

Enrollment to Graduation... *And Beyond*

From the time a student enrolls in a district until the time a student leaves school, multiple people within the district are involved with the creation and building of that student's record.

Enrollment

When students first **enroll** in school, the **building secretary or registrar** inputs the relevant student information and attributes.

Courses

From a student's enrollment and throughout her years in school, she will be enrolled in **courses**. **Curriculum directors** determine the courses that will be offered by the district. **Human resources staff** ensure that teachers are properly licensed to teach those courses. **Counselors** assist students in determining which classes to take.

Screenings & Services

At different times in their academic careers, students may be **screened** for different things, e.g., disability conditions or giftedness. **Gifted directors, intervention specialists, English learner coordinators, and teachers** are all involved in these screenings. If identified and **served**, additional staff members may be involved in the services provided.

Attendance

Student **attendance** is generally entered daily by **attendance secretaries**. For students who have attendance issues, **truancy officers** work to locate students and encourage them to continue their educations.

Assessments

From kindergarten through graduation, students must take multiple **assessments**. **Teachers** and **assessment coordinators** are responsible for knowing which assessments students need to take and for administering those assessments.

Discipline

Occasionally, a few students will have difficulty following the rules. Dealing with these **discipline** issues often falls to the **principals** or **assistant principals**.

Graduation & Beyond

The majority of students will one day **graduate** from high school. **Counselors** assist students with ensuring they have met graduation requirements. After graduation, **administrators** at joint vocational districts gather information from their graduates regarding their continuing education or employment.

All the data mentioned here is reported to the Department via EMIS; it is all EMIS data. The staff members included here are EMIS data owners. For your district to report the highest quality data to EMIS, these staff members must work together—along with the EMIS coordinator and district administration—on a regular basis. Staff members should be aware of relevant data reporting deadlines. They should also be familiar with the EMIS reports that the EMIS coordinator will ask them to review.

Note that EMIS data also includes categories not included here, such as financial data, five-year forecast data, and calendar data. For more detailed information on EMIS data and EMIS data reporting, see the [EMIS Manual](#) and other sections of the [EMIS website](#).