



Ohio Revised Code

Section 3301.0730 User review of EMIS guidelines.

Effective: October 3, 2023

Legislation: House Bill 33

(A) As used in this section:

(1) "Education management information system" means the integrated system of statewide data collecting, reporting, and compiling for school districts and schools prescribed under section 3301.0714 of the Revised Code.

(2) "EMIS guidelines" means any guidance issued by the department of education and workforce containing the student, staff, and financial information to be collected and reported, along with data-element definitions, procedures, and guidelines necessary to implement the education management information system.

(B) The department shall develop a procedure that permits users of the education management information system to review and provide comment on new or updated EMIS guidelines. The procedure shall satisfy all of the following conditions:

(1) The department shall post a copy of the proposed new or updated EMIS guidelines on the department's web site. The department shall solicit comment from EMIS users on the proposed guidelines for thirty consecutive days.

(2) The department shall respond to comments provided by users and may revise the proposed new or updated EMIS guidelines based on comments provided by users within thirty consecutive days after the comment period closes.

(3) The department shall post the final new or updated EMIS guidelines on its web site at the end of the response period for thirty consecutive days for a final review by EMIS users. The new or updated guidelines shall take effect after that period ends.

(C) Except as provided in division (D) of this section, if the department develops new or updated



EMIS guidelines to implement a program, initiative, or policy, the department shall use the procedures prescribed under division (B) of this section. The department shall initiate the procedures not later than the fifteenth day of May immediately prior to the beginning of the school year for which the new or updated EMIS guidelines will be effective.

(D) On and after June 1, 2021, the department shall use the procedure prescribed under division (B) of this section for any new or updated EMIS guidelines developed by the department for the purposes of implementing any of the following:

- (1) A newly enacted state or federal law;
- (2) A new or updated federal rule;
- (3) A rule adopted by the department.

(E) The department shall not be required to use the procedure prescribed under division (B) of this section when issuing any of the following:

- (1) Updated EMIS guidelines to address issues that are not substantive, such as correcting grammatical errors;
- (2) Updated EMIS guidelines to address unforeseen technical errors;
- (3) Supplemental documents regarding EMIS guidelines and the education management information system, including documents that do any of the following:
 - (a) Clarify the implementation of EMIS guidelines;
 - (b) Answer questions submitted by users of the education management system;
 - (c) Provide training regarding the education management information system.

(F) Additionally, the department shall establish both of the following:



- (1) Uniform guidance for career-technical planning districts and information technology centers established under section 3301.075 of the Revised Code regarding the education management information system and EMIS guidelines for career-technical planning districts;

- (2) Uniform training programs for all personnel employed by the department to administer the education management information system.