

EMIS Change 26-16

This change updates the general guidelines for reporting or requesting staff overrides.

SECTION 3.8: STAFF MISSING OVERRIDE (CP) RECORD

General Guidelines

Not all overrides needed for staff will be possible via reporting this record. For example, a staff member who was reported in the prior year with a local Z-ID and is being reported in the current year with a state credential ID will still need an override to remove the Z-ID from the Missing Staff report, but that override must be requested via your ITC and the EMIS Helpdesk. If [the Z-ID has not been reported by the district in any prior year and](#) ~~the Z-ID~~ was reported in the *current* year before the credential ID was reported, then an override is *not* needed. As with overrides reported via the CP Record, overrides requested via an ITC do not correct misreported data; these overrides merely remove the staff member from the Missing Staff report.