# Superintendent's Guide to Submitting a Data Appeal Form

Must Read

- Data Appeal form can be started and filled out by any of the following roles in OEDS: EMIS Coordinator, Treasurer, Superintendent, Superintendent-Designee
- ONLY the superintendent will see the 'Superintendent Approved' button
- ONLY the superintendent is required to approve the data appeal form
- See the Data Appeal webpage for more information
- **Form MUST be in the 'Superintendent Approved' status to be considered submitted to the Department**
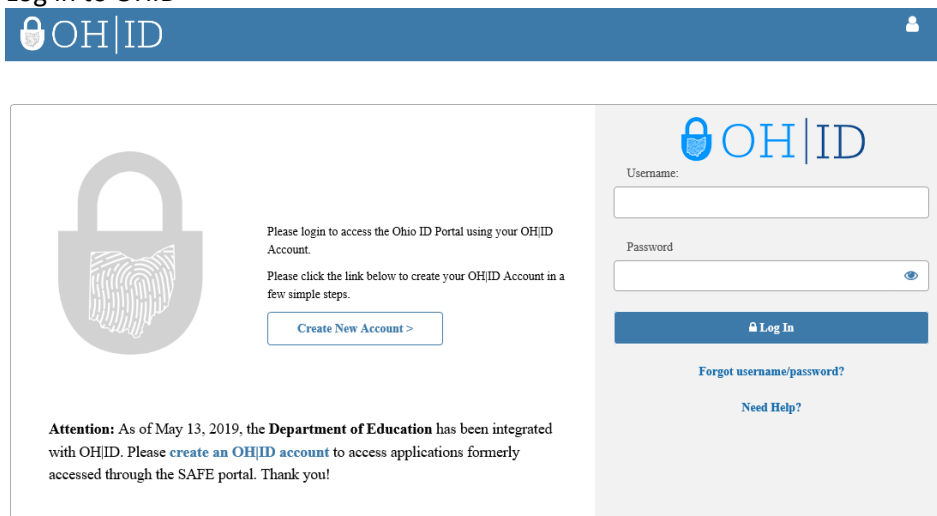
Step-by-Step Instructions

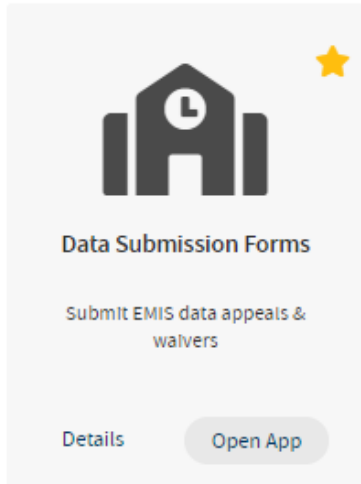To complete the EMIS data appeal, use the following steps:

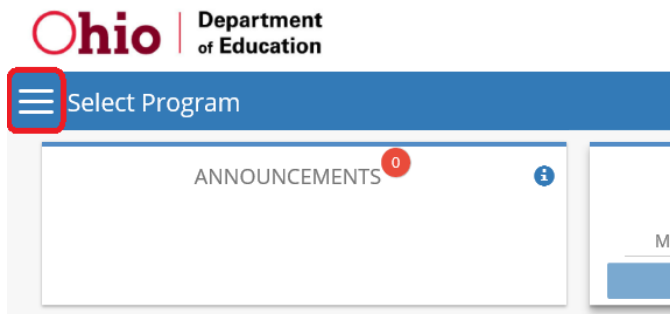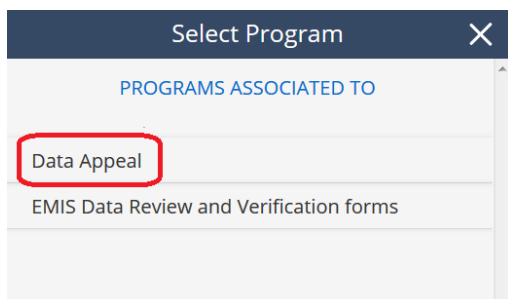1. Click the Login link from the ODE homepage
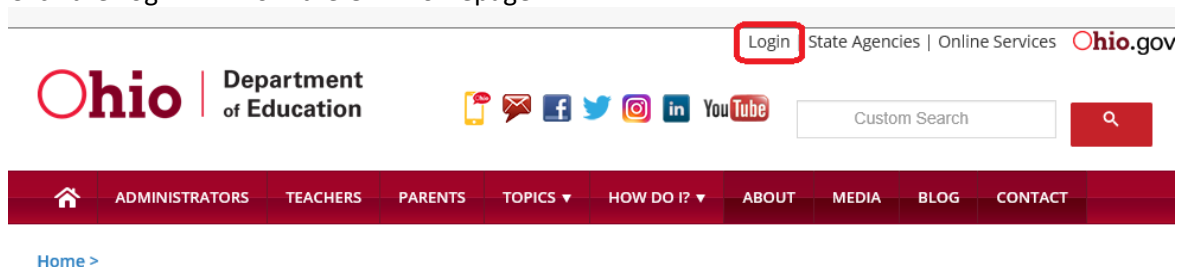
2. Log in to OHID

3. Click on "Data Submission Forms" tile. Note the system might look slightly different.
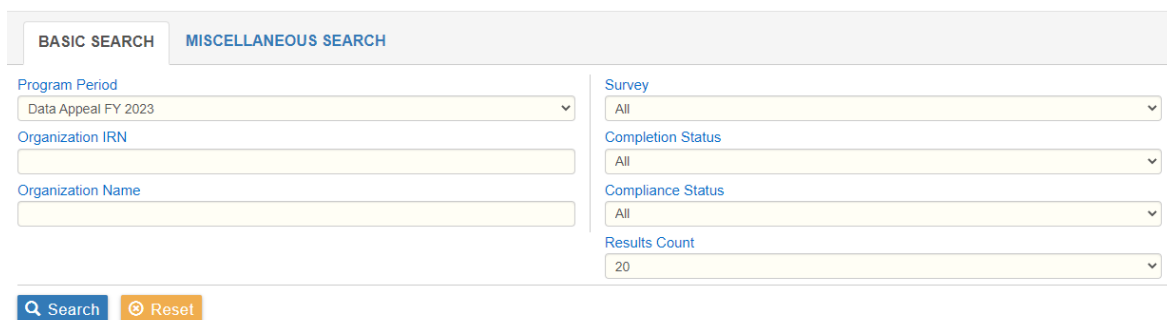

4. After the Forms Dashboard loads, click on the "Select Program" icon in the top far left-hand corner.

5. Click on "Data Appeal" menu option.

6. Use the dropdown menu for "Program Period" to select the appropriate data appeal. For example, to find a FY23 data appeal, you would choose "Data Appeal FY2023", and so on for each fiscal year after.

7. After selecting a program period, click "Search".

8. In the search results at the bottom of the page, find "Data Appeal *desired FY*". Click the magnifying glass for "Details".
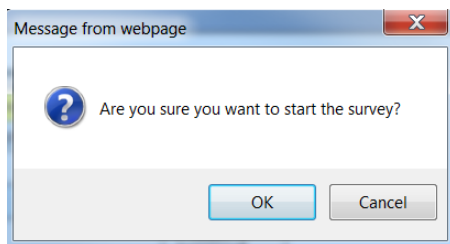

9. Select the "Questions" tab.
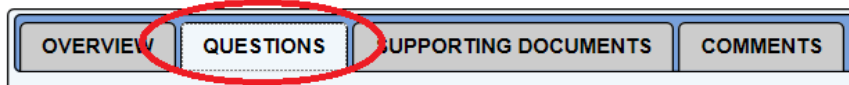
10. To start a new survey, click the "Start" button in the "Details" column of the "Survey Plan" you have selected to complete.

11. Click "OK" when prompted to start survey.

12. If you are returning to complete a survey that is already in progress at your district, click the magnifying glass in the details column next to the survey plan.

13. In the Description section, complete questions 1 through 4. Questions 1 and 4 are required. When finished, click "Save" and then "Next" at the bottom to proceed.

14. If presented with a table to complete, use the pencil icon to edit the table.

After clicking the pencil, fill out the appropriate information in the pop up box. If a new row is needed, click the "Add New Row" button. If an error is made, click the trash can icon to delete the row. When finished, click "Save" and exit out of the pop up box.

15. During any time, you may jump back to prior pages by clicking the gray box next to the desired section.

16. In the Impact Evaluation section, complete questions 1 through 3. All questions are required. When finished, click "Save" and then "Next" at the bottom to proceed.

17. In the Corrective Action Plan section, complete questions 1 through 4. All questions are required. When finished, click "Save" and then "Next" at the bottom to proceed.

18. In the Upload Student Data section, click the "Add Document" icon to upload an excel file(s) that includes the impacted SSIDs, the data that was misreported, and the corrected data. Do not include student names or social security numbers. Providing this information is required.

Section : Upload Student Data Question Count : 1

Question 1

** Upload an excel file(s) that includes the impacted SSIDs, the data that was misreported, and the corrected data. Do NOT include student names or social security numbers. This information will be used to evaluate the appeal, only. If approved, the district may need to provide further information regarding the corrected data in accordance within the timeline determined by the Office of Data Quality.

☐ Uploaded Student data

| Prev | Save | Reset | Next |

19. Choose "Data Appeal Supporting Documentation"

DOCUMENTS:
Electronically Uploadable Documents
   *- indicates required documents

Data Appeal Supporting Document
Other Electronic Document

20. Select the file(s) to upload by clicking "Browse", selecting the file then clicking "Upload". Entering a file name is optional but may be helpful when attaching multiple files.

21. After the file is successfully uploaded, you will receive a confirmation screen. Hit the red "X" to close the

22. Click the "Refresh Doc List" to verify that files were loaded.

23. After the file(s) are successfully uploaded, check the "Uploaded Student Data" box. Click "Save" then "Next".

Section : Upload Student Data **Question Count : 1**

Question 1

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☑ Uploaded Student data

Documents:

NAME	TYPE	DATE	V
test_File.xlsx	Data Appeal Supporting Document	8/31/2015	

Prev   Save   Reset   Next

24. In the Acknowledgement" section, if all requirements are satisfied, certify by checking each corresponding box. Include the name of the EMIS Coordinator(s) consulted. All boxes must be checked in order to proceed. When finished, click ""Save".

25. After clicking "Save", you will see a "Superintendent Approved" box appear on the left side of the screen.

Description	4/4	
Impact Evaluation	3/3	
Corrective Action Plan	4/4	
Upload Student Data	1/1	
Acknowledgement	1/1	
Superintendent Approved		

26. After the Superintendent approves, you will get the following pop up box, press "OK".

Message from webpage

Are you sure you want to mark this survey as Superintendent Approved?

OK   Cancel

27. Click "OK". You will receive a final message acknowledging your status.

Message from webpage

Survey is now in Superintendent Approved status

OK

28. The survey will reflect "Superintendent Approved" after the superintendent approves.

29. Once the form is status "Superintendent Approved", your district is finished.

To ask a question: Contact the Office of Data Quality at dataquality@education.ohio.gov or use the comment function in the application.