



# News, Notes, & Reminders

*Your source for information about the ProgressBook Suite, EMIS, IEP Anywhere, and Infohio*

May 26th, 2016

## Happy Memorial Day!

We hope you all have a safe and fun Memorial Day weekend. A big thanks to those who've served or continue to serve our country as we all remember those who died while serving.



## Reminders

Don't forget to complete your ProgressBook surveys. We send these out annually to our ProgressBook administrators to collect pertinent information and communicate various items. Kathy Rose sent the link out in April or you can access the survey [here](#).

For districts who are requesting changes to report cards for next school year, HCC needs those changes communicated to us by July 1<sup>st</sup>, 2016. If you have questions about changing your report cards, please be sure to log a Cherwell ticket.

## Prepared for Success

Districts have been busy working on using the reports pushed out via the Collaboration Center to verify their Prepared for Success data. If you've not had an opportunity to do this, it's important that you do so soon as the FY15 Graduate EMIS reporting period closes on June 3<sup>rd</sup>. Some Prepared for Success data comes from that reporting period so, if there are mistakes, now is your opportunity to correct them.

It's also come to our attention that there have been some business rule changes between the 14/15 report card and the 15/16 report card related to industry credentials. For the 14/15 report card, if a student was submitted with a GW record in EMIS, they were identified as earning an industry credential. For the 15/16 report card, a student must earn 12 points within a career field to be identified as earning an industry credential.

This change was not incorporated into the reports that were initially sent out so some students were inadvertently assigned a point value where no point should've been assigned. This issue was resolved on the report from May

23<sup>rd</sup> but they uncovered an additional issue where some credentials weren't being loaded from EMIS. That issue will be corrected on the May 31<sup>st</sup> version of the report.

## EMIS Alliance Training

HCC will be offering several Excel training opportunities near the end of June geared toward EMIS Coordinators. You can sign up for these trainings using the 'Event Scheduler' link on our [webpage](#). A synopsis of each training session is provided below:



[Troubleshooting SIS Data Using Excel \(prior to the Data Collector\) - June 23<sup>rd</sup> @ 9:00 a.m.](#)

Troubleshooting SIS data with Excel will leverage the flat files that each SIS generates for EMIS Reporting, as well as some of the CSV files contained in the Data Collector. The training will be vendor neutral in terms of student information systems. Attendees will receive training on using Excel Pivot Tables, the VLookup function, and Conditional Formatting to effectively review

district data prior to submission to ODE. There will be hands-on exercises to find problems in objects such as attendance patterns, calendars, and TGRG data (comparing FN and GQ).

Where Kids Count Report Leveraging Excel – June 23<sup>rd</sup> @ 1:00 p.m.

The Where Kids Count (WKC) session will demonstrate the use of Excel to apply WKC rules to local data pulled from the district’s student information system, and compare this data to the WKC report in the Data Collector. Using a variety of Excel functions and formulas, attendees will explore ways to verify the accuracy of the Majority of Attendance IRN and the Accountability IRN being reported through EMIS. The session will also cover the impact of WKC elements on the District Report Card.

FTE Report Leveraging Excel – June 27<sup>th</sup> @ 9:00 a.m.

The FTE reports session will review EMIS data elements, calculations, and determinations used in the generation of the FTE reports. Attendees will gain an understanding of the FTE report content as well as ways to troubleshoot their report data using Excel. FTE Adjustments will be explained along with suggestions on finding and correcting adjustments. Finally, attendees will be given information to aid in comparing their FTE Reports with their School Finance Payment Reports (SFPRs)

CTE Report Leveraging Excel – June 27<sup>th</sup> @ 1:00 p.m.

Attendees of the CTE Report session will learn how to interpret the CTE Reports and explore the data that impacts CTE funding of vocation programs. Attendees will learn how to use the data on CTE reports to determine the level of funding they will receive for students in approved programs. Attendees will also receive helpful tips along the way for using Excel to enhance the data on the reports, making this data more useful to the user and providing greater efficiency in the error correction process.

## Meet the Team

Tracy Varner is the Library Services Specialist at the Hamilton Clermont Cooperative ITC (HCC). She enjoys combining her love of all things library/technology and the opportunity for coaching and collaborating with school librarians in the Greater Cincinnati area. In her 23-year career as an educator she has served as an elementary classroom teacher, a district technology coordinator and a school librarian at the elementary, middle and high school levels.



Tracy and her husband, Jeremy, an 8<sup>th</sup> grade science teacher at Nagel Middle School, met while working at Monroe Elementary (New Richmond EVSD) during their first years teaching. They married three years later and will celebrate their 19<sup>th</sup> anniversary this summer. They love travelling, working together on their old Victorian home in Georgetown, and reading on the overlook at Creek’s Bend, part of the Edge of Appalachia Nature preserve in Adams County. Tracy is an avid reader. She loves historical fiction—especially steampunk—and her current favorite author is Gail Carriger. If you are looking for a book recommendation, you can connect with Tracy on Goodreads.com.

### Upcoming Dates

- May 27<sup>th</sup> – EMIS Course Reporting 101 (HCC)**
- May 27<sup>th</sup> – FTED-001 Training (HCC)**
- May 30<sup>th</sup> – Memorial Day (HCC Closed)**
- June 22<sup>nd</sup> – ODE EMIS June Meeting**
- June 23<sup>rd</sup> – Excel Trainings**
- June 27<sup>th</sup> – Excel Trainings**
- July 1<sup>st</sup> – Report Card Changes due**