



Prompt. Courteous. Knowledgeable.

Support **you** deserve.

EMIS Shared Services

The NEOnet EMIS Shared Services team uses EMIS Excite! to ensure that all aspects of a district's EMIS reporting are accurately maintained and communicated to each district's data team. Additionally, the team participates in numerous professional development opportunities, helping districts save on travel costs. Coordinators also have the opportunity to join DEW for bi-weekly conference calls for firsthand updates.

Customer Benefits

- Knowledgeable staff with over 150 years combined experience
- Certified EMIS Professionals on staff
- Resources to support customer's business processes
- Coordination of customer's EMIS reporting
- EMIS training of customer's building staff
- Software data processing and data import/export
- On-time compilation and reporting to DEW
- Distribution of and interpretation of district reports as they are received from DEW
- Act as liaison between district, district buildings and DEW on EMIS-related activities
- Provide guidance and clarification on data issues identified in EMIS CrossCheck

Service Features

- EMIS training – NEOnet EMIS staff will provide training to the school district's Data Owners on proper methods of data input and/or adjustments on the EMIS data. This ensures that the correct coding is entered into the Student Information System (SIS). They also disseminate information to the district's staff as necessary.
- NEOnet EMIS staff is responsible for compiling and submitting EMIS data to DEW, ensuring timely submission, and troubleshooting any issues with DEW reports.
- Resource for Superintendents – NEOnet EMIS staff will serve as a resource for the superintendent or staff member designated by the superintendent for interpretation of EMIS reports and district accountability reports.
- Analyze reports and troubleshoot errors – NEOnet EMIS staff will analyze reports, troubleshoot errors and make necessary corrections when needed. When data is missing or incorrect, NEOnet will work with the school district's Data Team to ensure that items are corrected in a timely manner.
- Review DEW reports – NEOnet EMIS staff will review all DEW reports and notify the district Data Team, superintendent and/or treasurer if any invalid or incorrect data needs to be resolved
- Liaison between district, district buildings and DEW on all EMIS-related activities – NEOnet EMIS staff will be the first level of contact and support to district and building staff for any EMIS questions. NEOnet EMIS staff will also educate staff on the proper method of data entry into the Student Information System (SIS) for the reporting of EMIS. EMIS reporting consists of all student gifted, economically disadvantaged, discipline, English Learner, assessments, special education, graduation, and open enrollment information as well as data regarding CCP, Career Tech, calendars, Local Report Card, SOES, Tuition, staff/course and all funding related data.



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