The checklist below acts as a guide to EMIS reporting. It is not meant to include all data required to be submitted through EMIS.

FY13 Version

Updates marked in bold. Revised 17-May-2013

Oct K	June N	Grad G	Action	Done
X	X	X	Enter information required to obtain SSIDs for all students.	
X	X		Check student EMIS records for students educated by the district. Verify that their effective dates are correct.	
X	X		Check student attendance records for the reporting period/ school year to verify that attendance information is correct. Pay close attention to Unexcused absence days.	
X	X		Check How Received elements for students who are attending your district but are not residents of the district. Create new records, if necessary.	
X	X		Check Sent to Elements for students who are district residents attending elsewhere. Create new records, if necessary.	
X	X		Verify that the correct attendance pattern has been entered on all PS and KG students. Verify that the correct Preschool Poverty Level has been entered for PS Students.	
X	X		Verify that all special education students have the correct disability condition.	
X	X		Verify that all students who are classified as disadvantaged have the appropriate record.	
X	X		Enter the Foreign Exchange Student Graduation plan for your foreign exchange students.	

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X	X		Enter any required Homeless/Migrant Status info.	
X	X		Verify that the Immigrant Status element is correct for all students.	
X	X		Verify that the correct Limited English Proficiency Status is entered on all students. Make sure that any students who have been reclassified are properly identified.	
	X		Enter any Acceleration program codes on students.	
		X	Mass load the Diploma Date into PowerSchool.	
		X	Mass load the Diploma Type.	
		X	Manually change any student who does not meet the diploma requirements and will not receive your district diploma. Notify the JVS/Career Centers/Home Schools if a student is not going to graduate or complete their Career Tech program.	
	X	X	Verify that all high school students have the fiscal year that the student began 9th grade entered through the diploma screen.	
	X		Verify that the correct Next Year grade level is entered on the PowerSchool Scheduling Setup page. Manually retain all students not progressing to the next grade level.	
	X		Mass update the Next Year grade level into PowerSchool EMIS reporting field OH_NextYearGrade.	
	X		Verify that the correct Majority of Attendance IRN has been calculated for all students.	
X			Make sure that students who missed all five days of Count	

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			Week have the proper non-attending reason, if applicable.	
	X	X	Enter the OGT Graduation Alternative Element for those students who used this option to graduate.	
X			Verify that all of the previous years' retained students have the proper retained status.	
X	X		Verify that all state subject codes, length of instruction, curriculum, delivery method, education option and student population, etc., have been entered for courses that should be reported to ODE.	
X			Enter the required HQT status on all course master records. Can also be assigned at the staff level in PowerSchool.	
X	X		Verify that all students are scheduled into the appropriate courses. Pay particular attention to Career Tech and Preschool courses.	
X	X		Adjust Curriculum and course values for Advanced Placement.	
X	X		Verify Post Secondary courses are set up correctly.	
X	X		Verify Credit Flex codes are correctly entered.	
	X		For any student who qualifies, enter the course for which they are a CTE Concentrator.	
	X		If a student received partial credit for a particular course, verify that the credit has been overwritten for that student on their Historical Grades record in PowerSchool.	
X	X	X	Verify that the correct information was loaded for OGT results received from the testing vendor. Enter any additional required OGT	

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			test records. These are entered on the FA record type.	
	X		Verify that the correct information was loaded for achievement results received from the testing vendor. Enter any additional required achievement test records. These are entered on the FA record type.	
X	X		Enter the required preschool GGG-ECO-ASQ/SE test records. These are entered on the FA record type.	
X			Enter the required KRAL test records. These are entered on the FA record type.	
	X		Verify that the correct results were loaded for the OTELA test. Enter any additional required OTELA information. These are entered on the FA record type.	
		X	**Verify that an OGT –only record has been created for students who came back to your district to take the OGT, passed the test, and will receive their diploma.**	
X	X		Verify that all applicable program codes have been entered on students including special education, teams/groups, Title I, etc.	
	X		Enter any gifted assessment, identified and served information in Gifted Tab in PowerSchool.	
	X		Enter all discipline records into PowerSchool for the current school year.	
X	X		Enter all applicable special ed event records including start/end dates.	
X	**X**		Enter all special education grad	

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			requirements records for newly entered events if applicable. FE records.	
X	X		Verify that all staff EMIS demographic and employment information has been entered into USPS.	
X	**X**		Verify Staff course records are accurate.	
X	X		Review position codes for any **FY13** updates needed for staff.	
X	X		Enter the required EMIS District and Building information fields into PowerSchool. Grade Schedule and Organization General elements. DN and DL records. **(New for FY 13 the PE Performance and Wellness plan on the DN)**	
X	X		Enter any correlation or mapping records required for CTE.	
X	X		Enter any Contracted Staff records **(CJ)** as required by your district. Verify that, if your district is required to report the course records, that the information has been entered.	
X	X	X	Print required reports and make necessary corrections in source systems.	
X	X	X	Print required state reports and make necessary corrections.	
X	X		Print General Data Missing report and verify that your district has met all state indicators.	
X	X		Once the reporting period has been completed, return sign-off sheet to ODE.	
		X	Verify all summer grads have been entered correctly.	

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X	X		Verify attendance data for any student whom you are reporting a percentage of time for. If the percent of time reported by your district is greater than zero, attendance must be reported for that amount of time.	
X	X		Update as needed the Home language element.	
X	X		Verify Ethnicity and Race values are correct for students, especially those newly admitted to your district for any reason.	
X			Update December 1 IEP outcome for any students with a new outcome on December 1.	
	X		Set the withdrawn reason to 99 for all students who are graduates.	
X	X		Verify employee ID has been entered on 305003, 206XXX and 220100 program codes.	
		X	Verify Core Courses have Subject Category entered.	
X	X	X	Enter ITC IRN on district reporting records.	
X	X		Verify admitted from IRN is accurate.	
X	X		Verify withdrawn to IRN is accurate.	
	X	X	Enter core graduation exemption codes.	
	X	X	Enter Military Compact alternative count.	
	X		**Create acceleration records as appropriate. FB records**	
X	X		**Verify County of Residence is accurate (on FS record that is effective on 5/10/2013) for Spring Casino Count.**	

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	X		**Populate Attending building IRN Next year field on FN record**	
X	X		**Verify FY13 Assignment area changes on staff data were completed**	
X	X		**Make updates as needed to include Peterson Scholarship reporting data**	
	X		**For Students in KG – 03, Enter 3rd Grade Reading Guarantee elements: Reading, Math, & Writing Diagnostics results on FN tab.**	
	X		**Enter all required district assessment information on the DT record**	