EMIS Building Blocks

The basic building blocks of EMIS data and reporting are represented by the terms included here. More detailed information about elements, records, and collections is available in the EMIS Manual and throughout the EMIS webpages.

<table>
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<th>Building Block</th>
<th>Description</th>
<th>Examples</th>
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| Element        | Each bit of information is reported in its most basic parts. These basic parts are elements. | First Name Element  
Middle Name Element  
Last Name Element |
| Record         | Within each data type, elements are separated and reported by a more specific subject. These subdivisions of data are collected and reported by record. | Staff Demographic Record  
Student Assessment Record  
Student Discipline Record |
| Collection     | Records are reported to the Department in pre-defined groupings. This reporting is done by collection. | Final Staff/Course Collection  
Beginning of Year Student Collection  
Fall Early Learning Assessment Collection |