

## EMIS Release Notes – New Collection Request

**Collection Request Name:** Staff and Course Collection – Final (FY22)

**Collection Request Description:** This collection is required for all EMIS reporting entities. The final staff collection includes staff employed any time in FY22. It also includes Course Master, Student Course, and related data for the entire school year. The source files are the CC, CI, CJ, CK, CL, CM, CN, CP, CU, CV, and GN Record types labeled with the L data set. Data 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:** FY22-L-Stf Crs Final

**Manifest Code Name:** 2022L2FNL

**Collection Request Planned Release Version:** 1

**Planned Availability Date:** 2/7/2022

**Submission Date Range:** 2/7/2022 – 8/5/2022

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

**Major Change from Prior FY Version:**

- Fatal error GN.0001 was added for invalid options reported on the High School Credit Earned (GN150) element. See [EMIS Manual Section 4.4](#) for valid options.

**Data Sources Supported:**

- USPS SIF for Staff Demographic (CI) and Staff Employment (CK) Records only
- All other records as flat files via Data Sources upload

**Level 1 Reports Included:**

- Staff Missing Report

**Level 2 Reports Included:**

[Report explanations](#) can be found on our website. The Gen Issues report explanation includes content and contact information regarding each report.

These reports run nightly.

- (CTAC-101) CTE Accountability All FY Programs of Concentration
- (CTAC-102) CTE Accountability FY Program of Concentration Missing
- (CTAC-103) CTE Accountability FY Program of Concentration Unexpected
- (CTEA-000) CTE FTE Detail
- (CTEA-001) CTE Student Error Detail
- (CTEA-002) CTE Course Error Detail
- (CTEA-003) CTE Staff Error Detail
- (CTEA-004) CTE FTE Summary by Course
- (CTEA-005) CTE FTE Summary by Category
- (CTEA-006) CTE Approved Overrides
- (CTEA-007) CTE FTE Daily Summary Report - Students District is Educating
- (CTEA-008) CTE FTE Daily Summary Report - Students Initially Funded at District

- (CTEA-009) CTE FTE Daily Summary Report – Transfers
- (STAT-001) Level 2 Status Report

The following reports will likely be run once per week beginning in late February.

- (GNIS-125) Gen Issues - Staff - Teacher Attendance Rate
- (GNIS-370) Gen Issues - Course - No AP Course Reported
- (GNIS-371) Gen Issues - Course - No IB Course Reported
- (GNIS-372) Gen Issues - Course - No Fine Arts Course Reported
- (GNIS-373) Gen Issues - Course - No Algebra 1 or Integrated Math 1 Course Reported
- (GNIS-374) Gen Issues - Course - No Geometry or Integrated Math 2 Course Reported
- (GNIS-375) Gen Issues - Course - No ELA 1 or ELA 2 Course Reported
- (GNIS-376) Gen Issues - Course - No American History Course Reported
- (GNIS-377) Gen Issues - Course - No American Government Course Reported
- (GNIS-378) Gen Issues - Course - No Physical Science Course Reported
- (GNIS-379) Gen Issues - Course - No Biology Course Reported
- (GNIS-429) Gen Issues - Preschool - Location IRN Check
- (GNIS-430) Gen Issues - Preschool - No Courses Reported
- (GNIS-437) Gen Issues - CTE - CTE Students Without Credit Earned - SSID by Course
- (GNIS-481) Gen Issues - Staff - Reporting U Status Code for Staff Member Who Worked This School Year

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

**Release Note Date:** 2/7/2022