



Appendix A – October Reporting Period Checklist FY09

Staff:

- MASCHG – (Only run once, for years experience increment)
- PERDET – Report - (Use Credential/State Id)
- USPEMS/USPEMX – Extract of data (Use Credential/State Id)
- EMSRX – Import of data
- EMISWeb – CI – Staff Demographics (from USPS)
- EMISWeb – CK – Staff Employment (from USPS)
- EMISWeb - CJ – Staff Contractor (manual entry)
- EMISWeb – CN – Staff Course (from DASL) (Use Credential/State Id) CTRMEMIS
- EMISWeb – CC – Contract Only (manual entry)
- EMISWeb – CM – Mapping Cross Ref (manual entry)
- EMISWeb – CV – Staff Correlated (from DASL or manual update)

District and Building:

- EMISWeb – DQ – District General/Fall (manual update)
- EMISWeb – DF – Building General/Fall (manual update)

Student:

- DASL – Run verify as often as necessary to clean up errors
- EMISWeb – GI - Student Demographics (General tab in DASL) UNCLEMIS
- EMISWeb – FN – Attributes – No Date (FN tab in DASL) UNCLEMIS
- EMISWeb – FS – Standing (FS Standing/FS Attendance in DASL) ATTUPDEMIS
- EMISWeb – FD – Effective Date (FD tab in DASL) UNCLEMIS
- EMISWeb – GQ - Student Programs (Memberships in DASL) (Use Credential/State Id) MEMBEMIS
- EMISWeb – GN – Student Subjects (Schedules in DASL) CLISEMIS
- EMISWeb – GE – Special Ed Event records (in DASL)
- EMISWeb – GX – OGT (assessment area in DASL)
- EMISWeb – GO – KG Readiness –KRAL (assessment area in DASL)
- EMISWeb – GB – Preschool (assessment area in DASL)
- EMISWeb – GS – Preschool ASQ/SE (assessment area in DASL)
- EMISWeb – CM – Preschool ECO (assessment area in DASL)

- Transfer DASL EMIS to State EMIS (EMISWeb)

The following are currently only available in State EMIS files:

- EMISWeb – GP – Graduation Only (manually enter)

Currently you still need to do the following via Reflections – ‘green screen’ accounts

- Aggregations (emsagg) (student data)
- EMSRDET (staff, building, district data)
- Submit to State (ems_submit)



- Review reports from ODE (http://tccsa0.tccsa.net/www_emisrpts/xxxx)