

EMIS MANUAL

Section 3.1: Staff Records Overview

Version 7.0

July 1, 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>7.0</u>	<u>07-01-25</u>	<u>FY26</u>	<u>NA</u>	<u>Posted for FY26.</u>
6.0	08-19-24	FY25	25-47	Updated OSD/OSSB to Ohio Deaf and Blind Edu Services.
6.0	08-19-24	FY25	25-97	Updated Department name and logo (ODE to DEW).
5.7	8/11/23	FY24	24-17	Review and revision of section.
5.6	7/1/22	FY23	NA	Posted for FY23.
5.5	7/1/21	FY22	NA	Posted for FY22.
5.4	7/1/20	FY21	NA	Posted for FY21.
5.3	7/8/19	FY20	NA	Posted for FY20.
5.2	7/3/18	FY19	NA	Posted for FY19.
5.1	4/26/18	FY18	NA	Posted for FY18.
5.0	7/13/17	FY17	NA	No FY17 changes.
4.0	6/13/16	FY16		Added Coming Changes section.
3.0	11/3/15	FY15		Updated language to reflect shift from reporting periods to FY15 reporting.
2.0	10/8/13	FY14K	1010	Removed references to unit funding.

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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3.1 STAFF RECORDS OVERVIEW

General Guidelines

The Staff Records sections in the EMIS Manual provide instructions for reporting staff data records and elements to the Department. This section is meant to provide a brief, high-level overview of staff reporting, starting with the following definitions.

Contracted Staff. There are a few different terms related to contracted staff situations that are important to understand. EMIS Manual Section 3.2 Reporting Contracted Staff includes information on which entity reports course, staff, and student data and records in contract situations. EMIS Manual Sections 3.5 Contractor Staff Employment (CJ) Record and 3.6 Contract Only Staff (CC) Record also include reporting guidance specific to contracted staff.

- **Contract.** This refers to an agreement with another entity or individual to provide instruction or services to a district's students. The nature of the contract may range from a formal written document to a general agreement between district leaders.
- **Contracting District.** This refers to the resident or educating district contracting for the instruction or service.
- **Contractor.** This refers to the entity with which the resident or educating district is contracting. This is typically the employing entity.

Employee ID. Staff members must all be reported with a unique Employee ID. Employee IDs are local numbers assigned to staff members. The same Employee ID should be reported for a staff member on each staff record reported for that individual by that district.

State Staff ID. This is a unique statewide ID used to match a staff member to EMIS data reported by multiple districts and across multiple years. This ID is also used to match staff members to their Department-issued licensure. If a staff member has a state staff ID, that is the number that must be reported here.

Substitute Teachers.

There are two different types of substitute teachers. One is reported to EMIS; one is not.

1. **Daily (as needed) substitutes.** These are individuals the district contacts on an as needed basis who are not on the district's salary schedule. Instead, these individuals are paid the daily substitute rate. These daily substitutes are not reported to EMIS.
2. **Full-time substitute teachers (permanent).** These are individuals who are hired as full-time (permanent) substitute teachers. These individuals have a contract with the district, are placed on the district's salary schedule, report to the district for work daily, and are subject to different daily teaching assignments. These substitutes are reported to EMIS with position code 225.

Teacher of Record. The teacher of record for a course is a licensed staff member who is responsible for developing or reviewing the course's curriculum, providing or supervising instruction, and evaluating student performance. These teachers are reported to EMIS with position code 230.

REPORTING RESPONSIBILITY

One Staff Demographic (CI) Record and at least one Staff Employment (CK) Record are required for each individual employed by the following EMIS reporting entities.

- City, local, or exempted village school districts
- Community schools
- Educational service centers (ESCs)
- Joint vocational school districts (JVSDs)
- Ohio Deaf and Blind Education Services
- Ohio Department of Youth Services (DYS)
- STEM districts

Reporting Staff Members

Use the following guidelines to determine which staff members must be reported to EMIS and which are not reported to EMIS. These staff members could be licensed staff members, classified staff members, or contracted individuals in positions normally held by a licensed staff member.

Staff Reported to EMIS. EMIS reporting entities report the following employees to EMIS.

- Individuals employed by the reporting entity for any portion of the current school year.
- Individuals or companies contracted by the school district for duties normally performed by school district personnel (e.g., bus drivers, food service staff, and special education therapists).
- Individuals who are on leaves of absence.
- Substitutes who become the teacher of record on one or more courses.
- Individuals employed during the previous year, who are no longer employed and have not yet been reported as separated. This includes individuals who resigned over the summer.
- Individuals employed through supplemental contracts, including individuals whose only position is a supplemental contract.

Staff Not Reported to EMIS. EMIS reporting entities do not report the following individuals to EMIS.

- Daily (as needed) substitutes
- Student employees
- Board of education members
- Adult education teachers
- Game officials, ticket takers
- Part-time help. These are non-employees whose work is sporadic or occurs at irregular intervals. Examples would be people who are paid to build sets for a school play or someone who is paid to play violin at a school function.
- Volunteers serving in the district

Reporting Substitute Teachers

Staff Course (CU) Records are not reported for substitute teachers. If a substitute becomes the teacher of record, then the district's EMIS reporting should reflect the new assignment. This means that the appropriate Staff Course (CU) Records should be reported and the position code on the Staff Employment (CK) Record should no longer be 225. As the teacher of record, the staff member should have the proper licensure for the courses and students being taught.

Districts should use their discretion in determining when a substitute teacher becomes a teacher of record. As a general guideline, the teacher of record is the individual who is responsible for the course. Every course reported by the district should be reported with at least one Staff Course (CU) Record.

Reporting Contracted Staff

In most contracting situations where a district is contracting with an EMIS reporting entity, the employing entity (i.e., the contractor) is responsible for reporting staff data. This includes the following records.

- Staff Demographic (CI) Records,
- Staff Employment (CK) Records, and
- In some cases, Contractor Staff Employment (CJ) Records.

When a resident/educating district contracts with an individual or a non EMIS reporting entity, then that contracting district is responsible for reporting staff information for the contracted staff member. This could include a Contract Only Staff (CC) Record. In this situation, Contractor Staff Employment (CJ) Records are not reported by the contracting district.

For additional guidance on reporting particular kinds of contracted staff, see EMIS Manual Section 3.2 Reporting Contracted Staff. This section includes information on reporting staff, student, and course data for a number of different contracting situations. For information on reporting the different contracted staff records, see EMIS Manual Sections 3.5 Contractor Staff Employment (CJ) Record and 3.6 Contract Only Staff (CC) Record.

STAFF-LEVEL RECORDS

There are seven different records containing staff data that may need to be submitted to the Department. Below is a list of each record, its name and record number. Data elements for each of these records are found in the following sections of Staff Records.

Record Number	Record Name
CI	Staff Demographic Record
CK	Staff Employment Record
CJ	Contractor Staff Employment Record
CC	Contract Only Staff Record
CL	Staff Summer Employment Separation Record
CP	Staff Missing Override Record

District IRN Element

Each staff record is submitted with a District IRN Element. Basically, this is the IRN of the reporting entity. Below is the definition and field number of the District IRN Element.

District IRN Element

Record Field Number	XX040
Definition	The state assigned six-digit information retrieval number (IRN) for the district.

Valid Options

Six-digit code

Valid school district IRN

The District IRN Element is found on each of the staff records submitted to the Department. Although this element is not defined in each of the staff record EMIS Manual sections, the file layouts in each section do list this element.

Generally, software packages will automatically populate this field based on the IRN of the reporting entity. If a different district IRN is required to be reported (in addition to the District IRN Element), there will be another field on the record named something other than District IRN Element. The additional field will be found with the rest of the record's elements. For example, the CJ Record includes the Contracting District IRN Element. See the Contractor Staff Employment (CJ) Record for more information regarding the Contracting District IRN Element.