

# FY 2021 Watermark Request

## Description

The purpose of the 2021 Report Card Watermark Request form is to provide a formal opportunity to alert the Department to an EMIS reporting concern, and request that the Department add a watermark to any relevant district and school 2021 Report Cards. A watermark is different than filing a formal data appeal because the data appeals are submitted within a specific timeframe and may result in changes to the organization's data in the Department's data systems. A watermark request may be submitted at any time and will not result in changes to the organization's data in the Department's data systems nor result in updates to the organization's Report Card calculations.

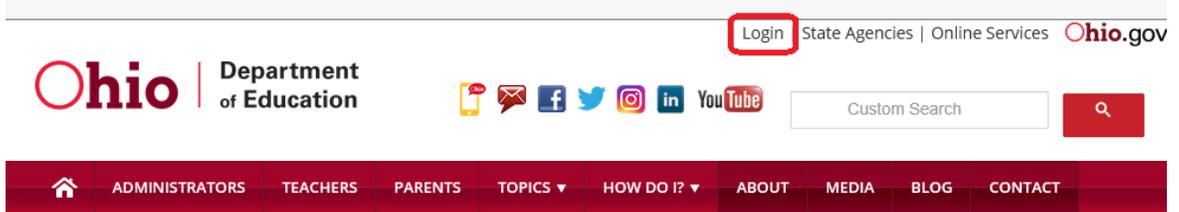
## Must Read

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

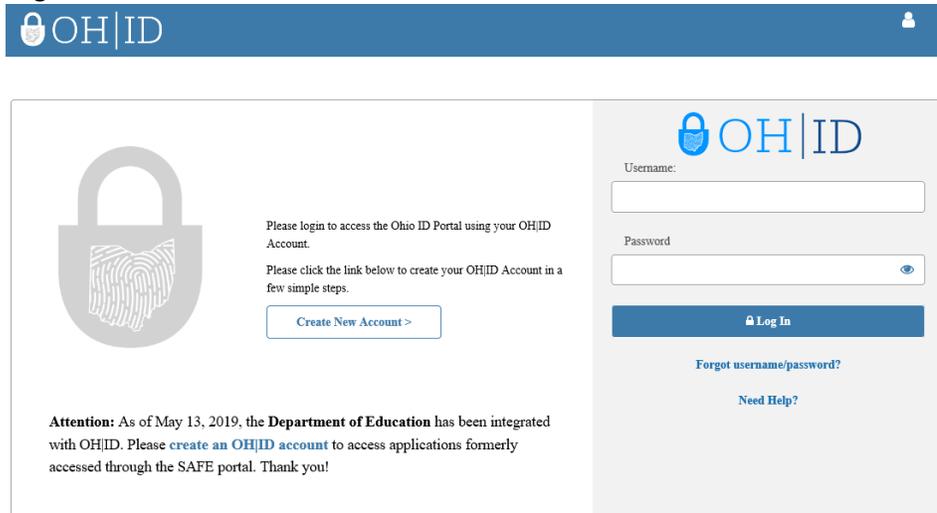
## Step-by-Step Instructions

To complete the Watermark Request form, use the following steps:

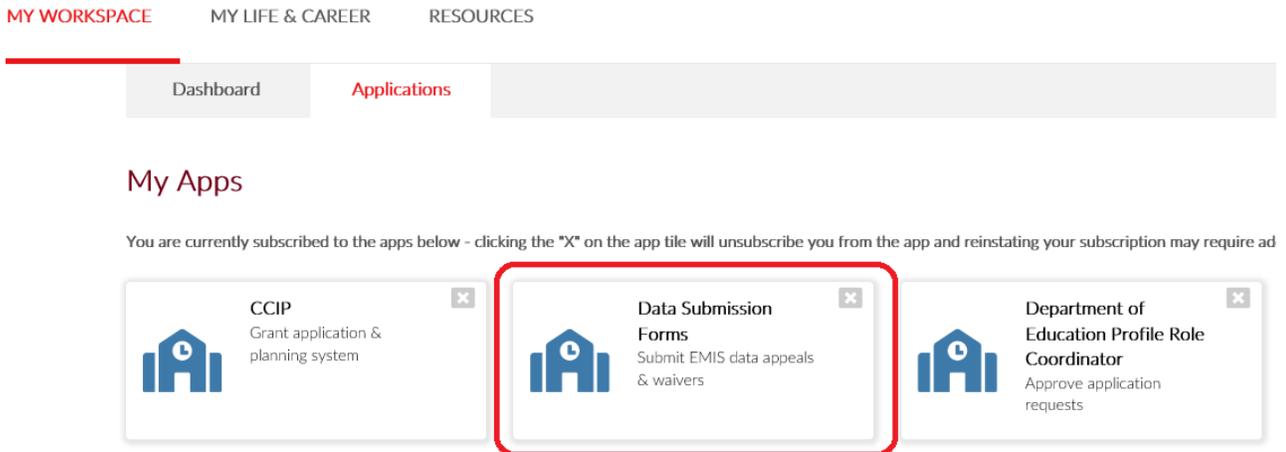
1. Click the Login link from the ODE homepage



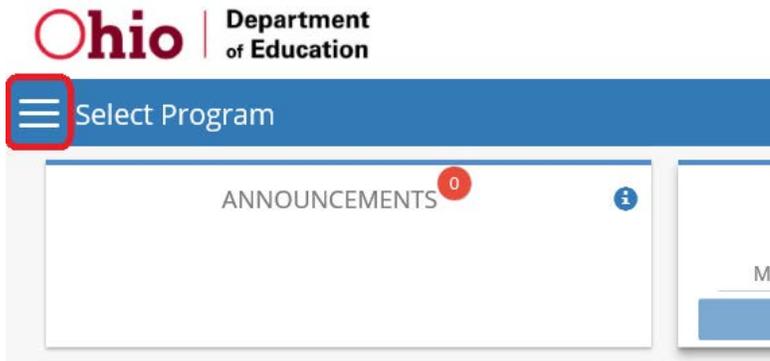
2. Log in to OHID



3. Click on "Data Submission Forms". 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 Appeals” menu option.



6. Use the dropdown menu for “Program Period” to select the appropriate data appeal. For example, to find a FY21 watermark form, choose “Data Appeal FY2021”.

BASIC SEARCH	MISCELLANEOUS SEARCH
<b>Program Period</b> Data Appeal FY 2021	<b>Survey</b> All
<b>Organization IRN</b> [Empty]	<b>Completion Status</b> All
<b>Organization Name</b> [Empty]	<b>Compliance Status</b> All
	<b>Results Count</b> 20

**Search** **Reset**

7. After selecting a program period, click “Search”.

- In the search results at the bottom of the page, find "Data Appeal 2021". Click the magnifying glass for "Details".

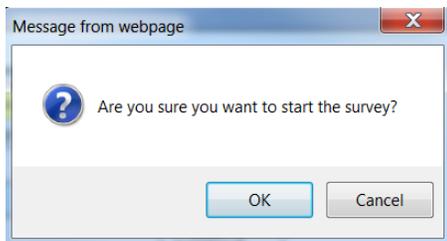
# Surveys	Report	Details
14		

- Select the "Questions" tab.



- To complete a watermark form, click the "Start" button in the "Details" column of the "FY Watermark Request" you have selected to complete.

- Click "OK" when prompted to start survey.



- In the Description section, complete questions 1 and 2 as required. When finished, click "Save" and then "Next" at the bottom to proceed.
- 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.
- 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.
- 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



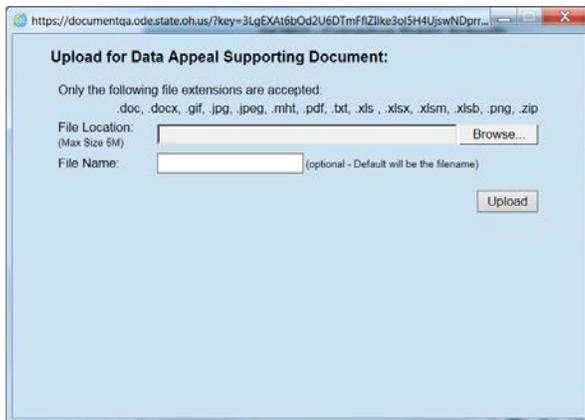
Prev

Save

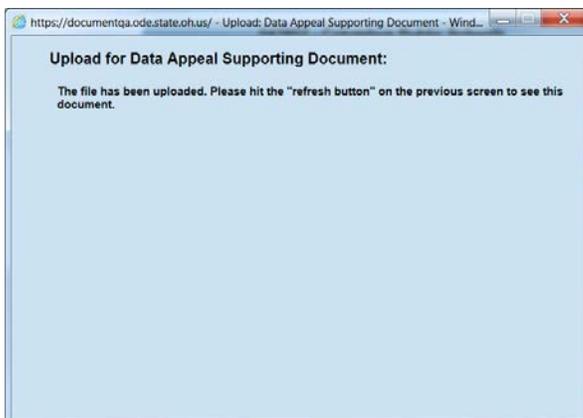
Reset

Next

16. 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.



17. After the file is successfully uploaded, you will receive a confirmation screen. Hit the red “X” to close the box.



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

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**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

19. 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”.

20. 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		

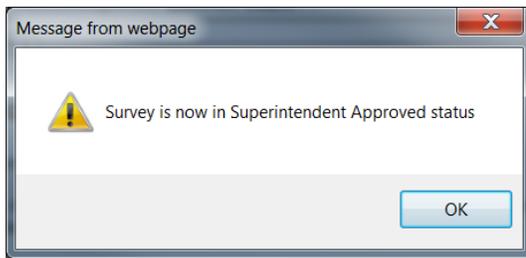
21. To certify, the “Superintendent Approved” box. After clicking this box, you will get the following pop up box.

Message from webpage

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

OK Cancel

22. Click “OK”. You will receive a final message acknowledging your status.



**23. 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](mailto:dataquality@education.ohio.gov) or use the comment function in the application.