

## EMIS Release Notes- New Collection Request

**Collection Request Name:** Initial Staff and Course Collection (FY18)

**Collection Request Description:** Collection required for all EMIS reporting entities. The beginning of year staff collection includes staff employed any time in FY18 and staff members who were employed as of the end of last year but are no longer employed as of the beginning of this school year. It also includes master course, student course, and related data for the entire school year. Included record types are CC, CI, CJ, CK, CL, CM, CN, CP, CU, CV, and GN. Source file(s) for student course and staff record types must be uploaded in EMIS manual format through the Data Collector Data Sources tab. Some staff data may be collected via SIF in those districts using USPS.

**Collection Request Short Name:** FY18-L-Stf Crs Init

**Manifest Code Name:** 2018L1STR

**Collection Request Planned Release Version:** 1

**Planned Availability Date:** 9/22/2017

**Submission Date Range:** 10/3/2017- 1/31/2018

**Organization Types That Must Report:** All EMIS reporting entities.

**Major Change from Prior FY Version?** NA.

**Data Sources Supported:** USPS SIF for Staff Demographic (CI) and Staff Employment (CK) only; all others as flat files via Data Sources upload.

**Level 1 Reports Included:** Staff Missing and HQT (HQT report exists in the release, but results will not appear since data must be submitted first. Initial report load based on submitted data as of that time will be announced in a future EMIS Newsflash).

**Outstanding Issues:** None known at this time.

**Release Note Date:** 9/22/2017