

# **EMIS MANUAL**

## **Section 3.3: Staff Demographic (CI) Record**

**Version 9.1**

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>9.1</u>	<u>07-01-25</u>	<u>FY26</u>	<u>26-56</u>	<u>Clarified reporting of non-credentialed staff.</u>
9.0	07-01-24	FY25	25-97	Updated Department name and logo (ODE to DEW).
8.1	8/11/23	FY24	24-17	Semester Hours Element: the valid options were corrected and the reporting guidance updated.
8.1	8/11/23	FY24	24-17	Prefix Name Element and Suffix Name Element deleted.
8.1	8/11/23	FY24	24-17	Clarified definition and reporting guidance for the following elements: Early Childhood Education Qualification, Principal Experience Years, and Total Experience Years.
8.1	8/11/23	FY24	24-17	Clarified reporting guidance for the following elements: Absence Days, Absence Days – Long Term Illness, Attendance Days, Authorized Teaching Experience Years, Employee ID, State Staff ID.
8.1	8/11/23	FY24	24-17	Review and revision of section.
8.0	7/1/22	FY23	NA	Posted for FY23.
7.1	7/1/21	FY22	22-43	Updated Early Childhood Qualification Element definition.
7.0	7/1/20	FY21	NA	Posted for FY21.
6.1	7/8/19	FY20	NA	Removed E and X Collections; no longer being implemented.
6.0	7/3/18	FY19	NA	Posted for FY19.
5.2	6/28/18	FY18	53120	Added Principal Experience Years Element.
5.1	4/27/18	FY18	NA	Posted for FY18.
5.0	7/14/17	FY17	NA	No FY17 changes.
4.0	6/13/16	FY16		Added Coming Changes section.
3.0	11/10/15	FY15		Updated language to reflect shift from reporting periods to FY15 reporting.
2.0	3/7/13	E-Transcript (E)	922	Revised required reporting period table to include E-transcript.
2.0	3/7/13	Student Record Exchange (X)	921	Revised required reporting period table to include Student Record Exchange and added to file layout.

## 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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### 3.3 STAFF DEMOGRAPHIC (CI) RECORD

#### *Required Collection Requests*

The Staff Demographic (CI) Record and the relevant elements are to be reported as follows.

Record Field Number	Data Element	Initial L	Final L
CI150	Absence Days Element		✓
CI155	Absence Days – Long-term Illness Element		✓
CI140	Attendance Days Element		✓
CI200	Authorized Teaching Experience Years Element	✓	✓
CI070	Date of Birth Element	✓	✓
CI225	Early Childhood Education Qualification Element	✓	✓
CI100	Education Level Element	✓	✓
CI290	First Name	✓	✓
CI090	Gender Element	✓	✓
CI310	Last Name	✓	✓
CI300	Middle Name	✓	✓
CI330	Principal Experience Years	✓	✓
CI080	Racial/Ethnic Group Element	✓	✓
CI110	Semester Hours Element	✓	✓
CI270	State Staff ID Element	✓	✓
CI210	Total Experience Years Element	✓	✓

#### *General Guidelines*

With a few exceptions, EMIS reporting entities are responsible for reporting one Staff Demographic (CI) Record for each staff member they employ. See EMIS Manual Section 3.1 Staff Records Overview for more information about the staff members who do not need to be reported to EMIS. In most circumstances, Staff Demographic (CI) Records are not required to be reported by the resident/educating district for contracted staff members who provide services or teach courses. See EMIS Manual Sections 3.2 Reporting Contracted Staff and 3.5 Contractor Staff Employment (CJ) Record for more information about reporting contracted staff.

#### *Staff Demographic Data Elements*

The following portion of this section discusses each of the data elements within the Staff Demographic (CI) Record. The elements are organized alphabetically.

#### *Absence Days Element*

Record Field Number	CI150
Definition	Total number of days the staff member was absent during the period from July 1 through June 30 due to all causes except professional development hours.

#### *Valid Options*

000.0 – 999.9

**Reporting Instructions.** This element is only reported during the Final Staff and Course (L) Collection. It is not required for staff members reported with Position Codes 800-899. Maintain absence information according to district policy, but when reporting for the Final Staff and Course (L) Collection, round partial absences to the nearest tenth. Include absences that are covered by sick leave, personal leave, or other forms of leave.

Do not count staff members as absent prior to their contracts' effective dates. For staff who have separated from their employment, do not include days after the effective date of their separation. In other words, do not count days between the last day of work and the end of a contract as absence days.

This element should include any days reported in the Absence Days – Long Term Illness Element (CI155).

Note that a day is defined as the period of time the staff member normally spends at work during a 24-hour period. This may vary from staff member to staff member.

 **Absence Days – Long Term Illness Element**

Record Field Number	CI155
Definition	At least 15 consecutive days absent due to an illness of the staff member or the staff member's spouse, child, or parent.

**Valid Options**

000.0 – 999.9

**Reporting Instructions.** This element is only reported during the Final Staff and Course (L) Collection. It is not required for staff members reported with Position Codes 800-899. A long-term illness must be 15 consecutive work days or more, regardless of whether or not the staff member is paid (or unpaid) during the absence. If a staff member has multiple long-term illnesses in a school year, the days should be added together. For instance, if a staff member is absent for 16 consecutive days in October and 19 consecutive days in February, then the staff member had 35 long-term illness days.

“Long-term illness” includes an illness of the staff member or the staff member’s spouse, child, or parent in accordance with the federal Family and Medical Leave Act of 1993 (Public Law 103-3, enacted February 5, 1993). This element applies to both full-time and part-time employees. Therefore, an individual who works part time and is absent for 15 or more consecutive work days should have those days reported in this element.

Days related to a long-term illness are reported as both Absence Days (CI150) and Absence Days – Long Term Illness (CI155). For example, if a staff member is absent for 20 consecutive days, 20 days would be included in both the Absence Days Element (CI150) and the Absence Days – Long Term Illness Element (CI155).

Note that a day is defined as the period of time the staff member normally spends at work during a 24-hour period. This may vary from staff member to staff member.

**☀ Attendance Days Element**

Record Field Number	CI140
Definition	Total number of days the staff member was in attendance during the period from July 1 through June 30.

**Valid Options**

000.0 – 999.9

**Reporting Instructions.** This element is only reported during the Final Staff and Course (L) Collection. It is not required for a staff member reported with Position Codes 800-899.

Maintain attendance information according to district policy, but when reporting for the Final Staff and Course (L) Collection, round partial attendance to the nearest tenth. Include attendance at district-approved professional meetings and parent-teacher conference days.

Do not count vacation days or holidays. Do not count staff members as in attendance prior to their contracts’ effective dates. For staff who have separated from their employment, do not include days after the effective date of their separation. In other words, do not count the days between the last day of work and the end of a contract as attendance days.

Note that a day is defined as the period of time the staff member normally spends at work during a 24-hour period. This may vary from staff member to staff member.

**☀ Authorized Teaching Experience Years Element**

Record Field Number	CI200
Definition	Total years of authorized teaching experience (prior to the current year).

**Valid Options**

0 – 99

**Reporting Instructions.** This element should be reported for all teachers reported with Position Codes 212 or 230. It is extremely important to update this element each year. The number of authorized teaching experience years reported for an employee should be the same in both Staff and Course (L) Collections of the current school year.

Authorized teaching experience years should be updated during the following year’s reporting. For example, a new teacher would have “0” authorized teaching experience years in both the Initial and Final Staff and Course (L) Collections of the current school year; this number would be updated to “1” during the following year’s reporting.

One year must consist of at least 120 days within a regular school year ending June 30. To be credited with an authorized year, teachers must be employed as a regular or substitute teacher, in elementary or secondary instruction. Authorized teaching years include teaching service in the following Ohio entities.

- Public schools
- Nonpublic schools
- Educational Service Centers (ESCs)
- Community schools
- Special education programs

A maximum of 5 years of active military service in the U.S. armed forces can be included. Eight continuous months or more of active military service should be counted as 1 year of authorized teaching experience. See Ohio Revised Code §3317.13 for more detailed information on what qualifies as authorized years.

Districts *may* include the following in authorized teaching years.

- Teaching in public or nonpublic schools outside of Ohio.
- Acting as an educational assistant (other than a classroom aide) employed under the work experience program (see ORC §5107.541).

For more information about these optional authorized teaching years, see ORC §3317.14.

### ***Date of Birth Element***

Record Field Number	CI070
Definition	The date the staff member was born.

#### ***Valid Options***

YYYYMMDD                      Year, Month, Day

### ***Early Childhood Education Qualification Element***

Record Field Number	CI225
Definition	Identifies how a teacher instructing in a public preschool general education class or early childhood education program meets the requirements specified under OAC §3301-37-04 or §3301.311.

#### ***Valid Options***

- \* Not applicable
- 1 Associate's in Early Childhood Education, Child Development, or Approved Related Field
- 2 Bachelor's in Early Childhood Education, Child Development, or Approved Related Field
- 3 Enrolled in an Associate's Degree program in Early Childhood Education, Child Development, or Approved Related Field
- 4 Enrolled in a Bachelor's Degree program in Early Childhood Education, Child Development or Approved Related Field
- 5 Enrolled in a Master's or higher Degree program in Early Childhood Education, Child Development or Approved Related Field
- 6 Master's or higher in Early Childhood Education, Child Development, or Approved Related Field

***Reporting Instructions.*** This element is required to be reported for preschool or early childhood education teachers who have a degree but not a license.

 **Education Level Element**

Record Field Number	CI100
Definition	The highest level of education achieved.

**Valid Options**

0	Non-degree
1	Associate
2	Bachelors
3	Masters
4	Education Specialist
5	Doctorate
6	Other
7	Less than High School Diploma
8	High School Diploma
9	GED Diploma

 **Employee ID Element**

Record Field Number	CI050
Definition	Unique code assigned to the staff member by the district.

**Valid Options**

Valid nine-character code

**Reporting Instructions.** When reporting the Employee ID Element, districts can use the staff member’s credential ID, a district-assigned Z-ID, or a locally-assigned number as long as the same value is used for the Employee ID Element across all records reported by a district.

A value of “999999999” is not allowed in this element on this record. For more information about Z-IDs, see the State Staff ID reporting instructions.

 **First Name Element**

Record Field Number	CI290
Definition	Legal first name of the individual being reported.

**Valid Options**

Valid 45 characters

 **Gender Element**

Record Field Number	CI090
Definition	The gender of the individual being reported.

**Valid Options**

M	Male
F	Female

☀ **Last Name Element**

Record Field Number	CI310
Definition	Legal last name or surname of the individual being reported.

**Valid Options**

Valid 45 characters

 ☀ **Middle Name Element**

Record Field Number	CI300
Definition	Legal middle name of the individual being reported.

**Valid Options**

Valid 30 characters

**Reporting Instructions.** The district can report either the individual's middle initial or middle name.

 ☀ **Principal Experience Years Element**

Record Field Number	CI330
Definition	Total number of years serving as a principal or assistant principal or with the duties and responsibilities typical of those two positions (prior to the current school year).

**Valid Options**

 0      Default Value  
 0–99

**Reporting Instructions.** This includes years of licensed service as a school leader with the duties and responsibilities typical of principals and assistant principals. Include years served in Ohio and in other states in all of the following types of organizations.

- Public schools
- Vocational schools
- State-supported schools
- STEM schools
- Community schools
- Department-licensed preschools
- Chartered nonpublic schools (i.e., independent private schools and parochial schools)

 ☀ **State Staff ID Element**

Record Field Number	CI270
Definition	A unique statewide ID used to match a staff member's data to EMIS data from previous collections and to the state certification and licensure database.

**Valid Options**

A 2 letter, 7 number string: XX9999999

**Reporting Instructions.** For staff who have ever been issued a license, certificate, or permit by the Department or the Ohio State Board of Education (SBOE), the number reported here should be the Educator State ID. For staff who have never been issued a credential by the Department or the SBOE, a Z-ID or Educator State ID can ~~should~~ be reported.

Z-IDs are determined by the EMIS reporting entity and are district dependent. Z-IDs must meet the following criteria.

- The first character of the ID must be “Z”.
- The second, third, and fourth characters must match the State Staff ID Prefix for the reporting entity. These prefixes are assigned by the Department and are published on the Department’s website (search for “Staff ID Prefix Listing”). The second position will be a letter; the third and fourth positions will be numbers.
- The final five characters are a number from 00001 to 99999 that the district will assign to a specific staff member. This number will remain unchanged for this staff member in this district, and cannot be re-used for another staff member if the original assignee leaves the EMIS reporting entity.

The Z-ID of a particular individual will change if they change employment from one district to another. A staff member with a Department- or SBOE-issued credential will provide their Educator Staff ID to the district or the district can look up the ID using the CORE Educator Profile application via the Department’s SBOE’s website. A staff member without a Department- or SBOE-issued credential may still have an SBOE-assigned Educator State ID. The IDs for these staff can also be found using the CORE Educator Profile application. For staff reported with ~~will have~~ a Z-ID assigned by the district, ~~and~~ this ID will not have relevance for any context outside of reporting EMIS data to the Department.

When a staff member is initially reported with a Z-ID and later receives an Department SBOE-issued license, certificate, or permit ~~credential~~, the district should then begin reporting the staff member’s Educator Staff ID. See EMIS Manual Section 3.8 Staff Missing Override (CP) Record to determine whether a CP Record is needed to remove the staff member from the district’s Staff Missing list.

### ☀ **Racial/Ethnic Group Element**

Record Field Number	CI080
Definition	The racial/ethnic group of the individual being reported.

#### **Valid Options**

- W White, Non-Hispanic**  
People who have origins in any of the original peoples of Europe, North Africa, or the Middle East.
- B Black or African American (Non-Hispanic)**  
Persons having origins in any of the black racial groups in Africa.
- H Hispanic/Latino**  
Persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin regardless of race.

- A Asian**  
Persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent. This area includes, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- I American Indian or Alaska Native**  
Persons having origins in any of the original peoples of North and South America (including Central America) and who maintain tribal affiliation or community attachment.
- P Native Hawaiian or Other Pacific Islander**  
Persons having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- M Multiracial**  
Persons having origins in two or more of the above options.
- N Not Specified**

 **Semester Hours Element**

Record Field Number	CI110
Definition	The total number of semester hours of recognized college training.

**Valid Options**

000 – 500

**Reporting Instructions.** ESCs are required to report this element for gifted coordinators and gifted teachers who are employed by the ESC. In all other cases, reporting semester hours is optional.

The term “recognized college” is defined as any institution from which credit is accepted for certification by the Ohio Department of Education and Workforce. Fractions should be rounded to the nearest whole number.

Report the total number of semester hours achieved by the staff member. The total includes the number of semester hours earned with a college degree plus any semester hours taken with no degree yet earned.

**Example 1. Reporting Semester Hours**

If a teacher earned 121 semester hours with a BA degree, and has taken an additional 22 semester hours, then report 143 in the Semester Hours Element (121+22=143).
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To convert quarter hours to semester hours, multiply the number of quarter hours by 2/3 and round to the nearest whole number.

 **Total Experience Years Element**

Record Field Number	CI210
Definition	Total years of authorized and non-authorized educational service (prior to the current year).

**Valid Options**

0 – 99

**Reporting Instructions.** This element is reported only for licensed employees. Include both authorized and non-authorized years of licensed educational service. Total experience years should include a staff member's experience in all of the following.

- Elementary schools
- Secondary schools
- Colleges and universities
- Any other public or non-public educational institution
- Peace Corps
- Active military service years (up to the maximum allowable 5 years)

**Defining a Unique Record**

Each EMIS record has specific fields that must be unique on each row of data reported to the Department. For the Staff Demographic (CI) Record, the following field must be unique.

Required Fields	Number
Employee ID	CI050

### 3.3 STAFF DEMOGRAPHIC (CI) RECORD FILE LAYOUT

Number	Position	Name	PIC/Size
	1-8	Filler	PIC 9(8)
CI010	9-10	Sort Type	PIC X(2)
		Always "CI"	
	11	Filler	PIC X
CI020	12-15	Fiscal Year, e.g., 2020 (CCYY)	PIC X(4)
CI030	16	Data Set	PIC X
		L – Staff/Course	
CI040	17-22	District IRN	PIC X(6)
CI050	23-31	Employee ID	PIC X(9)
	32-73	Filler	PIC X(42)
	74-82	Filler	PIC X(9)
CI070	83-90	Date of Birth CCYYMMDD	PIC 9(8)
CI080	91	Racial/Ethnic Group	PIC X
CI090	92	Gender	PIC X
CI100	93	Education Level	PIC X
CI110	94-96	Semester Hours	PIC 9(3)
CI225	97	Early Childhood Education Qualification	PIC X
	98	Filler	PIC X
CI140	99-102	Attendance Days	PIC 999V9
CI150	103-106	Absence Days	PIC 999V9
CI155	107-110	Absence Days – Long Term Illness	PIC 999V9
	111-114	Filler	PIC X(4)
CI200	115-116	Authorized Teaching Experience Years	PIC 9(2)
CI210	117-118	Total Experience Years in Education	PIC 9(2)
CI270	119-127	State Staff ID (Format PIC as 'XX999999')	PIC X(9)
	128-133	Filler	PIC X(6)
CI290	134-178	First Name	PIC X(45)
CI300	179-208	Middle Name	PIC X(30)
CI310	209-253	Last Name	PIC X(45)
	254-259	Filler	PIC X(6)
CI330	260-261	Principal Experience Years	PIC 9(2)