



ProgressBook StudentInformation ITC EMIS Guide



ProgressBook[®]
StudentInformation

Ohio

ProgressBook StudentInformation ITC EMIS Guide

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Change Log

The following Change Log explains by Product Version, Heading, Page, and Reason where changes in the *ProgressBook StudentInformation ITC EMIS Guide* have been made.

Product Version	Heading	Page	Reason
17.1.1	<i>"Set EMIS Defaults"</i>	16	Updated image and text to reflect new KRA Pre-ID Data Collection Token field.
17.1.0	<i>"Set Update and Transfer Modes"</i>	4	Updated images and text to reflect the change of DASL Update and State EMIS I/F Modes to Update State EMIS I/F Modes .
17.1.0	<i>"Run Fall Initialization"</i>	24	Updated DASL Options to StudentInformation Options .
16.3.7	<i>"Fall Initialization"</i>	23	Updated images and text to match new user interface and copied records.
16.2.0	Entire Guide	N/A	Updated Navigation text from Home to StudentInformation .
16.2.0	<i>"EMIS Codes and Default Run Dates"</i>	6	Updated text to match style guide. Updated section and screenshots to match new UI.
16.2.0	<i>"Set EMIS Defaults"</i>	16	Added new section.

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Overview

This guide explains how to use StudentInformation at the ITC level to perform EMIS maintenance functions for your districts in preparation for their EMIS reporting. You perform these functions with the ITC in context rather than any specific district or building.

Note: *You must have the appropriate (“privileged user”) security access to perform each of the described functions. For more information, see the ProgressBook StudentInformation Security Guide.*

Refer to the appropriate section as follows:

- To set default values for transferring EMIS data to alpha EMIS, see [“Alpha Settings.”](#)
- To set each district’s update and transfer modes, see [“Set Update and Transfer Modes.”](#)
- To maintain EMIS codes and values, see [“EMIS Codes and Default Run Dates.”](#)
- To prepare StudentInformation for a new school year, see [“Fall Initialization.”](#)
- To schedule the generation of each district’s file for Student Cross Reference reporting, see [“Student Cross Reference.”](#)

Alpha Settings

At the ITC level, for each of your districts, you can set the default values for transferring EMIS data from StudentInformation to Alpha EMIS (Alpha batch queue defaults). Once you define these parameters for each district, they apply to all EMIS transfers. See [“Maintain Alpha Settings.”](#)

Note: The values you set must correspond to actual batch queues, user names and VMS batch qualifiers as defined on the Alpha system.

Maintain Alpha Settings

Navigation: StudentInformation – ITC – EMIS – Alpha Settings

1. On the **Alpha Settings Maintenance** screen, in the row of each district, in the **Batch Queue** field, enter the name of the batch queue on the Alpha in which the EMIS transfer and load job will run.
2. In the **Batch User** field, enter the Alpha user name for the district.

Note: The batch user must have the proper EMIS identifiers to be able to access the EMIS data upon login. The user name can be the EMIS coordinator’s EMIS name or a generic user name for the district that has access to EMIS on the Alpha system.

3. Optional: To enter any qualifiers to the Alpha batch queue that you want the job to use once it gets assigned to that queue on the Alpha, enter this information in the **Batch Qualifier** field. (For example, if you want the job to be held in the queue on the Alpha until you manually release it, enter **“/HOLD”**.)

Note: Most ITCs leave this field blank. Doing so sends the job to the queue and starts the job according to the default settings on the batch queue.

4. Click **Submit**.

Home >> ITC >> EMIS >> Alpha Settings

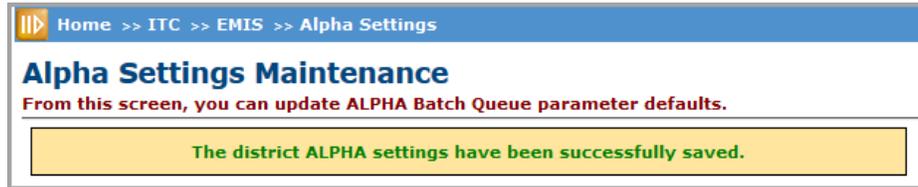
Alpha Settings Maintenance

From this screen, you can update ALPHA Batch Queue parameter defaults.

Code	IRN	District	Batch Queue	Batch User	Batch Qualifier
ACCD	009971	Ashland County Community Academy District	DSL\$BATCH	ACCD	
ACSD	068338	Ashland Christian School District			
ASHC	043505	Ashland City Schools	DSL\$BATCH	ASHC	
AWHC	062042	Ashland-West Holmes JVS District	DSL\$BATCH	AWHJ	
BHCS	012501	Beacon Hill Academy Community District	DSL\$BATCH	BHCS	

Submit Cancel

A confirmation message displays.



Update and Transfer Modes

At the ITC level, you can set the update and transfer modes for your districts. When a reporting period is closed and districts can no longer submit data to ODE, you can close the reporting period on a district by district basis. At that point, the district can display data for the reporting period but cannot make changes to the data. See [“Set Update and Transfer Modes.”](#)

Set Update and Transfer Modes

Navigation: StudentInformation – ITC – EMIS – Update and State EMIS I/F Modes

1. On the **StudentInformation Update and State EMIS I/F Modes** screen, in the **Reporting Period** drop-down list, select the reporting period for which you want to set update and transfer modes.
2. In the row of each district, in the **Update Mode** drop-down list, select **Open** to allow updating in this reporting period or **Closed** to not allow it (for example, after an EMIS reporting period has closed).
3. In the **State EMIS I/M** drop-down list, indicate if transfers for the selected reporting period should occur in **Real-Time**, **Never**, or **On-Request**.

Note: *If you select **Never**, district users cannot perform any transfers for the selected reporting period. However, you can still perform these transfers at the ITC level.*

4. Optional: To mass update these settings for all districts, in the **Mass update all districts to** drop-down lists at the bottom of the screen, select your desired update and transfer options.

- Click **Save**.

StudentInformation > ITC > EMIS > Update and State EMIS I/F Modes

StudentInformation Update and State EMIS I/F Modes

From this screen, you can change the Update Mode and the state EMIS Interface Mode for each district.

Reporting Period: N

Code	IRN	District	Update Mode	State EMIS I/M
7100	065003	HERITAGE CHRISTIAN	Open	Real-Time
ACCD	009971	Ashland County Community Academy District	Open	Real-Time
ACSD	068338	Ashland Christian School District	Open	Real-Time
ASHC	043505	Ashland City Schools	Open	Real-Time
AWHC	062042	Ashland-West Holmes JVS District	Open	Real-Time

Mass update all districts to:

-- Select -- -- Select --

Save **Cancel**

A confirmation message displays.

StudentInformation > ITC > EMIS > Update and State EMIS I/F Modes

StudentInformation Update and State EMIS I/F Modes

From this screen, you can change the Update Mode and the state EMIS Interface Mode for each district.

The districts update and interface modes have been successfully saved. ✕

EMIS Codes and Default Run Dates

You can maintain various types of EMIS codes, code values, and default run dates for your districts in StudentInformation.

Note: *The StudentInformation State Support Team updates the EMIS codes, code values, and default run dates each year and as changes occur. When you run the Syncer process, it copies these changes to your ITC. However, you also have the ability to make changes at any time.*

Refer to the appropriate section as follows:

- To maintain EMIS code types for EMIS-related fields, see [“Maintain EMIS Code Types.”](#)
- To maintain EMIS code values for EMIS-related fields, see [“Maintain EMIS Code Values.”](#)
- To configure EMIS default run dates EMIS-related fields, see [“Set EMIS Defaults.”](#)
- To maintain EMIS subject codes and map them to subject areas for credit, see [“Maintain EMIS Subject Codes.”](#)

Maintain EMIS Code Types

You can maintain the EMIS code types for each EMIS-related field in StudentInformation.

Refer to the appropriate section as follows:

- To add a new EMIS code type, see [“Add EMIS Code Types.”](#)
- To edit an existing EMIS code type, see [“Edit EMIS Code Types.”](#)

Add EMIS Code Types

Navigation: StudentInformation – ITC – EMIS – EMIS Code Types

1. On the **EMIS Code Type Maintenance** screen, in the drop-down list, select the file (EMIS record type indicator) for which you want to add a code type.

Note: Valid record types are as follows:

Record Type Indicator	File Name
CC	Contractor Only Staff Record
CI	Staff Demographics
CJ	Contractor Staff Employment
CK	Staff Employment
CL	Staff Summer Employment Separation Record
CM	Mapped Local Classroom Code Record
CN	Staff Course Master
CU	Staff Course Record
CV	Staff CTE Correlated Class Record
DL	Building Grade Schedule
DN	Organization General Information Record
DT	District Testing Yearend
FA	Student Assessment
FB	Student Acceleration
FC	Student Missing Override Record
FD	Student Attributes – Effective Date Record
FE	Student Special Ed Grad Requirement
FL	Student Summer Withdrawal Record
FN	Student Attributes – No Date Record
FS	Student Standing Record
GC	Student Graduation - CORE Summary Record
GD	Student Discipline
GE	Student Special Education Record
GG	Student Gifted Record
GI	Student Demographics
GJ	Student Demographic Race Record
GN	Student Course Record
GQ	Student Program Record

StudentInformation > ITC > EMIS > EMIS Code Types

EMIS Code Type Maintenance

From this screen, you can display, add, change and delete EMIS Code Types

-- Select EMIS Code Type -- ▾

The screen updates to display any existing code types for the selected file.

2. Optional: If an EMIS-related field for this code type is currently being used in StudentInformation, and you want to allow your staff members to maintain values for this code type (See *"Maintain EMIS Code Values."*), select the **Is Used** check box.
3. At the bottom of the list of code types, enter the information needed to add a new EMIS code type.
 - a. In the **File** field, enter the file (EMIS record type indicator).
 - b. In the **Code** field, enter the EMIS field number used for the field in the EMIS transfer files.
 - c. In the **Description** field, enter the field name of the EMIS field.
 - d. Click **Add**.

StudentInformation > ITC > EMIS > EMIS Code Types

EMIS Code Type Maintenance

From this screen, you can display, add, change and delete EMIS Code Types

CI ▾

	Is Used	File	Code	Description	Stop Use Year
	<input type="checkbox"/>	CI	5	Staff Demographics Record Status	
	<input type="checkbox"/>	CI	30	Reporting Period	
	<input type="checkbox"/>	CI	80	Racial/Ethnic Category	
	<input type="checkbox"/>	CI	90	Gender	
	<input type="checkbox"/>	CI	100	Education Level	
	<input type="checkbox"/>	CI	220	Preschool or Early Childhood Degree Major	
	<input type="checkbox"/>	CI	230	Other Credential	
	<input type="checkbox"/>	CI	280	Prefix Name Element	
	<input type="checkbox"/>	CI	290	First Name Element	
	<input type="checkbox"/>	CI	310	Last Name Element	
	<input type="checkbox"/>	CI	320	Suffix Name Element	
Add	<input type="checkbox"/>	CI *	330 *	Other Name Element	

- The new Code Type is added and a confirmation message displays.

StudentInformation > ITC > EMIS > EMIS Code Types

EMIS Code Type Maintenance

From this screen, you can display, add, change and delete EMIS Code Types

Your code was added successfully

CI

	Is Used	File	Code	Description	Stop Use Year
	<input type="checkbox"/>	CI	5	Staff Demographics Record Status	
	<input type="checkbox"/>	CI	30	Reporting Period	
	<input type="checkbox"/>	CI	80	Racial/Ethnic Category	
	<input type="checkbox"/>	CI	90	Gender	
	<input type="checkbox"/>	CI	100	Education Level	
	<input type="checkbox"/>	CI	220	Preschool or Early Childhood Degree Major	
	<input type="checkbox"/>	CI	230	Other Credential	
	<input type="checkbox"/>	CI	280	Prefix Name Element	
	<input type="checkbox"/>	CI	290	First Name Element	
	<input type="checkbox"/>	CI	310	Last Name Element	
	<input type="checkbox"/>	CI	320	Suffix Name Element	
	<input type="checkbox"/>	CI	330	Other Name Element	
Add	<input type="checkbox"/>	<input type="text"/> *	<input type="text"/> *	<input type="text"/>	<input type="text"/>

Edit EMIS Code Types

Navigation: StudentInformation – ITC – EMIS – EMIS Code Types

- On the **EMIS Code Type Maintenance** screen, in the drop-down list, select the file (EMIS record type indicator) for which you want to edit a code type.

Note: For a list of valid record types, see [“Add EMIS Code Types.”](#)

StudentInformation > ITC > EMIS > EMIS Code Types

EMIS Code Type Maintenance

From this screen, you can display, add, change and delete EMIS Code Types

-- Select EMIS Code Type --

The screen updates to display any existing code types for the selected file.

- Optional: To inactivate a code type, in the **Stop Use Year** field, enter the current year.
- To edit a code type, click .

StudentInformation > ITC > EMIS > EMIS Code Types

EMIS Code Type Maintenance

From this screen, you can display, add, change and delete EMIS Code Types

CI

	Is Used	File	Code	Description	Stop Use Year
	<input type="checkbox"/>	CI	5	Staff Demographics Record Status	
	<input type="checkbox"/>	CI	30	Reporting Period	
	<input type="checkbox"/>	CI	80	Racial/Ethnic Category	
	<input type="checkbox"/>	CI	90	Gender	
	<input type="checkbox"/>	CI	100	Education Level	
	<input type="checkbox"/>	CI	220	Preschool or Early Childhood Degree Major	
	<input type="checkbox"/>	CI	230	Other Credential	
	<input type="checkbox"/>	CI	280	Prefix Name Element	
	<input type="checkbox"/>	CI	290	First Name Element	
	<input type="checkbox"/>	CI	310	Last Name Element	
	<input type="checkbox"/>	CI	320	Suffix Name Element	
	<input type="checkbox"/>	CI	330	Other Name Element	
Add	<input type="checkbox"/>	<input type="text"/> *	<input type="text"/> *	<input type="text"/>	<input type="text"/>

4. Make any desired changes, and click **Update**.

Note: For more information about the fields on this screen, see [“Add EMIS Code Types.”](#)

StudentInformation > ITC > EMIS > EMIS Code Types

EMIS Code Type Maintenance

From this screen, you can display, add, change and delete EMIS Code Types

CI

	Is Used	File	Code	Description	Stop Use Year
	<input type="checkbox"/>	CI	5	Staff Demographics Record Status	
	<input type="checkbox"/>	CI	30	Reporting Period	
	<input type="checkbox"/>	CI	80	Racial/Ethnic Category	
	<input type="checkbox"/>	CI	90	Gender	
	<input type="checkbox"/>	CI	100	Education Level	
	<input type="checkbox"/>	CI	220	Preschool or Early Childhood Degree Major	
	<input type="checkbox"/>	CI	230	Other Credential	
	<input type="checkbox"/>	CI	280	Prefix Name Element	
	<input type="checkbox"/>	CI	290	First Name Element	
	<input type="checkbox"/>	CI	310	Last Name Element	
	<input type="checkbox"/>	CI	320	Suffix Name Element	
	<input type="checkbox"/>	CI *	330 *	Other Name Element	

Update Cancel

A confirmation message displays.

StudentInformation > ITC > EMIS > EMIS Code Types

EMIS Code Type Maintenance

From this screen, you can display, add, change and delete EMIS Code Types

Your changes were successfully saved

Maintain EMIS Code Values

You can maintain the code values for each EMIS-related field in StudentInformation.

Note: To control which EMIS code elements your ITC staff members can maintain, see [“Maintain EMIS Code Types.”](#)

Refer to the appropriate section as follows:

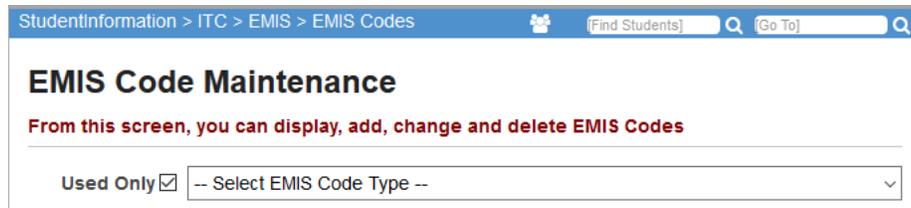
- To add a new EMIS code value, see [“Add EMIS Code Values.”](#)
- To edit an existing EMIS code value, see [“Edit EMIS Code Values.”](#)
- To delete an EMIS code value, see [“Delete EMIS Code Values.”](#)

Add EMIS Code Values

Navigation: StudentInformation – ITC – EMIS – EMIS Codes

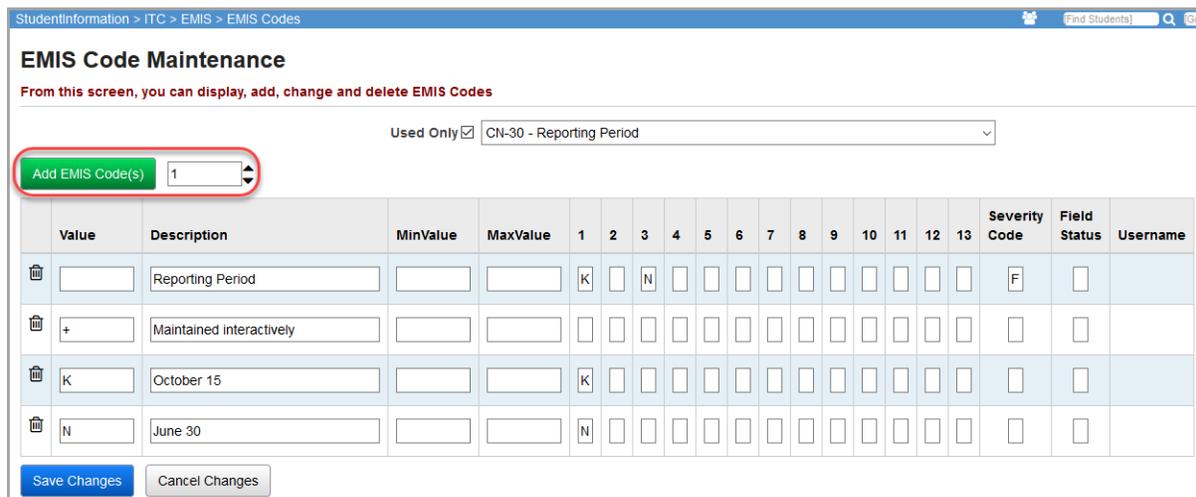
On the **EMIS Code Maintenance** screen, a drop-down list contains the code types currently being used in StudentInformation.

1. Optional: To populate the list with all (even inactive) code types, de-select the **Used Only** check box.
2. In the drop-down list, select the EMIS code type for which you want to add values.



The screen updates to display any existing values for the selected code type.

3. In the field above the grid, enter or select the number of new values you want to add.
4. Click **Add EMIS Code(s)**.



The correct number of blank lines display at the bottom of the list of code values based on the number you selected to add.

5. In the **Value** field, enter the correct field value you want to add for this EMIS code.

Note: For EMIS fields, be sure to enter a valid EMIS code in this field.

6. In the **Description** field, enter the correct EMIS description of the value.

- Optional: To enter minimum and maximum allowable values for a code used for this field, in the **MinValue** and **MaxValue** fields, respectively, enter these values.

Note: In the case of date range fields, you must usually update these values each year to accommodate the new year.

- Use any of columns 1-13 to enter the reporting period(s) during which the code value is used.
- In the **Severity Code** field, enter the severity of the error that should display if the code used for the element is invalid. Valid values are:
 - I** – Informational
 - W** – Warning
 - F** – Fatal
- Optional: To make the field value inactive, in the **Field Status** field, enter “/.”
- Click **Save Changes**.

Value	Description	MinValue	MaxValue	1	2	3	4	5	6	7	8	9	10	11	12	13	Severity Code	Field Status	Username
	Reporting Period			K		N											F		
+	Maintained interactively																		
K	October 15			K															
N	June 30			N															
O	Other			K	M	N													

A confirmation message displays.

StudentInformation > ITC > EMIS > EMIS Codes

EMIS Code Maintenance

From this screen, you can display, add, change and delete EMIS Codes

Your changes were saved successfully

Edit EMIS Code Values

Navigation: StudentInformation – ITC – EMIS – EMIS Codes

On the **EMIS Code Maintenance** screen, a drop-down list contains the code types currently being used in StudentInformation.

1. Optional: To populate the list with all (even inactive) code types, de-select the **Used Only** check box.
2. In the drop-down list, select the EMIS code type for which you want to edit values.

StudentInformation > ITC > EMIS > EMIS Codes

EMIS Code Maintenance

From this screen, you can display, add, change and delete EMIS Codes

Used Only -- Select EMIS Code Type --

The screen updates to display any existing values for the selected code type.

3. Make any desired changes and click **Save Changes**.

Note: For more information about the fields on this screen, see [“Add EMIS Code Values.”](#)

StudentInformation > ITC > EMIS > EMIS Codes

EMIS Code Maintenance

From this screen, you can display, add, change and delete EMIS Codes

Used Only CN-30 - Reporting Period

Add EMIS Code(s) 1

Value	Description	MinValue	MaxValue	1	2	3	4	5	6	7	8	9	10	11	12	13	Severity Code	Field Status	Username
	Reporting Period			K		N											F		
+	Maintained interactively																		
K	October 15			K															
N	June 30			N															
O	Other			K	M	N													

Save Changes Cancel Changes

A confirmation message displays.

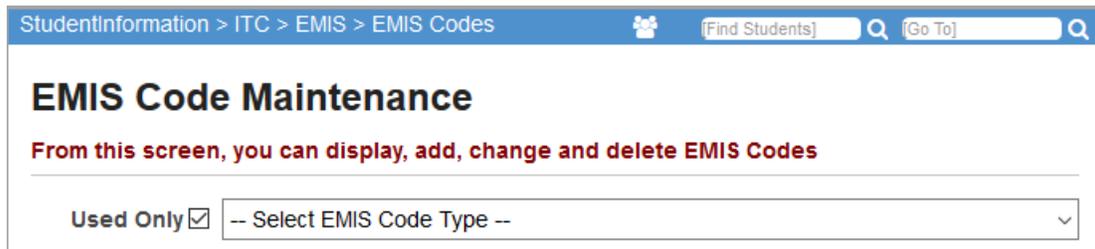


Delete EMIS Code Values

Navigation: StudentInformation – ITC – EMIS – EMIS Codes

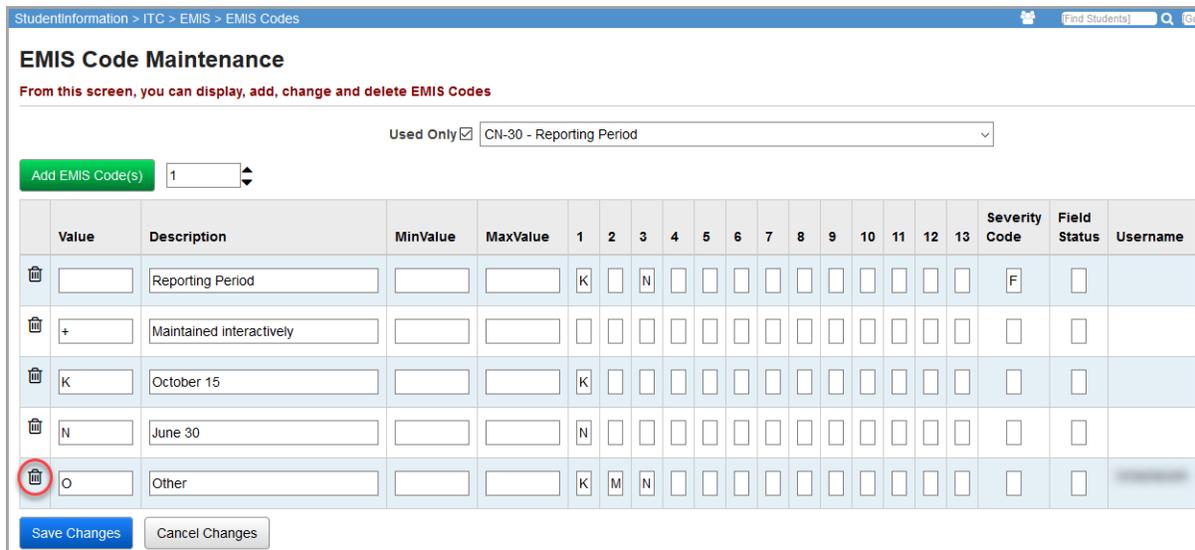
On the **EMIS Code Maintenance** screen, a drop-down list contains the code types currently being used in StudentInformation.

1. Optional: To populate the list with all (even inactive) code types, de-select the **Used Only** check box.
2. In the drop-down list, select the EMIS code type for which you want to delete a value.



The screen updates to display any existing values for the selected code type.

3. In the row of the value you want to delete, click .



A message displays, reminding you to save changes.

4. Click **Save Changes**.

StudentInformation > ITC > EMIS > EMIS Codes

EMIS Code Maintenance

From this screen, you can display, add, change and delete EMIS Codes

You have unsaved changes. Be sure to click 'Save Changes' when finished.

Used Only CN-30 - Reporting Period

Add EMIS Code(s)

Value	Description	MinValue	MaxValue	1	2	3	4	5	6	7	8	9	10	11	12	13	Severity Code	Field Status	Username	
<input type="text"/>	<input type="text" value="Reporting Period"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="K"/>	<input type="text"/>	<input type="text" value="N"/>	<input type="text"/>	<input type="text" value="F"/>	<input type="text"/>											
<input type="text" value="+"/> +	<input type="text" value="Maintained interactively"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
<input type="text" value="K"/>	<input type="text" value="October 15"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="K"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
<input type="text" value="N"/>	<input type="text" value="June 30"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="N"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		

A confirmation message displays.

StudentInformation > ITC > EMIS > EMIS Codes

EMIS Code Maintenance

From this screen, you can display, add, change and delete EMIS Codes

Your changes were saved successfully

Set EMIS Defaults

Navigation: StudentInformation – ITC – EMIS – EMIS Defaults

You can update the KRA Pre-ID Data Collection Token and set or change EMIS default run dates for the **Pre-Ident For End of Course Exam Export** and **Pre-Ident For Next Generation Assessment Export** screens.

1. **KRA Pre-ID Data Collection Token** – This field is pre-populated. You can specify a different token value for your districts if needed.
2. **End of Course Pre-ID Default Run Date** – Select the default run date for the Pre-Ident for End of Course Exam Export. If users want to select a different run date, they can select it by clicking  at the bottom of the **Pre-Ident for End of Course Exam Export** screen. Students who are not enrolled by the selected or default date are excluded in the export files.
3. **Next Generation Pre-ID Default Run Date** – Select the default run date for the Pre-Ident for Next Generation Assessment Export. If users want to select a different run date, they can select it by clicking  at the bottom of the **Pre-Ident for Next Generation Assessment Export** screen. Students who are not enrolled by the selected or default date are excluded in the export files.
4. Click **Save** to update the token value and default run dates.

Maintain EMIS Subject Codes

You can maintain the EMIS subject codes that are available for reporting in StudentInformation and map each one to a default subject area for credit. When users add or edit a course record, if they change the **EMIS Subject Code**, the **Subject Area for Credit** field defaults to your selected value.

Refer to the appropriate section as follows:

- To add a new EMIS subject code, see [“Add EMIS Subject Codes.”](#)
- To edit an existing EMIS subject code, see [“Edit EMIS Subject Codes.”](#)
- To delete an EMIS subject code, see [“Delete EMIS Subject Codes.”](#)

Add EMIS Subject Codes

Navigation: StudentInformation – ITC – EMIS – EMIS Subject Codes

Note: For a list of valid EMIS subject codes, please see the *EMIS Manual, Subject Codes* section.

1. On the **Maintain EMIS Subject Codes** screen, click **Add Subject Code**.

StudentInformation > ITC > EMIS > EMIS Subject Codes

Maintain EMIS Subject Codes

From this screen, you can edit the mapping of EMIS Subject Area for Credit Codes to EMIS Subject Codes.

Add Subject Code

	Code	Description	Type	Subject Area for Credit	Core Subject Area for HQT	
		010105	Agriculture, Food and Natural Resources		CTA	Not a Core Subject
		010110	Communications and Leadership		CTA	Not a Core Subject
		010115	Business Management for Agricultural and Environmental Systems		CTA	Not a Core Subject
		010120	Mechanical Principals		CTA	Not a Core Subject
		010125	Animal Plant & Science		CTA	Not a Core Subject

The add-edit version of the screen displays.

- In the **EMIS Subject Code** field, enter a defined valid EMIS subject code.
- In the **EMIS Subject Description** field, enter the correct name of the subject code.
- Optional: In the **EMIS Subject Type** field, enter the correct subject type(s).

Note: The subject type indicates which subject code(s) to use for each test area. The pre-identification process uses this information to determine what corresponding courses with the subject code(s) to include on the record. (For example, a subject code used for either reading or writing would have a subject type of "BRW" so the pre-identification process knows that the subject code is used for either the reading or writing course in the record.)

- Optional: To map the subject code to a specific default subject area for credit, in the **Subject Area for Credit** drop-down list, select the EMIS subject area.
- Optional: To map the subject code to a specific EMIS core subject area for purposes of Highly Qualified Teacher (HQT) reporting, in the **Core Subject Area for HQT** drop-down list, select the core subject area.
- Click **Save**.

StudentInformation > ITC > EMIS > EMIS Subject Codes

Maintain EMIS Subject Codes

From this screen, you can edit the mapping of EMIS Subject Area for Credit Codes to EMIS Subject Codes.

EMIS Subject Code:

EMIS Subject Description:

EMIS Subject Type:

Subject Area for Credit:

Core Subject Area for HQT:

Save

The new EMIS subject code displays in the list.

StudentInformation > ITC > EMIS > EMIS Subject Codes Find Students [] Go To []

Maintain EMIS Subject Codes

From this screen, you can edit the mapping of EMIS Subject Area for Credit Codes to EMIS Subject Codes.

[Add Subject Code](#)

	Code	Description	Type	Subject Area for Credit	Core Subject Area for HQT
		010105 Agriculture, Food and Natural Resources		CTA	Not a Core Subject
		010110 Communications and Leadership		CTA	Not a Core Subject
		010115 Business Management for Agricultural and Environmental Systems		CTA	Not a Core Subject
		010120 Mechanical Principals		CTA	Not a Core Subject
		010125 Animal Plant & Science		CTA	Not a Core Subject
		010130 Global Economics & Food Markets		CTA	Not a Core Subject
		010150 Annual Bioscience		CTA	Not a Core Subject

Edit EMIS Subject Codes

Navigation: StudentInformation – ITC – EMIS – EMIS Subject Codes

1. On the **Maintain EMIS Subject Codes** screen, in the row of the subject code you want to edit, click  .

StudentInformation > ITC > EMIS > EMIS Subject Codes Find Students [] Go To []

Maintain EMIS Subject Codes

From this screen, you can edit the mapping of EMIS Subject Area for Credit Codes to EMIS Subject Codes.

[Add Subject Code](#)

	Code	Description	Type	Subject Area for Credit	Core Subject Area for HQT
		010105 Agriculture, Food and Natural Resources		CTA	Not a Core Subject
		010110 Communications and Leadership		CTA	Not a Core Subject
		010115 Business Management for Agricultural and Environmental Systems		CTA	Not a Core Subject
		010120 Mechanical Principals		CTA	Not a Core Subject
		010125 Animal Plant & Science		CTA	Not a Core Subject
		010130 Global Economics & Food Markets		CTA	Not a Core Subject
		010150 Annual Bioscience		CTA	Not a Core Subject

The add-edit version of the screen displays.

2. Make any desired changes, and click **Save**.

Note: For more information about the fields on this screen, see [“Add EMIS Subject Codes.”](#)

StudentInformation > ITC > EMIS > EMIS Subject Codes

Maintain EMIS Subject Codes

From this screen, you can edit the mapping of EMIS Subject Area for Credit Codes to EMIS Subject Codes.

EMIS Subject Code: 010150

EMIS Subject Description: Annual Bioscience

EMIS Subject Type:

Subject Area for Credit: CTA - Career/Technical

Core Subject Area for HQT: SCI - Science

Save Cancel

The edited EMIS subject code displays in the list.

StudentInformation > ITC > EMIS > EMIS Subject Codes Find Students [] [Go To]

Maintain EMIS Subject Codes

From this screen, you can edit the mapping of EMIS Subject Area for Credit Codes to EMIS Subject Codes.

[Add Subject Code](#)

	Code	Description	Type	Subject Area for Credit	Core Subject Area for HQT
		010105	Agriculture, Food and Natural Resources	CTA	Not a Core Subject
		010110	Communications and Leadership	CTA	Not a Core Subject
		010115	Business Management for Agricultural and Environmental Systems	CTA	Not a Core Subject
		010120	Mechanical Principals	CTA	Not a Core Subject
		010125	Animal Plant & Science	CTA	Not a Core Subject
		010130	Global Economics & Food Markets	CTA	Not a Core Subject
		010150	Annual Bioscience	CTA	Science

Delete EMIS Subject Codes

Navigation: StudentInformation – ITC – EMIS – EMIS Subject Codes

1. On the **Maintain EMIS Subject Codes** screen, in the row of the subject code you want to delete, click .

StudentInformation > ITC > EMIS > EMIS Subject Codes

Maintain EMIS Subject Codes

From this screen, you can edit the mapping of EMIS Subject Area for Credit Codes to EMIS Subject Codes.

[Add Subject Code](#)

	Code	Description	Type	Subject Area for Credit	Core Subject Area for HQT
	010105	Agriculture, Food and Natural Resources		CTA	Not a Core Subject
	010110	Communications and Leadership		CTA	Not a Core Subject
	010115	Business Management for Agricultural and Environmental Systems		CTA	Not a Core Subject
	010120	Mechanical Principals		CTA	Not a Core Subject
	010125	Animal Plant & Science		CTA	Not a Core Subject
	010130	Global Economics & Food Markets		CTA	Not a Core Subject
	010150	Annual Bioscience		CTA	Not a Core Subject

A message displays, asking if you are sure you want to delete the subject code.

2. Click **Ok**.

StudentInformation > ITC > EMIS > EMIS Subject Codes

Maintain EMIS Subject Codes

From this screen, you can edit the mapping of EMIS Subject Area for Credit Codes to EMIS Subject Codes.

Are you sure you want to delete the following Subject Code?

Subject Code: 010150 - Annual Bioscience?
 There are no courses assigned to this subject code

School	Course Code	Course Name
There are no records to display		

OK Cancel

The EMIS subject code no longer displays in the list.

StudentInformation > ITC > EMIS > EMIS Subject Codes (Find Students) [Go To]

Maintain EMIS Subject Codes

From this screen, you can edit the mapping of EMIS Subject Area for Credit Codes to EMIS Subject Codes.

[Add Subject Code](#)

	Code	Description	Type	Subject Area for Credit	Core Subject Area for HQT
 	010105	Agriculture, Food and Natural Resources		CTA	Not a Core Subject
 	010110	Communications and Leadership		CTA	Not a Core Subject
 	010115	Business Management for Agricultural and Environmental Systems		CTA	Not a Core Subject
 	010120	Mechanical Principals		CTA	Not a Core Subject
 	010125	Animal Plant & Science		CTA	Not a Core Subject
 	010130	Global Economics & Food Markets		CTA	Not a Core Subject
 	010155	Plant and Horticultural Science		CTA	Not a Core Subject

Fall Initialization

The process of fall initialization prepares StudentInformation data for a new school year. Once you perform this process, schools may begin making updates to data in the new school year before school starts.

When you run fall initialization, StudentInformation does the following:

- Updates the fields on the FS, FD, and FN EMIS records in the new school year with the latest values from the prior school year. This is important in case changes have occurred since you promoted students to the new year to start the scheduling process (possibly back in December, January, or February) and created the initial records for the new school year.
- Resets certain fields to default or other predefined values.

Note: *If districts have made manual changes on the new year records to keep up with changes from a prior year, then it is not necessary to run fall initialization for that district.*

Refer to the appropriate section as follows:

- To exclude some students from the EMIS record synchronization, see [“Exclude Students from Fall Initialization.”](#)
- To perform the fall initialization, see [“Run Fall Initialization.”](#)

Exclude Students from Fall Initialization

You may need to exclude some students’ EMIS records from synchronizing with the prior year records (for example, in the case of a student’s first year attending a JVS). In this case, you can choose for each student which of the EMIS record types (FS, FD, or FN) to exclude from the fall initialization process.

You can exclude students from fall initialization in the following ways:

- On the student profile FS, FD, and FN tabs (See the *ProgressBook StudentInformation Student and Registration Guide*.)
- By bulk updating fall initialization blocks (See the *ProgressBook StudentInformation EMIS Guide*.)
- Using the registration, registration wizard, bulk enroll, and transfer processes (See the *ProgressBook StudentInformation Student and Registration Guide*.)

Note: *The **Exclude from Fall Initialization** check boxes default to de-selected for any student who: is newly enrolled or re-enrolled in a district, is promoted/bulk enrolled into a new school year, or transfers into a new school district.*

Run Fall Initialization

Navigation: StudentInformation – ITC – EMIS – Fall Initialization

1. On the **Fall Initialization** screen, put the ITC and new school year in context.
2. In the **Districts** section, select the check box beside each district for which you want to run fall initialization. Or, to select all districts, select the **Check All** check box.
3. For the **Run Type** option, select “Verify.”
4. Optional: To include in the verification report students with the special situations described in the **Include** option, select the check box beside each applicable situation, as follows:
 - **Students promoted but withdrawn before 6/30** – Students withdrawn in the previous school year, not re-enrolled in the new school year, and who do not have a student annual record in the new school year.
 - **Preschool students for review** – Students whose **EMIS Grade Level** on the first FD record in the new school year is “PS” and whose admission date is in a prior school year.
 - **Students with Warnings** – Students with more than one FS or FD record, students not newly enrolled this year (whose admission date is in a prior school year) whose **Effective Start Date** on either the first FS or FD record is not “7/1,” and students whose **Assigned Building IRN** on the first FS record is not “*****.”
 - **Students excluded from Fall Initialization** – Students whose student profile has any of the following selected: **Exclude FS Records from Fall Initialization Updates** (FS tab), **Exclude FD Records from Fall Initialization Updates** (FD tab), or **Exclude FN Records from Fall Initialization Updates** (FN tab)
5. In the **File Download Options** section drop-down lists, select a file type and download option.

6. Click **Submit**.

Verify mode processes students meeting the following criteria:

- Enrolled (not withdrawn, as indicated by FS records) as of the end of the prior school year and not withdrawn in the new school year
- Withdrawn in the prior school year but have a student annual record in the new school year
- Do not have more than one FS, FD, or FN record

The download file provides a list of actions that will be performed for each student when you run the process again in update mode and displays any errors.

7. Review the list with personnel at each district to:

- Verify the listing of students to reset
- Correct any errors
- Review the district's preferences for resetting the values for select subgroups of students (See [step 9](#).)

8. Run the process again, this time selecting "Update" as the **Run Type**.9. Optional: For the **Optional Criteria** options, select the check box beside each applicable criterion (based on the district's preferences you collected in [step 7](#)) as follows:

- **Set Percent of Time for Kindergarten students to equivalent Max Absence Level of student's calendar** – Updates the FTE for any KG grade level student to 50% or 100%, depending on the student's current calendar assignment's max absence level.
 - **Set Percent of Time for First Grade students to equivalent Max Absence Level of student's calendar** – Updates the FTE for any first grade level student to 100%.
 - **Set EMIS Disadvantage Statuses (*)** – Resets the **Disadvantage** status back to “* - Not Applicable” for all students.
 - **Set all Limited English statuses to “N”** – Resets the value of **Limited English Proficiency** to “N - No, the student is not of Limited English Proficiency” for all students.
 - **Set all Migrant Statuses to “N”** – Resets the value of **Migrant Status** to “N” for all students.
 - **Set Homeless Status to Not Applicable (*)** – Resets the value of **Homeless Status** to the default value for all students.
 - **Set Unaccompanied Youth Status to “N”** – Resets the value of **Unaccompanied Youth** to “N” for all students.
 - **Reset preschool poverty level for PS students** – Resets the value of **Preschool Poverty Level** to “N – Not a Preschool student” for all PS grade level students.
 - **Set EMIS Reporting Calendars to Default Attendance Calendars** – Resets all students' reporting calendars to their school's respective default attendance calendar.
10. Optional: If you do not want the update process to run immediately, in the **Requested EMIS Run Time** field, enter or select a different date on which it should run.
11. Click **Submit**.

StudentInformation > ITC > EMIS > Fall Initialization

Fall Initialization

From this screen, you can view and submit fall initialization data.

Districts:

<input type="checkbox"/> 7100 - HERITAGE CHRISTIAN	<input type="checkbox"/> HILL - Hillsdale Local Schools	<input type="checkbox"/> SESD - St. Edward School District
<input type="checkbox"/> ACCD - Ashland County Community Academy District	<input type="checkbox"/> KIWY - Kingsway School District	<input type="checkbox"/> SOEA - Southeast Local Schools
<input type="checkbox"/> ACSD - Ashland Christian School District	<input type="checkbox"/> LOPR - Loudonville-Perrysville Ex. Village Schools	<input type="checkbox"/> TRCE - Tri-County ESC District
<input type="checkbox"/> ASHC - Ashland City Schools	<input type="checkbox"/> LPCD - Liberty Preparatory District	<input type="checkbox"/> TRWY - Triway Local Schools
<input type="checkbox"/> AWHC - Ashland-West Holmes JVS District	<input type="checkbox"/> MAPL - Mapleton Local Schools	<input type="checkbox"/> UKDD - TCCSA Test District
<input type="checkbox"/> BHCS - Beacon Hill Academy Community District	<input type="checkbox"/> NRCN - Norwayne Local Schools	<input type="checkbox"/> WADC - Wadsworth City Schools
<input type="checkbox"/> BLRV - Black River Local	<input type="checkbox"/> NRWS - Northwestern Local Schools	<input type="checkbox"/> WCBD - Wayne County Board of DD
<input type="checkbox"/> CHIP - Chippewa Local Schools	<input type="checkbox"/> ORVL - Orrville City Schools	<input type="checkbox"/> WCSD - Wooster Christian School District
<input type="checkbox"/> DLTN - Dalton Local Schools	<input type="checkbox"/> RDAD - Rittman Academy District	<input type="checkbox"/> WHOL - West Holmes Local Schools
<input type="checkbox"/> EHLM - East Holmes Local Schools	<input type="checkbox"/> RITT - Rittman Ex. Village Schools	<input type="checkbox"/> WSCC - Wayne County Schools Career Center District
<input type="checkbox"/> GREN - Green Local Schools	<input type="checkbox"/> RRBD - Reimer Road District	<input type="checkbox"/> WSTR - Wooster City Schools

Run Type: Verify Update

Optional Criteria:

- Set Percent of Time for Kindergarten students to equivalent Max Absence Level of student's calendar
- Set Percent of Time for First Grade students to equivalent Max Absence Level of student's calendar
- Set EMIS Disadvantage Statuses (*)
- Set all Limited English statuses to "N"
- Set all Migrant Statuses to "N"
- Set Homeless Status to Not Applicable (*)
- Set Unaccompanied Youth Status to "N"
- Reset preschool poverty level for PS students
- Set EMIS Reporting Calendars to Default Attendance Calendars

Requested EMIS Run Time:

A confirmation message displays.

StudentInformation > ITC > EMIS > Fall Initialization

Fall Initialization

From this screen, you can view and submit fall initialization data.

Are you sure you want to run Fall Initialization for the following school year?

2016 - 2017

12. Click **Submit** to proceed; otherwise, click **Cancel** to return to the **Fall Initialization** screen.



Caution: Only click **Submit** if you are absolutely certain that you want to run Fall Initialization for the school in context. Incorrectly re-running Fall Initialization may result in data loss.

Update mode processes students who meet the following criteria:

- Enrolled (not withdrawn, as indicated by FS records) as of the end of the prior school year and not withdrawn in the new school year
- Do not have more than one FS, FD, or FN record

FS, FD, and FN record processing is described in the following tables:

FS Record Processing

Field	Update
Effective Start Date	If student is not newly enrolled this year (admission date is in a prior school year), sets to July 1 of the school year
Admission Date	Copies from the last FS record in the prior school year
Admission Reason	Copies from the last FS record in the prior school year
Admitted From IRN	Copies from the last FS record in the prior school year.
Withdrawal Date	Not updated
Withdrawal Reason	Not updated
Withdrawn To IRN	Not updated
State Student Id	Copies from the last FS record in the prior school year
EMIS Situation	Copies from the last FS record in the prior school year
Student Percent of Time	<ul style="list-style-type: none"> • If you selected Set Percent of Time for Kindergarten students... and either Grade Level = "KG" or Grade Level = "UG" and State Equivalent Grade Level = "KG" on the first FD in this school year, sets to Max Absence Level of the student's attendance calendar • Otherwise, copies from the last FS record in the prior school year
Tuition Type	Copies from the last FS record in the prior school year
District Relationship	Copies from the last FS record in the prior school year
Legal District of Residence (IRN)	Copies from the last FS record in the prior school year
Attending Building IRN	Not updated
Assigned Building Area IRN	Not updated
How Received	Copies from the last FS record in the prior school year
How Received IRN	Copies from the last FS record in the prior school year
County of Residence	Not updated
Sent To Reason 1	Copies from the last FS record in the prior school year
Sent To IRN 1	Copies from the last FS record in the prior school year
Sent To Percent of Time 1	Copies from the last FS record in the prior school year
Sent To Reason 2	Copies from the last FS record in the prior school year
Sent To IRN 2	Copies from the last FS record in the prior school year
Sent To Percent of Time 2	Copies from the last FS record in the prior school year
School Year Attendance Hours	0
School Year Excused Absence Hours	0
School Year Unexcused Absence Hours	0
Other Entity School Year Attendance Hours	0

FS Record Processing

Field	Update
Other Entity School Year Excused Absence Hours	0
Other Entity School Year Unexcused Absence Hours	0

FD Record Processing

Field	Update
Effective Start Date	If student is not newly enrolled this year (admission date is in a prior school year), sets to July 1 of the school year
Effective Stop Date	Not updated
State Equivalent Grade	Not updated
Reporting Calendar	<ul style="list-style-type: none"> • Selecting Set EMIS Reporting Calendars to Default Attendance Calendars updates the reporting calendar FD records to the default calendar as set on the Student Information Options screen. • Resetting the Reporting Calendar also updates the associated Attendance Pattern.
Attendance Pattern	<ul style="list-style-type: none"> • Updates based on the Reporting Calendar selection
Disadvantage	<ul style="list-style-type: none"> • If you selected Set EMIS Disadvantage Statuses (*), sets to “*” • Otherwise, copies from the last FD record in the prior school year
Free Reduced Lunch	Updates the Free/Reduced Lunch Status field to “None” if the Disadvantage is set to clear (“”) or is already “*”
Preschool Poverty Level	<ul style="list-style-type: none"> • If you selected Reset preschool poverty level for PS students, Grade Level = “PS,” and State Equivalent Grade Level = “PS,” sets to “N” • Otherwise, copies from the last FD record in the prior school year • Defaults to “N” for students entering into Grade Level = “KG”
Disability Condition	Copies from the last FD record in the prior school year
Student Served by 504 Plan	Copies from the last FD record in the prior school year
Homeless Status	<ul style="list-style-type: none"> • If you selected Set Homeless Status to Not Applicable, sets to “*” • Otherwise, copies from the last FD record in the prior school year
Unaccompanied Youth	<ul style="list-style-type: none"> • If you selected Set Unaccompanied Youth Status to “N”, sets to “N” • Otherwise, copies from the last FD record in the prior school year
Limited English Proficiency	<ul style="list-style-type: none"> • If you selected Set all Limited English statuses to “N”, sets to “N” • Otherwise, copies from the last FD record in the prior school year
Migrant Status	<ul style="list-style-type: none"> • If you selected Set all Migrant Statuses to “N”, sets to “N” • Otherwise, copies from the last FD record in the prior school year
Foreign Exchange Student Graduation Plan	Copies from the last FD record in the prior school year
Immigrant Status	Copies from the last FD record in the prior school year

FN Record Processing – updates all periods with the same value

Field	Update
Non-attending Reason	“*”
Retained Status	“*”
EMIS Grade Next Year	Uses the Grade Level on the first FD record in this school year and the Grade Level Progression to determine the EMIS Grade Next Year
CTE Program Area	Copies from prior year records
CTE Program of Concentration	Copies from prior year records
Fiscal Year Student began 9th	Copies from prior year record
Accountability IRN	Sets to null
Limited English Proficiency Reclassification Date	Copies from prior year record
Majority of Attendance IRN	“*****”
Report To EMIS	Copies from prior year record
Tech Prep Completer	Not updated
Program Area of Concentration	Not updated
Math Diagnostic Result Code	Not updated
Reading Diagnostic Result Code	Not updated
Writing Diagnostic Result Code	Not updated

Student Cross Reference

Student Cross Reference is a way for ODE to collect student enrollment information on a daily basis. This is to keep track of where students are enrolled when they leave one district to attend another. To help districts report this information, StudentInformation creates a daily transfer file for each district and places the files in the location indicated in the web.config. The files contain GI, FS and FL records. The ODE Data Collector then runs a scheduled job each night to pick up the files.

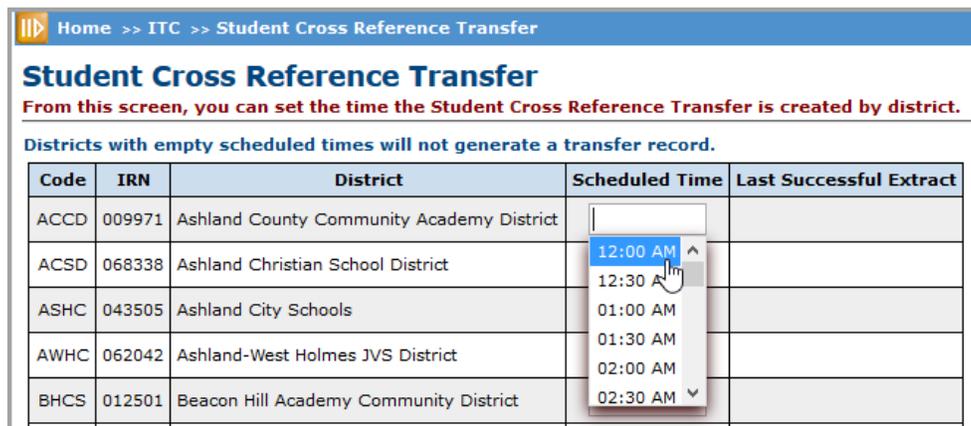
At the ITC level, you must specify the districts for which StudentInformation should generate the daily file and at what time(s). See [“Schedule Student Cross Reference Transfers.”](#)

Schedule Student Cross Reference Transfers

Navigation: StudentInformation – ITC – Student Cross Reference Transfer

1. On the **Student Cross Reference Transfer** screen, in the row of each district requiring a daily Student Cross Reference file, in the **Scheduled Time** field, enter or select the time at which StudentInformation should generate the file.

Note: If you want to later stop a district from automatically transferring, set the scheduled time back to blank.



The screenshot shows the 'Student Cross Reference Transfer' screen. At the top, there is a breadcrumb trail: Home >> ITC >> Student Cross Reference Transfer. Below this is the title 'Student Cross Reference Transfer' and a red instruction: 'From this screen, you can set the time the Student Cross Reference Transfer is created by district.' A blue note states: 'Districts with empty scheduled times will not generate a transfer record.' The main content is a table with the following columns: Code, IRN, District, Scheduled Time, and Last Successful Extract. The table lists five districts: ACCD (Ashland County Community Academy District), ACSD (Ashland Christian School District), ASHC (Ashland City Schools), AWHC (Ashland-West Holmes JVS District), and BHCS (Beacon Hill Academy Community District). The 'Scheduled Time' column for the first row is currently empty, and a dropdown menu is open, showing options: 12:00 AM, 12:30 AM, 01:00 AM, 01:30 AM, 02:00 AM, and 02:30 AM. A mouse cursor is pointing at the 12:30 AM option.

Code	IRN	District	Scheduled Time	Last Successful Extract
ACCD	009971	Ashland County Community Academy District		
ACSD	068338	Ashland Christian School District	12:00 AM	
ASHC	043505	Ashland City Schools	12:30 AM	
AWHC	062042	Ashland-West Holmes JVS District	01:00 AM	
BHCS	012501	Beacon Hill Academy Community District	01:30 AM	

2. Optional: To set the same time for multiple unscheduled districts, in the **Set a time for all unscheduled districts** field at the bottom of the screen, enter or select the time.
3. Click **Save**.

WADC	044974	Wadsworth City Schools	<input type="text"/>	
WHOL	047696	West Holmes Local Schools	<input type="text"/>	
WSCC	051714	Wayne County Schools Career Center District	<input type="text"/>	
WSTR	045120	Wooster City Schools	<input type="text"/>	

28 Records Displayed [Back To Top](#)

Set a time for all unscheduled districts:

A confirmation message displays, and StudentInformation begins using the scheduled times to generate each district’s daily Student Cross Reference transfer file.

Home >> ITC >> Student Cross Reference Transfer

Student Cross Reference Transfer

From this screen, you can set the time the Student Cross Reference Transfer is created by district.

The districts' reporting times have been successfully saved.

Districts with empty scheduled times will not generate a transfer record.

Code	IRN	District	Scheduled Time	Last Successful Extract
ACCD	009971	Ashland County Community Academy District	<input type="text" value="12:00 AM"/>	
ACSD	068338	Ashland Christian School District	<input type="text" value="12:30 AM"/>	
ASHC	043505	Ashland City Schools	<input type="text" value="12:30 AM"/>	
AWHC	062042	Ashland-West Holmes JVS District	<input type="text" value="12:30 AM"/>	