

EMIS STAFF AND COURSE COLLECTION



Northwest Ohio Area
Computer Services Cooperative

WHAT IS EMIS?

EMIS- Education Management Information System

Four Functions of EMIS data:

- State and Federal Reporting
- Funding and Distribution of Payments
- Academic Accountability System
- Generates Statewide and District Reports

[EMIS MANUAL LINK](#)

WHY IS IT IMPORTANT

Community – Ultimately, reporting accurate data provides the community with a complete picture of how the district is serving its children.

Legal – EMIS reporting is essential, superintendents, treasurers, and districts have specific legal obligations concerning reporting responsibilities.



STAFF AND COURSE COLLECTION

Required for all EMIS reporting entities

This collection uses information from USPS and pulls information from Student Information

COLLECTIONS

Two collections per school year

- Initial Collection (Estimated time frame end of August – January)
- Final Collection (Estimate mid February – early August)

Required Collection Requests

The Staff Demographic (CI) Record and the relevant elements are to be reported as follows.

Record Field Number	Data Element	Initial L	Final L
CI150	Absence Days Element		✓
CI155	Absence Days – Long-term Illness Element		✓
CI140	Attendance Days Element		✓
CI200	Authorized Teaching Experience Years Element	✓	✓
CI070	Date of Birth Element	✓	✓
CI225	Early Childhood Education Qualification Element	✓	✓
CI100	Education Level Element	✓	✓
CI290	First Name	✓	✓
CI090	Gender Element	✓	✓
CI310	Last Name	✓	✓
CI300	Middle Name	✓	✓
CI330	Principal Experience Years	✓	✓
CI080	Racial/Ethnic Group Element	✓	✓
CI110	Semester Hours Element	✓	✓
CI270	State Staff ID Element	✓	✓
CI210	Total Experience Years Element	✓	✓

EMIS STAFF REPORTING

Who do I report?

- Individuals employed for any portion of the school year.
- Individuals or companies contracted by the school district personnel (bus drivers, food service, therapist, etc.) “CC or CJ Record”
- Individuals who were employed during the school year but left prior to the end of the school year.
- Individuals on leave of absence
- Substitutes who become ‘teacher of record’.
- Individuals on supplemental contracts

Who do I NOT report?

- Daily (as needed) substitute workers
- Student employees
- Board of Education Members
- Adult education teachers
- Game officials/ticket takers
- Part-time help
- Volunteers serving the district



STAFF LEVEL RECORDS

CI – Staff Demographic Record (employee screen)

CK – Staff Employment Record (position and compensation screens)

CJ – Contractor Staff Employment Record (EMIS Entry screen)

CC – Contract Only Staff Records (EMIS Entry screen)

CR – Staff Vacancy Record

SUBSTITUTE TEACHERS

Daily (as needed) substitutes **(NOT Reported)**

- Come to the district on an as needed basis who are not on the district's salary schedule. Paid a daily sub rate

Teacher of Record **(Reported)**

- Licensed staff member who is responsible for developing or reviewing the course's curriculum, providing or supervising instruction, and evaluating student performance. These teachers are reported to EMIS with a 230-position code

Full-time substitute teachers **(Reported)**

- Hired as a full time (permanent) substitute teacher.
- These individuals have a contract with the district and on the salary schedule. They report daily and are subject to different daily teaching assignments.
- Reported with a 225-position code



EMIS CONFIGURATION FISCAL YEAR

Go to System > Configuration > Emis Reporting Configuration

Edit EMIS Reporting Configu... + x

✓ Save

⌵ Cancel

Fiscal Year

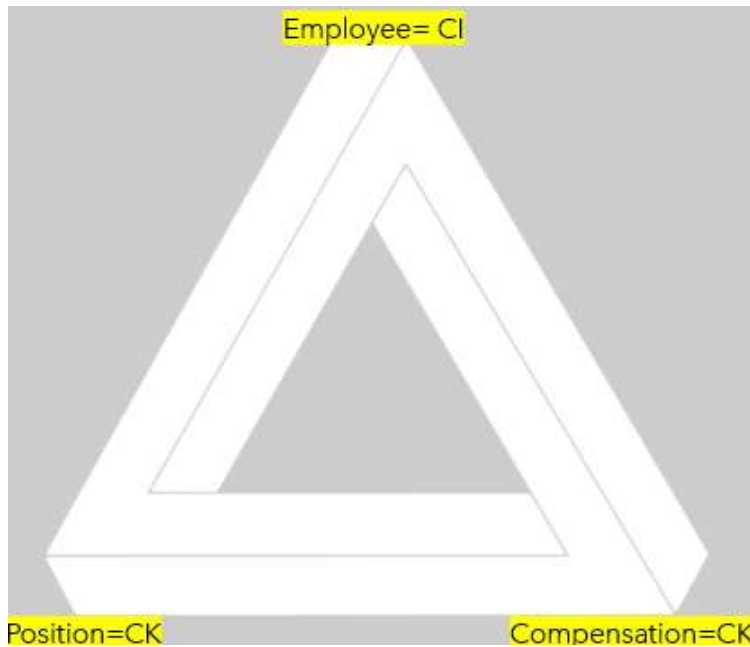
2,026

Reporting Id

Credential ID

▼

REPORT TO EMIS FLAGS



“Triangle Reporting”- All 3 records need to have the Report to EMIS box checked.



EMPLOYEE SCREEN (CI RECORD)

Experience

Accred District Experience

Military Experience

Ohio Public Experience

Total Experience

Authorized Experience

Non-Ohio Private Experience

Principal Experience

Trade Experience

Building Experience

Non-Ohio Public Experience

Purchased Experience

District Experience

Ohio Private Experience

Retire System Experience

Race

Primary Race

Hispanic Latino Option

☐ American Indian Alaska Native

☐ Asian

☐ Black

☐ Native Hawaiian Pacific Islander

☐ White

Staff Demographic

Credential ID

Non-Certificate Employee ID

ECE Qualification

Semester Hours

Degree Type

EMIS Id

Long Term Illness

YEARS OF EXPERIENCE

Authorized: Authorized Years of **teaching** experience (prior to the current year)

- Public schools, nonpublic schools, ESCs, Community Schools, Special Education Programs
- Total: Total Years of authorized and non-authorized educational service (prior to the current year)
 - Elementary schools, secondary schools, colleges and universities, any other public or nonpublic, peace corps, active military services years (up to the maximum allowable 5 years)
- Principal: Total number of years serving as a principal or assistant principal (prior to current year)
 - Public schools, Vocational schools, state-supported schools, STEM schools, Community Schools, Licensed preschools, chartered nonpublic schools.



LONG TERM ILLNESS

Long term illness is at least 15 consecutive days (paid or unpaid) absent due to an illness of the staff member or the staff member's spouse, child, or parent.

The long term illness is reported during the final collection



POSITION SCREEN (CK RECORD)

Pos # !	Position Description	Job Status !	Building Code	Department Code	Pay Group *	Appointment Type
FTE	Hire Date	☐ Is Supplemental	Start Date	Stop Date	Raise Date	Retirement Code
Termination Date	Supervisor	☐ Timesheet Required	☐ Archived			None
Eligibility Flags						
☐ Eligible For Personal Leave ☐ Eligible For Sick Leave ☐ Eligible For Vacation Leave						
EMIS Related Information						
☐ Reportable to EMIS	Paraprofessional Hire Date					
Funding Source						
Funding Source Code 1	Funding Source Code 2	Funding Source Code 3	Percent 1	Percent 2	Percent 3	Assignment Area
Staff Employment						
Position Code	State Reporting Appointment Type	Position Type	Position Status	Full Time Equivalence	Special Education Full Time Equivalence	Low Grade
Separation Reason	Paraprofessional	Contract Amount	Contract Work Days	Hours In The Day	High Grade	Separation Date
Building IRN	Experience Current Class	Extended Service				

EMIS OVERRIDE FIELDS

- Non-Contract Compensation data will need updated EACH YEAR on the Position Screen to report the current Fiscal Year's wages, work days, full time equivalence, and hours in a day.
- These fields would also need filled out if you are reporting an employee with one compensation but working in different buildings. Example to follow in a few slides

ASSIGNMENT AREA

- An assignment area *must always be reported* with the following position code.
 - 230 Teacher (999050, 999270, 999365, 999370, 999380, 999412, 999414, 999418, 999570, or 999800 only)
- An assignment area is required for the following position codes only in certain situations.
 - 108 Principal, assignment area *required* when individual is also teaching a class (the principal must have proper certification to teach the class)
 - 109 Superintendent, assignment area *required* when individual is also teaching a class (the superintendent must have proper certification to teach the class)
 - 110 Supervisor/Manager, assignment area *required* for gifted and talented, maintenance/construction/grounds, for transportation services, and food services
 - 113 Coordinator, area assignment *required* for gifted and talented, career-technical education-apprenticeship program, and career assessment specialist services.
 - 115 Director, assignment area *required* for gifted and talented
 - 318 Psychologist, assignment area *required* for preschool special education
 - 325 Physical Therapist, assignment area *required* for preschool special education
 - 326 Speech and Language Therapist, assignment area *required* for preschool special education
 - 327 Occupational Therapist, assignment area *required* for preschool special education
 - 328 Mobility Therapist, assignment area *required* for preschool special education
 - 333 Adapted Physical Education Therapist, assignment area *required* for preschool special education
 - 415 Instructional Paraprofessional, assignment area *required* for Title I programs

EMIS Manual Assignment Areas
Start at the bottom of page 5

POSITION CODES

Position Code: The code associated with the position assignment of the employee.

Office/Administrative Position (1XX)

Professional – Educational Positions (2XX)

Professional – Other (3XX)

Technical Positions (4XX)

Office/Clerical Positions (5XX)

Crafts and Trades Positions (6XX)

Operative Positions (7XX)

Extracurricular/Intracurricular Activities Positions (8XX)

Service Work/Labor Positions (9XX)

[Position Code Documentation](#)

POSITION STATUS

C **Current position in the district**

A **Contracted personnel - Agency**

When the resident/educating district is contracting with a non-EMIS reporting agency (not an individual) for staff to provide services or teach a course.

I **Contracted personnel - Individual**

When the resident/educating district is contracting with a non-EMIS reporting individual (not an agency) to provide services or teach a course.

P **Leave of absence**

The individual was employed by the current district during the previous year but was granted a leave of absence. It does not matter if the employee is being paid while on leave.

U **No longer employed by district in this position**

COMPENSATION SCREEN (CK RECORD)

Compensation

Type Contract	Code ! 	Job Calendar yjy - automatically - ARCHIV	Description
Label 	Compensation Start Date 	Compensation Stop Date 	Pay Plan !
Pay Unit ! 	Unit Amount 0.000	Retirement Hours 	☐ Strs Advance
Supplemental Tax Option None	☐ Archived	Contract Days Worked 0.000	Contract Work Days 0.00
Hours In Day 	☐ Primary Compensation		

Contract

Pay Per Period 0.00	Contract Amount 	Contract Obligation 	Contract Type
Pays In Contract 	Retro Next Pay 	☐ Stretch Pay	

Calendar Date

Calendar Start Date 	Calendar Stop Date
---	--

Compensation Amounts

Accrued Wages 0.00	Amount Earned 0.00	Amount Paid 0.00	Amount Docked 0.00
Pays Paid 0			

Salary Schedule

Salary Schedule Column 	Salary Schedule Id 	Salary Schedule Step
--	--	--

State Reporting

☐ Reportable to EMIS	Local Contract Code
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Contract Change History

Contract Change/Extension Type 	Contract Change/Extension Source
--	--

STAFF SCENARIO

Scenario 1: Employee working 2 different positions at 2 separate buildings Position Records for each building

EMIS Related Information: Include contract amount, contract work days, hours in the day, FTE, and Building IRN for Position 1

EMIS Related Information

☒ Reportable to EMIS	Position Code 230 (Teacher Assignment)	State Reporting Appointment Type 1 (Certificated)	Position Type R (Regular)	Position Status C (Active/Continuing employee in s	Full Time Equivalence 0.500	Special Education Full Time E
Low Grade ** (Not Applicable)	Separation Reason * (Not Applicable)	Paraprofessional * (NA (not valid for PosCode = 415)	Contract Amount 34,117.50	Contract Work Days 184.000	Hours In The Day 3.50	High Grade ** (Not Applicable)
Separation Date 	Paraprofessional Hire Date 	Building IRN 054854	Experience Current Class 			

EMIS Related Information: Include contract amount, contract work days, hours in the day, FTE, and Building IRN for Position 2

EMIS Related Information

☒ Reportable to EMIS	Position Code 230 (Teacher Assignment)	State Reporting Appointment Type 1 (Certificated)	Position Type R (Regular)	Position Status C (Active/Continuing employee in s	Full Time Equivalence 0.500	Special Education Full Tim
Low Grade ** (Not Applicable)	Separation Reason * (Not Applicable)	Paraprofessional * (NA (not valid for PosCode = 415)	Contract Amount 34,117.50	Contract Work Days 184.000	Hours In The Day 4.00	High Grade ** (Not Applicable)
Separation Date 	Paraprofessional Hire Date 	Building IRN 15486	Experience Current Class 			

STAFF SCENARIO

Each position needs a compensation record

Employee: Doe, Jane
Employee Number: DOE000077

Position Number: 1
Position Description: Music Teacher

Compensation

Type Contract	Code 5132025	Job Calendar Aides - Aides (182)	Description Teacher
Label FY26	Compensation Start Date 8/1/25	Compensation Stop Date 7/31/26	Pay Plan Semi-monthly
Pay Unit Daily	Unit Amount 370.842	Retirement Hours 7.00	☐ Strs Advance
Supplemental Tax Option None	☐ Archived	Contract Days Worked 0.000	Contract Work Days 184.00
Hours In Day 7.00	☐ Primary Compensation		

Contract

Pay Per Period 2,843.13	Contract Amount 68,235.00	Contract Obligation 68,235.00	Contract Type
Pays In Contract 24	Retro Next Pay	☐ Stretch Pay	

Calendar Date

Calendar Start Date 8/1/25	Calendar Stop Date 7/31/26
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Compensation Amounts

Accrued Wages 0.00	Amount Earned 0.00	Amount Paid 0.00	Amount Docked 0.00
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Pays Paid 0

Salary Schedule

Salary Schedule Column	Salary Schedule Id	Salary Schedule Step
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State Reporting

☒ Reportable to EMIS	Local Contract Code
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Employee: Doe, Jane
Employee Number: DOE000077

Position Number: 3
Position Description: High School Music

Calendar Date

Calendar Start Date	Calendar Stop Date
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Compensation

Type Non Contract	Code 2025	Job Calendar Default - Default	Description Music High School
Label	Compensation Start Date	Compensation Stop Date	Pay Plan Semi-monthly
Pay Unit Daily	Unit Amount 0.000	Retirement Hours	☐ Strs Advance
Supplemental Tax Option None	☐ Archived	Hours In Day	☐ Primary Compensation

Compensation Amounts

Amount Earned 0.00	Amount Paid 0.00	Amount Docked 0.00	Pays Paid 0
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Pay Group

Pay Group Code 1	Pay Group Description Wisteria 2
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State Reporting

☒ Reportable to EMIS	Local Contract Code
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Compensation Adjustments

CJ RECORDS

- Links a contracted employee to the student in the resident or educating district, without the district need to report the staff member separately.
- It also allows the contractor to report an accurate FTE that reflect the time the employee spends serving students from each district.

The CJ Record contains the following:

- District IRN
- Contracting District IRN
- Employee ID
- Local Contract Code
- Position Code
- Position FTE

The screenshot shows a web application interface for the EMIS Contractor (CJ) record. The top navigation bar includes links for Home, Core, Payments, Payroll, Processing, Reports, System, Utilities, and USAS Integration. Below this, a tabbed interface shows 'EMIS Contractor (CJ)' as the active tab, with other tabs for 'EMIS Employee Entry', 'EMIS Position Entry', and 'EMIS Contracted Service (CC)'. The main form area is titled 'Contractor Emis' and contains several input fields and buttons. On the left, there is a vertical list of records, each with an eye icon and a pencil icon. The main form has a 'Create New' checkbox, a 'Close' checkbox, and 'Save' and 'Cancel' buttons. The form fields include 'Employee *' and 'Position *' (both dropdown menus), 'Compensation: *' (a text input field), and a section at the bottom with 'IRN', 'Position Code', and 'FTE' (each with a text input field).

STAFF VACANCY (CR RECORD)

What is a Staff Vacancy Record?

A “staff vacancy” is an open position that the district **intends to fill during the reporting year**. Whether or not a position is ultimately filled that reporting year, a Staff Vacancy Record needs to be reported.

When is it Report?

The district should report this record in the year in which the district plans to fill the vacancy. CR Records are reported in both initial and final Period L Collections.

Who does this apply to?

Applies to public districts, JVSD's, Community Schools, STEM Schools, and ESC's



STAFF VACANCY POSITIONS

☀ *Position Code*

Record Field Number	CR070
Definition	The code associated with the position assignment of the employee.

Valid Options

104	Assistant Principal Assignment
108	Principal Assignment
202	Counseling Assignment
212	Supplemental Service Teaching Assignment (Serves Students with Disability Conditions Only)
230	Teacher Assignment
304	Audiologist Assignment
318	Psychologist Assignment
334	Intern Psychologist Assignment
320	Registered Nursing Assignment
323	Social Work Assignment
325	Physical Therapist Assignment
326	Speech and Language Therapist Assignment
327	Occupational Therapist Assignment
328	Mobility Therapist Assignment
331	Occupational Therapy Assistant (OTA) Assignment
332	Physical Therapy Assistant (PTA) Assignment
415	Instructional Paraprofessional Assignment
704	Vehicle Operating (Bus) Assignment
EMC	EMIS Coordinator

Reporting Instructions. The codes in this list are the only position codes for which a Staff Vacancy (CR) Record is required.

✓ Save

✗ Cancel

Emis Reporting Year

!

Building IRN

!

Date Vacancy Filled



Highest Grade Level Served

** : Not applicable



Lowest Grade Level Served

** : Not applicable



Position Code *

Reason For Vacancy *

Subject Area

** : Not a teacher, subject not reported



Unfilled Position FTE

Vacancy Filled Method *

Former Employee

Former Employee

Former Employee State Staff Id

999999999

New Employee

New Employee

New Employee State Staff Id

999999999

STAFF VACANCY ENTRY

EMIS Reporting Year: Enter the fiscal reporting year to report the EMIS Staff Vacancy. This must match the EMIS Reporting Configuration Fiscal Year.

Building IRN: Enter the state assigned IRN of the building in which the vacancy is.

Date Vacancy Filled: Enter the state date of the employee hired to fill the vacant position.

Highest Grade Level Served: Select the highest student grade level served by this position (only required for position codes 104, 108, 212, and 230).

Lowest Grade Level Served: Select the lowest student grade level served by this position (only required for position codes 104, 108, 212, and 230).

Position Code: is the position code for the job. A list of possible codes can be accessed through the drop down.





STAFF VACANCY ENTRY

Reason for Vacancy: The reason for which the district has an open position they are looking to fill.

Subject Area: The subject area for which the position is needed

Unfilled Position FTE: the FTE of the position expressed as a percentage

Vacancy Filled Method: The method by which the vacant positions was filled



STAFF VACANCY FAQs

Question 1. A speech and language pathologist retired this year, and we are posting the position right away to hire someone as soon as possible to finish out the year. Should we submit a vacancy record for this position this year or wait until next year?

Answer 1. Vacancy records should be submitted during the school year in which the district plans to hire someone. Here, the district's plan is that the replacement will begin work this school year; therefore, a Staff Vacancy (CR) Record should be submitted during the current school year.

Question 2. Several staff left their positions during the 2025-2026 school year; the district plans to hire replacements for most of these staff to begin working in August of 2026. Short-term funding ran out for two positions, so the district is not replacing those staff. Should we submit Staff Vacancy (CR) Records for all of these positions?

Answer 2. Do not submit vacancy records for any positions the district has determined they will not attempt to fill. In FY27, Staff Vacancy (CR) Records should be submitted for each position the district attempts to fill.



STAFF VACANCY FAQs

Question 3. The district tried to hire someone to replace our audiologist for FY27, but we could not find someone to fill the position. We will be going without an audiologist this year. Should we submit a vacancy record for the audiologist position?

Answer 3. Yes, this district should report a Staff Vacancy (CR) Record for this audiologist position. The record should be reported with Vacancy Filled Method option UN–Position remains unfilled.

Question 4. Our district had a teacher retire and replaced that person by contracting with the ESC. Do we need to report a Staff Vacancy (CR) Record for the retired teacher's position?

Answer 4. Whether a vacancy record is required in this situation depends on the timing of the decision to contract for the position. If the district decided to contract with the ESC without having posted the position or attempting to hire a teacher, then no vacancy record would be reported. If, however, the district attempted to hire a teacher, failed to find someone, and then decided to contract with the ESC, then a Staff Vacancy (CR) Record should be reported for the position.

Regardless of whether the contracting district reports a record, if the ESC did not have an available staff member and had to hire to provide someone, then the ESC would report a vacancy record for the position.

STAFF VACANCY FAQs

Question 5. Our district received a grant we are using to hire two new high school math teachers. Since the two positions are the same (same position code and subject area), should we report vacancy records for both? Whether we report one or two records, how do we report the State Staff ID, Former Employee since these are new positions?

Answer 5. Yes, two records should be reported for this situation, one for each position. What is reported for State Staff ID, Former Employee depends on the other reported details for the two positions. If the fields that must be unique will match between the two records, then the Former Employee ID should be all 9s for one position and all 8s for the other position. If, however, the fields will not match, then all 9s can be reported for both.

For example, if the two positions are in different buildings, then the Former Employee ID can be reported as all 9s for both records. If the two positions are in the same building and are either filled by the same person or both remain unfilled, then all 9s should be reported on one record and all 8s should be reported on the other.

If there are more than two matching positions, Former Employee IDs can be reported with all 9s, all 8s, all 7s, all 6s, or all 5s. In the unusual situation that this will not create enough unique records for positions that remain unfilled, the New Employee ID can also be all 9s, 8s, 7s, 6s, or 5s.

Redesign Field Names and Locations

CL - Staff Demographic Record		
EMIS Field Name	Redesign Field Name	Location
Absence Days Element	Type (Absence) + Job calendars	Core/Attendance/Job Calendars
Absence Days/Long-term Illness Element	Long Term Illness	Employee/State Reporting
Attendance Days Element	Type (Attendance) + Job Calendars + Adjustment days	Core/Attendance/Job Calendars + Adjustment days
Authorized Teaching Experience Years Element	Authorized	Employee/Experience
Date of Birth Element	Birth Date	Employee/Dates
Early Childhood Education Qualification Element	ECE Qualification	Employee/State Reporting
Education Level Element	Degree Type	Employee/State Reporting
First Name	First Name	Employee/Name
Gender Element	Gender	Employee/General
Last Name	Last Name	Employee/Name
Middle Name	Middle Name	Employee/Name
Prefix Name	NA	NA
Principal Experience Years	Principal Experience	Employee/Experience
Racial/Ethnic Group Element	Primary Race	Employee/Race
Semester Hours Element	Semester Hours	Employee/State Reporting
State Staff ID Element	Credential ID (Certified) or Non-Certificate Employee ID (classified)	Employee/Identification or State Reporting
Suffix Name	Suffix	Employee/Name
Total Experience Years Element	Total Experience	Employee/Name

Redesign Field Names and Locations

<u>CK - Staff Employment Record</u>		
<u>EMIS Field Name</u>	<u>Redesign Field Name</u>	<u>Location</u>
Assignment Area Element	Assignment Area	Position/Funding Source
Building IRN Element	Building IRN	Position/EMIS Related Information
Employee ID Element	Employee Number	Employee/Populated
Extended Service Element	Extended Service	Position/Employee
Grade Levels Assigned/Low Element	Low Grade	Position/EMIS Related Information
Grade Levels Assigned/High Element	High Grade	Position/EMIS Related Information
High Quality Professional Development Question Element	High Quality Professional Development	Position/EMIS Related Information
Length of Work Day Element	Hours in Day	Position/EMIS Related Information or Compensation/Compensation
Local Contract Code Element	Local Contract Code	Compensation/State Reporting
Pay Amount/Rate Element	Contract Amount	Position/EMIS Related Information or Compensation/Compensation
Pay Type Element	Calculated value based on a formula	NA
Position Code Element	Position Code	Position/EMIS Related Information
Position FTE Element	FTE/Full Time Equivalence	Position/Employee/EMIS Related Information
Position Fund Source Elements	Funding Source Code 1/2/3	Position/Funding Source
Position Fund Source Percent Element	Percent 1/2/3	Position/Funding Source
Position Separation Date Element	Separation Date	Position/EMIS Related Information
Position Separation Reason Element	Separation Reason	Position/EMIS Related Information
Position Start Date Element	Compensation Start Date	Compensation/Compensation
Position Status Element	Position Status	Position/EMIS Related Information
Position Type Element	Position Type	Position/EMIS Related Information
Qualified Paraprofessional Element	Paraprofessional	Position/EMIS Related Information
Scheduled Work Days Element	Contract Work Days	Position/EMIS Related Information or Compensation/Compensation
Special Education FTE Element	Special Education Full Time Equivalence	Position/EMIS Related Information
Type of Appointment Element	State Reporting Appointment Type	Position/EMIS Related Information

ERRORS

Examples of CI and CK Level 1 Errors.

CK.0007	Fatal	Element value cannot be blank	(CK230) Missing value for Position Separation Reason
CK.0014	Fatal	Teachers must have a valid assignment area	(CK220) Invalid value '999140' in the field 'Assignment Area'
CK.0007	Fatal	Element value cannot be blank	(CK070) Missing value for Position Status
CK.0007	Fatal	Element value cannot be blank	(CK230) Missing value for Position Separation Reason
CK.0007	Fatal	Element value cannot be blank	(CK290) Missing value for Qualified Paraprofessional
CK.0012	Fatal	Separation Reason required for Position Status	Check Position Separation Date (CK300) and Position Separation Reason (CK23...
CI.0015 (A)	Fatal	Principal Experience and/or Authorized Experience too high	Either element is incorrectly greater than Total Experience...
CI.0015 (A)	Fatal	Principal Experience and/or Authorized Experience too high	Either element is incorrectly greater than Total Experience....
CI.0007	Fatal	Element value cannot be blank	(CI225) Missing value for Early Childhood Education Qualification
CI.0007	Fatal	Element value cannot be blank	(CI225) Missing value for Early Childhood Education Qualification
CI.0007	Fatal	Element value cannot be blank	(CI100) Missing value for Education Level
CI.0007	Fatal	Element value cannot be blank	(CI225) Missing value for Early Childhood Education Qualification
CI.0007	Fatal	Element value cannot be blank	(CI225) Missing value for Early Childhood Education Qualification
CI.0007	Fatal	Element value cannot be blank	(CI080) Missing value for Racial/Ethnic Group
CI.0007	Fatal	Element value cannot be blank	(CI225) Missing value for Early Childhood Education Qualification
CI.0007	Fatal	Element value cannot be blank	(CI225) Missing value for Early Childhood Education Qualification
CI.0007	Fatal	Element value cannot be blank	(CI090) Missing value for Gender
CI.0007	Fatal	Element value cannot be blank	(CI225) Missing value for Early Childhood Education Qualification

CI Errors- Employee Record
CK Errors- Position/Compensation

ERRORS- MISSING REPORT

Possible Reasons:

- Missing a piece of the triangle
- Did they switch from ZID to Credential ID? (Please send us a spreadsheet like the example below. We will submit an override request into DEW).

IRN	Old Staff ID	New Staff ID	Employee
085639	ZAXXXXXX	OHXXXXXX	Aundrea Fricke
085639	ZAXXXXXX	OHXXXXXX	Mindy Troyer
085639	ZAXXXXXX	OHXXXXXX	Erika George

TIPS FOR REPORTING

Do not wait until the end of the reporting period to review errors. Ask your EMIS Coordinator for them periodically to stay ahead.

Ask for Level 1 errors and Level 2 errors

Ask for help, NOACSC is available to help you through EMIS issues



PLEASE REACH OUT WITH ANY QUESTIONS

419-228-7417

fiscal.support@noacsc.org