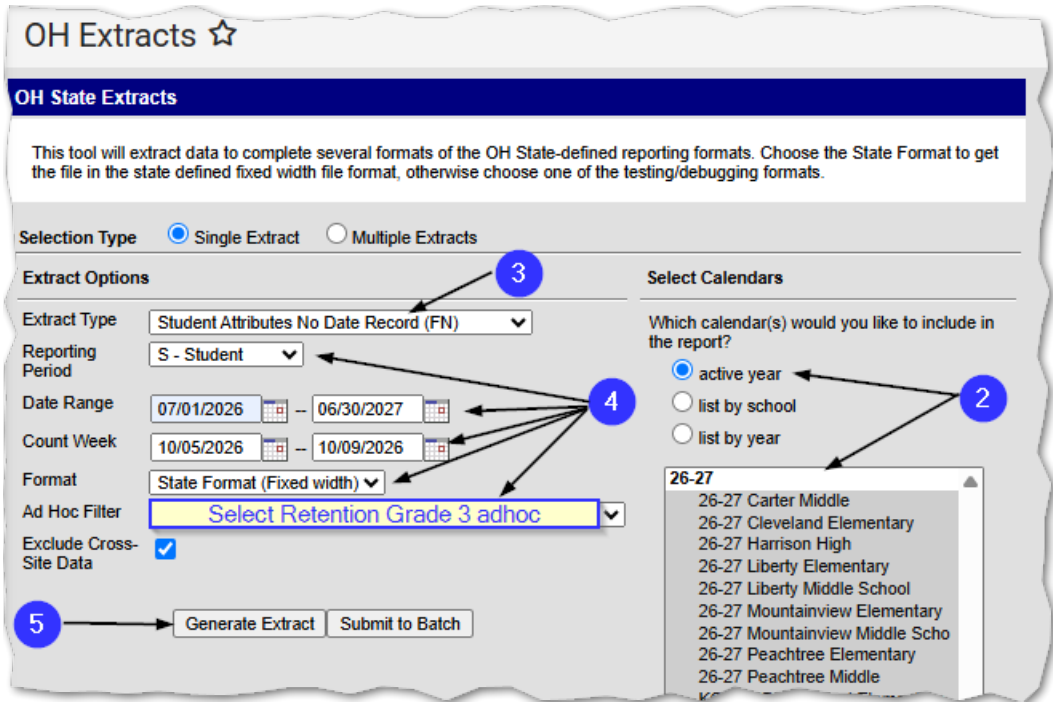
EMIS FY27 Retention Collection in Infinite Campus

Reporting>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**
    - **FN (Student Attribute – No Date)**
4. **Set universal extract options** (*the following options will be set for ALL record types*)
    - **Reporting period**: S - Student
    - **Date Range**: (*suggested date range*) 07/01/2026 - 06/30/2027
    - **Count Week:** 10/05/2025 – 10/09/2025
    - **Format**: State Format (*fixed width*) *defaults to this*
    - **Ad Hoc Filter:** Use the Ad Hoc you created for 3rd grade Retention
5. **Generate Extract**
6. **Save File**
7. Directly **Upload into Data Collector** then collect, prepare, review for accuracy, certify and submit.