

EMIS General Training Q & A
June 2023

Below are some of the questions that were asked during the EMIS General Training sessions held between June 5 and 9, 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.

Remaining FY23 Reporting – Student

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- Q1** *Can both districts use the same withdrawal date for seniors in a shared student situation?*
A1 Yes, both districts can use the same withdrawal date.
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- Q2** *Will a Student Cross Reference (SCR) conflict be generated in ODDEX if the educating district uses a different withdrawal date than the resident district for seniors?*
A2 No, a conflict will not be generated in this situation.
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- Q3** *Should a student’s English Learner (EL) Status (FD170) be changed this year if they pass the OELPA?*
A3 There is no requirement to change the EL Status this year. The status would be expected to be changed in next year’s reporting.
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Remaining FY23 Reporting – Staff and Course

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- Q4** *Would maternity leave be considered a long-term illness?*
A4 Assuming it is for 15 consecutive days or more, yes.
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- Q5** *Can long-term illness cross fiscal years?*
A5 No. Absence Days (CI150) and Absence Days – Long Term Illness (CI155) reporting is fiscal year specific and can only include dates between July 1 and June 30.
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- Q6** *If a staff member uses vacation or sick days to finish the year, what should be reported for the Position Separation Date (CK300) – the last day they worked or the last vacation/sick day?*
A6 The separation date should reflect the last day the staff member worked.
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- Q7** *Are temporary employees reported in EMIS?*
A7 Determining which staff to report to EMIS depends largely on the work being done and not the Position Type (regular, temporary, or supplemental). For more information on which staff to report and which not to report, see [EMIS Manual Section 3.1](#).
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FY24 Retention/Promotion – Grade 3 Only

- Q8** *Would a grade 3 student who did not earn the English Language Arts promotion score of 685 or the reading sub-score of 47 with any FY23 administration be required to have a Retained/Promoted Status (FN070) reported in the FY24 Retention/Promotion – Grade 3 Only Collection?*
- A8** Yes, all students who were grade 3 in FY23 should be reported with a Retained/Promoted Status option in the FY24 collection. See [EMIS Manual Section 2.6](#).
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- Q9** *Should a student who withdrew after the spring administration window be included in the FY24 Retention/Promotion – Grade 3 Only Collection?*
- A9** No. Only students enrolled through the end of the school year will be included in this reporting. See [EMIS Manual Section 2.6](#).
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FY24 EMIS Changes

- Q10** *Will the Withdrawn To IRN (FS360) be required when option 41 is reported in the Updated Exit Status (FS380) element?*
- A10** No. Just that element with option 41 would be updated on the existing Student Standing (FS) Record.
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- Q11** *Are there minimum hour requirements for an itinerant preschool calendar?*
- A11** All preschool students should be assigned to a calendar that represents full-time, with Student Percent of Time (FS120) adjusted accordingly.
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