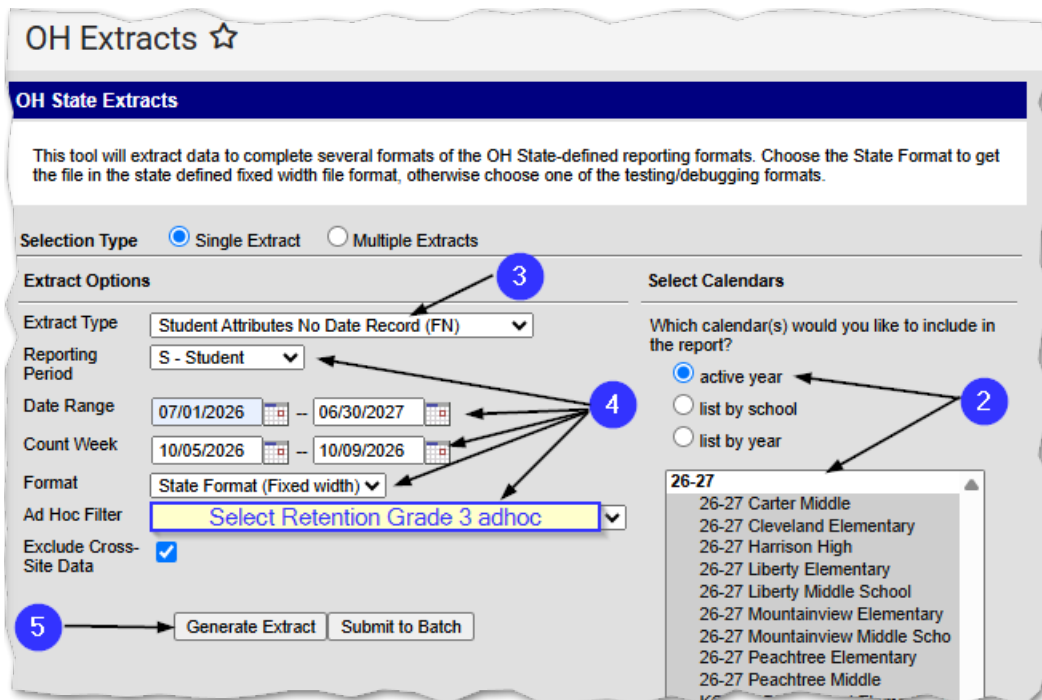


# EMIS FY27 Retention Collection in Infinite Campus

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 3<sup>rd</sup> grade Retention**
5. **Generate Extract**
6. **Save File**
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: Student Attributes No Date Record (FN) (3)

Reporting Period: S - Student

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

Count Week: 10/05/2026 -- 10/09/2026

Format: State Format (Fixed width)

Ad Hoc Filter: Select Retention Grade 3 adhoc

Exclude Cross-Site Data: ☒

**Select Calendars**

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

☒ active year (2)

☐ list by school

☐ list by year

**26-27**

- 26-27 Carter Middle
- 26-27 Cleveland Elementary
- 26-27 Harrison High
- 26-27 Liberty Elementary
- 26-27 Liberty Middle School
- 26-27 Mountainview Elementary
- 26-27 Mountainview Middle Scho
- 26-27 Peachtree Elementary
- 26-27 Peachtree Middle

**5** →