

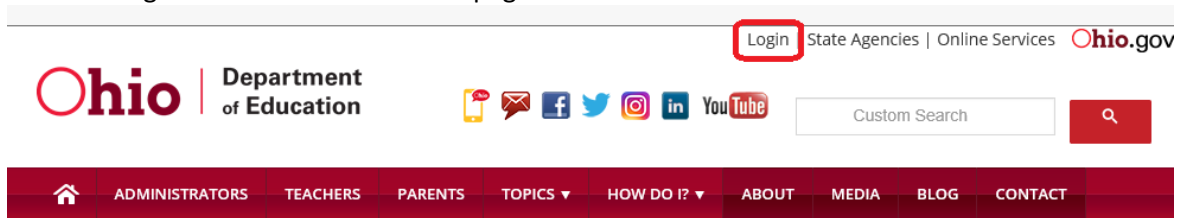
2019 Superintendent’s Guide to Submitting an EMIS Data Review & Verification Form (revised for new log-in process)

Must Read

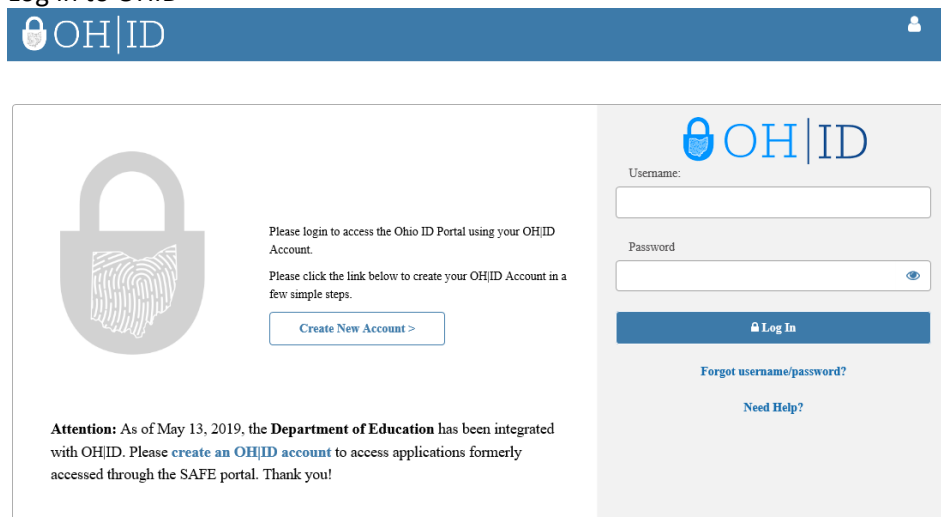
- Data Review form can be started and filled out by any of the following roles in OEDS: EMIS Coordinator, Superintendent, Superintendent-Designee
- ONLY the superintendent will see the ‘Superintendent Approved’ button in SAFE
- ONLY the superintendent is required to approve the data review form
- See the [Data Review](#) webpage for more information

Step-by-Step Instructions

1. Click the Login link from the ODE homepage



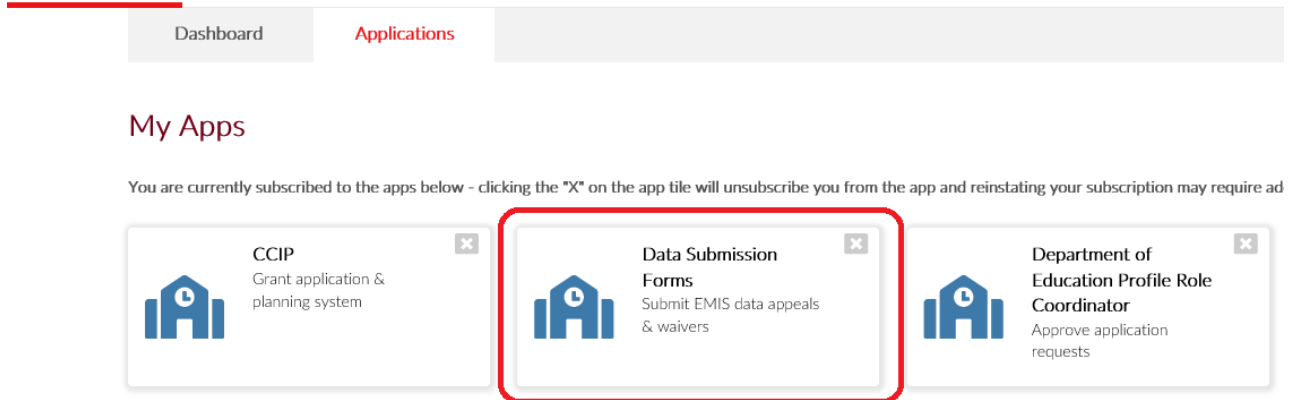
2. Log in to OHID



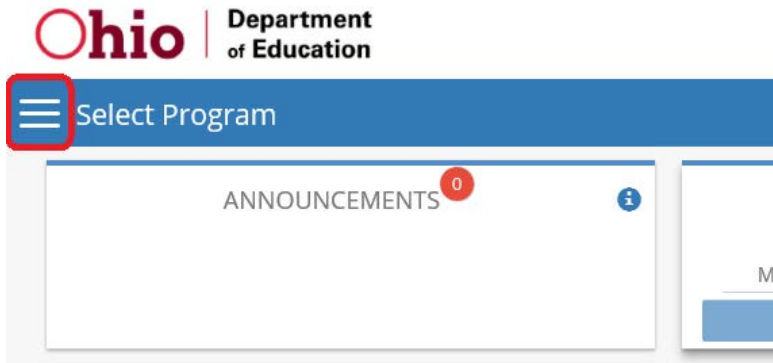
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3. Click on “Data Submission Forms”.

MY WORKSPACE MY LIFE & CAREER RESOURCES



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



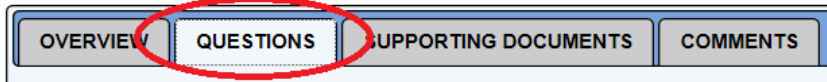
5. Click on “EMIS Data Review and Verification forms” menu option.



1. Use the dropdown menu for “Program Period” to select the appropriate review. For example, to find the FY19 Data Review for Finance form, choose “EMIS Data Review FY2019”.
2. After selecting a program period, click “Search”.
3. In the search results at the bottom of the page, find “EMIS Data Review 2019”. Click the magnifying glass for “Details”.

# Surveys	Report	Details
14		

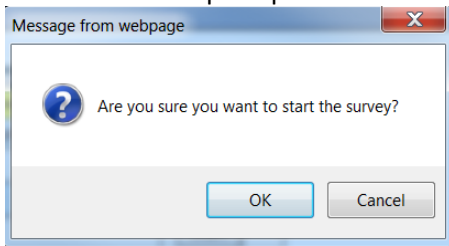
4. Select the “Questions” tab.



5. In the “Survey Plan” column, find the appropriate form.

6. To start a new survey, click the “Start” button in the “Details” column of the “Survey Plan” you have selected to complete.

7. Click “OK” when prompted to start survey.

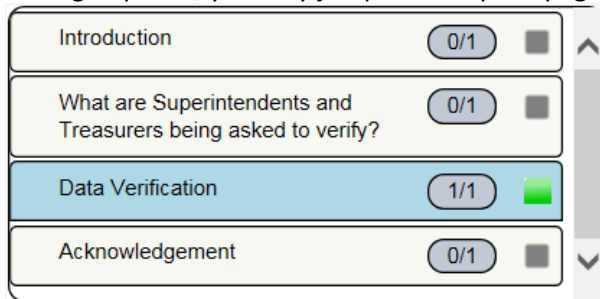


8. If you are returning to complete a survey that is already in progress at your district, click the magnifying glass in the details column next to the survey plan.

9. Scroll down the first page to read the Introduction section. When finished reading, click “Next” at the bottom to proceed.

10. Scroll down the second page to learn about what data superintendents and treasurers are being asked to verify. When finished reading, click “Next” at the bottom to proceed.

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

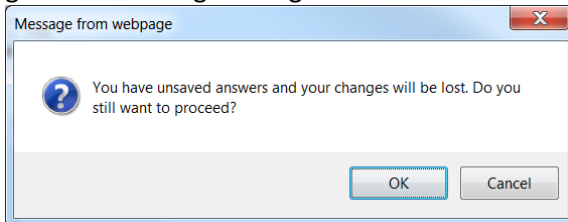


12. Verify your district’s data in the “Data Verification” section. Choose among the following options as to whether the data is complete and accurate: “Yes”, “Yes, with exception of appealed data”, or “No, not at this time”. Note that if the treasurer has already answered this question, their answer will be prepopulated. Superintendents can change this answer, if needed.

13. If you check “Yes, with exception of appealed data” or “No, not at this time”, you MUST describe why in detail in the box below. After completing the EMIS Review, your district will need to complete the associated data appeal form. See the instructions for submitting the data appeal form on the ODE website.

The screenshot shows a web form titled "Question 1" with a sub-heading "Data Verification". Below the heading is a required statement: "* I certify that this data is complete and accurate." There are three radio button options: "Yes", "Yes, with exception of appealed data", and "No, not at this time". Below these options is a text prompt: "If you checked 'Yes, with exception of appealed data' or 'No, not at this time' above, please describe why in detail:". This is followed by a large, empty text input box with a vertical scrollbar on the right side. At the bottom left of the form area are four small icons: a speech bubble, a plus sign, a refresh symbol, and a document icon. At the bottom of the form are four buttons: "Prev", "Save", "Reset", and "Next".

14. When finished, click “Save”. Then click “Next”. If you do not click “Save” before clicking “Next”, you will get the following message.



15. Use the checkboxes to certify each acknowledgement. You cannot complete the form until all boxes are checked.

Question 1

Acknowledgement

By answering the following questions, I certify:

- * The district has reviewed all relevant reports, including reports in the Secure Data Center (SDC), EMIS Validation Reports, and other reports provided by the department for the purpose of data review.
- * I have confirmed that my EMIS Coordinator has reviewed all appropriate EMIS reports.
- * I hereby certify that, with the exception of any inaccuracies specifically described above, to the best of my knowledge and belief, the EMIS data submitted by my district and processed by ODE constitute an accurate and complete report for our school district.
- * If at a later date my district determines that EMIS data is not complete or accurate, I will notify and work with the department to develop an appropriate plan to submit corrected data.

Prev Save Reset Next

16. When finished checking boxes, click “Save”.

17. After clicking “Save”, you will see a “Superintendent Approved” box appear on the left side of the screen. Note that if the superintendent does not see the “Superintendent Approved” box, check the web to make sure the deadline is not past. The form cannot be submitted after the deadline.

Introduction	0/1	■
What are Superintendents and Treasurers being asked to verify?	0/1	■
Data Verification	1/1	■
Acknowledgement	1/1	■
Superintendent Approved	1/1	■

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

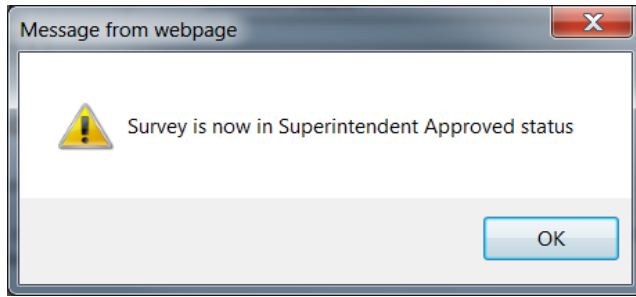
Message from webpage

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

OK Cancel

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

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20. The survey will reflect “Superintendent Approved” after the superintendent approves.

21. Once the form is status “Superintendent Approved”, your district is finished.

Surveys:

Survey Plan	Start Date	End Date	Completion Status	Details	Print
FY 2015 EMIS Report Card Data Review and Verification	07/01/2015	06/30/2016	Superintendent Approved		
FY 2015 EMIS Report Card Data Review for Graduate	07/01/2015	06/30/2016	Treasurer Approved		
FY 2015 EMIS Data Review for Finance	07/01/2015	06/30/2016	Superintendent Approved		
FY 2015 EMIS Data Review for CTE	07/01/2015	06/30/2016	In Progress		
FY 2015 EMIS Data Review for Funding Report	07/01/2015	06/30/2016		Start	

Questions?

Contact the Office of Data Quality at dataquality@education.ohio.gov or use the comment function in the application.