

EDUCATION MANAGEMENT INFORMATION SYSTEM MANUAL

Reporting Instructions For
EMIS Data Collection and Submission



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Prepared by the
Office of Data Services
Ohio Department of Education

Foreword

In 1989, the 18th Ohio General Assembly created section 3301.0714 of the Ohio Revised Code, which required the State Board of Education to “adopt rules for a statewide Education Management System.” Part of these rules indicated that an EMIS “companion” (EMIS Manual) was to be created. The primary purpose of such a document is to provide a uniform and consistent source of reporting instructions on the subject of EMIS data.

Therefore the Office of Data Services, with the assistance of interested education consultants at the Department of Education and external parties, developed the EMIS Manual. Its contents include data definitions, requirements, and procedures for reporting and transferring data to the Department.

The intended audience of the Manual is primarily the EMIS Coordinators and ITC sites. However, the State Software Development Team, along with education software vendors may find it helpful. In addition, the manual is available for consultation, when ODE education consultants and Data Managers need to analyze and review data submitted through EMIS. The EMIS Manual is organized into 5 chapters and several appendices.

Providing an overview of EMIS, chapter 1 includes reporting responsibilities, functions of EMIS, a general idea of the EMIS data collection process, and a summary of EMIS data.

Chapters 2, 3, and 4 are all structured in a similar manner. Each is organized according to its respective data records and the layout of such records, according to the record file description found in Chapter 5. Each record contains a set of related data elements. These data elements are each defined in chapters 2, 3, and 4. In addition these chapters contain specific reporting instructions and valid options regarding the data elements. Below is a table showing the data category of each chapter.

Reporting Instructions	Data Category
Chapter 2	Student
Chapter 3	Staff
Chapter 4	District & Building
Chapter 4	Financial

Chapter 5 contains the technical documentation describing the file layouts, and field formats for every record transferred to the Department. Included in the chapter are record names, record field numbers, and field data types (numeric, text, etc.)

The appendices contain additional reporting information. Examples include lists of valid options for; student program codes, course subject codes, course type codes, position codes and assignment areas. Other information found in the appendices includes decision trees and reporting dates. Additional instructions regarding special reporting situations, and Career-Technical reporting is located in the appendices to the EMIS Manual.