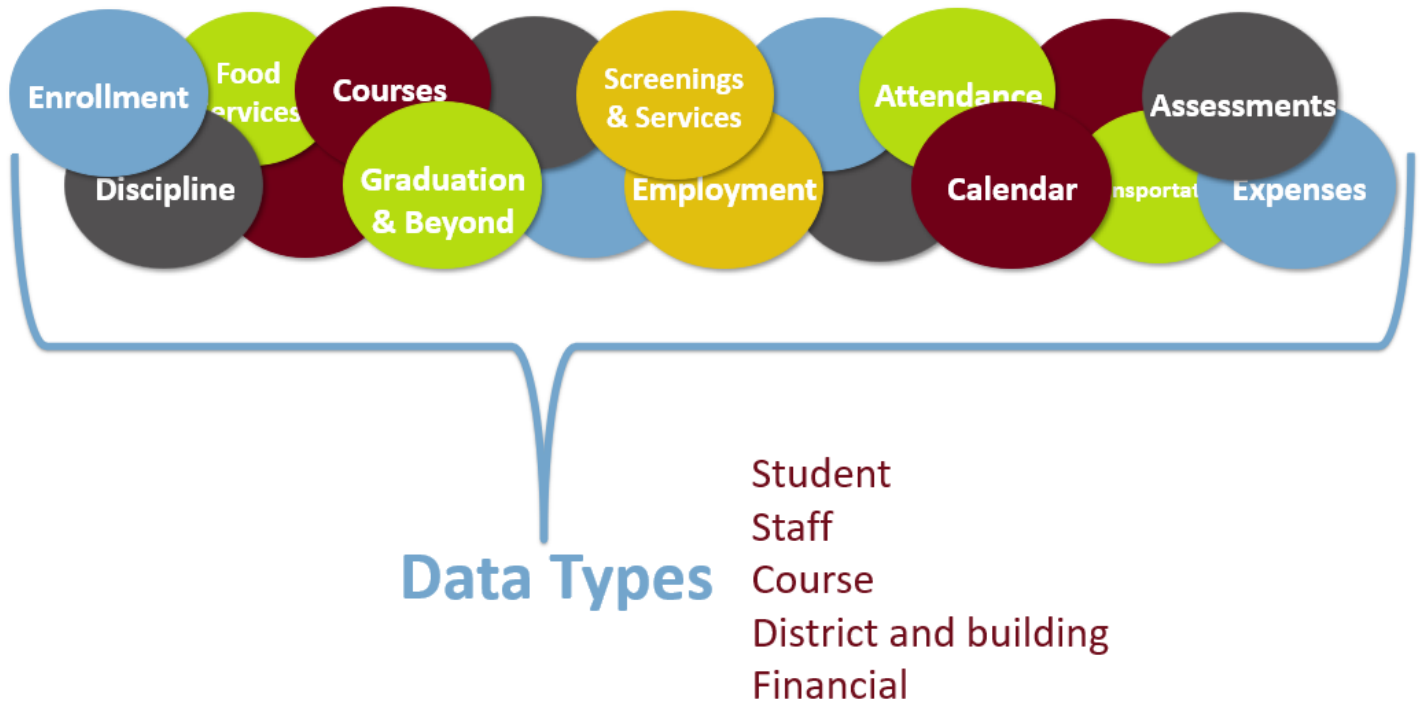


EMIS Building Blocks

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.



Building Block	Description	Examples
Element	Each bit of information is reported in its most basic parts. These basic parts are <i>elements</i> .	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 <i>record</i> .	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 <i>collection</i> .	Final Staff/Course Collection Beginning of Year Student Collection Fall Early Learning Assessment Collection