
ProgressBook SpecialServices System Manager Guide



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Change Log

The following Change Log explains by Product Version, Heading, Page and Reason where changes in the *ProgressBook SpecialServices System Manager Guide* have been made.

Product Version	Heading	Page	Reason
12.3	<i>“Administrator Home Page”</i>	1	Updated screen shot with new SpecialServices logo and the removal of the version number in the banner.
12.3	<i>“EMIS Extract Error Messages”</i>	39	Added information about the EMIS extract error message if there is a date missing for state tests.
12.3	<i>“EMIS Extract Error Messages”</i>	39	Added information about the EMIS extract error message if there is not Start or End dates for any IEP.

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About This Guide

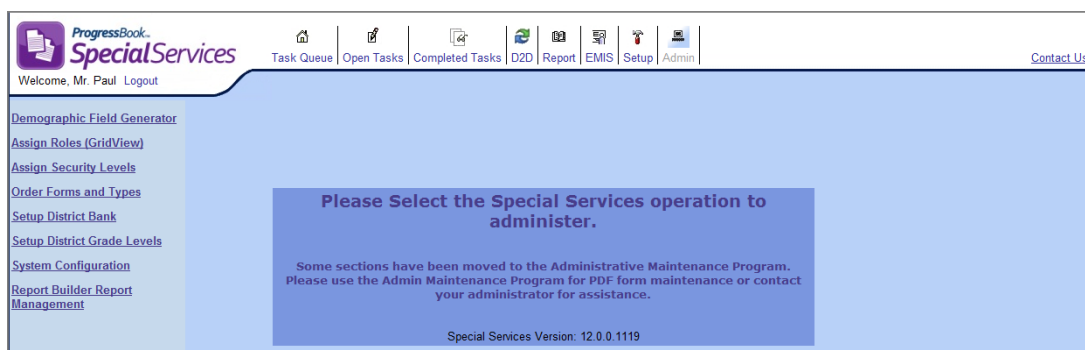
The purpose of this guide is to assist ProgressBook SpecialServices users with Master or School Administrator privileges in setting up and maintaining their SpecialServices system. The sections in this guide provide procedural information about setting up security, district banks and district grade levels (if your district has a standalone version of SpecialServices). Additionally, this guide provides the procedures for transferring student forms into and out of your district, building the EMIS Extract and running SpecialServices reports. For more specific information about how to use the application, refer to the *SpecialServices User Guide*.

Administrator Home Page

For users assigned the School Administrator or Master roles in ProgressBook GradeBook, the Administrator Home Page is the first screen that displays when you access SpecialServices. On the Administrator Home Page, you can perform the following actions:

- Map district grade levels, if your district does not use ProgressBook GradeBook. See “*Set Up District Grade Levels*”.
- Define security roles and assign the roles to the users who will access SpecialServices. See “*Set Up Security*”.
- Set up District Banks. See “*Set Up District Banks*”.
- Assign user account access to Report Builder reports; manage user accounts; manage district access to Report Builder reports; download and manage Core reports; and upload and manage Add-on reports. See *ProgressBook Report Builder Management Guide*.

Note: The *Demographic Field Generator* and *Order Forms and Types* links refer to functions that you cannot currently configure in SpecialServices.




Administrator Home Page

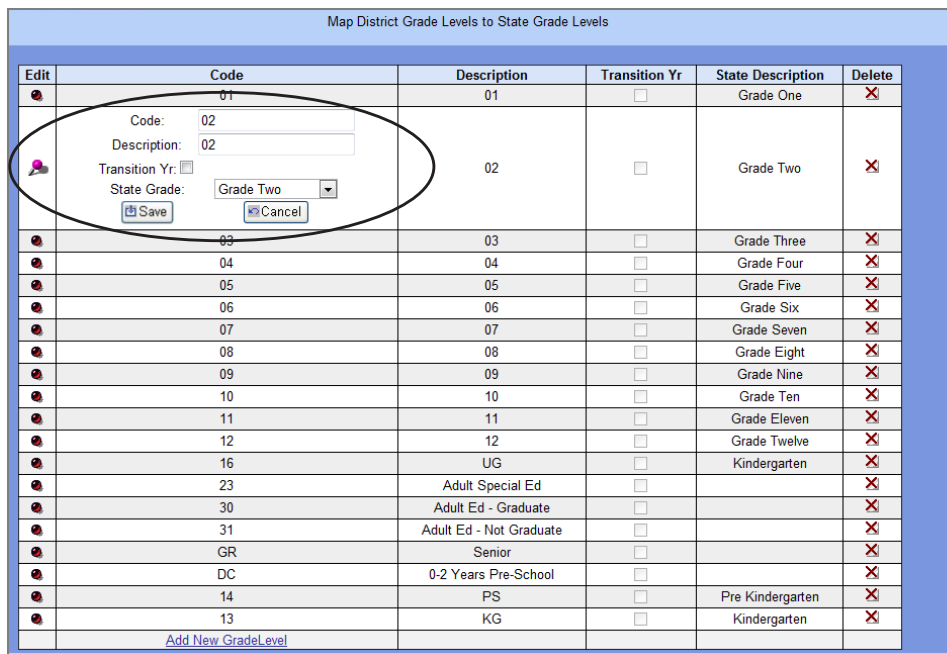
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Set Up District Grade Levels

You may need to associate your district grade levels with the state grade levels to ensure the correct state grade levels are used for EMIS reporting. The district grade levels are imported into SpecialServices from your student information system during the nightly batch integration process.

Associate Grade Levels

1. On the Administrator Home Page, click the **Setup District Grade Levels** link.
2. On the Grade Levels screen, click  next to the grade level you want to map. The row expands to display the fields for the grade level.



Edit	Code	Description	Transition Yr	State Description	Delete
	01	01	<input type="checkbox"/>	Grade One	
	02	02	<input type="checkbox"/>	Grade Two	
	03	03	<input type="checkbox"/>	Grade Three	
	04	04	<input type="checkbox"/>	Grade Four	
	05	05	<input type="checkbox"/>	Grade Five	
	06	06	<input type="checkbox"/>	Grade Six	
	07	07	<input type="checkbox"/>	Grade Seven	
	08	08	<input type="checkbox"/>	Grade Eight	
	09	09	<input type="checkbox"/>	Grade Nine	
	10	10	<input type="checkbox"/>	Grade Ten	
	11	11	<input type="checkbox"/>	Grade Eleven	
	12	12	<input type="checkbox"/>	Grade Twelve	
	16	UG	<input type="checkbox"/>	Kindergarten	
	23	Adult Special Ed	<input type="checkbox"/>		
	30	Adult Ed - Graduate	<input type="checkbox"/>		
	31	Adult Ed - Not Graduate	<input type="checkbox"/>		
	GR	Senior	<input type="checkbox"/>		
	DC	0-2 Years Pre-School	<input type="checkbox"/>		
	14	PS	<input type="checkbox"/>	Pre Kindergarten	
	13	KG	<input type="checkbox"/>	Kindergarten	

Grade Levels Screen


3. Edit the **code** for the **district grade level** in the Code field, if necessary.

Note: You can use a two-digit numeric or two-character alphabetic reference that matches the grade level in the Code field. For example, you could enter a code of 01 for grade 1 and a code of KG for Kindergarten. The codes used in the Code and Description fields can be the same.

4. Edit the **description** of this grade level in the Description field, if necessary.
5. Select the **state grade level** that you want to associate with the district grade level in the State Grade list.

Note: The Transition Year refers to a student grade level that moves from one building to another building. This field is no longer used.

6. Click **Save**.
7. To continue associating state grade levels with district grade levels, repeat Steps steps 2 through 6.

Note: To delete an existing grade level, click  in the Delete column of the appropriate grade level. You cannot delete an existing grade level if any data is associated with it.

Set Up Security

SpecialServices defines seven roles that describe the type of access users can have within the application. To meet the specific requirements of your district, you can customize a role by adding privileges to or removing privileges from the default roles. Once the roles are set up as desired, you must assign a role to all of the users whom you want to access SpecialServices. Users not assigned a role are unable to access application.

Security Privileges

Security privileges define the specific actions a user can perform within a task as listed in the following table. For example, users assigned the Read and Archive privileges can view completed tasks, including their associated forms and archived forms. Users assigned the New and Edit privileges can access the Open Tasks screen and perform all of the available actions for an open task, including modifying the forms, except complete the task. The Finalize privilege allows a user to complete a task.

SpecialServices Security Privileges

Privilege	Description
Read and Archive	Allows user to view completed tasks. Note: The Read and Archive privileges work in conjunction to each other; you must assign both privileges to a role in which you want to define view access to tasks.
New	Allows user to create new open tasks and add attachments.
Edit	Allows user to view and modify open tasks and rename completed tasks.
Finalize	Allows user to complete tasks.
Delete	Allows user to delete pages from an open task.
Comment	This privilege applies to a feature that is currently not available in SpecialServices.
Delete Finalized	Allows user to delete a completed task.
Access EMIS	Allows user to modify data on the EMIS Data Collection Form and generate the EMIS extract.
District Transfer	Allows user to send and receive SpecialServices forms between districts.
Admin Form Unlock	Allows user to unlock any page locked by another user.
Delete Open Task	Allows user to delete an open task.

Security Roles

Security roles, also called levels, contain one or many privileges to specifically define all of the actions a user has the ability to perform as listed in the following table. SpecialServices provides seven security roles: 100, 200, 300, 400, 450, 500 and 600. You can modify the roles to meet your district's requirements. However, it is recommended that you use the following guidelines:

- Levels 100 and 200 should define the most restrictive access, generally assigned to general education teachers.
- Level 300 should define privileges that allow users to perform primary task maintenance functions, such as creating new tasks, editing and completing tasks. This role is generally assigned to special education teachers and staff and, depending on the procedures in your district, may also include the ability to delete tasks.
- Level 400 should define the least restrictive access, generally assigned to special education administrators.
- Reserve levels 450, 500 and 600 to define special privileges that you can assign to users, such as Admin Form Unlock, Access EMIS and District Transfer.

The privileges are assigned to each role by default.

Security Privileges Assigned to Roles or Levels

Privilege	Level 100	Level 200	Level 300	Level 400	Level 450	Level 500	Level 600
Read	X	X	X	X			
Archive	X	X	X	X			
New			X	X			
Edit			X	X			
Finalize			X	X			
Delete				X			
Comment		X	X	X			
Delete Finalized							
Access EMIS						X	
District Transfer							X
Admin Form Unlock					X		
Delete Open Tasks							

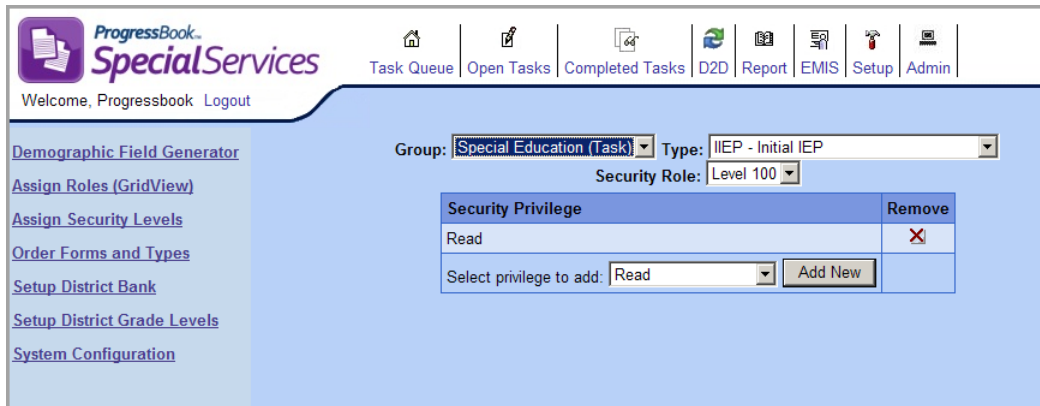
Assign Privileges to Roles

All of the current security settings for every task are associated with the IIEP - Initial IEP task type. The system does not currently recognize the privileges assigned to the other task types that appear in the Type list.

It is recommended that you only modify the existing roles to add Delete, Delete Open Tasks and Delete Finalize privileges.

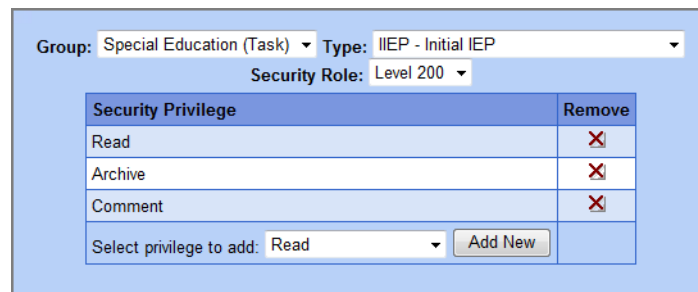
1. On the Administrator Home Page, click **Assign Security Levels**.

The Security Levels screen displays.



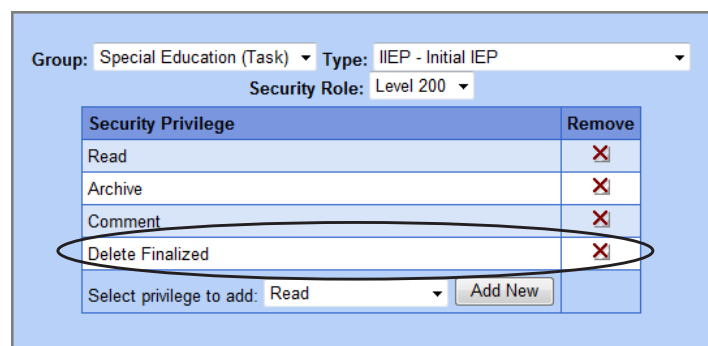
Security Levels Screen

2. Select **IIEP - Initial IEP** in the Type list.
3. Select the **security role** for which you want to assign privileges in the Security Role list.
The current privileges assigned to the selected security role display in the grid.



Privileges Assigned to Security Role

4. Select the **privilege** you want to add in the Select privilege to add list, and then click **Add New**.
The new privilege is added to the list.




New Privilege Added to List

5. Repeat step 3 and step 4 to add additional privileges to the security role.

Remove Privileges from Roles

1. On the Administrator Home Page, click **Assign Security Levels**.
2. On the Security Levels screen, select **IIEP - Initial IEP** in the Type list.

Note: All of the current security settings are associated with the IIEP - Initial IEP task type. The system does not use the security privileges assigned to other task types.

3. Select the **security role** for which you want to delete a privilege in the Security Role list.
4. Click  in the row of the privilege you want to remove.
The message displays, "Are you sure you want to delete this Privilege?"
5. Click **OK**.
The privilege is removed from the list of privileges assigned to the security role.

Assign Roles to Users

You must assign roles to define the activities to which a user has access in SpecialServices. You can assign multiple roles to a user; however, assign only one base role (100, 200, 300, 400) per user. For example, you might assign an administrative user the 400 base role as well as the 450 (Admin Unlock) and 600 (District Transfer) special roles. If you assign two base roles to a user, the role that grants the least restrictive privileges is applied.

Note: In order to access SpecialServices, you must assign a role to each user. Users without a role assigned to them are unable to access any of the screens in the application.

1. On the Administrator Home Page, click **Assign Roles (GridView)**.

The Assign Security Roles screen displays, listing the name of each staff member with a user account in SpecialServices for the school selected by default in the Select Building list.

ProgressBook
SpecialServices

Welcome, Progressbook Logout

Task Queue | Open Tasks | Completed Tasks | D2D | Report | EMIS | Setup | Admin

Demographic Field Generator

Select Building: Lake View High School

Staff Name	Level 100	Level 200	Level 300	Level 400	Level 450	Level 500	Level 600
AA Admin1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Dave Admin10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AA Admin2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AA Admin3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Bob Admin6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Louis Admin7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Eric Admin8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Anne Admin9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ms. Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Burger Cafe1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Barbara Clerk1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CC Clerk1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CC Clerk2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Assign Security Roles Screen

2. Select the **school** for which you want to assign roles to the users in the Select Building list.
3. Select the **check box** for each applicable role in the row of the user whose security privileges you want to define.
4. Click **Submit Roles** to save the assigned roles for the user.
5. Repeat steps 3 and 4 for each additional user for whom you want to define security roles.

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Set Up District Banks

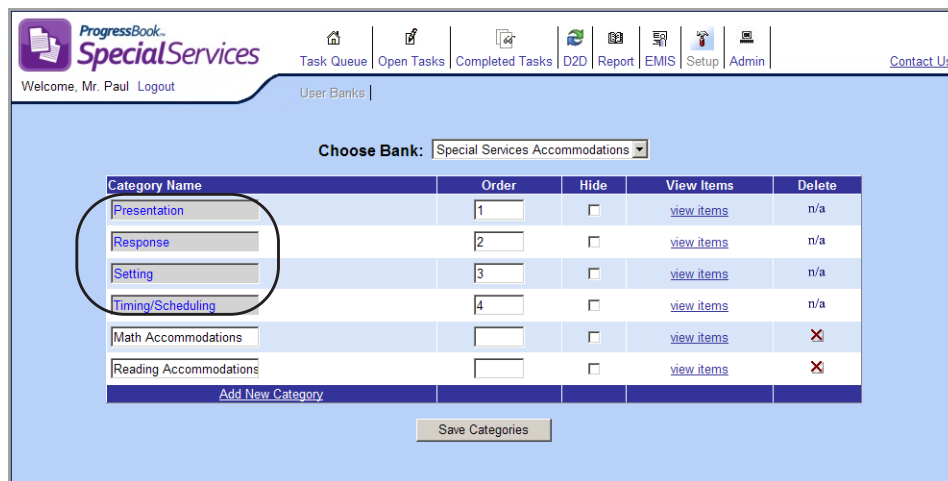
SpecialServices provides the Accommodations, Goals, Objectives and Present Levels in which users can store groups of phrases repeatedly used to complete information on the IEP 6 Measurable Annual Goals and IEP 12 Statewide and District Wide Testing pages of the Individualized Education Plan (IEP) form.

Each bank consists of the following pieces:

- **Categories** – Describes the types of phrases you might use. For example, for the Objectives bank, you might have a category called Math under which you would create phrases (items) that describe the student’s objectives or bench marks for achieving a particular goal.
- **Items** – Defines the phrase you would use on the IEP. For example, in the Math category in the Objectives bank, you might have an item that states a specific bench mark or objective, such as “The student will identify/name/state value for coins.”

The District Banks contain categories and items that appear by default in the banks for all users at a specified school. Users who are not assigned the School Administrator or Master roles in ProgressBook GradeBook cannot modify or delete the items in the District Banks. However, all users can create and maintain their own categories and items in the User Banks. For more information about the User Banks, see the “Set up User Banks” section in the *ProgressBook User Guide*.

“District-Defined Categories on User Bank Setup Screen” shows how the categories created in the District Banks display from the User Banks Setup screen. All users can use the items in the District Bank on their IEP forms.



District-Defined Categories on User Bank Setup Screen

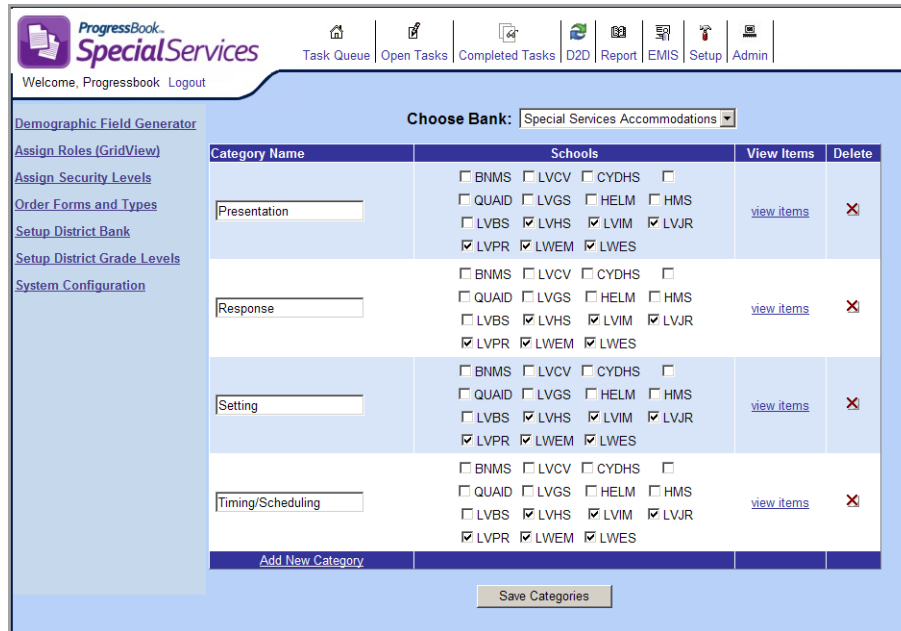
Add Categories to District Banks

You can add categories to the Accommodations, Goals, Objectives and Present Levels banks.

Once you create a new category, you can enter for that category those phrases—called items—used to complete the corresponding section on the IEP form.

1. On the Administrator Home Page, click the **Setup District Bank** link.

The District Bank Setup screen displays with the categories for the SpecialServices Accommodations selected by default.



District Bank Setup Screen

2. Select the appropriate **bank** to edit in the Choose Bank list:
 - **Special Services Accommodations** – Used in the Detail of Accommodations sections of IEP 12 Statewide and District Testing.
 - **Special Services Goals** – Used in the Measurable Annual Goal section of IEP 6 Measurable Annual Goals.
 - **Special Services Objectives** – Used in the Benchmarks/Objectives sections of IEP 6 Measurable Annual Goals.
 - **Special Services Present Levels** – Used in the Present Levels of Performance section of IEP 6 Measurable Annual Goals.
3. Click the **Add New Category** link at the bottom of the Categories grid.
 A blank Category Name field appears at the bottom of the Categories grid.

Choose Bank: Special Services Objectives

Category Name	Schools	View Items	Delete
Math	<input type="checkbox"/> BNMS <input type="checkbox"/> LVCV <input type="checkbox"/> CYDHS <input type="checkbox"/> <input type="checkbox"/> QUAID <input type="checkbox"/> LVGS <input type="checkbox"/> HELM <input type="checkbox"/> HMS <input type="checkbox"/> LVBS <input checked="" type="checkbox"/> LVHS <input checked="" type="checkbox"/> LVIM <input checked="" type="checkbox"/> LVJR <input checked="" type="checkbox"/> LVPR <input type="checkbox"/> LWEM <input type="checkbox"/> LWES	view items	✘
Reading	<input type="checkbox"/> BNMS <input type="checkbox"/> LVCV <input type="checkbox"/> CYDHS <input type="checkbox"/> <input type="checkbox"/> QUAID <input type="checkbox"/> LVGS <input type="checkbox"/> HELM <input type="checkbox"/> HMS <input type="checkbox"/> LVBS <input checked="" type="checkbox"/> LVHS <input checked="" type="checkbox"/> LVIM <input checked="" type="checkbox"/> LVJR <input checked="" type="checkbox"/> LVPR <input type="checkbox"/> LWEM <input type="checkbox"/> LWES	view items	✘
Study Skills	<input type="checkbox"/> BNMS <input type="checkbox"/> LVCV <input type="checkbox"/> CYDHS <input type="checkbox"/> <input type="checkbox"/> QUAID <input type="checkbox"/> LVGS <input type="checkbox"/> HELM <input type="checkbox"/> HMS <input type="checkbox"/> LVBS <input checked="" type="checkbox"/> LVHS <input checked="" type="checkbox"/> LVIM <input checked="" type="checkbox"/> LVJR <input checked="" type="checkbox"/> LVPR <input type="checkbox"/> LWEM <input type="checkbox"/> LWES	view items	✘

Save Categories

Category Name Field for New Category

4. Enter a **name** for the new category in the Category Name field.
5. Click **Add New**.

The new category displays in the Categories grid in alphabetical order by the category name. The Schools, View Items and Delete columns become available for the category.

Choose Bank: Special Services Objectives

Category Name	Schools	View Items	Delete
Math	<input type="checkbox"/> BNMS <input type="checkbox"/> LVCV <input type="checkbox"/> CYDHS <input type="checkbox"/> <input type="checkbox"/> QUAID <input type="checkbox"/> LVGS <input type="checkbox"/> HELM <input type="checkbox"/> HMS <input type="checkbox"/> LVBS <input checked="" type="checkbox"/> LVHS <input checked="" type="checkbox"/> LVIM <input checked="" type="checkbox"/> LVJR <input checked="" type="checkbox"/> LVPR <input type="checkbox"/> LWEM <input type="checkbox"/> LWES	view items	✘
Reading	<input type="checkbox"/> BNMS <input type="checkbox"/> LVCV <input type="checkbox"/> CYDHS <input type="checkbox"/> <input type="checkbox"/> QUAID <input type="checkbox"/> LVGS <input type="checkbox"/> HELM <input type="checkbox"/> HMS <input type="checkbox"/> LVBS <input checked="" type="checkbox"/> LVHS <input checked="" type="checkbox"/> LVIM <input checked="" type="checkbox"/> LVJR <input checked="" type="checkbox"/> LVPR <input type="checkbox"/> LWEM <input type="checkbox"/> LWES	view items	✘
Study Skills	<input type="checkbox"/> BNMS <input type="checkbox"/> LVCV <input type="checkbox"/> CYDHS <input type="checkbox"/> <input type="checkbox"/> QUAID <input type="checkbox"/> LVGS <input type="checkbox"/> HELM <input type="checkbox"/> HMS <input type="checkbox"/> LVBS <input checked="" type="checkbox"/> LVHS <input checked="" type="checkbox"/> LVIM <input checked="" type="checkbox"/> LVJR <input checked="" type="checkbox"/> LVPR <input type="checkbox"/> LWEM <input type="checkbox"/> LWES	view items	✘
Add New Category			

Save Categories

New Category in Categories Grid

6. Select the **schools** for which you want the category to display in the Schools column.


Note: When editing the appropriate sections of an IEP, the category only appears for users who have access to the schools you select in the Schools column.

7. Click **Save Categories**.
8. Once you create a category, enter the items you want to store for the category. See “Add Items to District Bank Categories”.

Delete Categories from District Banks

You can delete the district categories from the Accommodations, Goals, Objectives and Present Levels banks.

Note: *When you delete a category, all of the items associated to the category are also deleted. This does not affect the items already imported onto existing forms.*

1. On the District Bank Setup screen, select the appropriate **bank** from the Choose Bank list.
2. Deselect any **schools** to which the category is associated in the Schools column.
3. Click  in the row of the category you want to delete.

The message displays, “Are you sure you want to delete this category? This will permanently delete all of the items and user settings associated with this category.”

4. Click **OK** to confirm the deletion.

The category no longer displays in the Categories grid. Any items associated with the category are also deleted.

Add Items to District Bank Categories

For each district category, you must create items to define the phrases users would select to complete the Accommodations, Goals, Objectives and Present Levels sections of an IEP form. The items you enter for a category can be viewed and imported into the IEP form by the users in the selected schools.

1. On the District Bank Setup screen, select the appropriate **bank** from the Choose Bank list.
2. Click the **view items** link in the row of the category to which you want to add a new item.

The Items grid appears below the Categories grid and displays the items, if any, associated with the category.

Choose Bank: Special Services Objectives

Category Name	Schools	View Items	Delete
Math	<input type="checkbox"/> BNMS <input type="checkbox"/> LVCV <input type="checkbox"/> CYDHS <input type="checkbox"/> <input type="checkbox"/> QUAID <input type="checkbox"/> LVGS <input type="checkbox"/> HELM <input type="checkbox"/> HMS <input type="checkbox"/> LVBS <input checked="" type="checkbox"/> LVHS <input checked="" type="checkbox"/> LVIM <input checked="" type="checkbox"/> LVJR <input checked="" type="checkbox"/> LVPR <input type="checkbox"/> LWEM <input type="checkbox"/> LWES	view items	✗
Reading	<input type="checkbox"/> BNMS <input type="checkbox"/> LVCV <input type="checkbox"/> CYDHS <input type="checkbox"/> <input type="checkbox"/> QUAID <input type="checkbox"/> LVGS <input type="checkbox"/> HELM <input type="checkbox"/> HMS <input type="checkbox"/> LVBS <input checked="" type="checkbox"/> LVHS <input checked="" type="checkbox"/> LVIM <input checked="" type="checkbox"/> LVJR <input checked="" type="checkbox"/> LVPR <input type="checkbox"/> LWEM <input type="checkbox"/> LWES	view items	✗
Study Skills	<input type="checkbox"/> BNMS <input type="checkbox"/> LVCV <input type="checkbox"/> CYDHS <input type="checkbox"/> <input type="checkbox"/> QUAID <input type="checkbox"/> LVGS <input type="checkbox"/> HELM <input type="checkbox"/> HMS <input type="checkbox"/> LVBS <input checked="" type="checkbox"/> LVHS <input checked="" type="checkbox"/> LVIM <input checked="" type="checkbox"/> LVJR <input checked="" type="checkbox"/> LVPR <input type="checkbox"/> LWEM <input type="checkbox"/> LWES	view items	✗

[Add New Category](#)

[Save Categories](#)

Study Skills Items

Description	Alias	Edit Item	Delete
#first# will read and follow directions for completing assignm...	Follow directions	edit item	✗
#first# will take notes from a variety of sources.	Take notes	edit item	✗

[Add New Item](#)

Items for a Category on District Banks Setup Screen

- Click the **Add New Item** link.
The Item window for the category displays.

Special Services Objectives Bank [Close](#)

Category: Study Skills Item: <New Item>

Description: Alias: Interpret illustrations

#first# will locate, read and interpret maps, illustrations, tables, and graphs.

Enter #he/she#, #him/her# or #first# (student's first name) and the appropriate value will be displayed when the item is placed on a form.

[Check Spelling](#)

Associated Categories:

Math
 Reading
 Study Skills

[Create New Item](#)

<< Previous Save Cancel Delete Next >>

Item Window

- Enter a short **description** for the new item in the Alias field.

Note: The alias displays in the Items list on the Import Bank screen when you are adding the items to the IEP form. If you leave this field blank, the system displays the text in the Description field. You would use the Alias field to distinguish an item if several of the items for this category begin similarly.

5. Enter the specific **phrase** you would use for this category and bank in the Description field.

Note: SpecialServices provides codes you can use in the Description field, which will insert the student's name or the appropriate pronoun in the phrase when you import it on an IEP form. See "Bank Codes" .

6. You can perform either of the following optional steps while creating the new item:
 - To check the spelling for the phrase you entered in the Description field, click **Check Spelling**.
 - To associate this item to more than one category, select the applicable **categories** in the Assorted Categories area.
7. Click **Save**.
8. To create another item, click the **Create New Item** link, and then repeat steps 4 through 7.
9. When you are done creating new items, click **Close** to return to the District Bank Setup screen.
10. To view the items you created, click **view items** for the category in which you created the items.

Bank Codes

Use the codes listed in the following table to create phrases for items. When the item is added to an IEP form, the student's name or the appropriate pronoun is inserted in the position of the code.

Code	Description	Example
#first#	Inserts student's first name.	#first# will make accurate measurements using appropriate tools and technology. Sandra will make accurate measurements using appropriate tools and technology.
#he/she#	Inserts a lowercase "he" or "she" as appropriate for the student.	When #he/she# is evidencing stress, #first# will initiate appropriate interactions without modeling or prompts. When she is evidencing stress, Sandra will initiate appropriate interactions without modeling or prompts.
#He/She#	Inserts a mixed case "He" or "She" as appropriate for the student.	#He/She# will make accurate measurements using appropriate tools and technology. She will make accurate measurements using appropriate tools and technology.
#him/her#	Inserts a lowercase "him" or "her" as appropriate for the student.	#first# is able to answer direct questions when they are signed and spoken to #him/her# . Sandra is able to answer direct questions when they are signed and spoken to her .
#Him/Her#	Inserts a mixed case "Him" or "Her" as appropriate for the student.	N/A

Code	Description	Example
#his/hers#	Inserts a lowercase “his” or “hers” as appropriate for the student.	#first# will identify which work area is #his/hers# . Sandra will identify which work area is hers .
#His/Hers#	Inserts a mixed case “His” or “Hers” as appropriate for the student.	N/A
#his/her#	Inserts a lowercase “his” or “her” as appropriate for the student.	#first# will alphabetize #his/her# spelling/vocabulary words with 80% accuracy. Sandra will alphabetize her spelling/vocabulary words with 80% accuracy.
#His/Her#	Inserts a mixed case “His” or “Her” as appropriate for the student.	#His/Her# regular classroom teacher will notify the special education teacher of any behavioral issues. Her regular classroom teacher will notify the special education teacher of any behavior issues.


Edit Items in District Bank Categories

1. On the District Banks Setup screen, select the appropriate **bank** from the Choose Bank list.
2. Click the **view items** link in the row for the category in which you want to edit an item.
The Items grid appears below the Categories grid and displays the items associated with the category.
3. Click the **edit item** link in the row of the item you want to edit.
4. On the Items window, you can perform any of the following actions:
 - Modify the information in the Alias and Description fields.
 - To associate the item to additional categories, select the **check box** for the appropriate categories in the Associated Categories area.
 - To delete the item, click **Delete**.
 - To enter a new item, click the **Create New Item** link, and then complete the fields on the Items window.
5. Click **Save** to store any changes you made to the current item.
6. If you want to navigate to the other items associated to the selected category, click **Previous** or **Next** as appropriate.
7. Click **Close** to return to the District Bank Setup screen.

Delete Items in District Bank Categories

Note: Deleting an item does not remove the item from the forms on which it was already imported.

1. On the District Bank Setup screen, select the appropriate **bank** from the Choose Bank list.
2. Click the **view items** link in the row for the category in which you want to edit an item.
The Items grid appears below the Categories grid and displays the items associated to category.

3. Click  in the row of the item you want to delete.

The message displays, "Are you sure you want to delete this Item?"

4. Click **OK** to confirm the deletion.

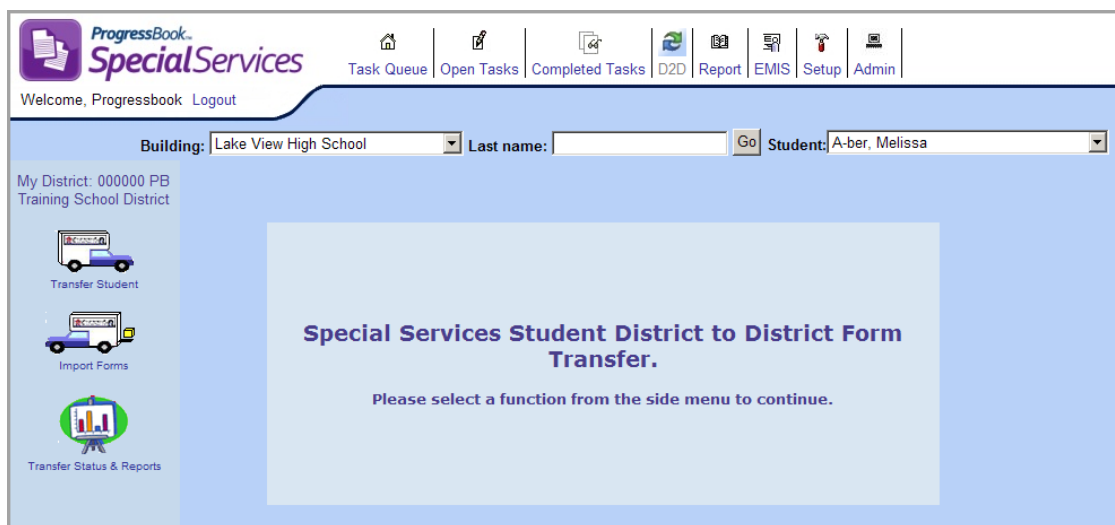
The item is removed from the Items grid.

District-to-District Transfers

District-to-District Transfer enables you to transfer a student's tasks from your district to another district, import a student's tasks into your district, review transfer history and delete a pending transfer. When you transfer a task, all of the forms and attachments within the task are also transferred.

You can only use the District-to-District Transfer option if the district to which you are transferring the task or from which you are importing the task also uses ProgressBook SpecialServices.

Only users with the District Transfer privilege assigned to their role can access this screen.

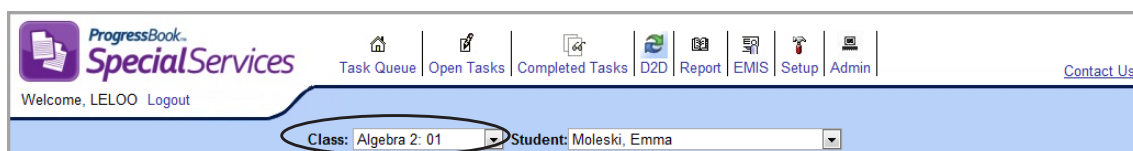


District-to-District Transfer Screen

Select Students

On the District-to-District Transfer screen, the search fields available for locating the student for whom you want to transfer task(s) vary depending on the level of access assigned to your user account.

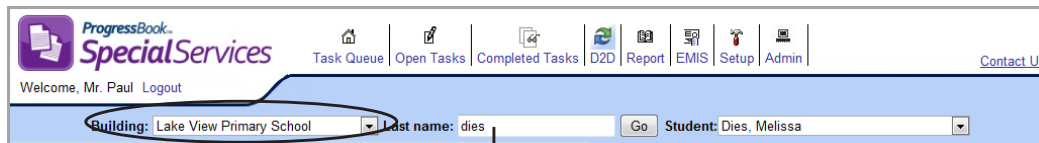
If you can only view those students in your assigned classes, the Class list displays, as shown in the following image. Select a **class** to populate the Student list with those students who are assigned to the class. You can then select the **student** for whom you want to transfer tasks.



Class List on District-to-District Transfer Screen

If you can view students in one or multiple schools and you have no classes assigned to you, the Building list displays. You can perform the following steps to select the student:

1. Select a **school** in the Building list.
The Students list populates with those students who are assigned to the selected school.
2. To further narrow your search, enter all or part of the **student's last name** in the Last Name field, and then click **Go**.
The Student list populates with only the students whose last name matches or most closely matches the criteria entered in the Last Name field.
3. Select the **student** for whom you want to transfer or import forms.




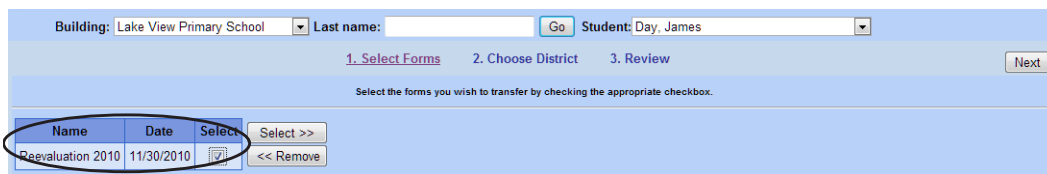
Search by student's last name.

Building List and Last Name Search Field on District-to-District Transfer Screen

Transfer Student Tasks to Another District

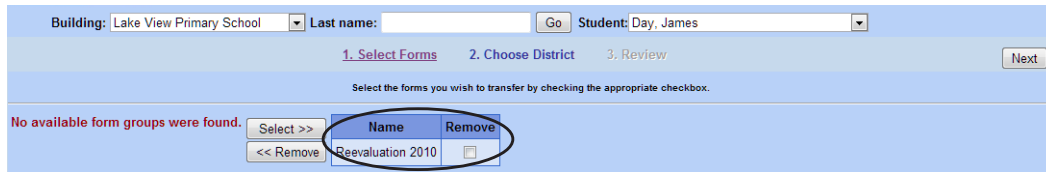
You can transmit the tasks for a student who has transferred from your district to another district that also uses ProgressBook SpecialServices.

1. On the Web site banner, click **D2D**  .
2. On the District-to-District Transfer screen, click **Transfer Student**.
The Select Forms step of the Transfer Student Forms screen displays.
3. Select the **student** whose task you want to transfer. See *"Select Students"*.
The tasks available to be transferred for the student display. Only Classic View and Task View form set types are available for transfer. SSEM archived form set types are not available to be transferred.



Select Tasks to Transfer

4. Select the **check box** in the row of each task you want to transfer to another district, and then click **Select>>**.
The tasks you selected to transfer appear in a grid on the right side of the screen.



Tasks Selected to Transfer

Note: To remove a task from the grid on the right side of the screen, select the **checkbox** in the appropriate row, and then click **<<Remove**. The task displays in the grid on the left side of the screen.

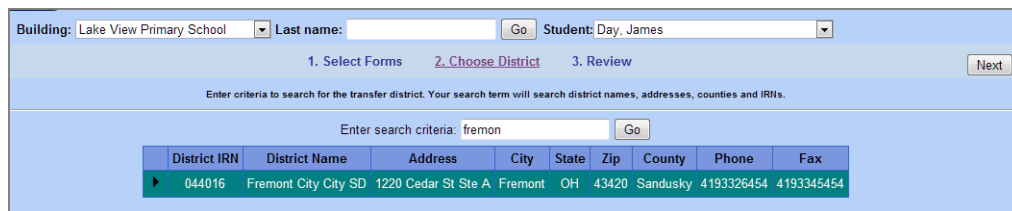
- Once all the tasks you want to transfer are selected, click **Next**.

The Choose District step of the Transfer Student forms screen displays.

- Enter all or part of the identifying information to locate the district to which you want to transfer the tasks in the Enter search criteria field.

The results of the search display below the Enter search criteria field.

Note: You can search for the district by entering all or part of the district's name, address, city or state identification number (IRN).



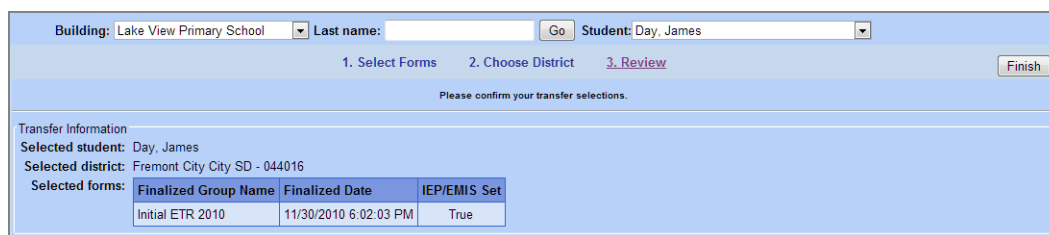
Search Results for District

- In the search result grid, click ► in the row of the district to which you want to transfer the student's tasks.

The row becomes highlighted to indicate that you have selected it.

- Click **Next**.

The Review step of the Transfer Student Forms screen displays.



Review Step of Transfer Student Forms Screen


9. Verify that the correct student, tasks and district are selected. To make any changes to the selected options, click the link for the step to which you would like to return and modify the options as necessary.
10. Click **Finish to process the transfer**.

The transfer may take a few moments depending on the speed of your internet connection. When the transfer process is complete, the following message displays, "Your transfer has been sent!"

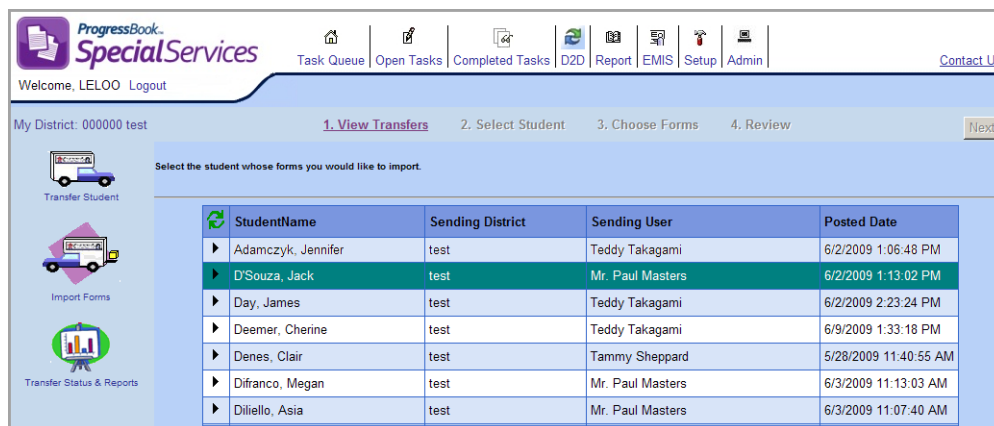
Import Student Tasks from Another District

Administrators at other districts who use ProgressBook SpecialServices can transfer the tasks for a student who has transferred to your district. You can then import these tasks and store them as part of the student's information in SpecialServices. Once the task has been transferred into your district, you can view it from the Completed Tasks screen.


Note: The information from the imported forms does not appear on the EMIS extract. To use any of the information on valid forms for the current year, you must create a new task from the imported task or create a new page within a task using a page from the imported task.

1. On the Web site banner, click **D2D** .
2. On the District-to-District Transfer screen, click **Import Forms**.

The View Transfers step of the Import Student Selection screen displays, listing the names of students whose tasks have been transferred from another district.



View Transfers Step of Import Student Selection Screen

3. Click  in the row of the student whose tasks you want to import into SpecialServices. The row is highlighted to indicate that you have selected it.
4. Click **Next**.

The Select Student step of the Import Student Forms screen displays. The student whose name matches the name associated to the task you are importing is selected by default.

Select Student Step of Import Student Forms Screen

5. Verify that the **student** to whom you want to import the task displays in the Student list. If it does not, select the appropriate student.
6. Click **Next**.

The Choose Forms step of the Import Student Forms screen displays, listing the forms available to import for the student selected in step 3.

Form Group Name	IEP/EMIS Set	
2009-6-1-IEP_FormSet-MPaul-2	True	<input checked="" type="checkbox"/>

Choose Forms Step of Import Student Forms Screen

7. Select the **check box** in the row of the **forms or task** you want to import.
8. Click **Next**.

The Review step of the Import Student Forms screen displays.

Finalized Group Name	IEP/EMIS Set
2009-6-1-IEP_FormSet-MPaul-2	True

Review Step of Import Student Forms Screen

9. Verify that the correct information is selected in the Import forms to student, Import forms from student and Selected forms fields. To change any of the selected options, click the **link** of the step to which you would like to return and modify the options as necessary.
10. Click **Finish** to import the selected task.


Once the tasks are imported into your district, the message displays, “The forms have been imported!”

11. You can perform any of the following actions:

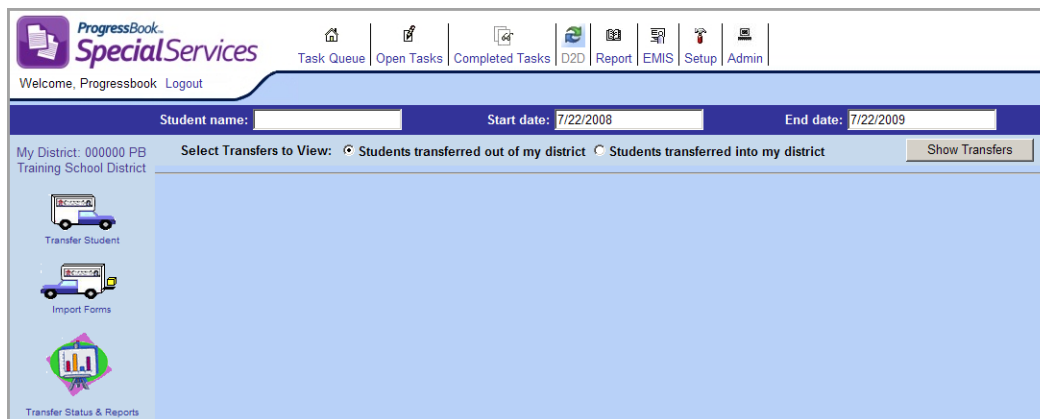
- View the imported task. See “Completed Tasks” in the *ProgressBook User Guide*.
- Create a new task using the task you imported. See “Create New Tasks from Existing Tasks” in the *ProgressBook User Guide*.
- Create a new page in an existing task using a page from the task you imported. See “Create New Pages from Existing Pages” in the *ProgressBook User Guide*.

View Transfer History

You can view the transfer history of the student task imported into or transferred out of your district.

1. On the Web site banner, click **D2D**  .
2. On the District-to-District Transfer screen, click **Transfer Status & Reports**.

The Transfer History screen displays.



Transfer History Screen

3. Search for the transfer history records you want to view using one or both of the following methods:
 - Enter the **student's name** in the Student name field.
 - Enter the **begin** and **end dates** within which the transfer occurred in the Start date and End date fields.
4. Select one of the Select Transfers to View options.
 - **Students transferred out of my district** – Lists the students for whom tasks have been sent to another district.
 - **Students transferred into my district** – Lists the students whose tasks have been imported into your district.
5. Click **Show Transfers**.

The transfer history records that meet the criteria you selected display.

Student name: Start date: 9/17/2008 End date: 9/17/2009

Select Transfers to View: Students transferred out of my district Students transferred into my district

Select a student in order to view the activity which occurred for that student's forms.
You can delete a form group so that it will no longer be available for download.
To do so, click on the **X** in the right-hand column.

D'Souza, Jack (From District: 000000 to 000000)

Day, James (From District: 000000 to 000000)

Transfer History Records For Entered Criteria

- To view the details of the transfer history, click in the row of the student for whom you want to view the transfer history.

The following information about the transfer activity displays below the student name.

- The name of the task transferred.
- The date and time the activity occurred.
- The user who performed the transfer activity.
- The status of the activity.

Student name: Start date: 9/17/2008 End date: 9/17/2009

Select Transfers to View: Students transferred out of my district Students transferred into my district

Select a student in order to view the activity which occurred for that student's forms.
You can delete a form group so that it will no longer be available for download.
To do so, click on the **X** in the right-hand column.

D'Souza, Jack (From District: 000000 to 000000)

Form Group Name	Activity	Delete
2009-6-1-IEP_FormSet-MPaul-2	Posted	6/2/2009 1:13:02 PM Mr. Paul Masters
	Imported	6/2/2009 1:14:29 PM Mr. Paul Masters
	Imported	9/17/2009 2:04:06 PM LELOO DALLAS

Day, James (From District: 000000 to 000000)

Transfer History Details

Transfer Activity Statuses

The following table describes the activity statuses that appear in the transfer history details for a student.

Transfer Activity Status

Activity Status	Description
Posted	The forms have been posted to the destination district. <ul style="list-style-type: none">• For students transferred into your district, you can import forms that appear as Posted.• For students transferred out of your district, Posted indicates that the forms are available for the administrator at the destination district to import.
Imported	The forms have been imported into SpecialServices.
Deleted	The forms have been deleted and are not available for import into SpecialServices.

Delete Pending Transfer

You can delete any tasks mistakenly sent into your district or transferred out of your district from the Transfer Students Forms screen.

1. On the District-to-District Transfer screen, click **Transfer Status & Reports**.
2. On the Transfer History screen, search for the transfer history records you want to delete using one or both of the following methods.
 - Enter the **student's name** in the Student name field.
 - Enter the **begin** and **end dates** within which the transfer occurred in the Start date and End date fields.
3. Select one of the Select Transfers to View options:
 - **Students transferred out of my district** – Lists the students for whom tasks have been sent to another district.
 - **Students transferred into my district** – Lists the students whose tasks have been transferred into your district.

4. Click **Show Transfers**.

The transfer history records that meet the criteria you entered display.

5. Click  in the row of the student whose transfer transaction you want to delete.

The transfer history information displays below the student's name.

6. Click  in the row of the transfer transaction you want to delete.

In the row of the form set you deleted, a "Deleted" activity type line displays in the Activity column with the date and time and name of the user who deleted the transfer information. You no longer have the ability to delete the transfer transaction.

The task no longer displays on the Transfer Student Forms or Import Student Forms screen, depending on the option you selected in step 3.

EMIS Tools

Completed IEP, ETR and SP tasks in SpecialServices contain information required for reporting to Ohio's Education Management Information System (EMIS). The EMIS Tools provide the ability to extract the information from these tasks to a file—the EMIS Extract—and save it to a local or network location from which you can then import it into your student information system for further processing and final submission to EMIS.

To assist you in validating that the correct information appears in the EMIS Extract, you can run the EMIS Review Report, which lists those students whose tasks contain information reportable to EMIS. The EMIS Review Report also allows you to view or edit, depending on your security privileges, the EMIS Data Collection Form. See *“Run EMIS Review Report”*.

All IEP, ETR and SP tasks are included in the EMIS Extract by default. You can choose to exclude specific tasks, if necessary. See *“Exclude Tasks from EMIS”*.

EMIS Extract Records

The EMIS Extract contains only the information from selected tasks recorded in SpecialServices; it does not contain all of the records or data elements required by EMIS. To complete the information required by EMIS, you must import the EMIS Extract into your student information system.

The following records are generated when you build the EMIS Extract:

- **Student Attributes - Effective Date Record (FD)** – Reports a change in the student's disability information.
- **Student Special Education Record (GE)** – Reports each event for which information is completed on the Special Education Events Form for students with a disability or students suspected to have a disability.
- **Student Program Record (GQ)** – Reports each service/program code selected in the IEP 7 Specially Designed Services page of a student's IEP.
- **Student Assessment Record (FA)** – Reports each assessment code selected for the Kindergarten Readiness Assessment - Literacy, Student Ohio Achievement Assessment and Student Ohio Graduation Test on the IEP 12 or SP 3 Statewide and District Wide Testing pages of a student's IEP or SP.
- **Student Special Education Graduation Requirement Record (FE)** – Reports each assessment code selected for the Student Ohio Graduation Test on the IEP 12 or SP 3 Statewide and District Wide Testing pages of a student's IEP or SP.

For more information about the layout of and specific data included in each record in the EMIS Extract, refer to *Special Services EMIS Extract File Design Layouts - FY10 Formatting & Logic* located in the Knowledge Base.

How Tasks Are Selected by Date Range in EMIS

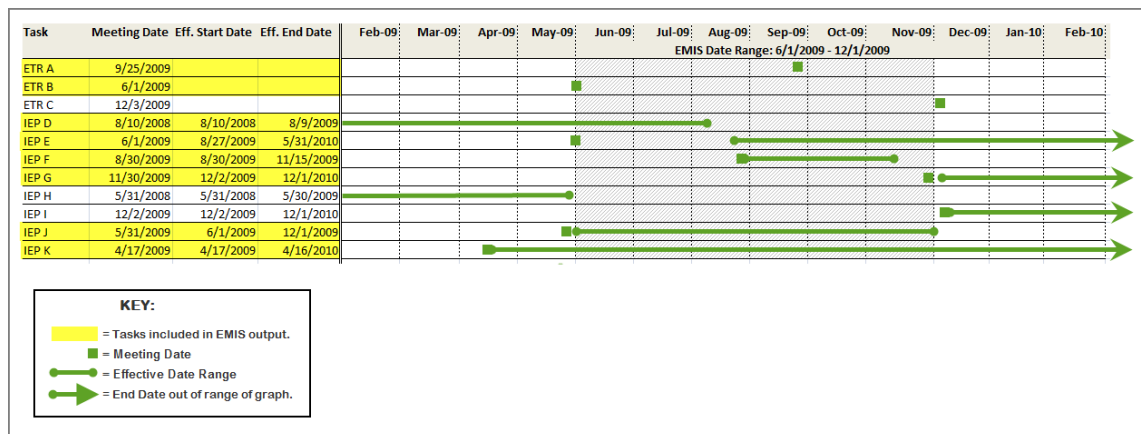
The date range entered in the Start Date and End Date fields on the EMIS Extract and EMIS Review Report screens select tasks based on the following event dates:

- **Meeting Date** – The value entered in the Meeting Date field on the cover page of an ETR, IEP or SP task. For tasks to appear in the EMIS Extract or on the EMIS Review Report, the meeting date of the task must fall within the entered date range, including the first and last date in the range.
- **Effective Dates** – The values entered in the Effective Start and End fields on the cover page of an IEP or SP Task. For tasks to appear in the EMIS Extract or on the EMIS Review Report, the effective dates of the task must fall within the entered date range but can start or end before, after or during the range.

For example, if the date range entered for the EMIS Review Report or EMIS Extract is 06/01/2009 - 12/01/2009, tasks with the following meeting or effective dates would appear on the report:

- Any ETR, IEP or SP task with a meeting date of 06/01/2009 through, and including, 12/01/2009.
- Any IEP or SP task with an effective start date before 06/01/2009 and an effective end date before 12/01/2009, such as 08/10/2008 - 08/09/2009.
- Any IEP or SP task with an effective start date after 06/01/2009 and effective end date after 12/01/2009, such as 08/27/2009 - 05/31/2010.
- Any IEP or SP task with an effective start date after 06/01/2009 and effective end date before 12/01/2009, such as 08/30/2009 - 11/15/2009.
- Any IEP or SP task with an effective start date before 06/01/2009 and effective end date after 12/01/2009, such as 04/17/2009 - 04/16/2010.


“Tasks Included in EMIS Review Report and EMIS Extract by Date Range” shows example scenarios where tasks are included in or excluded from the EMIS Review Report and EMIS Extract when run by a date range of 06/1/2009 - 12/01/2009.

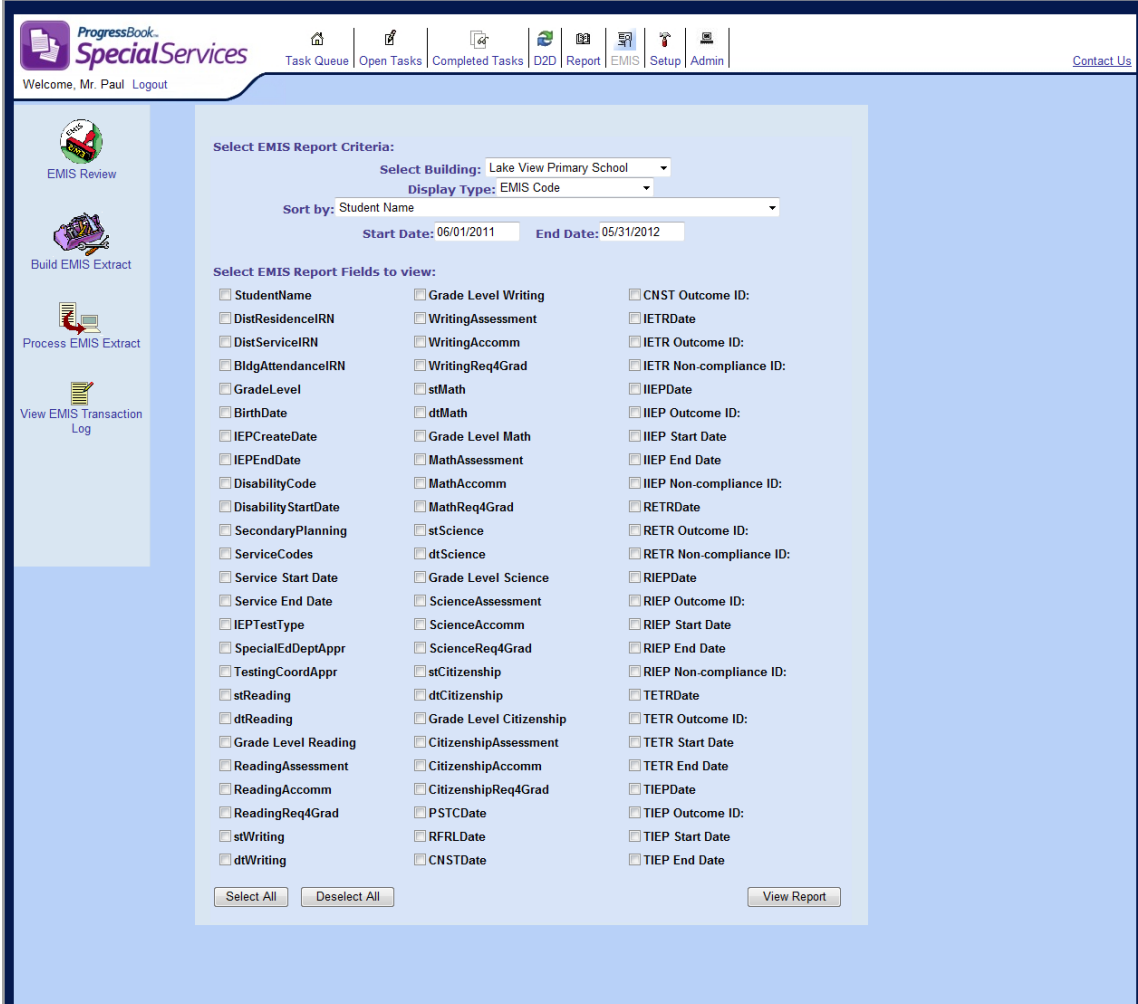


Tasks Included in EMIS Review Report and EMIS Extract by Date Range

Run EMIS Review Report

The EMIS Review Report lists all of the students whose IEP, ETR or SP task has an event date that falls within a specified range and enables you, depending on your security privileges, to view or edit the EMIS Data Collection Form after a task has been completed. You can select the information you want to display about the student on the report.

1. On the Web site banner, click **EMIS**  .
The EMIS Selection Form screen displays.



ProgressBook
SpecialServices

Welcome, Mr. Paul Logout

Task Queue Open Tasks Completed Tasks D2D Report EMIS Setup Admin Contact Us

EMIS Review

Build EMIS Extract

Process EMIS Extract

View EMIS Transaction Log

Select EMIS Report Criteria:

Select Building: Lake View Primary School

Display Type: EMIS Code

Sort by: Student Name

Start Date: 06/01/2011 End Date: 05/31/2012

Select EMIS Report Fields to view:

<input type="checkbox"/> StudentName	<input type="checkbox"/> Grade Level Writing	<input type="checkbox"/> CNST Outcome ID:
<input type="checkbox"/> DistResidenceIRN	<input type="checkbox"/> WritingAssessment	<input type="checkbox"/> IETRDate
<input type="checkbox"/> DistServiceIRN	<input type="checkbox"/> WritingAccomm	<input type="checkbox"/> IETR Outcome ID:
<input type="checkbox"/> BldgAttendanceIRN	<input type="checkbox"/> WritingReq4Grad	<input type="checkbox"/> IETR Non-compliance ID:
<input type="checkbox"/> GradeLevel	<input type="checkbox"/> stMath	<input type="checkbox"/> IIEPDate
<input type="checkbox"/> BirthDate	<input type="checkbox"/> dtMath	<input type="checkbox"/> IIEP Outcome ID:
<input type="checkbox"/> IEPCreateDate	<input type="checkbox"/> Grade Level Math	<input type="checkbox"/> IIEP Start Date
<input type="checkbox"/> IEPEndDate	<input type="checkbox"/> MathAssessment	<input type="checkbox"/> IIEP End Date
<input type="checkbox"/> DisabilityCode	<input type="checkbox"/> MathAccomm	<input type="checkbox"/> IIEP Non-compliance ID:
<input type="checkbox"/> DisabilityStartDate	<input type="checkbox"/> MathReq4Grad	<input type="checkbox"/> RETRDate
<input type="checkbox"/> SecondaryPlanning	<input type="checkbox"/> stScience	<input type="checkbox"/> RETR Outcome ID:
<input type="checkbox"/> ServiceCodes	<input type="checkbox"/> dtScience	<input type="checkbox"/> RETR Non-compliance ID:
<input type="checkbox"/> Service Start Date	<input type="checkbox"/> Grade Level Science	<input type="checkbox"/> RIEPDate
<input type="checkbox"/> Service End Date	<input type="checkbox"/> ScienceAssessment	<input type="checkbox"/> RIEP Outcome ID:
<input type="checkbox"/> IEPTestType	<input type="checkbox"/> ScienceAccomm	<input type="checkbox"/> RIEP Start Date
<input type="checkbox"/> SpecialEdDeptAppr	<input type="checkbox"/> ScienceReq4Grad	<input type="checkbox"/> RIEP End Date
<input type="checkbox"/> TestingCoordAppr	<input type="checkbox"/> stCitizenship	<input type="checkbox"/> RIEP Non-compliance ID:
<input type="checkbox"/> stReading	<input type="checkbox"/> dtCitizenship	<input type="checkbox"/> TETRDate
<input type="checkbox"/> dtReading	<input type="checkbox"/> Grade Level Citizenship	<input type="checkbox"/> TETR Outcome ID:
<input type="checkbox"/> Grade Level Reading	<input type="checkbox"/> CitizenshipAssessment	<input type="checkbox"/> TETR Start Date
<input type="checkbox"/> ReadingAssessment	<input type="checkbox"/> CitizenshipAccomm	<input type="checkbox"/> TETR End Date
<input type="checkbox"/> ReadingAccomm	<input type="checkbox"/> CitizenshipReq4Grad	<input type="checkbox"/> TIEPDate
<input type="checkbox"/> ReadingReq4Grad	<input type="checkbox"/> PSTCDate	<input type="checkbox"/> TIEP Outcome ID:
<input type="checkbox"/> stWriting	<input type="checkbox"/> RFRLDate	<input type="checkbox"/> TIEP Start Date
<input type="checkbox"/> dtWriting	<input type="checkbox"/> CNSTDate	<input type="checkbox"/> TIEP End Date

Select All Deselect All View Report

EMIS Selection Form Screen

2. In the Select EMIS Report Criteria section of the EMIS Selection Form screen, select the **school** for which you want to run the EMIS Review Report in the Select Building list.

Note: Depending on your level of access, either the Building or Class list displays on the EMIS Selection Form screen.

3. Select the **display type** for the report in the Display Type list. This option determines how some of the data elements you select in step 4 display.
 - **EMIS Code** – Displays only the EMIS code for the data element. For example, if you select to view the DistrResidenceIRN data element, only the IRN for the student’s district of residence displays on the EMIS Review Report.
 - **Description** – Displays only the description for the data element. For example, if you select to view the DistrResidenceIRN data element, only the description of the student’s district of residence displays on the EMIS Review Report.
 - **EMIS Code & Description** – Displays the EMIS code and description for the data element. For example, if you select to view the DistrResidenceIRN data element, the EMIS code and description for the student’s district of residence display on the EMIS Review Report.
4. Enter the **start and end date range within which you want to view the applicable tasks** in the Start Date and End Date fields. See *“How Tasks Are Selected by Date Range in EMIS”*. The default date range is the current EMIS event year; for example, 06/01/2009 for the start date and 05/31/2010 for the end date.
5. In the Select EMIS Report Fields to view section, select the **check box** next to the **data elements** you want to display on the EMIS Review Report. Ensure you select the data element by which you selected to sort the report in step 4.

Note: To quickly display the report, it is recommended to select Student Name, IEP Create Date and IEP End Date.

6. Click **View Report**.

The EMIS Review Report displays all of the completed tasks that fall within the selected criteria.

Only displays for users assigned the Access EMIS (Level 500) security privilege.

Edit	StudentName	EMIS_ID	DisabilityCode	DisabilityStartDate	FinalizedFormGroupID
▶	Denes, Clair	999432516		03/22/2010	256
▶	Denes, Clair	999432516			255
▶	Dielman, Xhesi	999870110		03/22/2010	252
▶	Dollison, Joseph	999001239		04/01/2010	264
▶	Dollison, Joseph	999001239	15	04/20/2010	266
▶	Dorsey, Amy	999001144		04/01/2010	262
▶	Dorsey, Amy	999001144	09	04/01/2010	267

EMIS Review Report

7. You can perform one of the following optional actions:
 - View the EMIS Data Collection Form for one or multiple tasks. See *“View EMIS Data Collection Form”*.

- Edit the EMIS Data Collection Form for a task.
See “*Edit EMIS Data Collection Form*”.

View EMIS Data Collection Form

Users assigned the Level 300 or 400 role can view the EMIS Data Collection Form for completed IEP, ETR and SP tasks from the EMIS Review Report.

1. Run the EMIS Review Report, as described in steps 1 through 6 in “*Run EMIS Review Report*”.
2. Select the **check box** next to each **student and task** you want to view.
3. Click **View Selected**.

The EMIS Data Collection Form for the student or students you selected displays in a new window. If you selected multiple students, all of the forms are merged into a single file.

EMIS 2009-2010 Data Collection Form
for Students with Disabilities

PB Training School District
Emma Moleski

CHILD'S INFORMATION


NAME: Emma Moleski DISTRICT OF RESIDENCE: _____
 ID NUMBER: 999961391 GRADE: 09 / 09 DISTRICT OF SERVICE: _____
 DATE OF BIRTH: 09/27/1992 GENDER: F DISABILITY CATEGORY: Not Applicable
 BUILDING OF ATTENDANCE: Lake View High School DISABILITY START DATE (if changed): 07/13/2009

SPECIAL EDUCATION EVENTS

CODE	EVENT DATE	OUTCOME ID	START DATE	END DATE	NON-COMPLIANCE ID
PSTC		---	---	---	---
RFRL		---	---	---	---
CNST		---	---	---	---
IETR		---	---	---	---
IIEP	07/13/2009	Special education outside regular class les	07/13/2009	07/13/2010	Not Out of Compliance
RETR		---	---	---	---
RIEP		---	---	---	---
TETR		---	---	---	---
TIIEP		---	---	---	---
FIIEP		---	---	---	---

SECONDARY PLANNING ELEMENT (Transition Plan reported for students 16 years or older by June 1, 2009): Not Applicable


EMIS Data Collection Form in View Mode

4. To print the form, click  on the toolbar.
5. Click **Close** to return to the EMIS Review Report.

Edit EMIS Data Collection Form

Users assigned the Level 500 role (or users assigned the Access EMIS security privilege) can edit the EMIS Data Collection Form. It is recommended that you only modify fields on the EMIS Data Collection Form that cannot be corrected on the forms of a task. If you modify the EMIS Data Collection Form to quickly make a correction under time constraints, you should correct the

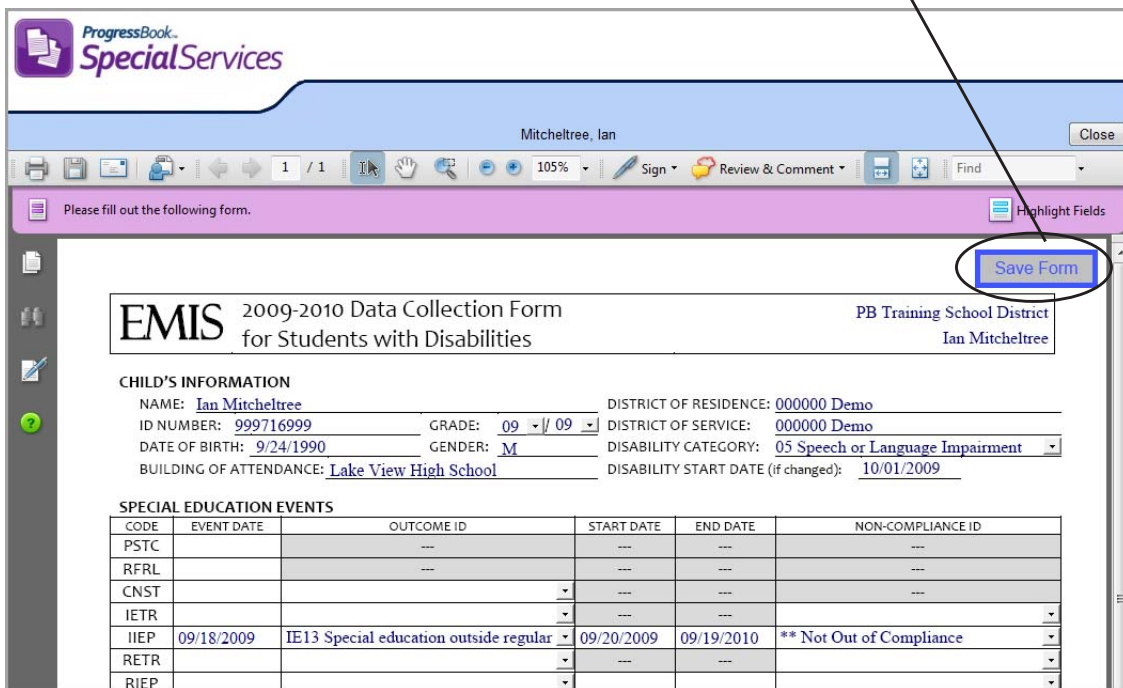
appropriate form in the related task so that the correct information is reflected in the student's records. For more information about the recommended procedure for correcting errors in the EMIS Extract, see "Correct EMIS Errors".

1. Run the EMIS Review Report, as described in steps 1 through 6 in "Run EMIS Review Report".
2. Click  next to the student's name.

The EMIS Data Collection Form for the student you selected displays in a new window.

Note: You cannot delete the values in the Start Date and End Date fields for the IIEP and RIEP events. To delete the values in these fields, make the necessary changes on the IEP Cover Page.

Click to save changes.



Please fill out the following form.

EMIS 2009-2010 Data Collection Form for Students with Disabilities

PB Training School District
Ian Mitcheltree

CHILD'S INFORMATION

NAME: Ian Mitcheltree DISTRICT OF RESIDENCE: 000000 Demo
 ID NUMBER: 999716999 GRADE: 09 / 09 DISTRICT OF SERVICE: 000000 Demo
 DATE OF BIRTH: 9/24/1990 GENDER: M DISABILITY CATEGORY: 05 Speech or Language Impairment
 BUILDING OF ATTENDANCE: Lake View High School DISABILITY START DATE (if changed): 10/01/2009

SPECIAL EDUCATION EVENTS

CODE	EVENT DATE	OUTCOME ID	START DATE	END DATE	NON-COMPLIANCE ID
PSTC		---	---	---	---
RFRL		---	---	---	---
CNST		---	---	---	---
IETR		---	---	---	---
IIEP	09/18/2009	IE13 Special education outside regular	09/20/2009	09/19/2010	** Not Out of Compliance
RETR		---	---	---	---
RIEP		---	---	---	---

EMIS Data Collection Form in Edit Mode

3. Modify the EMIS Data Collection Form as necessary.
4. Click **Save Form** to save the changes.
5. Click **Close** to return to the EMIS Review Report.


Build EMIS Extract

You can build the EMIS Extract for all of the students in the entire district, only the students in an individual building or a specific student.

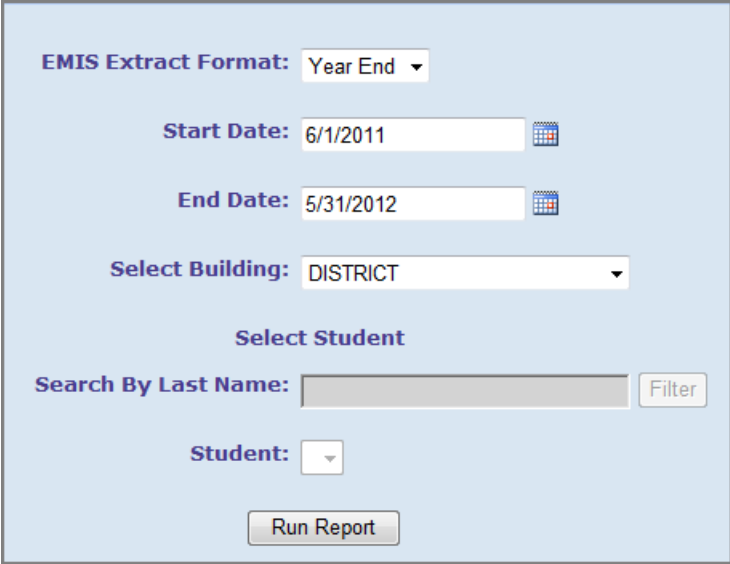
If missing or invalid data is detected in the process of creating the extract file, the system generates an error log, which you can view to locate the source of each error. To ensure the

correct information is reported to EMIS, you should resolve all data errors and rebuild the EMIS Extract before importing it into your student information system. See *“Correct EMIS Errors”*.

Build EMIS Extract by District

1. On the Web site banner, click **EMIS** .
2. On the EMIS Tool screen, click **Build EMIS Extract**.

The options display that enable you to select the data to send to the EMIS Extract.

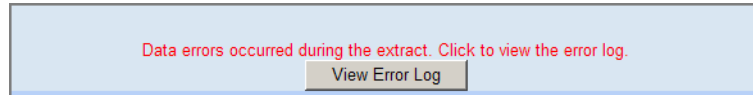


EMIS Extract Options Screen – Build by District

3. Select the **reporting period** for which you are creating the EMIS Extract in the EMIS Extract Format list.
4. Enter the applicable **start and end dates** for the reporting period you selected in step 3 in the Start Date and End Date fields. The default date range is the current EMIS event year; for example, 06/01/2009 for the start date and 05/31/2010 for the end date. See *“How Tasks Are Selected by Date Range in EMIS”*.
5. Select **DISTRICT** in the Select Building list.
6. Click **Run Report**.


If the extract is created without error, the following message displays: “Extract completed successfully.” You must now save the file to a location from which you can import it into your student information system. See *“Process EMIS Extract”*.

If data is missing or invalid, an error log is created and the message shown in *“View Error Log from EMIS Extract Options Screen”* displays. To view the errors, click **View Error Log**. You can also view the error log at a later time from the Process EMIS Extract screen. See *“View EMIS Extract and Error Log Files”*.



View Error Log from EMIS Extract Options Screen

Build EMIS Extract by Building

1. On the Web site banner, click **EMIS** .
2. On the EMIS Tools screen, click **Build EMIS Extract**.

The options display that enable you to select the data to send to the EMIS Extract.

EMIS Extract Options Screen – Build by Building


3. Select the **reporting period** for which you are creating the EMIS Extract in the EMIS Extract Format list.
4. Enter the applicable **start and end dates** for the reporting period you selected in step 3 in the Start Date and End Date fields. The default date range is the current EMIS event year, for example, 06/01/2009 for the start date and 05/31/2010 for the end date. See *“How Tasks Are Selected by Date Range in EMIS”*.
5. Select the **building** for which you want to create the EMIS Extract in the Select Building list.
6. Click **Run Report**.

If the extract is created without error, the following message displays: “Extract completed successfully.” You must now save the file to a location from which you can import it into your student information system. See *“Process EMIS Extract”*.

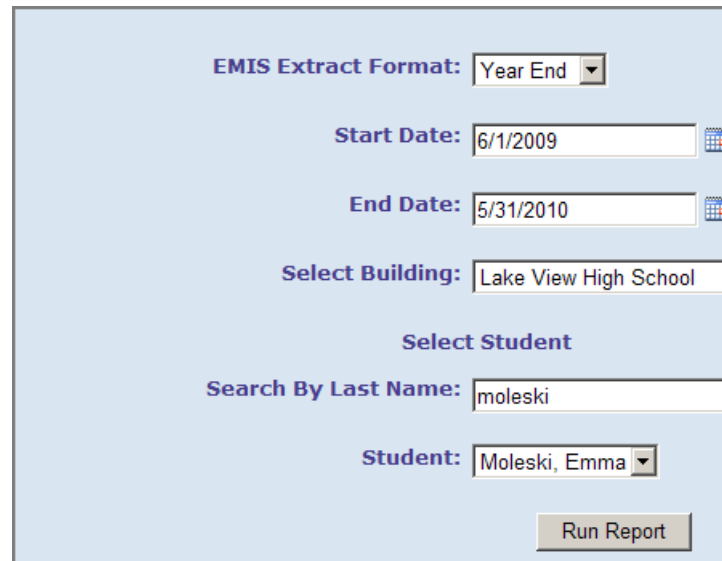
If data is missing or invalid, an error log is created, and the message shown in *“View Error Log from EMIS Extract Options Screen”* displays. To view the errors, click **View Error**

Log. You can also view the error log at a later time from the Process EMIS Extract screen. See “View EMIS Extract and Error Log Files” .

Build EMIS Extract by Student

1. On the Web site banner, click **EMIS**  .
2. On the EMIS Tools screen, click **Build EMIS Extract**.

The options display that enable you to select the data to send to the EMIS Extract.



EMIS Extract Options Screen – Build by Student

3. Select the **reporting period** for which you are creating the EMIS Extract in the EMIS Extract Format list.
4. Enter the applicable **start and end dates** for the reporting period you selected in step 3 in the Start Date and End Date fields. The default date range is the current EMIS event year, for example, 06/01/2009 for the start date and 05/31/2010 for the end date. See “How Tasks Are Selected by Date Range in EMIS” .

Note: For more information about how the date range selects tasks for the EMIS Extract, see “How Tasks Are Selected by Date Range in EMIS” .

5. Select the **building** for which you want to create the EMIS Extract in the Select Building list.
6. Enter all or part of the **student’s last name** in the Search by Last Name field, and then click **Filter**.

The Student list refreshes with the students whose last name most closely matches the text you entered in the Search by Last Name field. If there is an exact match, the applicable student displays in the Student list.


7. Select the appropriate **student** in the Student list if it is not already selected.
8. Click **Run Report**.

If the extract is created without error, the following message displays: “Extract completed successfully.” You must now save the file to a location from which you can import it into your student information system. See “*Process EMIS Extract*”.

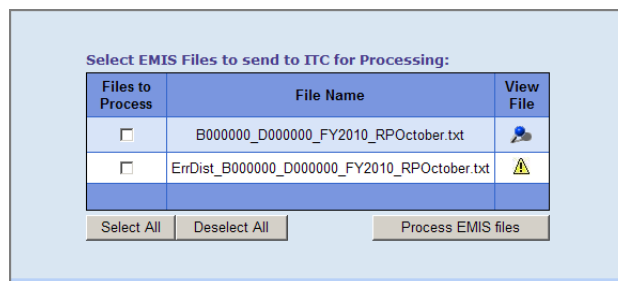
If data is missing or invalid, an error log is created, and the message shown in “*View Error Log from EMIS Extract Options Screen*” displays. To view the errors, click **View Error Log**. You can also view the error log at a later time from the Process EMIS Extract screen. See “*View EMIS Extract and Error Log Files*”.

View EMIS Extract and Error Log Files



The EMIS Extract and error log files display on the Process EMIS Extract screen. You can view the contents of these files to assist you in troubleshooting and correcting EMIS extract errors.

1. Click **EMIS**  on the Web site banner.
2. From the EMIS Tools screen, click **Process EMIS Extract**.

The previously created EMIS Extract files and any error logs display on the Process EMIS Extract screen.



EMIS Extract and Error Log Files on Process EMIS Extract Screen

3. Perform one of the following actions:
 - To view an error log file, click  next to the desired file.
 - To view an EMIS Extract file, click  next to the desired file.

Both types of file display in text format in a new window, as shown in “*Example Error Log File*” and “*Example EMIS Extract File*”. You can also select to save the files to a different location where you can view it again later. See “*Save EMIS Extract and Error Log Files*”.

```
Denes, Clair (999432516) - GE - No Dates entered for any Special Education Events.
Denes, Clair (999432516) - GE - Event RETR missing Event Date but Non-Compliance ID is selected.
Denes, Clair (999432516) - GE - Event RIEP missing Event Date but Non-Compliance ID is selected.
DiMino, Nadja (999834286) - GE - No Dates entered for any Special Education Events.
```

Example Error Log File

FD	2010N05055999976366820100315			09
FE	2010N050559999763668IIIEP	GXR	N	
FE	2010N050559999763668IIIEP	GXW	N	
FE	2010N050559999763668IIIEP	GXM	N	
FE	2010N050559999763668IIIEP	GXS	N	
FE	2010N050559999763668IIIEP	GXC	N	
FD	2010N05055999976366820100315			09
FE	2010N050559999763668IIIEP	GXR	Y	
FE	2010N050559999763668IIIEP	GXW	N	
FE	2010N050559999763668IIIEP	GXM	Y	
FE	2010N050559999763668IIIEP	GXS	N	
FE	2010N050559999763668IIIEP	GXC	N	

Example EMIS Extract File

- When you are finished viewing the file, close the window.

File Naming Conventions

To easily identify the EMIS Extract and error log files, SpecialServices names the files by the selection criteria, reporting period and school year for which the extract was created. The following sections describe how SpecialServices names the files when the EMIS Extract is run by district, building or student.

District File Naming Convention

If the extract was created for an entire district, the file name comprises the following three parts:

- The district IRN (prefixed by D), for example: D999123.
- The fiscal year (prefixed by FY) for which the file was created, for example: FY2010.
- The last part of the file name displays the reporting period (prefixed by RP) for which the file was created, for example: RPOctober.

For example, an EMIS Extract file run for district 999123 and the October reporting period in the 2009-2010 school year would display as D999123_FY2010_RPOctober.txt.

Building File Naming Convention

If the file was created for a single building, the file name comprises the following four parts:

- The building IRN (prefixed by B), for example: B999321.
- The district IRN (prefixed by D), for example D999123.
- The fiscal year (prefixed by FY) for which the file was created, for example: FY2010.
- The last part of the file name displays the reporting period (prefixed by RP) for which the file was created, for example: RPOctober.

For example, an EMIS Extract file run for building 999321, district 999123 and the October reporting period in the 2009-2010 school year would display as B999321_D999123_FY2010_RPOctober.txt.

Student File Naming Convention

If the file was created for a single student, the file name comprises the following four parts:

- The student's EMIS ID (prefixed by S), for example: S999246803.
- The district IRN (prefixed by D), for example: D999123.
- The fiscal year (prefixed by FY) for which the file was created, for example: FY2010.

- The last part of the file name displays the reporting period (prefixed by RP) for which the file was created, for example: RPOctober.




For example, an EMIS Extract file run for student 999246803, district 999123 and the October reporting period in the 2009-2010 school year would display as S999246803_D999123_FY2010_RPOctober.txt.

Error Log Naming Convention

Error logs are prefixed with “ErrDist” and use the file naming convention of the corresponding EMIS Extract file.

For example, an error log for an EMIS Extract file run for student 999246803, district 999123 and the October reporting period in the 2009-2010 school year would display as ErrDist_S999246803_D999123_FY2010_RPOctober.txt.

Save EMIS Extract and Error Log Files

1. Click **EMIS**  on the Web site banner.
2. From the EMIS Tools screen, click **Process EMIS Extract**.
The previously created EMIS Extract files and any error logs display on the Process EMIS Extract screen.
3. Perform one of the following actions:
 - To save an error log file, click  next to the desired file.
 - To save an EMIS Extract file, click  next to the desired file.
The file you selected opens in a new window.
4. Click **File > Save As**.
5. On the Save Webpage window, select the **location** to which you want to save the file, and then click **Save**.

Correct EMIS Errors

You should correct any errors in the EMIS Extract by modifying the appropriate form in the task. Only modify the EMIS Data Collection Form directly in situations where you need to quickly resolve an error. Any time you modify the EMIS Data Collection Form, you should correct the corresponding task so that it reflects the most current information for the student’s special education program.

The following steps describe the recommended procedure for resolving EMIS Extract errors:

1. Create a new task from the task that contains the incorrect information. See “*Create New Tasks from Existing Tasks*” in the *ProgressBook User Guide*.
2. Correct the appropriate forms in the task as necessary.
3. Complete the task. See “*Complete Tasks*” in the *ProgressBook SpecialServices User Guide*.
4. On the Completed Tasks screen, perform one of the following actions:

- Deselect the **Include in EMIS check box** for the task that contains the incorrect information. See “*Exclude Tasks from EMIS*”.

or

- Delete the incorrect task.
5. Build the EMIS Extract for the appropriate reporting period and student, and then verify that the error no longer occurs.

Note: When correcting errors, you may find it easier to verify that the error has been corrected by building the EMIS Extract for only the student whose data you corrected.

EMIS Extract Error Messages

Error Message	Problem/Solution
General	
No EMIS Data Found for specified Student(s). The extract file was not generated.	Verify that there is an applicable task in the date range you specified.
Building - Building IRN undeterminable for Building_DBID:	Your building is not set up correctly in ProgressBook GradeBook. Contact your system manager.
Building - Fiscal Year undeterminable for Building_DBID:	Your building is not set up correctly in ProgressBook GradeBook. Contact your system manager.
Student Attributes - Effective Date Record (FD)	
[Student Name (Last, First, Middle)] [EMIS ID] - FD - Effective Start Date missing for student with changed disability.	Enter the appropriate date in the Meeting Date field on the ETR Cover Page or the ETR Completion Date on the IEP Cover Page or SP Cover Page, as applicable for the indicated student.
[Student Name (Last, First, Middle)] [EMIS ID] - FD - Grade Level undeterminable for student.	Select the appropriate grade level from the Grade list on the cover page of the applicable task.
[Student Name (Last, First, Middle)] [EMIS ID] - FD - Disability Code undeterminable for student.	Your district is not set up correctly in ProgressBook SpecialServices. Contact your system manager.
[Student Name (Last, First, Middle)] [EMIS ID] - FD - Disability '16' selected for student who is not in grade level 'PS.'	The selected disability code (“16 Developmental Delay”) only applies to preschool students and the grade level of the indicated student is not preschool (PS). Select the correct disability for the student in the Disability Code list on the Student Properties window or the Disability Determination list on the ETR 4 Eligibility page.
Student Program Record (GQ)	
[Student Name (Last, First, Middle)] [EMIS ID] - GQ - Service [code] missing Start Date.	Enter the appropriate date in the Begin field for the indicated service in the Related Services section of IEP 7 Specially Designed Services.
[Student Name (Last, First, Middle)] [EMIS ID] - GQ - Service [code] missing End Date.	Enter the appropriate date in the End field for the indicated service in the Related Services section of IEP 7 Specially Designed Services.

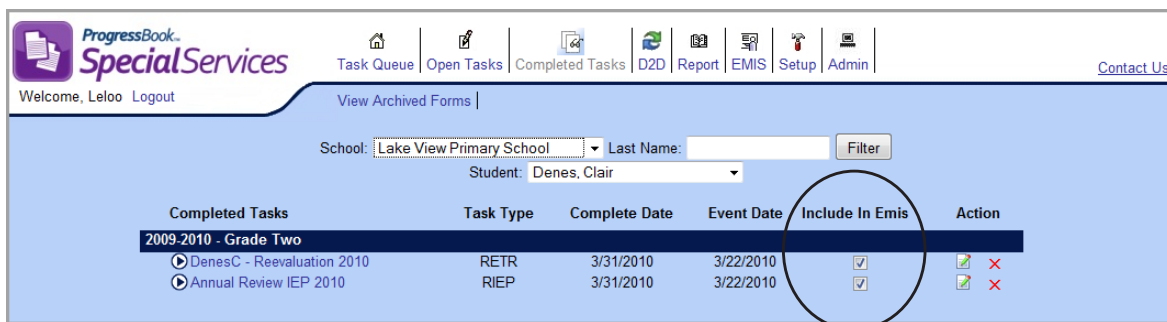
Error Message	Problem/Solution
Student Assessment Record (FA)	
[Student Name (Last, First, Middle)] [EMIS ID] - FA - Test [test] Subject [subject] missing Test Type value.	A test type is not selected where an achievement test and grade level are selected for the indicated subject. The Type of Assessment field does not contain a value on the EMIS Data Collection Form. Select the check box for the test type in the Child Will Be Tested column for the indicated subject area and test on the appropriate Statewide and District Wide Testing page.
[Student Name (Last, First, Middle)] [EMIS ID] - FA - Test [test] Subject [subject] invalid Grade Level at Time of Test value for [GO or GA or GX] Assessment.	The grade level is not selected where an achievement test is selected for the indicated subject. Select the appropriate grade level in which the test will be administered in the Grade list for the indicated test and subject area on the appropriate Statewide and District Wide Testing page.
[Student Name (Last, First, Middle)] [EMIS ID] - FA - Test [test] Subject [subject] Accommodation value not applicable for Test Type value selected.	The Testing Accommm. field contains an invalid value on the EMIS Data Collection Form where an achievement test is selected for the indicated subject. Select the appropriate accommodation for the selected test type on the appropriate Statewide and District Wide Testing pages.
[Student Name (Last, First, Middle)] [EMIS ID] - FA - Test [test] Subject [subject] missing Accommodations value.	A test type is not selected where an achievement test and grade level are selected for the indicated subject. The Testing Accommm. field does not contain a value on the EMIS Data Collection Form. Select the check box for the test type in the Child Will Be Tested column for the indicated subject area and test on the appropriate Statewide and District Wide Testing page.
[Student Name (Last, First, Middle)] [EMIS ID] - FA - Alternate Assessment test type not applicable for Kindergarten Readiness (KRA-L).	An invalid test type is selected where KG Assessment and a grade level are specified for the Reading subject area. An invalid value displays in the Type of Assessment field on the EMIS Data Collection Form. Select the check box for the test type in the Child Will Be Tested column for the Reading subject area on the appropriate Statewide and District Wide Testing page.
[Student Name (Last, First, Middle)] [EMIS ID] - FA - Test [test] Subject [subject] missing Date of Test value.	No date is entered for state tests. Select the date for the test in the Date of Test column on the appropriate Statewide and District Wide Testing page.
Student Special Education Record (GE)	
[Student Name (Last, First, Middle)] [EMIS ID] - GE - Event XXXX missing IEP Test Type value.	Select the appropriate value in the IEP Test Type list on the Special Education Events Form of the task for the indicated student. This error message is valid for the following events: IIEP, RIEP and TIEP.

Error Message	Problem/Solution
[Student Name (Last, First, Middle)] [EMIS ID] - GE - Event [Event] IEP Test Type value "****" not applicable for the event Outcome ID value selected.	<p>"**** Not Applicable" is selected in the IEP Test Type list on the Special Education Events Form for an invalid IEP event. The "**** Not Applicable" option is only valid for IIEP and RIEP tasks in which the value selected in the Outcome ID list for the indicated event is one of the following:</p> <ul style="list-style-type: none"> • IEPD Resulted in Due Process • IENS IEP Completed - Not Served • IEPR IEP Completed - Parental Refusal <p>The "**** Not Applicable" option is not valid for any TIEP events. Select the appropriate value in the IEP Test Type list on the Special Education Events Form of the task for the indicated student.</p> <p>This error message is valid for the following events: IIEP, RIEP and TIEP.</p>
[Student Name (Last, First, Middle)] [EMIS ID] - GE - Event XXXX missing Secondary Planning value.	<p>Select the appropriate value in the Secondary Planning list on the Special Education Events Form of a task for the indicated student.</p> <p>This error message is valid for the following events: IIEP, RIEP and TIEP.</p>
[Student Name (Last, First, Middle)] [EMIS ID] - GE - No dates entered for any Special Education Events.	<p>No dates have been entered on the Special Education Events Form for the task.</p> <p>Complete the appropriate information for the appropriate events on the Special Education Events Form.</p>
[Student Name (Last, First, Middle)] [EMIS ID] - GE - [Event] missing Outcome ID value.	<p>Select the appropriate value in the Outcome ID list for the indicated event on the Special Education Events Form.</p> <p>This error message is valid for the following events: CNST, IIEP, IETR, RETR, RIEP, TETR and TIEP.</p>
[Student Name (Last, First, Middle)] [EMIS ID] - GE - [Event] missing Event Date but Outcome ID is selected.	<p>Enter the appropriate date in the Date field for the indicated event on the Special Education Events Form.</p> <p>This error message is valid for the following events: CNST, IIEP, IETR, RETR, RIEP, TETR and TIEP.</p>
[Student Name (Last, First, Middle)] [EMIS ID] - GE - [Event] missing Non-Compliance ID value.	<p>Select the appropriate value in the Non-compliance ID list for the indicated event on the Special Education Events Form.</p> <p>This error message is valid for the following events: IETR, IIEP, RETR, RIEP, FIEP and CIEP.</p>
[Student Name (Last, First, Middle)] [EMIS ID] - GE - [Event] missing Event Date but Non-Compliance ID is selected.	<p>Enter the appropriate date in the Date field for the indicated event on the Special Education Events Form.</p> <p>This error message is valid for the following events: IETR, IIEP, RETR, RIEP, FIEP and CIEP.</p>
[Student Name (Last, First, Middle)] [EMIS ID] - GE - Event TIEP missing End Date.	<p>Enter the appropriate date in the Date field for the indicated event on the Special Education Events Form.</p>
[Student Name (Last, First, Middle)] [EMIS ID] - GE - Event TETR missing End Date.	<p>Enter the appropriate date in the Date field for the indicated event on the Special Education Events Form.</p>
[Student Name (Last, First, Middle)] [EMIS ID] - GE - [Event] missing Start Date.	<p>Enter the appropriate date in the Start field for the IEP Effective Dates on the Cover page.</p> <p>This error message is valid for the following events: IIEP, FIEP and RIEP.</p>
[Student Name (Last, First, Middle)] [EMIS ID] - GE - [Event] missing End Date.	<p>Enter the appropriate date in the End field for the IEP Effective Dates on the Cover page.</p> <p>This error message is valid for the following events: IIEP, FIEP and RIEP.</p>

Error Message	Problem/Solution
Student Special Education Graduation Requirement Record (FE)	
[Student Name (Last, First, Middle)] [EMIS ID] - FE - Test [test] Subject [subject] missing Required for Graduation value.	Required for Graduation value is missing where test grade level and subject type are selected for the indicated subject. This error message is valid for the following events: IIEP, RIEP, TIEP, FIEP and CIEP.
[Student Name (Last, First, Middle)] [EMIS ID] - FE - Test [test] Subject [subject] missing IEP Event Date.	IEP Event Date is missing where subject type is selected for indicated subject. This error message is valid for the following events: IIEP, RIEP, TIEP, FIEP and CIEP.

Exclude Tasks from EMIS

The Include In EMIS check box is selected by default for all IEP, ETR and SP tasks. You can exclude these tasks from reporting in the EMIS Extract by deselecting the Include In EMIS check box on the Completed Tasks screen. For example, you may have several completed draft copies of an IEP that you do not want to appear in the EMIS Extract; you could deselect the Include in EMIS check box for these drafts.



Include in EMIS Check Box on Completed Tasks Screen

Process EMIS Extract

After you build the EMIS Extract, the extract file, including any corresponding error logs files, appear on the Process EMIS Extract screen. You can view the files, as described in “View EMIS Extract and Error Log Files”, or process the EMIS Extract using one of the following options:

- **Local processing** – Enables you to save the EMIS Extract file to a desired location from which you can import it into your student information system.
- **ITC or agency processing** – Saves the EMIS Extract to a location on the SpecialServices web server, which is specified in the web.local.config.

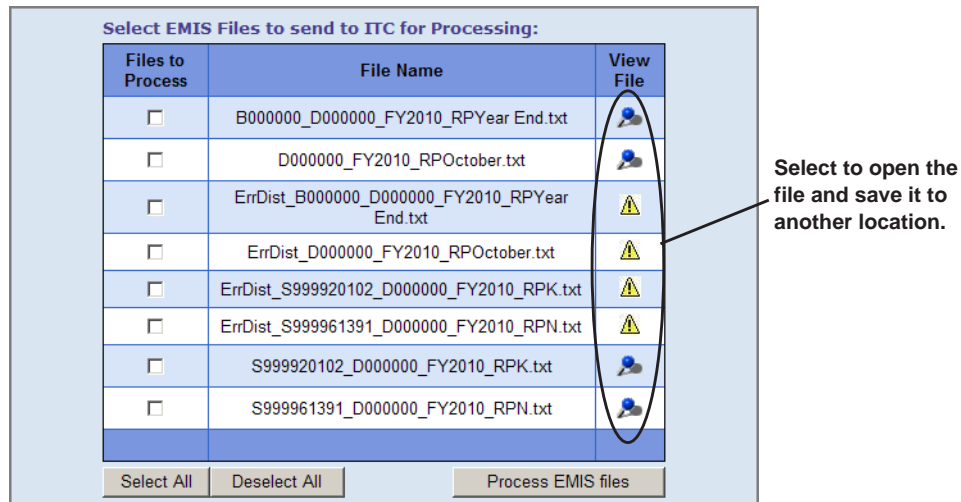
Contact your system manager for more information about which option your district uses to process the EMIS Extract.

Process EMIS Extract File Locally

If your district uses the local processing option, you can save the EMIS Extract file to a location—either on the hard drive of your computer or on the network—that will allow you to easily import it into your student information system.

1. On the EMIS Tools screen, click **Process EMIS Extract**.

The previously created EMIS Extract files and any error logs display on the Process EMIS Extract screen.



Processing EMIS Extract Locally

2. Click to open an EMIS Extract file in a new window.
3. Click **File > Save As**.
4. On the Save Webpage window, select the **location** to which you want to store the EMIS Extract, and then click **Save**.
5. Once the file is stored to the location you specified, you can perform the following steps:
 - Import the EMIS Extract file into your student information system. You must log into your student information system to import the file.
 - Clear the old EMIS Extract and error log files from the Process EMIS Extract screen. See “Purge Process EMIS Extract Screen”.

Purge Process EMIS Extract Screen

If your district processes the EMIS Extract locally, the EMIS Extract and error log files are not automatically removed from Process EMIS Extract screen. You may want to periodically purge the old files from the screen to make it easier to locate newer files.

Note: If you process the EMIS Extract through an ITC or agency, the selected files are automatically purged when you process the EMIS Extract.

1. On the EMIS Tools screen, click **Process EMIS Extract**.

The previously created EMIS Extract files and any error logs display on the Process EMIS Extract screen.

Select EMIS Files to send to ITC for Processing:

Files to Process	File Name	View File
<input type="checkbox"/>	B000000_D000000_FY2010_RPYear End.txt	
<input type="checkbox"/>	D000000_FY2010_RPOctober.txt	
<input type="checkbox"/>	ErrDist_B000000_D000000_FY2010_RPYear End.txt	
<input type="checkbox"/>	ErrDist_D000000_FY2010_RPOctober.txt	
<input type="checkbox"/>	ErrDist_S999920102_D000000_FY2010_RPK.txt	
<input type="checkbox"/>	ErrDist_S999961391_D000000_FY2010_RPN.txt	
<input type="checkbox"/>	S999920102_D000000_FY2010_RPK.txt	
<input type="checkbox"/>	S999961391_D000000_FY2010_RPN.txt	

Select All Deselect All Process EMIS files

Removal of Files in the Files to Process Column

- Perform one of the following actions:
 - To purge specific files, select the **check box** next to each file you want to remove, and then click **Process EMIS files**.
 - To purge all of the files, click **Select All** to select all of the files.
- Click **Process EMIS files** to purge the selected files.

A message displays, "Process Completed Successfully." The files you selected in step 2 are removed from the Process EMIS Extract screen.

Process EMIS Extract File Through ITC or Agency

If your district processes the EMIS Extract file through an ITC or agency, you can use the EMIS processing options to save the EMIS Extract file to the EMISOutput folder on the SpecialServices web server. The location of the EMISOutput folder on web server is defined in the web.local.config.

- On the EMIS Tools screen, click **Process EMIS Extract**.

The previously created EMIS Extract files and any error logs display on the Process EMIS Extract screen.

Select the files to process.

Select EMIS Files to send to ITC for Processing:

Files to Process	File Name	View File
<input type="checkbox"/>	B000000_D000000_FY2010_RPYear End.txt	
<input type="checkbox"/>	D000000_FY2010_RPOctober.txt	
<input type="checkbox"/>	ErrDist_B000000_D000000_FY2010_RPYear End.txt	
<input type="checkbox"/>	ErrDist_D000000_FY2010_RPOctober.txt	
<input type="checkbox"/>	ErrDist_S999920102_D000000_FY2010_RPK.txt	
<input type="checkbox"/>	ErrDist_S999961391_D000000_FY2010_RPN.txt	
<input type="checkbox"/>	S999920102_D000000_FY2010_RPK.txt	
<input type="checkbox"/>	S999961391_D000000_FY2010_RPN.txt	

Select All Deselect All Process EMIS files

Process EMIS Extract Through ITC or Agency

- Perform one of the following actions:
 - To process specific files, select the **check box** next to each file you want to process, and then click **Process EMIS files**.
 - To process all of the files, click **Select All** to select all of the files.

Note: You can select the error log files to remove them from the screen after the EMIS Extract file is processed.

- Click **Process EMIS files** to save the selected files to the EMISOutput folder.

A message displays, "Process Completed Successfully." The files you selected to process in step 2 are removed from the Process EMIS Extract screen.

You can now import the EMIS Extract into your student information system. You must log into your student information system to import the file.

View EMIS Transaction Log

If your district processes the EMIS Extract through an ITC or agency, as described in "Process EMIS Extract File Through ITC or Agency", you can view the status information on the EMIS Transaction Log screen. Additionally, you can purge the transaction activity within a date range when you no longer want it to display.

Purge by Date Range:

Start Date (MM/DD/YYYY):

End Date (MM/DD/YYYY):

EMIS Transaction Activity:

District_ID	User_DBID	Transaction_DT	Filename	Descr
0	3463	10/1/2009 5:03:56 PM	S999151668_D000000_FY2010_RPK.txt	Successful Transaction.
0	3463	10/1/2009 2:46:32 PM	B000000_D000000_FY2010_RPOctober.txt	Successful Transaction.
0	3463	10/1/2009 2:46:32 PM	D000000_FY2010_RPYear End.txt	Successful Transaction.
0	3463	10/1/2009 2:46:32 PM	ErrDist_B000000_D000000_FY2010_RPOctober.txt	Successful Transaction.
0	3463	10/1/2009 2:46:32 PM	ErrDist_D000000_FY2010_RPYear End.txt	Successful Transaction.
0	3463	10/1/2009 2:46:32 PM	ErrDist_S999001144_D000000_FY2010_RPK.txt	Successful Transaction.
0	3463	10/1/2009 2:46:32 PM	S999001144_D000000_FY2010_RPK.txt	Successful Transaction.
0	3463	10/1/2009 2:46:32 PM	S999151668_D000000_FY2010_RPN.txt	Successful Transaction.
0	1	9/25/2009 3:34:11 PM	B000000_D000000_FY2010_RPYear End.txt	Successful Transaction.
0	1	9/25/2009 3:34:11 PM	ErrDist_B000000_D000000_FY2010_RPYear End.txt	Successful Transaction.
0	1	9/25/2009 3:34:11 PM	ErrDist_D000000_FY2010_RPOctober.txt	Successful Transaction.
0	1	9/2/2009 4:45:20 PM	D000000_FY2010_RPOctober.txt	Successful Transaction.
0	2992	9/2/2009 3:05:07 PM	B000000_D000000_FY2010_RPYear End.txt	Successful Transaction.

EMIS Transaction Log

Purge Activity from Transaction Log

Purging activity from the transaction log only deletes the status information that displays on the EMIS Transaction Log screen; this action does not delete EMIS Extract or error log files stored locally or on the SpecialServices web server.

1. From the EMIS Tools screen, click **View EMIS Transaction Log**.
2. On the EMIS Transaction Log screen, enter the **start and end dates** within which you want to purge the transaction activity in the Start Date and End Date fields.
3. Click **Purge**.

The message displays, "This action will delete all transaction logs within the date range specified. Are you sure want to do this?"

4. Click **OK** to delete the transaction activity.