

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.





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Workforce**

EMIS GENERAL TRAINING

June 2026

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Topics

- Remaining FY26 Reporting, 5
- FY27 Retention/Promotion – Grade 3 Only, 34
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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 FY26 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

MOA FOR STUDENTS EXPELLED OR ATTENDING ANOTHER DISTRICT

- Expelled – depends on enrollment dates, expulsion dates, and whether receiving education or services during expulsion
 - FAY met, expelled after March 31 = MOA IRN
 - FAY met, expelled before March 31
 - Reported with District Relationship (FS140) option 1 = MOA IRN
 - Reported with District Relationship (FS140) option 3 = *****
 - FAY not met = *****
- Attending another district, but resident/sending district still responsible
 - Sent Reasons (FS200, F230) = PS, MR, NP, JV, CT
 - FAY met = MOA IRN of building where student would have attended
 - FAY not met = *****

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

STUDENT ACCELERATION (FB) RECORD

- Accelerated Status Flag (FB100)
 - Y = The student is accelerated
 - N = The student is no longer accelerated
- Subject Area Code (FB060)
 - A = All subjects
 - C = Social Studies
 - M = Mathematics
 - R = Reading/Writing
 - S = Science
- New acceleration General Issues check IS0499
 - +/- 10% variation comparing prior year to current year data
 - Incorrect reporting for Subject Area Code (FB060) can cause 10% variation

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
 - **New** number of times overdose reversal drug administered during fiscal year (26-155)

DATA SUMMARY COMPARISON REPORTS UPDATES: STUDENT

Result codes added comparing percentage of students reported current FY to prior FY

- DC0200 – traditional districts
- DC0201 – community schools and STEMs

STUDENT (S) COLLECTIONS CLOSE DATES

- July 10
 - Student Cross Reference
 - Student Contact(s)
- July 15
 - End of Year Student
 - SOES End of Year Student
- Aug. 5
 - Final Exiting Student Follow up

REMAINING FY26 REPORTING – ASSESSMENTS

DATA SUMMARY COMPARISON REPORTS UPDATES: ASSESSMENT

- Result codes added for the Reading Diagnostic comparing percentage of students reported current FY to prior FY
 - DC0093(TRAD), DC0094(CS/STEM) – On-Track
 - DC0095(TRAD), DC0096(CS/STEM) – Not On-Track
 - DC0150(TRAD), DC0151(CS/STEM) – Required Not Assessed
 - DC0152(TRAD), DC0153(CS/STEM) – Required Assessed Late
- Result codes added for the Spring State Assessments Grades 3-8 comparing percentage of students expected to be assessed current FY to prior FY
 - DC0155-DC0169 – one for each grade level and assessment area

ASSESSMENT (A) COLLECTIONS CLOSING IN JULY

July 15

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

ASSESSMENT (A) COLLECTIONS CLOSING IN AUGUST

- Aug. 5
 - OELPA Assessment
 - Spring Alternate Assessment
 - Career Tech Accountability Assessment
 - Reading Diagnostics
 - Tier 1 Dyslexia Screener
- Aug. 7
 - Other Accountability Assessments
- Aug. 21
 - Child Outcome Summary Assessment

REMAINING FY26 REPORTING – STAFF AND COURSE

STAFF SEPARATION

- Position Separation Date (CK300) = last day worked
- Position Separation Reason (CK230) = most appropriate
- Worked any days in FY26
 - Position Status (CK070) = left unchanged
- Did not work any days in FY26
 - Position Status = U – no longer employed by district in this position
- 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, 2025 – June 30, 2026
 - All position codes except 800 – 899

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
 - Sept. 18, 2025 – Sept. 11, 2026
- Required by all EMIS reporting entities reporting Course Master (CN) and Student Course (GN) Records for courses earning high school credit
- Recommended for middle school (grades 6-8) math and English courses
 - Will be utilized in the Early Warning System (EWS)
- (MISS-001) Student Course Grade Missing Report
 - Courses earning high school credit
 - 30+ days after course end date
 - No final grades reported

DATA SUMMARY COMPARISON REPORTS UPDATES: STAFF

Result code added comparing percentage of staff reported current FY to prior FY

- DC0100

CTE PARTICIPANT REPORT (CTAC-300)

- **New** Level 2 Report for traditional districts JVSs, community schools, and STEMs
- Evaluates CTE participation status
 - If not correct, reporting needs corrected
- Each row represents student-course combination from
 - Course Master (CN) Record
 - Student Course (GN) Record
- Verify
 - Curriculum Code (CN310)
 - Subject Code (CN050)
 - Course Enrollment Start (GN160) and Course Enrollment End (GN170) Dates
 - High School Credit Earned (GN150)
 - CTE FTE

STAFF AND COURSE (L) COLLECTIONS CLOSE DATES

- July 22 *new earlier* close date
 - Final Staff and Course
- Sept. 11
 - Student Course Grade

REMAINING FY26 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

July 22 *new earlier* close date

- Final Calendar

SUMMER FY26 FINAL CORRECTION OPPORTUNITIES & DATA REVIEW AND VERIFICATION

JULY FINAL CORRECTION OPPORTUNITIES

- July 16 – 24
 - 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
- July 23 – 31 ***new earlier*** date
 - Final Staff and Course
 - Final Calendar

AUGUST FINAL CORRECTION OPPORTUNITIES

- Aug. 6 – 14
 - CTE Assessment
 - Reading Diagnostics
 - Tier 1 Dyslexia Screener
 - Final Exiting Student Follow Up
 - Alternate Assessment
 - Ohio English Language Proficiency Assessment (OELPA)
- Aug. 10 – 14
 - Other Accountability Assessment
- Aug. TBD
 - Summer 3rd Grade Reading
- Aug. 17 – 28
 - Funding
- Aug. 24 – Sept. 4
 - Child Outcome Summary Assessment

FY26 REPORT CARD DATA REVIEW AND VERIFICATION

- Aug. 17 – Sept. 4
- Accessible through OH|ID portal
 - Data Collection tile
- One review for all report card-related data
 - Student
 - Calendar
 - Staff and Course
 - Assessment

FY27 RETENTION/PROMOTION – GRADE 3 ONLY

FY27 RETENTION/PROMOTION – GRADE 3 ONLY (S) COLLECTION

- Open July 9, 2026 – Aug. 28, 2026
- Required reporting for all Grade 3 students enrolled through the end of the 2025-2026 school year
- English Language Arts promotion score = 700
 - Reading sub-score = 50
- Required students will appear on the missing list until their status is 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 (TGRG)
- 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
 - 27-54 clarifies option G: Student took Ohio’s Alternate Assessment for Students with the Most Significant Cognitive Disabilities (AASCD), excused from TGRG retention requirements
- 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

FY27 EMIS CHANGES

STUDENT

- Early Childhood Education (ECE) Grant
 - Removes ECE grant-related guidance (27-5)
 - Removes How Received option E (27-7)
- Program codes
 - Adds RIMP reporting for grade 7 (27-1)
 - Adds new 410020 Future Business Leaders of America (FBLA) code (27-31)
- Updates District Relationship guidance for JDC students (27-47)
 - Can be reported with option 2 or 3
- Updates CORE Graduation Requirement Exemption Code (27-57)
 - 3 – curriculum requirements for graduation satisfied by meeting IEP goals

STUDENT DETAILED ATTENDANCE (FM) RECORD (27-40)

- Will be required to report effective FY27
 - Was optional for FY26
 - Combined attendance guidance still applicable
- Attendance and absence elements will be removed from the Student Standing (FS) Record
 - FS320 = School Year Attendance Hours
 - FS330 = School Year Excused Absence Hours
 - FS340 = School Year Unexcused Absence Hours

UPDATES STUDENT DISCIPLINE (GD) RECORD (27-11)

- Separate record for each Type of Discipline (GD070) administered for a single incident now required
- Guidance for reporting discipline that spans school years
- Date of Discipline (GD060) element definition updated
 - The date on which the incident resulting in a discipline action occurred
- Victim of Student Violence (GD130) element deleted
- Frequently Asked Questions section with examples added

DN ATTRIBUTES

- Adds new CCP DN attribute to indicate if reporting entity provided info about and promoted CCP program (27-29)
- Deletes STUKGBRDAY DN attribute (27-65)
 - Per ORC, students entering KG no longer required to be 5 by Aug. 1 or Sept. 30
 - Now determined by first day of instruction
- Removes Flat File Editor (FFE) options (27-72)
 - Removes Attribute Text options for DSTRCTSFTW attribute

NEW STAFF VACANCY (CR) RECORD (27-3)

- Required for traditional districts, community schools, STEMs, JVSs, and ESCs
 - Initial and Final Staff and Course (L) Collections
- Report new Staff Vacancy (CR) Record for open positions intended to be filled during the school year
 - Regardless if filled

CTE CHANGES

- CTE Program of Concentration (FN290) updates
 - Clarifies reporting instructions (27-14)
 - Adds some, moves some to a different career field, renames some (27-20(B))
- Removes “Senior Only” credential language (27-18)
 - Changing to “Industry Credential Only”
- 27-20(A) CTE Subject Code Updates (27-20(A))
 - Additions, deletions, updates
- Assessments
 - Removes legacy CTE Technical Assessment (GY) codes (27-13)
 - Updates to CTE technical assessments (27-21)
 - Updates to Industry Recognized Credentials (27-33)

DIAGNOSTICS

- Updates approved Reading Diagnostic list (27-15)
- Removes Dyslexia Screener option (27-78)
- Adds Math Diagnostic reporting (27-19)
 - Adds new Mathematics Diagnostic – MD assessment type
 - Removes “Reading” from the collection name
- Removes SNR L as a valid option for Reading Diagnostic (27-27)
 - L = Student has a disability condition for which no vendor accommodation exists

IN CASE YOU MISSED IT

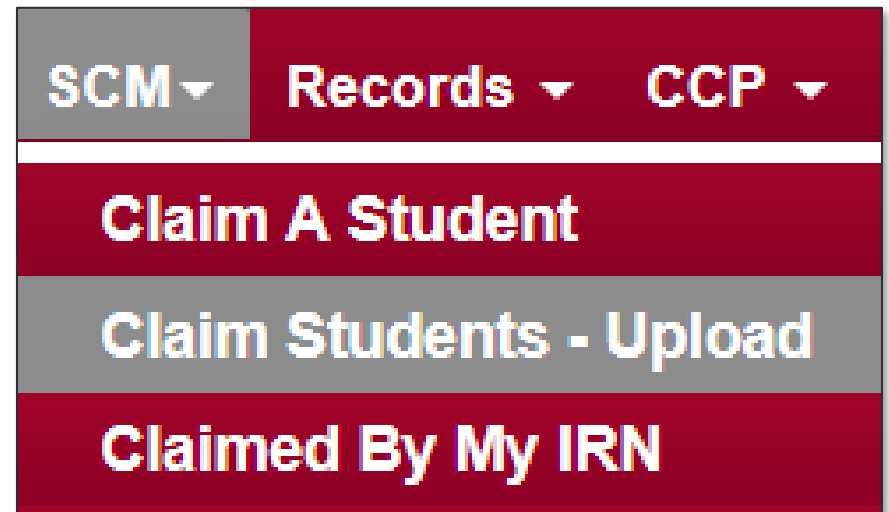
FY27 EMIS DATA COLLECTION CALENDAR

- Posted May 19, 2026
- Announced in May 20 Newsflash
- Some dates earlier
 - Calendar Collection – Final close date
 - Staff and Course Collection – Initial open date
 - Staff and Course Collection – Final close date

<i>Additional Student and Staff/Calendar Collections</i>			
Calendar Collection - Initial (FY27) (2027CINIT)	C	7/1/2026	9/24/2026
Calendar Collection - Final (FY27) (2027CFINL)	C	10/1/2026	7/21/2027
Staff and Course Collection - Initial (FY27) (2027L1STR)	L	8/20/2026	2/3/2027
Staff and Course Collection - Final (FY27) (2027L2FNL)	L	2/9/2027	7/21/2027
Student Course Grade Collection (FY27) (2027LCGRD)	L	9/17/2026	9/10/2027
Graduation Collection (FY27) (2027G0000)	G	4/29/2027	10/8/2027

STUDENT CLAIMING MODULE (SCM)

- New upload option now available to mass claim students for next year
 - Kindergarten
 - JVS
 - Online registration
- See “Claim Students Upload” ODDEX Help documentation for formatting requirements
 - <https://mcoecn.atlassian.net/wiki/spaces/oddex/pages/2386362387/Claim+Students+Upload>



EMIS TRAINING VIDEOS

Home > Data > EMIS > EMIS Training > EMIS Training Videos

QUICK LINKS

- » [Documentation](#)
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- » [EMIS Advisory Council](#)
- » [EMIS Learning Library](#)
- » [Certification and Licensure Search](#)
- » [SLDS Grant Project 3](#)

LATEST NEWS

- [EMIS Newsflash – May 16, 2025](#)
- [EMIS Newsflash – May 9, 2025](#)

EMIS Training Videos

These videos have been created to assist with understanding EMIS, EMIS data, and EMIS reporting. Though the primary intended audience is EMIS coordinators, these videos will also be helpful to district staff at all levels. Eventually we will be posting more advanced videos, as well as videos targeted to specific types of EMIS data.

Click on any of the videos or links below to watch that video, or click on "playlist" at the bottom of the page to view all available titles within YouTube.

We welcome your feedback. Whether you have specific comments about certain videos or general comments about the videos as a whole, please submit your [feedback here](#).

Videos

- » [An Introduction to EMIS Reports](#)
- » [Data Collector: An Introduction](#)
- » [Districts and Schools Final Correction Opportunities](#) (posted 09-16-25)
- » [Early Grads and 5-Year Grads](#) (posted 07-15-25)
- » [EMIS Coordinator and Child Nutrition Direct Certification \(CNDC\)](#) (posted 03-23-26)
- » [EMIS Documentation](#)
- » [EMIS Manual: The Basics](#)
- » [Getting Help With EMIS Reporting Questions](#)
- » [Graduation Cohort Assignment](#) (posted 07-31-25)
- » [High-Quality Instructional Materials \(HQIM\) Reporting](#) (posted 03-18-25)

- EMIS Coordinator and Child Nutrition Direct Certification (CNDC) training video posted
- More to come...

QUESTIONS?

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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
- 2.7 Student Acceleration (FB) Record
- 2.8 Student Assessment (FA) Record
- 2.9 Student Program (GQ) 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

- Data Summary Comparison Reports
- CTE Participant Report (CTAC-300)
- 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



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