

# PLEASE NOTE

This presentation is being provided for informational purposes only.

The information in this presentation may have changed since it was created.

This presentation is not meant to provide detailed reporting instructions and is not a replacement for the EMIS Manual, Report Explanations, or other documentation provided by the Ohio Department of Education and Workforce.





**THE HEART  
OF IT ALL™**

**Ohio.org**



**Department of  
Education &  
Workforce**

# EMIS GENERAL TRAINING

November 2023

**STACY HURTT**

**KELLI RINEHART**

Data Administration Managers

Office of Data Quality and Governance

## Topics

- Proper Certification, 5
- Licensure Reports, 13
- Staff Separation, 20
- Contracted Staff, 27
- Other, 34
- Resources, 41

# THE USUAL REMINDERS

- Manual sections posted after this training prevail in a conflict between this presentation and the manual
- Some questions may be deferred to helpdesk
- Hierarchy of support
  - EMIS Manual
  - EMIS Coordinator
  - ITC
  - Helpdesk

# PROPER CERTIFICATION

# GENERAL REMINDERS

- Proper certification determination final as of close of FY24 Initial Staff and Course (L) Collection
  - Sept. 7, 2023 – Jan. 31, 2024
- All staff and courses for the year required to be reported
  - Do not report courses not being offered

# PROPER CERTIFICATION PROCESS

Compares teacher's current valid credentials against

- Course Master (CN) Record
- Staff Course (CU) Record
- Student Course (GN) Record
- Student Attributes – Effective Date (FD) Record



# COURSE MASTER (CN) RECORD

- Local Classroom Code (CN160) should match code on Staff Course (CU) and Student Course (GN) Records
  - Ties three records together
- Student Population (CN340) should describe structure/curriculum of the course
- Verify current Subject Codes (CN050) on all courses
- Ensure Course Start Date (CN280) and Course End Date (CN290) are within range of calendar for students in the course

# STAFF COURSE (CU) RECORD

- Employee ID (CU050) should match ID on Staff Demographic (CI) and Staff Employment (CK) Records
  - Ties three records together
- Staff Provider IRN (CU120) should be IRN of contracting entity, if not reporting district
- Staff Course Start Date (CU070) and Staff Course End Date (CU080) used to decide teacher to be evaluated for proper certification
- Teacher Licensure Course IRN (CU110) determines where course counts for proper cert calculations

# STUDENT COURSE (GN) RECORD

- Verify all students reported
  - Currently enrolled in course ***and***
  - Any who withdrew early from course
- Ensure Course Enrollment Start Date (GN160) and Course Enrollment End Date (GN170) are all within acceptable range of calendar/course dates

# OTHER RELATED RECORDS

- Verify Staff Demographic (CI) Record
  - Early Childhood Education Qualification (CI225)
- Verify Student Attributes – Effective Date (FD) Record
  - Disability Condition (FD130)
  - State Equivalent Grade Level (FD090)

# SUBSTITUTE TEACHERS AS TEACHERS OF RECORD

- Conducting activities typically completed by teacher of record
  - In charge of class; provides instruction; assigns grades
- Even if
  - Regular teacher will return
  - No credential or incorrect credential
  - Contracted from non-EMIS reporting entity
- Report Position Code (CK060) 230
- Will never meet proper certification in traditional districts
  - May in community schools

# LICENSURE REPORTS

# (TLCS-001) TEACHER LICENSURE COURSE (TLC) STATUS REPORT OVERVIEW

- Indicates whether teacher is properly certified to teach assigned courses
- Updated daily
  - Submit and review regularly
  - May be impacted by other districts
  - May impact other districts
- CTE overrides do not impact the report
- Result codes may not be as expected
- EMIS Alliance training

# TLC STATUS REPORT – MULTIPLE TEACHERS

- Different lengths of time
  - Teacher assigned to course for the most amount of time
- Same length of time
  - Teacher with proper certification
- Same length of time, all/none properly certified
  - First teacher selected in report generation process
  - Can change with each report version
- Length of time determined by
  - Staff Course Start Date (CU070) **and**
  - Staff Course End Date (CU080)



# TLC STATUS REPORT – NO STUDENTS

- Courses with no students enrolled should not be reported to EMIS
- Ensure calendar, course, and course enrollment dates are within an acceptable range
  - First day of school, course start date, course enrollment start date = Aug. 21
  - Last day of school, course end date = May 17
  - Course enrollment end date = June 28

Columns in TLC Status Report	Data Displayed in Report
Severity Code	C – Critical
Result Code	TL0005 – Course is not properly certified as no students scheduled into the course
Proper Cert Flag	N – No
Student Count Columns	All blank or all zeros

# TLC STATUS REPORT – LICENSE INVALID FOR STUDENT POPULATION

Teacher license = Adolescence to Young Adult (7-12) with 110000 - Mathematics

Columns in TLC Status Report	Data Displayed in Report
Severity Code	F – Fatal
Subject Code	111200 – Geometry
Result Code - Description	TL0006 – Course not properly certified as no current valid credential or incorrect student population
Proper Cert Flag	N – No
Student Population	SE – Special Education K-12
Credential Course Disability Type Indicator – Description	C – Student population of D8 or SE. More than 50% of the student enrolled in course must have a disability condition, and the course cannot fit into codes A or B. For Student Population, the Check Type Code is S.
Check Type Code - Description	S – Special Situation Check



# HELPFUL TOOLS FOR TLC STATUS REPORT REVIEW

- Educator Profile
  - Search Department website for “Educator search”
  - In OH|ID look for Educator Licensure and Records (CORE)
- Certification and Licensure Search
  - <https://education.ohio.gov/Topics/Data/EMIS/Certification-and-Licensure-Search>
- Certification and Licensure Dictionary
  - <https://education.ohio.gov/Topics/Teaching/Licensure/Additional-Information/Certification-and-Licensure-Dictionary>

# ESSA STATE LICENSURE ASSURANCE REPORT

- 2024\_PRIN\_ESSA\_Licensure\_Assurances
- Displays all core courses and whether staff member assigned is validly credentialed to teach them
  - Per the TLC Status Report
- Changes made after close of Initial Staff and Course (L) Collection will not be reflected
- Will be distributed in January and after initial collection closes
- Principals must review, sign, keep on file

# STAFF SEPARATION

# WHAT TO REPORT

- Position Separation Date (CK300, CL090) = last day ***worked***
  - Position Separation Reason (CK230, CL080) = most applicable
  - Position Status (CK070)
    - If employed in the current school year = C, A, I, P
    - Left before last day of prior school year, separation not reported = U
    - Summer separations: Left after last day of prior school year, did not work this year
      - Method 1: Staff Demographic (CI) Record and Staff Employment (CK) Record with Position Status option U
- Or***
- Method 2: Staff Summer Employment Separation (CL) Record (therefore, no CI/CK Records and no Position Status)

# FY23 SEPARATION – BEFORE LAST DAY OF SCHOOL YEAR

- Separation not reported in FY23 Staff and Course (L) Collection
- Not working at all in FY24
- CI/CK Records
  - In both FY24 Staff and Course Collections

Element	Option
Position Status (CK070)	U – No longer employed by district in this position
Position Separation Reason (CK230)	5 – Resigned took another education job in Ohio (most applicable)
Position Separation Date (CK300)	20230420 (last day worked)

# SUMMER SEPARATION, METHOD 1

## FY23 SEPARATION – AFTER LAST DAY OF SCHOOL YEAR

- Separation not reported in FY23 Final Staff and Course (L) Collection
- Not working at all in FY24
- Staff Employment (CK) Record
  - In both FY24 Staff and Course Collections

Element	Option
Position Status (CK070)	U – No longer employed by district in this position
Position Separation Reason (CK230)	5 – resigned took another education job in Ohio (most applicable)
Position Separation Date (CK300)	20230606 (last day worked)



# SUMMER SEPARATION, METHOD 2

## FY23 SEPARATION – AFTER LAST DAY OF SCHOOL YEAR

- Separation not reported in FY23 Final Staff and Course (L) Collection
- Not working at all in FY24
- Staff Summer Employment Separation (CL) Record
  - In both FY24 Staff and Course Collections

Element	Option
<b>Local Contract Code (CL070)</b>	3-character code; must match prior year CK250
<b>Position Code (CL060)</b>	3-digit code; must match prior year CK060
<b>State Staff ID (CL050)</b>	XX9999999; must match prior year CI270
<b>Position Separation Reason (CL080)</b>	5 – Resigned took another education job in Ohio (most applicable)
<b>Position Separation Date (CL090)</b>	20230718 (last day worked)

# FY24 SEPARATION

- If worked any days in FY24
- Staff Employment (CK) Record
  - In both FY24 Staff and Course Collections
- Should no longer be reported after FY24

Element	Option
Position Status (CK070)	C – current (continue to report)
Position Separation Reason (CK230)	1 – retirement ( or most applicable)
Position Separation Date (CK300)	20231222 (last day worked)

# GEN ISSUES

- 478: Current Position with Previous Year Separation
  - Position Status and Separation Date conflict
- 481: Reporting U Status Code for Staff Who Worked This School Year
  - Review Position Status reported for staff working in current year
- Contact: [Mary.Rose@education.ohio.gov](mailto:Mary.Rose@education.ohio.gov)

# CONTRACTED STAFF

# DEFINITIONS

- Contract: agreement with another entity or individual to provide instruction services to a district's students
  - E.g., formal written document, general agreement, etc.
- Contracting district: resident or educating district contracting for the instruction or service
- Contractor: the entity with which the resident or educating district is contracting
  - Employing entity
  - EMIS reporting entity, non-EMIS reporting entity, individual

# CONTRACTOR: EMIS REPORTING ENTITY

- Position codes:
  - 1xx, 2xx, 304, 318, 320, 323, 325-328, 331-334, 399, 415, 510
- Contractor reports staff data
  - Staff Demographic (CI) Record
  - Staff Employment (CK) Record
  - Contractor Staff Employment (CJ) Record, if required
- Contracting district does not report staff data

# CONTRACTOR: INDIVIDUAL OR NON-EMIS REPORTING ENTITY

- Contracting district reports staff data for position codes:
  - 1xx, 2xx, 304, 318, 320, 323, 325-328, 331-334, 399, 415, 510
- Non-EMIS reporting entity
  - Staff Demographic (CI) Record
  - Staff Employment (CK) Record with Position Status option A
- Individual
  - Staff Demographic (CI) Record
  - Staff Employment (CK) Record with Position Status option I

# CONTRACTOR STAFF EMPLOYMENT (CJ) RECORD

- Links contracted staff from contractor to contracted district
  - Contracting District IRN = entity contracting for the staff
  - Employee ID
- One for each contracted district
  - Position FTE = time at each district
- Do not report if
  - Contract career-tech
  - Special education co-op
  - Contractor is a non-EMIS reporting entity



# CONTRACT ONLY STAFF (CC) RECORD

- Collective reporting of staff contracted from a non-EMIS reporting entity
  - Transportation, custodial, food service, etc.
- No individual staff data
- One record per contractor, contract, position code, and fund source
  - For contracts in effect July 1 – June 30
- Only for certain Position Codes
  - See Table 1 in EMIS Manual Section 3.6

# EMIS MANUAL SECTION 3.2

- Many tables deleted for clarification
  - Repetitive information
  - Information not appropriate for this section
- Contractor Staff Employment (CJ) Record not allowed
  - Category 1: ESCs only
- Contractor Staff Employment (CJ) Record required
  - Category 2: Contractor other than an ESC
  - Category 3: Contractor is an ESC or another EMIS reporting entity

# OTHER

# KINDERGARTEN SURVEY

- Ensure inclusion in reporting prior to close of Beginning of Year Student (S) and SOES Beginning of Year Student (S) Collections
  - Dec. 20, 2023
- STUKGLFREE or STUKGLRCED
  - Do not report if no tuition charged for all-day kindergarten
- STUKGNFEES and STUKGTUITN
  - Report \$0 if no fees or tuition are charged for all-day kindergarten
  - If fees or tuition can be reduced or waived, report maximum amount *charged*

# PRESCHOOL CALENDAR

- Preschool funding still based on headcount
- Preschool full-time calendar hours should not fall below 910
  - If more than 910 hours, calendar and percent of time calculations should use the higher number
  - Itinerant students should be assigned to full-time calendar with reduced percent of time
    - For instance, 3% would not be considered unusual
  - Up to 2.5 hours twice per year for professional development and parent/teacher conferences can be counted
- M-Th program: Friday can be used to meet 910-hour minimum, but not required
  - If not used, report C\_YWKDAYFR DN attribute and increase M-Th hours per day to reach 910

# EXPULSION

- Student Percent of Time (FS120) should be reported with 0 with Sent Reason EX
- Attendance reporting depends on whether a student is being educated or served during the expulsion

Element	Expelled, receiving education/services	Expelled, <i>not</i> receiving education/services
<b>Student Percent of Time (FS120)</b>	0	0
<b>District Relationship (FS140)</b>	1 – Student is receiving instruction, in whole or in part, from reporting district	3 – Student is not receiving instruction/services, but district has obligation to submit data
<b>Sent Reason (FS200)</b>	EX – Expelled	EX – Expelled
<b>Sent to IRN (FS210)</b>	999999	999999
<b>Sent to Percent of Time (FS220)</b>	Hours educated or served divided by normal calendar	0
<b>Attendance</b>	Required	Not required



# SUBJECT AREA FOR CREDIT

- CORE Area Code (GC060): Report the most specific option that would apply
- When *not* to report ELE
  - Course credits expected to count toward a student's *state* electives requirements
- When to report ELE
  - Course does not fit any non-ELE Subject Area for Credit
  - Course credits *not* expected to count toward a student's *state* electives requirements
- <https://education.ohio.gov/Topics/Learning-in-Ohio/OLS-Graphic-Sections/Resources>

# FY25 EMIS CHANGES

- Webpage has been published
- Public comment period pending
- Review so you're aware of what's coming



# QUESTIONS?

---

EDUCATION.OHIO.GOV



**Department of  
Education &  
Workforce**



# RESOURCES

# Training Evaluation

Available through Nov. 30

Your evaluations of our trainings are now being collected via an online form. This will give us access to better, more immediate feedback and statistics about these trainings, which will allow us to be even more responsive to your input. This will also be easier for you as you will no longer have to email anything to us.

After completing the evaluation and clicking submit, you will see a message thanking you for your feedback and acknowledging your attendance at a training. If this is information you need, be sure to capture or print the page and retain it for your records. Once the evaluation period for the session ends (2 weeks after the final session), you will no longer be able to submit a response or receive an attendance acknowledgement. *Note that this is the only way to receive this acknowledgement. We will no longer be emailing this information to participants.*

<http://education.ohio.gov/Topics/Data/EMIS/Resources-for-EMIS-Professionals/Training-Evaluation>

# EMIS TRAINING WEBPAGE

- A recorded version of this presentation will be posted
- The Q and A will be posted
- The next EMIS General Training is Jan. 2024
  - Dates and times will be announced via Newsflash
  - Prior registration is not required
  - A link to join the training—along with the presentation handout—will be available on the EMIS Training webpage

<http://education.ohio.gov/Topics/Data/EMIS/Resources-for-EMIS-Professionals/EMIS-Training>

# EMIS MANUAL, 1

- 2.4 Student Standing (FS) Record
- 2.5 Student Attributes – Effective Date (FD) Record
- 2.15 Student Graduation – Core Summary (GC) Record
- 3.2 Reporting Contracted Staff
- 3.3 Staff Demographic (CI) Record
- 3.4 Staff Employment (CK) Record
- 3.5 Contractor Staff Employment (CJ) Record
- 3.6 Contract Only Staff (CC) Record
- 3.7 Staff Summer Employment Separation (CL) Record

# EMIS MANUAL, 2

- 4.2 Course Master (CN) Record
- 4.3 Staff Course (CU) Record
- 4.4 Student Course (GN) Record
- 5.1.1 Reporting Calendars Overview
- 5.2 Grade Schedule (DL) Record
- 5.3 Organization – General Information (DN) Record

# REPORT EXPLANATIONS

- (TLCS-001) Teacher Licensure Course Status

# (GNIS-XXX) GENERAL ISSUES

- Level 2 reports generated by business offices on student, staff/course, assessment, and financial data
- Announced via Release Notes
  - <http://education.ohio.gov/Topics/Data/EMIS/Technical-Documentation/EMIS-Release-Notes>
- For assistance, contact data manager on report and in report explanation
- Do **not** include student identifiable information in communications



# CERTIFICATION & LICENSURE

- Educator Profile
  - <https://core.ode.state.oh.us/Core4/ODE.CORE.Lic.Profile.Public.UI/>
- Certification and Licensure Search
  - <https://education.ohio.gov/Topics/Data/EMIS/Certification-and-Licensure-Search>
- Certification and Licensure Dictionary
  - <https://education.ohio.gov/Topics/Teaching/Licensure/Additional-Information/Certification-and-Licensure-Dictionary>

# OTHER

- EMIS Changes
  - <http://education.ohio.gov/Topics/Data/EMIS/EMIS-Documentation/EMIS-Changes-1>
- File Descriptions
  - <https://education.ohio.gov/Topics/Data/EMIS/EMIS-Documentation/FY16-EMIS-Validation-and-Report-Explanation-Docume/File-Descriptions>
- ODDEX Help
  - <https://mcoecn.atlassian.net/wiki/spaces/oddex/overview>
- Office of Learning and Instructional Strategies
  - <https://education.ohio.gov/Topics/Learning-in-Ohio/OLS-Graphic-Sections/Resources>

# OFFICE OF DATA QUALITY

- EMIS Data Appeals
  - <http://education.ohio.gov/Topics/Data/EMIS/Reporting-Responsibilities/Data-Appeals>
- EMIS Data Review & Verification
  - <http://education.ohio.gov/Topics/Data/EMIS/Reporting-Responsibilities/EMIS-Data-Review-Verification>
- Contact information
  - dataquality@education.ohio.gov
  - (614) 466-7144

# OH|ID PORTAL

- Help
  - <http://education.ohio.gov/Topics/Department-of-Education-OH-ID-Portal-Help>
- FAQ
  - <http://education.ohio.gov/Topics/Department-of-Education-OH-ID-Portal-Help/Department-of-Education-OH-ID-Portal-Help-Frequent>
- Contact
  - Profile.Help@education.ohio.gov



**THE HEART  
OF IT ALL™**

**Ohio.org**

OHIO.ORG



**Department of  
Education &  
Workforce**

EDUCATION.OHIO.GOV