

**ODE ITC EMIS Training Q & A
November/December 2022**

Below are some of the questions that were asked during the ODE ITC EMIS Training sessions held between November 28 and December 2, 2022. 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.

Exiting Student Follow-up Reporting

Q1 *What is the 2023_FW_STUDENTS_ORIG file used for?*

A1 This received file can be used for uploading follow-up data into the Flat File Editor if local software does not have that capability.

Q2 *Would a district need to use both the (FLUP-001) Exiting Student Follow Up Extract (All Students) Level 2 report and the 2023_FW_STUDENTS_ORIG received file?*

A2 No. One or the other can be used depending on local software capability.

Q3 *Are the number of hours a student is working required to be reported?*

A3 Employment Typical Hours Per Week (FW180) is required reporting for Prior Year Graduates and Exiting Students with a Disability. See the Elements by Category table in [EMIS Manual Section 2.23](#).

Q4 *If a district is not required to report Exiting CTE Concentrators data, can they skip reporting in the initial collection for the other groups and only report in the final collection?*

A4 The initial collection is not just for reporting Exiting CTE Concentrators data. Students will remain on the missing report if no data is reported.

Q5 *If a student's Employment Status is No, what should be reported for all other employment elements?*

A5 All subsequent employment elements can be reported with default values. See [EMIS Manual Section 2.23](#).

Q6 *What should be reported if we have not received responses to surveys?*

A6 All elements on the FW Record have unknown/not known default options. Reporting can be updated once survey responses are received. See [EMIS Manual Section 2.23](#).

Q7 *How will a district know what follow-up data are reported by other districts?*

A7 Districts will be provided with reports that show the final follow-up data to be used for their follow-up students, including data reported by other districts in cases where your district reported a student as unknown. See [Exiting Student Follow-Up Reporting](#).

Q8 *Can we report follow-up data that another district reported?*

A8 No, districts should only report data they have confirmed to be true. See [Exiting Student Follow-Up Reporting](#).

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- Q9** *Our survey includes questions for all categories for all students in our follow-up file. As a JVS, should we report Grad and SWD data along with CTE data?*
- A9** Districts can report all the data they have for a student. They do not have to restrict their reporting to only the areas for which they are accountable. See [Exiting Student Follow-Up Reporting](#).
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Staff and Course Reporting

- Q10** *Should a teacher who travels between buildings within a school day have a Staff Employment (CK) Record reported for each building IRN?*
- A10** Yes. Make sure that Salary and FTE are split across all records.
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- Q11** *What Position Code (CK060) is reported for a substitute teacher?*
- A11** Substitutes who become the teacher of record should be reported with Position Code 230. Otherwise, individuals hired as full-time (permanent) substitute teachers should be reported with Position Code 225. See [EMIS Manual Section 3.1](#).
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- Q12** *Is Student Course Grade (FR) Record reporting only required when the student has earned credit?*
- A12** No. Grades should be reported for any course offering high school credit, regardless of whether the individual student earned credit. See [EMIS Manual Section 4.8](#).
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- Q13** *How can a staff member's separation date of May 26, 2022, be reported in the current year if it was not reported last year?*
- A13** It depends on whether May 26 was before or after the district's last day of school.
- If May 26 was prior to the district's last day of school, then the district would report a Staff Missing Override (CP) Record to remove the staff member from their Staff Missing list.
 - If May 26 was the district's last day of school or was after the district's last day of school, then the district has two choices for reporting. They can either report a Staff Summer Separation (CL) Record *or* they can report a Staff Demographic (CK) Record and a Staff Employment (CK) Record with a Position Status of U.
- See [EMIS Manual Sections 3.4, 3.7, and 3.8](#).
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