

Final Staff and Course Checklist

Listed below you will find a list of all files that need to be ran and uploaded into the data collector for Final Staff and Course reporting. There are a couple records that do not apply to everyone. Also there are a couple records that need to come from your payroll system. Detailed information can be found in the EMIS manual for each section.

Staff Reporting

Staff Records:

<http://education.ohio.gov/getattachment/Topics/Data/EMIS/EMIS-Documentation/Current-EMIS-Manual/Section3.pdf.aspx>

1. CI – Staff Demographic Record

- This information comes from your payroll system.
- You will need to work closely with payroll person to ensure staff is reported correctly.
- <http://education.ohio.gov/getattachment/Topics/Data/EMIS/EMIS-Documentation/Current-EMIS-Manual/3-3-Staff-Demographic-CI-Record-v5-0.pdf.aspx>

2. CK – Staff Employment Record

- This information comes from your payroll system.
- You will need to work closely with payroll person to ensure staff is reported correctly.
- <http://education.ohio.gov/getattachment/Topics/Data/EMIS/EMIS-Documentation/Current-EMIS-Manual/3-4-Staff-Employment-CK-Record-v5-0.pdf.aspx>

3. CJ – Contractor Staff Employment Record

- Required to be reported by each contractor for each staff member providing services or teaching a course. The contractor (in many cases an ESC) must be an EMIS reporting entity. The term “contract” refers to an agreement with another entity or individual to provide services.
- The term “contractor” refers to the entity with which the resident/educating district is contracting. A contractor may be a reporting entity, i.e., an ESC or another school district. The term “contracting district” refers to the resident/educating district.
- These are done in the EMIS FFE.
- <http://education.ohio.gov/getattachment/Topics/Data/EMIS/EMIS-Documentation/Current-EMIS-Manual/3-5-Contractor-Staff-Employment-Record-v5-1-1.pdf.aspx?lang=en-US>

Reporting Contracted Staff

The following chart shows the different types of contracted staff and the records to use to report the staff in EMIS.

<http://education.ohio.gov/getattachment/Topics/Data/EMIS/EMIS-Documentation/Current-EMIS-Manual/3-2-Reporting-Contracted-Staff-v5-0.pdf.aspx>

Who reports what records?		An EMIS reporting entity contracts with...		
		Another EMIS Reporting Entity	A Non-EMIS Reporting Entity	An Individual
What position code describes the work being done? (see section 3.9)	101-199 201-299 304, 318, 320, 323, 325-328, 330-334 and 399 415 509, 510	Employing entity reports Staff Demo and Employment Record (CI & CK) and a Contractor Staff Employment Record (CJ) if required by categories and situations below	Contracting entity reports a Staff Demo and Employment Record (CI & CK) with a Position Status of A	Contracting entity reports a Staff Demo and Employment Record (CI & CK) with a Position Status of I
	All others		Contracting entity reports a Contract Only Staff Record (CC) (see section 3.6)	Contracting Entity reports a Staff Demo and Employment record (CI & CK) with a Position Status of I. The contracting entity could use the Contract Only Staff Record (CC) in this situation, but since the CC record requires the federal tax ID and the federal tax ID for an individual is a social security number, we do not recommend use of the CC record in this situation. Reporting as indicated will ensure that the individual will have a state staff ID assigned in place of the social security number.

4. CC – Contract Only Staff Record

- This record allows for the collective reporting of staff contracted from a non-EMIS reporting entity. Contract examples include: transportation, custodial or food services. For these types of contracts, individual staff information is not needed.
- Districts must report at least one record per contractor, contract, position code, and fund source.
- Report all contracts that were in effect at any point during the fiscal year (July 1 – June 30).
- <http://education.ohio.gov/getattachment/Topics/Data/EMIS/EMIS-Documentation/Current-EMIS-Manual/3-6-Contract-Only-Staff-Record-4-1.pdf.aspx?lang=en-US>

5. CL – Staff Summer Employment Separation Record

- May be reported for any staff member who was employed in the district at the end of the prior school year but separated from all employment with the district as of the current school year. If a staff member works even a single day of the current school year in the district, the CL Record may not be used to report separation.
- <http://education.ohio.gov/getattachment/Topics/Data/EMIS/EMIS-Documentation/Current-EMIS-Manual/3-7-Staff-Summer-Employment-Separation-CL-Record-v4-0.pdf.aspx>

6. CP – Staff Missing Override Record

- Can be submitted if you need to do a Staff override
- One or more Staff Missing Override (CP) Records is reported for staff members who are no longer with the district, and who last were with the district during a time period such that their separation from the district should have been reported in a prior year.
- For example, if a staff member leaves the district during a school year, then that separation must be reported that year. If the district failed to report the staff member as no longer employed by the district that year, then an override would be required to remove that staff member from the Missing Staff report the next year.
- <http://education.ohio.gov/getattachment/Topics/Data/EMIS/EMIS-Documentation/Current-EMIS-Manual/3-8-Staff-Missing-Override-Record-v4-1.pdf.aspx?lang=en-US>

7. Staff Missing Report

- This report will show staff that was reported in the prior reporting period that are now missing.
- This is caused by not reporting staff correctly when they leave or change positions.
- You will only have this if you have missing staff.

Course Reporting

Course Records:

<http://education.ohio.gov/getattachment/Topics/Data/EMIS/EMIS-Documentation/Current-EMIS-Manual/Section4.pdf.aspx>

1. CN – Course Master Record

- During the Staff/Course (L) reporting period, submit Course Master Records (CN) for all courses, including:
- Year-long courses (i.e., courses offered for the entire school year), and
- Any other courses offered during the school year, such as courses offered during the second semester only or courses that span five or six week periods.
- In most cases, only courses where students are/were enrolled are included.
- <http://education.ohio.gov/getattachment/Topics/Data/EMIS/EMIS-Documentation/Current-EMIS-Manual/4-2-Course-Master-CN-Record-v5-0.pdf.aspx>

2. CU – Staff Course Record

- At least one Staff Course Record is required to be reported for each teacher who is responsible for a course between the course start and end date. A staff member can have two or more Staff Course records for the same course if the staff member is the teacher responsible for the course during two or more non-consecutive date ranges. Every Course Master Record (CN) must have at least one Staff Course Record (CU) reported with a matching Local Classroom Code.
- <http://education.ohio.gov/getattachment/Topics/Data/EMIS/EMIS-Documentation/Current-EMIS-Manual/4-3-Staff-Course-CU-Record-v5-0.pdf.aspx>

3. GN – Student Course Record

- The GN is used to report course sections, not excluded from State reporting, for students enrolled between the report start and end dates of the fiscal year being reported.
- It is mandatory to report all courses separately for students in grades K-12. Therefore, a separate Student Course (GN) Record will have to be reported for every course in which the student is participating, even if two or more courses are being taught by the same teacher.
- The only exceptions are preschool courses. These are still to be reported as self-contained courses.
- <http://education.ohio.gov/getattachment/Topics/Data/EMIS/EMIS-Documentation/Current-EMIS-Manual/4-4-Student-Course-GN-Record-v5-0.pdf.aspx>

4. CV – Career-Technical Education Correlated Class Record – **Run if you offer Career Tech**

- The Correlated Class Record is used to indicate the relationship between a career-technical anchor/lab/co-op class and up to two related correlated classes. This report generates the CV record using the Career-Technical Class Correlations found on the District Setup page.
- <http://education.ohio.gov/getattachment/Topics/Data/EMIS/EMIS-Documentation/Current-EMIS-Manual/4-5-CTE-Correlated-Class-Record-v5-1.pdf.aspx?lang=en-US>

5. CM – Mapped Classroom Code Record - **Run if you offer Career Tech**

- Used for Career Technical courses, this report generates the CM record consisting of local classroom codes which map to another local classroom code. The information is used by the state to combine students between the two classroom codes. The report uses the Local Classroom Code Mappings found on the District Setup page.
- <http://education.ohio.gov/getattachment/Topics/Data/EMIS/EMIS-Documentation/Current-EMIS-Manual/4-6-Mapped-Local-Classroom-CM-Code-Record-v4-0.pdf.aspx>