

## EMIS Release Notes – New Collection Request

**Collection Request Name:** Staff and Course Collection – Initial (FY26)

**Collection Request Description:** This collection is required for all EMIS reporting entities. The initial collection includes staff employed at any time in FY26 and staff who were employed at the end of the FY25 school year but are no longer employed at the beginning of this school year. It also includes courses, student course enrollments, and related data for the entire school year. The source files are the CC, CI, CJ, CK, CL, CM, CN, CP, CU, CV, and GN Record types labeled with the L data set. Data must be uploaded in EMIS Manual format through the Data Collector Data Sources tab. Some staff data may be collected via SIF in those districts using USPS.

**Collection Request Short Name:** FY26-L-Stf Crs Init

**Manifest Code Name:** 2026L1STR

**Collection Request Planned Release Version:** 1

**Planned Availability Date:** 9/4/2025

**Submission Date Range:** 9/4/2025 – 1/28/2026

**Organization Types That Must Report:** All EMIS reporting entities

**Major Change from Prior FY Version:**

- Data collection capabilities expanded to include both flat files and CSV files. The manifest can define CSV files and EMIS flat files as data sources for a Report Type.
- Removed CTE College Credit (CN200) element, which currently has no uses (see Change 26-82).

**Data Sources Supported:**

- CC, CI, CJ, CK, CL, CM, CN, CP, CU, CV, and GN flat files and CSV files
- USPS SIF for CI and CK records only

**Level 1 Reports Included:**

- Staff Missing Report

**Level 2 Reports Included:**

[Report explanations](#) can be found on our website. The Gen Issues report explanation includes content and contact information regarding each report. The following reports will be run at a later date:

- (CTAC-xxx) CTE Concentrator Reports
- (CTEA-xxx) CTE FTE Reports
- (CTEA-xxx) CTE FTE Daily Summary Reports
- (GNIS-xxx) Gen Issues Reports
- (STAT-001) Level 2 Status Report
- (TLCS-001) Teacher Licensure Course Status Report

**Outstanding Issues:** None known at this time

**Release Note Date:** 9/4/2025