EMIS Release Notes – New Collection Request

Collection Request Name: Staff and Course Collection – Initial (FY27)

Collection Request Description: This collection is required for all EMIS reporting entities. The initial collection includes staff employed at any time in FY27 and staff who were employed at the end of the FY26 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, CR, 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 using fixed-length files, CSV files, or both. Some staff data may be collected via SIF in those districts using USPS.

Collection Request Short Name: FY27-L-Stf Crs Init

Manifest Code Name: 2027L1STR

Collection Request Planned Release Version: 1

Planned Availability Date: 8/20/2026

Submission Date Range: 8/20/2026 – 2/3/2027

Organization Types That Must Report: All EMIS reporting entities

Major Change from Prior FY Version:

- This version enables the data comparison functionality for all records. Note: Data comparison will not appear until the data is prepared following a successful submission and subsequent nightly processing by DEW.
- Added the new Staff Vacancy (CR) Record (see Change 27-3).

Data Sources Supported:

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

Level 1 Reports Included:

- Excluded Records
- 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: 8/20/2026