

March Follow-up Collection- D – FY18

Based on data submitted for 16/17 School Year

Open for submissions 2/02/18 – 4/13/18

New this year, ODE is allowing you to appeal now thru Feb. 23rd if you need to add missing data etc. Please see the EMIS Newsflash from Jan. 22nd for instructions.

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

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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).

Collection Requests Summary

Ohio Department of Education

[Refresh](#) | [Restore Defaults](#)

Use the choices below to filter the list of collection requests shown

Collection Request: Data Set: School Year: Last Activity Within:

Show closed collections

Sort Order

Order Collections By: Submission Close Date A-Z Z-A A-Z on Short Name Z-A on Short Name Most recently active

March Follow-up Collection (FY18)

FY18-D-March Flwup: CTE (Career-Technical Education) Workforce Development Follow-Up data are reported during this collection window. Additionally, C...

Submissions: February 02, 2018 - April 13, 2018
Version: 2
Status: This collection has never been submitted.
Submission Number: 1 (attempt 0)
Actions: [Start Collection](#)
[Add New Scheduled Collection](#)
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From ODE: [Level 2 Reports](#)

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Please click on the Level 2 Reports option, then you should see the following when you click on the Show Reports, with your number of students:

Reports

[Level 1 Reports](#) | [Level 2 Reports](#) | [Received Files](#)

Level 2 Reports

Choose the filter criteria then click the Show Reports link to generate the list of Level 2 reports matching these criteria.

Filter Options

LEA: Collection Request: Data Set: School Year: Category:

LEA IRN: Show closed collections

Processed on or after: (mm/dd/yyyy) Last Activity Within:

With Data Only: Exclude reports with 0 rows Last Updated on or after: (mm/dd/yyyy)

Report Name includes:

Display Options

Group By: Collection Request LEA Level 2 Report Category Data Set None

File Format: CSV HTML

[Show Reports](#) | [Restore Defaults](#) | [Reset Date textboxes](#)

(Total Count: 2)

Collection Request / Report Name	LEA	Fatal	Critical	Warn	Info	Total	Category	Data Set	Process Date	Last Upd Date	Submission
March Follow-up Collection (FY18) (2018D0000) (Count: 2)											
<input checked="" type="checkbox"/> (CTFL-001) CTE March Follow Up Extract (All Students)	WSCC_051714	0	0	0	316	316	Student	D	01/19/18 00:00	01/19/18 00:00	Not Known
<input checked="" type="checkbox"/> (CTFL-002) CTE March Follow Up Extract for FFE	WSCC_051714	0	0	0	316	316	Student	D	01/19/18 00:00	01/19/18 00:00	Not Known

[Generate a single.zip file for all reports](#) | [Export report information to a .csv file](#)

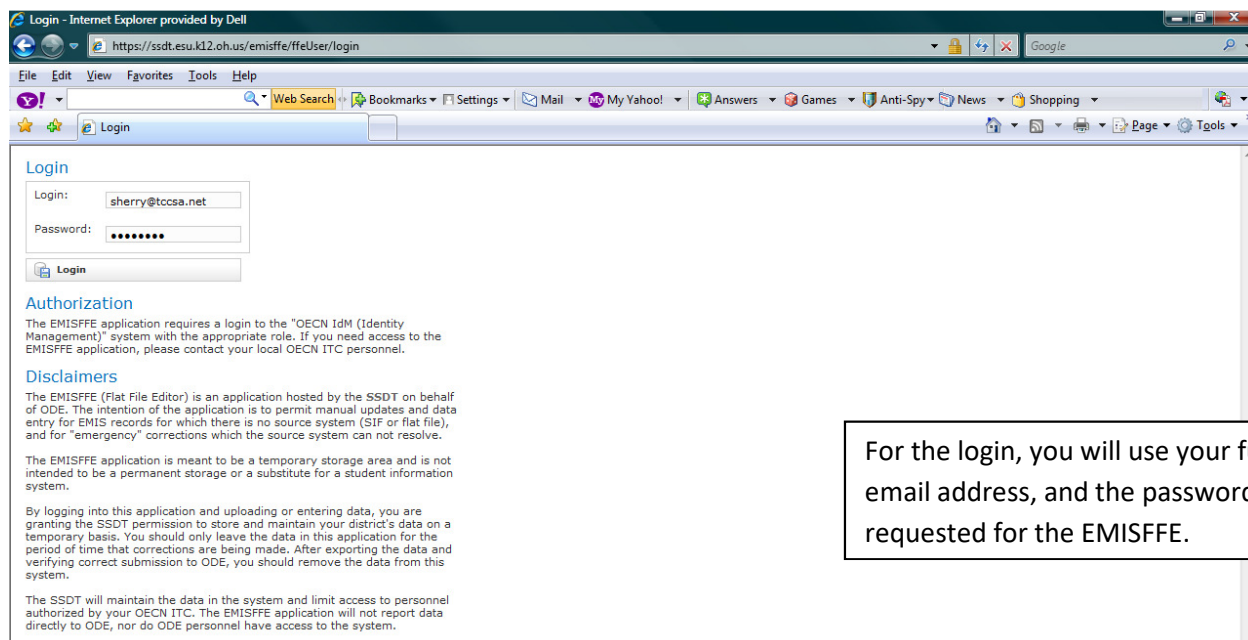
The first one is the csv file that should show you the list of students, and the second one is the file that is needed for the EMISFFE screens.

Save the file, DO NOT OPEN it. Move to your desktop and right click on it to rename it. It must end with .seq – so you can rename it to something like WCCC-18D.SEQ

(note: be sure it does not have the .csv also, only the .seq)

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.

1. Log in to EMISFEE.
 - a. Choose **Export data** – then choose Fiscal Year: **2017**, 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: FY17D_051714.seq (This is for you to keep as a copy of the data you sent last year).
 - 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 and renamed(?) from the Level 2 section in EMISr for Reporting Period FY18D 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. All the field explanations can be found in the EMIS manual, Chapter 2.12.

Home Search CteWorkforceFollowup List

Show CteWorkforceFollowup

Edit

Student Id	FZ7900923
Student Name	<input type="text"/>
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 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

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: **2018**

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. Again, **DO NOT OPEN** the file. Give it a name that will make sense to you, strongly suggest adding FY and reporting period code to it. Example: FY18D_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 (FY18)**

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

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Display Options

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Fiscal Year Of Program4	0000
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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

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