



February Reporting Period C Checklist

Staff: CTA Teachers only – Credential ID necessary

- EMISWEB – Staff Demographics – CTA teachers only
- EMISWEB – Staff Employment – CTA teachers only

Building:

- EMISWEB – District – Building February (manual update)

Student:

- DASL – Run verify as often as necessary to clean up errors
- Verify – Non-Reportable Students
- Verify Student Demographics (UNCLEMIS)
 - Transfer – Student Demographics/Standing/Attributes to EMISWEB
- Verify Membership Programs (MEMBEMIS)
 - Update MEMBEMIS (can view DASL – EMIS maintenance)
 - Transfer – Student Program to EMISWEB
- Verify Course and Class List (CLISEMIS/CTRMEMIS)
 - Update CLISEMIS/CTRMEMIS – (can view DASL – EMIS maintenance)
 - Transfer – Course Master to EMISWEB
 - Transfer – Student Course to EMISWEB
- Verify Student Special Education Events
 - Transfer – Student Special Education to EMISWEB
- Verify Student Attendance (ATTUPDEMIS)
 - Update ATTUPDEMIS (check FS Attendance tabs on students)
 - Transfer – Student Demographics/Standing/Attributes to EMISWEB

Only do the following transfers if entering data in DASL instead of EMISWEB, otherwise make sure correct in EMIS web:

- Transfer – Vocational Correlated Records to EMISWEB
[Home](#) » [EMIS](#) » [Maintenance](#) » [Vocational Correlated Records](#)
- Transfer – Mapped Local Classroom Codes to EMISWEB
[Home](#) » [EMIS](#) » [Maintenance](#) » [Mapped Local Classroom Codes](#)
- Aggregations (emsagg) – ***please review reports***
- EMSRDET – ***please review report***
- Submit to State (ems_submit)

