

EMIS FY26 Beginning of Year Student Collection in Infinite Campus

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 that get reported (*to the right*)
3. **Select and set extract options based on extract type**
 - **GI Student Demographic**
 - **GQ Student Program**
 - **GG Student Gifted Education**
 - **GD Student Discipline**
 - **GE Student SPED Record (Check the Pull Prior IEPs/Evals)**
 - **DN Organization General Information**
 - **Group (Assessment, District, and Student)**
 - **FD Student Attributes – Effective Date**
 - **FN Student Attributes – No Date (10/06/2025 – 10/10/2025)**
 - **FS Student Standing (if using positive attendance – check Calculate Positive Attendance)**
 - **GJ Student Demographic – Race Detail Record**
 - **FE Student SPED Grad Requirements**
 - **FX Student Reported in Error**
From EMIS FLAT FILE when needed
 - **FC Student Withdrawal Override Record**
 - **FL Student Summer Withdrawal Record**
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 –*** Date you are running the collection ***
 - **Format:** State Format (*fixed width*) *defaults to this*
5. **Generate Extract**
6. **Save Files**
7. **Directly Upload into Data Collector** then collect, prepare, review for accuracy, certify and submit.

Selection Type ☒ Single Extract ☐ Multiple Extracts

Extract Options

Extract Type: Student Demographics (GI)

Reporting Period: S - Student

Date Range: 07/01/2025 - []

Format: State Format (Fixed width)

Ad Hoc Filter: []

Include Protected Identity Info: ☐

Use the current date that you are running the collection

Select Calendars

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

☒ active year

☐ list by school

☐ list by year

25-26

- 25-26 Arthur Elementary
- 25-26 Carter Middle
- 25-26 Cleveland Elementary
- 25-26 Elementary Training
- 25-26 Fillmore Middle School
- 25-26 Harrison High
- 25-26 High School/MSTraining
- 25-26 Taylor K-8
- 25-26 Van Buren High School

Generate Extract Submit to Batch

DN Extract Example

Selection Type ☒ Single Extract ☐ Multiple Extracts

Extract Options

Extract Type: Organization General Information (DN)

Reporting Period: S - Student

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

Finance/HR Software: FIN-EP: eFinancePlus
FIN-FF: EMIS Flat File Editor
FIN-TM: Tyler Munis
FIN-US: USAS (Uniform School Accounting System)
FIN-OT: Other Financial System
HRP-EP: eFinancePlus
HRP-FF: EMIS Flat File Editor
HRP-TM: Tyler Munis
HRP-US: USPS (Uniform Staff Payroll System)
HRP-OT: Other HR/Payroll System

Date Range: 07/01/2025 - []

Format: State Format (Fixed width)

Use current date that you are running the collection

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