



Heartland COG/North Central Ohio  
Computer Cooperative  
1495 W. Longview Avenue, Suite 100  
Mansfield, OH 44906  
(419) 747-8660  
FAX (419) 747-8680

## **EMIS SERVICE AGREEMENT**

The North Central Ohio Computer Cooperative (NCOCC) agrees to provide EMIS services to the Galion City School District for a period from July 1, 2019 through June 30, 2020. In compensation for such services, the Galion City School District agrees to pay NCOCC at the rate of forty-eight dollars (\$48) per hour. Hours will be purchased in blocks of time representing ten (10) hours at a cost of four hundred and sixty dollars (\$480) or may be paid for in a mutually agreed upon format.

The Galion City School District 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 School District upon request. Either party may cancel the terms of this contract with sixty days notice.

The following represents specific services that will be included in fulfillment of this contract. Additional services may be requested and agreed upon by both parties during the life of the contract:

- Assist the district in proper reporting of students, fiscal and staff for funding purposes
- Assist the district in submissions for the following periods:
  - Beginning, mid-year and final student "S" Reporting Periods
  - Beginning and end of year for staff and students courses "L" Reporting Period
  - Assessment "A" Reporting Period
  - Retention Period "R" Reporting Period
  - Calendar "C" Reporting Period
  - 5 Year Forecast Submission
  - Financial Year End – USAS and EIS Reporting "H" Reporting Period
  - Student Cross Reference
  - Graduation "G" Reporting Period
  - Additional Supplemental Reporting Periods as required by ODE
- Download from ODE's site and load NexGen, OGT, OELPA, EOC, ALT Assessment Records into Student Information
- Training in EMIS Data Collector, EMIS Flat File Editor, USPSWeb EMIS Entry, Student Information EMIS related reporting

- Load files for Roster Verification
- Process and send ODE state reports to district
- Training and Open labs and EMIS informational meetings will be provided
- Trainings on Excel, Ablebits, EMIS Reports, loading of information into the Data Collector
- ODDEX Review:
  - SCR Errors
  - SOES Review and work with K12 consultants for verification
  - CCP Review (when ready)
- Data Submission Reports/Review:
  - Submission Preview Reports
  - Level 1 and Level 2 errors
  - Ripe Reports
  - SDC Reports
- Process Data Waivers/Appeals/Supplementals
- Assessment Data Entry:
  - EOC and NexGen
  - Pre School Assessment
  - KRA Preid Uploads
  - EOC Uploads
  - Attendance data entry for Residents attending elsewhere (i.e. Futures, Step by Step)
  - CCP Credit for graduating seniors
  - Enter Diagnostics


---

Signature  
Representing the Galion City School District

---

Date

---

  
Signature  
Representing NCOCC

---

6/10/19  
Date