

Data Collector Checklists

This includes checklists to help EMIS Coordinators verify records required to be reported during each of the EMIS collections for staff and students.

- Retention Reporting (**updated 3.10.2021**) [Student Retention Collection Checklist update 2021.pdf](#)
- Calendar Reporting (**updated 8.23.2018**) - [Calendar Collection Checklist \(1\).pdf](#)
- Student (Beginning, Mid and Final S) Reporting (**updated 3.10.2021**) - [Student Reporting Collection Checklist update 2021.pdf](#)
- Final Staff and Course Reporting - [Final Staff and Course Checklist.pdf](#)