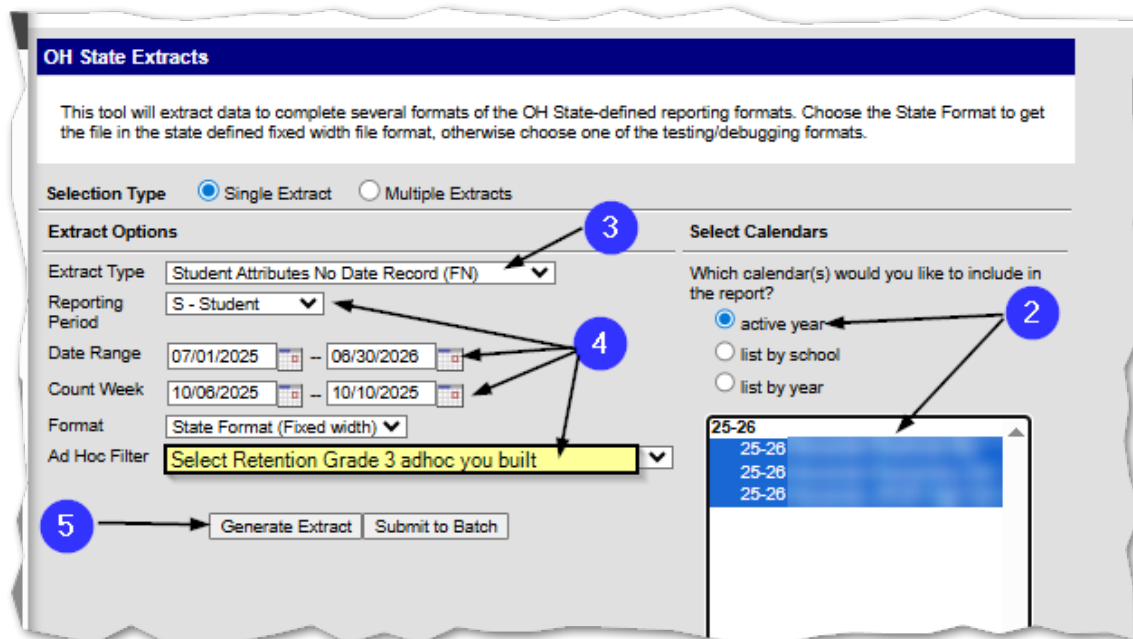


EMIS FY26 Retention Collection in Infinite Campus

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)*
3. **Select and set extract options based on extract type**
 - **FN (Student Attribute – No Date)**
4. **Set universal extract options** *(the following options will be set for ALL record types)*
 - **Reporting period:** S - Student
 - **Date Range:** *(suggested date range)* 07/01/2025 - 06/30/2026
 - **Count Week:** 10/06/2025 – 10/10/2025
 - **Format:** State Format *(fixed width)* *defaults to this*
 - **Ad Hoc Filter:** **Use the Ad Hoc you created for 3rd grade Retention**
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: **Student Attributes No Date Record (FN)** (3)

Reporting Period: **S - Student** (4)

Date Range: 07/01/2025 – 06/30/2026 (4)

Count Week: 10/06/2025 – 10/10/2025 (4)

Format: **State Format (Fixed width)** (4)

Ad Hoc Filter: **Select Retention Grade 3 adhoc you built** (4)

Select Calendars

Which calendar(s) would you like to include in the report? (2)

☒ active year

☐ list by school

☐ list by year

25-26

25-26

25-26

25-26

5 → **Generate Extract** **Submit to Batch**