

EMIS General Training Q & A September/October 2024

Below are some of the EMIS reporting questions that were asked during the EMIS General Training sessions held between September 25 and October 2, 2024. 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.

Graduation

- Q1** *Should the reported Diploma Date (FN090) for a Grade 23 special education student be the day they left education?*
- A1** Yes. The Diploma Date (FN090) is the date a student completes graduation requirements **and** finishes formal secondary education. See [EMIS Manual Section 2.4](#).
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- Q2** *Some of our resident students who graduated from their educating districts last spring were inadvertently included in our FY25 data. How should we withdraw these students?*
- A2** Assuming the educating/graduating district reported the students' withdrawal and graduation information, the resident district should report Withdrawal Reason option 81 to remove the students from their FY25 data. See [EMIS Manual Section 2.4](#).
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- Q3** *What withdrawal reason should I use for a Jon Peterson Scholarship student "graduating" from a nonpublic school?*
- A3** Students who finish their education at a private school should be withdrawn to the private school with Withdrawal Reason (FS100) option 42, thus removing them from the district's grad rate accountability. See [EMIS Manual Section 2.4](#).
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Student Reporting

- Q4** *Should we report the Kindergarten Survey DN attributes with a value of "0" if our kindergarten students are not charged tuition?*
- A4** No. These attributes are only required if tuition is charged to all-day kindergarten students. See [EMIS Manual Section 5.3](#).
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- Q5** *Do book fees count as tuition?*
- A5** No, book fees do not count as tuition when reporting the KG survey elements on the DN record. See [EMIS Manual Section 5.3](#).
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Withdrawal Reporting

Q6 *Does the Department have a preference for correcting students reported in error using either the new Student Reported In Error (FX) Record or Withdrawal Reason option 81?*

A6 No, the Department has no preference. Districts can choose either as they are interchangeable and accomplish the same result. See [EMIS Manual Sections 2.4 and 2.24](#).

Q7 *Would it be appropriate to report a Student Withdrawal Override (FC) Record for a student who withdrew at the end of FY24 and now has mismatches or conflicts in the Student Cross Reference module in ODDEX?*

A7 The FC record cannot be reported in the Student Cross Reference Collection. See the [FY25 Student Cross Reference Collection v.1 Release Notes](#).

Q8 *How should an incorrect withdrawal date reported in FY24 be corrected now that reporting is closed and appeals are past?*

A8 The Student Withdrawal Override (FC) Record can be used to correct a prior year's misreported withdrawal date. See [EMIS Manual Section 2.17](#).
