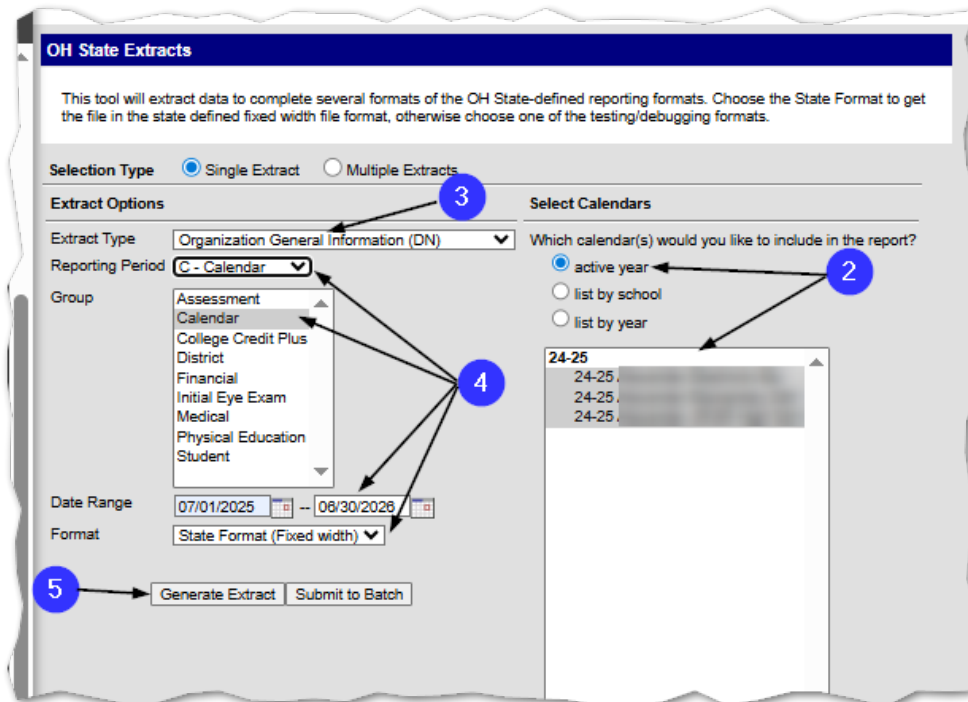


EMIS FY26 Initial Calendar Collection

Reporting > OH State Reporting>OH Extracts

1. **Select current school year:** 2025-2026 and All Schools
2. **Select 'active year' and select all calendars** for your district *(to the right)* **EXCEPT ELECTRONIC BUILDING**
3. **Select and set extract options based on extract type**
 - **DN (Organization General Information)**
 - **DL (Grade Schedule)**
4. **Set universal extract options**
(the following options will be set for DN record types)
 - **Reporting period:** C – Calendar
 - **Group:** Calendar
 - **Date Range:** *(suggested date range)* 07/01/2025 - 06/30/2026
 - **Format:** State Format *(fixed width)* *defaults to this*
(the following options will be set for DL record types)
 - **Reporting period:** C – Calendar
 - **Report Unrostered Grades – do not need to check box**
 - **Date Range:** *(suggested date range)* 07/01/2024 - 06/30/2025
 - **Format:** State Format *(fixed width)* *defaults to this*
5. **Generate Extract**
6. **Save File**
7. **Directly Upload into Data Collector** then collect, prepare, review for accuracy, certify and submit.



OH State Extracts

This tool will extract data to complete several formats of the OH State-defined reporting formats. Choose the State Format to get the file in the state defined fixed width file format, otherwise choose one of the testing/debugging formats.

Selection Type ☒ Single Extract ☐ Multiple Extracts

Extract Options

Extract Type Organization General Information (DN) 3

Reporting Period C - Calendar

Group Assessment
Calendar
College Credit Plus
District
Financial
Initial Eye Exam
Medical
Physical Education
Student 4

Date Range 07/01/2025 -- 06/30/2026

Format State Format (Fixed width)

Select Calendars

Which calendar(s) would you like to include in the report?

☒ active year 2

☐ list by school

☐ list by year

24-25
24-25
24-25

5