

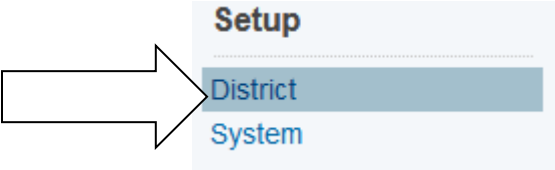
## Program Codes (GQ EMIS records) in PowerSchool

The actual program codes are stored at the district level in PowerSchool. Nwoca provided your school some common program codes during your initial setup and conversion. If you find that a code is not present that you need to use for your EMIS reporting, you will need to review the current EMIS Manual Appendix for Program Codes. Your district is responsible to maintain these codes. You can add in new codes, but please do not remove/delete obsolete codes.

Do not confuse the Student Programs (program codes) with the Activities your school setup and is using. Activities are not reported to EMIS.

Choose District on the left menu – then scroll down to enrollment – then to Student Programs

### Setup



District  
System

### Enrollment



Student Programs

If you need to add in a new Program code – select one of the existing codes to see how to setup the new program code, you should use some consistency when adding in the codes so they appear in the list properly and so that you can query student by the codes if needed.

### Student Programs

Program Name	Show Current Students
151400 - Summer School	Display
151500 - Summer Reading Program	Display
152330 - Academic Intervention	Display
52005 - Guided Reading	Display
152095 - Other Explicit Instruction of Comprehensi	Display
152600 - Other Explicit Instruction of Fluency	Display
152605 - Other Explicit Instruction of Vocabulary	Display
152755 - Reading Improvement and Monitoring Plan I	Display
205040 - Guidance Services	Display

### Student Program Information

Setting	Value
Program name (no commas)	510420 - Science Graduation Seal Earned
Qualifies as a special education program	<input type="checkbox"/>
Include in Quick Lookup	<input type="checkbox"/>
<b>Ohio State Report Information</b>	
Program ID (Leave blank to exclude program from the GQ Student Program Record)	510420
Include this program code in the checked reporting data sets	<input checked="" type="checkbox"/> Student (S) <input checked="" type="checkbox"/> Graduate (G)
No longer used	<input type="checkbox"/>

When Checking the Student (S) and or Graduate (G) boxes – please review the GQ section of the EMIS manual for the proper option/s in the Program Code Schedule sample below):

### Program Code Schedule

Student Program Code(s) Categories	Program Series	Student (S) Trad			Student (S) CS/STEM		Grad (G)
		Initial	Midyear	Final	Initial	Final	
Immigrant Education Program	240xxx		✓	✓		✓	
Gifted Education Programs	205xxx 206xxx		✓	✓		✓	
Graduation Alternative Competency	5201xx_ <a href="#">520200</a>	✓	✓	✓	✓	✓	✓
Graduation Pathways	520001, 520002, 520021, 520022		✓	✓		✓	✓
Graduation Seals, Earned	510xxx	✓	✓	✓	✓	✓	✓
Graduation Seals, Plan to Earn	510xxx	✓	✓	✓	✓	✓	
Hardware and Connectivity	7002xx, 7004xx		✓	✓		✓	
Delivery Model	7001xx		✓	✓		✓	

To add a program code for EMIS reporting to a student

Select Student

Scroll down to Enrollments on left menu then click on Student Programs

Click New

Program Name	Entry Date	Exit Date
405005 - Yearbook Staff	08/14/2019	05/22/2020
510580 - Fine & Perf Arts Grad Seal	06/08/2020	0/0/0
152330 - Academic Intervention	06/08/2020	05/27/2021
700201 - dist provided laptop or tablet	06/08/2020	05/27/2021
700412 - student's own cable, DSL, other	06/08/2020	05/27/2021
420006 - Tennis	06/08/2020	06/04/2021
700412 - student's own cable, DSL, other	08/20/2021	05/27/2022
405004 - Spanish Club	08/20/2021	05/27/2022
420009 - Tennis	08/20/2021	05/27/2022
700201 - dist provided laptop or tablet	08/20/2021	05/27/2022

Click Submit to add in the student into the program code (special program)

Comment	Optional
Entry Date	8/19/2022
Exit Date	MM/DD/YYYY
Exit Reason	
Program	415004 - Student Council
<b>Ohio State Information</b>	
Program Record Status (all records are "Add" unless directed otherwise)	Add
Employee ID	
Program Provider IRN	

Comment are Optional – not used for EMIS

Entry date should equal or be after the students transfer entry info date for the current year.

Exit date - if left blank – the program code will roll over and be used in the following school year/s until an exit date is entered. If using an exit date – IE for example if the student is no longer in the program code and you don't want it to continue to rollover – you can enter in an exit date of when it no longer applies to the student or 06/30/xxxx – the last day of the fiscal year.

(Per the EMIS manual – ODE does not use the dates, but are needed in PowerSchool for reporting properly...)

Employee ID – review EMIS manual – only used for certain program codes (FY23 206xxx and 31xxxx codes)

Program Provider IRN – review EMIS manual – in most cases – typically left blank