

EMIS General Training Q&A: November 2025

Below are some of the EMIS reporting questions that were asked during the EMIS General Training sessions held between November 18 and 21, 2025. 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.

Licensure Reports

- Q1** *If a teacher with only a substitute license is the teacher of record for courses with a Delivery Method (CN320) of CI-Computer as Instructor, would those courses also appear on the (TLCS-001) Teacher Licensure Course (TLC) Status Report as not certified?*
- A1** Any teacher reported as the teacher of record in a traditional district with only a substitute license will not be properly certified, regardless of Delivery Method. See [EMIS Manual Sections 3.1 and 4.3](#).
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- Q2** *A course appears as having no students enrolled in the TLC Status Report. A student was enrolled, but they withdrew before the course start date. Should the Course Master (CN) Record be deleted even though a student was scheduled into it but withdrew before the start date?*
- A2** Yes. If the student withdrew from the course before the start date, they were never enrolled, so the course should not be reported.
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