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.

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

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.

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.

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.

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.

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

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.