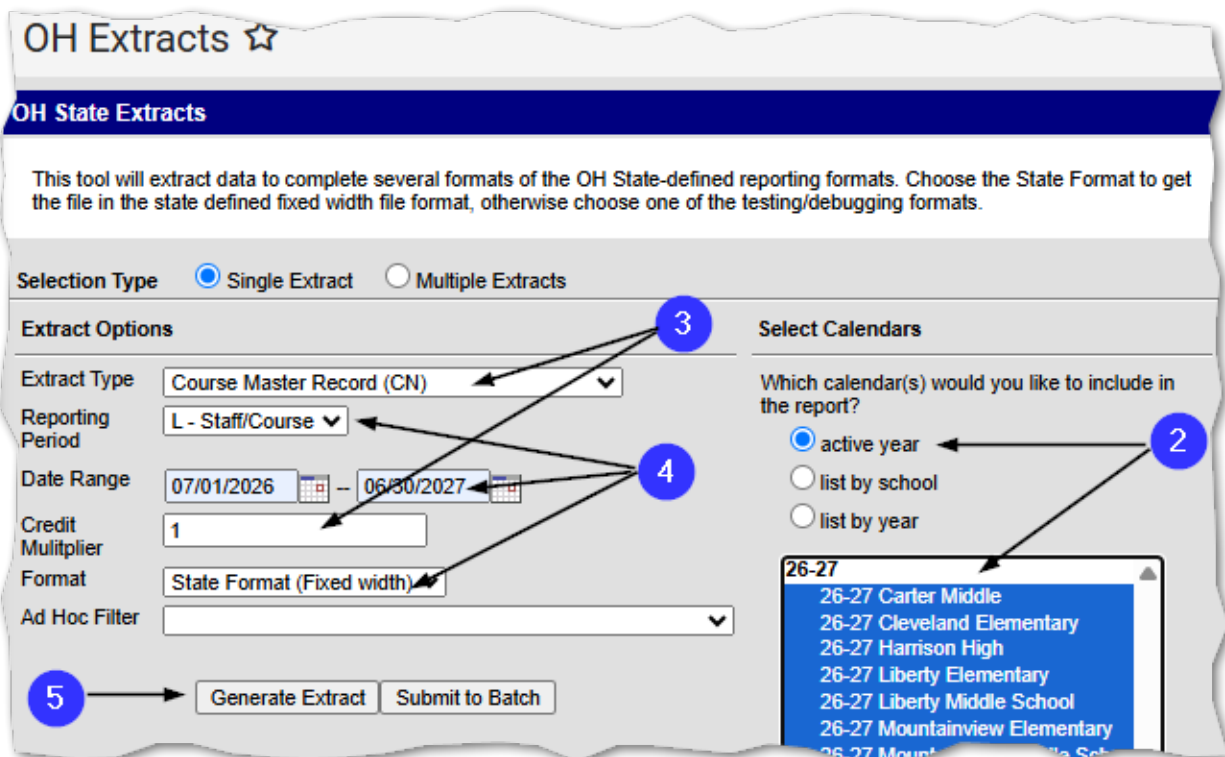


EMIS FY27 Initial Staff and Course Collection in Infinite Campus

OH State Reporting > OH Extracts

1. Select current school year: 2026-2027 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) 07/01/2026 - 06/30/2027
 - 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 Extracts ☆

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) 3

Reporting Period: L - Staff/Course 4

Date Range: 07/01/2026 -- 06/30/2027 4

Credit Multiplier: 1

Format: State Format (Fixed width) 4

Ad Hoc Filter:

Select Calendars

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

☒ active year

☐ list by school

☐ list by year

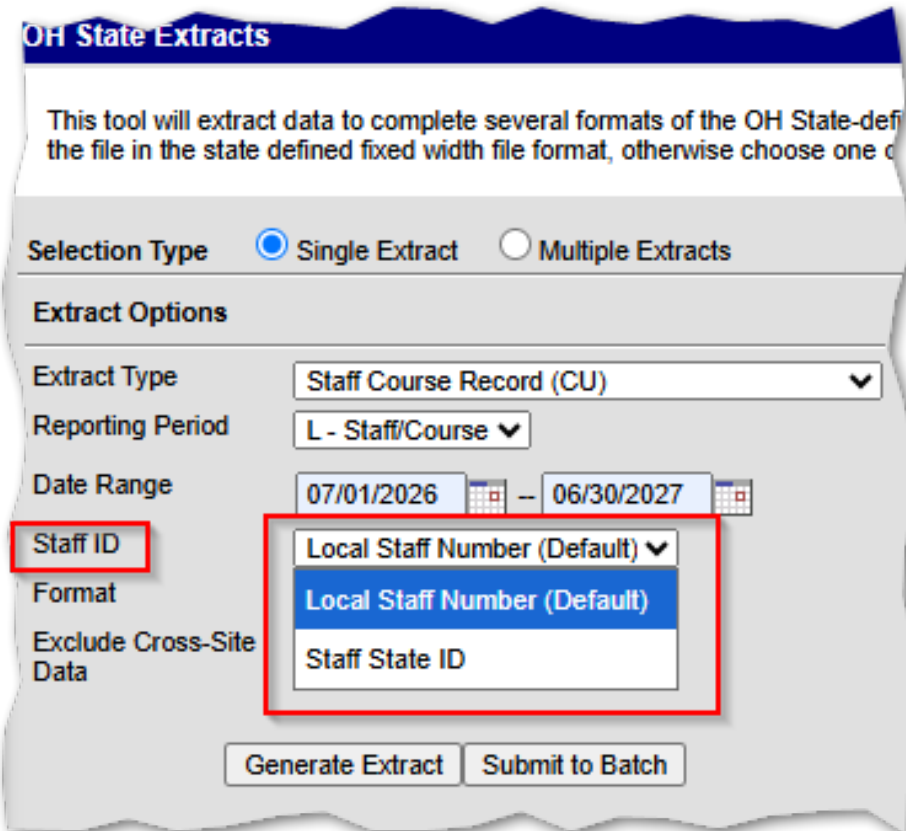
26-27

- 26-27 Carler Middle
- 26-27 Cleveland Elementary
- 26-27 Harrison High
- 26-27 Liberty Elementary
- 26-27 Liberty Middle School
- 26-27 Mountainview Elementary
- 26-27 Mount...

5 →

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

- a. **Reporting period:** L – Staff/Course
- b. **Date Range:** (suggested date range) 07/01/2026 - 06/30/2027
- c. **Staff ID:** Suggested to change default setting to Staff State ID – ****Depends on District setup****
- d. **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 file in the state defined fixed width file format, otherwise choose one of the following options.

Selection Type ☒ Single Extract ☐ Multiple Extracts

Extract Options

Extract Type Staff Course Record (CU) ▼

Reporting Period L - Staff/Course ▼

Date Range 07/01/2026 – 06/30/2027

Staff ID Local Staff Number (Default) ▼

Format Local Staff Number (Default)

Exclude Cross-Site Data Staff State ID

Generate Extract **Submit to Batch**