

# **EMIS MANUAL**

## **Section 4.3: Staff Course (CU) Record**

**Version 9.0**

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>9.0</u>	<u>07-01-25</u>	<u>FY26</u>	<u>NA</u>	<u>Posted for FY26.</u>
8.0	08-19-24	FY25	25-47	Updated OSD/OSSB to Ohio Deaf and Blind Edu Services.
8.0	08-19-24	FY25	25-97	Updated Department name and logo (ODE to DEW).
7.3	7/6/23	FY24	24-39	Updated the required collections table.
7.2	7/1/22	FY23	NA	Posted for FY23.
7.1	7/1/21	FY22	NA	Posted for FY22.
7.0	7/1/20	FY21	NA	Posted for FY21.
6.0	11/7/19	FY20	20-132	Clarified reporting for TLC IRN.
5.3	5/17/19	FY19	70806	HQT IRN renamed; HQT status removed; other references to HQT removed.
5.2	7/3/18	FY19	NA	Posted for FY19.
5.1	6/8/18	FY18	NA	Posted for FY18.
5.0	7/26/17	FY17	NA	No FY17 changes.
4.0	8/22/16	FY16L	36252	Updated HQT Code option 1 to include new licensing exams.
4.0	8/22/16	FY16		Added Upcoming Changes section.
3.0	9/16/15	FY15		Updated language to reflect shift from reporting periods to FY15 reporting.
2.0	9/16/15	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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## 4.3 STAFF COURSE (CU) RECORD

### *Required Collections*

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

Record Field Number	Data Element	Initial L	Final L
CU050	Employee ID	✓	✓
CU060	Local Classroom Code	✓	✓
CU080	Staff Course End Date	✓	✓
CU070	Staff Course Start Date	✓	✓
CU120	Staff Provider IRN	✓	✓
CU090	Staff Role Code	✓	✓
CU110	Teacher Licensure Course IRN	✓	

### *General Guidelines*

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 date. A staff member can have two or more Staff Course (CU) Records for the same course if the staff member is the teacher responsible for the course during two or more non-consecutive date ranges.

Every Course Master (CN) Record must have at least one Staff Course (CU) Record reported with a matching Local Classroom Code.

“Responsible for a course” specifically excludes a substitute teacher unless the substitute is in charge of the course for an extended period of time, including activities typically completed by a lead teacher for a course (e.g., designing daily lesson plans, evaluating students, etc.), or unless the substitute is the only staff member for the course.

**Contracted Staff.** When a resident/educating district is contracting with an ESC or another EMIS-reporting entity for a staff member to teach a course, the resident/educating district is responsible for reporting a Staff Course (CU) Record for each contracted staff member teaching a course. When submitting a Staff Course (CU) Record for a contracted staff member, the resident/educating district is required to report the IRN of the contracting entity in the Staff Provider IRN Element. In addition, the ID of the staff member teaching the course is to be reported in the Employee ID Element.

**Exception to ESC Reporting Staff Course (CU) Record.** In most cases, the ESC or other EMIS-reporting entity does not report a Staff Course (CU) Record for the staff member teaching a course for the resident/educating district. Although ESCs are, for the most part, no longer reporting course information, there is an exception. If an ESC is providing preschool special education instruction or is allocated state funds for an Early Childhood Education program (formerly state funded Public Preschool), then the ESC (or other EMIS-reporting entity) is required to report a Staff Course (CU) Record for the preschool special education teacher and/or regular preschool teacher. The ESC is also required to report a Student Course

(GN) Record for the students enrolled in preschool special education. This is to ensure that preschool special education funding flows accurately.

### ***Staff Course Data Elements***

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

#### ***☼ Employee ID Element***

Record Field Number	CU050
Definition	Unique code assigned to the staff member.

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

A valid nine-character code

***Reporting Instructions.*** The individual reported as the teacher of record for a course must be reported with at least one Staff Employment (CK) Record with position code 230 (Teacher), 108 (Principal Assignment), or 109 (Superintendent Assignment) with the appropriate teaching assignment area. For courses that are provided via Delivery Method Element options “CC”, “OL”, and “ET” that are also Educational Options (“YS”) or a Delivery Method of “IM” (regardless of the Educational Option value), a position code of 202 (Counselor Assignment) may be reported as the teacher of record.

***Contracted Teachers.*** If the resident/educating district is contracting with an ESC or another EMIS-reporting entity for a teacher to teach a course, then the educating/resident district is required to report the State Staff ID of the teacher (employed by an ESC/EMIS-reporting entity) teaching the course.

***Credit Flexibility: Test Out Courses.*** Courses that are provided with Delivery Method Element option “TO” may have all 9s reported. If districts report anything other than all 9s, then a complete Staff Demographic (CI) Record and Staff Employment (CK) Record must be reported for the instructor. If all 9s are reported, then the CI and CK Records are not required.

***Postsecondary Teachers.*** Resident districts may report all 9s in this element when reporting data about classes provided by the College Credit Plus program or taught by postsecondary instructors (Curriculum values of “PS” or “PI”). If districts report anything other than all 9s, then a complete Staff Demographic (CI) Record and Staff Employment (CK) Record must be reported for the instructor. If all 9s are reported, then the CI and CK Records are not required.

***Expert Contracted from Outside Company/Organization for Credit Flex.*** Districts may report all 9s in this element when reporting data about classes provided by an expert contracted from a company or organization for a credit flex opportunity (Curriculum value of “OC”). If districts report anything other than all 9s, then a complete Staff Demographic (CI) Record and Staff Employment (CK) Record must be reported for the instructor. If all 9s are reported, then the CI and CK Records are not required.

With the exception of reporting the situations above, this element should never be reported as all 9s.

**All Other Teachers.** When reporting the Employee ID Element, report the local number assigned to the employee by the district. The same locally assigned number must be used for the Employee ID for the Staff Demographic (CI) Record.

An ESC that is providing preschool special education instruction or is awarded an Early Childhood Education Grant (formerly Public Preschool Grant) is responsible for reporting a record with the ID of the preschool teacher reported in the Employee ID Element.

The value in the Employee ID Element must be consistently reported as it is used to connect related staff (Section 3.4 Staff Employment (CK), Section 3.3 Staff Demographic (CI), Section 3.5 Contractor Staff Employment (CJ)) and student (Section 2.9 Student Program (GQ)) records. The only restriction on the value is the use of all 9s as discussed above; therefore, districts can use the staff member’s credential ID, a Z-ID, or a local value determined by the district as long as the same value is used for each staff member across these record types.

 **Teacher Licensure Course IRN Element**

Record Field Number	CU110
Definition	IRN used to group courses for the calculation of the percentage of core courses taught by properly certified or licensed staff.

**Valid Options**

Six-digit IRN  
999999  
\*\*\*\*\*

**Reporting Instructions.** This element will be used for the determination of where a course will count in calculations.

All \*\*\*\*\*s should only be reported if the subject being taught is not a core subject area (see Section 4.7 Subject Codes), or the Curriculum, Delivery Method, or Student Population Element option being reported for the subject is in the list below.

- Curriculum Element is OC, PS, or PI, or
- Delivery Method is CC, ET, or OL and Educational Option is YS, or
- Delivery Method is ID, IM, TO, or CI, or
- Student Population is D8, DP, or PR

**Rental or “Borrowed” Space.** In the case where an EMIS-reporting entity rents or “borrows” space from another organization (such as another district, ESC, or private entity) to house a course taught by its own staff, the EMIS-reporting entity would report the IRN for one of its own buildings (or its district IRN) as the Teacher Licensure Course (TLC) IRN.

For example, if a high school holds a course in a neighboring office complex, then they would use the high school building’s IRN as the TLC IRN. Likewise, if district A rents or borrows space in a building in district B for a course for A’s students, then district A would report the course as taking place in one of

their own buildings (this could include reporting the district’s IRN as the TLC IRN for an ESC, community school, JVSD, STEM district, Ohio Deaf and Blind Education Services, or DYS).

Note that the district IRN should never be used by a local, exempted village, or city school district. These entities should always report one of their own buildings as the TLC IRN for courses where they are responsible for the proper certification status of the teacher (see exception for contracted staff below).

**Contracted Staff.** The value of the TLC IRN for courses taught by the contracted staff member is dependent on the location of the course and the districts of students in that course.

If the contracted staff member is teaching the course in a building of the district reporting the course master, and if all the students in the course are from the reporting district, then the building IRN where the course takes place is used in the TLC IRN field. In this case, the TLC IRN Teacher Element and the Location IRN Element would be the same.

In all other cases, the district IRN of the entity providing the contracted staff member is used in the TLC IRN field. These cases may result in the TLC IRN Element and Location IRN Element being different. This would include courses taught at the entity providing the contracted staff member and instruction provided by a contracted staff member to a classroom of students from more than one district. If, in the case of contracted staff, the entity providing the staff does not have an IRN, you may use 999999 in the TLC IRN field.

 **Local Classroom Code Element**

Record Field Number	CU060
Definition	The code used by the local school district that uniquely identifies a specific classroom (i.e., period and section) within a district.

**Valid Options**

Alphanumeric code

**Reporting Instructions.** The local classroom code is completely defined by the resident/educating district. Report the same local classroom code as reported on the Course Master Record for this course.

 **Staff Course End Date Element**

Record Field Number	CU080
Definition	Last scheduled day a staff member is associated with a course where dates are required.

**Valid Options**

00000000

Reporting dates not required (default)

CCYYMMDD

Year, Month, Day (value must be within current fiscal year: July 1 - June 30)

**Reporting Instructions.** Only required for staff where the staff member’s association with the course does not span the entire period of the course reported on the Course Master record.

If available in a district’s data system, dates may be reported for all staff, but any reported dates must be valid dates (i.e., reporting 20150132 would cause a Staff Course (CU) Record to fatal) and must

be within the current fiscal year (20140701 to 20150630 for FY15) and within the range of dates reported on the Course Master (CN) Record for the course.

The ending date of the school calendar period may be used for associated staff that span all the weeks of the calendar period even if the last actual day of the specific course is before the final day of the calendar period. For example, a course that meets on Tuesdays during a semester that ends on a Friday may use the Friday date in the Staff Course End Date Element even though the last class session was three days prior. If, however, the staff member stopped working with the Tuesday-only course a week earlier (10 days before the end of the semester), the actual end date would be used, since the assignment did not span all weeks of the semester.

 **Staff Course Start Date Element**

Record Field Number	CU070
Definition	First scheduled day a staff member is associated with a course where dates are required.

**Valid Options**

00000000	Reporting dates not required (default)
CCYYMMDD	Year, Month, Day (value must be within current fiscal year: July 1 - June 30)

**Reporting Instructions.** Only required for staff where the staff member's association with the course does not span the entire period of the course reported on the Course Master record.

If available in a district's data system, dates may be reported for all staff, but any reported dates must be valid dates (i.e., reporting 20150132 would cause a Staff Course (CU) Record to fatal) and must be within the current fiscal year (20140701 to 20150630 for FY15) and within the range of dates reported on the Course Master (CN) Record for the course.

The starting date of the school calendar period may be used for courses that span all the weeks of the calendar period even if the first day of the specific course is after the first day of the calendar period. For example, a course that meets on Tuesdays during a semester that starts on a Monday may use the Monday date in the Staff Course Start Date Element even though the first class session was the next day. If, however, the staff member started working with the Tuesday-only course a week later (8 days after the start of the semester), the actual start date would be used, since the assignment did not span all weeks of the semester.

 **Staff Provider IRN Element**

Record Field Number	CU120
Definition	The district IRN of the entity in contract with the reporting school district.

**Valid Options**

Six-digit IRN	
*****	Not Applicable

**Reporting Instructions.** When the resident/educating district is contracting with an EMIS-reporting entity, e.g., ESC, for a staff member to teach this course, the IRN of the EMIS-reporting entity must be reported in this element. If the resident/educating district is not contracting with another EMIS-reporting entity, then this element should be filled with “\*\*\*\*\*”.

### ☀ **Staff Role Code**

Record Field Number	CU090
Definition	The role of a staff member within the context of this course and date range.

#### **Valid Options**

CT Co-Teacher  
LT Lead Teacher

**Reporting Instructions.** Report the code that describes the role of the staff member with this specific course during the date range reported on this record (or for the entire date range of the course if the staff member is associated with this course for its entire length).

A traditional classroom arrangement has a single staff member who is responsible for instruction and evaluation of students. This individual would be thought of as the Lead Teacher for the course. In this situation, we are not collecting information on other staff involved with the course, including intervention specialists, tutors, aides, etc. The vast majority of courses reported to EMIS will have a single Staff Course record reported with a Staff Role Code of “LT”.

A value of “CT” (Co-Teacher) should be reported when there are 2 or more staff who have equal responsibility for teaching a group of students content for a specific subject code in the same class section/room. Prior to FY12, this would have been reported in EMIS under the instructions for team teaching (dividing the students into more than one class section and assigning the students randomly to only one teacher). The collection of “CT” is not intended to increase the number of staff reported to EMIS compared to prior year reporting.

If a Staff Course Record is reported for a specific timeframe with the “LT” option, then only one Staff Course Record may be reported for that timeframe. If “CT” is reported, then there must be at least two Staff Course Records reported for that timeframe.

### **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 Course (CU) Record, each combination of values in the following fields must be unique.

Required Fields	Number
Employee ID	CU050
Local Classroom Code	CU060
Staff Course Start Date	CU070

## 4.3 STAFF COURSE (CU) RECORD FILE LAYOUT

Number	Position	Name	PIC/Size
	1-8	Filler	PIC 9(8)
CU010	9-10	Sort Type	PIC X(2)
		Always "CU"	
	11	Filler	PIC X
CU020	12-15	Fiscal Year, e.g., 2020 (CCYY)	PIC X(4)
CU030	16	Data Set	PIC X
		L – Staff/Course	
CU040	17-22	District IRN	PIC X(6)
CU050	23-31	Employee ID	PIC X(9)
CU060	32-51	Local Classroom Code	PIC X(20)
CU070	52-59	Staff Course Start Date CCYMMDD	PIC 9(8)
CU080	60-67	Staff Course End Date CCYMMDD	PIC 9(8)
CU090	68-69	Staff Role Code	PIC X(2)
	70	Filler	PIC X
CU110	71-76	Teacher Licensure Course IRN	PIC X(6)
CU120	77-82	Staff Provider IRN	PIC X(6)