>	<a href="#">EMIS Student ID Effective Start Date Attendance Type Attendance Detail</a>	<a href="#">FM050</a> <a href="#">FM060</a> <a href="#">FM070</a> <a href="#">FM080</a>

**Table 2. Staff Records**

Manual	Record Name	Record	Required Fields	Number
3.3	Staff Demographic Record	CI	Employee ID	CI050
3.4	Staff Employment Record	CK	Employee ID Position Code Local Contract Code	CK050 CK060 CK250
3.5	Contractor Staff Employment Record	CJ	Employee ID Position Code Contracting District IRN Local Contract Code	CJ050 CJ060 CJ070 CJ090
3.6	Contractor Only Staff Record	CC	Federal Tax ID Position Code Local Contract Code Position Fund Source Element	CC050 CC070 CC080 CC130
3.7	Staff Summer Employment Separation Record	CL	State Staff ID Position Code Local Contract Code	CL050 CL060 CL070
3.8	Staff Missing Override Record	CP	State Staff ID Previous Collection Request	CP050

**Table 3. Course Records**

Manual	Record Name	Record	Required Fields	Number
4.2	Course Master Record	CN	Local Classroom Code	CN060
4.3	Staff Course Record	CU	Employee ID Local Classroom Code Staff Course Start Date	CU050 CU060 CU070

4.4	Student Course Record	GN	EMIS Student ID Local Classroom Code Course Enrollment Start Date	GN050 GN080 GN160
4.5	Career-Technical Education Correlated Class Record	CV	Local Classroom Code First Correlated Classroom Second Correlated Classroom	CV060 CV070 CV080
4.6	Mapped Local Classroom Code Record	CM	Mapped From Local Classroom Code Mapped To Local Classroom Code	CM050 CM060
4.8	Student Course Grade Record	FR	EMIS Student ID Local Classroom Code Term	FR050 FR060 FR070

**Table 4. District/Building Records**

Manual	Record Name	Record	Required Fields	Number
5.2	Grade Schedule Record	DL	Building IRN Grade Code Attendance Pattern Code	DL050 DL060 DL070
5.3	Organization General Information Record	DN	Organization IRN Attribute Name Attribute Text Attribute Date	DN050 DN060 DN070 DN080

**Table 5. Financial Records—Fixed Length Format**

Manual	Record Name	Record	Required Fields	Number
6.2	Cash Record	QC	Cash Receipts Fund Special Cost Center	QC110 QC120
6.3	Expenditure Record	QC	Fund Special Cost Center Function Object Subject Operational Unit Instructional Level Job	QC110 QC120 QC130 QC140 QC150 QC160 QC170 QC180
6.4	Receipt Record	QC	Fund Special Cost Center Receipt Subject Operational Unit	QC110 QC120 QC310 QC150 QC160
6.5	Operational Unit Description Record	QC	Operational Unit	QC160
6.7	Exhibit 1		(None beyond position 35)	
<del>6.7</del>	<del>Schedule of Federal Assistance Summary</del>		<del>(None beyond position 35)</del>	
<del>6.7</del>	<del>Schedule of Federal Assistance Detail</del>		<del>CFDA Number</del>	<del>QC780</del>
6.7	Statement R (header)		(None beyond position 35)	
6.7	Statement R (description)		(None beyond position 35)	

**Table 6. Financial Records–CSV Format**

Manual	Record Name	Record	Required Fields	Number
<a href="#">6.2</a>	<a href="#">Cash Record</a>	<a href="#">QS</a>	<a href="#">Cash Receipts Fund</a> <a href="#">Special Cost Center</a>	<a href="#">QC110</a> <a href="#">QC120</a>
<a href="#">6.3</a>	<a href="#">Expenditure Record</a>	<a href="#">QX</a>	<a href="#">Fund</a> <a href="#">Special Cost Center</a> <a href="#">Function</a> <a href="#">Object</a> <a href="#">Subject</a> <a href="#">Operational Unit</a> <a href="#">Instructional Level</a> <a href="#">Job</a>	<a href="#">QC110</a> <a href="#">QC120</a> <a href="#">QC130</a> <a href="#">QC140</a> <a href="#">QC150</a> <a href="#">QC160</a> <a href="#">QC170</a> <a href="#">QC180</a>
<a href="#">6.4</a>	<a href="#">Receipt Record</a>	<a href="#">QR</a>	<a href="#">Fund</a> <a href="#">Special Cost Center</a> <a href="#">Receipt</a> <a href="#">Subject</a> <a href="#">Operational Unit</a>	<a href="#">QC110</a> <a href="#">QC120</a> <a href="#">QC310</a> <a href="#">QC150</a> <a href="#">QC160</a>
<a href="#">6.5</a>	<a href="#">Operational Unit Description Record</a>	<a href="#">QU</a>	<a href="#">Operational Unit</a>	<a href="#">QC160</a>
<a href="#">6.7</a>	<a href="#">Exhibit 1</a>	<a href="#">QE</a>	<a href="#">Line Number</a>	<a href="#">QC070</a>
<a href="#">6.7</a>	<a href="#">Statement R (header/case)</a>	<a href="#">QH</a>	<a href="#">Schedule Frequency</a>	<a href="#">QC060</a>
<a href="#">6.7</a>	<a href="#">Statement R (description)</a>	<a href="#">QD</a>	<a href="#">Schedule Frequency</a> <a href="#">Line Number</a>	<a href="#">QC060</a> <a href="#">QC070</a>

**Table 7. Five-Year Forecast Records**

Manual	Record Name	Record	Required Fields	Number
7.2	Five-Year Forecast Record	QF	Category/Line Number	QF050