



AEMIS Data Stewards

I have questions about AEMIS! Who do I contact?

Local Users - **Technical Assistance Questions?**

Local (Grantee) Data Manager¹

Data Steward²

Louise Miller
AEMIS System Administrator³

Louise Miller
AEMIS System Administrator³

I need one or more of the following deleted:
Class Site
Class
Student Enrollment

1. **Data Manager Training Requests**
2. **Programming / AEMIS Errors**
3. **Duplicate SSNs**
4. **SSN assigned to wrong student**

Grantee Data Managers¹ are responsible for “managing” AEMIS for individual grantees (programs). It is the responsibility of **Grantee Data Managers¹** to ensure that student data (enrollment, exit/withdrawal, attendance) is entered into AEMIS accurately and timely (by Tuesday of each week for the previous week and by the first Tuesday of each month for proxy hours). **Grantee Data Managers¹** are responsible for creating class sites and classes at the local level. Individual teachers are encouraged to enter their class data into AEMIS (i.e. Student Profile, assessment, attendance). It is the responsibility of the **Grantee Data Managers¹** to provide training and support to the local users. While **Grantee Data Managers¹** do NOT have to be current Adult Education employees, it is recommended that they are. If not, at a minimum, they *must* become familiar with the Student Profile and logging of instructional and student attendance by attending Adult Education PEER Training and AEMIS4U their first year of providing technical assistance.

Data Steward²:

- Provide technical assistance to **Grantee Data Managers¹** for their *assigned Region(s) / Grantees*
- Conduct "Data Manager Training," as arranged through the office of Louise Miller for their *assigned Region(s) / Grantees*
- Provide technical assistance to local AEMIS Users on an as needed basis via phone and e-mail for their *assigned Region(s) / Grantees*, however, local users should first contact their Grantee Data Manager

AEMIS System Administrator³, Louise Miller, is available to answer all questions in all regions and can be reached at lbmiller@k12.wv.us.

AEMIS Data Stewards

Contact	Region / Grantee	Phone /E-mail
Rebecca Metzger AEMIS Data Steward	South East Region <i>Webster, Pocahontas, Nicholas, Fayette, Greenbrier, Raleigh, Wyoming, McDowell, Mercer, Summers, Monroe</i>	rmetzger@k12.wv.us
Louise Miller AEMIS System Administrator	South West Region <i>Cabell, Wayne, Lincoln, Mingo, Logan, Boone, Kanawha, Clay</i> ODTP (i.e. Corrections)	lbmiller@k12.wv.us
Julie Hagan AEMIS Data Steward	Mid Ohio Valley Region <i>Wood, Wirt, Calhoun, Gilmer, Braxton, Mason, Putnam, Jackson, Roane</i>	jhagan@k12.wv.us
Nick Northup AEMIS Data Steward	Northern Region <i>Hancock, Brooke, Ohio, Marshall, Wetzel, Tyler, Pleasants, Ritchie, Doddridge</i> North Central Region <i>Monongalia, Marion, Preston, Taylor, Harrison, Barbour, Tucker, Randolph, Upshur, Lewis</i>	nnorthup@k12.wv.us
Robin Haupt	Eastern Panhandle Region <i>Pendleton, Grant, Hardy, Mineral, Hampshire, Morgan, Berkeley, Jefferson</i>	rmhaupt@k12.wv.us

NOTE: AEMIS Data Stewards were selected based upon their AEMIS and technical expertise to assist local programs across the State.

