

**EMIS General Training Q & A  
November 2023**

Below are some of the questions that were asked during the EMIS General Training sessions held between November 13 and 16, 2023. The questions are in order by topic and include the answer and, in many cases, a link to EMIS documentation where the information can be found. Questions received via Teams Chat and the phone have been included. These Q&A documents, as well as training schedules and presentations, are available on our [EMIS Training webpage](#). Note that the [EMIS Manual](#) continues to be the authoritative source for EMIS reporting guidance.

### **Proper Certification**

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**Q1** *Should both the substitute and the regular teacher be assigned as the teacher of record to the same course?*

**A1** Yes. If both are acting as teacher of record at any point, both should be reported with the appropriate Staff Course Start Date (CU070) and Staff Course End Date (CU080). See [EMIS Manual Section 4.3](#).

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**Q2** *How long does a substitute need to be teaching to be considered the teacher of record?*

**A2** Districts should use their discretion in determining when a substitute teacher becomes a teacher of record. See [EMIS Manual Section 3.1](#).

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**Q3** *If a student was enrolled in the course but dropped out, and now there are no students in the course, should the course still be reported?*

**A3** Yes. If the course was offered, it should be reported to EMIS.

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**Q4** *Can you confirm that “substitute” in this context means full-time substitute teachers and not daily substitutes?*

**A4** Correct. Daily substitutes are not reported to EMIS. Though if a daily substitute becomes the teacher of record, they should be reported as such. See [EMIS Manual Section 3.1](#).

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### **Licensure Reports**

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**Q5** *Is it okay to report classes with no students and have them included on the Teacher Licensure Course Status report without students?*

**A5** No. If the course is not being offered, it should not be reported to EMIS.

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**Q6** *Will the TLC Status Report be updated to reflect approved CTE overrides?*

**A6** No. CTE overrides allow for courses to be funded and do not impact proper certification.

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### **Contracted Staff**

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**Q7** *Do Contractor Staff Employment (CJ) Records need to be reported in the Initial Staff and Course (L) Collection?*

**A7** Yes. All staff records, including the Contractor Staff Employment (CJ) Record, are to be reported in both the Initial and Final Staff and Course (L) Collections. See [EMIS Manual Section 3.1](#).

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**Q8** *Would a Contract Only Staff (CC) Record need to be reported for teachers contracted from a non-EMIS reporting entity?*

**A8** Teachers are never reported via a CC Record. See [EMIS Manual Section 3.6](#). See [EMIS Manual Section 3.2](#) for guidance in reporting this scenario.

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**Other – Kindergarten Survey**

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**Q9** *Are the fees and tuition attributes reported if a district does not offer all-day kindergarten?*

**A9** No. These attributes are only reported if you serve students in all-day kindergarten. See [EMIS Manual Section 5.3](#).

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**Q10** *Are book fees to be included in reporting the STUKGNFEES DN attribute?*

**A10** Yes. See [EMIS Manual Section 5.3](#) for the definition of “fees”.

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**Q11** *Are we required to report the fees DN attribute for "general" fees charged to all K-12 students?*

**A11** If your district has all-day kindergarten, yes, the DN attribute is required reporting. See [EMIS Manual Section 5.3](#).

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**Other – Preschool Calendar**

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**Q12** *Where can I find the 910-hour minimum requirement in the EMIS manual?*

**A12** You can find the reporting guidance in [EMIS Manual Sections 2.4 and 5.1.1](#).

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**Q13** *The preschool full-time calendar needs to meet the 910-hour minimum requirement, but students do not actually need to attend 910 hours?*

**A13** Correct.

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**Other – Expulsion**

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**Q14** *Should a student who enrolls at another district while expelled be withdrawn, or do we report the expulsion for the length of time initially determined by the district?*

**A14** This student should be reported as expelled from the beginning of the expulsion up through enrollment at the other district. At that point, this student should be withdrawn.

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