

# Data Collector Checklists

This includes checklists to help EMIS Coordinators verify records required to be reported during each of the EMIS collections for staff and students.

- [Retention Reporting - Student Retention Collection Checklist.pdf](#)
- [Calendar Reporting \(\*\*updated 8.23.2018\*\*\) - Calendar Collection Checklist \(1\).pdf](#)
- [Student \(Beginning, Mid and Final S\) Reporting - Student Reporting Collection Checklist.pdf](#)
- [Final Staff and Course Reporting - Final Staff and Course Checklist.pdf](#)