



Northwest Ohio Area
Computer Services Cooperative

EMIS Resource Guide

2023

This document was created through the collaboration of the
NOACSC EMIS staff and the SWOCA EMIS staff

Mission Statement

The purpose of this document is to provide guidance to the district administrative team during the transitional process of a newly hired EMIS Coordinator.

This document will also provide assistance and direction in the event your district is without an active EMIS Coordinator for a period of time.

This resource guide will:

- Set your district up for success during transition
- Provide critical contacts for EMIS networking
- Provide a template for other vital positions in the district

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A. Introduction

On the following pages, you will find guidance on how to obtain necessary application access for your new EMIS Coordinator. You will also find references on how to ensure your district is compliant with EMIS standards.

While the role of EMIS Coordinator varies by district, it is vital that they are familiar with their data business owners and district programs. This document will offer templates to help them understand the district structure.

This EMIS Resource Guide does not replace the ODE EMIS Manual and is not intended to offer detailed instructions on EMIS reporting. This document is designed to serve as a resource guide for the transition of the position of EMIS Coordinator in your district. Detailed reporting on the particulars of EMIS should still be directed to NOACSC and/or the Ohio Department of Education.

As a final note, this resource guide is also intended to be a living document that serves as an ongoing reference for your district. Feel free to customize it to the degree that it is beneficial to your district and your EMIS Coordinator.

B. EMIS Applications and Access

NOACSC Help Desk

- Email emis.support@noacsc.org to ask questions and get assistance from the NOACSC EMIS support staff
- Contact the NOACSC student services team via email at student.support@noacsc.org

Data Collector

- Application used to submit data to the State, run validations and retrieve reports
- District Superintendent or Treasurer must send a Help Desk ticket (emis.support@noacsc.org) request to NOACSC to grant individual access

EMIS Flat File Editor (FFE)

- Application used to maintain, import and export EMIS related data when there is no source system available
- District Superintendent or Treasurer must send a helpdesk ticket to NOACSC to grant individual access

Student Software (SIS package)

- Local student information package used to maintain student level data
- Contact your District software administrator to gain access

OHID Portal

- ODE's Security Application – web portal
- <https://safe.ode.state.oh.us/portal> ○ Once OHID credentials are established, the OEDS Administrator will grant the necessary access for EMIS including the following roles:
 - EMIS Coordinator
 - SDC Student Level Access

SSID IBM Website

- Portal to retrieve and maintain State Assigned Student Id's (SSID's)
- District Superintendent or Treasurer must send a Help Desk ticket (emis.support@noacsc.org) request to NOACSC to grant individual access

NOACSC Communications Distribution List

- List used to disseminate EMIS information to the local districts
- Contact the NOACSC EMIS support team to be added to these distribution lists (emis.support@noacsc.org)

ODE Communications Distribution List

- To be included in information distributed by the ODE, you need to sign up on ODE's website <http://education.ohio.gov/>
- Go to red envelope at the top of the page to sign up for alerts



For additional application access or questions please contact NOACSC at emis.support@noacsc.org.

Notes:

C. EMIS Compliance

EMIS Reporting Fiscal Year: _____

✓ Indicates the collection is completed

Financial Collections:

- Financial Collection
- Five Year Forecast - Initial Required
- Five Year Forecast - Initial Optional
- Five Year Forecast - Required Spring Update
- Five Year Forecast - Final Optional

Main Student Collections:

- Student Cross Reference
- Retention – Grade 3 Only
- Beginning of Year Student Collection
- Midyear Student Collection
- End of Year Student Collection
- SOES Beginning of Year Student Collection (Community School only)
- SOES Student Contact(s) Collection (Community School only)
- SOES End of Year Student Collection (Community School only)
- Current Graduation Credit Progress Collection
- Initial Exiting Student Follow Up
- Final Exiting Student Follow Up

Additional Student and Staff/Calendar Collections:

- Calendar Collection - Initial
- Calendar Collection - Final
- Initial Staff and Course Collection
- Final Staff and Course Collection
- Student Course Grade Collection
- Graduation Collection

Assessment Collections:

- Summer and Fall End of Course Assessment Collection
- Kindergarten Readiness Assessment Collection
- Fall Early Learning Assessment Collection
- Fall 3rd Gr ELA and Reading Collection
- Child Outcome Summary Assessment Collection
- DPR Growth Assessment Collection
- Other Accountability Assessments
- Spring Alternate Assessment Collection
- OELPA Assessment Collection
- Spring End of Course State Assessment Collection
- Spring State Assessment Grades 3-8 Collection
- Spring Early Learning Assessment Collection
- Career Tech Accountability Assessment Collection

Notes:

D. Defining the District - Point of Contact and Data Owners

	Data Owner	Name	Email	Phone
1	Superintendent			
2	Treasurer			
3	Assistant Superintendent			
4	Special Education Coordinator			
5	Preschool Coordinator			
6	Curriculum Coordinator			
7	Testing Coordinator			
8	Gifted/Accelerated Coordinator			
9	LEP Coordinator			
10	Foster/ESSA Liaison			
11	Technology Coordinator			
12	Food Service Director			
13	Enrollment Registrar			

14	Elementary School Principal			
15	Middle School Principal			
16	High School Principal			
17	Guidance Counselor			
18	Human Resource Director			
19	Payroll Specialist			
20	OEDS Administrator			
21	SIS Administrator			
22	Homeless Liaison			
23	Transportation Coordinator			
24	Career Tech Contact			

D. Defining the District - District Structure

Complete the following EMIS reporting questions:

1. List school buildings in your school district:

Building Name	Building IRN	Building Grade Level

2. Student Software Package: _____

3. Special Education Software Package: _____

4. Discipline Software Package: _____

5. Staff Software Package: _____

6. Other Software Packages: _____

7. Do you own or operate a preschool program(s)?

Yes

No

List type of programs (Examples: Special Education, Parent Paid, ECE Grant, and Title I):

8. Does your district offer open enrollment?

Yes

No

9. Do you own or operate career tech vocational program(s) (CTE26)?

- Yes
- No

Name the Career Center (CTPD) your students attend: _____

Do you have career tech programs in your district operated by Career Centers (CTPD)?

- Yes
- No

10. Are you a school-wide Title I District?

- Yes
- No

If yes, list buildings:

11. Do you have Title I Targeted Assisted Buildings?

- Yes
- No

If yes, list buildings:

12. Do you contract with an outside agency for teaching staff?

- Yes
- No

List name of agencies (Examples: ESCs and private schools):

13. Do you contract with an outside agency for non-teaching positions
(Examples: treasurer, coordinators, nurse and lawn care)?

Yes

No

List name of agencies (Examples: ESCs and private schools):

14. What entity or district educates your students that are placed at
Juvenile Detention Center(s) (JDC)?

15. Does your district place students at outside entities at district expense?
(Examples: ESC Alternative School and Goedde):

List outside entities:

E. EMIS Resources

NOACSC:

- <https://www.noacsc.org> ○ EMIS Services – links to important applications
 - Training / Documentation – presentations, procedural documentation and webinar/podcasts information (by specific NOACSC Department)

Ohio Department of Education Resources:

- <http://education.ohio.gov/>
- ODE EMIS ○ EMIS Manual ○ Report Explanations
 - EMIS Data Collection Calendars
- ODE Teaching ○ Educator Profile Search
- ODE Data Appeal and Data Review Verification
- ODE Accountability ○ Report Card Components
 - Graduation Rate
 - K-3 Literacy
 - Prepared for Success
 - Career Tech Report Card ○ District Details
 - Technical Documentation
- Attendance Rate Calculation
- Chronic Absenteeism
- ODE Career Tech ○ Compliance, Funding and Accountability ○ Resources
- ODE Community School
- ODE Early Learning ○ Preschool Special Education ○ ECE Preschool Grant ○ Third Grade Reading Guarantee
- ODE Finance and Funding
- ODE Graduation Requirements
- ODE Testing ○ Resources and FAQs ○ Testing Dates
 - K-8 and 9-12 Test Bulletins
- Ohio Revised Code
- Every Student Succeeds Act (ESSA)
- Chronic Absenteeism

ODDEX:

Ohio District Data Exchange is a program developed by ODE to access

- Student Cross Reference ○ Records
 - History modules
 - Assessment
 - Grad Cohort
- College Credit Plus
- Tuition
- SOES
- SCM Student Claiming

Testing Resources:

Listed below are different testing website/vendors. Specific access must be given to access this website – please refer to your Testing Coordinator.

- Kready ○ Website to upload and down load testing information for Kindergarten (KRA) and Preschool (ELA) students.
- Web-Exam
- TIDE ○ OGT, End of Course, OELPA, Alternate Assessments and 3-8 Next Generation
- ACT
- College Board (SAT/AP)