

Quality EMIS Data:

The Role of *EMIS Coordinators*

Why?

The data districts report to the Department through EMIS...

- Help determine state and federal funding
- Drive the school and district performance results on the Ohio School Report Cards
- Help determine the support and incentives the Department can provide to districts

What?

Districts report several different categories of data to EMIS...

- Assessment
- Calendar
- Financial
- Five-Year Forecast
- Graduate
- Career-Technical Follow-up
- Staff/Course
- Student

When?

EMIS reporting is year-round. There is no EMIS holiday or summer vacation. There are many different collections by which your district reports data to the Department. There is always at least one collection open; often, there are several open at one time.

Take Action!

Be sure you have the proper OEDS roles to access the systems you will need. This includes ODDEX and its included modules. It could also include the SDC, Forms, and other systems. By helping other district staff to understand the importance of EMIS data, you can be assured that your district will submit quality data to the Department. Quality EMIS data ensures that your district receives the funding and services it deserves.

Tips.

1. **Coordinate.** Coordinate the data process and data team approach in your district. Make sure all involved are aware of the relevant EMIS deadlines.
2. **Share and teach.** Share EMIS reports with the appropriate data owners. Work with these staff to make sure they understand the reports so they can review and validate the data and use that data to make data-driven decisions in their areas.
3. **Training.** Take advantage of training opportunities in order to keep up with EMIS changes and be sure you are getting as much value as possible out of the different resources available.
4. **Marathon.** Remember that EMIS data and reporting is a marathon, not a sprint. Good data habits and a regular, consistent approach to data collection and submission will ensure that deadlines are met and data is accurate.

Why

What

When

Action

Tips

EMIS Coordinators...

...have the important job of ensuring data have been entered accurately and collected systematically. You provide staff development and collaborate with various offices and programs that are responsible for different pieces of a district's EMIS data.