



Heartland COG/North Central Ohio
Computer Cooperative
1495 W. Longview Avenue, Suite 100
Mansfield, OH 44906
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EMIS SERVICE AGREEMENT

The North Central Ohio Computer Cooperative (NCOCC) agrees to provide EMIS services to the Galion City Schools for a period from July 1, 2021 through June 30, 2022. In compensation for such services, the Galion City Schools agrees to pay NCOCC at the rate of fifty-three dollars (\$53) per hour. Hours will be purchased in blocks of time representing ten (10) hours at a cost of five hundred and thirty dollars (\$530) or may be paid for in a mutually agreed upon format.

The Galion City Schools may purchase time at the request of the District Superintendent or the District Treasurer or their designee with the approval of the NCOCC Executive Director. A purchase order will be required in advance of any services to cover blocks of time purchased. If blocks of time are purchased, any unused hours in the concluding month of this contract may be carried over to the following contracted year but there will be no reimbursements for unused hours should the contract fail to be renewed. NCOCC will be responsible for maintaining records for hours worked and will provide those to the Galion City Schools upon request. Either party may cancel the terms of this contract with sixty days notice.

The following represents specific roles and assignments that must be completed by either NCOCC and the district or both. Additional services may be requested and agreed upon by both parties during the life of the contract:

Task	District	NCOCC
Calendar	x	x
PEBT	x	x
Direct Cert Report	x	
<u>Student Information 'S' Checklist</u>		
Student Admission & Withdrawals	X	
Admitted from & Withdrawn to	x	
Preschool Student Data Entry	x	
Obtain & Verify SSID		x
Verify Non-Reportable		x
Student % of time	x	

County of Residence	x	
Fiscal Year Began 9th Grade	x	
Disadvantage	x	
Race	x	
Home Language	x	
Native Language	x	
CTE Concentrator	x	
Oct. IEP Outcome	x	x
English Learner	x	
Retention	x	
Retained Status	x	
Military Student Identifier	x	
Student Verification	x	x
Community School ONLY		
FLICS	x	
Transportation Count Week	x	
Student Contact Records	x	
Sub Calendar EMIS Exceptions	x	x
Student Attendance Calendar	x	
FC Override		x
FL Summer Override		x
Gifted	x	x
Gifted Missing		x
Special Ed	x	
Sp. Ed. Grad. Requirement	x	
Graduates	x	
Diploma Date & Type	x	
FN Grad Tab	x	
District Building General		x
Discipline	x	
Attendance	x	
Truancy & Excessive Absence		
Program Codes	x	
Majoremis		x
Non-Grad Core Summary		x
Retention		x
<u>ODDEX</u>		
SOES	x	
Student Cross Reference		x
CCP	x	

Tuition	x	
History - Student	x	x
History - Grad	x	x
History - Special Ed.	x	x
History - Assessment	x	x
<u>EMIS Data Subsystems</u>		
Data Collector		x
Collections		x
Submissions		x
Report Verifications		x
Report Distributions		x
Navigator		
Load weekly files		x
Report Verifications	x	x
<u>Student Information 'L' Staff Course Checklist</u>		
INVSUBJ Verify Subject Codes		x
Wipe & New		x
Add missing to update Teacher History		x
Start/Stop Dates to update Teacher History		x
Verify Courses & Course Sections	x	x
Verify Reportable Courses	x	x
Verify Course Information & necessary changes	x	x
Verify Staff Credential ID		x
Verify HQT for Civil Rights	x	
Verify & update student schedules	x	
Verify CTRM/CLISEMIS		x
Update CTRM/CLISEMIS		x
Verify CTE Coorelated		x
Verify CTE Mapping		x
Update CCP for Dual Credit	x	
Period L Transfer		x
Run L Collection		x
<u>Student Information 'G' Graduate Checklist</u>		
Bulk update Course for Core Subject Area & Dual Credit	x	
Flag Courses & Course History Dual Credit	x	
Update Student College Credit for Dual Credit	x	
Verify CRSE	x	
Verify Senior Power Withdraw		x
Program Codes for Grad Pathways & Seals	x	

Update Grad Diploma date/type	x	
Setup Ad-Hoc Groups for FN Grad fields	x	
Run Student Bulk Update for FN Grad fields	x	
Run Graduate CORE Summary Verify/Update		x
Create Grad CORE Summary Record	x	x
Update Grad CORE Summary Record	x	x
Run Graduate Demographic/Attributes Verify		x
Verify all reportable assessment records for Grads		x
Process Grad/OGT Summer Verify		x
Withdraw Summer Grads	x	
Grad ONLY Student reporting	x	
Student Withdrawal Override Records		x
Period G Transfers		x
<u>Student Information 'A' Assessment Checklist</u>		
PreID Files		
Create		x
Upload to Testing Site	x	
Results		
Import to Student Information		x
Download from Testing Website	x	
Score Not Reported - Student Did not Take Test		x
Manual Assessment Entry	x	
ODDEX Load Assessment History	x	

<u>Financial End of Year & 5 Year Forecast</u>		
Load/Transfer Data		x
Process Collection		x
Verify Financial Data	x	x
Submit Collection		x
<u>Staff Reporting Checklist</u>		
Staff Data Entry	x	
Staff EMIS Data Corrections	x	
Staff EMIS Verification	x	x
CJ - Contractor Staff	x	
CC - Contract ONLY Staff	x	
Create Staff Data Reports		x
Staff Reports Verification	x	x
Run Staff Collection		x
Submit Staff Collection		x

Signature
Representing the Galion City Schools

Andy Melick

Signature
Representing NCOCC

Date

07 / 01 / 2021

Date