EMIS General Training Q&A: November 2024

Below are some of the EMIS reporting questions that were asked during the EMIS General Training sessions held between November 18 and 22, 2024. The questions are grouped by topic and include the answer. In many cases, a link to EMIS documentation where related information can be found is also 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

Q1 *How will we know if a CTE Teacher Licensure Override is approved?*

A1 The (CTEA-006) CTE Approved Overrides Report will reflect these overrides. See the CTE FTE Reports report explanation.

Staff Separation

Q2 *The teacher started the school year but left after a month. Position Separation Date (CK300) and Position Separation Reason (CK230) were reported, but she is fataling due to not having a course reported. How to rectify this?*

A2 If the teacher acted as a teacher of record for any amount of time, she should be reported as assigned to the course with the Staff Course (CU) Record. See EMIS Manual Section 4.3.

Q3 *Would a district report the Position Status (CK070) option C (Current position in the district) for a teacher who worked professional development days but passed away before the first day of school?*

A3 A staff member's current Position Status should be left as reported if they have any attendance days in the current fiscal year. See EMIS Manual Section 3.4.

Contracted Staff

Q4 *How would a district report an individual employed by the local hospital serving as a school nurse?*

A4 This is a contracted staff situation with a non-EMIS reporting entity. The district reports the Staff Demographic (CI) Record and the Staff Employment (CK) Record with Position Status (CK070) option I (Contracted personnel – Individual). See EMIS Manual Sections 3.2 and 3.4.

Credit and Grade Reporting

Q5 *Are districts required to update the Core Area Code (GC060) with the new elective options on the Student Graduation - Core Summary (GC) Record?*

A5 No. There is no requirement to report these new options; however, reporting the new options will allow districts to indicate when English, math, science, and social studies credits are being counted toward a student's elective credits for state graduation requirements and not toward the required credits in those areas. Using the new codes will also allow the Progress Toward Graduation reports in the Grad module to be more useful for districts as they will more accurately reflect earned credits. See EMIS Change 25-61 and EMIS Manual Section 2.15.

Department of Education & Workforce