



FY27 Initial Staff and Course

Collection Dates: August 20, 2026 – February 3, 2027

September 2, 2026
Presenter: Kari
Gibson

1

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, 1st semester or 2nd semester only courses or courses that span five or six-week periods)

*Courses taken during the summer are not reported

2

Files from Infinite Campus

CN – COURSE
MASTER RECORD

CU – STAFF
COURSE RECORD

CM – MAPPED
LOCAL
CLASSROOM
CODE – (IF
NEEDED)

GN – STUDENT
COURSE

CV – CTE
CORRELATED
CLASS RECORD (IF
NEEDED)

3

Files From SIF (Staff Side)

SIF Zone



CC – Contract
Only Staff Record

CJ – Contractor
Staff Employment
Record

CK – Staff
Employment
Record

CP – Missing Staff
Override (if
needed)

CL – Staff Summer
Employment
Separation Record

CI – Staff
Demographic
Record

CR – Staff Vacancy
Record

4

5

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>	✓	✓

5

6

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

6

7

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

7

8

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.

8

9

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.

9

10

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.

10

11

GN – Student Course Record

Reporting Regular Preschool Courses

Each non-disabled student reported with a “PS” in the Grade Level Element is required to have at least one Student Course (GN) Record reported with an appropriate local classroom code.

All regular preschool courses are to be reported with a Student Population of PR. If a typically-developing peer is not “dually enrolled” into another preschool class (such as a locally funded preschool class), then 180108 is the only subject code that is required.

11

12

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 Health 10 Long, Derek	7250-2 Health 10 Long, Derek	2350-3 US History B Lifellearn, Ulysses	2350-3 US History B Lifellearn, Ulysses
3	6600-1 Concert Choir IA Lifellearn, Casey	6600-1 Concert Choir IA Lifellearn, Casey	6610-1 Concert Ch Lifellearn, C	
4	2300-5 US History A Lifellearn, Ulysses	2200-4 World History A Lifellearn, Oliver Start: 11/2/2025 2300-5 US History A Lifellearn, Ulysses Drop: 11/1/2025	6150-1 3D Founda Hogarth, D	

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

12

13

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

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 information, which can be modified as needed and saved.

District Editor

META Local SD Original Record

District Detail

*Name *State District Number

META Local SD District IRN here

NCES DistrictID

13

14

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

14

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 x ▼

- 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.

15

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

School Detail	
*Name	META JR/SR High School
State School Number	000315
School Cn Type	
Course Information	Section Editor
CourseID 9278	SectionID 38329
*Number	*Section Number
1201	
	Max Students

Classroom code from this example
00000000000315-1201-1

16

17

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 Type
0.250	0.500	English

17

18

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

18

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.

19

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

20

Course Master Records for KG-12th Courses

21

- **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

21

Course Master Records for Home Instruction

22

- **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.

22

23

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 8/15/26 and end date 5/30/27

1st Semester course

Start date 8/15/26 and end date 12/20/26

2nd Semester course

Start date 12/21/26 and end date 5/30/27

23

24

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 →

Core Attribute/Dictionary ☆

Save

Campus Attributes/Dictionary Editor

- Activity
- Available Carnegie Unit Credit
- Core Academic Class
- CORE Area For Credit
- Correlated Course Number
- Course Level
- Course-Only Curriculum
- Credit Earned Method
- Credit Flexibility
- CTE College Credit

Campus Attribute Detail

*Display Name	CTE College Credit	*Screen Location	Course
*Field Name	cteCollegeCredit	*Data Type	checkbox
Max Size	Seq 22	Hide	☐
Default Value		Required	☐
Comments	Copies Forward ☒		

24

25

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

25

26

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

26

27

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

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

27

28

Educational Option

Ohio Administrative Code 3301-35-06 (C)

Identifies the Educational Option status for a course

- 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

28

29

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
0.5
Credit Type
Mathematics
Credit Overflow Override
Term Mask
☐ Term 1 ☒ Term 2 ☐ Term 3 ☒ Term 4
☒ Post-only Grading Task

29

30

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

30

31

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.

31

32

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".

32

33

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.

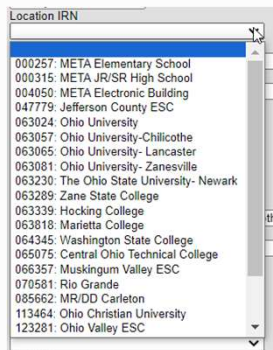
For example, if a high school holds a course in a neighboring office complex, then the course master for this course would use the high school building’s IRN as the Location IRN. Likewise, if district A rents or borrows space in a building in district B for a course for A’s students, then district A 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.

33

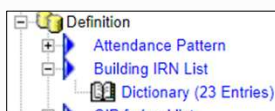
34

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	
✕	000257	META Elementary School	0			X	
✕	000315	META JR/SR High School	0			X	
✕	004050	META Electronic Building	0			X	

34

35

Semester Code

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

Valid Options

- 1 1st semester only
- 2 2nd 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

35

36

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

36

37

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](#)

37

38

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.

38

39

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.

• FY27 Changes

- 27-20 This change adds a few new CTE subject codes and deletes several others. The descriptions for three subject codes have also been updated.

39

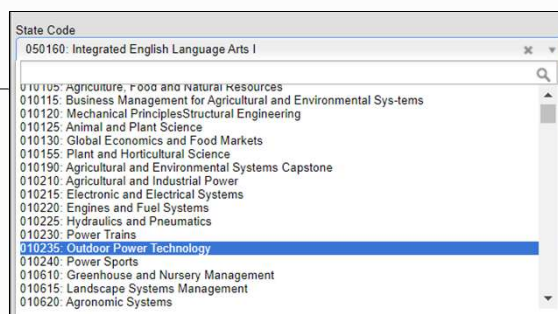
40

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



40

41

(CU) Staff Course Record

Data Element	Initial L	Final L
Employee ID	✓	✓
Local Classroom Code	✓	✓
Staff Course End Date	✓	✓
Staff Course Start Date	✓	✓
Staff Provider IRN	✓	✓
Staff Role Code	✓	✓
Teacher Licensure Course IRN	✓	

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

41

42

(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.

42

43

(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.

43

44

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.

44

45

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.

45

46

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.

46

47

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.

47

48

From Infinite Campus – Census>People>Demographics

Person Identifiers

Local Student Number ☐ Generate Number

Student State ID

Local Staff Number

Staff State ID

Person GUID

Portal Username

OH State Extracts

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

Selection Type ☒ Single Extract ☐ Multiple Extracts

Extract Options

Extract Type

Reporting Period

Date Range --

Staff ID Format

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

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.

48

49

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.

The image shows two screenshots of a software interface. The top screenshot is the 'Staff History' table, which has columns for Name, Assignment Start, Assignment End, Access Start, Access End, District Assignment, and Role. It lists 'Primary Teacher' and 'Lead Teacher' for 'Chimo, Andrea M'. The bottom screenshot is the 'Staff History Detail' form for 'Primary Teacher' Chimo, Andrea M. It shows 'District Assignment' as a dropdown and 'Role' as 'LT. Lead Teacher'. Under the 'Assignment' section, there are fields for 'Start Date', 'End Date', 'Percent', and 'Minutes'. A blue box highlights the 'Start Date' and 'End Date' fields. Below these fields is the text 'Access to Section Dates'.

49

50

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

The image shows a screenshot of a software interface with a dropdown menu labeled 'Staff Provider IRN'. Below the dropdown is a field labeled 'Credit Amount'.

50

51

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.

51

Primary Teacher as Lead Teacher

52

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

52

Primary Teacher as Lead Teacher with additional support teacher

53

Section: **Staff History** | Roster | Attendance | Grading By Task | Grading By Student | Roster Setup | Roster Bat

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
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 | Start Date: | End Date: | ☐ Date Range

Staff History Detail

Teacher

Name: Teacher, Abigail | District Assignment: | Role:

Assignment: Start Date: | End Date: |

Access to Section Dates: ☒ Unrestricted | Start Date: | End Date: | ☐ Date Range

Comments:

53

Primary Teacher and additional teacher as Co-Teachers

54

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 *						Co-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

Name: Teacher, Abigail | District Assignment: | Role: CT Co-Teacher

Assignment: Start Date: | End Date: |

Access to Section Dates: ☒ Unrestricted | Start Date: | End Date: | ☐ Date Range

54

Staff History Report

Scheduling & Courses>Reports>Staff History Report

55

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
- 6200 Accounting I
- 6250 Accounting II
- 6321 Advanced Ceramics
- 6771 Advanced Network Maintenance
- 6537 Advanced Textile Design
- 7510 Aerobics
- 6536 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.

55

CM - Mapped Local Classroom Code

56

- 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 **ONLY**.
 - 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

Mapped Section Number

3130-1

Educational Option Override

Available in Campus on the Course Section Information tab

56

CV - Correlated Course

Anchor Course

- Curriculum Code VN, VP, or VT

Related Course

- Curriculum Code V3

[Scheduling & Courses > Courses > Course Information](#)

State Defined

Exclude from State Reporting: ☐

Type:

Monitors: High School Credit: ☒

State Grade Level:

CORE Area For Credit:

Program Provider RIN: Program Code: Delivery Method:

Subject: Test Mode:

Educational Option: Semester Code:

Location RIN: Student Population:

Credit Flexibility: CTE College Credit: ☐ Length of Scheduled Instruction:

Course Level: Curriculum:

Subject Area For Credit:

Correlated Course Number: Second Correlated Course Number:

Save Submit Push To Sections

Initial Staff and Course CSV

CP – Staff Missing Override

59

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.

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

59

60

Staff Records From Fiscal Software

Staff and Course Collection - Initial (FY27)
Start Collection — Submission Number 1 (attempt 0)

To start data collection, choose the data sources from which to collect data. You may exclude some of the 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
☒	Connected	Not Started

EMIS Formatted Files

Data Sources	Availability	Collection Status
☐	Ready	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
- CR Staff Vacancy Record

60

61

EMIS Change – (CR) Staff Vacancy Record

FY27 Changes

- 27-3 This change adds a new record to EMIS reporting to collect data regarding staff vacancies. The Ohio Revised Code requires the Department to collect this data. This reporting is not required for all positions; only those listed in the change document need to be reported via the Staff Vacancy Record.

61

62

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

62

63

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?

63

64

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 Females: 0 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 Females: 0 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 Females: 0 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: 1 (08/15/25 - 10/26/25) Section: 4) 1050-2 AP Calculus Task: Mid-Term

+ Add List Sort Filter All Scores Released Only

Save

Students

Grade Table

Percent Grade Rpt Crd Comments

No students.

64

Step 3
Delete the teacher(s) from the section

Step 4
Delete the section

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

OK Cancel

65

Section Staff History ☆
1050-2 AP Calculus Teacher: Backes, Pearce

Save Delete New Primary Teacher New Teacher

Staff History

Name	Assignment Start	Assignment End	Access
Primary Teacher			
Backes, Pearce			

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.			

Section Information ☆
1050-2 AP Calculus Teacher: Backes, Pearce

Save Delete

Section Editor

SectionID
315024

*Section Number
2

Max Students
(25)

Room
1327

Hide Standards On Portal

Teacher Display Name
Backes, Pearce

Lunch Count ☐ Milk Count ☐ Adult Count ☐

Custom Count 1 ☐ Custom Count 2 ☐ Custom Count 3 ☐

Skinny Seq ☐ Homeroom ☐

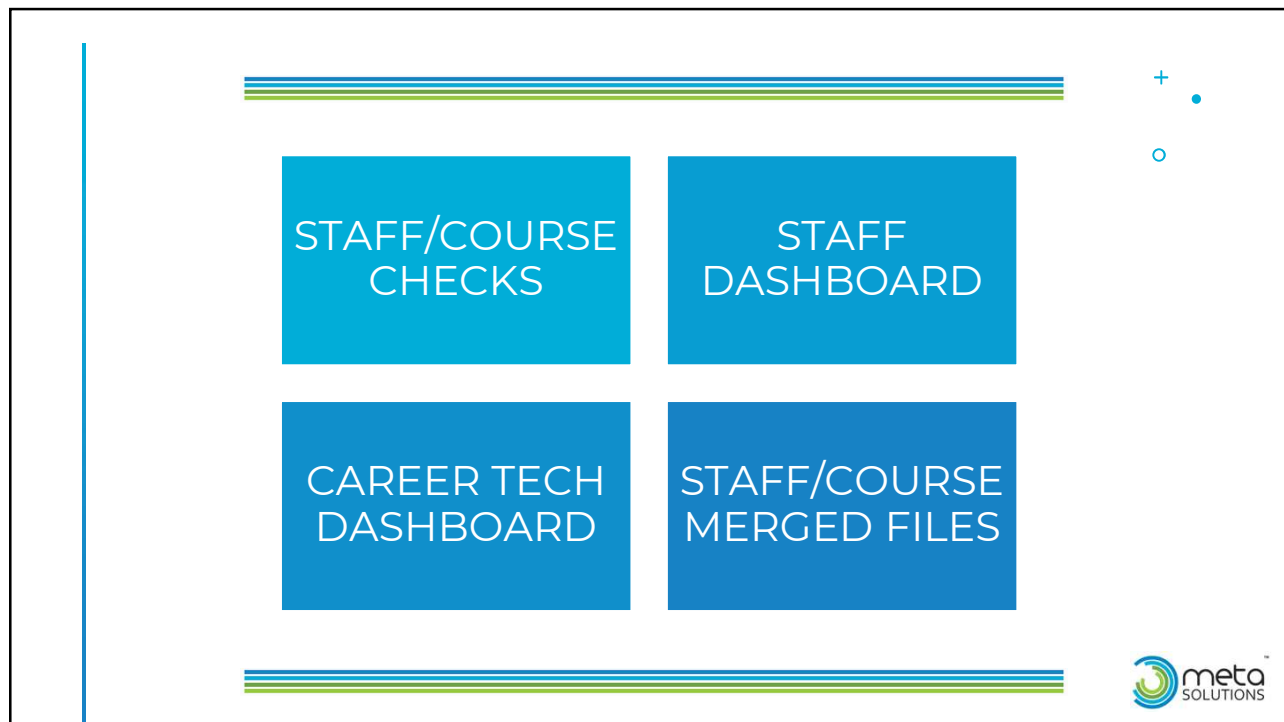
Advisory ☐ External LMS Exclude ☐

65

CROSSCHECK



66



67

68

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
- Long-Term Absences
- 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

68

69

Cross Check (Staff Dashboards)

- Staff Race/Ethnicity Summary
- Staff Position Summary
- Staff Special Ed FTE Summary by Position Code
- District Teacher Degree Overview

Cross Check (Career Tech Dashboards)

- Concentrator by Career Field Area
- Program of Concentration by Location IRN
- Concentrator Counts
- Direct Enrollment Count
- CTE Course Enrollment by IRN

69

70

Cross Check (Staff/Course Merged Files)

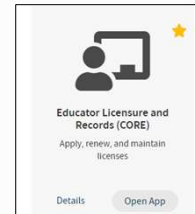
- CI/CK
 - Export contains all the data found in the CI Staff Demographic and CK Staff Employment files. This can be exported and sent to building/central office staff to verify EMIS reporting
- Staff Position Special Ed FTE
 - Report showing district staff with a position code that could be associated with a Special Ed FTE per the EMIS Manual. The report contains position information and the staff member's Special Ed FTE.
- CU/CN
 - Export contains all the data found in the CU Staff Course and CN Course Master files. This can be exported and sent to building and/or administrative staff to verify EMIS reporting of courses and teachers
- CU/FR/CN
 - Export contains information from the Course Master record (CN), Staff Course record (CU) and Student Grade records (FR). There is one line for each FR record containing information about the course and the staff member assigned.

70

71

Resources – DEW 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.ssd-ohio.org/oddex/login>



71

72

Questions?

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emishelp@metasolutions.net

Athens Office by phone 740-594-7663
 Athens EMIS ext. 11752
 Cathy ext. 11304
 Kari ext. 11307

72