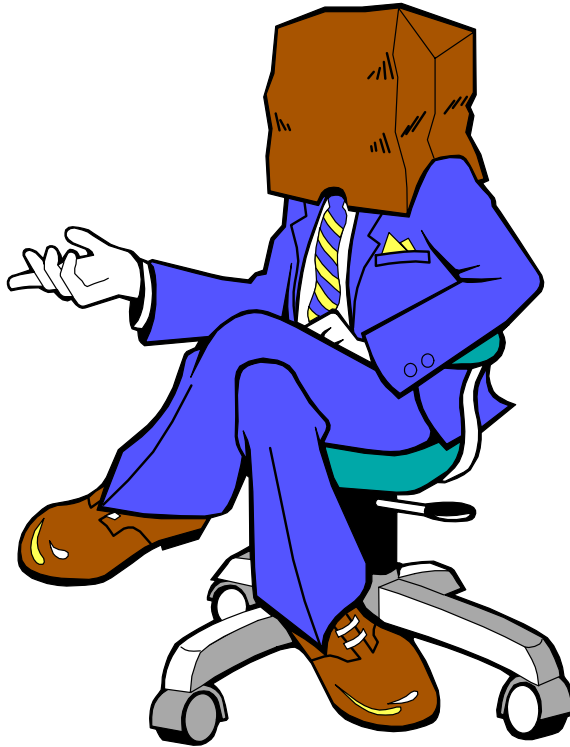


# **EMIS – Report Period D**

## **The Unknown Reporting Period**



## **CTA Work Force Development Completer Follow-up**

**March 2002**

**TCCSA – [mail\\_help@tccsa.net](mailto:mail_help@tccsa.net)**

## Basic Steps for Report Period D

Step 1: TCCSA will run an extraction program to “create” the database for reporting period D. The criteria for this is: Looking at June 01N data, the extraction program will create a screen for any student who had a 2 or 3 in the Curriculum Completer Status field on the Student demographic/attendance screen.

Step 2: You will need to select the **FY02D – EMIS FY02 – Period D**, from the **EMIS SEL** menu.

Step 3: Pull up the **EMSTCN/EMSMSE** screen to update those students.

Step 4: Run **EMSRDET** (not EMSAGG) to prepare files to send to state.

Step 5: Run **EMS SUBMIT** to send files to state.

### Notes:

- ❖ Search by EMIS ID or Name – use of alternate search file (poise id) not supported
- ❖ **No ADD or DELETE** functions available per ODE instructions
- ❖ Only three fields can be modified per ODE instructions
- ❖ Alt. Local Flag can only be modified if Alt LCC and Subject Code are present
- ❖ Students who show up in database and should not, leave all 3 fields blank

EMSTCN/ Screen:

```
EMSTCN - EMIS Student Maintenance Menu DB: LIVE
-----
 1. EMSUDM   - Maintain Student Demographics/Attendance   GI
 2. EMSSUB   - Maintain Student Subject Record           GN
 3. EMSCCLASS - Maintain Student Subject Records by Class  GN
 4. EMSPGM   - Maintain Student Program Record           GQ
 5. EMSBKXP  - Maintain Student Experience Before KDG      GE
 6. EMSDIS   - Maintain Student Discipline Records        GD
 7. EMSGIF   - Maintain Student Gifted Records           GG
 8. EMSMSE   - Maintain Student Employment Records        GV
 9. EMSMSM   - Maintain Student Employment Records by LCC GV
                -- Student Testing Information --
10. EMSSPT   - Maintain Student Proficiency Testing Record GT
11. EMSOWK   - Maintain Student OCAP Work Keys Records    GT
12. EMSSPO   - Maintain Student Proficiency Only Record   GP
                -- Course Information --
13. EMSFCL   - Maintain Staff Classroom File              CN
14. EMSVEP   - Maintain Vocational Ed Program File        CV

Menu: EMSTCN Option>

(Re) Accept      F7 Help      F8 Exit      F10 Next
(Press 'Next' for more options)
```

EMSMSE Screen:

```
FIND:
      Student ID Name
Student ID 123456789 MOUSE,MICKEY/12345
School IRN/Name 001081 Ashland High School
                STUDENT EMPLOYMENT DATA
      Birthdate 06/01/1981 Sex M Race/Ethnic Code W
Completer Status: 3 Tech. Prep.(Y/N): N
Award of Merit: * Withdrawal Date: 06/03/2000
Disability Condition: ** Withdrawal Reason: 01
LEP (Y/N): N Subject Code: 010104
Diploma Type: 1 Alt. Subject Code: 010500
Diploma Date: 06/03/2000 Local Classroom Code: ASHS-613-04
Resident Dist. IRN: 043505 Alt. Classroom Code: ASHS-626-57
Attn. Home IRN: _____ Alt. Local Flag: N
Attn./Home IRN Status: 0 Employ. Student Work:
Disadvantage: * Hourly Wage:
```

EMSMSE - Student Employment Maintenance Program

```
F6 Top      F11 Find
F7 Help     F14 Modify
F8 Exit     F17 Lockmode
F10 Next
```

**Alt. Local Flag:** - Default is No. If a student is a completer in two different areas, this flag allows the district to designate which area is being submitted as the primary completer area. Both sets of course and local classroom codes will be extracted into the file. The flag should be changed to “Y” if the alternate set of codes should be considered to be the primary set.

**Employ. Student Work:** - Indicates the status of the student’s employment/education 6-8 months after completing the program.

From page 4-113 of EMIS Guide:

- 01 Entered military (related)
- 02 Entered military (non related)
- 03 Employed related and pursuing related education
- 04 Employed related and pursuing non-related education
- 05 Employed related and not pursuing additional education
- 06 Employed non-related and pursuing related education
- 07 Employed non-related and pursuing non-related education
- 08 Employed non-related and not pursuing additional education
- 09 Pursuing related education only
- 10 Pursuing non-related education only
- 11 Not working, but actively seeking employment
- 12 Not working, not seeking employment (ie. welfare, prison, homeless)
- 13 In the voluntary labor force (ie. work of the family)
- 14 Status unknown

New:

- 98 Reported incorrectly as completer in June and student is not currently enrolled
- 99 Reported incorrectly as completer in June and student is currently enrolled

**Hourly Wage:** - If codes 03,04, or 05 are used in the Employ. Student Work field, then the average hourly salary that the student is making is to be entered in this field.

Note: Career Centers need to get information on at least 90%, and do not use code 14 unless you absolutely have to.