

# 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 (**updated 7.18.2019**) - [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](#)