



## Coronavirus (COVID-19) EMIS FAQ Document – HCC

The Ohio Department of Education created and updates on a regular basis an FAQ document that can be found at <http://education.ohio.gov/Topics/Student-Supports/Coronavirus/Frequently-Asked-QuestionsGovernor-DeWine's-Scho#FAQ3900>. The intent of this document is to help school and district leaders think through important local-level decisions.

Below, we'll keep track of EMIS-related questions that may affect multiple districts and provide answers as they become available.

- (1) If my district is closed on a particular date due to the Coronavirus pandemic and not offering instruction (i.e. remote learning), how should that date be reported in the calendar collection window? **This should be reported as a Calamity Day using the C\_DCMTYTKN attribute on the DN record. If staff receive professional development on any such day, you should also report the Staff PD hours by using the C\_PFLMEET attribute.**
- (2) What should we report in EMIS for days where the buildings are closed but we're offering instruction (online, blizzard bags, etc.)? **You should hold off on creating calendar exceptions for these dates until further notice. ODE will be providing advice on this topic on a later date. It's possible that there will be a new DN attribute specifically for this scenario.**
- (3) How should we handle students who move between districts during this time? **If a student comes to you and is eligible to enroll, you should be enrolling them.**
- (4) What admission date should we be using for new enrollees during this time? **The current assumption is that you should be using the first day that instruction is being provided to the student though we will be sending a ticket up to ODE to confirm this.**
- (5) If student testing gets waived, how will this affect the Student Acceleration (FB) record? Specifically, what should be reported in the Acceleration Assessment Flag field in cases where students aren't assessed this year due to the state waiving the requirement to assess students? **We do not have guidance on this yet. Once we receive guidance and instructions from ODE on assessments, we'll pursue an answer to this with them.**
- (6) Once a district/building meets the threshold for minimum hours required in a school year are they allowed to simply discontinue school at that point? **Until the legislature acts and the policy makers provide guidance on how instructional days (whether online or via blizzard bags) will be treated, ODE can't provide any guidance on whether or not districts can simply discontinue education once the minimum hours requirements are met at each building.**



- (7) On days that we close but provide education services via online assignments or blizzard bags, etc., do we have to take attendance? **The state recognizes that attempting to track student attendance under such circumstances would be extremely complicated. Consequently, students will be deemed to be in attendance on days like this. ODE will provide additional guidance for coding student attendance in EMIS during the ordered closure period.**
  
- (8) How do we determine if graduation requirements have been met? **This is addressed at <http://education.ohio.gov/Topics/Student-Supports/Coronavirus/Graduation-Requirements-in-Light-of-Coronavirus-Re> and much seems to left up to local decision-makers.**
  
- (9) As we are offering remote learning opportunities during this time (i.e. online learning), do we need to update the delivery method on the courses we are reporting? **At this point, ODE's advice is to not change the Delivery Method on courses. There may be additional guidance on this topic later.**