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

June 2025

STACY HURTT

KELLI RINEHART

Data Administration Managers

Office of Data Quality and Governance

Topics

- Remaining FY25 Reporting, 5
- FY26 Retention/Promotion – Grade 3 Only, 29
- FY26 EMIS Changes, 33
- Student Claiming Module (SCM), 37
- College Credit Plus (CCP), 48
- In Case You Missed It, 60
- Resources, 63

THE USUAL REMINDERS

- Manual guidance prevails if there is a conflict between this presentation and the Manual
- Some questions may be deferred to the most appropriate resource
  - Policy questions will be deferred to the business offices
- Hierarchy of support
  - EMIS Manual
  - EMIS Coordinator
  - ITC
  - Helpdesk

REMAINING FY25 REPORTING – STUDENT

WITHDRAWING SENIORS

- Effective End Date (FS090)
  - Regular grad = last day of school per calendar
  - Summer grad = after last day of current year, before first day of next year
- Withdrawal Reason (FS100)
  - District issuing diploma = 99
  - Shared students, sending district = 41
  - JVS = 99 or 41
  - Non-grad not returning = 7x

MAJORITY OF ATTENDANCE IRN (FN220)

- Building or district IRN where Full Academic Year (FAY) criteria met
  - FAY = Friday of first full week in October through March 31
- ****** when FAY not met
- Accountability IRN (FN140) when FAY met and performance results are to count at a specific building
  - Will override MOA IRN when different
- Verify reporting with (WKCD-001) Where Kids Count Report

STUDENT PROGRAM (GQ) RECORD

- Extended school year services
- Apprenticeship
- Related services
- Graduation seals
  - Plans to earn
  - Earned
- Graduation and alternative competency pathways
- Interventions
- Extracurriculars and intracurriculars

MEDICAL GROUP DN ATTRIBUTES

- Required (marked as “Required” in table)
  - Number of students with diabetes enrolled during the current school year
  - Number of errors associated with the administration of diabetes medication to students with diabetes during the current school year
- Required *if applicable* (marked as “Optional” in table)
  - Number of epinephrine autoinjectors procured, and of those, how many used
  - Number of glucagon doses procured, and of those, how many used
  - Number of inhalers procured, and of those, how many used

EXITING STUDENT FOLLOW-UP

- (FLUP-004) Grad Follow-Up Value Report
  - Revision underway to address inclusion of STEM students
- Students With Disabilities
  - Resident district is responsible for follow-up reporting
  - Work with district special education staff for help with unknown students

STUDENT (S) COLLECTIONS CLOSE DATES

- July 11
  - Student Cross Reference
  - Student Contact(s)
- July 16
  - End of Year Student
  - SOES End of Year Student
- Aug. 6
  - Final Exiting Student Follow up

REMAINING FY25 REPORTING – ASSESSMENTS

ASSESSMENT (A) COLLECTIONS CLOSING IN JULY

July 16

- DPR Growth Assessment
- Spring End of Course State Assessment
- Spring State Assessment Grades 3-8

ASSESSMENT (A) COLLECTIONS CLOSING IN AUGUST

- Aug. 6
  - OELPA Assessment
  - Spring Alternate Assessment
  - Career Tech Accountability Assessment
  - Reading Diagnostics
  - Tier 1 Dyslexia Screener
- Aug. 8
  - Other Accountability Assessments
- Aug. 22
  - Child Outcome Summary Assessment

REMAINING FY25 REPORTING – STAFF AND COURSE

STAFF SEPARATION

- Position Separation Date (CK300) = last day worked
- Position Separation Reason (CK230) = most appropriate
- Worked any days in FY25
  - Position Status (CK070) = left unchanged
- Did not work any days in FY25
  - Position Status = U
- Staff employed at the end of prior year, separated as of current year
  - Separation can be reported with Staff Summer Employment Separation (CL) Record in place of CI/CK records

STAFF ABSENCES AND ATTENDANCE

- Absence Days (CI150)
  - Total number of days absent, including long-term illness
  - All position codes except 800 – 899
- Absence Days – Long Term Illness (CI155)
  - At least 15 consecutive days absent due to illness
  - Staff member, spouse, child, or parent
- Attendance Days (CI140)
  - Total days in attendance
  - July 1, 2024 – June 30, 2025

EARNED CREDITS

- Verify accuracy of earned credit reporting
- Student Course (GN) Record in Final Staff and Course (L) Collection
  - High School Credit Earned (GN150)
  - Partial/Override Credit (GN152)

COURSE GRADES

- Student Course Grade (FR) Record in Student Course Grade (L) Collection
  - 9/19/2024 – 9/12/2025
- Required by all EMIS reporting entities reporting Course Master (CN) and Student Course (GN) Records
- Grades for middle school (grades 6-8) math and English courses will be utilized in the Early Warning System
- (MISS-001) Student Course Grade Missing Report

STAFF AND COURSE (L) COLLECTION CLOSE DATES

- Aug. 6
  - Final Staff and Course
- Sept. 12
  - Student Course Grade

REMAINING FY25 REPORTING – CALENDAR

GRADE SCHEDULE (DL) RECORD

- Verify all students are assigned to a valid calendar
  - District IRN (DL040)
  - Building IRN (DL050)
  - Grade (DL060)
  - Attendance Pattern (DL070)
- Confirm Hours Per Day (DL100) reporting

ORGANIZATION–GENERAL INFORMATION (DN) RECORD

- Verify reporting of all exceptions
  - Calamity days = C_DCMTYTKN
  - Blizzard Bag days = C_DBLIZZARD
  - Shortened days, weather = C_HSHRTWEA
  - Full unplanned days = C_DNOTPLAN
  - Shortened days = C_HSHRTNOP
- Verify supplemental hours reporting
  - Staff professional development = C_PRFLMEET
  - Parent-Teacher Conference meetings that occurred between first and last days of school = C_PTCONFRC

CALENDAR (C) COLLECTION CLOSE DATE

Aug. 6

- Final Calendar

SUMMER FY25 FINAL CORRECTION OPPORTUNITIES & DATA REVIEW AND VERIFICATION

JULY FINAL CORRECTION OPPORTUNITIES

July 17 – 25

- Fall 3rd Grade ELA & Reading
- Dropout Prevention & Recovery Growth Assessment
- Spring End of Course Assessment
- Spring State Assessment Grades 3-8
- Student: Only opportunity to correct district data impacting funding and accountability

AUGUST FINAL CORRECTION OPPORTUNITIES

- Aug. 7 – 15
  - CTE Assessment
  - Reading Diagnostics
  - Tier 1 Dyslexia Screener
  - Final Exiting Student Follow Up
  - Final Staff and Course
  - Final Calendar
  - Alternate Assessment
  - Ohio English Language Proficiency Assessment (OELPA)
- Aug. 11 – 15
  - Other Accountability Assessment
- Aug. 25 – Sept. 5
  - Child Outcome Summary Assessment

FY25 REPORT CARD DATA REVIEW AND VERIFICATION

- Aug. 18 – Sept. 5
- Accessible through OH|ID portal
- One review for all report card-related data
  - Student
  - Calendar
  - Staff and Course
  - Assessment

FY26 RETENTION/PROMOTION – GRADE 3 ONLY

FY26 RETENTION/PROMOTION – OVERVIEW

- Collection open July 10, 2025 – August 29, 2025
- Required reporting
- English Language Arts promotion score = 700
  - Reading sub-score = 50
- Grade 3 students enrolled through the end of the 2024-2025 school year will appear on missing list until status reported

RETAINED/PROMOTED STATUS (FN070) OPTIONS, 1

- * = only for students who met required promotion score on 3rd Grade English Language Arts assessment
- 1 – 4 = Retained for reasons other than Third Grade Reading Guarantee
- 5 = Demonstrated adequate performance on a TGRG Alternative Assessment, retained for other reasons

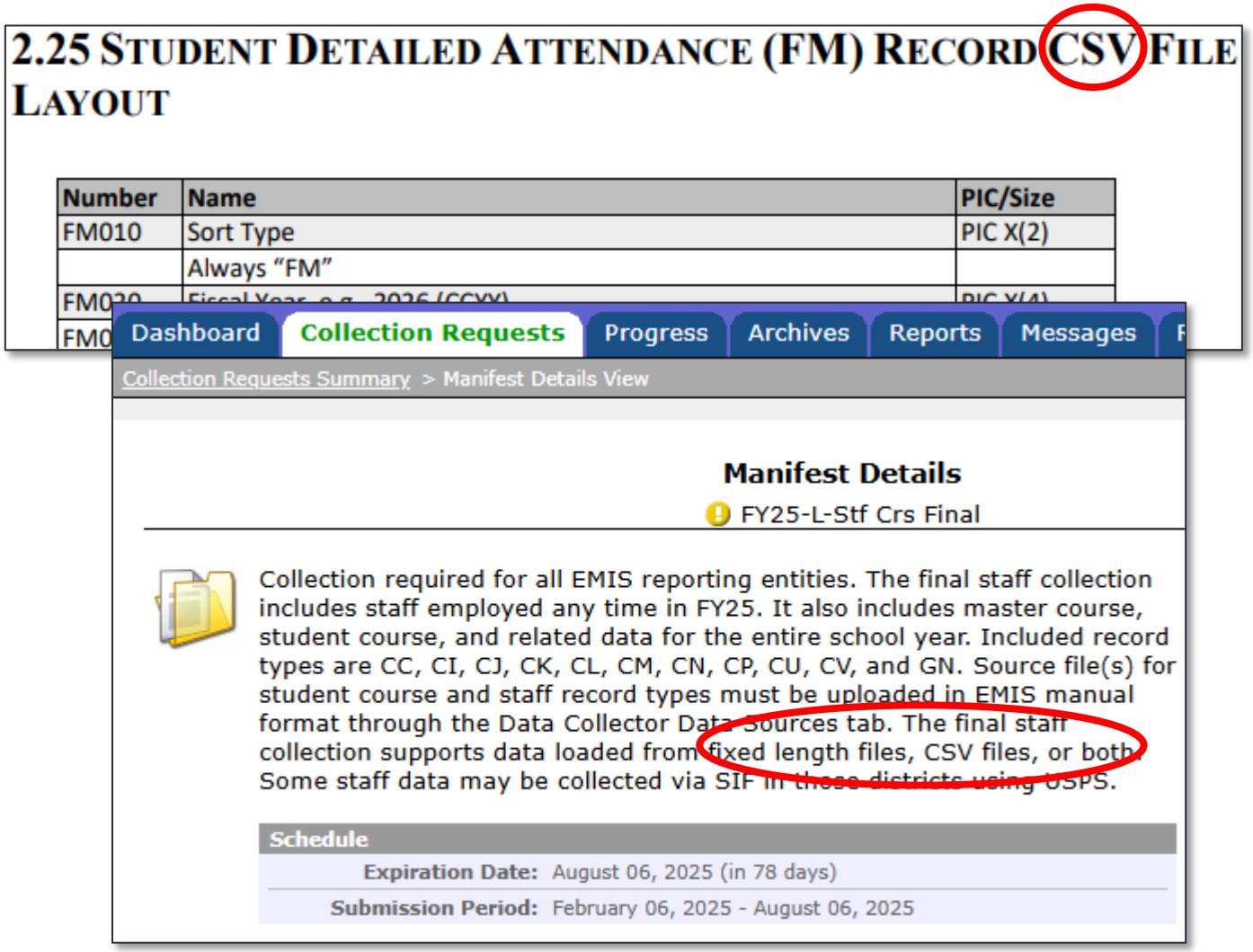
RETAINED/PROMOTED STATUS (FN070) OPTIONS, 2

- A = Retained at end of previous school year due to TGRG, still retained
- D–G = Not retained, met one of the exemptions
- H = Retained end of previous year, not currently enrolled
- J–N = Not retained, met promotion score on a TGRG Alternative Assessment
- P = Retained end of previous year due to TGRG not met, not retained because of parent/guardian request

FY26 EMIS CHANGES

26-80: UPDATES SECTION 1.2 TO ALLOW FOR CSV FILES

- Each collection will specify for each record type whether that collection supports data from fixed length files, CSV files, or both
- Fields will appear in same order as fixed length file layout
- New record types will only support CSV file format
- Major changes to existing record types may require CSV files moving forward



2.25 STUDENT DETAILED ATTENDANCE (FM) RECORD CSV FILE LAYOUT

Number	Name	PIC/Size
FM010	Sort Type	PIC X(2)
	Always "FM"	

Dashboard | Collection Requests | Progress | Archives | Reports | Messages

Collection Requests Summary > Manifest Details View

Manifest Details

FY25-L-Stf Crs Final

Collection required for all EMIS reporting entities. The final staff collection includes staff employed any time in FY25. It also includes master course, student course, and related data for the entire school year. Included record types are CC, CI, CJ, CK, CL, CM, CN, CP, CU, CV, and GN. Source file(s) for student course and staff record types must be uploaded in EMIS manual format through the Data Collector Data Sources tab. The final staff collection supports data loaded from fixed length files, CSV files, or both. Some staff data may be collected via SIF in these districts using USPS.

Schedule	
Expiration Date:	August 06, 2025 (in 78 days)
Submission Period:	February 06, 2025 - August 06, 2025

26-79: UPDATES CHAPTER 6

- Financial data formats to accommodate submission of CSV files
- Fixed length file format Record Type = QC
- CSV file format Record Types =

Section	CSV Record Type
6.2 Cash Record	QS
6.3 Expenditure Record	QX
6.4 Receipt Record	QR
6.5 Operational Unit (OPU) Description Record	QU
6.7 Exhibit 1 6.7 Statement R – Case 6.7 Statement R – Description	QE QH QD

26-67: CREATES NEW DETAILED ATTENDANCE RECORD

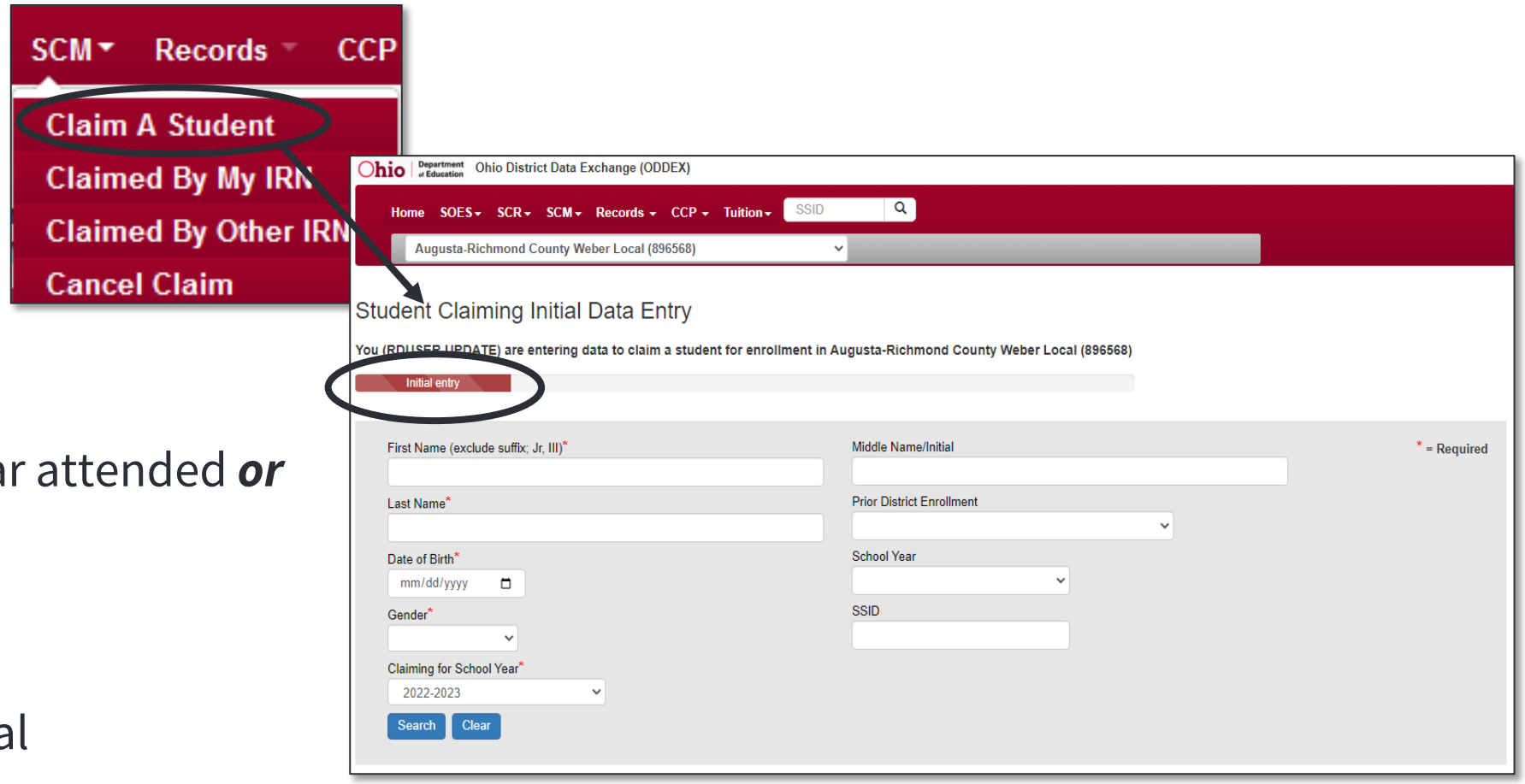
- Student Detailed Attendance (FM) Record
- Allows more detailed attendance reporting
- CSV file format only
- Optional for FY26

Element	Valid Options
Attendance Detail (FM080)	AT – In attendance AB - Absent
Attendance Hours (FM100)	0000.00-1800.00
Attendance Type (FM070)	AT – In attendance EX – Excused absence UN – Unexcused absence

STUDENT CLAIMING (SCM)

DATA NEEDED FOR CLAIMING STUDENTS

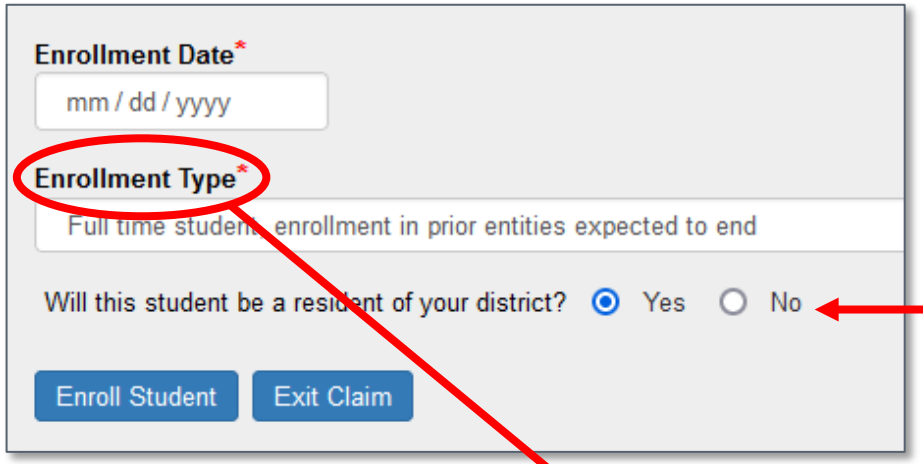
- Required
  - Last name
  - First name
  - Date of birth
  - Gender
  - Prior district and year attended ***or***
  - SSID
- Optional
  - Middle name or initial



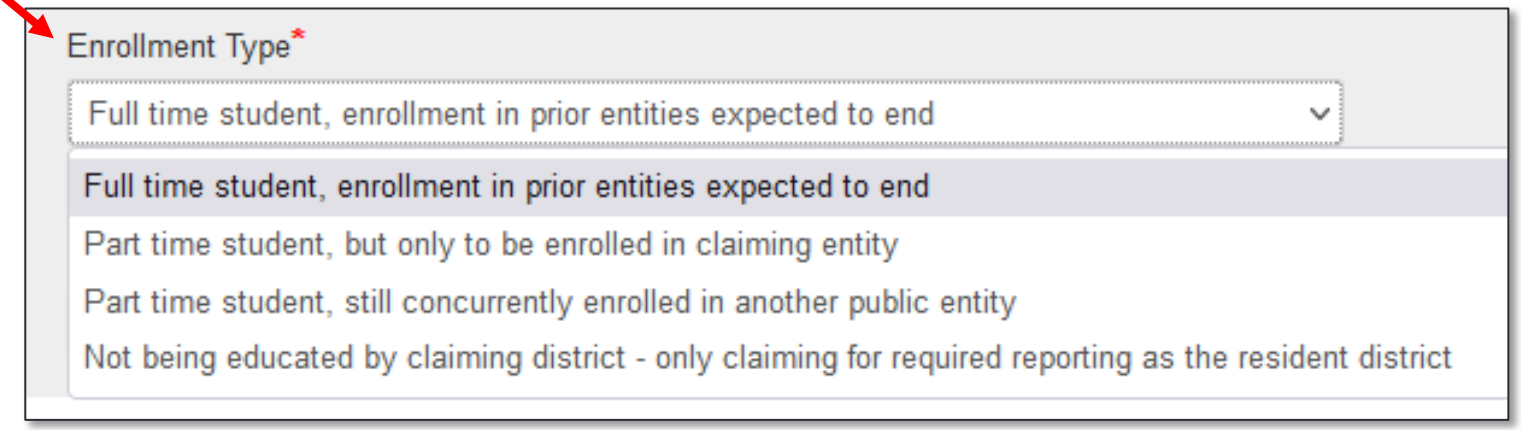
MORE ON CLAIMING STUDENTS

- Cannot claim student already enrolled at your district
- Similar name searching
  - First name only
- Not all initiated claims will find a match
- Several confirmation points are required
- SSID is not provided until enrollment claim is successful

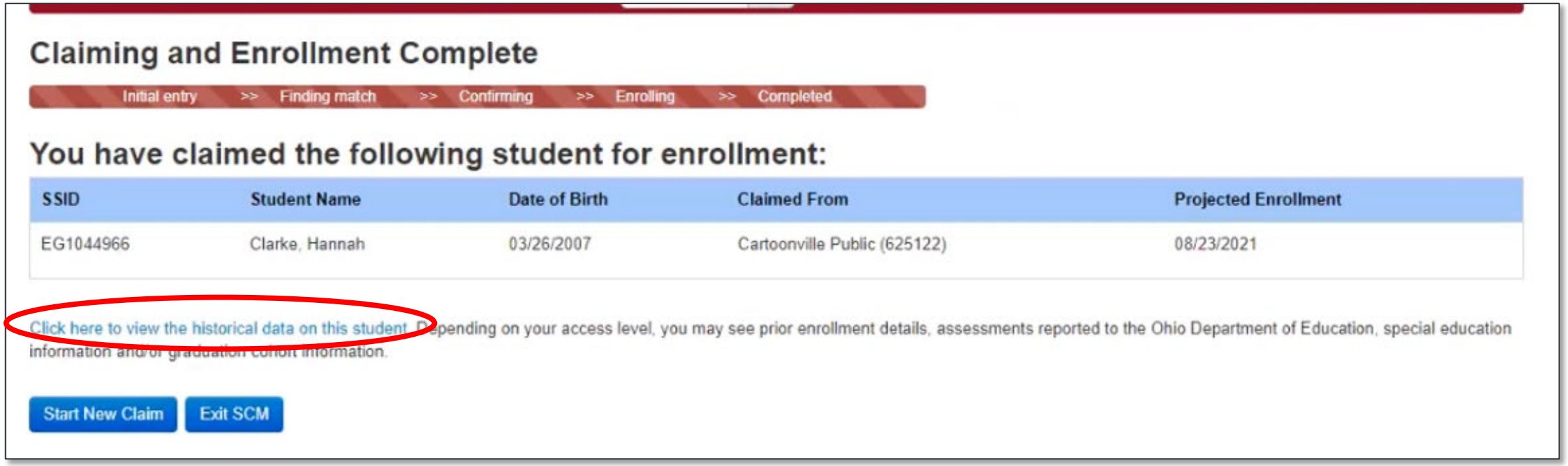
AFTER SINGLE MATCH FOUND



- Must enter projected enrollment date
- Must enter projected enrollment type
- Must designate if student will be resident of claiming district



SUCCESSFUL CLAIM SCREEN



Claiming and Enrollment Complete

Initial entry >> Finding match >> Confirming >> Enrolling >> Completed

You have claimed the following student for enrollment:

SSID	Student Name	Date of Birth	Claimed From	Projected Enrollment
EG1044966	Clarke, Hannah	03/26/2007	Cartoonville Public (625122)	08/23/2021

Click here to view the historical data on this student. Depending on your access level, you may see prior enrollment details, assessments reported to the Ohio Department of Education, special education information and/or graduation cohort information.

Start New Claim | Exit SCM

CLAIMED STUDENT BECOMES VISIBLE IN STUDENT CROSS REFERENCE (SCR) MODULE

- Visible in SCR with claim indicator
  - Removed once student reported in SCR
- Students are included in SCR conflicts

CLAIMED BY MY IRN

- Can review any students claimed
- Column headers sortable
- Access to student detail screen and Records/Single Student data

Last Name	First Name	SSID	Projected Enrollment	Actual Enrollment	Claim Date	Claimed From	
Hogan	Don	HL0390277	04/13/2023		04/13/2023	Auburn Kinderlou STEM (749026)	Records
Sims	Amanda	TY7319283	03/19/2023		03/19/2023	Crescent Colquitt STEM (207005)	Records

Return to Summary

SSID	Student Name	Claimed From	Claim Year	Claimed Date	Projected Enrollment	Actual Enrollment	Claimed By User
HL0390277	Hogan, Don	Auburn Kinderlou STEM (749026)	2022 - 2023	04/13/2023	04/13/2023		RDUSER ADMIN

Return to Summary

CLAIMED BY OTHER IRNS

- Can review any student claimed by other districts
- Column headers sortable
- Access to student detail screen

Last Name	First Name	SSID	Projected Enrollment	Actual Enrollment	Claim Date	Claimed By
~~Lara~~	~~Leonard~~	~~GO3233373~~	~~04/15/2025~~	-	~~04/15/2025~~	~~Queensland Metter Ex Village (701748)~~
Le	Emily	AQ8324415	10/13/2024		10/13/2024	Chatsworth Snellville ESC (778917)

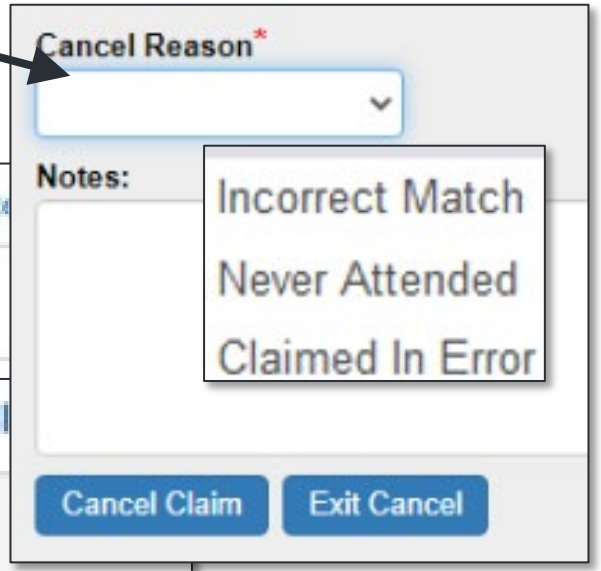
Return to Summary

SSID	Student Name	Claiming Agency	Claim Year	Claimed Date	Projected Enrollment	Actual Enrollment	Claimed By User
FR2155630	Kim, Emily	Hepzibah Meldrim Ex Village (392896)	2022 - 2023	05/07/2023	05/07/2023		CSUSER ADMIN

Return to Summary

CANCEL CLAIM

- Limited users can cancel claims made by others
  - Cancel reason is required
  - Notes can be included
- Cancelled records become inactive and display with a ~~strikethrough~~



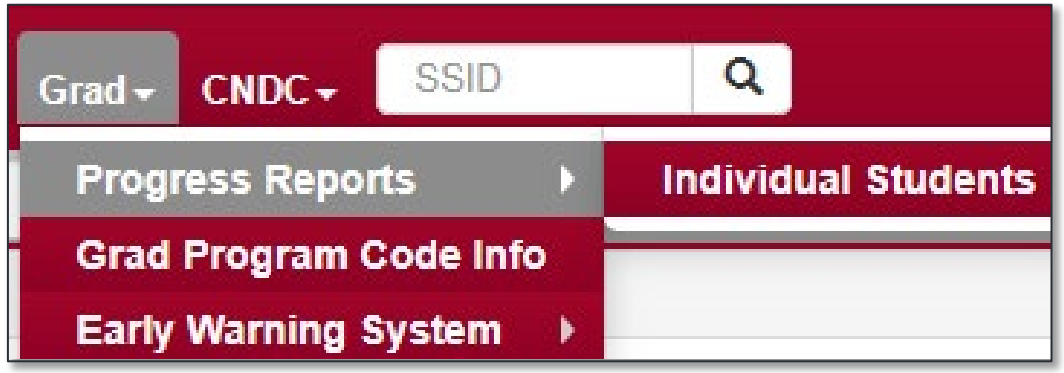
	Last Name	First Name	SSID	Enrollment Date
Cancel Claim	Gay	Alisha	TH0009456	11/12/2024
Cancel Claim	~~Lara~~	~~Leonard~~	~~CO3233373~~	~~04/15/2025~~

CLAIMING GRANTS ACCESS TO

- Records/Single student data
  - Visible with
  - History
  - Special education
  - Grad cohort
  - Assessments

SSID	Last Name	First Name	Birth Date	Claims
WX5545280	McCall	Jimmy	09/01/2012	
XQ1840328	Rocha	Paige	10/11/2007	

- Grad Module
  - Progress Reports
  - Grad Program Code Info
  - Early Warning System



TRUE OR FALSE: CLAIMING STUDENTS WILL REQUIRE MORE WITHDRAWAL REPORTING

- FALSE!
- Claimed students never submitted in an SCR collection
  - Do not need to be withdrawn ***or***
  - Reported with Student Reported in Error (FX) Record
- Only requires cancellation of the claim

COLLEGE CREDIT PLUS (CCP)

UPDATED DATA SCHEDULE

- Higher Education Reported Data
  - College submits to Ohio Department of Higher Education
  - Higher Ed transfers to DEW EMIS
  - EMIS manually uploads 1-2 times per week
  - College must correct and resubmit any misreported data
- K12 Reported Data
  - Nightly processing

DETERMINING PAYMENT RESPONSIBILITY

- All students with District Relationship (FS140) = 1
- Enrollment compared to course census date based on term
  - Summer term = SM: enrolled in district on or within 110 days after course census date
  - Autumn term = AU: enrolled in district on or within 10 days before or after course census date
  - Winter or Spring term = WI or SP: enrolled in district on course census date
- District as reported by college is only used if no criteria is met

HOW CCP PAYMENTS ARE SPLIT

- Student enrolled at multiple districts
  - District Relationship (FS140) = 1
  - Enrolled on course census date
    - Effective Start Date (FS060) and Effective End Date (FS090)
  - Sent Reason (FS200, FS230) = PS
  - Enrolled in course with Curriculum (CN310) = PS
    - Course Enrollment Start Date (GN160) and Course Enrollment End Date (GN170)
- Amount based on each district's Student Percent of Time (FS120) when more than one district meets the same criteria

PARTIAL PAYMENT ONLY

- District A flag stops payment
- District B responsible for 50%
- College must escalate for full payment, unless District B updates flagging within 45-day review window

Higher Education Reported Data

	Higher Ed Courses	Enrollment as Of	Term	Credit Hours	Dlvry Mthd	On Alt Pay	Esclt	Course Dates
⊗	ENGL1100 - Composition I	06/14/2022	SM	3.00 S	OL	N	N	05/30/2022 - 08/13/2022

LEA Payment Responsibility

Higher Ed Course	Reporting LEA	Pmt by Reporting LEA	Review Code as of 10/05/2022	Pmt Split	Alt Pay Rptd	Paying LEA Credits	Total LEA Percent of Time	HEI Total Credits	In LEA on CCP Enrollment Date	CCP Sent Reason Reported
ENGL1100 - Composition I	District A	PROP	ENRL SPLIT OTH LEA PAY ALL	Y	N	1.50	50	3.00	N	N
ENGL1100 - Composition I	District B	PROP	APPROVE NO ISSUE	Y	N	1.50	50	3.00	N	N

PAYMENT RESPONSIBILITY REASSIGNED

- Pmt Split of Y – payment was originally split
- Pmt by Reporting LEA updated to FULL for District A

Higher Education Reported Data

	Higher Ed Courses	Enrollment as Of	Term	Credit Hours	Divry Mthd	On Alt Pay	Escit	Course Dates
✓	ENG1010 - College Composition I	06/28/2022	SM	3.00 S	OL	Y	N	06/13/2022 - 08/07/2022

LEA Payment Responsibility

Higher Ed Course	Reporting LEA	Pmt by Reporting LEA	Review Code as of 12/14/2022	Pmt Split	Alt Pay Rptd	Paying LEA Credits	Total LEA Percent of Time	HEI Total Credits	In LEA on CCP Enrollment Date	CCP Sent Reason Reported
ENG1010 - College Composition I	**District A**	FULL	ENRL SPLIT MY LEA PAY ALL	Y	Y	3.00	50	3.00	N	N
ENG1010 - College Composition I	**District B**	NONE	AGED OUT	Y	N	0.00	50	3.00	N	N

BOTH DISTRICTS RESPONSIBLE, NO FLAGGING

- Both pay proportional amount based on percent of time
- District A can still apply flag within 45-day review window
- District B can escalate
  - Payment will not be impacted

Higher Education Reported Data

	Higher Ed Courses	Enrollment as Of	Term	Credit Hours	Dlvry Mthd	On Alt Pay	Esclt	Course Dates
	ART 1205 - Beginning Drawing	06/14/2022	SM	3.00 S	OL	N	N	05/30/2022 - 08/13/2022

LEA Payment Responsibility

Higher Ed Course	Reporting LEA	Pmt by Reporting LEA	Review Code as of 11/02/2022	Pmt Split	Alt Pay Rptd	Paying LEA Credits	Total LEA Percent of Time	HEI Total Credits	In LEA on CCP Enrollment Date	CCP Sent Reason Reported
ART 1205 - Beginning Drawing	District A	PROP	APPROVE NO ISSUE	Y	N	1.50	50	3.00	N	Y
ART 1205 - Beginning Drawing	District B	PROP	AGED OUT	Y	N	1.50	50	3.00	N	Y

BOTH DISTRICTS CLAIM RESPONSIBILITY

- Payment remains split
- Both districts responsible for proportional amount based on percent of time

Higher Education Reported Data

	Higher Ed Courses	Enrollment as Of	Term	Credit Hours	Dlvry Mthd	On Alt Pay	EscIt	Course Dates
✓	DDG 1101 - Survey of Digital Design	09/13/2022	AU	3.00 S	HI	N	N	08/29/2022 - 12/17/2022

LEA Payment Responsibility

Higher Ed Course	Reporting LEA	Pmt by Reporting LEA	Review Code as of 11/02/2022	Pmt Split	Alt Pay Rptd	Paying LEA Credits	Total LEA Percent of Time	HEI Total Credits	In LEA on CCP Enrollment Date	CCP Sent Reason Reported
DDG 1101 - Survey of Digital Design	**District A**	PROP	ENRL SPLIT MY LEA PAY ALL	Y	N	1.50	50	3.00	Y	Y
DDG 1101 - Survey of Digital Design	**District B**	PROP	ENRL SPLIT MY LEA PAY ALL	Y	N	1.50	50	3.00	Y	Y

AGED OUT AT BOTH DISTRICTS

- Payment responsibility remains split based on percent of time
- Both districts responsible for proportional amount
- Either district can escalate
  - Area coordinators will review once current year reporting is closed

Higher Education Reported Data

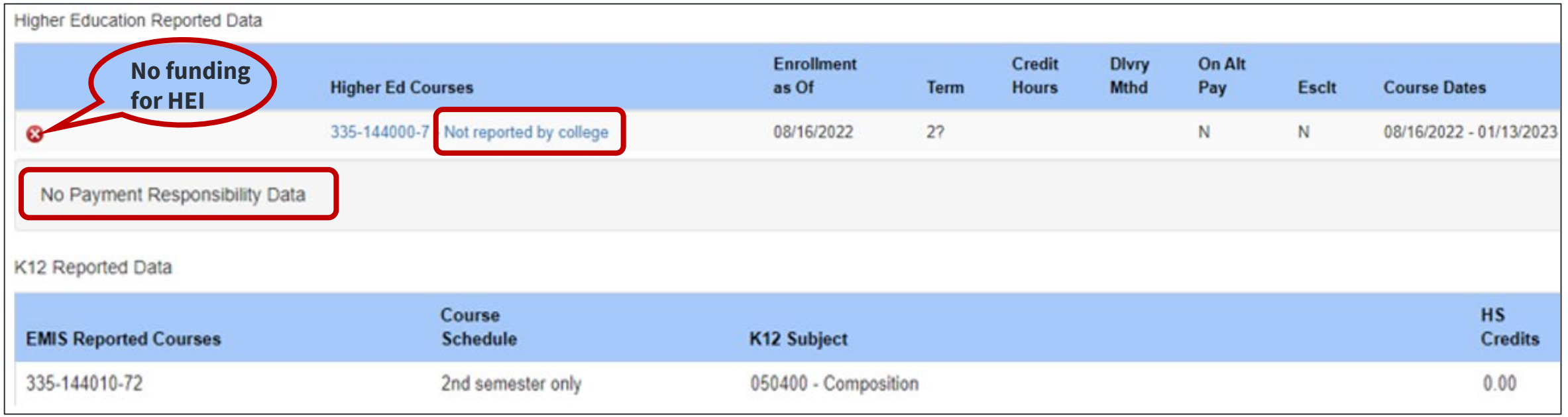
	Higher Ed Courses	Enrollment as Of	Term	Credit Hours	Dlvry Mthd	On Alt Pay	Esclt	Course Dates
✓	ENG 1112 - ENGLISH II	06/28/2022	SM	3.00 S	OL	Y	N	06/13/2022 - 08/08/2022

LEA Payment Responsibility

Higher Ed Course	Reporting LEA	Pmt by Reporting LEA	Review Code as of 11/14/2022	Pmt Split	Alt Pay Rptd	Paying LEA Credits	Total LEA Percent of Time	HEI Total Credits	In LEA on CCP Enrollment Date	CCP Sent Reason Reported	CCP Perc
ENG 1112 - ENGLISH II	District A	PROP	AGED OUT	Y	Y	1.50	100	3.00	N	N	0
ENG 1112 - ENGLISH II	District B	PROP	AGED OUT	Y	Y	1.50	100	3.00	N	N	0

NOT REPORTED BY COLLEGE

- Course reported by district
- No payment responsibility until college reports



CCP REPORTS

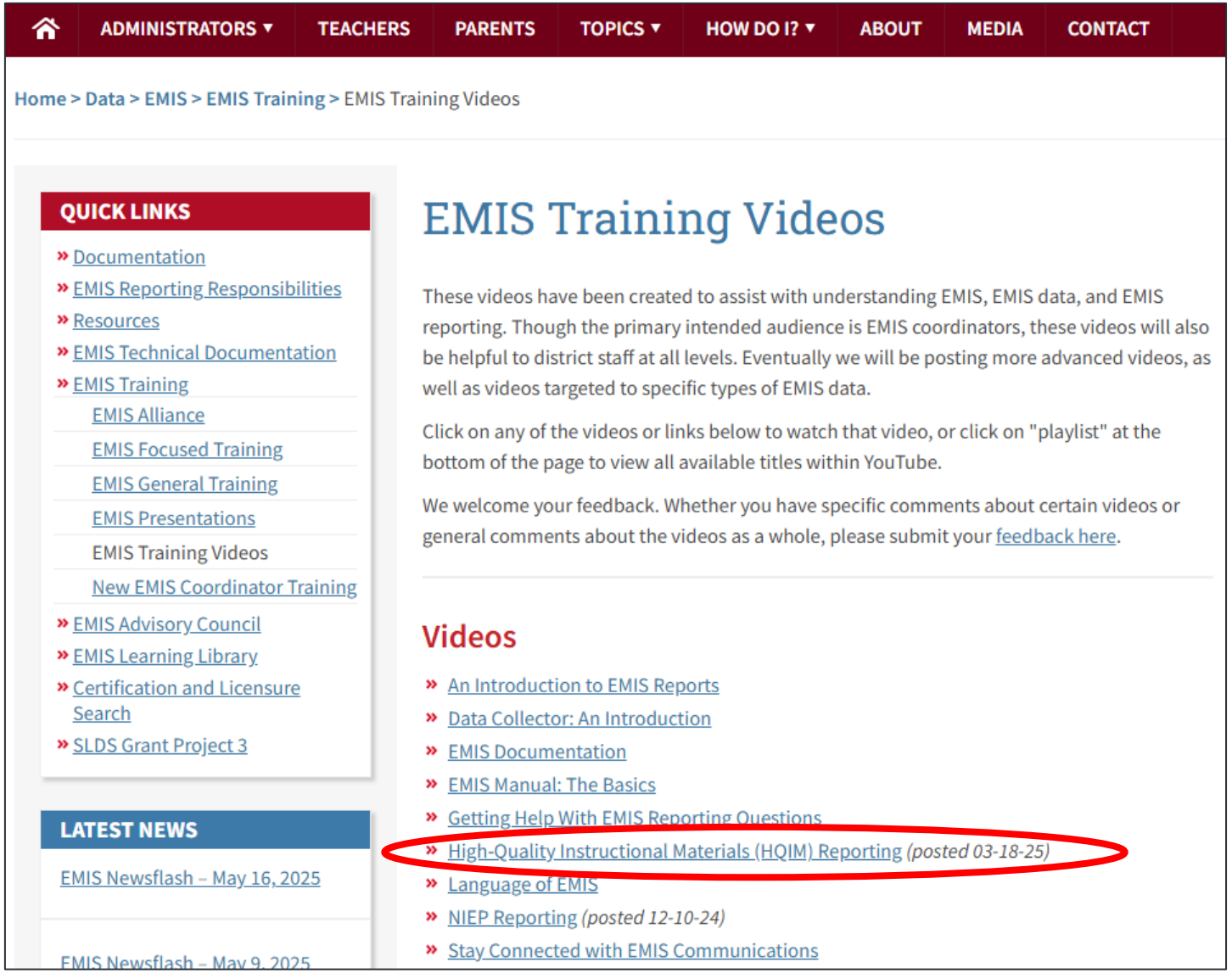
- Level 2 Data Collector reports in student (S) collections
  - Report explanations available
- (CCPL-001) Projected Non-Payment
  - Courses not eligible for payment
- (CCPL-002) Not Funded at Responsible LEA
  - Student not reported as enrolled
- (CCPL-003) CCP Split Payment
- (CCPL-004) CCP Escalated Courses
- (CCPL-101) Projected Payment

CCP_LEA_DEDUCT

- Received file
- Tool for reconciling CCP Deduction web reports
- Generated by fiscal year
  - Jan. 2025
    - Final for prior fiscal year (FY24) for all terms
    - Current fiscal year (FY25) for AU and SM terms
  - July 2025
    - Current fiscal year (FY25) for all terms

IN CASE YOU MISSED IT

EMIS TRAINING VIDEOS



- New High-Quality Instructional Materials (HQIM) Reporting training video posted
- More to come…

QUESTIONS?

EDUCATION.OHIO.GOV

Department of Education & Workforce

RESOURCES

Training Evaluation

Available through June 27

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 TBD
  - 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
- 2.6 Student Attributes – No Date (FN) Record
- 2.8 Student Assessment (FA) Record
- 2.9 Student Program (GQ) Record
- 2.23 Exiting Student Follow-Up (FW) Record

EMIS MANUAL, 2

- 3.3 Staff Demographic (CI) Record
- 3.4 Staff Employment (CK) Record
- 4.2 Course Master (CN) Record
- 4.4 Student Course (GN) Record
- 4.8 Student Course Grade (FR) Record
- 5.2 Grade Schedule (DL) Record
- 5.3 Organization – General Information (DN) Record

REPORT EXPLANATIONS

- CCP Reports
- Exiting Student Follow-Up Reports
- Student Course Grade Missing (MISS-001)
- Where Kids Count (WKCD-001)

GENERAL ISSUES, (GNIS-XXX)

Disclaimer: General Issues Reports are supplemental reports that are provided to districts to help identify potential data issues. The reports should NOT be used as the primary and/or sole mechanism for reviewing and verifying the accuracy/completeness of data. These reports are limited in the types of errors flagged and are not guaranteed to be generated on a regular basis as they are not part of the automated EMIS validation system. In accordance with ORC 3301.0714, the accuracy and completeness of EMIS data submitted to the Department is the responsibility of the district.

- Level 2 reports generated by business offices
- 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

OTHER

- EMIS Changes
  - https://education.ohio.gov/Topics/Data/EMIS/EMIS-Documentation/EMIS-Changes
- ODDEX Help
  - https://mcoecn.atlassian.net/wiki/spaces/oddex/overview
- Third Grade Reading Guarantee (TGRG)
  - https://education.ohio.gov/Topics/Learning-in-Ohio/Literacy/Third-Grade-Reading-Guarantee
  - Contact: ThirdGradeGuarantee@education.ohio.gov

OFFICE OF DATA QUALITY

- Districts and Schools Final Correction Opportunities
  - https://education.ohio.gov/Topics/Data/EMIS/Reporting-Responsibilities/Final-Correction-Opportunities
- EMIS Data Review & Verification
  - https://education.ohio.gov/Topics/Data/EMIS/Reporting-Responsibilities/EMIS-Data-Review-Verification
- Contact information
  - dataquality@education.ohio.gov
  - (614) 466-7144

SECURE DATA CENTER (SDC)

- Secure Data Center webpage
  - https://education.ohio.gov/Topics/Data/EMIS/EMIS-Resources/Secure-Data-Center
- Secure Data Center – Status of Reports
  - https://education.ohio.gov/Topics/Data/EMIS/EMIS-Documentation/Secure-Data-Center-Status-of-Reports
- Contact
  - Letitia.Linville@education.ohio.gov

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