

EMIS MANUAL

Section 5.1: District/Building Records Overview

Version 5.1

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>5.1</u>	<u>07-01-25</u>	<u>FY26</u>	<u>NA</u>	<u>Posted for FY26.</u>
5.0	07-01-24	FY25	25-97	Updated Department name and logo (ODE to DEW).
4.7	7/6/23	FY24	24-29	Removed references to District Testing Record.
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	4/1/20	FY20	NA	Posted for FY20.
4.2	7/2/18	FY19	NA	Posted for FY19.
4.1	12/28/17	FY18		No FY18 changes.
4.0	9/12/17	FY17	NA	No FY17 changes.
3.0	2/28/16	FY16		Added Coming Changes section.
2.0	12/11/15	FY15		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.

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5.1 DISTRICT/BUILDING RECORDS OVERVIEW

General Guidelines

The District/Building Records sections of the EMIS Manual provide instructions for reporting district and building level records and elements to the Ohio Department of Education and Workforce.

OVERVIEW OF DATA

The following are general categories of data covered in the District/Building Records sections of the EMIS Manual.

- Grade Schedule (includes first day of school, hours per day, etc.)
- Organization – General Information (includes data regarding funding, professional development days, parent-teacher conferences, etc.)

Reporting the Building IRN

In most cases, the Building IRN Element is to be reported with the IRN of the individual building submitting a record. However, in some cases (i.e., community schools) the Building IRN Element and District IRN Element will be reported with the same IRN.

If student data records are assigned to the district, rather than a building, the district reports Grade Schedule (DL) Records for each grade level of those students; the Building IRN Element (DL050) is the IRN of the district. If any Organization – General Information applies at the district- rather than building-level, the district reports such records with the district IRN as the Organization IRN Element (DN050).

DISTRICT AND BUILDING LEVEL RECORDS

Below is a list of each record, its name, and its record number. Data elements for each of these records are found in the following sections of the District/Building Records.

Record Number	Record Name
DL	Grade Schedule
DN	Organization – General Information