



## 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\_PRFLMEET attribute.**
- (2) What should we report in EMIS for days where the buildings are closed but we're offering instruction (online, blizzard bags, etc.)? **On days when buildings were closed due to the state ordered closure, districts should report calamity days on the calendar for days that were supposed to be in session.. If the district is making an effort to provide remote learning on any of these calamity days after March 1st, they should also report the blizzard bag exception. In general, if you're making good faith effort to provide instruction, then you can count the entire day as in session. Blizzard Bag hours should be the original number of hours scheduled for that day. Essentially, for calendar reporting, the calamity exception will remove the hours from the calendar and then the blizzard bag exception will add the hours back in but both need to be reported in 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? **Districts should continue reporting this as they did before. It won't have any effect on anything since assessments have been waived but no need to go in and alter FB records at this point.**



- (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? **According to ODE's FAQ updates, districts should not shorten their school years and should continue their calendars as planned. If your district is considering shortening the school year, HCC advises consulting with legal counsel prior to making this decision.**
- (7) On days that we close but provide education services via online assignments or blizzard bags, etc., do we have to take attendance? **Per ODE, while all students whose learning was interrupted by the ordered school-building closure will be counted as present during this time, it is expected that districts and schools are making a good faith effort, using processes and strategies within their capabilities, to ensure students are regularly participating in educational opportunities and are provided with supports when needed.**
- (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 be 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.**
- (10) Recently it was indicated on a Webpage on ODE's website that students would be included in FY20G reporting if they graduated on or before September 30, 2020. Does this mean that any student who graduates by that date will be included in my graduate count for FY20? **No. While it says September 30<sup>th</sup>, 2020, the actual window to meet requirements to be an on-time FY20 graduate do not change. FY20 Graduates will be the same as in the past – any student who graduates from the first day of school in FY20 (19-20) through prior to the first day of school in FY21 (20-21). Students have until September 30, 2020 to use the flexible option outlined in the Covid-19 [document](#) on graduation. If they complete prior to the first day of the 20-21 school year – they will be considered FY20 graduates. If they complete AFTER the first day of school in 20-21, they may use the flexible option until September 30, 2020, but they will be considered FY21 graduates.**
- (11) How do we handle days where students didn't receive instruction but teachers were preparing for remote learning? **You would report two EMIS exceptions on these dates. You'd report a Calamity Day exception with zero hours and a Professional Development Staff exception with the appropriate number of hours. Student Information districts will also want to update the sub-calendar day type to a non-attending day.**



(12) My special ed staff have been struggling to meet timelines since the closures. Has ODE indicated any leniency on meeting these timelines this year? **The Office for Exceptional Children continues to monitor Ohio's ordered school building closure and guidance from the U.S. Department of Education. Guidance regarding data to be measured for the Special Education Profiles will be forthcoming.**