

March Follow-up Collection- D – FY17

Based on data submitted for 15/16 School Year

Open for submissions 2/13/17 – 4/28/17

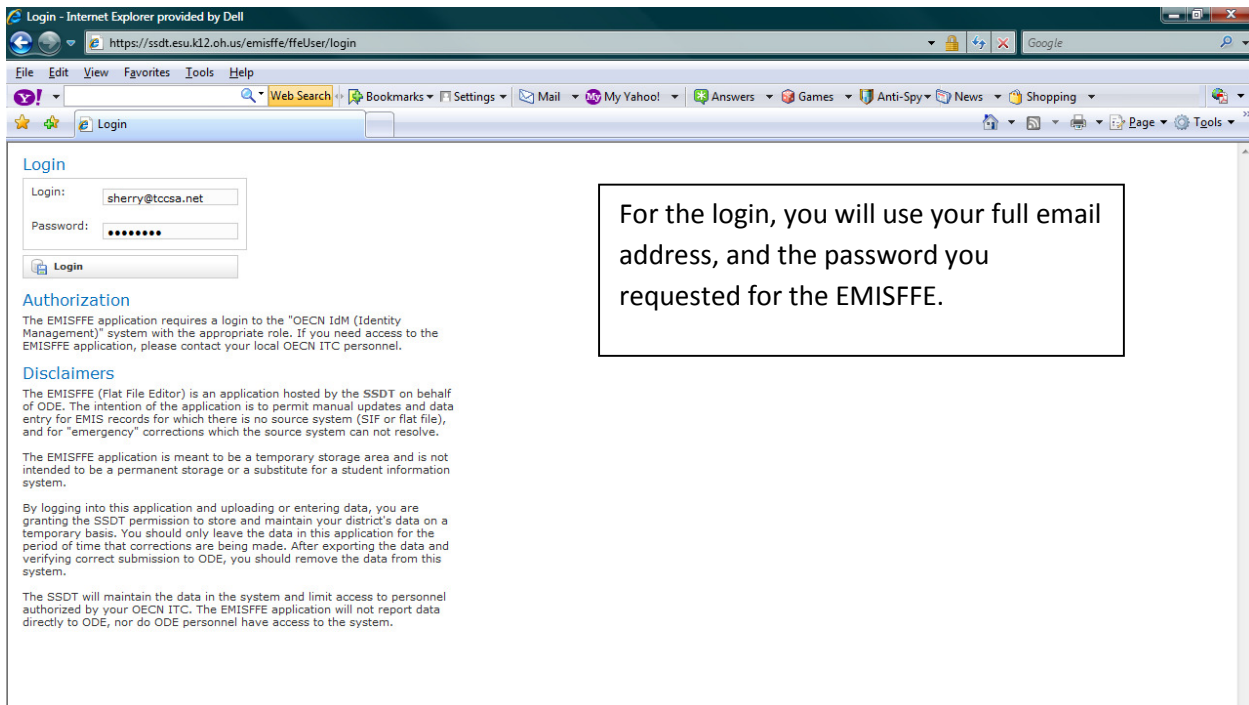
New: Two data files will be loaded into EMISr as Level 2 reports.

1. A **.CSV** file that is for your use. **DO NOT** load this file into EMISFFE.
2. A fixed length file – format of **.TXT** or **.SEQ**. **LOAD** this file into EMISFFE.

Please select the appropriate file(s) and save to your desktop – (or where you save your data files for EMISr).

You will need to log into the Flat File Editor program to import/export and update all your follow-up information. You can get to this site, by going to our web site:

www.tccsa.net under the LOGINS section, you should see the link titled: **EMISFFE**



For the login, you will use your full email address, and the password you requested for the EMISFFE.

Login

Login: sherry@tccsa.net
Password:

Login

Authorization

The EMISFFE application requires a login to the "OECN IdM (Identity Management)" system with the appropriate role. If you need access to the EMISFFE application, please contact your local OECN ITC personnel.

Disclaimers

The EMISFFE (Flat File Editor) is an application hosted by the SSOT on behalf of ODE. The intention of the application is to permit manual updates and data entry for EMIS records for which there is no source system (SIF or flat file), and for "emergency" corrections which the source system can not resolve.

The EMISFFE application is meant to be a temporary storage area and is not intended to be a permanent storage or a substitute for a student information system.

By logging into this application and uploading or entering data, you are granting the SSOT permission to store and maintain your district's data on a temporary basis. You should only leave the data in this application for the period of time that corrections are being made. After exporting the data and verifying correct submission to ODE, you should remove the data from this system.

The SSOT will maintain the data in the system and limit access to personnel authorized by your OECN ITC. The EMISFFE application will not report data directly to ODE, nor do ODE personnel have access to the system.

New this year:

1. Log in to EMISFEE.
 - a. Choose **Export data** – then choose Fiscal Year: **2016**, and Reporting Period: **D – March**
 - i. Click on the **Export File** button and **Save As** this exported file to your desktop or a folder you have easy access to. Give it a name that will make sense to you, strongly suggest adding FY and reporting period code to it. Example: FY16D_051714.seq
 - b. Select **Home** icon, and choose the **GV – CTE Workforce Development Follow-up**
 - i. Choose **Delete ALL CteWorkforceFollowup** – to clean up prior to loading new data
 - c. Select **Home** icon, and choose the **FA – Student Assessment**
 - i. Choose **Delete ALL FA Student Assessments** - to clean up prior to loading new data (may be empty)
 - d. Select **Home** icon, and select **Import data** – browse for your files from ODE that you have saved to desktop(?) from the Level 2 section in EMISr for Reporting Period FY17D manifest, and **upload** the files.

Select **Home** icon, and then select the: [CTE Workforce Development Follow-Up \(GV\)](#)

Id	Student Id	Student Name	Attending Building IRN	District Of Residence IRN	Program Of Concentration1	Fiscal Year Of Program1	Program Of Concen Flag1
127,387	FZ872		001081	043505	A0	2014	Y
127,388	FZ904		001081	043505	C0	2014	Y
127,389	FZ980		001081	043505	A0	2014	Y
127,390	FZ998		001081	043505	C0	2014	Y
127,391	GA137		001081	043505	A0	2014	Y
127,392	GA175		001081	043505	A0	2014	Y
127,393	GA577		001081	043505	A0	2014	Y
127,394	GA872		001081	043505	C0	2014	Y
127,395	GA958		001081	043505	C0	2014	Y
127,396	GB373		001081	043505	A0	2014	Y
127,397	GB549		001081	043505	C0	2014	Y
127,398	GB549		001081	043505	C0	2014	Y
127,399	GB554		001081	043505	C0	2014	Y
127,400	GB953		001081	043505	A0	2014	Y
127,401	GC230		001081	043505	C0	2014	Y
127,402	GC656		001081	043505	C0	2014	Y
127,403	GC657		001081	043505	C0	2014	Y
127,404	JC463		001081	043505	A0	2014	Y
127,405	OT469		001081	043505	C0	2014	Y
127,406	PS461		001081	043505	C0	2014	Y

The ID column will also let you select the record to edit. You will see all the fields listed, grayed out, click on the Edit button. All fields with data entry have drop down boxes, make your selections and be sure to click on the Update button when completed with that record.

Home Search CteWorkforceFollowup List

Show CteWorkforceFollowup

Edit

Student Id FZ7900923

Student Name BELU

Attending Building IRN 001081

District Of Residence IRN 043505

Program Of Concentration1 A0

Fiscal Year Of Program1 2013

Program Of Concen Flag1 Y

Program Of Concentration2

Fiscal Year Of Program2 0000

Program Of Concen Flag2 N

Program Of Concentration3

Fiscal Year Of Program3 0000

Program Of Concen Flag3 N

Program Of Concentration4

Fiscal Year Of Program4 0000

Program Of Concen Flag4 N

Program Of Concentration5

Fiscal Year Of Program5 0000

Program Of Concen Flag5 N

Diploma D

Apprenticeship **

Employed Placement **

Military Placement **

Other Followup Status *

Post Second Or Adv Training **

Earned Certificate License N

After you click on the edit button

Attending Building IRN 001081

District Of Residence IRN 043505

Program Of Concentration1 A0

Fiscal Year Of Program1 * 2013

Program Of Concen Flag1

Program Of Concentration2

Fiscal Year Of Program2 * 0000

Program Of Concen Flag2

Program Of Concentration3

Fiscal Year Of Program3 * 0000

Program Of Concen Flag3

Program Of Concentration4

Fiscal Year Of Program4 * 0000

Program Of Concen Flag4

Program Of Concentration5

Fiscal Year Of Program5 * 0000

Program Of Concen Flag5

Diploma

Apprenticeship

Employed Placement

Military Placement

Other Followup Status

Post Second Or Adv Training

Earned Certificate License

Once you have entered all the information on the record and hit Update, toggle on the CteWorkforceFollowup List icon, to get your next record to work with.

Once you have updated all records you will want to click on the **Home** icon and select **Export data**:

Be sure to select the Fiscal Year: **2017**

Select the **D- March reporting period**, and only the **FA** and **GV** are checked then, so you can then scroll down and choose the **Export File** option:

GV - CTE Workforce Development Follow-up

FA – Student Assessment

Choose **Save As** this exported file to your desktop or a folder you have easy access to. Give it a name that will make sense to you, strongly suggest adding FY and reporting period code to it. Example: FY17D_051714.seq

You will then need to go into EMISr and upload the file.

Log in, and click on the Data Sources tab:

In the box below, click on the [Other Data Sources](#) link:

From this screen, click on the Actions – [Manage](#) link:

From this screen, click on the [Upload File](#) link:

Use the Browse option to find the file you just exported to your desktop and click on the [Upload](#) link.

Once you have loaded the file into the flat file area in EMISr, you can then choose to run the Manifest: **March Follow-up Collection (FY17)**

Note: This process would then be like any other collection – Collect, Prepare, Preview, and Submit