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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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Ohio.org

COMMUNICATIONS & RESOURCES

New EMIS Coordinator Training
April 3, 2025

**DEIDRE
WUNDERLICH**

Data Administration Manager

Office of Data Quality and Governance

EMIS Manual and other EMIS documentation, EMIS website, EMIS changes, EMIS training, EMIS helpdesk, Teacher Licensure Course Status Report



**Department of
Education &
Workforce**


Communications




- ✓ *EMIS Newsflashes*
- ✓ *EMIS Update Alerts*
- ✓ *EMIS Website*

How to Sign Up for Newsflashes

OHIO DEPARTMENT OF EDUCATION AND WORKFORCE

Stephen D. Dackin, Director | 25 South Front Street, Columbus, Ohio 43215
1-877-644-6338 | contact.center@education.ohio.gov

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Email Updates

To sign up for updates or to access your subscriber preferences, please enter your contact information below.

Email Address *

Submit

Cancel

Your contact information is used to deliver requested updates or to access your subscriber preferences.

Quick Subscribe for deidre.wunderlich@education.ohio.gov

Ohio Department of Education and Workforce offers updates on the topics below. Subscribe by checking the boxes; unsubscribe by unchecking the boxes.

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Subscription Topics

☐ Bulletins

☐ EdConnection 

☐ Education Management Information System

☒ EMIS Manual updates

☒ EMIS Newsflashes

☒ EMIS Validation and Report Explanation updates

☒ EMIS Change updates

Reporting Guidance

- ✓ *EMIS Manual*
- ✓ *Changes*
- ✓ *Release Notes*
- ✓ *Report Explanations*
- ✓ *File Descriptions*

Resources

- ✓ *Data Collection Calendars*
- ✓ *Acronyms*
- ✓ *Glossary*
- ✓ *EMIS Roundup*
- ✓ *EMIS Calendar (Google)*
- ✓ *EMIS Framework*

Training

- ✓ *Focused Training*
- ✓ *General Training*
- ✓ *New Coordinator Training*
- ✓ *Training Videos*
- ✓ *Alliance Trainings*

Help!

✓ *Hierarchy of Support*

EMIS Manual and Coordinators

Information Technology Centers (ITCs)

Department's EMIS Helpdesk

Department's EMIS Staff via Email/Phone



NEW EMIS COORDINATOR TRAINING – DATA COLLECTOR

April 3, 2025

KELLI RINEHART

Data Administration Managers

Office of Data Quality and Governance

Topics

- Data Collector
- Message Center
- Data Sources
- Collection Requests
- Collection Status
- Submissions
- Progress
- Reports
- Archives
- Resources
- Preferences

DATA COLLECTOR

- What is it?
 - Tool used to report data to the Department
- What is its purpose?
 - Fulfills requirements at the state and federal level
- Who uses it?
 - Public schools, community schools and STEMs, JVSs, ESCs, and state schools
- Where can it be accessed?
 - Via your district's ITC
- What data is used?
 - Student, staff, organizational, financial, etc.

MESSAGE CENTER

- Three types
 - Messages for specific LEAs
 - Messages for specific organization type(s)
 - Message for EMIS reporters
- Indicator for “unread” messages
- Message capabilities
 - “Hide” messages
 - Show “Expired”
 - Collapse entire message center

Collection Requests	Collection Status	Submit
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Collection Requests Summary

Message Center Click on the triangle to show the list of t

My Messages (0 Unread Messages, 0 total)

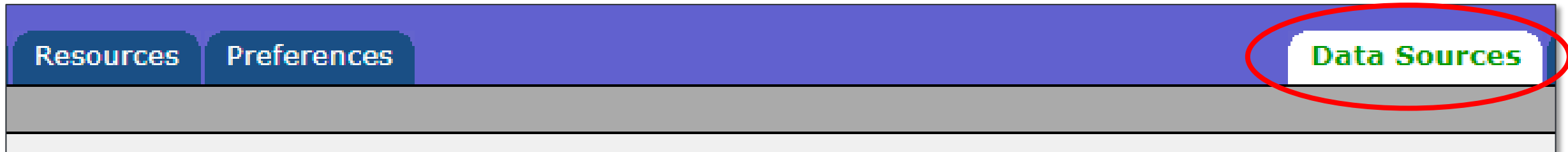
Messages for Organizations (0 Unread Messages, 0 total)

Messages for All Users (0 Unread Messages, 0 total)

Show messages which are: ☐ Expired ☐ Hidden

DATA SOURCES

- *Note:* check with your ITC, as student software packages handle this differently
- Use this tab to verify upload success or to upload flat files manually as needed



Collection Requests Summary

Department of Education

[Refresh](#) | [Restore Defaults](#) | [Hide Message Center](#)

Use the choices below to filter the list of collection requests shown

Collection Request: Data Set: School Year: Last Activity Within: ☐ Show closed collections

Sort Order

Order Collections By: ☐ Submission Close Date ☐ A-Z ☐ Z-A ☐ A-Z on Short Name ☐ Z-A on Short Name ☒ Most recently active**Midyear Student Collection (FY25)**

FY25-S-TRAD Mid: Collection required for all Traditional Districts, JVSs, ESCs, and State Supported Schools. Source file(s) for GI, FS, FD, FB, FN, G...

Submissions: November 02, 2024 - April 25, 2025 (58 days till close)**Version:** 10**From ODE:** [Level 2 Reports](#)**Status:** Data Collection has been prepared yesterday at 02:26:37 PM and is available for preview or certification.**Submission Number:** 5 (attempt 1)**Actions:** [Start/Stop Collection](#)**Prepare Outputs:** [Level 1 Validations](#)[Prepare](#)[Preview Prepared Data](#)[Certify & Submit](#)[Cancel](#)[Add New Scheduled Collection](#)[Edit Default Collection properties](#)**Calendar Collection - Final (FY25)**

FY25-C-Cal Final: The Final Calendar Collection is required for all EMIS reporting entities educating students in 2024-2025. Source files for DL And ...

Submissions: September 03, 2024 - August 06, 2025 (161 days till close)**Version:** 5**Status:** This collection has never been submitted.**Submission Number:** 1 (attempt 0)**Actions:** [Start Collection](#)[Add New Scheduled Collection](#)[Set Default Collection properties](#)

COLLECTION REQUESTS, 1

- Provides steps for data collections
- Choose collection
- Start/Stop collection
 - Begins process
 - Gathers data
 - Excludes what cannot be processed
- Prepare
 - Data validations performed for district's data
 - Level 1 validation reports generated

COLLECTION REQUESTS, 2

- Preview
 - Important step to review data
 - This is what gets submitted
 - If step skipped, extra certification required
- Certify and submit
 - Sends data to Report Authority
 - Cannot be cancelled, only overwritten with new submission

Collection Requests
Collection Status
Submissions
Progress
Reports
Archives
Messages
Resources
Preferences

Collection Status

Collection Status

Collection activity by collection request. Choose filter criteria to narrow the scope of the collection requests listed.

Filter Options

Collection Request: All
Data Set: All
School Year: All
Last Activity Within: All

Progress: All
☐ Show closed collections

[Refresh](#) | [Restore Defaults](#)

SIF Zones

Collection / SIF Zone / Request	Records	Packets	Start	Elapsed	Status
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EMIS Formatted Files

Collection / Record Type - File	Records	Start	Elapsed	Status
<div> <div></div> <div></div> FY25-S-TRAD Mid </div>	9864	02/25 02:26 PM	00:00:01	Complete
<div> <div></div> <div></div> GQ / MA_GQ_25a.txt </div>	999	02/25 02:26 PM	00:00:00	Complete
<div> <div></div> <div></div> GG / MA_GG_25.txt </div>	999	02/25 02:26 PM	00:00:00	Complete
<div> <div></div> <div></div> GD / MA_GD_25.txt </div>	162	02/25 02:26 PM	00:00:00	Complete
<div> <div></div> <div></div> FS / MA_FS_25_EX.txt </div>	1098	02/25 02:26 PM	00:00:00	Complete
<div> <div></div> <div></div> GI / MA_GI_25a.txt </div>	2834	02/25 02:26 PM	00:00:00	Complete
<div> <div></div> <div></div> GJ / MA_GJ_25.txt </div>	520	02/25 02:26 PM	00:00:00	Complete

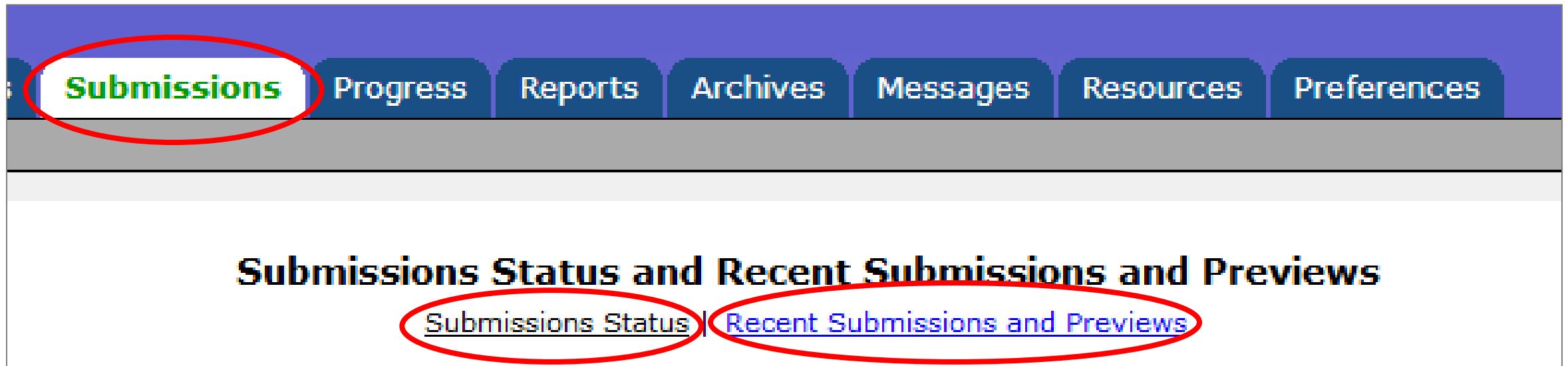
COLLECTION STATUS

Provides means to watch the collection progression

- Click on ► to open the detail
- Record type – Flat file of SIF agent
- Green ‘ ✓ ’ represents success on each record type
- Red ‘ X ’ represents process on that record did not complete normally

SUBMISSIONS

Provides two options to view



The screenshot displays a navigation bar with several menu items: 'Submissions', 'Progress', 'Reports', 'Archives', 'Messages', 'Resources', and 'Preferences'. The 'Submissions' item is highlighted with a red oval. Below the navigation bar, the main content area features the heading 'Submissions Status and Recent Submissions and Previews'. Under this heading, there are two links: 'Submissions Status' and 'Recent Submissions and Previews'. Both links are underlined and circled with a red oval.

Submissions Progress Reports Archives Messages Resources Preferences

Submissions Status and Recent Submissions and Previews

Submissions Status | Recent Submissions and Previews

SUBMISSIONS – STATUS VIEW

Lists submission status of each collection request

Submissions Status and Recent Submissions and Previews

[Submissions Status](#)

[Recent Submissions and Previews](#)

Submissions Status

All submissions are listed below. Expand an item to view the individual submissions. Click a submission to view detailed status.

Filter Options

Collection Request: All

Data Set: All

School Year: All

Last Activity Within: All

☐ Show closed collections

[Refresh](#)

[Restore Defaults](#)

Submission	Submitted	Submission Status	Processed	Processed Status
▼ FY25-S-TRAD Mid (4 submissions)				
✓ Submission 4	02/25/2025	Transmission completed on February 25, 2025 (certified by Richardson)	02/25/2025 09:27:25 AM	Pending Processing
✓ Submission 3	01/21/2025	Transmission completed on January 21, 2025 (certified by VRF Administrator)	01/21/2025 11:52:09 AM	✓ Processing Completed
✓ Submission 2	12/27/2024	Transmission completed on December 27, 2024 (certified by VRF Administrator)	12/27/2024 02:38:43 PM	✓ Processing Completed
✓ Submission 1	11/26/2024	Transmission completed on November 26, 2024 (certified by VRF Administrator)	11/26/2024 09:49:14 AM	✓ Processing Completed

SUBMISSIONS – RECENT SUBMISSIONS AND PREVIEWS VIEW

Lists prior data submissions for current collections

Filter Options

Collection Request: FY25-S-TRAD Mid

Data Set: All

School Year: All

Last Activity Within: All

☐ Show closed collections

File Type: Submissions Only

☐ Combine all files into a single .zip file per Collection Request

[List Recent Submissions and/or Previews](#) | [Restore Defaults](#)

Archive File Name	Collection Request	Type	Submission	Version	Date Archived	File Size
<input type="checkbox"/> Submission_2025S2TRD_7.zip	FY25-S-TRAD Mid (2025S2TRD)	Submission	3.1	7	January 21, 2025	(48476 bytes)
<input type="checkbox"/> Submission_2025S2TRD_9.zip	FY25-S-TRAD Mid (2025S2TRD)	Submission	4.1	9	Yesterday	(48519 bytes)

[Select All](#) | [Select None](#) | [Delete Selected](#)



Progress

Choose the filter criteria from the options below then click on the Run Query link to view (or manage) the progress of collections. Uncheck the **All LEAs** check box to enter any text in the **LEA IRN** or **LEA Name** fields.

Filter Options

LEA Selection: ☒ All LEAs
LEA IRN:
LEA Name:
Show:
Timeline:

Collection Request:
Data Set:
Year:
Expired: ☐ Show closed collections

Processing Stage:
☐ Not Started
☒ Collecting
☒ Collection Completed
☒ Preparing
☒ Prepare Completed
☒ Collection Previewed
☒ Certified
☒ Submitting Collection
☒ Submitted

Display Options

Group By: ☒ Collection Request ☐ LEA ☐ Stage ☐ None

[Restore Defaults](#) | [Select All Stages](#) | [Deselect All Stages](#) | [Select All Running Stages](#)

[Run Query](#) | [Show Never Submitted](#)

								(Total Count: 4)
Collection Request / Submitter	LEA IRN	Subm	Ver	Timestamp	Stage or Result	Action	L1 / L2 / Err,Warn	
▼ Calendar Collection - Initial (FY24) (2024CINIT)								(Count: 1)
✔ Qa District	123456	1	2	06/21/2023 01:21:33 PM	Collection Previewed	Preview	L1(19 fti) / L2(None) / None	
▼ Exiting Student Follow up - Final (FY23) (2023S2EXT)								(Count: 1)
✔ Qa District	123456	5	18	07/07/2023 09:28:55 AM	Collection Previewed	Preview	L1(3 fti) / L2(1 Rpt) / None	
▼ SOES Beginning of Year Student Collection (FY24) (2024SAODE)								(Count: 1)
⚠ Qa District	123456	1	4	07/10/2023 09:48:56 AM	Prepare Completed	Preview	L1(1583 fti) / L2(None) / Warn: 5	
▼ Student Cross Reference (FY24) (2024SSCRS)								(Count: 1)
✖ Qa District	123456	1	1	06/30/2023 08:33:36 AM	Collection Previewed	Preview	L1(6356 fti) / L2(None) / Err: 1	

[Export to a file](#)

PROGRESS, 1

Filter options and ability to check progress of all active collections

- Red 'X', Green '✓', Yellow '!'
- Submission number
- Collection request version
- Stage
- Action
- Level 1 validation reports and Level 2 counts
- Warnings

PROGRESS, 2

Action links offer quick processing over all open collections

- Start
- Collect
- Prepare
- Collect & Prepare combined
- Preview
- Does not allow a submission

Collection Requests

Collection Status

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Resources

Preferences

Level 1 Reports

Pre-Submission to ODE

Level 1 Details

Post-Submission and Processing by ODE

Highlights and Recent

Level 2 Details

Received Files Details

Review and Level 1 Details

Choose the filter criteria then click the Show Reports link to generate the list of Level 1 reports matching these criteria.

Filter Options

LEA: Test Public Distri

Collection Request: All

Data Set: All

School Year: All

Category: All

LEA IRN:

Show closed collections

Last Activity Within: All

Display Options

Group By: Collection RequestLEALEvel 1 ReportCategoryData SetNone

File Format: HTMLCSV

Show Reports

Restore Defaults

Show/Hide Category:

Enrollment

Missing Data

Summary

Deselect All Categories

(Total Count: 8)

Collection Request / Report Name	LEA	Rec Count	Category	Data Set	Submission	Prepare time
▼ Midyear Student Collection (FY25) (2025S2TRD) (Count: 8)						
Counts of DN Records Excluded	Test Public District (044362)	5	Summary	S	5	02/25/2025 02:26:37 PM
Enrollment Headcount Detail Report (Current Students)	Test Public District (044362)	816	Enrollment	S	5	02/25/2025 02:26:37 PM
Enrollment Headcount Detail Report (Future Students)	Test Public District (044362)	0	Enrollment	S	5	02/25/2025 02:26:37 PM
Enrollment Headcount Detail Report (Prior Students)	Test Public District (044362)	0	Enrollment	S	5	02/25/2025 02:26:37 PM
Enrollment Headcount Summary Report (Current Students)	Test Public District (044362)	101	Enrollment	S	5	02/25/2025 02:26:37 PM
Missing Report - Organization Attribute (DN)	Test Public District (044362)	13	Missing Data	S	5	02/25/2025 02:26:37 PM
Missing Report - Student	Test Public District (044362)	3198	Missing Data	S	5	02/25/2025 02:26:37 PM
Student Attending Building Other Than Assigned	Test Public District (044362)	2	Enrollment	S	5	02/25/2025 02:26:37 PM

Collection RequestsCollection StatusSubmissionsProgressReportsLocal ReportsArchivesMessagesResourcesPreferences

Level 2 Reports

Data Feedback Reports and Files

Pre-Submission to ODE

Post-Submission and Processing by ODE

Level 1 Details

Highlights and Recent

Level 2 Details

Received Files Details

Level 2 Details

Choose the filter criteria then click the Show Reports link to generate the list of Level 2 reports matching these criteria. To see the option to Generate a single .zip file for all reports (.csv), you must select a single Report Name, or select a single LEA and a single Collection Request or a single Category.

LEA IRN:

LEA Name:

ITC: All

Collection Request: All

Report Name: All

Processed on or after:

Report Name includes:

Data Set: All

Last Activity Within: All

Last Updated on or after:

With Data Only: ☐ Exclude reports with 0 rows

School Year: All

Category: All

☐ Show closed collections

Display Options

Group By: ☒ Collection Request ☐ LEA ☐ Level 2 Report ☐ Category ☐ Data Set ☐ None

File Format: ☐ HTML ☒ CSV ☐ CSV by Building IRN ☐ CSV by Other Field (see Field Name in the table below)

Show Reports

Restore Defaults

Reset Date textboxes

Show/Hide Category:

☒ Career Tech

☒ Colg Crdt Plus

☒ Funding Reports

☒ Graduate

☒ Literacy

☒ Missing

☒ Status

☒ Student Reports

☒ Tuition

Deselect All Categories

(Total Count: 40)

Collection Request / Report Name	LEA	Fatal	Critical	Warn	Info	Total	Category	Data Set	Field Name	Process Date	Last Upd Date	Submission	Help Page
▼ Exiting Student Follow up - Final (FY25) (2025S2EXT) (Count: 1)													
<input checked="" type="checkbox"/> (FLUP-001) Exiting Student Follow Up Extract (All Students)		0	0	0	25	25	Student Reports	S		02/26/25 04:05	02/07/25 04:57	0	Help
▼ Midyear Student Collection (FY25) (2025S2TRD) (Count: 30)													
<input checked="" type="checkbox"/> (CCPL-001) CCP Non-Payment		0	0	22	0	22	Colg Crdt Plus	S		02/25/25 17:16	02/15/25 22:17	10	Help
<input checked="" type="checkbox"/> (CCPL-101) CCP Projected Payment		0	0	0	184	184	Colg Crdt Plus	S		02/25/25 17:16	01/25/25 22:17	10	Help
<input checked="" type="checkbox"/> (DTSC-001) Data Comparison Summary		0	0	0	1	1	Status	S		02/20/25 08:13	02/20/25 08:13	9	Help
<input checked="" type="checkbox"/> (ENRI-001) Resident Students Educated Elsewhere		0	0	0	216	216	Student Reports	S		02/20/25 17:16	02/26/25 03:31	10	Help

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Received Files

Data Feedback Reports and Files

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Post-Submission and Processing by ODE

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Received Files Details

Received Files Details

Choose the filter criteria and click the List Files link to generate a list of received files matching these criteria.

Filter Options

LEA IRN: 012345

LEA Name:

ITC: All

File name includes:

Added on or after: 01/01/2024 (mm/dd/yyyy)

Containing Folder: All Folders

Show Files: Not Excluded

and:

and on or before: (mm/dd/yyyy)

☐ Only newly added

☐ Include archived

☐ Show version > 1 files

Display Options

Group By: ☒ LEA ☐ ITC ☐ File ☐ Folder ☐ Status ☐ None

☐ Combine files into a compressed .zip file

[Restore Defaults](#) | [Reset LEA Fields textboxes](#) | [Reset File Name Includes textboxes](#) | [Reset Time Span textboxes](#)

[Run Query](#)

LEA / File	Destination	ITC	Folder	Size	Last Modified	Status	Help Page
(Total Count: 8)							
(Count: 8)							
2024 CCP LEA Deduct 2025January 20250115.xls	To ITC only		SingleFolderPerIRN	119 KB	01/15/2025 02:19:52 PM	LEA Received File	
2025 CCP LEA Deduct 2025January 20250115.xls	To ITC only		SingleFolderPerIRN	69 KB	01/15/2025 03:33:41 PM	LEA Received File	
2025 CTE INDUSTRY CREDENTIAL 20241218.xlsx	To ITC only		SingleFolderPerIRN	6,470	12/18/2024 10:09:08 AM	LEA Received File	Help...
2025 CTE INDUSTRY CREDENTIAL 20250115.xlsx	To ITC only		SingleFolderPerIRN	6,470	01/09/2025 11:07:47 AM	LEA Received File	Help...
2025 PRIN ESSA Licensure Assurances 20250114.pdf	To ITC only		SingleFolderPerIRN	104 KB	01/14/2025 09:06:13 AM	LEA Received File	Help...
2025 PRIN ESSA Licensure Assurances 20250123.pdf	To ITC only		SingleFolderPerIRN	104 KB	01/23/2025 09:05:25 AM	LEA Received File	Help...
2025 PRIN ESSA Licensure Assurances 20250204.pdf	To ITC only		SingleFolderPerIRN	102 KB	02/05/2025 01:44:34 PM	LEA Received File	Help...
2025 Tuition ExcessCost 20250204.pdf	To ITC only		SingleFolderPerIRN	32 KB	02/04/2025 04:27:09 PM	LEA Received File	Help...

Export file information to a .csv file

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Combined Reports

Pre-Submission to ODE

[Level 1 Details](#)

Post-Submission and Processing by ODE

[Highlights and Recent](#)
[Level 2 Details](#)
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Highlights

No Highlights Level 2 Reports or Files

Recent

Items below which are files indicate what kind of files they are.
 For Level 2 reports, they will display in ☐ HTML format or ☒ CSV ☐ CSV by Building IRN ☐ CSV by Other Field (see Field Name in the table below)
 Include reports from ☒ open collections only ☐ open and closed collections.

(Total Count: 1)

Report or File Name	Category	Field Name	Count or Size	Timestamp	Help Page
✓ (WKCD-002) Where Kids Count Summary (FY23-S-TRAD Final)	Gen Issues		730 rows	06/22/23 10:12	Help ...
✓ (WKCD-001) Where Kids Count (FY23-S-TRAD Final)	Gen Issues		40454 rows	06/22/23 00:00	Help ...
✓ (GRAD-423) 2023 - Grad Cohort - 4th Year Status (FY23-G-Graduate)	Graduate		2471 rows	06/14/23 00:00	Help ...
✓ (GRAD-424) 2024 - Grad Cohort - 3rd Year Status (FY23-G-Graduate)	Graduate		3169 rows	06/14/23 00:00	Help ...
✓ (GRAD-425) 2025 - Grad Cohort - 2nd Year Status (FY23-G-Graduate)	Graduate		4380 rows	06/14/23 00:00	Help ...
✓ (GRAD-426) 2026 - Grad Cohort - 1st Year Status (FY23-G-Graduate)	Graduate		2685 rows	06/14/23 00:00	Help ...
✓ (GRAD-423) 2023 - Grad Cohort - 4th Year Status (FY23-S-TRAD Final)	Graduate		2471 rows	06/13/23 00:00	Help ...
✓ (FLUP-005) SWD Exiting Student Follow Up Values (FY23-S-Exiting Stndnt Fnl)	Student Reports		1272 rows	05/31/23 00:00	Help ...

REPORTS

- Offers multiple selection options
- “Pre-submission to ODE”
 - Level 1 Details
- “Post-Submission and Processing by ODE”
 - Level 2 Details
 - Received Files Details
 - Highlights and Recent

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Archived Files

Archived Files and Reports

[Archived Files and Reports](#) | [Create Archives](#)

Archived Files and Reports

Collection Request related files are created because ODE signaled the archiving of a Level 2 report, or because a collection request was deleted and all its data was archived. You can select the Type of archive (or both), in the filter options.

Filter Options

LEA: Qa District
Collection Request: All
School Year: 2022
Category: All

LEA IRN:
Report Name: All
Type: Both

Archived on or after:
and on or before:
(mm/dd/yyyy)

Output Option

Group By:
☒ Category
☐ Report or File Name
☐ Collection Request
☐ None
Zip File:
☐ Combine all files into a compressed .zip file

[List Archives](#) | [Restore Defaults](#) | [Reload all Archived Files and Reports](#)

Category / Report or Archived File
Report Name
As of Date
LEA
Collection Request
File Size
Type

Flat File Data
(Count: 6)

Last Collection Flat Files (for 2022AGEFL)
01/06/2023 02:07:46
FY22-A-End Crs Smr-Fall (2022AGEFL)
47 kb
Collection request

Last Collection Flat Files (for 2022P0000)
07/07/2023 02:08:08
FY22-P-FYF 1 Req (2022P0000)
2 kb
Collection request

Level 2 Reports
(Count: 2)

Level 2 Reports (from 2022S1TRD)
07/07/2023 02:08:13
FY22-S-TRAD Init (2022S1TRD)
4 kb
Collection request

Level 2 Reports (from 2022S2TRD)
07/07/2023 02:08:45
FY22-S-TRAD Mid (2022S2TRD)
181 kb
Collection request






Preview
(Count: 5)

Last Collection Preview (for 2022AGEFL)
01/06/2023 02:07:46
FY22-A-End Crs Smr-Fall (2022AGEFL)
51 kb
Collection request

Last Collection Preview (for 2022P0000)
07/07/2023 02:08:08
FY22-P-FYF 1 Req (2022P0000)
2 kb
Collection request

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ARCHIVE EXAMPLE – FTE DETAIL REPORTS ON DATES FUNDING PULLED

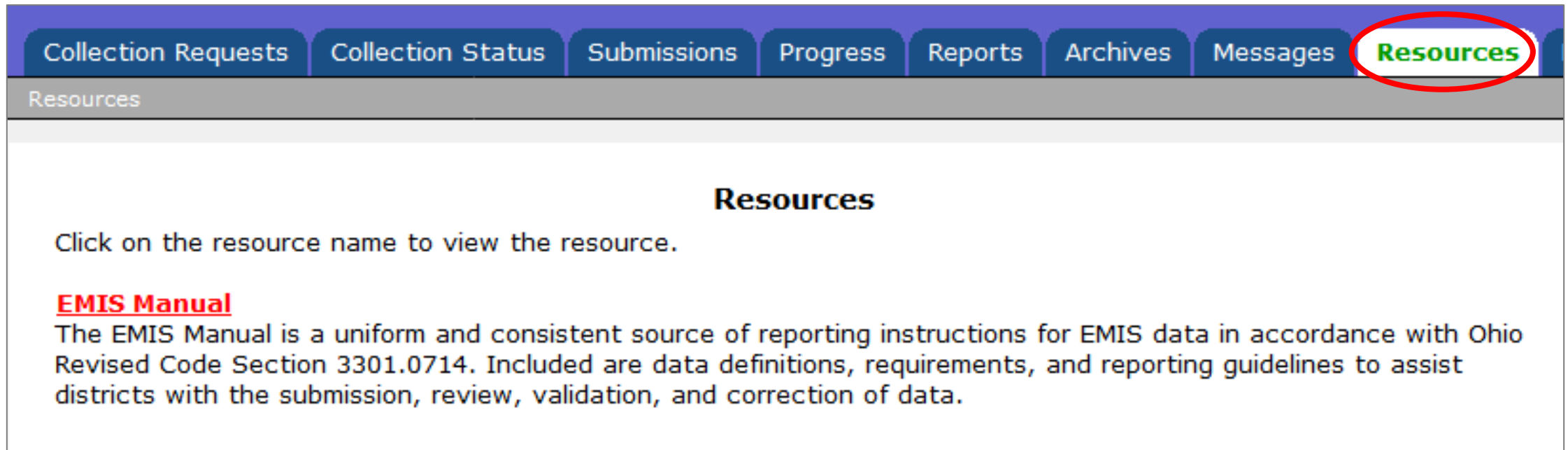
▼ Funding			(Count: 20)	
 July_FY24_JVSD_Payment	(FTES-009) FTE Subgroup Summary - Non-Transfers	06/29/2023 15:08:00	FY23-S-TRAD Final (2023S3TRD)	1 kb Level 2 report
 July_FY24_JVSD_Payment	(FTES-008) Enrolled ADM FTE Summary	06/29/2023 15:07:00	FY23-S-TRAD Final (2023S3TRD)	2 kb Level 2 report
 July_FY24_JVSD_Payment	(FTES-001) FTE Total by Fund Pattern	06/29/2023 15:06:00	FY23-S-TRAD Final (2023S3TRD)	1 kb Level 2 report
 July_FY24_JVSD_Payment	(FTED-003) FTE Adjustments	06/29/2023 15:05:00	FY23-S-TRAD Final (2023S3TRD)	5 kb Level 2 report
 July_FY24_JVSD_Payment	(FTED-001) FTE Detail	06/29/2023 15:03:00	FY23-S-TRAD Final (2023S3TRD)	411 kb Level 2 report
 July_No1_FY24_TRAD_Payment	(FTES-009) FTE Subgroup Summary - Non-Transfers	06/28/2023 13:01:00	FY23-S-TRAD Final (2023S3TRD)	1 kb Level 2 report
 July_No1_FY24_TRAD_Payment	(FTES-008) Enrolled ADM FTE Summary	06/28/2023 13:00:00	FY23-S-TRAD Final (2023S3TRD)	2 kb Level 2 report
 July_No1_FY24_TRAD_Payment	(FTES-001) FTE Total by Fund Pattern	06/28/2023 12:53:00	FY23-S-TRAD Final (2023S3TRD)	1 kb Level 2 report
 July_No1_FY24_TRAD_Payment	(FTED-003) FTE Adjustments	06/28/2023 12:51:00	FY23-S-TRAD Final (2023S3TRD)	5 kb Level 2 report
 July_No1_FY24_TRAD_Payment	(FTED-001) FTE Detail	06/28/2023 12:49:00	FY23-S-TRAD Final (2023S3TRD)	411 kb Level 2 report

ARCHIVES

- Provides list of data archives submitted during collection requests no longer active
 - Nor can be seen when “Show closed collections” option selected
- The Department can initiate specific archival saves
 - Example: FTE detail reports on dates funding is pulled

RESOURCES

Means for the Department to provide links for documentation and other EMIS resources from within the Data Collector



The screenshot displays the EMIS Data Collector interface. At the top, a navigation bar contains several tabs: 'Collection Requests', 'Collection Status', 'Submissions', 'Progress', 'Reports', 'Archives', 'Messages', and 'Resources'. The 'Resources' tab is highlighted with a red circle. Below the navigation bar, the main content area is titled 'Resources' and contains the following text:

Click on the resource name to view the resource.

EMIS Manual

The EMIS Manual is a uniform and consistent source of reporting instructions for EMIS data in accordance with Ohio Revised Code Section 3301.0714. Included are data definitions, requirements, and reporting guidelines to assist districts with the submission, review, validation, and correction of data.

Preferences

You can set your own defaults, overriding the factory-supplied defaults for each page of the Data Collector. In the Common Settings section you can set the defaults for filters used in multiple pages. This is followed by a section for each page in the Data Collector.

Click [Save Changes](#) to persist your preferences (these preferences take effect -- affect your web pages -- as soon as you save them).

Click [Cancel Changes](#) to revert your preferences to the ones you had the last time you saved.

Click [Reset to original defaults](#) to remove all your preferences and start with the defaults -- this also persists the change; no need to click [Save Changes](#) also.

[Save Changes](#) | [Cancel Changes](#) | [Reset to original defaults](#)

Common Settings

<p>Select the preferred defaults for your Collection Request filters. You can select a different <i>Last Activity Within</i> filter for the Collection Requests page (use the upper drop down) and for all other pages (use the lower drop down)</p> <p>Select the preferred sort order of collection requests, on the Collection Requests page</p> <p>You can set the default file and report display: CSV or HTML page</p>	Collection Request Filter Options, for all pages Collection Request: <input type="text" value="All"/> Data Set: <input type="text" value="All"/> School Year: <input type="text" value="All"/> Last Activity Within: <input type="text" value="All"/> <input type="checkbox"/> Show closed collections
	Collection Request Sort Order Order Collections By: <input type="radio"/> Submission Close Date <input checked="" type="radio"/> A-Z <input type="radio"/> Z-A <input type="radio"/> A-Z on Short Name <input type="radio"/> Z-A on Short Name <input type="radio"/> Most recently active
	File Format and Report Format Data Display Format: <input checked="" type="radio"/> HTML <input type="radio"/> CSV

[Set Preferences for each page](#)

Start Collection and Start/Stop Collection pages

<p>You can set your preferred default: to Collect and Prepare, or only Collect, when you start or restart a collection</p>	Scope of execution (when starting or restarting a collection) Perform: <input type="radio"/> Collect Only <input checked="" type="radio"/> Collect and Prepare
--	---

Collection Status page

<p>In addition to the Collection Request filters you can filter collections by their progress (In Progress or Complete)</p>	Filter collection requests by progress of the collection Progress: <input type="text" value="All"/>
---	--

Submissions / Recent Submissions and Previews page

<p>Select your preference for File Type, and whether to combine all files into a single .zip file, per Collection Request</p>	Recent Submissions and Previews File Type: <input type="text" value="Submissions Only"/> <input type="checkbox"/> Combine all files into a single .zip file per Collection Request
---	---

Progress page

<p>You can configure the default settings for how to group the results of the query, which stages to select, and whether to show all collections, or just the ones with errors (or warnings) and the time line (e.g. only what changed today, or today and yesterday)</p>	Additional collection filters and how to group collections on the Progress page	
	Show: <input type="text" value="All collections"/>	Timeline: <input type="text" value="All"/>
	Processing Stage: <input type="checkbox"/> Not Started <input checked="" type="checkbox"/> Collecting <input checked="" type="checkbox"/> Collection Completed <input checked="" type="checkbox"/> Preparing <input checked="" type="checkbox"/> Prepare Completed <input checked="" type="checkbox"/> Collection Previewed <input checked="" type="checkbox"/> Certified <input checked="" type="checkbox"/> Submitting Collection <input checked="" type="checkbox"/> Submitted <input checked="" type="checkbox"/> Received Submission Results	
	Group By: <input checked="" type="radio"/> Collection Request <input type="radio"/> LEA <input type="radio"/> Stage <input type="radio"/> None	

Collection Requests
Collection Status
Submissions
Progress
Reports
Local Reports
Archives
Messages
Resources
Preferences

Preferences

Preferences

You can set your own defaults, overriding the factory-supplied defaults for each page of the Data Collector. In the Common Settings section you can set the defaults for filters used in multiple pages. This is followed by a section for each page in the Data Collector. Click Save Changes to persist your preferences (these preferences take effect -- affect your web pages -- as soon as you save them). Click Cancel Changes to revert your preferences to the ones you had the last time you saved. Click Reset to original defaults to remove all your preferences and start with the defaults -- this also persists the change; no need to click Save Changes also.

[Save Changes](#) |
[Cancel Changes](#) |
[Reset to original defaults](#)

Common Settings

Select the preferred defaults for your Collection Request filters. You can select a different <i>Last Activity Within</i> filter for the Collection Requests page (use the upper drop down) and for all other pages (use the lower drop down)	Collection Request Filter Options, for all pages Collection Request: All <input type="button" value="v"/> <input type="checkbox"/> Show closed collections
Select the preferred sort order of collection requests, on the Collection Requests page	Collection Request Sort Order Order Collections By: <input type="radio"/> Submission Close Date <input checked="" type="radio"/> A-Z <input type="radio"/> Z-A <input type="radio"/> A-Z on Short Name <input type="radio"/> Z-A on Short Name <input type="radio"/> Most recently active
You can set the default file and report display: CSV or HTML page	File Format and Report Format Data Display Format: <input checked="" type="radio"/> HTML <input type="radio"/> CSV

[Set Preferences for each page](#)

Individual Page Preferences

You can fine tune the preferences Common Settings, with specific preferences for each page. You can set different preferences for each set of Filter Options on the Collection Requests for each page.

Select the page for which to set preferences:
Collection Requests

Collection Requests
Collection Status
Submissions
Progress
Reports

Collection Requests Summary

Department of Education

PREFERENCES

- Provides customization capability
- Common settings for all pages
 - Collection Request Filter Options
 - Collection Request Sort Order
 - File Format and Report Format
 - Start Collection and Start/Stop Collection pages
 - Collection Status page
 - Submissions/Recent Submissions and Previews page
 - Progress page
 - Reports pages
- Settings by page
 - Collection Requests
 - Collection Status
 - Submissions
 - Progress
 - Reports

QUESTIONS?

EDUCATION.OHIO.GOV



**Department of
Education &
Workforce**



SECURE DATA CENTER OVERVIEW

New EMIS Coordinator Training

Letitia Linville

April 3, 2025



**Department of
Education &
Workforce**

TODAY'S GOALS

1) **What?** What is the Secure Data Center (SDC)?

2) **Why?** Why is the SDC important?

3) **Who?** Who uses the SDC?

4) **Where?** Where can I find the SDC/How do I receive access?

5) **When?** When should I look at the SDC?

6) **How?** How do I navigate the SDC?

WHAT IS THE SECURE DATA CENTER?

- 1) Differentiating the SDC from the Report Portal
- 2) What does the SDC contain?
- 3) How does the SDC fit with other data resources?

DIFFERENTIATING BETWEEN THE REPORT PORTAL AND SECURE DATA CENTER

REPORT PORTAL

- Contains the Secure Data Center
- Contains other public reports
 - District/School Dashboards
 - College and Career Readiness Dashboards
 - College Credit Attainment
 - Industry Recognized Credential Attainment
 - Ohio Mean Jobs Readiness Seal Attainment
 - Similar Districts
 - Identification Dashboard
- Reports are typically released annually
- Reports do not update during reporting windows
- Reports are masked for <10 students
- Reports do not contain SSID-level data

SECURE DATA CENTER

- Most reports contain unmasked, SSID-level data
 - *Reports within the Local Report Card folder are an exception – they do NOT contain SSID-level data*
- Local Report Card Reports are available as a preview for districts to review and confirm data and prepare for conversations with the community and stakeholders
- Many reports contain additional metrics not located on public-facing reports to assist districts with data-driven decision making and continuous improvement
- Reports update during reporting windows to allow districts to review data prior to appeals and public release of data
- CTPD and Member District reports are available
- Reports for ITCs and Community School Sponsors

WHAT DOES THE SDC CONTAIN?

Subject-Specific Reports

Reports are grouped by subject area (i.e., enrollment, assessments, graduation)

Interactive

Contain SSID-level data

Contain up to 5 years of data

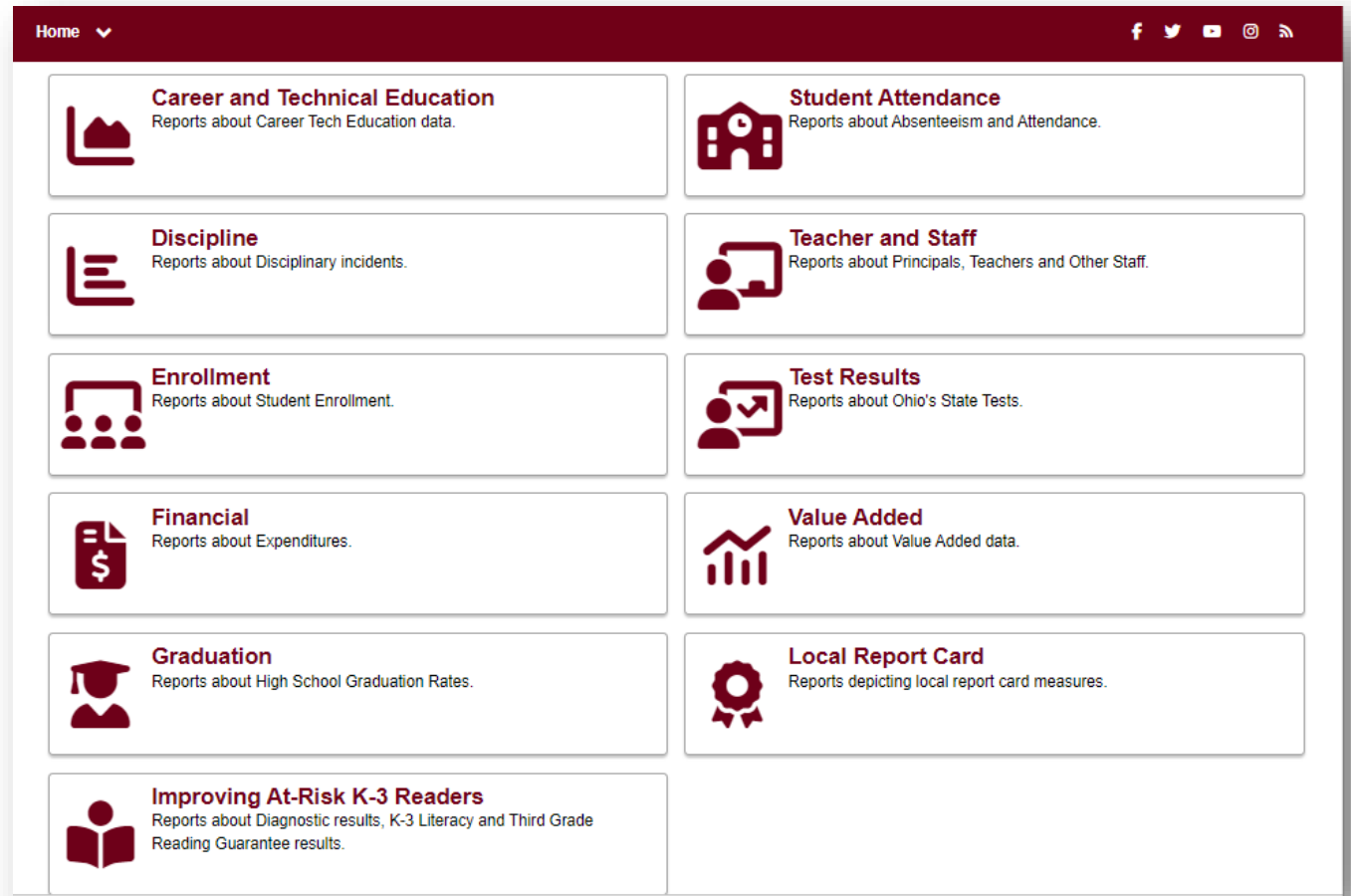
Local Report Card Reports

Reports containing information on Local Report Card metrics as data are being reported

Interactive

Do **NOT** contain SSID-level data

Contain up to 5 years of data



HOW DOES THE SDC FIT WITH OTHER DATA RESOURCES?

Where can you find resources to help you understand your data?

[Secure Data Center | Ohio Department of Education and Workforce](#)

[Report Card Resources](#)

[EMIS Resources](#)

- The Secure Data Center is one of several tools offered by the Department to assist districts with reviewing/understanding data.
 - The SDC Complements:
 - Gen Issues
 - Level 2 Reports
 - Files Distributed through the Data Collector
 - ODDEX
 - [Download Files](#)
 - [Local Report Card](#)
 - [Report Portal](#)

WHY IS THE SECURE DATA CENTER IMPORTANT?

WHY IS THE SECURE DATA CENTER IMPORTANT?

Assists with data quality efforts

Preview subject-specific data prior to collections closing

Preview Local Report Card data

Understanding data trends

Identifying educational needs

Data are presented in a variety of ways to broaden the audience and assists you with building a village of data users and increasing support for your work within your district or school.

WHO USES THE SECURE DATA CENTER?

WHO USES THE SECURE DATA CENTER?

EMIS Coordinators

District/School Administrators

Testing Coordinators

Data Teams

Support Staff

*AND other cool cats like **YOU!!!***



WHERE CAN I FIND THE SDC? HOW DO I RECEIVE ACCESS?


- 1) Required OEDS roles and security process
- 2) OH|ID Portal/Applications
- 3) Report Portal
- 4) Secure Data Center



REQUIRED OEDS ROLES AND SECURITY PROCESS

- Create an OH|ID Account
- Request Secure Data Center access through your OEDS-R Administrator
- Request either the Secure Data Center – Standard Level Access **or** Secure Data Center – Student Level Access roles in [OEDS](#)
 - **Either role grants access to student-level data
- Security is based on the IRN.
 - When logging into the Report Portal, you will be prompted to select from one or more IRNs to view reports. The IRN you select will drive the reports and data you see.
 - IRNs are organized in hierarchies. If you are assigned access within multiple IRNs (e.g., district/building), we advise selecting the IRN highest in the hierarchy.
 - This is particularly important for CTPDs who are reviewing data. Lead districts may have access at the member district AND the CTPD level


OH|ID PORTAL/APPLICATIONS



CCIP

Grant application & planning system


[Details](#) [Open App](#)



Compliance

Tracks grant monitoring, program analysis, data


[Details](#) [Open App](#)



Data Submission Forms

Submit EMIS data appeals & waivers


[Details](#) [Open App](#)



Educator Licensure and Records (CORE)

Apply, renew, and maintain licenses


[Details](#) [Open App](#)



Learning on Demand - Percipio

Learning on Demand


[Details](#) [Open App](#)



Monitoring

Tracks grant monitoring, program analysis, data


[Details](#) [Open App](#)



myOhio

State of Ohio employee intranet with benefit, pay and ePerformance information.


[Details](#) [Open App](#)



O'Reilly Learning

O'Reilly books, videos, learning paths, tutorials, and more. Provided by the State Library of


[Details](#) [Open App](#)



OHMS Recruiting Center

Ohio Hiring Management System Recruiting Center

[Details](#) [Open App](#)



Report Portal

EDU report portal

[Details](#) [Open App](#)

REPORT PORTAL

Ohio Department of Education and Workforce Report Portal

Welcome to the new Ohio Department of Education and Workforce Report Portal! The department produces many reports providing information on a variety of topics. The department is in the early stages of transitioning to a new reporting platform, and the Reports Portal currently contains reports for the following topics:

Select a report from the menu to run it. To help you zero in on the specific information you are looking for or to simply explore the data, most reports are interactive via dropdown lists, radio buttons, or check boxes.

Public Data

Reports for public districts and schools using academic, attendance, enrollment and financial data.

Secure Data Center

Reports available to Districts and other LEAs depicting local report card measures.

Finance

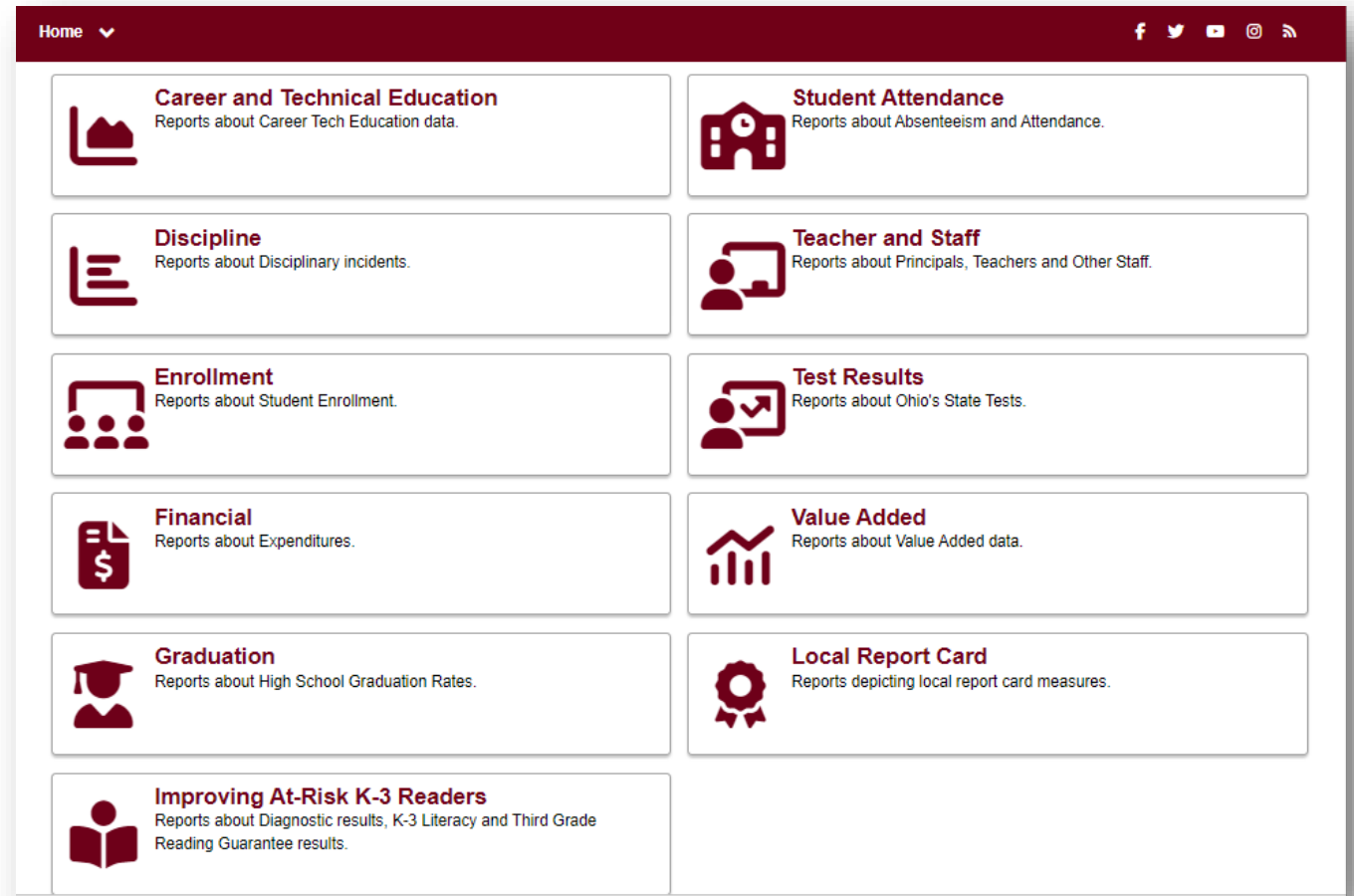
Reports about School Foundation Payments and Five Year Forecast.

Nonpublic Data

Reports for nonpublic schools and homeschool students using academic, enrollment and scholarship data.

SECURE DATA CENTER

- 1) Tiles are based on the IRN selection.
 - *Example:* Career and Technical Education tile will only appear for CTPDs and Member districts.
- 2) Underlying reports differ based on IRN you have logged into SDC with.
 - *Example 1:* Extended graduation rate reports will only appear for Dropout Prevention and Recovery schools.
 - *Example 2:* District reports will not appear for users with district access if they do not log in with the District IRN.



WHEN SHOULD I LOOK AT THE SECURE DATA CENTER?



Refresh Schedule



Refresh Timing

EMIS COLLECTION SCHEDULE

- Data are populated based on [EMIS Collection Schedules](#).
- *****Closely review collection open and close dates. Some collections may NOT have opportunities for Data Appeals.***
- [EMIS Data Appeals | Ohio Department of Education](#)

SDC REFRESH SCHEDULE/TIMING

- Most Reports populated
 - **Monday, Wednesday and Friday**
 - *For example, data reported to DEW on Monday will appear in the SDC on Wednesday. Data reported on Thursday by 5pm will appear on Friday.*
- CTE/Staff/Teacher/Course/Financial Reports populated
 - **Tuesday and Thursday**
 - *For example, data reported to DEW on Tuesday will appear in the SDC on Thursday. Data reported on Wednesday by 5pm will appear on Thursday.*

***Daily refreshes begin around 9am**

***New in 2025 – All Reports will contain a timestamp on the first page to help users more clearly identify the data appearing within the reports.**

STATUS OF REPORTS

[HTTP://EDUCATION.OHIO.GOV/TOPICS/DATA/EMIS/EMIS-DOCUMENTATION/SECURE-DATA-CENTER-STATUS-OF-REPORTS](http://education.ohio.gov/topics/data/emis/emis-documentation/secure-data-center-status-of-reports)

Secure Data Center - Status of Reports

Reports listed below are available through the Ohio Department of Education and Workforce's Report Portal. For more information about the Secure Data Center (SDC)—including where to find it, how to access it, and where to find help—see the [Secure Data Center webpage](#).

Processing Schedule

- » The majority of reports are populated Monday, Wednesday, and Friday. For example, data reported to the Department on Monday will appear in the SDC on Wednesday; data reported on Thursday by 5 p.m. will appear on Friday.
- » A subset of reports—including Career Technical Education, staff, teacher, course, and financial reports—are populated on Tuesdays and Thursdays. For example, data reported to the Department on Tuesday will appear in the SDC on Thursday; data reported on Wednesday by 5 p.m. will appear on Thursday.

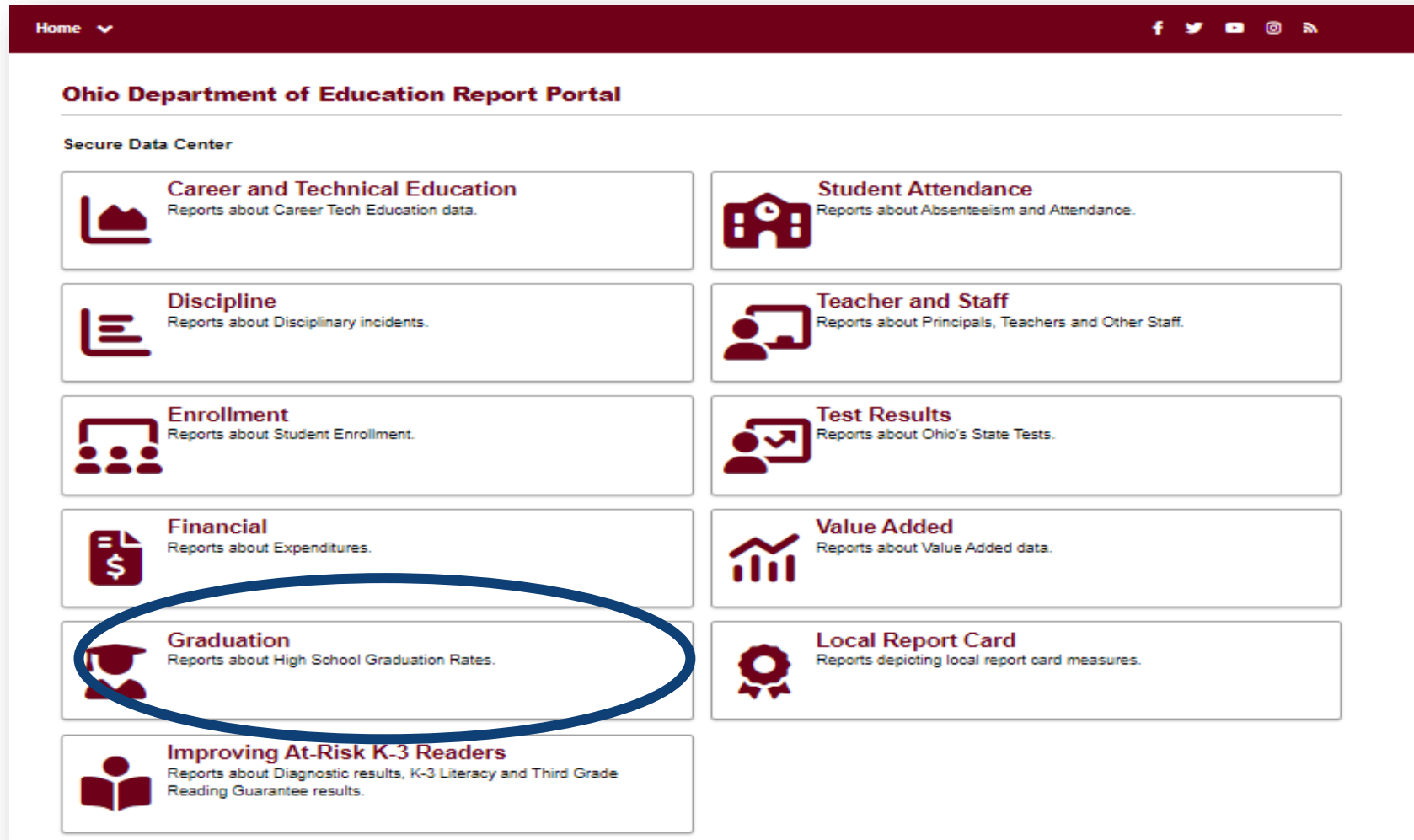
Local Report Card Tile

Report Name	Status	Notes
District Local Report Card	Ready	Data from 2020-2024
School Local Report Card	Ready	
Dropout Recovery Program Report Card	Ready	
CTPD Local Report Card	Ready	Data from 2020-2024
District Trends Dashboard	Ready	Data from 2024

HOW DO I NAVIGATE THE SECURE DATA CENTER?










- 1) Tiles
- 2) Tabs
- 3) Filters/Slicers
- 4) Interactivity
- 5) Report Information

TILES – FIRST LEVEL (SUBJECT-SPECIFIC CATEGORIES)



TILES – ADDITIONAL LEVELS (DETAILED REPORTS)

Secure Data Center / Graduation

 District 4-Year Longitudinal Graduation Rate Graduation Rate results by district and demographics for students in the 4-year graduation rate.	 School 5-Year Longitudinal Graduation Rate Graduation Rate results by school and demographics for students in the 5-year graduation rate.
 School 4-Year Longitudinal Graduation Rate Graduation Rate results by school and demographics for students in the 4-year graduation rate.	 School 6-Year Longitudinal Graduation Rate Graduation Rate results by school and demographics for students in the 6-year graduation rate. Extended cohort graduation rate reports are calculated for Dropout Prevention and Recovery (DOPR) Community
 District 4-Year Federal Longitudinal Graduation Rate Federal Graduation Rate results by district and demographics for students in the 4-year graduation rate.	 School 7-Year Longitudinal Graduation Rate Graduation Rate results by school and demographics for students in the 7-year graduation rate. Extended cohort graduation rate reports are calculated for Dropout Prevention and Recovery (DOPR) Community
 School 4-Year Federal Longitudinal Graduation Rate Federal Graduation Rate results by school and demographics for students in the 4-year graduation rate.	 School 8-Year Longitudinal Graduation Rate Graduation Rate results by school and demographics for students in the 8-year graduation rate. Extended cohort graduation rate reports are calculated for Dropout Prevention and Recovery (DOPR) Community
 District 5-Year Longitudinal Graduation Rate Graduation Rate results by district and demographics for students in the 5-year graduation rate.	

****Reports visible are based on the IRN type (i.e., District/School, CS Sponsor, ITC, CTPD, Dropout Prevention and Recovery, etc.)**

TABS – VARIOUS REPORTS AND DATA VISUALIZATIONS



Department of
Education &
Workforce

4-Year Longitudinal Graduation Rate (District) - Demographic Overview

Choose a Graduation Cohort

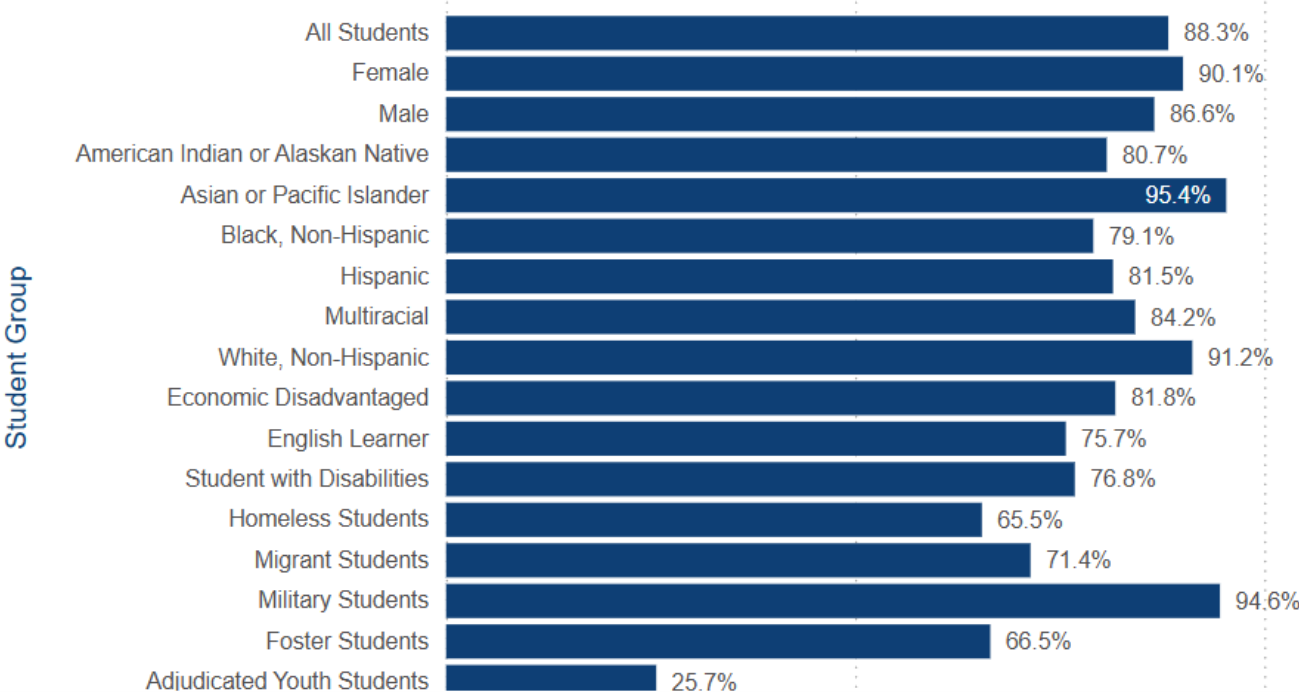
Class of 2024

Choose a District

All

Student Group	Graduates	Non-Graduates	4-Year Graduation Rate
All Students	117,979	15,678	88.3%
Female	58,677	6,468	90.1%
Male	59,302	9,210	86.6%
American Indian or Alaskan Native	151	36	80.7%
Asian or Pacific Islander	3,305	161	95.4%
Black, Non-Hispanic	17,201	4,544	79.1%
Hispanic	7,963	1,806	81.5%
Multiracial	5,710	1,070	84.2%
White, Non-Hispanic	83,649	8,061	91.2%
Economic Disadvantaged	52,114	11,599	81.8%
English Learner	3,582	1,147	75.7%
Student with Disabilities	16,582	4,997	76.8%
Homeless Students	3,307	1,743	65.5%
Migrant Students	25	10	71.4%
Military Students	856	49	94.6%
Foster Students	1,748	880	66.5%
Adjudicated Youth Students	103	298	25.7%

4-Year Graduation Rate by Student Group



Demographic Overview

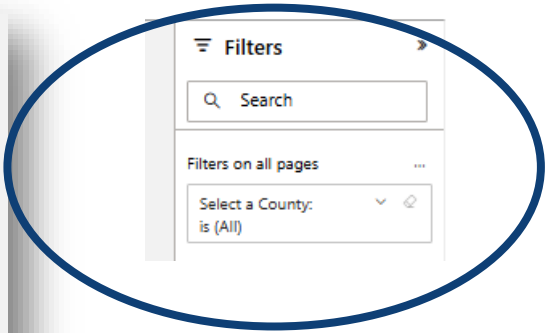
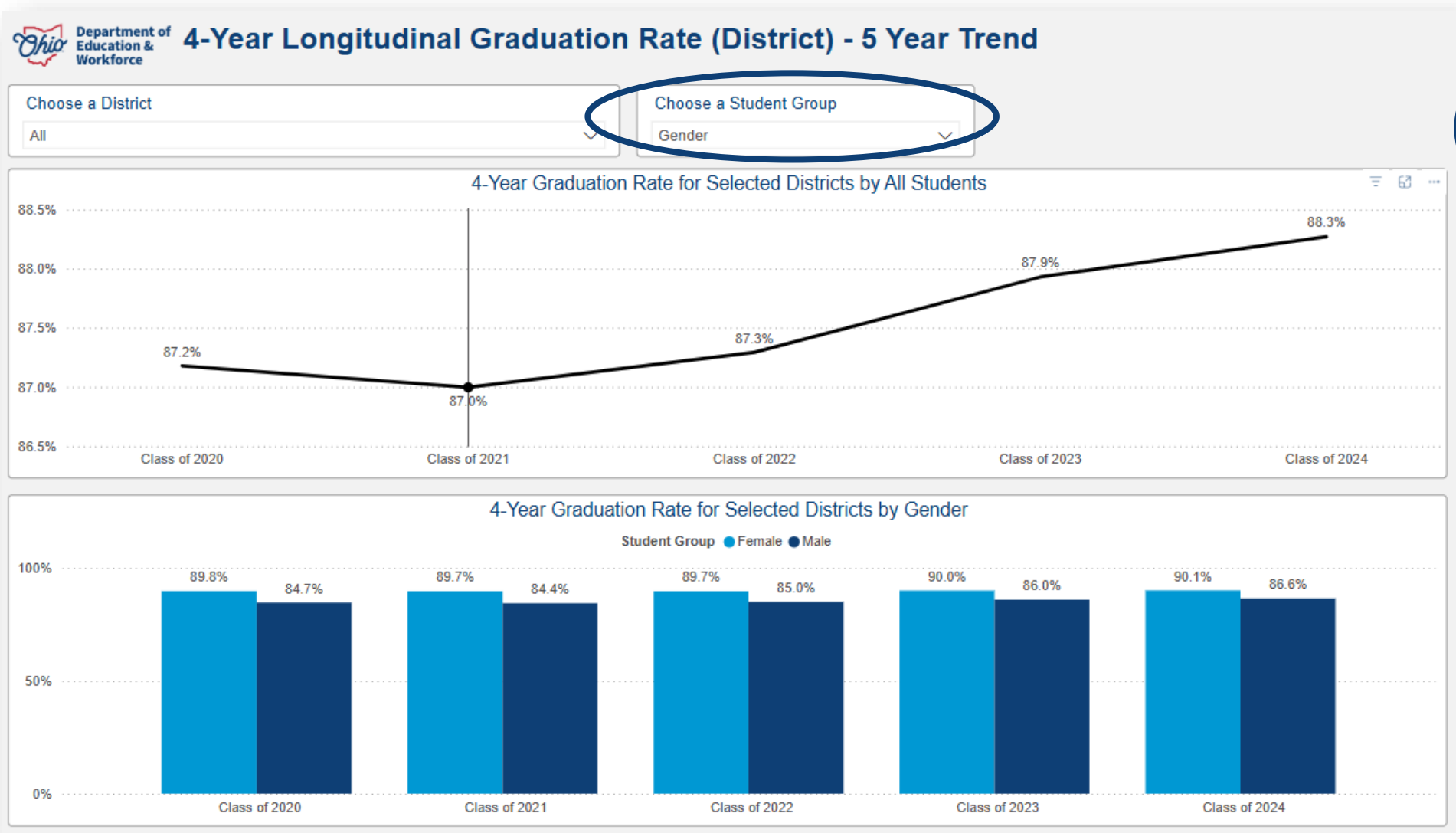
District Disaggregate

Trend

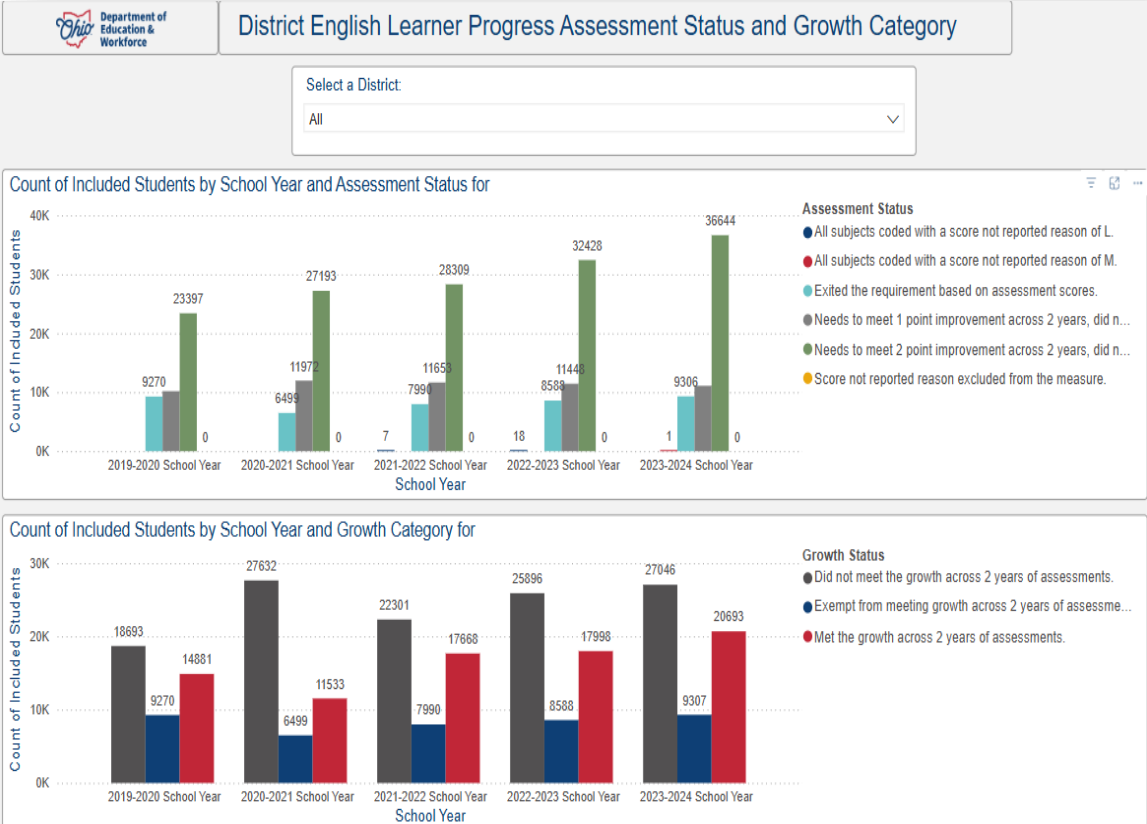
SSID Detail

School Disaggregate

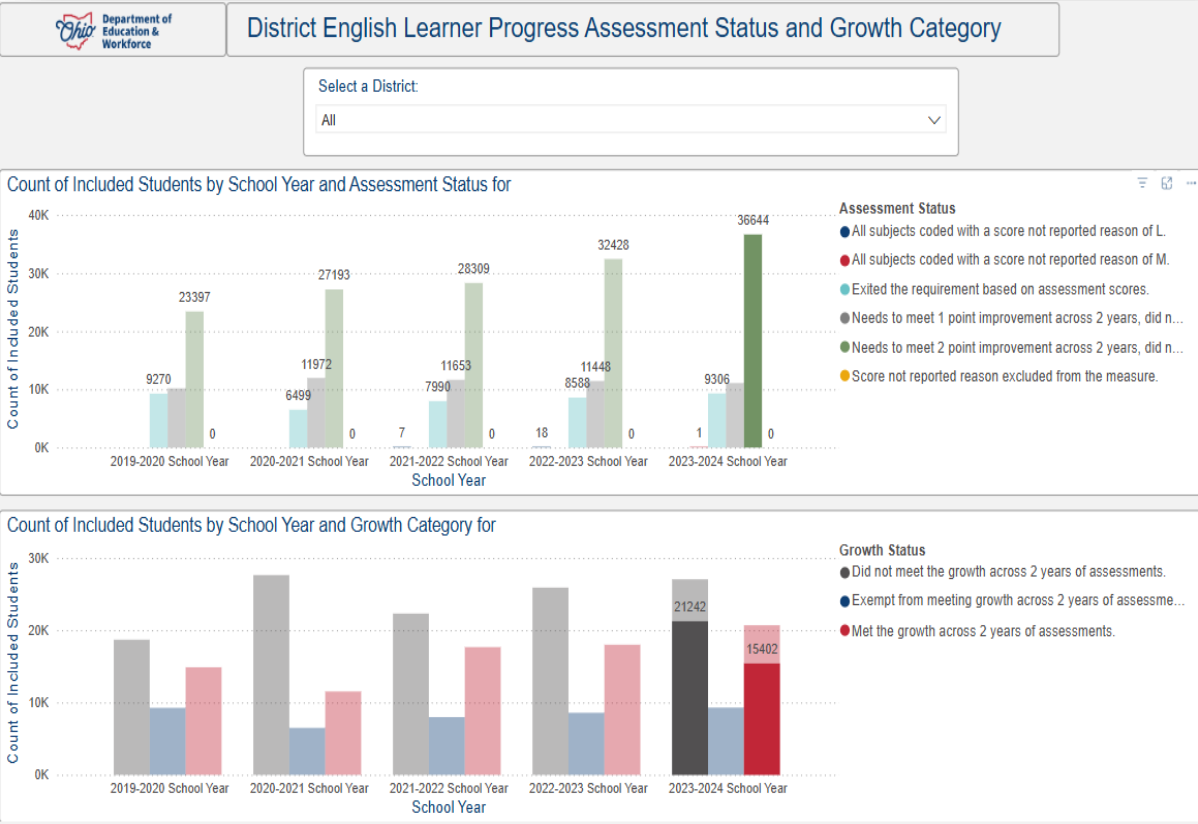
FILTERS/SLICERS



INTERACTIVITY




Default View



Dark green bar on top chart selected

REPORT INFORMATION



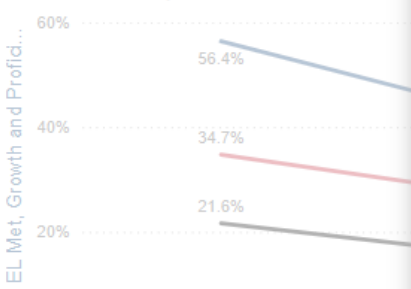
District English Learner Progress - Overview

Select a School Year:
All

Select a District:
All

EL Met Proficiency/Growth Percent, EL

● EL Met Proficiency/Growth Percent ● EL Growth



2019-2020 School Year

EL Met Proficiency/Growth Percent, EL

Select a School Year: District IRN EL Student Count

2023-2024 School Year	*****	2945
2023-2024 School Year	000131	1
2023-2024 School Year	000138	70
2023-2024 School Year	000236	21
2023-2024 School Year	000241	14
2023-2024 School Year	000282	10
2023-2024 School Year	000318	14
2023-2024 School Year	000319	44
2023-2024 School Year	000320	9
2023-2024 School Year	000338	8
2023-2024 School Year	000447	5

Assessment Status and Growth Category

Improvement Points/Exiting Status

Report information

The district OELPA (Ohio English Language Proficiency Assessment) Progress report is helpful for districts wishing to examine in detail data that factor into the [English Learner \(EL\) Progress](#) portion of the Gap Closing component of the Local Report Card. Detailed information on the OELPA is available [here](#).

This SDC report provides data for the most recent five school years. The different tabs provide various fixed disaggregations/views that can then be further filtered. The "English Learner Progress" tab provides a district-wide overview of the pertinent data and may be filtered by school year. The "Demographics" tab allows this data to be filtered by student group (demographic). The "Assessment Status and Growth Category" tab provides a bar graph visualization of each of the possible statuses by school year (trend). The "Improvement Points/Exiting Status" tab breaks down progress by counting the number of students needing a specific amount of improvement points and students exiting EL status; the "Improvement Points/Exiting Status by Grade" breaks this down further by grade level. The "Proficiency/Growth by Grade" tab provides a similar view, but changes "points needed" into "students meeting growth" and adds the count of proficient students. The "SSID" tab allows a district to view measure data for all accountable students, along with demographics.

52.6%

36.3%

16.3%

2023-2024 School Year

y/Growth

47.6%

100.0%

47.1%

52.4%

28.6%

10.0%

100.0%

20.9%

66.7%

37.5%

0.0%

LIVE DEMONSTRATION

QUESTIONS?

Additional information on leveraging the Secure Data Center to ensure high quality data will be provided in the training on **April 16th**

Please make sure to have SDC access

Feel free to explore if you have time – you can't break anything!

THANK YOU

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Letitia.Linville@education.ohio.gov



**Department of
Education &
Workforce**



OHIO DISTRICT DATA EXCHANGE (ODDEX)

April 3, 2025

KELLI RINEHART

Data Administration Manager

Office of Data Quality and Governance

Topics

- ODDEX and OEDS
- Access
- Documentation
- Landing Page
- Overview of Modules
- Setup

ODDEX AND OEDS

- Ohio District Data Exchange (ODDEX)
 - Collection of modules districts use to verify EMIS data and for data exchanges
 - Access to ODDEx and the modules within depend on OEDS roles
 - An OH|ID application
- Ohio Educational Directory System (OEDS)
 - Directory data system in which organizations maintain their own data
 - Tool to search current information about Ohio's educational organizations
 - Department uses OEDS information to send important communications to districts
 - Means to assign roles granting access to various applications
 - An OH|ID application; public version available via Department website

ACCESS

Based on OEDS roles

- OEDS administrator assigns roles
- ODDEX tile will be available on OH|ID portal page
- Wiki page roles document:
 - <https://mcoecn.atlassian.net/wiki/spaces/oddex/pages/2166417/OEDS+Roles+for+ODDEX+Access>

SOES: Community School Enrollments	
SOES is used by resident districts to review the enrollment of community school students. Re comment, or escalate a student indicating that additional documentation or other information students they are educating. SOES Module Documentation	
These roles have access to all functions within the module	Superintendent Verifier-SOES
These roles can only view, export and comment within the module	Commenter-SOES
These roles can only view and export within the module	Data View-SOES Coordinator-EMIS

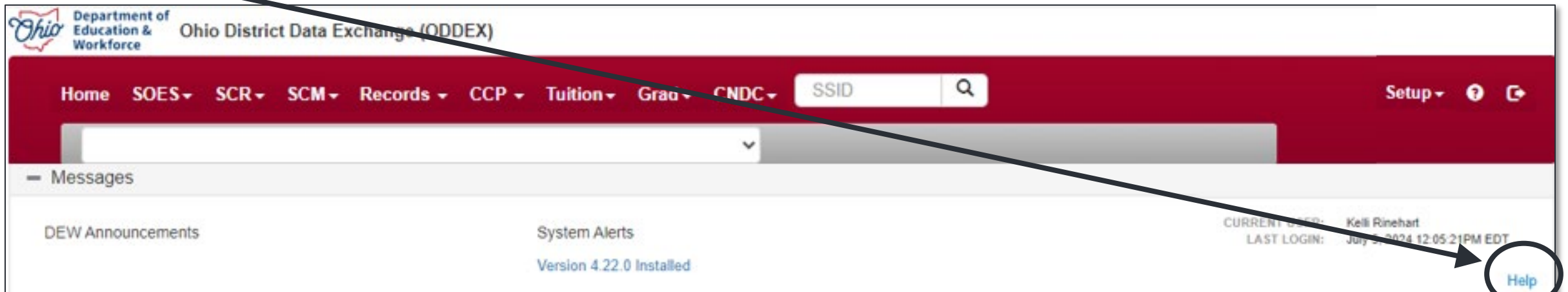
- EMIS, Superintendent, and Treasurer roles have default access to most modules

DOCUMENTATION

- [ODDEX Help](#) icon for information on all applications



- Help link within each application for specific information



LANDING PAGE

- Provides quick access to data via hyperlinked counts
- Grid differs depending on the roles and district type

[Home](#) [SOES](#) [SCR](#) [SCM](#) [Records](#) [CCP](#) [Tuition](#) [Grad](#) [CNDC](#)

District (123456)

–

Messages

Click +/- to expand/collapse announcements and alerts

DEW Announcements

System Alerts

Version 4.22.0 Installed

SCR Enrollment Comparisons

Hide

Click Show/Hide for Summary Grid with hyperlinks

Agency

All

Open with Issues

All / Not Hidden

District (123456)

528

55 / 55

STUDENT OPTIONS ENROLLMENT SYSTEM (SOES)

- Community schools and STEM schools submit student data via SOES student collections
 - Contact data via Student Contact Collection
- Resident districts verify their students attending a community school
- Ability to upload supporting documents



SOES CALENDAR

- Dropdown option only available to community schools
- Sponsors approve calendars
- Schools can see approval status



School Year	Approval Status	Earliest Begin Date
2025	Unreviewed	09/03/2024

Calendar Detail				
LEA	Amazing Digital Academy (012345)			
Year	2025			
Record Active	true			
Approval Status	Unreviewed			
Last Updated	02/20/2025			
Reviewed By				
Review Date				
Comment				
Earliest Begin Date on any calendar	Latest Begin Date on any calendar	Earliest End Date on any calendar	Latest End Date on any calendar	Minimum in Session
09/03/2024	09/03/2024	05/30/2025	05/30/2025	1193.75

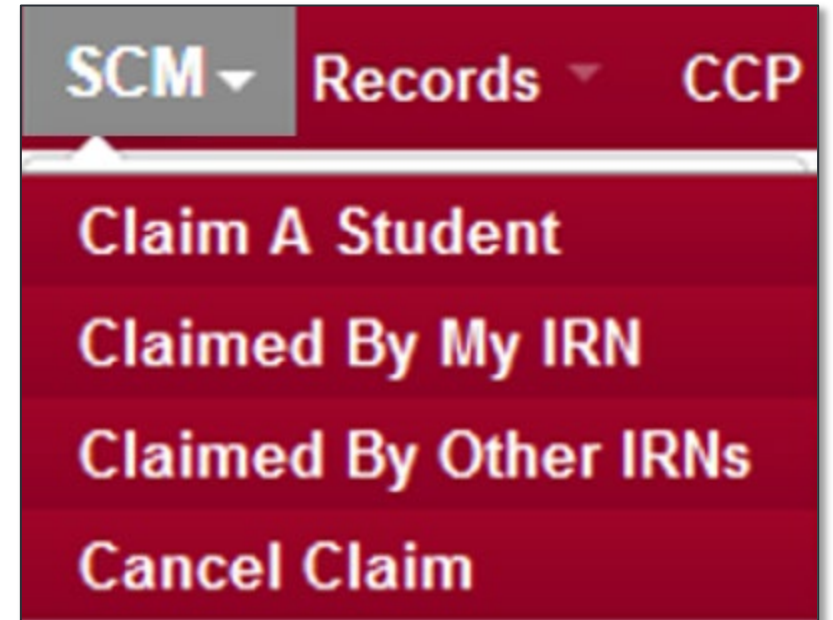
STUDENT CROSS REFERENCE (SCR)

- Displays current and past student enrollments with data from Student Cross Reference (S) Collection
- Meets 30-day enrollment reporting requirement in law
- Once data is reported, it never is deleted



STUDENT CLAIMING MODULE (SCM)

- Earlier access to student records
- Fewer incorrect SSIDs
- Improved grade placement in new district
- Better graduation planning
- Earlier notification student is leaving
- Available options depend on assigned OEDS roles



RECORDS

- Current and historical enrollment data for any SSID your IRN claims or reports
- Default access for users with an SCR role

Records ▾	CCP ▾	Tuition ▾	SSID	🔍
Single Student				
Bulk Export				
Work Based Learning Tax Credit Documentation				
Work Based Learning Documentation Review				

COLLEGE CREDIT PLUS (CCP)

- Colleges report course enrollments
- Department calculates payment responsibility
- Districts review and approve for funding
- Agreements between college and district regarding credit hour rate

CCP ▼	Tuition ▼	SS
Students		
Agreements		

TUITION

- Means to verify tuition payment information based on type of placement
- Populated by data reported by educating districts in regular student collections
 - Not SCR collection
- Resident districts review and approve for funding
 - Or flag to stop funding

Tuition▼	SSID
Resident/Paying Educating/Receiving	

GRAD

- Means to monitor and verify students' progress toward meeting graduation requirements
- Derived from data submitted by districts
- Progress Reports can be generated to monitor progress toward graduation
- Grad Program Code provides list of students reported with program codes associated with grad requirements
- Early Warning System can be used to evaluate student's progress towards graduating on time



CHILD NUTRITION DIRECT CERTIFICATION (CNDC)

- National School Lunch program certification process
 - Utilized by district food service staff
- Populated with EMIS data submissions
 - Student Cross Reference (SCR) Collection
 - Student Contact(s) Collection
- Automatic matching weekly using latest submitted data



The screenshot displays the CNDC application interface. At the top, there is a header bar with a grey section containing the text "CNDC" and a downward arrow, followed by a white search bar containing the text "SSID" and a magnifying glass icon. Below the header, a dark red dropdown menu is open, listing four options in white text: "Review Students", "Upload", "Run Match", and "Vendor Export Configuration".

SETUP

- List of users with access to your district data
- Users can update their own information
- General agency contact information



QUESTIONS?

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