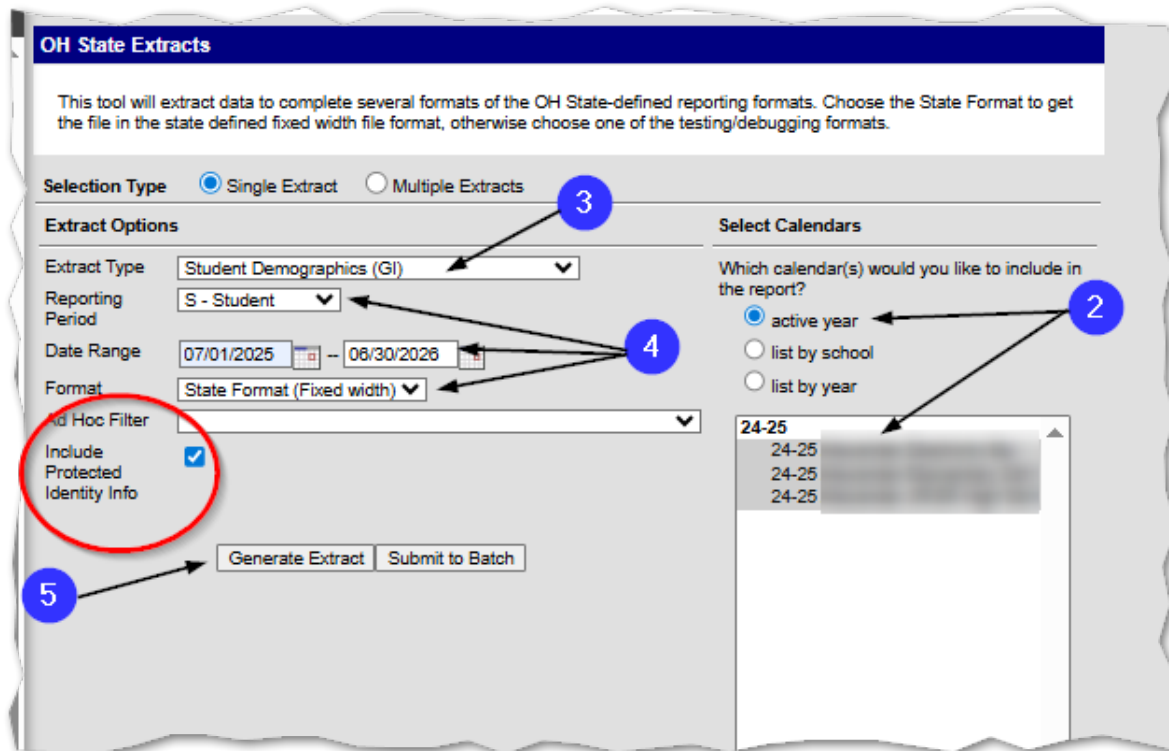


EMIS FY26 Student Contact Collection

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)
3. Select and set extract options based on extract type
 - GI (Student Demographic) **Check to Include Protected Identity Info**
 - FG (Student Contact Address)
 - FF (Student Contact)
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
 - 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: Student Demographics (GI) 3

Reporting Period: S - Student

Date Range: 07/01/2025 – 06/30/2026 4

Format: State Format (Fixed width)

Ad Hoc Filter:

☒ Include Protected Identity Info

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