SpecialServices — *Creating an EMIS Extract*

> *To access the SPECIALSERVICES EMIS EXTRACT screen, you must have the appropriate security privileges in StudentInformation. See the ProgressBook StudentInformation Security Guide for more information.*

Navigation: StudentInformation > EMIS > SpecialServices EMIS Extract

1 On the **SpecialServices EMIS Extract** screen in StudentInformation, complete 1 of the following:

- District-level extract – Put the appropriate district in context.

- Building-level extract – Put the appropriate school building in context.

- Extract for an individual student – In the **Search by Last Name / First Name / Student Number** field, to search for a student, enter one of the following:

  - The student's full name in [Last Name, First Name] format

  - 2 or more letters of the student's first name

  - 2 or more letters of the student's last name

  - The student's identification number

  Then, select the appropriate student from the results list that displays.

District-level extract

Building-level extract

Individual student extract

2 In the **Start Date** and **End Date** fields, enter or select a date range that includes the meeting or event dates of the SpecialServices documents that you want to include in the extract.

3 In the **Extract Options** area, select the checkbox beside at least one option to include in the extract.

4 Click **Submit**.
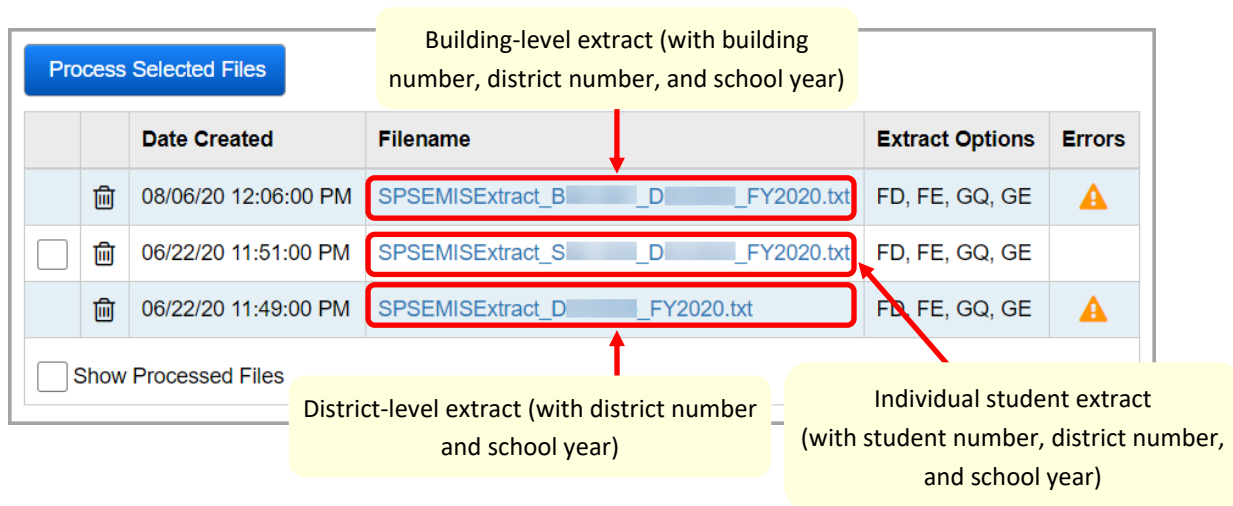
see reverse side for more information

Viewing an EMIS Extract and Error Log File

On the **SpecialServices EMIS Extract** screen, after you create an EMIS extract and click **Submit**, a grid with all EMIS extracts created for the current school year displays.

> *Note: You can also access this grid by clicking **View Extract Files**.*

To view a .txt file of your extract, click the extract's **Filename**. To view a .txt file of the error log (if applicable) for your extract, in the row of the appropriate extract, click ⚠.

Building-level extract (with building number, district number, and school year)

District-level extract (with district number and school year)

Individual student extract (with student number, district number, and school year)

You can use the EMIS extract error log file to review and correct errors in your extract so that you can resubmit your EMIS extract request.

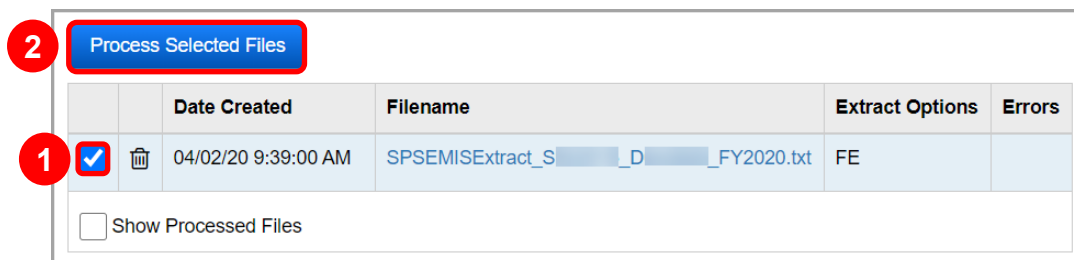**Note:** *To delete an extract and its associated error log file, in the row of the appropriate extract, click 🗑 .*

Note: *Select the **Show Processed Files** checkbox to display extracts that have already been imported into StudentInformation.*

Processing an EMIS Extract

1 On the **SpecialServices EMIS Extract** screen, select the checkbox(es) for the extract(s) you want to process.

> *Note: Only extracts with no associated error log file can be processed.*

2 Click **Process Selected Files**.

A success message displays, and the extract is automatically imported into StudentInformation. Once in StudentInformation, the extract can then be reported to ODE.