



June Reporting Period N Checklist

Staff

- USPEMS/PERDET
- USPEMS/USPEMX (After last payroll, before fiscal closeout) – (extract from payroll files)
- USPEMS/EMSRX (load to EMIS files)
- EMISWEB – Staff Employment record
- EMISWEB – Staff Demographic record
- EMSSCN/EMSHQP – maintain HQPD

District

- EMISWEB – District Yearend Information
- EMISWEB – Building Yearend Information
- EMISWEB – District Testing Yearend Information

Student:

- DASL – Run verify as often as necessary to clean up errors
- Verify – Non-Reportable Students
- Verify Student Demographics (UNCLEMIS)
 - Retainees (update grade level next year on General tab & FN - Attributes)
 - Corporal Punishment via Discipline or update FN - Attributes
 - 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 Achievement Testing
 - Transfer – Student Achievement to EMISWEB

- Verify Student OGT Testing
 - Transfer – Student Ohio Graduation Test to EMISWEB
- Verify Student OTELA Testing
 - Transfer - Ohio Test of English Language Acquisition to EMISWEB
- Verify Student Pre-School Testing – (3 separate tests)
 - Transfer - Student Preschool ASQ/SE Assessment to EMISWEB
 - Transfer - Student Preschool Assessment to EMISWEB
 - Transfer - Student Preschool ECO Assessment to EMISWEB
- Verify Student Special Education Events
 - Transfer – Student Special Education to EMISWEB
- Verify Student Discipline (DISCEMIS)
 - Transfer – Student Discipline to EMISWEB
- Verify Student Gifted (GIFTEDEMIS)
 - Transfer – Gifted to EMISWEB
- Verify Student Attendance (ATTUPDEMIS)
 - Update ATTUPDEMIS (check FS Attendance tabs on students)
 - Update MAJOREMIS
 - Transfer – Student Demographics/Standing/Attributes to EMISWEB
- After all final grades are in, update FN-Graduation Credit Units (COHIEMIS)
 - Transfer – Student Demographics/Standing/Attributes to EMISWEB

Only do the following transfers if entering data in DASL instead of EMISWEB:

- 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](#)

Only available on EMISWEB:

- CTE – Student Assessment Reporting

Note: Each time you are going to submit to state, you should always, have a new aggregation and a new EMSRDET ran:

- Aggregations (emsagg) – Please review reports
- EMSRDET – please review report
- Submit to State (ems_submit)

