

# Guide to Submitting an EMIS Data Review & Verification Form

## Must Read

- Data Review 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 in OH ID
- ONLY the superintendent is required to approve the data review 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

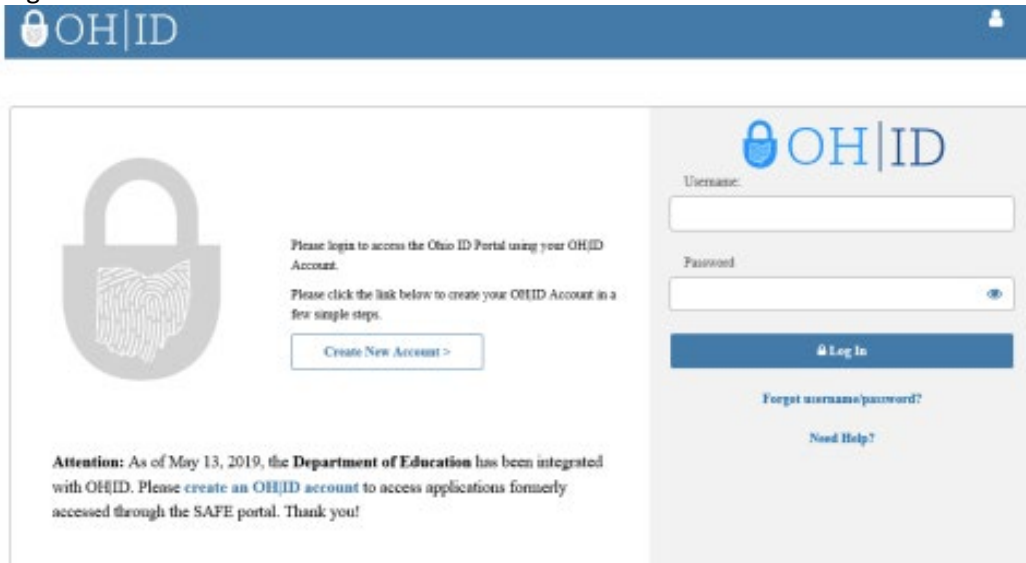
1. Work with EMIS Coordinator and other appropriate district staff to review EMIS reports and other resources to evaluate the district’s data.
2. Log into your OH ID account to access the Secure Data Center (SDC) to review district’s reports for accuracy. If a superintendent does not have a link to the Secure Data Center in their OH ID 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

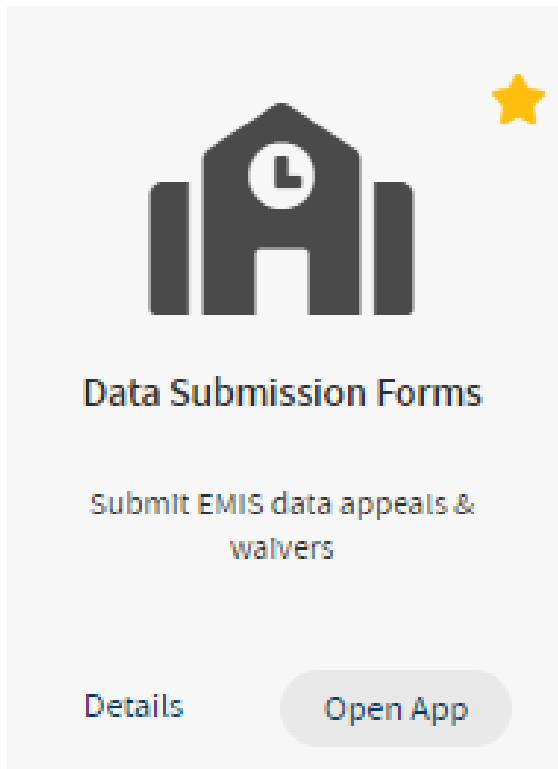
1. Click the “Login” link from the Department homepage.



2. Log in to OH ID.



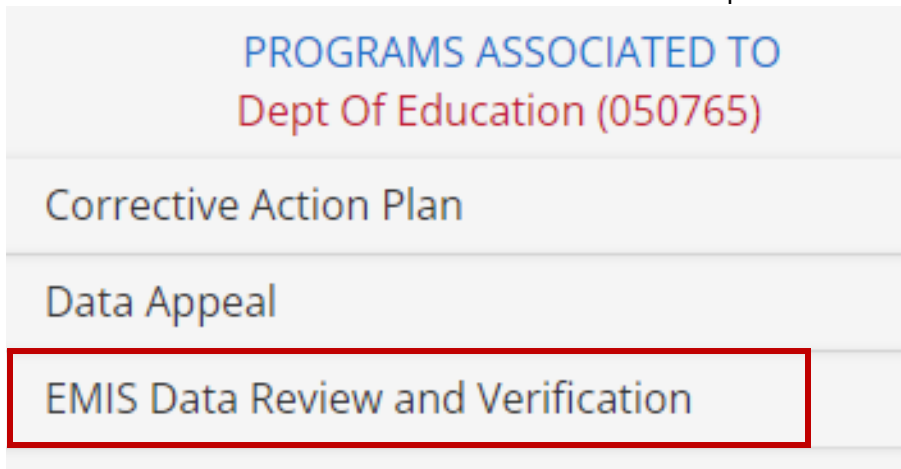
3. Click on the “Data Submissions Form” tile.





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



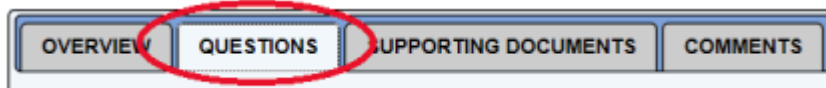
5. Click on “EMIS Data Review and Verification forms” menu option.



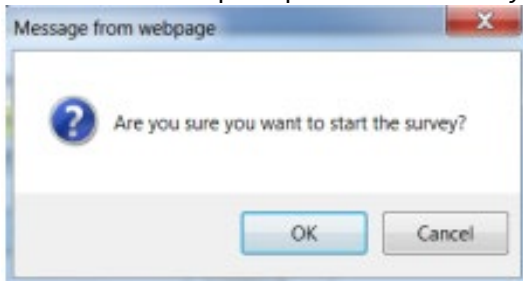
6. Use the dropdown menu for “Program Period” to select the appropriate review. For example, to find the FY24 Data Review for Finance form, choose “EMIS Data Review FY2024”.
7. After selecting the desired program period, click “Search”.
8. In the search results at the bottom of the page, find the year of data reviews you are looking for. Click the magnifying glass for “Details”.

# Surveys	Report	Details
14		

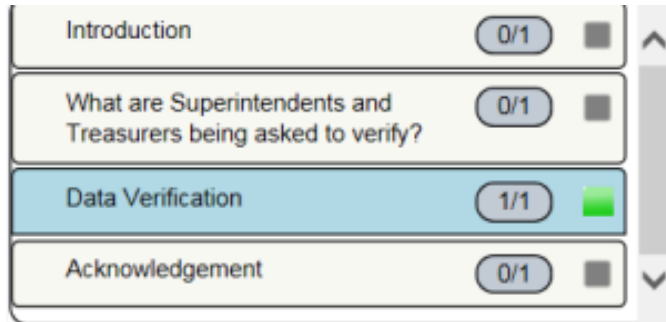
9. Click the “Questions” tab.



10. In the “Survey Plan” column, find the appropriate Data Review form.
11. To start a new survey, click the “Start” button in the “Details” column of the “Survey Plan” you have selected to complete.
12. Click “OK” when prompted to start survey.



13. 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.
14. Scroll down the first page to read the Introduction section. When finished reading, click “Next” at the bottom to proceed.
15. 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.
16. During any time, you may jump back to prior pages by clicking the gray box next to the desired section.



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. Superintends 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 Review, your district will need to complete the associated [data appeal](#) form. See the instructions for submitting the data appeal form on the Department website.

Question 1

### Data Verification

\* I certify that this data is complete and accurate.

Yes

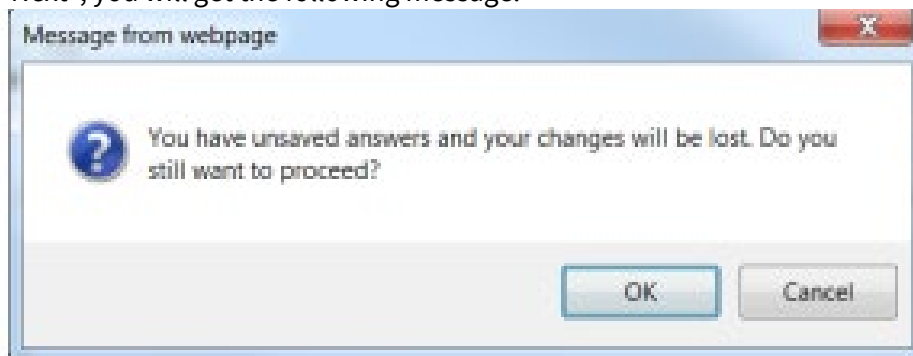
Yes, with exception of appealed data

No, not at this time

If you checked "Yes, with exception of appealed data" or "No, not at this time" above, please describe why in detail:

Prev Save Reset Next

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



20. 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

21. When finished checking boxes, click “Save”.
22. 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

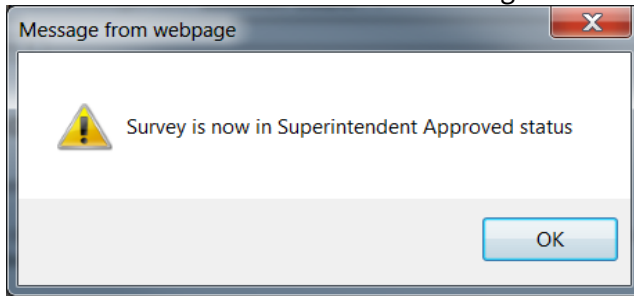
23. To certify, the Superintendent MUST click the “Superintendent Approved” box. After clicking this box, you will get the following pop up box.

Message from webpage

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

OK Cancel

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



25. The survey will reflect “Superintendent Approved” after the superintendent approves the form.
26. Once the form is in completion status of “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](mailto:dataquality@education.ohio.gov).