Kent/Ottawa Pupil Membership

EEM D/CH Quick Entry Guide

For Districts Who “Satisfied” Minimum Days, Hours, & Attendance Requirements
(If your district “Fell Short” of Minimum Days, Hours, or Attendance requirements proceed to Page 3)

This guide will help you quickly enter your EEM D/CH data.
- Certification due 7/15, but please complete as soon as possible after last day of school.

Home Page

After securely logging in to EEM, select “Days & Clock Hours” and then “Data Submission” from menu on the left.

Step 1: Start Page

Select your current collection school year and district name, then click “Satisfied,” to indicate your district met at least 180 days, AND 1098 hours, AND met district-wide 75% attendance requirement for all school days.

NOTE: Complete annual acknowledgement. Click “I Agree,” then “Ok.” (only required 1st time you access each year)
Selecting “Satisfied” in Step 1 Takes You Straight to Step 6: Data Certification

Step 6: Data Certification

This pop-up window will appear:

Final Step: Email Auditor

At time of EEM DCH certification, districts who “Satisfied” all requirements must email to auditor:

1) Completed PA-46 OR MDE Days, Hours, & Attendance Tracking Document (choose one or the other, not both)

2) District 75% Attendance Report for the current school year (system-generated report, please. Only if your SIS will not run a 75% report, use the optional PA-45B form on our ISD website).
This guide will help you avoid common reporting errors.
- Certification due 7/15, but please complete as soon as possible after last day of school.

Home Page
After securely logging in to EEM, select “Days & Clock Hours” and then “Data Submission” from menu on the left.

Step 1: Start Page
Select the correct collection year and district name, then click either “Fell Short” or “Satisfied,” depending on whether your district met, or did not meet, at least 180 days AND 1098 hours.

NOTE: Complete annual acknowledgement. Click “I Agree,” then “Ok.” (only required 1st time you access each year)
Step 2: Calendar – Building Entry

**Step 2: Calendar Kent ISD (41000)**
The Calendar Page is used to document the number of days and hours originally scheduled for the district. Calendars can be established district-wide, by the building, or by building/grade level.

**Please note this year's minimum requirements based on your district information**
Minimum Days: 180
Minimum Hours: 1095.00

* Total Days of Professional Development Provided to All Teachers

* My district operated under a collective bargaining agreement in effect as of July 1, 2013, that provided for the counting of up to 38 hours of qualifying professional development toward the instructional hour requirement. Yes ☐ No ☐

* My district operated under a collective bargaining agreement in effect as of July 1, 2013, that provided for fewer instructional days that is required for the current school year under Section 101. Yes ☐ No ☐

* I use a district wide Calendar Yes ☐ No ☒

**Continue And Save** | **Back** | **Go To Audit**

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**Building**

<table>
<thead>
<tr>
<th>Building</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kent ISD</td>
</tr>
<tr>
<td>Careerline Tech Center (06644)</td>
</tr>
<tr>
<td>Juvenile Services Center (06494)</td>
</tr>
</tbody>
</table>

### Days

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### Hours

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**Common Error:** D/CH is expecting days/hours to be entered for all grades with the blue “schoolhouse” (indicator of active grades in building) if AM or PM Kindergarten (or other grade w/ blue schoolhouse) is not applicable to a building, click the black “X” next to the inapplicable grade level(s) or a warning will persist in Step 5.

**Step 2a: Calendar – Grade Level Entry**

- **ISD Programs:** It is not necessary to enter and certify days/hours for tech center (or other ISD programs) in EEM DCH.
- **ECSE Programs:** If more than one ECSE program, first use “Spec Ed EC” line, then use “Other” line for a second ECSE program. If three or more ECSE programs, use the Spec Ed EC and Other lines for Rule 54 classroom programs first, and then use the Comments section to input data for any remaining ECSE programs. Rule 55/62 Programs do not have required days, so report 55/62 programs in the Comments section in the following order with a comma between values:
  - Original Scheduled Hours, Canceled Hours, Rescheduled Hours, Forgiven Hours, Final Total Hours

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5 days or equivalent hours required
Both default to “No.” if “Yes,” detailed entry on CBA required
Both default to “No.” if “Yes,” detailed entry on CBA is required

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If all grades within the building operate on the same calendar and bell schedule, enter days and hours values here on this screen.

If all grades in building do not operate on same calendar and bell schedule, click on magnifying glass icon to enter days and hours for each grade separately. Please do not click “Use Building Level” button.

Use “X” icon to indicate buildings where no days and hours are being reported because no FTE is claimed (e.g., Adult Education, or non-instructional buildings)

When magnifying glass selected for grade level entry, this screen appears:
Step 3a: Create Canceled Event

This is how canceled events will appear once created in Step 3a.

Enter date of cancellation, then select type (full day, 2-hour delay), and reason

For Hours Entry, leave “Multi” selected and enter the canceled hours for each affected grade. Please do not select the “All” option.

If hours were added to your original schedule to meet state minimum hours, enter the rescheduled/make-up hours here. NOTE: You cannot enter rescheduled days here – rescheduled days must be entered in Step 5.

Step 4: Attendance

Report each day district-wide attendance was < 75%. If no days fell below 75%, click “Continue.”
Step 5: Summary

Don’t forget to hit “Save” before exiting the Summary Detail screen!

Step 5a: Summary Detail

If warnings still persist after “Summary Detail” and “Waivers” data entry, must review/resolve.

Common Error: It is possible to have certify with warning if district has verified all data entered is correct - this often occurs with forgiven hours calculation, if regular daily schedule x 6 formula is used instead of (total hours/total days) x 6. In this instance, it is okay to ignore warning. When done, click “Continue to Certification.”
Step 6: Certification

This pop-up window will appear:

Once certified, a “De-Certify” button will become available and can be used if an error is discovered after certification.

Audit Trail/Optional Comments Section

In Step 5, the following menu is available at both the top and bottom of the page:

If you click the “Go To Audit” button, an audit trail will appear showing all activity related to the D/CH submission (creation, certification, comments, etc.) and displays the date/time of the action and the user who performed the action.

To add a comment, click the “Add Item” button, then enter comment and click “Add” to save. Comments are optional, unless needed to report additional ECSE programs (see note at the bottom of page 4).

Final Step: Email Auditor

At time of EEM DCH certification, districts who “Fell Short” of requirements (therefore did full EEM DCH entry) email auditor only a District 75% Attendance Report (system-generated report, please. Only if your SIS will not run a 75% report, use the optional PA-45B form on our ISD website).