

EMIS MANUAL

Section 4.1: Course Records Overview

Version 6.0

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 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
6.0	07-01-25	FY26	NA	Posted for FY26.
5.0	08-19-24	FY25	25-47	Updated OSD/OSSB to Ohio Deaf and Blind Edu Services.
5.0	08-19-24	FY25	25-97	Updated Department name and logo (ODE to DEW).
4.8	05/23/24	FY24	24-101	Added reporting guidance for students at OTCs.
4.7	07/01/23	FY24	NA	Posted for FY24.
4.6	7/1/22	FY23	NA	Posted for FY23.
4.5	7/1/21	FY22	NA	Posted for FY22.
4.4	7/1/20	FY21	NA	Posted for FY21.
4.3	3/31/20	FY20	NA	Posted for FY20.
4.2	7/2/18	FY19	NA	Posted for FY19.
4.1	6/8/18	FY18	NA	Posted for FY18.
4.0	7/26/17	FY17	NA	No FY17 changes.
3.0	8/19/16	FY16		Added Coming Changes section.
2.0	9/28/15	FY15L		Updated language to reflect shift from reporting periods to FY15 reporting.

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.

TABLE OF CONTENTS

REVISION HISTORY	II
COMING CHANGES	II
TABLE OF CONTENTS.....	III
4.1 COURSE RECORDS OVERVIEW	3
<i>General Guidelines</i>	3
OVERVIEW OF DATA.....	3
REPORTING RESPONSIBILITY	3
<i>City/Local/Exempted Village School Districts, JVSDs, DYS, Ohio Deaf and Blind Education Services, and STEM Districts</i>	3
<i>Educational Service Centers</i>	4
SPECIAL REPORTING SITUATIONS.....	4
COURSE-LEVEL RECORDS	6

4.1 COURSE RECORDS OVERVIEW

General Guidelines

The Course Records sections in the EMIS Manual provide instructions in relation to reporting course-level data records and elements. Some examples of how course-level data is used include CTE funding and performance reports, early childhood funding, and other information needed for federal and state reports.

OVERVIEW OF DATA

The following are general categories of course data covered in the Course Records sections of the EMIS Manual.

- Student course data (subject area for credit, subject code, curriculum code, etc.)
- Staff course data (local classroom code, staff provider IRN, staff role code, etc.)
- CTE course data (anchor/lab/co-op local classroom code, etc.)

REPORTING RESPONSIBILITY

During the Initial and Final Staff and Course (L) Collections, report the Course Master (CN), Staff Course (CU), and Student Course (GN) Records for all courses in accordance with the instructions in Section 4 of the EMIS Manual, including:

- Year-long courses (i.e., courses offered for the entire school year) and
- Any other courses offered during the school year, such as courses offered during the second semester only or courses that span five or six-week periods.

Courses taken during the summer (after the last day of the school year and prior to the start of the following school year) are not reported to the Ohio Department of Education and Workforce.

City/Local/Exempted Village School Districts, JVSDs, DYS, Ohio Deaf and Blind Education Services, and STEM Districts

Course Master (CN) Record. A separate Course Master (CN) Record is required to be reported for each class a teacher is teaching. Every Course Master (CN) Record must have at least one Staff Course (CU) Record reported with a matching Local Classroom Code. See Section 4.2 for more details.

Staff Course (CU) Record. At least one Staff Course (CU) Record is required to be reported for each teacher who is responsible for a course between the course start and end dates. See Section 4.3 for more details.

Student Course (GN) Record. It is mandatory to report all courses separately for students in grades K-12. Therefore, a separate Student Course (GN) Record will have to be reported for every course in which the student is participating, even if two or more courses are being taught by the same teacher. See Section 4.4 Student Course (GN) Record for more details.

Career-Technical Education Correlated Class Record. This record is only reported for Career Technical courses. See Section 4.5 Career-Technical Education Correlated Class (CV) Record for more details.

Mapped Local Classroom Code Record. This record is only reported for Career Technical courses. See Section 4.6 Mapped Local Classroom Code (CM) Record for more details.

Educational Service Centers

With the exception of preschool courses, the Educational Service Center reports neither the Student Course (GN) Record nor the Course Master (CN) Record for students attending the ESC. It is the sending district's responsibility to report Student Course (GN) Records for students who are educated by employees of the ESC and Course Master (CN) Records for teachers who are employees of the ESC.

SPECIAL REPORTING SITUATIONS

Preschool courses are to be reported as self-contained courses. Do not report separate Course Master (CN) and Student Course (GN) Records for each course/subject in which the preschool student is participating, such as reading, math, etc. There is one preschool subject code: 180108.

Reporting Special Education Preschool Courses. A center-based preschool special education class is to be reported with D8 or DP in the Student Population Element. All students scheduled into the class are to be scheduled with the local classroom code that matches the value reported on the Staff Course (CU) Record for the special education teacher. The following students may also be scheduled into a special education preschool course.

- Regular or "Typically Developing Peers" in the same class as preschoolers with disabilities, being taught by a preschool special education teacher, should be scheduled with the same Local Classroom Code of the preschool special education teacher found on that teacher's Staff Course (CU) Record.

Exceptions for Itinerant Teachers. If a teacher provides preschool itinerant services and also teaches a center-based special education preschool class (also known as a 'combination teacher'), then it is necessary to report a Student Course (GN) and Course Master (CN) Record for the center-based class which he/she is teaching. However, only those students who are receiving center-based services are to be scheduled into the class. A student who is receiving only itinerant services (and not receiving preschool special education center-based services) is not to be scheduled into the center-based class.

Reporting Regular Preschool Courses. Each non-disabled student reported with a "PS" in the Grade Level Element is required to have at least one Student Course (GN) Record reported with an appropriate local classroom code. All regular preschool courses are to be reported with a Student Population of "PR".

A teacher who is teaching a regular preschool class (non-special ed class) is reported with position code 230 and assignment area 999270 Preschool General Education. He/she is to have one Staff Course (CU) Record attached to each preschool Course Master (CN) class he/she is teaching. The Subject Code Element is reported with subject code 180108, and the Student Population Element is reported as "PR." See Section 4.7 for the description of the 180108 preschool subject code.

Students Without Disabilities, K-12. Course Master (CN), Staff Course (CU), and Student Course (GN) Records must be submitted for each course/subject in which students are taught. Regular education courses for students in grades K-12 are reported with the Student Population Element option as “RG.” These are courses that are primarily designed to provide regular instruction to a group of students. Postsecondary courses are reported as “PS” or “PI” in the Curriculum Element.

Students with Disabilities, K-12. Courses primarily designed for students with disability conditions require separate Course Master (CN), Staff Course (CU), and Student Course (GN) Records to be reported for each course. The appropriate option is to be reported in the Subject Code Element (see Section 4.7 for a complete list of options). Report the “SE” or “SP” option in the Student Population Element only for courses that were primarily designed for students with disabilities or if the majority of the students are students with disabilities.

Course Master (CN) and Student Course (GN) Records are not required to be reported when a student with a disability condition is either pulled out of the regular classroom to receive special education services or is receiving supplemental instruction within the regular classroom (i.e., tutoring, speech and language therapy, etc.). This includes services provided by staff reported with the “212 – Supplemental Service Teaching Assignment (special education)” option in the Position Code Element. Only position code 230 with assignment area 999414 can be used to report a “teacher of record” for students with a disability condition.

Gifted Students. Gifted courses taught to gifted students in grades K-12 are required to be reported separately. Course Master (CN), Staff Course (CU), and Student Course (GN) Records are required for each subject in which students receive instruction. The appropriate gifted Student Population (Gx) is to be reported on the Course Master (CN) Record for which a gifted instructor is considered to be the teacher of record. This includes submitting a Student Course (GN) Record for students who are gifted and receiving instruction in the arts.

Educational Option Delivery. If the course will be offered for credit toward graduation and delivered through an educational option, report a Course Master (CN) Record with the appropriate options in the Subject Code, Curriculum, Delivery Method, and Student Population Elements. The Educational Option Element would always be reported as “YS”. A credentialed staff member at the district identified as the “teacher of record” is to be identified for these courses. This individual is responsible for reviewing the instructional plan, providing or supervising instruction, and evaluating student performance. The district must report a Staff Course (CU) and associated Course Master (CN) Record with a credentialed staff member at the district identified as the “teacher of record.” A Student Course (GN) Record is submitted for each student enrolled in courses that are offered for graduation credit and are also delivered through an Educational Option.

Home Instruction: Students Without Disabilities. A student without disabilities receiving home instruction from a tutor is reported as though he/she is scheduled into his/her courses at school. He/she should be reported in his/her regular classes, or the normal course he/she would be taking if he/she was physically in school, and a *Delivery Method Element* option of “HI” would not be reported. A separate Course Master (CN) Record is not reported.

Home Instruction: Students With Disabilities. A student with a disability receiving home instruction is to be reported with the Delivery Method Element option as “HI”, the Student Population Element option as “SE” or “SP,” and the appropriate subject code in the Subject Code Element of the Course Master connected to the Staff Course for the special education teacher. In general, this refers to students who are individually served at their place of residence by a special education teacher. A “teacher of record” is to be reported with a position code of 230 with assignment area 999414.

Courses Contracted From Ohio Technical Centers. Ohio Revised Code Section 3313.901 allows students to take courses at an Ohio Technical Center (OTC) through a contract. When a student enrolls in one of these OTC courses, the course is reported in the same manner as any other contracted course with one exception: the course is reported with the “TC” option in the Delivery Method Element on the Course Master (CN) Record. The student’s percent of time and enrollment in the course are both reported by the district who has the contract with the OTC.

Since the OTC is not an EMIS reporting entity, “*****” is reported in the Staff Provider IRN Element on the Staff Course (CU) Record. In addition, since OTCs do not report staff information to EMIS, the district who contracts with the OTC must report the OTC staff member who is teaching the course, typically with option “A” in the Position Status Element on the Staff Employment (CK) Record. Per ORC §3313.901, the OTC instructor can teach students in grades 7-12 using an adult education permit or may have appropriate K-12 licensure for the course being taught. Holding either type of credential means that the instructor has been assigned the ID needed for the State Staff ID Element on the Staff Demographic (CI) Record.

COURSE-LEVEL RECORDS

Several records are submitted to the Department from ITCs that contain course data. Below is a list of each record and its record indicator as they are submitted from the ITCs to the Department. Data elements on each record are defined in the following sections of the Course Records.

Record Indicator	Record Name
CN	Course Master (CN) Record
CU	Staff Course (CU) Record
GN	Student Course (GN) Record
CV	Career-Technical Education Correlated Class (CV) Record
CM	Mapped Local Classroom Code (CM) Record
FR	Student Course Grade (FR) Record