

Guide to Submitting an EMIS Data Review & Verification Form

Must Read

- For the Report Card Data Review and Verification and Graduation Data Review and Verification, the Superintendent approves the form.
- For the Finance Data Review and Verification, the Treasurer approves the form.
- Data Review forms can be started and filled out by any of the following roles in OEDS: EMIS Coordinator, Superintendent, Superintendent-Designee, Treasurer (Finance form)
- ONLY the superintendent will see the ‘Superintendent Approved’ button in OHID
- stethe treasurer will see the ‘Treasurer Approved’ button in OHID for the Finance form
- See the [Data Review webpage](#) for more information

Step-by-Step Instructions

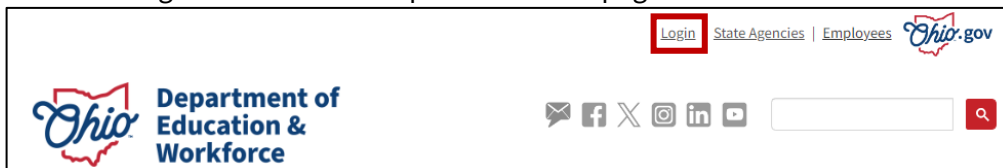
To complete the EMIS Data Review and Verification process, use the following steps:

VERIFY ACCURACY AND COMPLETENESS OF DATA

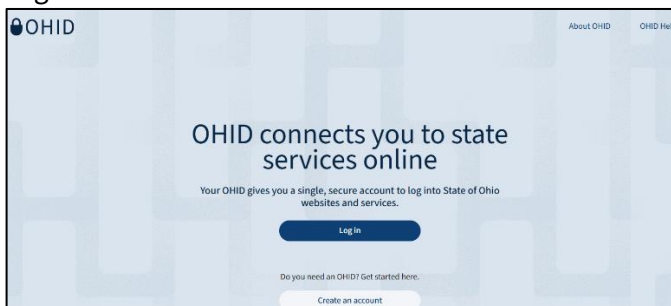
1. Work with EMIS Coordinator and other appropriate district staff to review EMIS reports and other resources to evaluate the district’s data.
2. Log into your OHID account to access the Secure Data Center (SDC) to review district’s reports for accuracy. If a superintendent does not have a link to the Secure Data Center in their OHID account, they should consult with their district OEDS Org Administrator to ensure they have the appropriate roles.
3. See the EMIS Data Review and Verification webpage for frequently asked questions about the process.

STEP-BY-STEP GUIDE

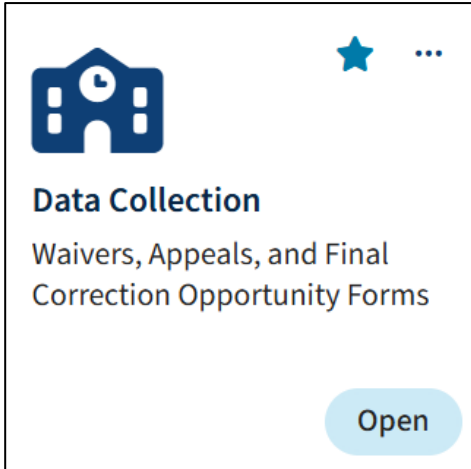
1. Click the “Login” link from the Department homepage.



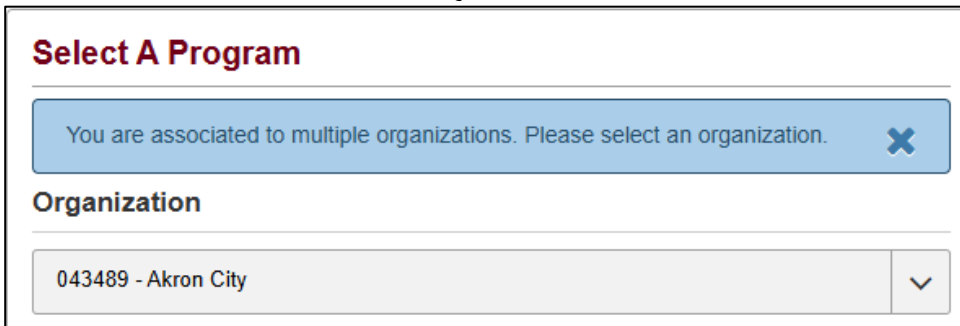
2. Log in to OHID.



3. Click on the “Data Collection” tile.



4. After the tile/app loads, select the appropriate “Organization” under the “Select a Program” menu.
Note: This screenshot was taken in a QA environment.



5. Click on “EMIS Data Review and Verification” under the “Select a Program” menu.



- Use the dropdown menu for “Program Period” to select the appropriate review. For example, to find the FY26 EMIS Data Review and Verification forms, choose “EMIS Data Review and Verification FY 2026.”

The screenshot shows a web interface with a dark red header containing 'Dashboard', 'Form', and 'Admin' menus. Below the header, the page title is 'Monitoring' and the 'Program Selected' dropdown is set to 'EMIS Data Review and Verification'. There are three buttons: 'Basic Search', 'Export Results', and 'Bulk Email'. The search filters section includes:

- Program Period:** A dropdown menu highlighted with a red box, currently showing 'EMIS Data Review and Verification FY 2026'.
- Overall Completion Status:** A dropdown menu set to 'Any'.
- Surveys:** A dropdown menu set to 'Any'.
- Survey Completion Status:** A dropdown menu set to 'Any'.
- District IRN/Name:** An empty text input field.
- Building IRN/Name:** An empty text input field.
- Sponsoring Organization IRN/Name:** An empty text input field.
- Results Count:** A dropdown menu set to '20'.
- Sort Order:** A dropdown menu set to 'IRN'.

 At the bottom of the filters are 'Q Search' and 'Reset' buttons.

- Use the dropdown menu for “Surveys” to select the appropriate data review. For example, to find the FY26 Data Review for Report Card, choose “FY 2026 Data Review for Report Card.”

This screenshot is similar to the previous one, but the 'Surveys' dropdown menu is highlighted with a red box and set to 'Surveys'. The 'Program Period' dropdown remains set to 'EMIS Data Review and Verification FY 2026'. All other filters and buttons are the same as in the previous screenshot.

- After selecting the desired data review, click “Search”.
- In the search results at the bottom of the page, click on the IRN and Organization name.

Search Results

Returned 1 Results Filter:

Organization	Program Period	Number Of Surveys	Overall Completion Status	Sponsor	Consultants	District
043489 - Akron City	EMIS Data Review and Verification FY 2026	3	In Progress			

[Export Search Results](#)
[Previous 20 Results](#)
 Go to page of 1
 [Next 0 Results](#)

10. Once the survey page loads, the “Overview” tab will initially populate. Select the “Questions” tab.

The screenshot shows a web interface with two tabs: 'Overview' and 'Questions'. The 'Questions' tab is highlighted with a red box. Below the tabs, there is a 'Status' section with 'Overall Status' and 'Completion: In Progress'. A 'Consultants' section shows 'None'. A 'Surveys: 3' section lists three surveys: 'FY 2026 Data Review for Report Card', 'FY 2026 Data Review for Graduation Data', and 'FY 2026 Data Review for Finance'.

11. For a more user-friendly view, click the “expand” icon on the right.

The screenshot shows a navigation bar with 'Dashboard' and 'Form' menus. Below the navigation bar, there is a 'Monitoring' section with a dropdown menu for 'Program Selected: EMIS Data Review and Verification'. A red box highlights an 'expand' icon in the bottom right corner.

12. Once the Questions tab loads, select the appropriate survey. For example, to find the FY26 Data Review for Report Card, choose the “FY 2026 Data Review for Report Card” option.
13. There will be four sections to complete in the survey, starting with the Introduction section.

The screenshot shows a 'Sections' list with a 'Hide Sections' link. The list includes four sections: '* Introduction', '* What are Superintendents being asked to verify', '* Data Verification', and 'Acknowledgement'. Each section has a yellow checkmark icon in a box. The 'Introduction' section is highlighted in dark blue.

14. Scroll down the first page to read the Introduction section. When finished reading, check mark the “I have read this page” box and click “Next Section” at the top to proceed.

Prev Section Introduction LEA [icon] Next Section

Questions * Required @ Recommended

1 [icon]

Group Name Introduction

* Question 1 [icon]

Introduction

EMIS is the mechanism by which districts legally report data to the state. The EMIS Data Review and Verification forms represent the process by which all Superintendents certify that they have reviewed the data reported by the district in EMIS and verify that their district's data is accurate and complete to the best of their knowledge.

Superintendents must complete the acknowledgement page of this form in order to submit the final document to the Department of Education and Workforce.

Why are Superintendents asked to sign off on EMIS data? The data that districts report in EMIS significantly impacts the services and opportunities provided to students, by driving district funding, district and schools Report Cards, and other programs and services determined by district data. As such, it is critical for Treasurers to review their district's EMIS data and verify that data is accurate and complete.

Superintendents are legally required to review and certify the quality of data.

Ohio Revised Code requires districts to report data in the statewide education management information system (EMIS) as outlined in [ORC 3301.0714](#).

Ohio Administrative Code [3301-14-01 \(G\)](#) requires districts to verify and approve all EMIS data for reporting purposes.

Ohio Revised Code [5705.391](#) in accordance with sections [3319.31](#) and [3319.311](#) of the Revised Code, may limit, suspend, or revoke a license as defined under section [3319.31](#) of the Revised Code that has been issued to any school employee found to have willfully contributed erroneous, inaccurate, or incomplete data required for the submission of the five-year projection required by this section.

I have read this page.

15. Scroll down the second page to learn about what data superintendents and treasurers are being asked to verify. When finished reading, check mark the “I have read this page” box and click “Next Section” at the top to proceed.

Prev Section What are Superintendents being asked to verify LEA [icon] Next Section

Questions * Required @ Recommended

1 [icon]

Group Name What are Superintendents being asked to verify

* Question 1 [icon]

What are Superintendents asked to verify?

In signing off on this form, superintendents are verifying the accuracy of all assessment and student data submitted by their district that impacts the Report Card and funding. Data reported that impacts the Report Card and/or funding includes, but is not limited to: Assessments: End of Course State Assessments Grades 3-8, including Fall 3rd Grade Reading and ELA Alternate OELPA OGT Other Accountability Assessments Staff and Course: Teacher and Staff data Course Master Student-Course data Calendar Student (S) Data: Student Attributes (LEP, disability, disadvantage, grade level) Gifted data Majority of Attendance/Accountability IRN Diagnostics/RIMP Special Education Accelerated Sent to/How Received/Percent of Time/Attendance/Etc Any other Student (S) data that impacts either the Report Card and/or Funding.

I have read this page

Documents Comments Communication

16. During any time, you may return to prior pages by clicking “Previous Section” or clicking the desired section in the blue boxes in the Sections tab.
17. 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.
18. 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 Data Review, your district will need to complete the associated final correction opportunity form. See the instructions for submitting the final correction opportunity form on the Department webpage.

The screenshot displays the 'Data Verification' section of the EMIS Data Review system. At the top, there are navigation buttons for 'Prev Section' and 'Next Section', along with a 'LEA' dropdown menu. The main content area is titled 'Data Verification' and contains a single question marked as required. The question asks the user to certify that the data is complete and accurate. The user has selected 'Yes'. Below the question, there is a text area for providing details if 'Yes, with exception of appealed data' or 'No, not at this time' was selected. The text area is currently empty and shows a character count of 0/500. At the bottom of the form, there are buttons for 'Documents', 'Comments', and 'Communication'.

19. In the Acknowledgement section, use the checkboxes to certify each acknowledgement. You cannot complete the form until all boxes are checked.

Prev Section **Acknowledgement** LEA Next Section

Questions * Required @ Recommended

* 1

Group Name Acknowledgement

* 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
- 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.

Documents Comments Communication

20. When the survey is complete select the “Submitted for Superintendent/Treasurer Approval” status from the dropdown menu and click the save icon shown below. This status indicates that the survey is ready to then be reviewed and approved by the Superintendent/Treasurer.

Overview Questions

Survey List

Survey Plan(s)	Started Date	Last Updated	Completion Status
FY 2026 Data Review for Finance	12/26/2025	12/26/2025	Started
FY 2026 Data Review for Graduation Data	02/20/2026	02/20/2026	Submitted for Superintendent/Treasurer Approval
FY 2026 Data Review for Report Card	12/26/2025	02/26/2026	In Progress

21. To certify, the Superintendent (or Treasurer for the finance data review) **must** change the completion status in the dropdown menu to “Superintendent Approved” status and click the save icon in order for the data review to be fully complete and sent to the Department.

Survey List

Survey Plan(s)	Started Date	Last Updated	Completion Status
FY 2026 Data Review for Finance	12/26/2025	02/26/2026	Submitted for Superintendent/Treasurer Approval
FY 2026 Data Review for Graduation Data	02/20/2026	02/20/2026	Submitted for Superintendent/Treasurer Approval
FY 2026 Data Review for Report Card	12/26/2025	02/26/2026	Superintendent Approved

22. Note that if the superintendent does not see the “Superintendent Approved” dropdown option, check the [Data Review and Verification webpage](#) to make sure the deadline has not past. The form cannot be submitted after the deadline.
23. The survey will reflect “Superintendent Approved” after the superintendent approves the form (or “Treasurer Approved” for the finance data review).

Questions?

Contact the Office of Data Quality at dataquality@education.ohio.gov.