



# FY26 Initial Staff and Course

Collection Dates September 4, 2025 – January 28, 2026

October 15, 2025

Cathy Edwards



Did you know....

Data reported during the Initial Staff and Course Collection is used for certification information and most staff measurers on the Local Report Card.

Data is not updated for the LRC with Final Staff and Course Data

The Initial Staff and Course Collection should include all courses for the school year (Year-long courses, 1<sup>st</sup> semester or 2<sup>nd</sup> semester only courses or courses that span five or six-week periods)

\*Courses taken during the summer are not reported

# Files from Infinite Campus



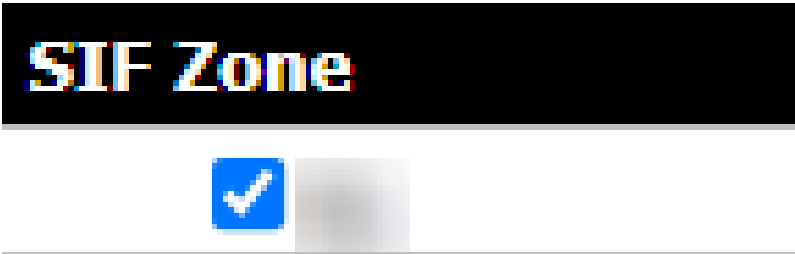
GN – STUDENT  
COURSE

CN – COURSE  
MASTER RECORD

CU – STAFF  
COURSE RECORD

CM – MAPPED  
LOCAL  
CLASSROOM CODE  
– (IF NEEDED)

# Files From SIF (Staff Side)



CC – Contract Only  
Staff Record

CJ – Contractor  
Staff Employment  
Record

CI – Staff  
Demographic  
Record

CK – Staff  
Employment  
Record

CP – Missing Staff  
Override (if  
needed)

CL – Staff Summer  
Employment  
Separation Record

# File From EMIS Flat File (FFE)

## EMIS/FFE Version: 2.3-33

### EMIS Flat File Editor

This application allows importing of EMIS Detail Records ("Chapter 5 Layouts"), adding compatible with EMIS-R.

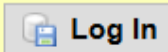
Please log in:

#### Member sign in

Username:

Password:

[Forgot password?](#)



Log In

CV – CTE  
CORRELATED  
CLASS RECORD  
(IF NEEDED)

## GN - Student Course Record

| Data Element                                | Initial L | Final L |
|---------------------------------------------|-----------|---------|
| <i>Course Enrollment End Date Element</i>   | ✓         | ✓       |
| <i>Course Enrollment Start Date Element</i> | ✓         | ✓       |
| <i>District IRN Element</i>                 | ✓         | ✓       |
| <i>High School Credit Earned Element</i>    | ✓         | ✓       |
| <i>Local Classroom Code Element</i>         | ✓         | ✓       |
| <i>Partial/Override Credit Element</i>      | ✓         | ✓       |



## GN – Student Course Record

It is mandatory to report all courses separately for students in grades K-12. Therefore, a separate Student Course (GN) Record will have to be reported for every course in which the student is participating. Preschool courses will continue to be reported as self-contained courses.

In situations where school districts are contracting with Educational Service Centers and/or other EMIS-reporting entities, the school district is responsible for reporting Student Course (GN) Records, with the exception of preschool courses. The school district will report the Student Course (GN) Records, the Staff Course (CU) Records of the staff teaching the students at the ESC, and the Course Master (CN) Records

## GN – Student Course Record

All students with at least one Student Standing (FS) Record reported with a student Percent of Time that is greater than zero should have courses reported or have a preschool itinerant program code reported. In addition, students who have any Student Standing (FS) Record reported with a Sent to Percent of Time greater than zero for the following Sent Reasons should have courses reported for the student

- PS – College Credit Plus Program Participant
- PI – Proprietary Institution Program Placement, and
- NP – Non-public school placement at **district expense**

If withdrawn to non-public – **Parental Placement** – students are withdrawn, and no courses are required to be reported

## GN – Student Course Record



Courses taught by the ESC for school aged students are reported by the sending district. ESCs do not report school age students.

**Reporting ATTENDANCE** for situations listed below  
Students must have a course/courses to report attendance.

If Sent Reason = “PS” or “NP” or “MR” or “TC”, the record should include School Year Attendance, Excused, and Unexcused Absence Hours for the duration of time that the record was effective.

If Sent Reason = “AU” or “JP”, the School Year Hours should be zero.

## GN – Student Course Record

### **Reporting Preschool Courses**

Preschool courses are to be reported as self-contained courses. The following self-contained subject code is applicable for preschool students

180108 Preschool: Preschool program in a self-contained classroom. This includes courses related to ECE, Federal Head Start and other local programs.

### **Reporting Special Education Preschool Courses**

Students who are receiving center-based preschool special education services are to be scheduled with a Local Classroom Code of a special education teacher with a subject code of 180108 and a student population of D8 or DP. The following students may also be scheduled into special education preschool class

Regular or “typically Developing Peers” in the same class as preschoolers with disabilities, being taught by a preschool special education teacher, should be scheduled with the same Local Classroom Code of the preschool special education teacher found on that teacher’s Staff Course Record. The subject code should be 180108.

## GN – Student Course Record

### **Reporting Special Education Preschool Courses (continued)**

Students receiving preschool special education itinerant services are reported with a program code (220205, 220210, or 220215) for itinerant services. If the student is receiving preschool itinerant services and center-based services, then both a Student Course (GN) Record (showing the local classroom code of the special education teacher) and a Student Program (GQ) Record (with the appropriate itinerant services program code) are to be reported.

### **Dually Enrolled Students**

Any student who is dually enrolled into two preschool programs is required to be scheduled into both preschool courses and should have two Student Course (GN) Records reported for him/her.



# Course Enrollment Start/End Date

Manual entry of a Course Enrollment Start/End Date is only required for student course enrollments where the start date or the end date of a student's enrollment is different than the start/end date of the course.

Student Information>General>Schedule (Walk-in Scheduler)

Student course has a start date of 11/2 because the student started the course after the course start date of 8/15

|   | 1 (8/15/2025 - 10/26/2025)                      | 2 (10/27/2025 - 12/20/2025)                                                                                                             | 3 (12/21/2025 - 3/2/2026)                     | 4 (3/3/2026 - 5/30/2026)                      |
|---|-------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|-----------------------------------------------|
| 2 | 7250-2<br>Health 10<br>Long, Derek              | 7250-2<br>Health 10<br>Long, Derek                                                                                                      | 2350-3<br>US History B<br>Lifellearn, Ulysses | 2350-3<br>US History B<br>Lifellearn, Ulysses |
| 3 | 6600-1<br>Concert Choir IA<br>Lifellearn, Casey | 6600-1<br>Concert Choir IA<br>Lifellearn, Casey                                                                                         | 6610-1<br>Concert Ch<br>Lifellearn, C         |                                               |
| 4 | 2300-5<br>US History A<br>Lifellearn, Ulysses   | 2200-4<br>World History A<br>Lifellearn, Oliver<br>Start: 11/2/2025<br>2300-5<br>US History A<br>Lifellearn, Ulysses<br>Drop: 11/1/2025 | 6150-1<br>3D Founda<br>Hogarth, Di            |                                               |

Student course has an end date (drop date) of 11/1 because the student dropped the course before the course end date of 12/20

## District IRN

The IRN of the school district that is reporting the student's course(s) is reported in this element.

This is pulled from the District set up in Infinite Campus and there should be no reason this is not correct.

[IC System Administration](#)>[Resources](#)>[District Information](#)

| District Information                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | District - General Information (DN) | District Delivery Model                                                                                                                                                      | Medical Group |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|  Save                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                     |                                                                                                                                                                              |               |
| <p>District data is divided into two areas: District Detail and District History. District History records contain information related to a district that can be tracked historically. By creating a new District History, the new information is tracked as of a specific date while the previous values are preserved. To create a new District History record, select an existing District History and click the New District History button. This will create a new District History record based on the selected information, which can be modified as needed and saved.</p> |                                     |                                                                                                                                                                              |               |
| <b>District Editor</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                     | <b>District Detail</b>                                                                                                                                                       |               |
|  META Local SD<br>Original Record                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                     | <div><div><b>*Name</b></div><div>META Local SD</div></div> <div><div><b>*State District Number</b></div><div>District IRN here</div></div> <div><b>NCES DistrictID</b></div> |               |

## High School Credit Earned

Indicates if a student earned high school credit for the course

Valid options

- Y the student received credit for the course
- N the student did not receive credit for the course
- P the student received the credit as reported in the Partial/Override Credit element

For courses that do not have high school credit associated with the course, the district would report “Y” in this element and would report zeros in the High School Credit Element on the Course Master (CN) Record

From the student transcript tab **after** Post to Transcript is complete

| Transcript Credit Information                                                             |                                                                                           |                                                                                                                                                                                 |
|-------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Credits Earned *                                                                          | Credits Attempted *                                                                       | Credit Type                                                                                                                                                                     |
| 0.500  | 0.500  | English   |

- If the sum of credits earned = 0, a value of N reports. If the sum of credits earned is greater than zero but less than the sum of credits attempted, a value of P reports. If the sum of credits earned equals the sum of credits attempted, a value of Y reports. If no transcript record is found, reports as N.
- If multiple transcript records exist for the same course number, the sum of all records is aggregated
- If multiple schedule placements exist for the section, only reports from the last occurring placement. Prior records report a N.
- If multiple transcript records exist for the same sectionID, reports the SUM of all records.

# Local Classroom Code

The code used by the local school district that uniquely identifies a specific classroom (i.e., period and section) within a district.

The Local Classroom code must match between the Student Course (GN), Staff Course (CU), and Course Master (CN) Records.

Local Classroom code is made up of

- State School Number
- Course Number
- Section number

The screenshot shows a software interface with three main sections:

- School Detail:** Contains fields for \*Name (META JR/SR High School), State School Number (000315), and \*School Org Type.
- Course Information:** Contains fields for CourseID (9278) and \*Number (1201).
- Section Editor:** Contains fields for SectionID (38329), \*Section Number (1), and Max Students.

Red circles highlight the State School Number (000315), Course Number (1201), and Section Number (1).

Classroom code from this example  
00000000000000315-1201-1

## Partial/Override Credit

Indicates the amount of credit the student received for the course

- Only reported when the option of P is reported in the High School Credit Earned element

DEW will use the amount of credit that is reported in this element instead of the credit reported on the Course Master for this course

| Transcript Credit Information |                    |           |
|-------------------------------|--------------------|-----------|
| Credits Earned*               | Credits Attempted* | Credit Ty |
| 0.250                         | 0.500              | Englis    |



## CN – Course Master Record

- FY26 Changes
  - 26-82 Removed the CTE College Credit Element
  - 26-9 Removed references to IB subject codes; added guidance for subject area for credit reporting
  - 26-47 Updated reporting guidance for CTE CCP courses

## CN – Course Master Record

- A separate Course Master (CN) Record is required to be reported for each course being taught for the full school year.
- The Individual reported as the teacher of record for a course must be reported with at least one Staff Employment (CK) record with position code 230 (Teacher), 108 (Principal Assignment), or 109 (Superintendent Assignment) with the appropriate teaching assignment area. For courses taught via Delivery Method CC, OL, or ET that are also Educational Options (YS), or Delivery Method of IM, a position code of 202 (Counselor Assignment) may be reported as teacher of record.
- Preschool courses continue to be reported as self-contained courses. Therefore, only report one Course Master (CN) Record for each self-contained preschool class.
- With the exception of postsecondary courses, it is necessary to associate a teacher or staff member with each course. Therefore, a Staff Course (CU) Record is required for each course being taught.

**Preschool Courses** – self contained course, meaning it includes all subjects, and is for students who are funded by ECE, Federal Head Start, Title I, or any other federal, state, or local source. This subject code is also used for students who pay tuition to attend.

- Subject Code 180108
  - D8 Student Population should be reported for a class that is designed primarily for students with disabilities (i.e., have IEPs). This included classes designed primarily for students with disabilities into which peer models are also enrolled.
  - PR Student Population should be reported for a center-based class that is designed primarily for students without disabilities. This includes classes designed primarily for students with disabilities into which students with disabilities are also enrolled.
  - DP Student Population should be reported for a class that is designed for students with disabilities who have hearing and/or vision impairments.
- Location IRN must be the PS IRN on the PS License

## Course Master Records for KG-12<sup>th</sup> Courses

- **Regular Instruction** – Student population option of RG, these are courses that are primarily designed to provide regular instruction to a group of students. CCP courses are reported with PS or PI curriculum element
- **Students with Disabilities** – Student population option of SE or SP, these courses are primarily designed for students with disabilities or if the majority of the students have a disability (must be more than 50% of student population)
  - Not used when the student is pulled out of the regular classroom or is receiving supplemental instruction within the classroom
- **Gifted Students** – Student population option of GX, these courses are primarily designed for gifted identified students, and the instructor is credentialed in gifted education

## Course Master Records for Home Instruction

- **Students Without Disabilities** – report the course as though scheduled into course at school. Do not use the HI Delivery Method
- **Students With Disabilities** – report the course with Delivery Method HI, a student population of SE or SP, and the appropriate subject code. In general, these are special education teachers and should be reported with position code 230 with the Assignment Area 999414.

## Course Master Records for Students with Disabilities – Basic Living Skills

- Subject Codes that identify courses for severely handicapped students 196XXX and student population of SE or SP.

# Course Start/End Date

- Course Start Date will be the first scheduled day of a course and must be within the current fiscal year.
- Course End Date will be the last scheduled day of a course and must be within the current fiscal year.

Determined by the Term Detail set up for calendars

| Term Detail |       |           |             |            |
|-------------|-------|-----------|-------------|------------|
|             | *Name | *Sequence | *Start Date | *End Date  |
| X           | 1     | 1         | 08/15/2025  | 10/26/2025 |
| X           | 2     | 2         | 10/27/2025  | 12/20/2025 |
| X           | 3     | 3         | 12/21/2025  | 03/02/2026 |
| X           | 4     | 4         | 03/03/2026  | 05/30/2026 |
| Add Term    |       |           |             |            |

## Examples

### Full year course

Start date 8/15/25 and end date 5/30/26

### 1<sup>st</sup> Semester course

Start date 8/15/25 and end date 12/20/25

### 2<sup>nd</sup> Semester course

Start date 12/21/22 and end date 5/30/26

# CTE College Credit

FY26 EMIS Change 26-47 Removed the CTE College Credit Designation. It is still visible in Campus on the Course Information screen, but nothing reports from the option being checked.

Dual Credit earned is still manually added to the transcript after the grade has been posted to transcript

CTE College Credit can be hidden →

The screenshot shows the 'Core Attribute/Dictionary' editor interface. The left pane lists attributes under 'Course', including 'CTE College Credit'. The right pane shows the 'Campus Attribute Detail' for 'CTE College Credit'.

| *Display Name      | *Screen Location |
|--------------------|------------------|
| CTE College Credit | Course           |

| *Field Name      | *Data Type |
|------------------|------------|
| cteCollegeCredit | checkBox   |

Max Size: 22

Seq: 22

Hide: ☐ (highlighted with a blue box)

Required: ☐

Copies Forward: ☒

Default Value: ☐

Comments:

# Curriculum

The curriculum source/model/program for a specific course

- See the EMIS Manual section 4.2 Course Master (CN) Record for the complete list of valid options

Curriculum Element  
is available on both  
the Course  
information tab and  
as an override on the  
Section information  
tab

The screenshot shows a software interface with a dropdown menu open. The menu is titled "Curriculum" and lists various options. The option "OT: Curriculum Not Specifically Covered By Another Opt" is highlighted in blue. Below the menu, a list of curriculum codes and their descriptions is visible.

| Curriculum Code | Description                                        |
|-----------------|----------------------------------------------------|
| AP              | Advanced Placement                                 |
| IA              | International Baccalaureate AB INITO               |
| IH              | International Baccalaureate Higher Level           |
| IS              | International Baccalaureate Standard Level         |
| OC              | Expert Contracted from Outside for Credit Flex     |
| OT              | Curriculum Not Specifically Covered By Another Opt |
| PI              | Postsecondary Instructor                           |
| PS              | College Credit Plus Program Participant            |
| V3              | Career Tech Education Related/Correlated           |
| VA              | Career Tech Education Applied Academic             |
| VB              | Career Tech Ed Applied Academic Advanced Placement |
| VM              | Career Tech Ed Middle Grade Course                 |
| VN              | Career Tech Ed Non-Workforce Development Anchor    |
| VO              | Career Tech Edu Not Covered by another CTE Option  |
| VP              | Career Tech Ed Workforce Dev Placement Anchor      |
| VT              | Career Tech Ed Workforce Development Based Anchor  |

## Curriculum Element Notes

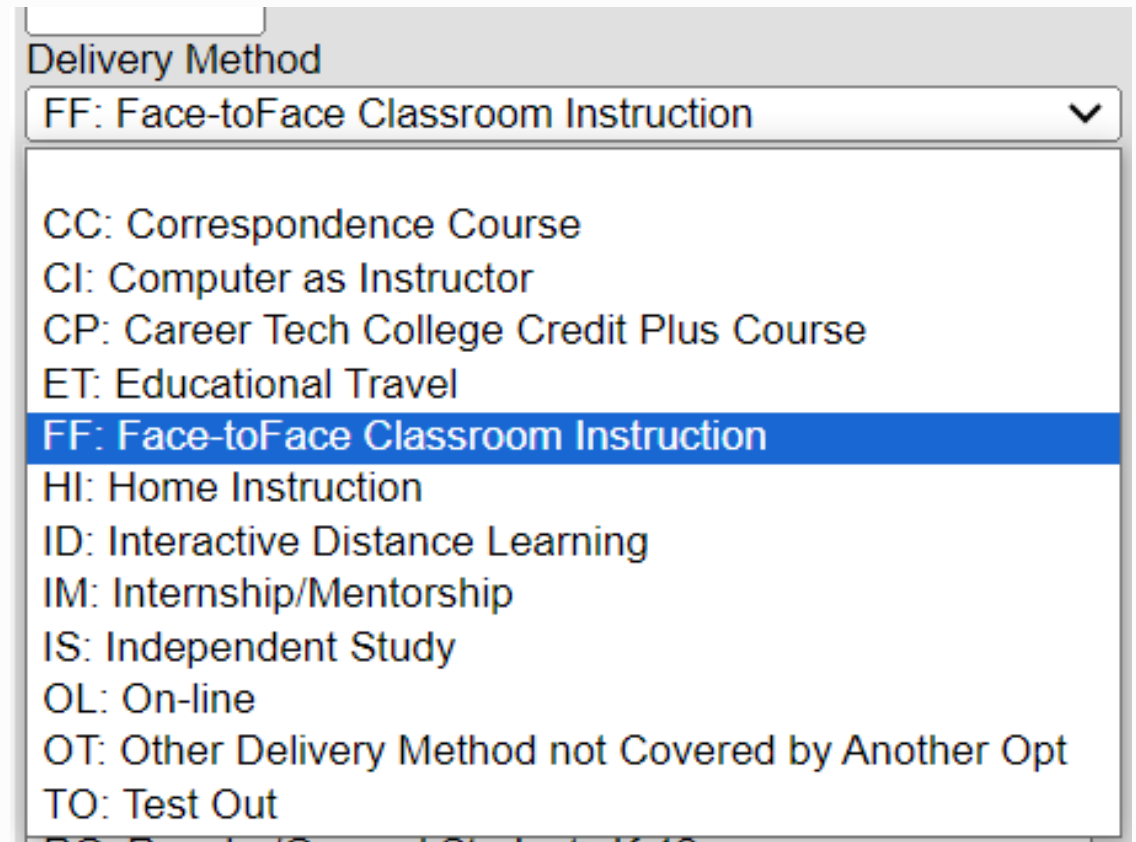
- Using the Curriculum Element of VO – CTE Not Specifically covered by another CTE option will not generate CTE Weighted Funding
- If a course is a CTE CCP course, they must be reported with a Curriculum of PS and Delivery Method of CP (Delivery Methods coming up)
  - This puts the course in the CCP list as well as generate the CTE weighted funding if all requirements are met

## Delivery Method

Identifies how instruction is provided/communicated to the student(s) in the course

- See the EMIS Manual section 4.2 Course Master (CN) Record for the complete list of valid options

Delivery Method  
is available on  
both the Course  
information tab  
and as an  
override on the  
Section  
information tab



The screenshot shows a software interface for selecting a delivery method. At the top, there is a tab labeled 'Delivery Method'. Below it is a dropdown menu currently displaying 'FF: Face-toFace Classroom Instruction' with a downward arrow. The menu is open, revealing a list of options: 'CC: Correspondence Course', 'CI: Computer as Instructor', 'CP: Career Tech College Credit Plus Course', 'ET: Educational Travel', 'FF: Face-toFace Classroom Instruction' (which is highlighted with a blue background), 'HI: Home Instruction', 'ID: Interactive Distance Learning', 'IM: Internship/Mentorship', 'IS: Independent Study', 'OL: On-line', 'OT: Other Delivery Method not Covered by Another Opt', and 'TO: Test Out'.

| Delivery Method                                      |
|------------------------------------------------------|
| FF: Face-toFace Classroom Instruction                |
| CC: Correspondence Course                            |
| CI: Computer as Instructor                           |
| CP: Career Tech College Credit Plus Course           |
| ET: Educational Travel                               |
| FF: Face-toFace Classroom Instruction                |
| HI: Home Instruction                                 |
| ID: Interactive Distance Learning                    |
| IM: Internship/Mentorship                            |
| IS: Independent Study                                |
| OL: On-line                                          |
| OT: Other Delivery Method not Covered by Another Opt |
| TO: Test Out                                         |

# Educational Option

Identifies the Educational Option status for a course per Ohio Administrative Code 3301-35-06 (G)

- Courses that are taught for credit toward graduation using the following Delivery Methods:
  - Correspondence courses (CC)
  - On-line learning (OL)
  - Interactive distance learning (ID)
  - Educational Travel (ET)
  - Independent study (IS)
- An instructional plan that is based on individual student needs must be developed and should include the following:
  - Instructional objectives that align with the local district's curriculum requirements
  - An outline that specifies instructional activities, materials, and learning environments
  - A description of the criteria and methods for assessing student performance

Available  
on the  
Course  
information  
tab only

Educational Option:

  
  
**NO: Not an Educational Option Course**  
  
**YS: Course is an Educational Option Course**

# High School Credit

The amount of high school credit allowed for the course

## Reporting instructions

Report for courses offered for high school credit, whether at the middle or high school level

For this element to report from Infinite Campus, two things must be complete, the High School Credit check box should be checked on the Course Information screen and the amount of credit should be listed on the Course Grading Task for the final grade.

dance

High School Credit

☒



**Course Grading Task Detail**

Grading Task

Semester

\*Score Group  
ABC+- (Weighted) ▼

Term GPA

Credit

Credit Type  
Mathematics ▼

Credit Overflow Override

Term Mask

☐ Term 1 ☒ Term 2 ☐ Term 3 ☒ Term 4

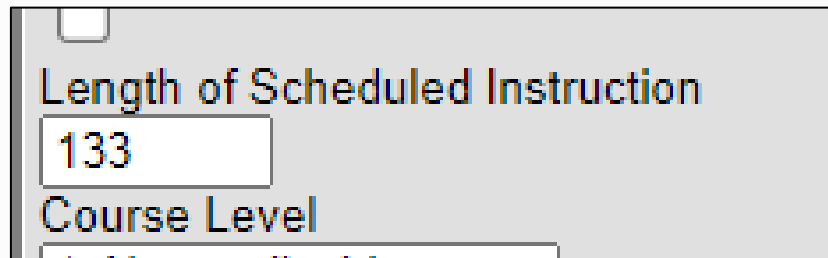
☒ Post-only Grading Task

## Length of Scheduled Instruction

Hours per year that a teacher spends in instruction for the course/subject

- Full year courses may not exceed 1260 hours; Semester may not exceed 630
- Report the amount of time an elementary music, art, and/or PE teacher spends in the building
- Time scheduled in labs for non CTE courses such as chemistry should be included
- Minimum length for a non-Credit Flexibility course is 9 hours

On the  
Course  
information  
tab only



Length of Scheduled Instruction

133

Course Level

## Location IRN

The IRN of the building where the course is held

- In general, the IRN of the physical location where the course is being held is to be reported. The following examples illustrate cases that may deviate from the general case.

***College Credit Plus Courses.*** For a College Credit Plus (CCP) course, report the IRN of the post-secondary institution that is giving credit for the course.

For information on Post-Secondary Institution IRNs, search for the institution in OEDS-R on the Department's website.

For CCP courses with a CP delivery method (Career Technical CCP Course), report the IRN of the actual location of the course, not the IRN of the Post-Secondary Institution.

## Location IRN

***Joint Vocational School District Satellite Courses.*** For JVSD satellite course, the location IRN is used for funding purposes; therefore, when a JVSD reports a satellite course, the JVSD will always use the location IRN corresponding to the location where the course is being held.

***Ohio Technical Centers Courses.*** Ohio Revised Code Section §3313.901 allows students to take courses at an Ohio Technical Center (OTC) through a contract. As with other CTE and Senior Only Industry Credential courses, the Location IRN is used for funding purposes for OTC programs and must match the IRN where the program is approved.

***Preschool Courses.*** For all preschool courses report the building IRN that is associated with the preschool license issued to the preschool program in the Ohio Child Licensing and Quality System (OCLQS). The building (site) IRN should reflect the physical location where the preschool children are being served. Note that one building could potentially have multiple IRNs for different preschool programs, operated by different organizations, located in the same building. If the physical location where the course is taught does not have a building (site) IRN on the license, then report “999999”.

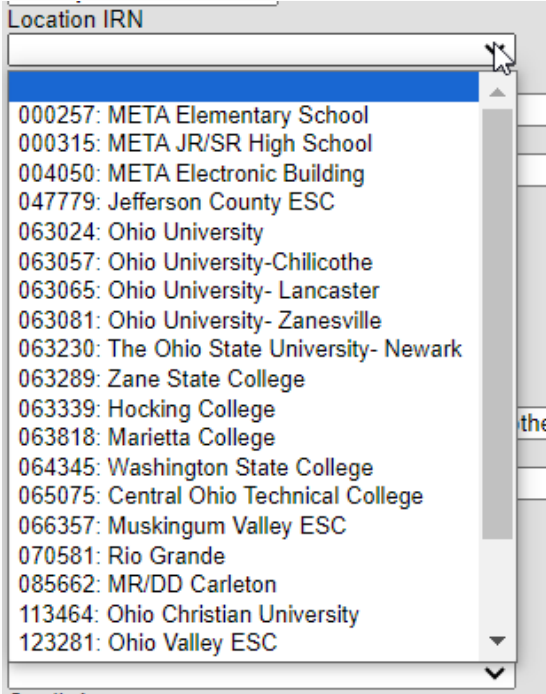
## Location IRN

***Rental or “Borrowed” Space.*** In the case where an EMIS-reporting entity rents or “borrows” space from another organization (such as another district, ESC, or private entity) to house a course taught by its own staff, the EMIS-reporting entity would use the IRN for one of its own buildings (or its district IRN) as the location IRN on the Course Master.

For example, if a high school holds a course in a neighboring office complex, then the course master for this course would use the high school building’s IRN as the Location IRN. Likewise, if district A rents or borrows space in a building in district B for a course for A’s students, then district A would report the course as taking place in one of their own buildings (this could include the district’s IRN as a location IRN).

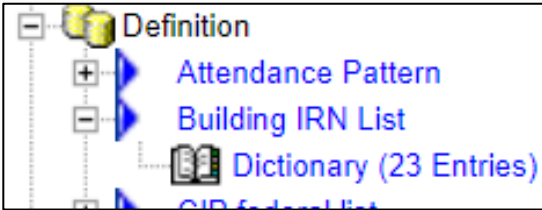
***Student Attending Courses at non-EMIS Entity.*** If a district sends a student to attend a course in a space that cannot be considered as the district’s space and the staff teaching the course is provided by a non-EMIS reporting entity, the district should report 999999 in the Location IRN Element. This is the only time that 999999 can be reported in the Location IRN Element.

Available on both the Course Information screen and as an override on the Section Information screen



Did you know – you can add Building IRNs yourself?

- Verify the IRN and Building Name in OEDS
- Do not Duplicate IRNs



How to add additional IRNs

System Settings>Custom Data and Links>Core Attribute/Dictionary  
Click the + beside Definition then the + beside Building IRN List then Dictionary and Add Row

| Building IRN List Dictionary Detail |        |                          |     |       |               |        | Add Row |
|-------------------------------------|--------|--------------------------|-----|-------|---------------|--------|---------|
|                                     | Code   | Name                     | Seq | Value | Standard Code | Active |         |
| X                                   | 000257 | META Elementary School   | 0   |       |               | X      |         |
| X                                   | 000315 | META JR/SR High School   | 0   |       |               | X      |         |
| X                                   | 004050 | META Electronic Building | 0   |       |               | X      |         |

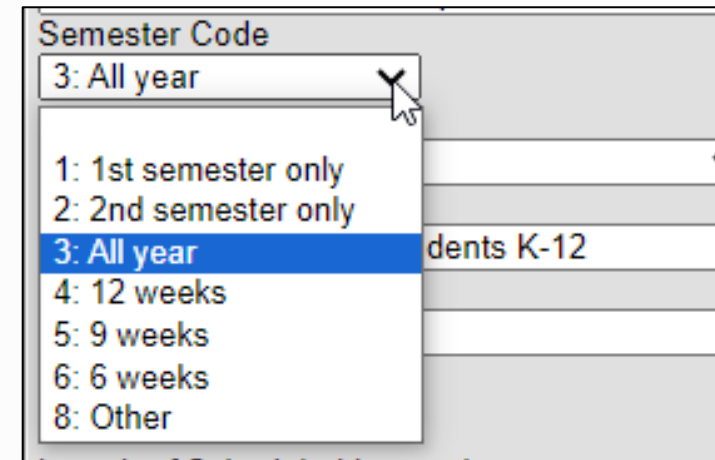
## Semester Code

The length of time, in weeks or semesters, that the course is taught

### Valid Options

- 1 1<sup>st</sup> semester only
- 2 2<sup>nd</sup> semester only
- 3 All Year
- 4 12 weeks
- 5 9 weeks
- 6 6 weeks
- 8 Other

Available on both the Course information screen and as an override on the Section information screen



Semester Code

3: All year

1: 1st semester only

2: 2nd semester only

3: All year

4: 12 weeks

5: 9 weeks

6: 6 weeks

8: Other

# Student Population

This is very important for  
Teacher Licensure  
Certification Reports

Identifies the attributes of the group of students for which the course is intended. See EMIS Manual section 4.2 Course Master (CN) Record for Valid Options

Available on  
both the  
Course  
information  
screen and  
as an  
override on  
the Section  
information  
screen

Student Population

RG: Regular/General Students K-12 ▼

D8: Preschool Special Education

DP: Preschool Special Education Hearing/Visual

GA: Gifted Edu In Arts By Trained Arts Instructor K-12

GE: Gifted Education K-12

PR: Preschool General Education

RG: Regular/General Students K-12

SE: Special Education K-12

SP: Special Education K-12 Hearing/Visual



## Subject Area For Credit

The subject for courses offered in which high school credit toward graduation is being applied, whether at middle school or high school level. See EMIS Manual section 4.2 Course Master (CN) Record for valid options.

### **Reporting Instructions**

Report the most specific option that would apply. For example, if a student takes a business course as an elective report the 'BUS' option instead of the 'ELE' option since the 'BUS' option is more specific.

The subject Area for Credit for each course should be assigned based on the learning standards to which the course is aligned. For detailed information about Ohio's learning standards, see the Department's [Learning in Ohio webpage](#)

## Subject Area For Credit (REMINDER)

**Definition for ELE** \*\*Reminder – this was Updated for FY25\*\*

ELE Elective units that are not counting as elective credit for state graduation requirements.

Added Subject Area for Credit Elements in FY25 (nothing new for FY26)

DRI Driver's education when counting as elective credit for state graduation requirements and not counting the Ohio Driver's License (CR62) as an industry credential.

ENE English when counting as elective credit for state graduation requirements, not as part of 4 English Language Arts credits.

MTE Math when counting as elective credit for state graduation requirements, not as part of 4 Math credits.

SCE Science when counting as elective credit for state graduation requirements, not as part of 3 Science credits.

SOE Social studies when counting as elective credit for state graduation requirements, not as part of 3 Social Studies credits.

# Subject Code

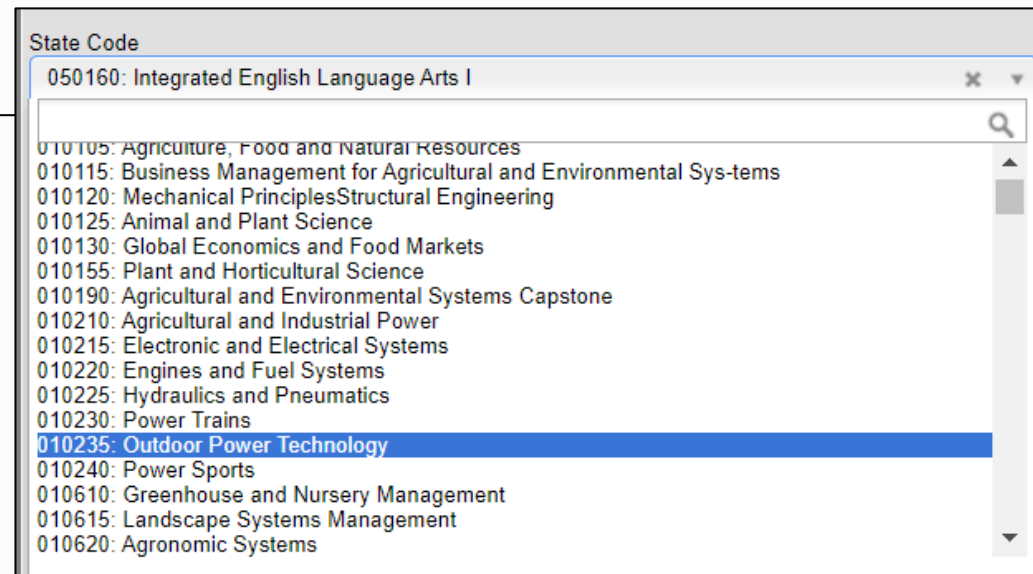
- FY26 Changes
  - 26-40 Added Subject Codes: 080318, 390010, 120505, and 150515 and deleted 120500
  - 26-9 Deleted Suggested Subject Area for Credit column throughout; deleted IB-specific courses
  - 26-53 Updated description for subject code 150308
  - 26-31 Added the following subject codes: 340216, 340217, 340246, 340247, 340252, 340253, 340254, 340350, 145130, 145135, 145140, 145145, 145150, 145155, 145160, 145165. Updated titles of a few subject codes.

# Subject Code

The subject of the course being reported

- See EMIS Manual Section 4.7 Subject Codes for a complete list of valid subject codes
- If a course being offered at the district does not exactly match one of the options found in Section 4.7, select the code that represents the subject definition most closely related to the course offered at the district
  - For a course to report to EMIS it must have a valid subject code

State Course Code is found on the Course information Screen in Infinite Campus



## (CU) Staff Course Record

| <u>Data Element</u>                 | <u>Initial L</u> | <u>Final L</u> |
|-------------------------------------|------------------|----------------|
| <u>Employee ID</u>                  | ✓                | ✓              |
| <u>Local Classroom Code</u>         | ✓                | ✓              |
| <u>Staff Course End Date</u>        | ✓                | ✓              |
| <u>Staff Course Start Date</u>      | ✓                | ✓              |
| <u>Staff Provider IRN</u>           | ✓                | ✓              |
| <u>Staff Role Code</u>              | ✓                | ✓              |
| <u>Teacher Licensure Course IRN</u> | ✓                |                |

Note that the Teacher Licensure Course IRN is not reported in the Final collection because all teacher certification reporting is completed in the Initial Collection



## (CU) Staff Course Record

At least one Staff Course (CU) Record is required to be reported for each teacher who is responsible for a course between the course start and end date. (this would be a Teacher of Record)

- Every Course Master (CN) Record must have at least one Staff Course (CU) Record reported with a matching Local Classroom Code.
- “Responsible for a course” specifically excludes a substitute teacher unless the substitute is in charge of the course for an extended period of time, including activities typically completed by a lead teacher for a course (e.g., designing daily lesson plans, evaluating students, etc.), or unless the substitute is the only staff member for the course.

## (CU) Staff Course Record

***Contracted Staff.*** When a resident/educating district is contracting with an ESC or another EMIS-reporting entity for a staff member to teach a course, the resident/educating district is responsible for reporting a Staff Course (CU) Record for each contracted staff member teaching a course. When submitting a Staff Course (CU) Record for a contracted staff member, the resident/educating district is required to report the IRN of the contracting entity in the Staff Provider IRN Element. In addition, the ID of the staff member teaching the course is to be reported in the Employee ID Element.

***Exception to ESC Reporting Staff Course (CU) Record.*** In most cases, the ESC or other EMIS-reporting entity does not report a Staff Course (CU) Record for the staff member teaching a course for the resident/educating district. Although ESCs are, for the most part, no longer reporting course information, there is an exception. If an ESC is providing preschool special education instruction or is allocated state funds for an Early Childhood Education program (formerly state funded Public Preschool), then the ESC (or other EMIS-reporting entity) is required to report a Staff Course (CU) Record for the preschool special education teacher and/or regular preschool teacher. The ESC is also required to report a Student Course (GN) Record for the students enrolled in preschool special education. This is to ensure that preschool special education funding flows accurately.



## Employee ID

Unique code assigned to the staff member

- The individual reported as the teacher of record for a course must be reported with at least one Staff Employment (CK) Record with position 230 (Teacher), 108 (Principal), or 109 (Superintendent Assignment) with the appropriate teaching assignment area.
  - For courses delivered via Delivery Method Element options “CC (Correspondence Course), “OL – (Online)”, and “ET (Educational Travel)” that are also Educational Options (“YS”) or a Delivery Method of “IM (Internship/Mentorship)” regardless of the Educational Option value, a position code of 202 (Counselor Assignment) may be reported as the teacher of record.

## Employee ID

***Contracted Teachers.*** If the resident/educating district is contracting with an ESC or another EMIS-reporting entity for a teacher to teach a course, then the educating/resident district is required to report the State Staff ID of the teacher (employed by an ESC/EMIS-reporting entity) teaching the course.

***Credit Flexibility: Test Out Courses.*** Courses that are provided with Delivery Method Element option “TO” may have all 9s reported. If districts report anything other than all 9s, then a complete Staff Demographic (CI) Record and Staff Employment (CK) Record must be reported for the instructor. If all 9s are reported, then the CI and CK Records are not required.

***Postsecondary Teachers.*** Resident districts may report all 9s in this element when reporting data about classes provided by the College Credit Plus program or taught by postsecondary instructors (Curriculum values of “PS” or “PI”). If districts report anything other than all 9s, then a complete Staff Demographic (CI) Record and Staff Employment (CK) Record must be reported for the instructor. If all 9s are reported, then the CI and CK Records are not required.

## Employee ID

*Expert Contracted from Outside Company/Organization for Credit Flex.* Districts may report all 9s in this element when reporting data about classes provided by an expert contracted from a company or organization for a credit flex opportunity (Curriculum value of “OC”). If districts report anything other than all 9s, then a complete Staff Demographic (CI) Record and Staff Employment (CK) Record must be reported for the instructor. If all 9s are reported, then the CI and CK Records are not required.

With the exception of reporting the situations above, this element should never be reported as all 9s.

## Employee ID

*All Other Teachers.* When reporting the Employee ID Element, report the local number assigned to the employee by the district. The same locally assigned number must be used for the Employee ID for the Staff Demographic (CI) Record.

An ESC that is providing preschool special education instruction or is awarded an Early Childhood Education Grant (formerly Public Preschool Grant) is responsible for reporting a record with the ID of the preschool teacher reported in the Employee ID Element.

The value in the Employee ID Element must be consistently reported as it is used to connect related staff (Section 3.4 Staff Employment (CK), Section 3.3 Staff Demographic (CI), Section 3.5 Contractor Staff Employment (CJ)) and student (Section 2.9 Student Program (GQ)) records. The only restriction on the value is the use of all 9s as discussed above; therefore, districts can use the staff member's credential ID, a Z-ID, or a local value determined by the district as long as the same value is used for each staff member across these record types.

### Person Identifiers

Local Student Number

☐ Generate Number

Student State ID

Local Staff Number

Staff State ID

Person GUID

Portal Username

No Active Portal Account

### OH State Extracts

This tool will extract data to complete several formats of the OH State the file in the state defined fixed width file format, otherwise choose of

Selection Type

☒ Single Extract
 ☐ Multiple Extracts

Extract Options

Extract Type

Staff Course Record (CU) ▼

Reporting Period

A - Assessment ▼

Date Range

07/01/2025 –

Staff ID

Local Staff Number (Default) ▼

Format

Local Staff Number (Default)

Staff State ID

Generate Extract

Submit to Batch

Meta recommends using the same State Staff ID number for both the Local Staff Number and the Staff State ID.

However, some districts use a different Local Staff Number for their financial records. To help with this, Campus added a dropdown in the CU extract for a Staff ID choice.

The dropdown lets you choose between:

Local Staff Number (this is the default), or  
Staff State ID

Make sure you know which Staff ID your district uses for fiscal reporting, and select that option in the dropdown.

# Staff Course End/Start Date

- End date is the Last scheduled day a staff member is associated with a course where dates are required
- Start date is the first scheduled day a staff member is associated with a course where dates are required

Start and End dates are only required for staff where the staff member's association with the course does not span the entire period of the course reported in the Course Master Record.

| Staff History   |                  |                |              |            |                     |              |
|-----------------|------------------|----------------|--------------|------------|---------------------|--------------|
| Name            | Assignment Start | Assignment End | Access Start | Access End | District Assignment | Role         |
| Primary Teacher |                  |                |              |            |                     |              |
| Chimo, Andrea M |                  |                |              |            |                     | Lead Teacher |

Assignment Start and End date fields should remain blank unless staff members start working in the section after the first day of the first scheduled term, or stop working in the section before the last day of the last scheduled term.

Access to this section is controlled by Access Start and End dates. To end a user's access to this section, enter an Access End Date.

| Staff History Detail    |                          |                            |
|-------------------------|--------------------------|----------------------------|
| Primary Teacher         |                          |                            |
| Name<br>Chimo, Andrea M | District Assignment<br>▼ | Role<br>LT: Lead Teacher ▼ |
| Assignment              |                          |                            |
| Start Date              |                          | End Date                   |
| <input type="text"/>    |                          | <input type="text"/>       |
| Percent                 |                          | Minutes                    |
| <input type="text"/>    |                          | <input type="text"/>       |

## Staff Provider IRN

The district IRN of the entity in contract with the reporting school district.

- When the resident/educating district is contracting with an EMIS-reporting entity, e.g., ESC, for a staff member to teach this course, the IRN of the EMIS-reporting entity must be reported in this element.

Available  
on both the  
Course  
information  
screen and  
as an  
override on  
the Section  
information  
screen

|                    |   |
|--------------------|---|
|                    |   |
| Staff Provider IRN |   |
|                    | ▼ |
| Credit Amount      |   |

## Staff Role

The role of a staff member within the context of this course and date range

Valid Options

- CT Co-Teacher
  - When two or more staff have equal responsibility for teaching a group of students' content for a specific subject code in the same class section/room
    - If using Co-teacher - cannot use Lead Teacher
- LT Lead Teacher

Note that when adding an Intervention Specialist to a course – give the Primary Teacher the Role of Lead Teacher and the Intervention Specialist will not have a Role indicated.

# Primary Teacher as Lead Teacher

**1011-1 English 9 A**  
Teacher: Teacher, Lindsay

Section **Staff History** Roster Attendance Grading By Task Grading By Student Roster Setup Roster Batch Edit

Save Delete **New Primary Teacher** New Teacher New Section Staff

| Name               | Assignment Start | Assignment End | Access Start | Access End | District Assignment | Role         |
|--------------------|------------------|----------------|--------------|------------|---------------------|--------------|
| Primary Teacher    |                  |                |              |            |                     |              |
| Teacher, Lindsay * |                  |                |              |            |                     | Lead Teacher |

Assignment Start and End date fields should remain blank unless staff members start working in the section after the first day of the first scheduled term, or stop working in the section before the last day of the last scheduled term.

Access to this section is controlled by Access Start and End dates. To end a user's access to this section, enter an Access End Date.

**Staff History Detail**  
Primary Teacher

Name Teacher, Lindsay \* District Assignment ▼ Role **LT: Lead Teacher ▼**

Assignment

Start Date End Date

Access to Section Dates

☒ Unrestricted ☐ Date Range

Start Date End Date

Comments

To give an additional person access to the gradebook, add as New Teacher and do not assign a Role – see next slide

# Primary Teacher as Lead Teacher with additional support teacher

Section

Staff History

Roster

Attendance

Grading By Task

Grading By Student

Roster Setup

Roster Bat

24

Save

Delete

New Primary Teacher

New Teacher

New Section Staff

Staff History

| Name               | Assignment Start | Assignment End | Access Start | Access End | District Assignment | Role         |
|--------------------|------------------|----------------|--------------|------------|---------------------|--------------|
| Primary Teacher    |                  |                |              |            |                     |              |
| Teacher, Lindsay * |                  |                |              |            |                     | Lead Teacher |
| Teacher            |                  |                |              |            |                     |              |
| Teacher, Abigail   |                  |                |              |            |                     |              |

Assignment Start and End date fields should remain blank unless staff members start working in the section after the first day of the first scheduled term, or stop working in the section before the last day of the last scheduled term.

Access to this section is controlled by Access Start and End dates. To end a user's access to this section, enter an Access End Date.

Staff History Detail

Primary Teacher

Name

Teacher, Lindsay \*

District Assignment

Role

LT: Lead Teacher

Assignment

Start Date

End Date

Access to Section Dates

☒ Unrestricted

☐ Date Range

Start Date

End Date

Staff History Detail

Teacher

Name

Teacher, Abigail

District Assignment

Role

Assignment

Start Date

End Date

Access to Section Dates

☒ Unrestricted

☐ Date Range

Start Date

End Date

Comments

# Primary Teacher and additional teacher as Co-Teachers

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## 1011-1 English 9 A

Teacher: Teacher, Lindsay

SectionStaff HistoryRosterAttendanceGrading By TaskGrading By StudentRoster SetupRoster Batch Edit

 Save Delete New Primary Teacher New Teacher New Section Staff

| Name               | Assignment Start | Assignment End | Access Start | Access End | District Assignment | Role       |
|--------------------|------------------|----------------|--------------|------------|---------------------|------------|
| Primary Teacher    |                  |                |              |            |                     |            |
| Teacher, Lindsay * |                  |                |              |            |                     | Co-Teacher |
| Teacher            |                  |                |              |            |                     |            |
| Teacher, Abigail   |                  |                |              |            |                     | Co-Teacher |

Assignment Start and End date fields should remain blank unless staff members start working in the section after the first day of the first scheduled term, or stop working in the section before the last day of the last scheduled term.

Access to this section is controlled by Access Start and End dates. To end a user's access to this section, enter an Access End Date.

### Staff History Detail

Teacher

NameTeacher, AbigailDistrict Assignment▼RoleCT, Co-Teacher▼

Assignment

Start Date▼End Date▼

Access to Section Dates

☒ Unrestricted☐ Date Range

Start Date▼End Date▼

# Staff History Report

## Scheduling & Courses>Reports>Staff History Report

Staff History Report ☆

Staff History Report

This will report Primary Teachers, Teachers, and Section Staff assigned to sections based on the effective date. Leaving the effective date blank reports on all dates within the calendar.

Courses

All Courses

6000 2D Foundations A

6050 2D Foundations B

6100 3D Foundations A

6150 3D Foundations B

8200 Accounting I

8250 Accounting II

6321 Advanced Ceramics

8771 Advanced Network Maintenance

8537 Advanced Textile Design

7570 Aerobics

8538 Alterations

3700 American & British Literature

2620 Ancient World

2650 Anthropology

☐ Only include sections with staff.

☐ Include sections with and without staff.

☒ Only include sections without staff.

Which type of staff should be included?

☒ Primary Teacher

☐ Teacher

☐ Section Staff

Effective Date: 10/10/2025

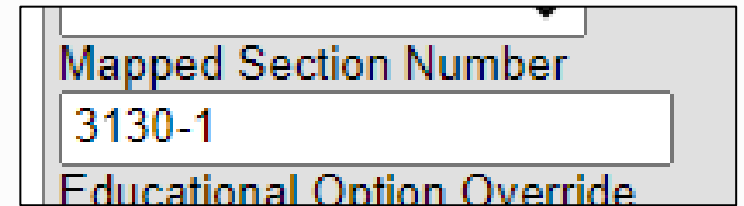
Report Format: PDF

Generate Report

Run the Staff History Report looking for sections without Primary Teachers. Verify if those courses should be reported.

## CM - Mapped Local Classroom Code

- Allows the district to map (combine) the students from a specific class into another class. Mapping means combining (merging) students from two or more classes in EMIS to look like a single class. The students who are reported in the Mapped From Local Classroom Code will be mapped (moved) to the Mapped To Local Classroom Code. The Process should be used for Career Technical courses.
  - Both classes must have the same values in the following elements
    - Subject Code
    - Curriculum
    - Delivery Method
    - Educational Option
    - Student Population
    - Same teacher(s) reported in the CU record
    - Only Semester Code of 1, 2 or 3 will be eligible



A screenshot of a software interface showing a form field. The field is labeled "Mapped Section Number" in blue text. Below the label, the value "3130-1" is entered in blue text. Below the input field, the text "Educational Option Override" is visible in blue text.

Available in Campus on the Course  
Section Information tab



## Initial Staff and Course from EMIS Flat File (as needed)

CV – Correlated Course

CP – Staff Missing Override

# CV - Correlated Course

## Anchor Course

- Curriculum Code VN, VP, or VT

## Related Course

- Curriculum Code V3

**Create CareerTECorrelatedClass**

Create

Anchor Class Code \*

First Local Class Code \*

Second Local Class Code

District IRN \*

## CP – Staff Missing Override

For staff members who are no longer with the district, and who last were with the district during a time period such that their separation from the district should have been reported in a prior year.

The screenshot shows a web application interface for creating a staff missing override. The page has a header with 'Home' and 'StaffMissingOverride List' links. Below the header is a section titled 'Create StaffMissingOverride' with a 'Create' button. The form contains the following fields:

- State Staff ID \***: A text input field with a red border.
- Separation Date \***: Three dropdown menus showing '29', 'September', and '2023'.
- Separation Reason \***: A dropdown menu with '1' selected.
- District IRN \***: A dropdown menu with options 1, 3, 5, 6, 7, 8, and 9.

At the bottom of the form is another 'Create' button.

### Clarification from DEW

Staff members on the missing list that had a Z-ID in the prior year and with the actual ID this year will need an override, but that override must be requested via an EMIS Help Desk submitted by the ITC

Staff reported initially in the current year with a Z-ID but now have an actual ID just need corrected in the staff reporting and do not need an override

# Staff Records From Fiscal Software

## Staff and Course Collection - Initial (FY26)

Start Collection — Submission Number 5 (attempt 0)

To start data collection, choose the data sources from which to collect data. You may exclude some of the data sources now and resume data collection later, by clicking the Start/Stop Collection action on the Collection Requests Summary page.

Start Data Collection for all items checked below

| SIF Zone                                                                                                              | Zone Status                                                                                                 | Collection Status |
|-----------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|-------------------|
| <input checked="" type="checkbox"/>  |  <a href="#">Connected</a> | Not Started       |

| EMIS Formatted Files                                                                                       |                                                                                                         |                   |
|------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|-------------------|
| Data Sources                                                                                               | Availability                                                                                            | Collection Status |
| <input type="checkbox"/>  |  <a href="#">Ready</a> | Not Started       |

Pulled into the Data Collector by checking the SIF Zone box on the Collection

- CI Staff Demographic Record
- CK Staff Employment Record
- CJ Contracted Staff Employment Record
- CC Contract Staff Only Record

# Clarifications

## Substitutes

- Daily (as needed) – Paid the daily substitute rate, and not on the district's salary schedule – are not reported to EMIS
- Full-time Substitute – Hired as a permanent substitute teacher and should be reported with position code "225"
  - Have a contract with the district
  - Are placed on the district salary schedule
  - Report to the district for work daily
  - NOT teacher of record
- Substitute becoming Teacher of Record
  - Teacher of Record is the individual, with a regular teaching assignment, who is responsible for assigning the grade to the student
  - Once substitute is determined to be the teacher of record, should be coded with a regular teaching assignment (230)
    - Required to have the proper credentials to teach the particular subject for which assigned to

## Error report help

### Excluded Records

- Apply filters to spreadsheet and filter on type GN. These are courses that must be fixed, there will be matching CN errors as well
  - Verify Teacher of Record has been attached to the course in the Staff History Tab
  - Verify that both sides reporting same Employee ID
- Some CN records are excluded because there are no students in roster, but the course has not been properly inactivated. See next slides on how to properly inactivate a section or course

### Staff Missing

- DEP errors – Employee has a fatal error on the Level 1 Validation
- Missing
  - Staff member was reported previous school year with no separation date or reason but not reporting this school year. Is a (CP)Staff Missing Override Record needed?
  - Employee ID changed from a Z-ID to Credential ID. Is an override from DEW needed?

# How to Inactivate a Course or section

Step 1  
Verify  
there are  
no  
students  
enrolled  
in section

**Section Roster** ☆

1050-2 AP Calculus Teacher: Backes, Pearce

 Print Options

| Active Students    |        |                                 |            |          |                                     |       |        |     |     |           |
|--------------------|--------|---------------------------------|------------|----------|-------------------------------------|-------|--------|-----|-----|-----------|
| Active Students: 0 |        | Males:0<br>Females:0<br>Other:0 |            |          |                                     |       |        |     |     |           |
| Name               | Gender | DOB                             | Start Date | End Date | Home Phone, Address and Guardian(s) | Flags | Health | IEP | PLP | Documents |

| Incoming Students    |        |                                 |            |          |                                     |       |        |     |     |           |
|----------------------|--------|---------------------------------|------------|----------|-------------------------------------|-------|--------|-----|-----|-----------|
| Incoming Students: 0 |        | Males:0<br>Females:0<br>Other:0 |            |          |                                     |       |        |     |     |           |
| Name                 | Gender | DOB                             | Start Date | End Date | Home Phone, Address and Guardian(s) | Flags | Health | IEP | PLP | Documents |

| Dropped Students    |        |                                 |            |          |                                     |       |        |     |     |           |
|---------------------|--------|---------------------------------|------------|----------|-------------------------------------|-------|--------|-----|-----|-----------|
| Dropped Students: 0 |        | Males:0<br>Females:0<br>Other:0 |            |          |                                     |       |        |     |     |           |
| Name                | Gender | DOB                             | Start Date | End Date | Home Phone, Address and Guardian(s) | Flags | Health | IEP | PLP | Documents |

Step 2  
Verify there  
are no  
assignments  
assigned to  
the section

**Section Guest Grade Book** ☆

1050-2 AP Calculus Teacher: Backes, Pearce

Term  Section  Task

| Settings | Save | Students ▲ | Grade Totals | Posted  |                                          |
|----------|------|------------|--------------|---------|------------------------------------------|
|          |      |            |              | Percent | Grade                                    |
|          |      |            |              |         | <a href="#">Fill</a><br>Rpt Crd Comments |

No students.

Step 3  
Delete the  
teacher(s)  
from the  
section

**Section Staff History** ☆

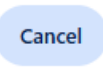
1050-2 AP Calculus Teacher: Backes, Pearce

 Save  Delete  New Primary Teacher 

**Staff History**

| Name            | Assignment Start | Assignment End | Access Start | Access End | District Assignment |
|-----------------|------------------|----------------|--------------|------------|---------------------|
| Primary Teacher |                  |                |              |            |                     |
| Backes, Pearce  |                  |                |              |            |                     |

training241.infinitecampus.com says  
You are about to delete this Primary Teacher, are you sure?

 OK  Cancel

**Section Staff History** ☆

1050-2 AP Calculus Teacher: Backes, Pearce

 New Primary Teacher  New Teacher  New Section Staff

**Staff History**

| Name                                                 | Assignment Start | Assignment End | Access |
|------------------------------------------------------|------------------|----------------|--------|
| There is no active primary teacher for this section. |                  |                |        |

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Step 4  
Delete the  
section

**Section Information** ☆

1050-2 AP Calculus Teacher: Backes, Pearce

 Save  Delete

**Section Editor**

SectionID  
315024

\*Section Number

Max Students

Room

Hide Standards On Portal  
☐

Teacher Display Name

Lunch Count  
☐

Custom Count 1  
☐

Skinny Seq

Milk Count  
☐

Custom Count 2  
☐

Homeroom  
☐

Adult Count  
☐

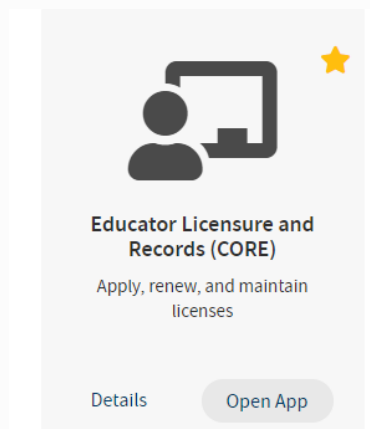
Custom Count 3  
☐

Advisory  
☐

External LMS Exclude  
☐

## Resources – ODE website

- ODE EMIS Manual
  - Home>Topics>EMIS>EMIS Manual
    - <https://education.ohio.gov/Topics/Data/EMIS/EMIS-Documentation/Current-EMIS-Manual>
- Teacher Licensure Course Search Tool
  - <https://education.ohio.gov/Topics/Teaching/Teacher-Licensure-Course-Status-Tool>
- OHID <https://www.ssdt-ohio.org/oddex/login>





## Resources

### Cross Check (Staff/Course Checks)

- CBI – Not Marked as Disadvantaged
- CCP Course – Location IRN not College IRN
- CCP and Delivery Method of CP – College IRN reported
- Courses with no students
- FTE/Salary Mismatch
- Missing Staff Degree
- Separated Staff w/Active Status
- Staff Experience
- Staff Summer Separations – Status not a U
- Staff Teaching a course – No 230 Position Code
- Staff/Course – Lead & Co-teacher Mismatch
- Students without Courses



# Questions?

META Help Desk

[emishelp@metasolutions.net](mailto:emishelp@metasolutions.net)

Athens Office by phone 740-594-7663

Athens EMIS ext. 11752

Cathy ext. 11304

Kari ext. 11307