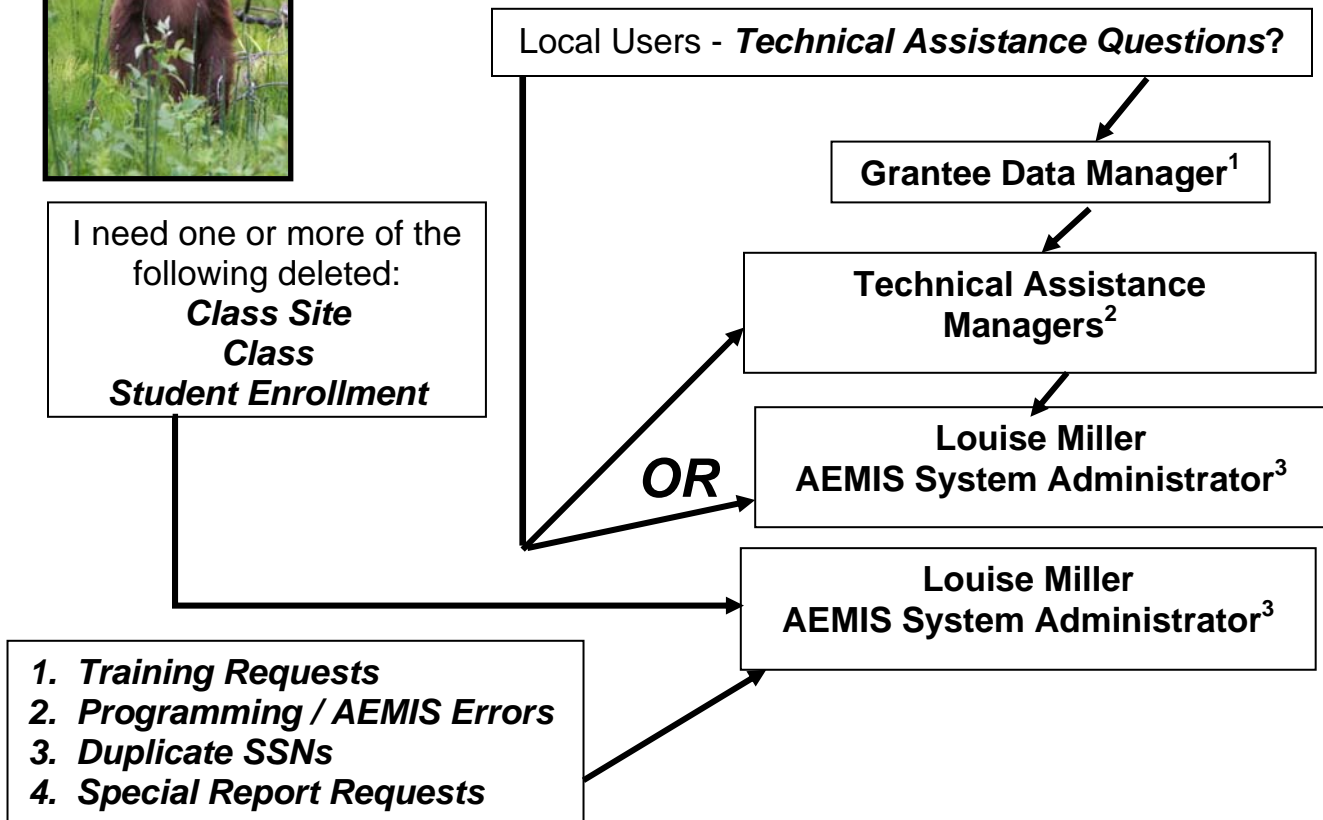




AEMIS Technical Assistance

I have questions about AEMIS! Who do I contact?



Grantee Data Managers¹ and **Assistant 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 the 10th of the following month). **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. 400A, 400B, 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 ABE employees, it is recommended that they are. If not, at a minimum, they *must* become familiar with the ABE 400A/B and ABE 300 by attending ABE PEER Training and AEMIS4U their first year of providing technical assistance.

Technical Assistant Managers²:

- Provide technical assistance to **Grantee Data Managers¹** and **Assistant 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*

AEMIS System Administrator³, Louise Miller, is available to answer all questions in all regions and can be reached at lbmiller@access.k12.wv.us or louise@wvabe.org and 1-800-766-7372, ext. 1122 or 1-304-256-4712, ext. 1122.

AEMIS Technical Assistance Contacts aka ... Baby Bears

Contact	Region / Grantee	Phone /E-mail
Shalom Tazewell AEMIS Technical Assistance Manager	RESAs one & four (Braxton, Fayette, Greenbrier, McDowell, Mercer, Monroe, Nicholas, Pocahontas, Raleigh, Summers, Webster, Wyoming)	shalomtazewell@verizon.net 304-466-4490
Louise Miller AEMIS System Admin.	RESA two (Wayne, Cabell, Lincoln, Logan, Mason, Mingo) RESA three (Boone, Putnam, Clay) RESA six (Brooks, Hancock, Marshall, Wetzel, Ohio)	lbmiller@access.k12.wv.us louise@wvabe.org 1-800-766-7372, ext. 1122 304-256-4712, ext. 1122
Joan Carloni or Elizabeth Jarrett AEMIS Technical Assistance Manager(s)	Kanawha County <i>For data entry questions / concerns</i> <i>For NRS and data entry related questions / concerns</i>	joan_carloni@yahoo.com 304-348-6670, ext. 9 or ejarrett@access.k12.wv.us 304-727-2480
Mary Lynn Flint AEMIS Technical Assistance Manager	RESA five (Calhoun, Jackson, Pleasants, Ritchie, Roane, Tyler, Wirt, Wood)	mflint@access.k12.wv.us 304-469-2911 ext. 1
Juli Dilworth or Bunny Guido AEMIS Technical Assistance Manager	RESA seven (Barbour, Doddridge, Gilmer, Harrison, Lewis, Marion, Monongalia, Preston, Randolph, Taylor, Tucker, Upshur)	dilpickles@yahoo.com 304-472-3330 or eguido@access.k12.wv.us 304-363-7372
Jack Price AEMIS Technical Assistance Manager	RESA eight (Berkeley, Grant, Hampshire, Hardy, Jefferson, Mineral, Pendleton, Morgan)	jeprice@access.k12.wv.us 304-263-3897
Christina Harper AEMIS Technical Assistance Manager	SPOKES Programs Statewide	cdharper@access.k12.wv.us 1-800-257-3723, ext. 115
Mike Shaffer AEMIS Technical Assistance Manager	Institutional Educational Programs	mcshaffe@access.k12.wv.us 304-765-7904

NOTE: AEMIS Technical Assistance Managers were selected based upon their AEMIS expertise to assist local programs across the State. However, all AEMIS users are welcome to continue to contact Louise Miller for technical assistance for specific needs and requests.

