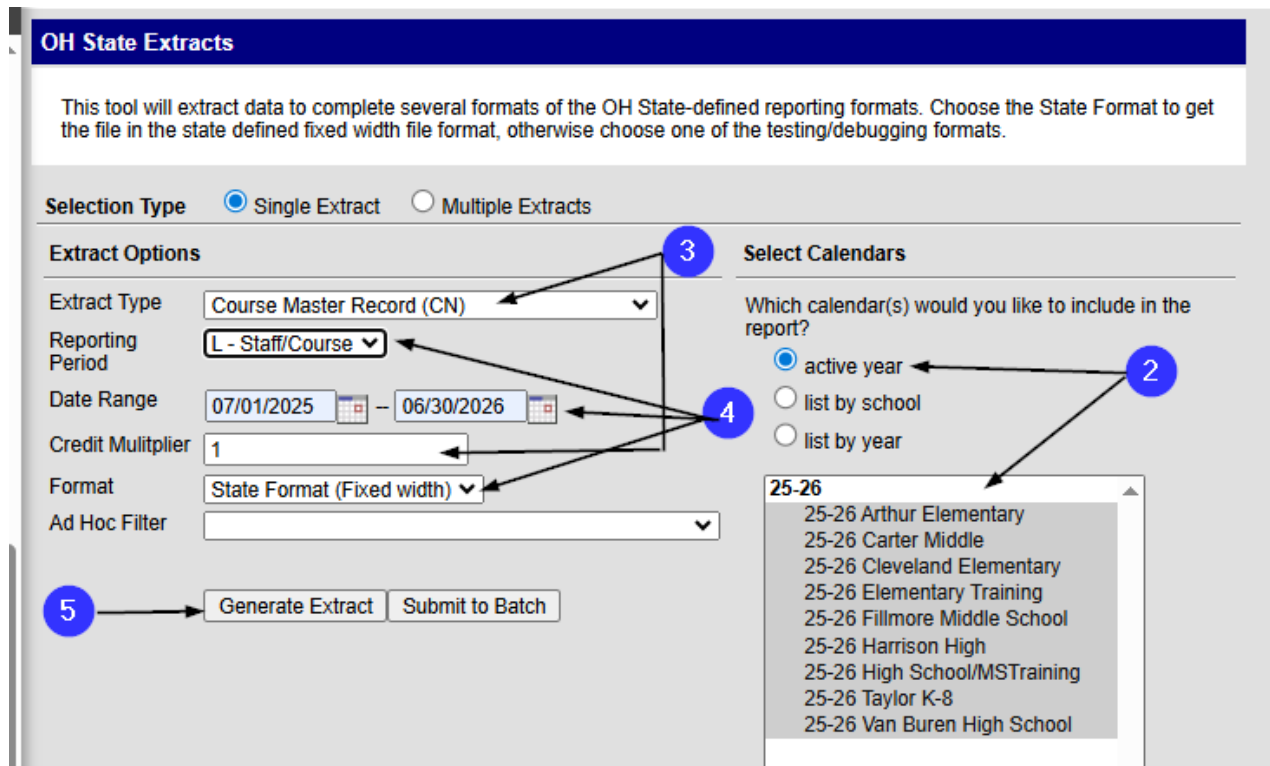


EMIS FY26 Initial Staff and Course Collection in Infinite Campus

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 *(to the right)*
3. **Select and set extract options based on extract type**
 - **GN (Student Course Record)**
 - **CN (Course Master Record)**
 - **Credit Multiplier:** 1
 - **CU (Staff Course Record)** ****see additional screen shot for CU extraction update****
 - **CM (Mapped Local Classroom Code)** ***as needed**
 - **CV (CTE Correlated Class Record)** ***as needed**
 - **Additional extracts that may be needed for districts with Career Tech courses. If you are unsure if you are supposed to report this, please contact META Athens*
4. **Set universal extract options** *(the following options will be set for ALL record types)*
 - **Reporting period:** L – Staff/Course
 - **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**
 - CC, CJ, CI, CK, CP, CL (Staff Data Collections) Note: In the Data Collector, to pull staff data check the SIF ZONE box in addition to the Initial Staff and Course Collection box.
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: Course Master Record (CN)

Reporting Period: L - Staff/Course

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

Credit Multiplier: 1

Format: State Format (Fixed width)

Ad Hoc Filter:

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

5 Generate Extract Submit to Batch

4. ****CU ONLY**** extract options

- Reporting period:** L – Staff/Course
- Date Range:** (suggested date range) 07/01/2025 - 06/30/2026
- Staff ID:** Suggested to change default setting to Staff State ID – ****Depends on District setup****
- Format:** State Format (fixed width) *defaults to this*

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: Staff Course Record (CU)

Reporting Period: L - Staff/Course

Date Range: 07/01/2025 – 06/30/2026

Staff ID:

Local Staff Number (Default) ▼
Local Staff Number (Default)
Staff State ID

Format: Local Staff Number (Default)

Generate Extract
Submit to Batch

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
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